

CAMBRIDGE  
COLLEGE OF HEALTHCARE & TECHNOLOGY



# 2023-2024 CATALOG

VOLUME VI

[WWW.CAMBRIDGEHEALTH.EDU](http://WWW.CAMBRIDGEHEALTH.EDU)

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# PRESIDENT'S WELCOME

I personally welcome you to Cambridge!

We are excited about your interest in being part of Cambridge and your desire to know more about our health care and information technology training college. Cambridge's commitment to be the very best "student-centered" college is deeply engrained within our culture. We are extremely proud of our faculty, students and alumni. We would enjoy you visiting us soon, so you can experience a sense of our college's values and traditions and learn about our many student successes.

Healthcare, nursing, information technology and their related fields are at a crossroads. The field's shortage of professionals has forced schools to "think outside the box" and explore different venues and technologies for meeting the challenges of today's healthcare and IT workforce. At Cambridge, we are committed to taking advantage of this technological and digital revolution. We have structured our programs to meet the employment needs not only where we have in-residence campuses, but also with our online programs. Cambridge's integrated platform helps address the national healthcare personnel shortages, and related cyber security and IT job market demands.

I promise each student that Cambridge is committed to your personal growth by teaching, nurturing and mentoring each of you.

Let's continue to grow together!

A handwritten signature in blue ink that reads "Terrence LaPier". The signature is fluid and cursive.

**Dr. Terrence LaPier**  
Chancellor & CEO

*Dr. LaPier is a first-generation college graduate, who received his Ph.D. from the London School of Economics, his AMP from the University of Pennsylvania's Wharton School and his bachelor's degree from Syracuse University's Maxwell School. He was a faculty member at the University of Pennsylvania's Wharton School for 17 years. He is a Board member and Trustee of several organizations. Dr. LaPier is a Roman Catholic and Knight of the Sovereign Order of Malta, a lay religious order of the Catholic Church, whose charism is to serve the poor and sick. To learn more about the Sovereign Order of Malta, please visit <https://www.orderofmalta.int>.*

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# GENERAL INFORMATION

## NATIONAL OVERVIEW

Cambridge College of Healthcare & Technology provides live lecture and remote lecture classrooms, while utilizing wide-ranging learning resource center / library, multiple program laboratories, student lounges, and faculty, administration offices to assist students and Global Campus (hybrid and full distant online education platform) in developing and becoming quality professionals capable of meeting the demands of the related Health Care and Information Technology industries.

## HISTORY OF THE INSTITUTION

Cambridge College of Healthcare & Technology has a long history of academic and student career successes.

Cambridge College of Healthcare & Technology was initially founded in 2001 as Cambridge Institute of Allied Health and Technology located in Altamonte Springs (Orlando), Florida; being established and licensed by the Commission for Independent Education (license # 2453). The institution was nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in 2004, and changed to the existing ownership in October of 2009 from a local nursing related professional school to Cambridge Health Education I, LLC. In 2010, Cambridge Health Education I, LLC acquired the Delray Beach Main campus with its Atlanta, Georgia branch campus. Commencing in January 2016, for name consistency across all campuses, a name change took place to Cambridge College of Healthcare & Technology. In January, 2020, the Cambridge College Delray Beach Main opened an additional branch campus located in Miami Gardens, FL (license #6244).

In January of 2021, the initial Altamonte Springs (Orlando) Main location had a name change to come fully into name alignment with the other three Cambridge College of Healthcare & Technology campuses. Cambridge has transformed itself from initially providing diplomas / certificates for health-related programs only in Altamonte Springs (Orlando), Florida into a diversified healthcare and technology multi-campus and online platform that now offers certificates/diplomas, associates and bachelors degrees with the goal of offering higher level degrees to serve the various campus communities.

## STATEMENT OF OWNERSHIP

Dr. Terrence LaPier and Mr. Stephen Garchik are the two voting Board of Directors. They each have 50 / 50% Voting rights. Dr. Terrence LaPier is a Managing Member and Chief Executive Officer ("CEO"), he is responsible for setting the strategy and managing the college's leadership team and operation. He approves the employee compensation, and sets and monitors the performance of the corporate strategy and objectives directed at maximizing the College's value. Mr. Stephen Garchik is a Managing Member and is the Chief Financial Officer ("CFO"), where he is responsible for all financial systems, audits, managing of the third party accounting and tax firm. He works closely with Dr. LaPier on all College decisions. The Cambridge Board of Director's has one Observer that does not have any voting rights.

## BOARD OF DIRECTORS CAMBRIDGE HEALTH EDUCATION I, LLC

Dr. Terrence LaPier  
Stephen Garchik



## MISSION STATEMENT

*Cambridge College of Healthcare & Technology is a private, academic and student-centered institution of higher education that is dedicated to providing excellent pedagogical teaching and hands on training to traditional and nontraditional students. With Cambridge's significant history, the emphasis on an outstanding student culture continues with focusing on in demand programs, dynamic curriculum, general education skills and a strong commitment to being a leader in the field of career-focused education.*

*Cambridge offers professional and career-focused curricula designed to cultivate students' successful learning and the ability to apply knowledge, think critically, and communicate effectively. Through comprehensive academic programs, innovative and contemporary in content and mode of delivery, students are exposed to skills essential to become a professional in the healthcare and technology fields. Because academic programs are professional and career focused, Cambridge responds to local, regional, national and global employment needs and supports current workforce trends. Cambridge's mission guides its strategic planning and decision making at all levels of the institution.*

## GOALS AND OBJECTIVES

Cambridge College aims to enrich student education through comprehensive training, which is essential to meet the demands of medical offices, hospitals, medical centers and clinics. An integral part of achieving our goals is through:

- The promotion of self- discipline and self-motivation
- Attracting and retaining effective and qualified instructors
- Offering sound diploma and degree programs
- The development of students individual & professional growth which includes interpersonal communication, critical thinking and problem solving competencies

# SCHOOL LOCATIONS



## ALTAMONTE SPRINGS MAIN CAMPUS

Cambridge College of Healthcare & Technology is conveniently located on State Road 436 just a half mile south of Interstate 4 in Altamonte Springs. Convenient access to public transportation is available. This third floor location has elevator access as well as stairways. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

460 E. Altamonte Dr. 3rd Floor  
Altamonte Springs, FL 32701  
407-265-8383



## DELRAY BEACH MAIN CAMPUS

This campus is located on the grounds of Delray Medical Center. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

5150 Linton Blvd, Suite 340  
Delray Beach, FL 33484  
561-381-4990



## ATLANTA ADDITIONAL LOCATION TO DELRAY BEACH

The campus is located on the campus of Emory St. Joseph's Hospital of Atlanta. The campus has easy and convenient access to the I-285 and GA 400 Highways. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

5669 Peachtree Dunwoody Rd, Suite 100  
Atlanta, GA 30342  
404-255-4500



## MIAMI GARDENS ADDITIONAL LOCATION TO DELRAY BEACH

The Miami Gardens campus of Cambridge College of Healthcare & Technology is located centrally for easy access in Miami on Park Centre Boulevard. Easy accessible highways with connections to all cities and counties in South Florida. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

1000 Park Centre Blvd, Suite 112  
Miami Gardens, FL 33169  
305-627-3001

# ACCREDITATION & LICENSURE

## LICENSING

### Florida

Cambridge College of Healthcare & Technology in Altamonte Springs, Florida is licensed by the Commission for Independent Education, Florida Department of Education (license # 2453).

Cambridge College of Healthcare & Technology Delray Beach, FL and Miami Gardens, FL is licensed by the Commission for Independent Education, Florida Department of Education (license # 2453 and #6244).

Commission for Independent Education (CIE)  
325 W. Gaines St, Suite 1414  
Tallahassee, Florida 32399-0400  
Phone: 850-245-3200  
Fax: 850-245-3233  
<http://www.fldoe.org/cie>

\*The IV Infusion Therapy Course does not fall under the purview of the Commission.

### Georgia

Cambridge College of Healthcare & Technology in Atlanta, Georgia is "authorized" by Georgia Nonpublic Postsecondary Education Commission (GNPEC).

2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084  
Phone 770-414-3300  
Fax 770-414-3309  
<https://gnpec.georgia.gov>

## ACCREDITATION

### Institutional

Cambridge College of Healthcare & Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730 North Bethesda, MD 20852 - Tel: 301-291-7550 Email: [info@abhес.org](mailto:info@abhес.org), a national accrediting agency recognized by the United States Department of Education under provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation. All Locations.

\*The IV Infusion Therapy Course and the Computed Tomography Review do not fall under the grant of accreditation for the Accrediting Bureau of Health Education Schools (ABHES).

### Programmatic



The Nursing, Associate of Science Degree Program has successfully achieved initial accreditation with the Accreditation Commission for Education in Nursing (ACEN). Additional information regarding this institution may be obtained by contacting the Accreditation Commission for Education in Nursing (ACEN) at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, or by calling 404-975-5000 or visiting [www.acenursing.org](http://www.acenursing.org). The graduate must pass the NCLEX-RN to become licensed and work as a Registered Nurse. Delray Location Only.

The Diagnostic Medical Sonography programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([caahep.org](http://caahep.org)) upon the recommendation of JRCDS Committee on Accreditation.



CAAHEP  
9355 - 113th ST N #7709  
Seminole FL 33775  
Phone# 727-210-2350 - [caahep.org](http://caahep.org)



JRCDS  
6021 University Blvd Suite 500  
Ellicott City, MD 21043  
Phone# 443-973-3251 - [jrcdms.org](http://jrcdms.org)

### Campus Approval Locations

Altamonte Springs, FL location  
Delray Beach, FL location  
Atlanta, GA location  
Miami Gardens, location



### CAHIIM

The Health Information Management/Health Informatics accreditor of Cambridge College of Healthcare and Technology is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The College's accreditation for the Associate degree in Health Information Technology has been affirmed through 2029-2030. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at ([info@cahiim.org](mailto:info@cahiim.org)). The program is offered out of Atlanta, GA.

# ADDITIONAL OVERVIEW

## **PROGRAM AND POLICY CHANGES**

Cambridge College reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as deemed necessary. When size and curriculum permit, classes may be combined. Students are expected to be familiar with the information presented in this catalog and applicable student handbooks. Cambridge College obtains the right to make changes to the admissions requirements, tuition, fees and degree requirements. Students will be notified of any changes.

## **HOUSING**

Cambridge College does not have dormitory or housing facilities.

## **PARKING**

Student parking varies by location.

## **STUDENT HEALTH AND SAFETY**

Cambridge College will attempt to provide safe facilities and a workplace free of recognized hazards. Each program has specific guidelines that will be explained by the individual program dean/instructors. Please understand that while the College strives to provide a safe environment, the College cannot guarantee that you will not be exposed to COVID-19 while on campus.

The College does not require vaccinations but encourages all students to receive the dose/doses. If the student is fully vaccinated, then the student must submit a copy of the vaccination card to their Campus Dean. The College will require any student that is not fully vaccinated to have weekly (every seven days) COVID-19 testing and provide a negative result to the Campus Dean or Leadership Team point person.

Students are expected to use common sense at all times to prevent injury to themselves and others. The school maintains first aid kits for emergencies. All accidents and injuries must be reported to a Dean or Administrative Staff immediately.

## **CRIME AWARENESS AND CAMPUS SECURITY**

Cambridge College provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Campus Security Report is available on our web page. It should be noted that this report is updated annually. Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

## **TIMELY WARNINGS**

In the event that a situation arises, either on or off campus, in the judgment of the CEO, constitutes a serious and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area. Students will be notified of locations for public notice during orientation.

## **CONFIDENTIAL REPORTING PROCEDURES**

If you are a victim of a crime and unsure if you want to pursue action within the College system or the criminal justice system, you may still make a confidential report. The Campus Dean may be told of the details of the incident in confidence. The purpose of confidential reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure your future safety and the safety of others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

## **SMOKE FREE FACILITIES**

Florida Statue 386.205 2(a) states that smoking is not permitted inside educational facilities where the public attends class. It is the policy of Cambridge College that it is smoke-free and that all designated smoking areas be located outdoors. Any member of the College community found to be in violation of this policy will be subject to suspension and/or permanent dismissal.

## **INSURANCE**

The school does not provide personal, medical or liability insurance against fire, theft, or vandalism of students' personal property. Students are covered by professional liability insurance during the clinical courses of their program.

# ACADEMICS

## PROGRAM LOCATIONS

### **Altamonte Springs - Orlando, FL Campus**

Bachelor of Science in Nursing (BSN)  
Diagnostic Medical Sonography  
Radiologic Technology  
Nursing  
Nursing Assistant  
Medical Assistant  
Phlebotomy  
Radiation Therapy

### **Atlanta, GA Campus**

Diagnostic Medical Sonography  
Radiologic Technology  
Radiation Therapy  
Medical Laboratory Technician  
Medical Assistant  
Nursing  
Phlebotomy

### **Delray Beach, FL Campus**

Diagnostic Medical Sonography  
Radiologic Technology  
Radiation Therapy  
Nursing  
Phlebotomy  
Nursing Assistant

### **Miami Gardens, FL Campus**

Diagnostic Medical Sonography  
Radiologic Technology  
Radiation Therapy  
Nursing  
Nursing Assistant  
Medical Assistant  
Phlebotomy

### **Online Division - Atlanta, GA Only**

Cyber and Network Security (Associates & Certificate)  
Medical Billing and Coding  
Health Information Technology  
Health Information Management



## **HOURS OF OPERATION**

The hours for the business office of Cambridge College are Mon-Thursday 8:30 a.m. to 7 p.m., and Friday from 8 a.m. – 5 p.m.

## **CLASS SCHEDULES**

Residential Classes Meet Monday - Friday 8:00 am – 10:00pm • Distance Education taught through Blackboard® • Externship Hours S M T W TH F S 6:00am – 11:59pm - Actual times for externships are set by the externship sites.

## **PERSONAL APPEARANCE**

All students are expected to be neat, clean, and dressed in Cambridge uniform. The student's footwear should consist of clean white sneakers or medical clogs. While assigned to an externship site, the student must adhere to that facility's dress code in addition to the program's policy. If such rules are not followed, the school will take disciplinary action. Please refer to your program handbook for more details on the dress code.

## **CREDIT HOURS**

Semester Credit Programs: The units of measure used are standard semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours of laboratory or 45 clock hours of clinical/externship. Additional time will be calculated for outside work.

Diploma Programs: A clock hour means a period of 60 minutes, with a minimum of 50 minutes of instruction in the presence of an instructor.

## **GRADE LEVEL PROMOTION**

Grade Level Credits Required

Freshman 0-30

Sophomore 31-60

Junior 61 or more

Senior 90 or more

## **CLASS SIZES**

Radiology Lab 10:1

DMS Lab 10:1

Clinical Rotation 10:1 (ASN)

Distant Education 25:1

Lecture 35:1

Lab 20:1

## **GRADUATION REQUIREMENTS**

In order to graduate from a program, students must meet the following requirements:

- CGPA of 2.0 or higher
- 90% didactic attendance (clock hour programs)
- 100% Clinical completed in all programs if applicable
- Fulfillment of all financial obligations



## COURSE NUMBERING SYSTEM

The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion. All one series numbers are for first year and all two series numbers are for second year students.

The following prefixes represents the various course codes.

DMS	Diagnostic Medical Sonography
RTE	Radiologic Technology
RAD	Radiation Therapy
PH	Phlebotomy
MA	Medical Assistant
NUR	Nursing (Delray Only)
NURSG	ASN/BSN
NA	Nursing Assistant
MBC	Medical Billing and Coding
HIT	Health Information Technology
MLT	Medical Laboratory Technician
CNS	Cyber and Network Security
HIM	Health Information Management

## TRANSCRIPTS

Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee of \$7.00 each.

# ADMISSIONS PROCESS

## ADMISSIONS REQUIREMENTS

Applicants must complete and submit an application for admissions that includes:

- Admission Interview
- Personal Statement
- Vaccination Waiver Form
- Distance Education Questionnaire

### 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, bachelors or master's degree
- Evaluated and translated Foreign High School  
Any student submitting proof of high school from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education
- Transcripts (If Applicable)
- Homeschooling documentation (Florida Schools Only)

Evidence of the regular high school diploma or its recognized equivalent must be received prior to the first day of attendance.

Application fee of \$50.00. Once paid paperwork for Drug Screen & Background Check Acknowledgment to be completed for the following programs:

- Nursing (RN and BSN)
- Nursing Assistant
- Medical Laboratory Technician
- Radiologic Technology
- Diagnostic Medical Sonography
- Radiation Therapy

A clear background and negative drug screening test is required for the above programs

### Program Dean Overview – Degree Programs

Nursing Disclosure forms required for NCLEX pass rate and nursing status with the Board of Nursing (Florida Schools ONLY).

Any applicant who is under the age of 18 and applying for admissions to Cambridge College of Healthcare & Technology must acquire a parent or guardian's signature on any contractual papers (i.e., Enrollment Agreement), and must verify that they will be 18 years or older at the time they begin their clinical rotations.

### Entrance Testing for Nursing Assistant ONLY

Nursing/Nursing Assistant Disclosure forms required for NCLEX/PROMETRICS pass rate and nursing status with the Board of Nursing (Florida Schools ONLY).



# ADMISSION REQUIREMENTS FOR NURSING PROGRAMS

## Bachelor of Science in Nursing Program

**Students must show a permanent Florida address to be admitted into the program.**

### **Bachelor of Science in Nursing (BSN) Admission Criteria for the Traditional track:**

- A high school or college grade point average (GPA) of 2.5 or higher.
- Achieve at least a composite TEAS score of 58 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be within two years of anticipated date of matriculation.
- Applicants eligible for admission will be reviewed by Nursing Admission Committee.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Applicants must show a grade of "B" in Anatomy and Physiology I and II and Algebra for transferability.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

### **Bachelor of Science in Nursing (BSN) Second-Degree, Accelerated track:**

- A college grade point average (GPA) of 3.0 or higher
- Earned bachelor's degree from a postsecondary institution that is accredited by an agency recognized by the US Department of Education or from a foreign college or university recognized as equivalent to a US bachelor's degree.
- Students are eligible for 49 general education credits that will transfer in based on prior education. Any general education courses that have not been completed via prior education will be completed before entering core nursing course.
- Applicants must show grade of "B" in Anatomy and Physiology I and II and Algebra for transferability.
- Achieve at least a 66 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be within two years of anticipated date of matriculation.
- Applicants eligible for admission will be reviewed by Nursing Admission Committee.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

### **Bachelor of Science in Nursing (BSN) Bridge Track:**

- College grade point average (GPA) of 2.5 or higher
- Achieve at least a composite TEAS score of 58 on the most current version of the Test of Essential Academic Skills (TEAS); TEAS score must be within two years of anticipated date of matriculation.
- Applicants eligible for admission will be reviewed by the Nursing Admission Committee.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Students are eligible for 14 credits that will transfer in based on active licensure for the following Allied Health Professional (LPN, Paramedic & Respiratory Therapist).
- Applicants must show a grade of "B" in Anatomy and Physiology I and II and Algebra for transferability.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

## Associate of Science in Nursing Program

### **Entrance Testing for Nursing Programs**

#### **Delray Beach Location**

- Nursing Entrance Requirements: TEAS Exam with at least 52 comprehensive score.
- The test is free of charge to applicants. Students may take the TEAS test only twice any 6-month period.
- All attempts count toward the number of attempts, including those transferred from other institutions. For transferred tests results, the test must have been completed within 12 months of the student's signed enrollment agreement date.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

#### **Entrance Testing for Nursing Programs ONLY (Atlanta, Altamonte Springs and Miami Locations)**

**Students must show a permanent Georgia/Florida address to be admitted into the program.**

- Nursing Entrance Requirements: TEAS Exam with at least 58 comprehensive score
- "B" in Sciences and Math
- Program Dean Interview
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

# TRANSFER OF CREDIT

Cambridge College is a Member of the Statewide Course Numbering System through the FL Department of Education.

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving college. Accreditation does not guarantee transfer of credits.

Applicants requesting credit earned for previous training at another post-secondary institution must submit sealed official transcripts to the Registrar within 30 days of starting a program. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education and/or the Commission for Higher Education Accreditation (CHEA). At a minimum, 25% of the credits or the recognized clock-hour equivalent required for completion of a program must be earned through coursework offered by Cambridge College.

## CLEP/Advanced Standing/Proficiencies

A proficiency exam may be administered for those students with a valid and current credential in the field for the PH 101 (Phlebotomy) course only.

The College does award credit for Advanced Standing, for the following courses through College Board AP Central only ([apcentral.collegeboard.org/courses](http://apcentral.collegeboard.org/courses)) :

- AP Art History – HUM 101
- AP Music Theory – HUM 101
- AP United States Government and Politics – GOV 2101
- AP English Language and Composition – ENC 1101 or ENC 1201
- AP English Literature and Composition – ENC 1101 or ENC 1201
- AP United States History – HIS 1101
- AP World History: Modern – HIS 1101
- AP Psychology – PSY 1012
- BOTH REQUIRED: AP Physics 1: Algebra-Based AND AP Physics 2: Algebra-Based – MAC 1105

The College does award credit for College-Level Examination Program (CLEP), for the following courses through College Board CLEP only ([clep.collegeboard.org/clep-exams](http://clep.collegeboard.org/clep-exams)) :

- College Composition – ENC 1101
- Humanities – HUM 101
- American Government – GOV 2101
- History of the United States II: 1865 to the Present– HIS 1101
- College Algebra – MAC 1105
- College Mathematics – MAC 1105
- Introductory Psychology – PSY 1012
- Introductory Sociology – SOCI 1101
- Financial Accounting – ACC 201

## Transferability of Credit to Other Institutions

Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another Institution of the student's choice. Cambridge does not guarantee that any credits earned at Cambridge will be transferable or accepted by any other institution. Each institution has its own policies governing the acceptance of credit from other institutions.

Students should inquire as to policies on credit transfer at any institution to which they seek admission.

## Background Check/ Drug Screening/Proof of Vaccination

Cambridge College of Healthcare & Technology is committed to a drug free and safe learning environment for all students. The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards, similar to employees, for criminal offenses, use of illegal substances, and COVID-19 vaccinations. Therefore, all students will be required, at their own expense, to be screened for background checks, and substance abuse screens prior to clinical assignments.

For Clinical Assignment, students will be required to show proof of vaccination otherwise the college cannot confirm that the student's clinical assignment will be completed. The program reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student dismissed from Cambridge College because of violation of the alcohol/drug or illegal substances will not be considered for readmission to the school until the student has undergone drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to the school. It is the sole discretion of the school as to whether or not the student will be readmitted.

## Felony Disclosure

Please be advised that if you have been convicted of a felony or DUI you may not be eligible for certain clinical experiences, externships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

# GRIEVANCE PROCEDURES

## Grievance Defined

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

## Appeals for Students

A student has the right to appeal all matters with respect to:

- Admissions decisions
- Tuition and fees matters
- Academic matters General Policy

Students are permitted to submit one appeal based on Academic dismissal.

## Before submitting an appeal:

- Step 1: Any student with a grievance may request an individual conference with the instructor or administrative staff to address the matter.
- Step 2: If unable to resolve the grievance, the student can request a conference with the Program Dean or Department Manager.
- Step 3: If still unable to resolve the grievance, the student is requested to schedule a conference with the Regional Campus President or Campus Director.
- Step 4: If still unable to resolve the grievance, the student shall file an appeal with the appropriate documentation to the office of the Registrar.

## Appeal Submission Process:

Appeal Form: Required

- Submit a completed appeal form addressed to the appeals Committee.
- Include reasons for the appeal and why it should be considered.
- Supporting Documentation:
- Attach all relevant documents that support the appeal (e.g., medical documents, personal hardship evidence).

## Submission Deadline:

Submit the appeal letter and supporting documents within 30 days of dismissal notification.

## Virtual Meeting with the Reinstatement Committee:

### Scheduling Presentation:

Once the appeal is reviewed, eligible students will be invited to a virtual meeting with the appeals Committee.

### Committee Composition:

The committee includes the Academic Dean or designee of the student's program and members of the institution as the committee members.

### Virtual meeting presentation:

- The student will have the opportunity to verbally present their appeal.
- Present clear and concise arguments for reinstatement.

### Question and Answer Session:

Following the presentation, the committee may ask questions for clarification.

### Decision Process:

- The Appeals Committee will review the appeal and make a decision based on the presentation and submitted documents.
- The student will be notified of the decision via email within 7 days of the meeting.

### Conditions for Reinstatement:

If the appeal is successful, specific conditions for reinstatement may be imposed (e.g., academic probation, counseling, limited course load).

### Right to Final Appeal:

Students may have the right to a final appeal if the initial reinstatement request is denied, following specific guidelines outlined by the college. If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Compliance Department via email at [jorloff@cambridgehealth.edu](mailto:jorloff@cambridgehealth.edu). If, in the judgment of the student, there is still no satisfactory resolution, the student may contact:

#### Commission for Independent Education Florida (Florida Schools Only)

Department of Education 325 West Gaines St., Ste. 1414  
Tallahassee, Florida 32399-0400  
Phone 888-224-6684  
<https://www.fldoe.org/policy/cie/>

#### Georgia Nonpublic Postsecondary Education Commission (Georgia School Only)

2082 East Exchange Place - Suite 220  
Tucker, Georgia 30084  
Phone 770-414-3300 Fax 770-414-3309  
<https://gnpec.georgia.gov>  
Any complaints to GNPEC must be completed using the required link below:  
<https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>

#### Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd Suite 730 North Bethesda, MD 20852  
Phone (301) 291-7550  
[www.abhes.org](http://www.abhes.org)

#### Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th ST N #7709 Seminole FL 33775  
Phone (727) 210-2350  
[caahep.org](http://caahep.org)

#### Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDS)

6021 University Blvd Suite 500 Ellicott City, MD 21043  
Phone (443) 973-3251 -  
[JRCDS.org](http://JRCDS.org)

#### Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

#### Commission on Accreditation for Health Informatics and Information

Management (CAHIIM)  
200 East Randolph Street, Suite 5100  
Chicago, IL 60601  
312-235-3255  
[cahiim.org](http://cahiim.org)

# PROGRAMS

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# CERTIFICATE/DIPLOMA PROGRAM LISTINGS

# NURSING ASSISTANT

**Offered at our Delray Beach, Altamonte Springs, Atlanta, and Miami Gardens locations**

**Diploma Program**

**Method of Delivery: Residential**

**5 weeks /120 clock hours**

## Program Objective

The program objective is to provide a student with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting. Specific Course objectives: Demonstrate knowledge of patient care, nutritional needs, safety and comfort measures, and competency in providing personal patient care, applying infection control principles, and assisting with rehabilitative activities. A 40- hour externship in a long- term care facility is required for program completion. Students are required to present a negative TB report from a doctor prior to attending clinical externship. Students that have completed the Nursing Assistant programs are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination and the Georgia Certified Nursing Assistant (CNA). A level-2- FBI background screening will be conducted on all candidates. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student's ability to gain employment in the field of training. Nursing Assistant graduates may work for up to 120 days without certification. Graduates must make application and pass the certification examination before the expiration of the 120 days to become employed.

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class and their clinical rotations, studied, and practiced their skills will have the ability to make successful application for state licensure through Prometrics (Florida) and the Georgia Certified Nursing Assistant (CNA) Examination through <https://credentia.com/>. During the program, students receive practice exams, prep study groups and one-on-one support for success. Upon passing the required state examination, seek entry-level employment as a Certified Nursing Assistant.

## Program Description

The program description is to provide students with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting.

## Program Outline

Mon. – Thur. 8:30 am - 1:30 pm

Externship - Fri. 7:00 am-3:00pm (day)

Miami Campus Schedule is:

Mon. – Thur. 9:00 am – 2 pm

Externship – Fri. 8:30 am – 5 pm

*Schedules may vary depending on location.*

### **Required Courses Clock Hours - Miami, Altamonte, and Delray Beach Curriculum**

<b>Course Code</b>	<b>Course Title</b>	<b>Clock hours</b>
NA101	Nursing Assistant	80
NA102	Nursing Assistant Externship	40
<b>Total Hours</b>		<b>120</b>

### **Course Descriptions - Miami, Altamonte, and Delray Beach Curriculum**

#### **NA101      Nursing Assistant      80 clock hours**

This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.

*Prerequisite: None*

#### **NA102      Nursing Assistant Externship      40 clock hours**

In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

*Prerequisite: NA101*

### **Required Courses Clock Hours – Atlanta Location ONLY**

<b>Course Code</b>	<b>Course Title</b>	<b>Clock hours</b>
NA1001	Nursing Assistant	85
NA1002	Nursing Assistant Externship	35
<b>Total Hours</b>		<b>120</b>

### **Course Descriptions**

#### **NA1001      Nursing Assistant      85 clock hours**

This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.

*Prerequisite: None*

#### **NA1002      Nursing Assistant Externship      35 clock hours**

In this course students will practice skills learned in NA1001 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

*Prerequisite: NA101*



# PHLEBOTOMY TECHNICIAN

**Offered at All Locations**

**Diploma program 11 weeks/220 clock hours**

**Method of Delivery: Residential**

## Program Objective

Perform blood collection by venipuncture and skin puncture to obtain high quality specimens for clinical laboratory analysis. Collect and process blood specimens in a safe manner and according to laboratory protocol.

## Program Description

The Phlebotomy Technician program is designed to prepare students for employment in a hospital laboratory, blood center, or other health care facility to draw blood by venipuncture and capillary puncture

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, practiced their skills, and have the required number of venipuncture and capillary sticks will have the ability to make successful application for national certification through National Healthcareer Association (NHA) and, upon passing the national examination, seek entry-level employment as a Certified Phlebotomy Technician.

## Program Outline

Course Code	Course Title	Clock hours
HSC110	Health Science Core	100
PHL110	Principles and Practice of Phlebotomy	120

## Course Descriptions

### **HSC110                      Heath Science Core                      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*

### **PHL110                      Principles and Practice of Phlebotomy                      120 clock hours**

This course is designed to prepare the entry-level phlebotomist or those individuals seeking a medical career pathway with the knowledge, skills and attitudes necessary to

perform in a medical laboratory environment, blood center, or other health care facility. The phlebotomy student gains confidence and professionalism in the art of obtaining blood samples for laboratory analysis through repeated hands-on practice and instructor feedback. Students are provided instruction in the areas of communication, medical terminology, proper specimen collection, basic anatomy & physiology, as well as complications and variables surrounding venipuncture. This course will prepare the student to take the Certified Phlebotomy Technician (CPT) exam. The CPT is a national credential for the Phlebotomy Technician profession through the National Health Career Association.

*Prerequisites: HSC110*

# MEDICAL ASSISTANT

**Offered at Altamonte, Miami Gardens, and Atlanta**

**Diploma Program**

**Method of Delivery: Blended**

**36 weeks/ 900 clock hours**

## Program Description

More and more medical offices desire to hire medical assistants who possess diverse skill sets. A Medical Assistant can seek entry level employment in 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 220-hour externship in an ambulatory care medical facility. At the completion of the Medical Assistant program, a student is prepared to enter the work force as an entry level Medical Assistant.

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for Registered Medical Assistant (RMA) through the American Medical Technologists (AMT), CCMA from the National Healthcareer Associate or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants.

## Program Outline

<b>Course Code</b>	<b>Course Description</b>	<b>Clock Hours</b>
HC101	Health Care and Body Systems	100
MA101	Medical Office Process	60
MA102	Financial & Insurance Office	60
MA103	Anatomy/Physiology/Related Diseases	80
MA104	Electrocardiography	80
MA105	Pharmacology/ Medication	80
PH101	Phlebotomy	120
MA106	Clinical Procedures	100
MA107	Medical Assisting Externship	220
<b>Total Hours</b>		<b>900</b>

## Course Descriptions

### **HC101                      Heath Care and Body Systems                      100 clock hours**

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.

*Prerequisites: None*

### **MA101                      Medical Office Process                      60 clock hours**

This course introduces the student to the characteristics, responsibilities, and job opportunities of the Medical Assistant. It also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and office communications.

*Prerequisites: None*

### **MA102                      Financial & Insurance Office Process                      60 clock hours**

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 clock hours**

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, special senses, integumentary, skeletal and muscular, and respiratory systems.

*Prerequisites: None*

### **MA104                      Electrocardiography                      80 clock hours**

This course includes basic principles of the cardiovascular system, the normal electrocardiograms, lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.

*Prerequisites : None*

**MA105                      Pharmacology/ Medication Administration                      80 clock hour**

This course covers pharmacology, dosage calculations using the metric system and IV dosage calculations for the administration of prescription and non-prescription medications, injections and immunizations. Patient teaching and communication are emphasized.

*Prerequisites: None*

**PH101                      Phlebotomy                      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*

**MA106                      Clinical Procedures                      100 clock hours**

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                      220 clock hours**

The medical assisting externship will be completed in a physician's office, Outpatient medical facility, or other healthcare setting.

*Prerequisites: All prior courses*

## DEGREE PROGRAM LISTINGS

# DIAGNOSTIC MEDICAL SONOGRAPHY

**Offered at All Locations**

**98 Semester Credits**

**2378 Clock Hours**

**90 Weeks**

**Credential awarded – Associate of Science**

**Method of Delivery: Blended**

## Program Objectives

The mission of the Diagnostic Medical Sonography program is to provide a comprehensive education that will prepare students to become sonographers. The program is structured to provide intellectual stimulation and learning in the didactic and clinical settings using psychomotor, affective and cognitive domains. It is necessary to prepare students to assume the responsibilities of a sonographer, provide quality patient care and to contribute to their profession by a commitment to professional organizations and lifelong learning. These beliefs are the foundation of the sonography profession and are realized through commitment to the education of sonographers in the community. At the completion of the Diagnostic Medical Sonography program, a student is prepared to enter the sonography work force as an entry level sonographer in Abdomen-extended, OB/GYN, and Adult Cardiac sonography concentrations. Upon graduation, clinical employment opportunities can range from hospital settings, out-patient clinics, private practice and specialty centers, mobile and agency services all throughout the domestic United States and International markets.

## Program Description

The Associate of Science Degree in Diagnostic Medical Sonography is an educationally broad based postsecondary full-time program. This 90-week program is designed to provide the essentials of entry level sonographic medical imaging. The curriculum leads the student through primary sonographic education in the specialties of Abdomen, including full abdominal and small smarts, Obstetrics & Gynecology, including female pelvis and 1st, 2nd and 3rd trimester Obstetrics imaging, and Cardiovascular including the application and techniques in cardiac imaging and cardiac Doppler studies, cardiac anatomy and function. The course also provides an introduction to the principles of Vascular Sonography, introducing the two common vascular examinations most widely used by sonographers; Lower Extremity Venous Doppler and Carotid Doppler examinations. In addition to Medical Terminology, Pharmacology, and an introduction to Health Science, Sonographic Anatomy and Sonographic Physics are covered. The core curriculum devotes significant “hands-on” laboratory and clinical education skills components. The program requires general education courses in General Physics, Anatomy & Physiology, Algebra, Psychology, English and Speech. Students receive consistent sequential didactic and scheduled laboratory

instruction throughout the program. Students complete one thousand two hundred ninety (1290) didactic hours of classroom and laboratory education and one thousand eighty-eight (1088) hours of clinical training within an approved clinical facility. Assessments take place at regular intervals throughout the program evaluating the student's progress towards specific levels of competency. Students must complete each course with a 2.0 or higher to remain in the program.

## **Program Goals**

### **Diagnostic Medical Sonography Program Goals**

#### **Goals:**

- "To Prepare competent entry-level abdominal sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains" and or
- "To Prepare competent entry-level adult cardiac sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"
- To Prepare competent entry-level ob/gyn sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains"

Program Prerequisites: DMSA1003 and DMSA2009 will now require the following courses be successfully completed before entering into them:

BSC1085, BSC1085L, BSC1086, BSC1086L, MAC1105, SPC1016, ENC1101, PHY2053, DMSA2008, and MEA1239

## **DMS Graduation Requirements**

In order to graduate from the DMS program, students must meet the following requirements:

- CGPA of 2.0 or higher
- 90% didactic attendance (clock hour programs)
- 100% Clinical hours completed
- 100% Clinical Competencies completed
- 100% Lab Competencies completed
- Successfully pass the SPI (Sonography Principles & Instrumentation) registry exam via the ARDMS (American Registry for Diagnostic Medical Sonography)
- Fulfillment of all Career Services obligations
- Fulfillment of all financial obligations

## Program Listing

Course Number	Course Title	Semester Credits	Clock Hours
BCS 1085	Anatomy & Physiology I	3	45
BCS 1085L	Anatomy & Physiology I Lab	1	30
BCS 1086	Anatomy & Physiology II	3	45
BCS1086L	Anatomy & Physiology II Lab	1	30
DMSA 1002	Principles of Sonographic Physics and Instrumentation	5	90
DMSA 1003	Sonographic Anatomy	3	60
DMSA 2001	Principles of Abdominal Sonography I	4	75
DMSA 2002	Principles of Abdominal Sonography II	4	75
DMSA 2003	Principles of OBGYN Sonography I	4	75
DMSA 2004	Principles of OBGYN Sonography II	4	75
DMSA 2005	Introduction to Vascular Sonography	4	75
DMSA 2006	Echocardiographic Pathology I	4	75
DMSA 2007	Echocardiographic Pathology II	4	75
DMSA 2008	Pharmacology	3	45
DMSA 2009	Introduction to Echocardiographic Anatomy	4	75
DMSA 2010	Clinical Externship I	6	272
DMSA 2011	Clinical Externship II	6	272
DMSA 2012	Clinical Externship III	6	272
DMSA 2013	Clinical Externship IV	6	272
DMSA 2014	Seminar	3	45
ENC 1101	English Composition	3	45
HUM1101	Humanities I	3	45
MAC 1105	College Algebra	3	45
MEA 1239	Medical Terminology	2	30
PSY 1012	Introduction to Psychology	3	45
PHY 2053	General Physics	3	45
SPC 1016	Fundamentals of Speech	3	45
<b>Grand Total</b>		<b>98</b>	<b>2378</b>

## Course Descriptions

### **BCS1085 Anatomy & Physiology I**

**3 Credits 45 Clock Hours**

In this course you 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*

**BSC1085L - Anatomy & Physiology I Lab**

**1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

*Prerequisites: BSC1085*

**BCS 1086 Anatomy & Physiology II**

**3 Credit 45 clock hours**

This course is a continuation of BSC 1085 lecture. Students will continue to 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: BCS 1085*

**BSC 1086L - Anatomy & Physiology II Lab**

**1 Credit 30 clock hours**

This course is a continuation of BSC1085L. 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 1085L*

**ENC 1101 – English Composition**

**3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

**MAC 1105 College Algebra**

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*Prerequisites: None*

**HUM1101 – Humanities I****3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

Prerequisites: None

**MEA 1239 Medical Terminology****2 Credits 30 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.

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

**PHY 2053 General Physics****3 Credits 45 Clock Hours**

This course is designed to cover a broad range of physics topics. As these topics are applied to various problem situations, the student will develop critical thinking skills and through the use of group activities which the student will enhance cooperative attitudes. In addition to the knowledge base development in physics the use of computer technologies are integrated throughout the entire course. Topics include technical math calculations, units of measurements, mechanics, heat, fluid, and gas laws, atomic structures and nuclear physics, electromagnetic, light and sound.

Prerequisites: MAC1105

**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

**DMSA 1002 Principles of Sonographic Physics and Instrumentation****5 Credits 90 Clock Hours**

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operations, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Student will apply sonographic physics and instrumentation principles in an ultrasound laboratory setting.

Prerequisites: MAC1105, PHY2053, DMSA1003, DMSA2009, BSC1085, BSC1085L, BSC1086, BSC1086L

**DMSA 1003 Sonographic Anatomy****3 Credits 60 Clock Hours**

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, normal anatomy,

physiology and sonographic appearance of the abdomen, OB/GYN, vascular, and cardiac structures. Students will apply sonographic anatomy principles in an ultrasound laboratory setting.

*Prerequisites: BSC 1085 and 1085L, BSC 1086 and 1086L, MAC1105, SPC1016, ENC1101, PHY2053, MEA1239, DMSA2008*

### **DMSA 2001 Principles of Abdominal Sonography I**

**4 Credits 75 Clock Hours**

Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Students will learn and perform abdomen exam protocols in an ultrasound laboratory.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMSA1003, DMSA2009*

### **DMSA 2002 Principles of Abdominal Sonography II**

**4 Credits 75 Clock Hours**

This course is a continuation of Principles of Abdominal Sonography I containing a comprehensive approach to in-depth studies of the organs contained within the human abdominal cavity in both normal and abnormal states. This course further explores small parts including: breast, testicular, prostate, and thyroid in addition to an introduction to musculoskeletal, neonatal brain, spine, hips and interventional sonography. Students will continue to learn and perform abdomen exam protocols in an ultrasound laboratory including phantom scanning of various small parts.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2009, DMSA1002, DMSA2001*

### **DMS A 2003 Principles of OBGYN Sonography I**

**4 Credits 75 Clock Hours**

Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized. Students will learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2001, DMS A 1002*

### **DMS A 2004 Principles of OBGYN Sonography II**

**4 Credits 75 Clock Hours**

Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Students will continue to learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory including phantom scanning for second and third trimester pregnancies.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1003, DMS A 2001, DMS A 1002, DMS A 2002, DMSA2003*

**DMS A 2005 Introduction to Vascular Sonography****4 Credits 75 Clock Hours**

This section of the course provides hands on experience in the application of the two most common vascular examinations: the lower extremity venous doppler exam and the carotid doppler exam. The student will also participate in the application and technique studied in the didactic section of the course. The laboratory sessions also emphasize and encourage the student to recognize the normal anatomy and normal ultrasonic findings while learning and performing exam protocols for lower extremity venous Doppler and carotid Doppler ultrasound exams. After completion of the basic principles, the course focuses on pathology and dysfunction and the disease process.

*Prerequisites: DMSA 1002, DMSA 2007, DMSA2004, DMSA1003, DMSA2009, MAC1105, BSC1085, BSC1085L, BSC1086, BSC1086L*

**DMS A 2006 Echocardiographic Pathology I****4 Credits 75 Clock Hours**

After the basic principles, the course will be focusing on pathology and dysfunction and the disease process. Cardiac pathology covered includes: left ventricular dysfunction, coronary artery diseases, valvular heart disease, Doppler-(Color, PW, and CW), diseases of the aorta & pulmonary hypertension. Coordination of the patient's history, physical findings and Sonographic images are evaluated for presentation. Discussions will be both detailed and concise for understanding and comprehension. Students will learn and perform echo ultrasound exam protocols in an ultrasound laboratory.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1002, DMSA 1003, DMS A 2009*

**DMS A 2007 Echocardiographic Pathology II****4 Credits 75 Clock Hours**

This course provides a foundation for cardiomyopathies and IHD, evaluation of pericardia and intra cardiac tumors, anomalies of the aorta and great vessels, congenital heart diseases, pericardial pathologies, tumors and diseased valves. Each section of disease will be discussed in detail regarding causes, signs symptoms, echocardiographic findings and complications. This course also discusses wall motion abnormalities in relation to pathologic situation. Discussion is both detailed and concise for understanding and comprehension. Students will continue to learn and perform echo ultrasound exam protocols in an ultrasound laboratory.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 1002, DMS A 1003, DMS A 2009, DMS A 2006*

**DMS A 2008 Pharmacology****3 Credits 45 Clock Hours**

This course involves understanding of clinical pharmacology including theory, effects of drugs used in Echocardiography and pharmacology of provocative stress agents and their uses and adverse effects. This course also discusses potential side effects of cardiac medications on the Echo findings and involves understanding the indications, utility of advances in echocardiography such as Stress echocardiography Transesophageal echocardiography, Intraoperative echocardiography, & Contrast echocardiography.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105*

**DMS A 2009 Introduction to Echocardiographic Anatomy 4 Credits 75 Clock Hours**

This course provides a foundation in the principle of echocardiography, the most effective non-invasive method for use in cardiac diagnosis. This course involves understanding of the normal cardiac anatomy, coronary anatomy, and the relationship of chambers and the great vessels. An understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events will be stressed. This course provides the application and techniques in 2D cardiac imaging, M-mode, cardiac studies, cardiac anatomy and function. Students will learn and perform EKG exam protocols in an ultrasound laboratory.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC1105, SPC1016, ENC1101, PHY2053, MEA1239, DMSA2008*

**DMS A 2010 Clinical Externship I****6 Credits 272 Clock Hours**

This course introduces students to the clinical setting and provides an opportunity for students to observe and participate in Sonographic procedures, at the clinical site's discretion. 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 competencies related to but not exclusive to Abdomen in the clinical setting.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003*

**DMS A 2011 Clinical Externship II****6 Credits 272 Clock Hours**

This course, a continuation of the clinical setting in Clinical Externship I, allows students to continue in the clinical setting and provides additional opportunity to observe and have in depth participate in Sonographic procedures, at the clinical site's discretion. 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 competencies related to but not exclusive to OBGYN in the clinical setting. Students will continue building oral skills to communicate clearly, concisely, and intelligently to medical professionals and patients and will begin using written skills to communicate clearly, concisely, and intelligently. Student will begin to possess the ability to demonstrate critical thinking and problem-solving skills. The course also supports student's ability to better understand and apply allied health occupational information as well as encourage occupational attitudes and work ethic desired of allied health employers and members of the specific profession.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2010*

**DMS A 2012 Clinical Externship III****6 Credits 272 Clock Hours**

This course introduces students to the clinical setting and provides an opportunity for students to observe and participate in Sonographic procedures, at the clinical site's discretion. 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 competencies related to but not exclusive to vascular examinations such as lower extremity venous and carotid doppler examinations in addition to an introduction to cardiac echo examinations in the clinical setting. The student will continue to build upon

proper oral skills and will have the ability to communicate clearly, concisely, and intelligently with medical professionals and patients. Also, the student will have the opportunity to build upon written skills to communicate clearly, concisely, and intelligently along with the ability to demonstrate critical thinking and problem solving. This course continues to support the student's ability to demonstrate occupational attitudes and work ethic desired of allied health employers and members of the specific profession.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2010, DMSA2011*

#### **DMS A 2013 Clinical Externship IV**

**6 Semester Credits 272 Clock Hours**

This course, a continuation of the clinical setting in Clinical Externship III, allows students to continue in the clinical setting and provides additional opportunity to observe and future participate in Sonographic procedures, at the clinical sites discretion. 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 competencies related to but not exclusive to echocardiography examinations in the clinical setting. The course continues to encourage the students to communicate clearly, concisely, and intelligently with medical professionals and patients as well as continuing to build upon critical thinking and problem-solving skills in an independent manner. This course will present to the student the correct way to function as a productive team member. The course will facilitate the ability to understand and apply allied health occupational information and build upon the student's ability to demonstrate occupational attitudes and work ethics.

*Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105, DMS A 2009, DMS A 1003, DMS A 2010, DMSA2011, DMSA2012*

#### **DMS A 2014 Seminar**

**3 Credits 45 Clock Hours**

In this course the student is prepared for the real world of work via assistance with resume writing, interviewing techniques and job placement. In addition, the student will elect which registry concentration they are interested in (Abdomen vs OBGYN vs Echo) and review registry exam questions and materials along with a mock specialty registry exam in preparation for passing the ARDMS or CCI specialty concentration registry board.

*Prerequisites: DMS2004, DMSA2007*

# RADIATION THERAPY PROGRAM

**Offered at All Locations**

**2175 Hours**

**89 Credits**

**90 weeks**

**Credential Awarded: Associate of Science Degree**

**Type of Instructional Delivery: Blended**

## Program Description

The Radiation Therapy Program is 90 weeks in length. It is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level radiation therapists upon graduation.

## Program Objective

The objective of the Radiation Therapy program curriculum is it 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.

## Withdrawals

Students will not be eligible for re-entry after two withdrawals. Student with two failures in any didactic radiation therapy course will be dismissed from the Radiation Therapy program.

## Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for State Licensure through the American Registry of Radiologic Technologist (ARRT) examination for certification.

## Program Outline

Course Code	Course Description	Credits	Clock Hours
BSC 1085	Anatomy & Physiology I	3	45
HUM1101	Humanities 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
ENC 1101	English Composition	3	45

PSY 1012	Introduction to Psychology	3	45
SPC 1016	Fundamentals of Speech	3	45
MAC 1105	College Algebra	3	45
MEA 1239	Medical Terminology	2	30
RAD 1006A	Clinical Externship I A	5	240
RAD 1007A	Clinical Externship II A	5	240
RAD 2007A	Clinical Externship III A	8	360
RAD 2008A	Clinical Externship IV A	8	360
RAD 1001A	Introduction to Clinical Radiation Therapy & Operations	4	60
RAD 1015A	Orientation to Radiation Therapy & Patient Care	3	45
RAD 1003A	Radiation Therapy Physics I	4	60
RAD 1004A	Radiation Therapy Physics II & Quality Management	4	60
RAD 1025A	Radiation Biology & Protection	4	60
RAD 1009A	Principles & Practice of Radiation Therapy I	4	60
RAD 1010A	Principles & Practice of Radiation Therapy II	3	45
RAD 2010A	Treatment Planning	4	60
RAD 2003A	Radiation Therapy Review Seminar	4	60
RAD 1018A	Sectional Anatomy & Imaging Principles	4	60
Total Credits		89	2175

## Course Descriptions

### ENC 1101 – English Composition

**3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

### MAC 1105 College Algebra

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

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**

This course offers students the basic principles of human behavior. Students will discuss challenges, responsibilities, problems and satisfaction of being a health care provider and relate this to the theories of human behavior and personality development.

*Prerequisites: None*

**SPC 1016 Fundamentals of Speech**

**3 credits 45 clock hours**

Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking.

*Prerequisites: None*

**BCS1085 Anatomy & Physiology I**

**3 Credits 45 Clock Hours**

In this course you 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*

**BSC1085L - Anatomy & Physiology I Lab**

**1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

*Prerequisites: BSC1085*

**BCS 1086 Anatomy & Physiology II**

**3 Credit 45 clock hours**

This course is a continuation of BSC 1085 lecture. Students will continue to 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: BCS 1085*

**BSC 1086L - Anatomy & Physiology II Lab**

**1 Credit 30 clock hours**

This course is a continuation of BSC1085L. 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 1085L*

### **HUM1101 – Humanities I**

**3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*Prerequisites: None*

### **RAD 1001A - Introduction to Clinical Radiation Therapy & Operations**

**4 credits 60 clock hours**

This course will introduce the students to the clinical setting. Personnel and responsibilities will be discussed with regard to each person involved with patients and their care.

Equipment utilized and safe operation of equipment will be discussed. The proper and ethical behaviors of students and personnel in the clinical setting will be demonstrated via role play and discussion groups. The psychological aspects of patient reactions and fears will be discussed with regard to the waiting room, treatment room and personnel they will meet. This course will prepare students for clinical externships beginning the second semester of the program. This course also focuses on various Radiation Therapy operational issues. Continued quality improvement issues are discussed and evaluated and assessment techniques will be emphasized. Human resource regulations impacting the radiation therapist will be examined. Accreditation agencies and the radiation therapist's role in the accreditation process will be discussed. Billing and reimbursement issues pertinent to the radiation therapy department will be presented. Basic Cardiac Life Support for the Health Care Provider will also be provided involving training in risk factors of heart disease, recognition of a heart attack and choking victim. Activating the emergency medical services system and managing the unconscious victim with rescue breathing using airway adjuncts/ventilation devices along with the automated external defibrillator educational course. Adult, child and infant cardio pulmonary resuscitation and obstructed airway instruction for the one-rescuer and two-rescuer team will be covered.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105*

### **RAD 1015A – Orientation to Radiation Therapy & Patient Care**

**3 credits 45 clock hours**

The student will be provided with concepts in assessment and evaluation of the patient for delivery of radiation therapy. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures will be presented. An overview of the foundations in radiation therapy and the therapist's role in the health care delivery system will be reviewed. The principles, practices, and policies of Cambridge College of Healthcare & Technology, health care organizations, principles of radiation and health safety and professional responsibilities of the radiation therapist will be covered in this course. Problem-solving will be utilized along with critical thinking skills in discussion of the source of law, causes of action and litigation processes related to the professional practice of radiation therapy and the ethical

standards and standard of law will be compared and examined.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105

### **RAD 1003A - Radiation Therapy Physics I**

**4 credits 60 clock hours**

This course provides students with an understanding of the concepts of general physics. It then develops into an understanding of radiations used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure and types of radiation are emphasized. Also presented are the fundamentals of x-ray generating equipment, x-ray production and its interactions with matter.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001*

### **RAD 1004A - Radiation Therapy Physics II & Quality Management**

**4 credits 60 clock hours**

This course is a continuation of RAD 1003A and is designed to review and expand concepts and theories in the radiation physics I course. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiations are emphasized. The student is also presented with treatment units used in external beam radiation therapy, measurement and quality of ionizing radiation produced, absorbed dose measurement, dose distribution and scatter analysis. This course is also designed to focus on the evolution of quality management programs and continuing quality improvement in radiation oncology. Students will examine the need for quality assurance checks, quality assurance of the clinical aspects and chart checks, film checks, the various types of evaluations and tests performed on simulators, megavoltage therapy equipment and therapy planning units, the role of radiation therapists in quality management programs. Legal and regulatory implications for maintaining appropriate quality management guidelines as well as the role of computers and information systems are discussed as they serve within the radiation oncology department. As part of this course, students will be required to document competency in performing daily treatment machine checks as part of their clinical competency requirements.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006*

### **RAD 1025A - Radiation Biology & Protection**

**4 credits 60 clock hours**

This course will present the basic principles of radiation protection and safety for the radiation therapist. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included. The specific responsibilities of the radiation therapist are discussed, examined, performed and evaluated. The student will also be presented with basic concepts and principles of radiation biology; the interactions of radiation with cells, tissues and the body as whole and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the

clinical practice of radiation therapy will be discussed, examined and evaluated

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001*

### **RAD 1018A - Sectional Anatomy & Principles of Imaging      4 credits 60 clock hours**

The student is introduced to a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning, and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized. This course will also provide the student the opportunity to study normal anatomical structures via a variety of imaging formats. Basic anatomical relationships will be compared using topographical and cross-sectional images.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105*

### **RAD 1009A - Principles and Practice of Radiation Therapy I   4 credits 60 clock hours**

In this course the student is provided with an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the physical and technical aspects will be discussed. The role and responsibility of the radiation therapist, the treatment prescription, the documentation of treatment parameters and delivery will also be discussed.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006*

### **RAD 1010A - Principles and Practice of Radiation Therapy II   3 credits 45 clock hours**

This course is a continuation of RAD 1009A. The course is designed to examine and evaluate the management of neoplastic disease while promoting critical thinking skills and the basis of ethical clinical decision-making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented for each organ and system. This will be discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The radiation therapist's role in the management of neoplastic disease will also be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the character of the profession.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A, MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001,*

### **RAD 2010A - Treatment Planning**

**4 credits 60 clock hours**

The content of this course is designed to establish factors that influence and govern clinical treatment planning of patient treatment. Encompassed are isodose distributions, patient contouring, and radiobiologic considerations. Students will be required to make dosimetric calculations utilizing compensating filters, blocking considerations with various field angles and other treatment accessories.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A,*

MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001

**RAD 2003A - Radiation Therapy Review Seminar**

**4 credits 60 clock hours**

Course is designed to synthesize previous coursework and integrate didactic and clinical concepts. Various Instructors will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the two-year program. Instructors will emphasize the application process, completion of the programmatic requirements and practice computerized simulations of the registry exam based on the outline in the Radiation Therapy Certification Handbook

*Prerequisites: ENC 1101, PSY 1012, SPC 1016, MAC 1105, MEA 1239, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, HUM 101, RAD 1006A, RAD 1007A, RAD 2007A, RAD 1001A, RAD 1015A, RAD 1003A, RAD1004A, RAD 1025A, RAD 1009A, RAD 1010A, RAD 2010A, RAD 1018A, RAD 2007A*

**RAD 1006A - Clinical Externship I A**

**5 credits 240 clock hours**

The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001*

**RAD 1007A - Clinical Externship II A**

**5 credits 240 clock hours**

The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 101, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006*

**RAD 2007A - Clinical Externship III A**

**8 credits 360 clock hours**

The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff.

*Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A, MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001*

**RAD 2008A - Clinical Externship IV A**

**8 credits 360 clock hours**

The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff. The student will develop competence in basic patient care skills, as well as, dosimetry, simulation and treatment setups.

**RAD 2008A - Clinical Externship IV A****8 credits 360 clock hours**

*Prerequisites: ENC 1101, PSY 1012, SPC 1016, MAC 1105, MEA 1239, BSC 1085, BSC 1085L, BSC1086, BSC 1086L, HUM 101, RAD 1006A, RAD 1007A, RAD 2007A, RAD 1001A, RAD 1015A, RAD 1003A, RAD1004A, RAD 1025A, RAD 1009A, RAD 1010A, RAD 2010A, RAD 1018A, RAD 2007A*

## RADIOLOGIC TECHNOLOGY

**Offered at All Locations****2640 Clock Hours****99 Credits****90 Weeks****Credential Awarded Associate of Science Degree****Type of Instructional Delivery: Blended**

### 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.

### Program Objectives

At the completion of the Radiologic Technology program, a student is prepared to enter the work force as an entry level Radiologic Technologist.

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.

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

### Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for State Licensure through the American Registry of Radiologic Technologist (ARRT) examination for certification.

### Radiologic Technology Program Goals

- **Goal 1:** Demonstrate clinical competence in the care of patients. Students will apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors. Students will

deliver appropriate patient care while maintaining a safe environment according to OSHA and ALARA principles.

- **Goal 2:** Demonstrate problem solving and critical thinking skills Students will evaluate radiographic images for appropriate positioning and image quality. Students will manipulate technical factors for non-routine exams.
- **Goal 3:** Model professional and ethical behavior as a member of the healthcare team. Students will maintain ethical and professional values. Students will attend a society meeting.
- **Goal 4:** Demonstrate written and oral communication skills within the healthcare setting. Students will demonstrate effective written communication skills. Students will demonstrate effective oral communication skills.

## Program Courses

Course Number	Course Name	Credits	Clock Hours
CTS 1050	Introduction to Computers	3	45
ENC1101	English Composition	3	45
HUM1101	Humanities	3	45
MAC1105	College Algebra	3	45
MEA1239	Medical Terminology	2	30
PSY1012	Introduction to Psychology	3	45
SPC1016	Fundamentals of Speech	3	45
BSC1085	Anatomy & Physiology I	3	45
BSC1085L	Anatomy & Physiology I Lab	1	30
BSC1086	Anatomy & Physiology II	3	45
BSC1086L	Anatomy & Physiology II Lab	1	30
RTE1025	Principles of Image Production I	2	30
RTE1026	Principles of Image Production II	2	30
RTE1030	Radiographic Physics	4	60
RTE1202	Radiographic Procedures I	3	45
RTE1202L	Radiographic Procedures I Lab	1	30
RTE1203	Radiographic Procedures II	3	45
RTE1203L	Radiographic Procedures II Lab	1	30
RTE1204	Radiographic Procedures III	2	30
RTE1204L	Radiographic Procedures III Lab	1	30
RTE1205	Radiographic Procedures IV	2	30
RTE1205L	Radiographic Procedures IV Lab	1	30
RTE1206	Radiographic Procedures V	2	30
RTE1206L	Radiographic Procedures V Lab	1	30
RTE2015	Radiographic Biology and Protection	3	45
RTE2025	Cross Sectional Anatomy/Advanced		

	Modalities	3	45
RTE1270	Clinical I	5	240
RTE1280	Clinical II	5	240
RTE2005	Clinical III	8	360
RTE2010	Clinical IV	8	360
RTE2020	Clinical V	8	360
RTE2500	Senior Registry Review	3	45
RTE1201	Introduction to Radiologic Sciences	3	45
<b>Total</b>		<b>99</b>	<b>2640</b>

## 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**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

### **MAC 1105 College Algebra**

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*Prerequisites: None*

### **HUM1101 - Humanities I**

**3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*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*

**BCS1085 Anatomy & Physiology I**

**3 Credits 45 Clock Hours**

In this course you 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*

**BSC1085L Anatomy & Physiology I Lab**

**1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

*Prerequisites: BSC1085*

**BCS 1086 Anatomy & Physiology II**

**3 Credit 45 clock hours**

This course is a continuation of BSC 1085 lecture. Students will continue to 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: BCS 1085*

**BSC 1086L Anatomy & Physiology II Lab**

**1 Credit 30 clock hours**

This course is a continuation of BSC1085L. 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 1085L*

**RTE 1201 Introduction to Radiologic Sciences**

**3 Credits 45 clock hours**

Content provides a foundation in ethics and law 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: BSC1086, BSC1086L, MAC1105*

### **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: RTE 1030*

### **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 importance 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 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*

**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: BSC1086, BSC1086L*

**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: BSC1086, BSC1086L*

**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: 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: 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: RTE 1203, RTE 1203L*

### **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.

*Prerequisites: RTE 1203, RTE 1203L*

### **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: RTE1204, RTE 1204L*

**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: RTE1204, RTE 1204L*

**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*

**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 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: RTE1026*

**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 1026*

**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 1086/1086L, 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: RTE 1270, 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: RTE 1204, RTE 1204L, RTE 1280*

**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: RTE 1205, RTE 1205L, RTE 2005*

**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: RTE 1206, RTE 1206L, RTE 2010*

**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, RTE2015 & RTE 1026*

# NURSING PROGRAM

***This Curriculum is offered only at Our Delray Beach Location***

**1725 Clock Hours**

**77 Semester Credits**

**90 Instructional Weeks**

**Credential Awarded: Associate of Science Degree**

**Type of Instructional Delivery: Blended**

**Programmatically Accredited through ACEN**

## Program Description & Objectives

The Associate in Science Nursing program at Cambridge College of Healthcare & Technology is designed to provide training and education in order to prepare graduates to plan, deliver, and manage 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.

### Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and completion of a practice NCLEX-RN exam with a minimum passing score of 75%. If below 75%, evidence of remediation in identified areas is necessary, and should have the ability to make successful application for state licensure exam NCLEX-RN and, upon passing the required state examination seek entry-level employment as a registered nurse✓.

### Transfer of Credit (Nursing Only)

The following courses require a grade of a B or higher and completed for less than 10 years for transferability.

Anatomy & Physiology I, Anatomy & Physiology I Lab, Anatomy & Physiology II, and Anatomy & Physiology II Lab

### Withdrawals

**Students will not be eligible for re-entry after two withdrawals. Student with two failures in any didactic nursing course will be dismissed from the nursing program.**

### Graduation Requirements:

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and

completion of a practice NCLEX-RN exam with a minimum passing score of 75%. If below 75%, evidence of remediation in identified areas is necessary, and should have the ability to make successful application for state licensure exam NCLEX-RN and, upon passing the required state examination seek entry-level employment as a registered nurse.

## Curriculum

Code	Course Name	Credit Hours	Clock Hours
NUR111	Nursing Concepts	1	15
NUR112	Nursing Fundamentals	3	45
NUR112C	Nursing Fundamentals Clinical	2	90
NUR112L	Nursing Fundamentals Lab	1	30
NUR123	Medical/Surgical Nursing 1	3	45
NUR123C	Medical/Surgical Nursing 1 Clinical	2	90
NUR123L	Medical/Surgical Nursing 1 Lab	1	30
NUR145	Pharmacology in Nursing Practice I	2	30
NUR146	Pharmacology in Nursing Practice II	1	15
NUR163	Maternal-Child Nursing	3	45
NUR163C	Maternal-Child Nursing Clinical	2	90
NUR212	Integrated Medical/ Surgical Nursing I	3	45
NUR212C	Integrated Medical/Surgical Nursing I Clinical	2	90
NUR212L	Integrated Medical/ Surgical Nursing I Lab	1	30
NUR213	Integrated Medical/ Surgical Nursing II	3	45
NUR213C	Integrated Medical/ Surgical Nursing II Clinical	2	90
NUR220	Mental Health Nursing	2	30
NUR220C	Mental Health Nursing Clinical	2	90
NUR243C	Nursing Preceptorship	3	135
NUR250	Advanced Maternal/Infant Nursing	2	30
NUR250C	Advanced Maternal/Infant Nursing Clinical	1	45
BSC1085	Anatomy & Physiology I	3	45
BSC1085L	Anatomy & Physiology I Lab	1	30
BSC1086	Anatomy & Physiology II	3	45
BSC1086L	Anatomy & Physiology II Lab	1	30
CTS1050	Introduction to Computers	3	45
HUM1101	Humanities I	3	45
MEA1239	Medical Terminology	2	30
NUT180	Nutrition	3	45
ENC1101	English Composition	3	45
MAC1105	College Algebra	3	45
MIC150	Microbiology	3	45
MIC150L	Microbiology Lab	1	30
PSY1012	Psychology	3	45

SPC1016	Speech	3	45
<b>Total</b>		<b>77</b>	<b>1725</b>

## Course Descriptions

### **BCS1085 - Anatomy & Physiology I**

**3 Credits 45 Clock Hours**

In this course you 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

### **BSC1085L - Anatomy & Physiology I Lab**

**1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

Prerequisites: BSC1085

### **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. Anatomy and Physiology I will focus on the endocrine system, cardiovascular system, including blood circulation, heart anatomy and electrical conduction and disease, lymphatic system, respiratory system, gas exchange, digestion, excretory, urinary, male and female reproduction systems.

*Prerequisites: BSC1085, BSC1085L*

### **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: BSC1085, BSC 1085L; Co-requisite BSC1086*

### **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**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

### **MAC 1105 College Algebra**

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*Prerequisites: None*

### **HUM1101 – Humanities I**

**3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*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 – 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 – Speech**

**3 Credits 45 Clock Hours**

Students will learn the foundations of communications including public presentations and interviewing skills.

*Prerequisites: None*

### **MIC150 – Microbiology**

**3 Credits 45 Clock Hours**

This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms.

*Prerequisites: None*

### **MIC150L – Microbiology Lab**

**1 Credit 30 Clock Hours**

Students will explore the classification, physiology, and pathology of various

microorganisms.

*Prerequisites: None; Co-requisites: MIC150*

### **NUR111 – Nursing Concepts**

**1 Credit 15 Clock Hours**

Nursing Concepts introduces nursing as a caring, holistic and critically thinking profession. Studying the historical nursing perspectives, Nightingale through modern holistic, and concepts critical to professional nursing are traced. Theories of the profession will be explored and an emphasis placed on the theory of Dorothea Orem as a method for organizing thinking and nursing practice. Concepts that shape a profession like healthcare delivery systems, ethical considerations, professional behaviors and values are also considered. And, concepts necessary to provide nursing care like: the nursing process, therapeutic communications, teaching/learning processes, advocacy, interdisciplinary teamwork and the health/illness continuum are examined. Throughout the course, students have the opportunity to identify their own learning styles and begin to create strategies for positive learning and personal wellness.

*Co-requisite: NUR112, NUR 112L, NUR 145*

### **NUR112 – Nursing Fundamentals**

**3 Credits 45 Clock Hours**

The emphasis in Nursing Fundamentals is on the normal foundations necessary for a nurse to apply critical thinking processes during both health and illness. The theory of Dorothea Orem and the conceptual framework of the program are integrated with foundational nursing concepts as a means of exploring normal human functioning. Areas discussed include: assessment, diagnostic and pharmacological resources, accountability through documentation, and, foundational concepts for normal human functioning and wellness.

*Prerequisites: BSC 1085, BSC 1086 Co-requisite: NUR111, NUR112L, NUR145*

### **NUR112C – Nursing Fundamentals Clinical**

**2 Credits 90 Clock Hours**

Nursing Fundamentals Clinical provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of assessment, diagnostic and pharmacological resources, accountability through documentation, and foundational concepts for normal human functioning and wellness within this practice, the student identifies self-care deficits and therapeutic demands for patients with commonly occurring health limitations.

*Prerequisites: BSC 1085, BSC 1086, NUR111 Co-requisites: NUR112*

### **NUR112L – Nursing Fundamentals Lab 1 Credit 30 Clock Hours**

Nursing Fundamentals Lab presents an introduction to basic technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process. While practicing basic patient care skills students find a supportive and supervised environment where increasing confidence and competence is encouraged.

*Prerequisites: BSC 1085, BSC 1086 Co-requisites: NUR112, NUR111, NUR145*

### **NUR123 – Medical/Surgical Nursing I**

**3 Credits 45 Clock Hours**

This course builds on the foundations of nursing by considering stressors that affect an

individual's level of wellness by inflicting intermediary self-care physical and/or mental limitations. Stressors explored will include, but are not limited to, commonly occurring health limitations that alter one's state of wellness and thus require therapeutic nursing demands for self-care and a change in one's wellness status. Critical thinking models for human functioning and independent nursing interventions will be further explored and expanded to include detailed nursing processes, care management, interdisciplinary healthcare team approaches and holistic considerations for selected stressors.

*Prerequisites:* MIC150, MIC150L, NUR112, NUR112C, NUR112L, NUR145, NUR146, NUT180

*Co-requisite:* NUR123L, NUR 123C

### **NUR123C – Medical/Surgical Nursing I Clinical**

**2 Credits 90 Clock Hours**

Medical/Surgical Nursing 1 Clinical provides selected patient experiences in a variety of settings and assists the student to incorporate both theory and college lab skills. The clinical focus is on the practice of beginning medical/surgical technical nursing skill sets that are utilized or delegated by the nurse. Within this practice, the student identifies self-care deficits and therapeutic demands for patients with commonly occurring health limitations.

*Prerequisites:* MIC150, MIC150L, NUR112, NUR112C, NUR112L, NUR145, NUR146, NUT180,

*NUR111 Co-requisite:* NUR123CL, NUR 123

### **NUR123L – Medical/Surgical Nursing I Lab**

**1 Credit 30 Clock Hours**

Medical Surgical Nursing 1 Skills Laboratory provides the knowledge and practice for beginning medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills.

*Prerequisites:* MIC150, MIC150L, NUR 112, NUR112C, NUR112L, NUR145, NUR146, NUT180,

*NUR111 Co-requisite:* NUR123CL, NUR123

### **NUR145 – Pharmacology in Nursing Practice I**

**2 Credits 30 Clock Hours**

Pharmacology in Nursing Practice I assists the beginning professional nursing student to understand pharmacotherapeutic concepts that are necessary for safe adult medical/surgical nursing practice. The major drug classifications are introduced in the context of human functioning and self-care deficits. For each classification the student considers: data collection, dosage/administration, evaluating and maximizing therapeutic effects, minimizing adverse reactions/interactions, managing toxicity and patient education. *Prerequisites:* BSC 1085/1085L, BSC 1086/1086L, MAC1105 *Co-requisite:* NUR111, NUR112

### **NUR146 – Pharmacology in Nursing Practice II**

**1 Credit 15 Clock Hours**

Pharmacology in Nursing Practice assists the professional nursing student to understand Pharmacotherapeutic concepts that are necessary for safe administration of medications for pediatric, reproductive health and advanced medical/surgical nursing practice. The major drug classifications, in the context of human functioning and self-care deficits, are reinforced. For each classification the student considers: data collection,

dosage/administration, evaluating and maximizing therapeutic effects, minimizing adverse reactions/interactions, managing toxicity, patient education, managing IV therapy, chemotherapy, and blood administration.

*Prerequisites: NUR145 Co-requisite: NUR112, NUR112CL*

### **NUR163 – Maternal-Child Nursing**

**3 Credits 45 Clock Hours**

Maternal Child Health Nursing introduces the student to the components of nursing for women and children that address self-care limitations imposed by pregnancy, childbirth, new life (including congenital defects), age related growth, developmental, and health promotion limitations. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision-making, managing, collaborating, and teaching/learning and wellness. The nurse's role in assessment for abuse and neglect and risk factors are discussed.

*Prerequisites: NUR111, NUR145, NUR 146, NUR123, NUR212, NUR213*

*Co-requisite: NUR163CL*

### **NUR163C - Maternal-Child Nursing Clinical**

**2 Credits 90 Clock Hours**

Maternal Child Health Clinical provides selected experiences in obstetric and pediatric settings that assist the student to integrate content from the classroom with the nursing care of child-bearing women, children and their families. The focus, in these settings, is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for normal self-care limitations due to childbearing or development. Keys to care include assessments, communications, teaching/learning, interdisciplinary and community partnering, and managing care. Clinical experiences will occur in out-patient clinics, physician's offices, health department clinics, birthing centers and/or hospitals.

*Prerequisites: NUR112, NUR111, NUR 146, NUR123, NUR123C, NUR212, NUR213*

*Co-requisite: NUR163*

### **NUR212 – Integrated Medical/ Surgical Nursing I**

**3 Credits 45 Clock Hours**

Integrated Medical/Surgical Nursing 1 focuses on self-care limitations that are common to both adults and children. Stressors are explored through nursing diagnosis categories and include commonly occurring health limitations that alter one's view of wellness and require therapeutic nursing demands for self-care. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, anemia, cancer, cardiac issues, nephrotic conditions, asthma, fractures, seizures, and, rashes. End of life issues are discussed.

*Prerequisites: NUR111, NUR145, NUR146, NUR112, NUR112L, NUR112CL, NUR123, NUR123L, NUR123CL Co-requisite: NUR212L, NUR212CL*

### **NUR212C – Integrated Medical/ Surgical Nursing I Clinical**

**2 Credits 90 Clock Hours**

Integrated Medical/Surgical Nursing 1 Clinical provides selected pediatric and adult patient

experiences in a variety of settings. It assists students to incorporate both theory and college lab skills. The clinical focus is on the practice of technical nursing skill sets that are utilized or delegated by the nurse. Within this practice, the student identifies self-care deficits and therapeutic demands for patients and/or families with commonly occurring health limitations and designs nursing care. Examples of limitations include, but are not limited to conditions of: anemia, cancer, cardiac and nephrotic dysfunction, asthma, fractures, seizures, and, skin rashes.

*Prerequisites:* NUR123, NUR123CL, NUR123L, NUR111, NUR145, NUR146, NUR112, NUR112CL

*Co-requisite:* NUR212, NUR212L

### **NUR212L – Integrated Medical/ Surgical Nursing I Lab                      1 Credit 30 Clock Hours**

Integrated Medical Surgical Nursing 1 Skills Laboratory provides the knowledge and practice for medical/surgical nursing skills sets that are used by the nurse to implement the nursing process and manage care for adults and children. Students find a supportive and supervised environment where increasing confidence and competence is encouraged while practicing medical/surgical patient care skills.

*Prerequisites:* NUR123, NUR123C, NUR123L, NUR111, NUR145, NUR146, NUR112, NUR112CL  
*Co-requisite:* NUR212, NUR212CL

### **NUR213 - Integrated Medical/ Surgical Nursing II                                      3 Credits 45 Clock Hours**

Integrated Medical /Surgical Nursing II focuses on self-care limitations that are common to both adults and children. Stressors are explored through nursing diagnosis categories and include complex, multi-system failure health limitations that alter one's view of wellness and require therapeutic nursing demands for self-care. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, hepatitis, HIV/AIDS, organ transplants, shock, sepsis, spinal cord injury, thyroid issues, Alzheimer's, loss of senses.

*Prerequisites:* NUR212, NUR212C, NUR212L, NUR111, NUR145, NUR146, NUR123, NUR123L, NUR123CL  
*Co-requisite:* NUR213CL

### **NUR213C - Integrated M/S Nursing II Clinical    2 Credits 90 Clock Hours**

Integrated M/S Nursing Clinical 2 provides selected pediatric and adult patient experiences in a variety of settings. It assists students to incorporate both theory and college lab skills. The clinical focus is on the practice of technical nursing skill sets that are utilized or delegated by the nurse when caring for patients with complex, multi-system failure health limitations. Stressors are explored through the nursing diagnosis categories and include centering of mental, cultural and spiritual aspects of one's view of wellness and altered self-care status. Critical thinking models for human functioning and independent nursing interventions will continue to be explored for adults and children. Examples of limitations include, but are not limited to, hepatitis, HIV/AIDS, organ transplants, shock, sepsis, spinal cord injury, thyroid issues, Alzheimer's, and loss of senses.

*Prerequisites: NUR212, NUR212C, NUR212L, NUR111, NUR145, NUR146, NUR112, NUR112L, NUR112CL, NUR123, NUR123L, NUR123CL Co-requisite: NUR213*

### **NUR220 – Mental Health Nursing**

**2 Credits 30 Clock Hours**

Mental Health Nursing introduces the student to the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing tools and intervention modalities are expanded. The DSM-IV-TR classification system is introduced for moderate, severe, psychotic, and, emergency issues. Through the use of human functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated, implemented and evaluated. Selected stressors include, but are not limited to commonly occurring mental health limitations that lead to therapeutic self-care demand(s) that require partnering. Individuals and families are assisted in defining and accepting an altered mental perception in order to maintain wellness. Nurse's role in assessment for abuse and neglect of the mentally ill are explored. Community resources for assistance are explored.

*Prerequisites: NUR213, NUR123, NUR212, NUR111, NUR145, NUR146*

*Co-requisite: NUR220CL*

### **NUR220C – Mental Health Nursing Clinical**

**2 Credits 90 Clock Hours**

Mental Health Nursing Clinical affords the student an opportunity to explore, for individuals and groups, the stressors that impose transitional self-care mental and/or social limitations. Psychosocial nursing skill sets and the development of a plan of care (case management) with the interdisciplinary healthcare team are practiced. After assessment, students use the DMS-IV-TR, NIC and NOC classifications and NANDA nursing diagnosis to assist patients re-gain or find a new level of wellness. Therefore, clinical facilities include in-patient and out-patient opportunities.

*Prerequisites: NUR111, NUR145, NUR146, NUR123, NUR212, NUR213*

*Co-requisite: NUR220*

### **NUR243C – Nursing Preceptorship**

**3 Credits 135 Clock Hours**

The Nursing Preceptorship builds on the knowledge and skills obtained in the nursing curriculum and integrate the theory of organizational development and culture, management styles and beginning leadership skills into the clinical practice of nursing. The course provides the foundations for independent clinical practice by assisting the student to prepare for employment as a registered nurse. Students work with an assigned clinical preceptor. Preceptors directly mentor the student throughout the course. At completion, the student is expected to be confident and competent in handling all aspects of the average patient load for that agency.

*Prerequisites: NUR111, NUR145, NUR146, NUR112, NUR112L, NUR112CL, NUR123, NUR123CL, NUR212, NUR212L, NUR212CL, NUR163, NUR220, NUR250*

*Co-requisite: NUR243CL*

### **NUR250 – Advanced Maternal/Infant Nursing**

**2 Credits 30 Clock Hours**

Advanced Maternal Infant Nursing introduces the student to the components of nursing

for “high risk” women and infants. It addresses complex self-care limitations-imposed by pregnancy, childbirth and new life for the individual and family. Through the use of human growth, development, and functioning concepts and nursing processes for thinking, the keys to holistic nursing care are delineated by the concepts of assessment, communications, clinical decision-making, managing, collaborating, and teaching/learning and wellness. Individuals and families are assisted in accepting an altered perception in order to maintain wellness.

*Prerequisites: NUR111, NUR145, NUR146, NUR112, NUR112L, NUR112CL, NUR123, NUR123L, NUR123CL, NUR212, NUR212L, NUR212CL, NUR163 Co-requisite: NUR250CL*

### **NUR250C - Advanced Maternal/Infant Nursing Clinical      1 Credit 45 Clock Hours**

Advanced Maternal/Infant Nursing Clinical provides selected experiences in obstetric and newborn settings that assist the student to integrate content from the classroom with the nursing care of high-risk child-bearing women, infants and their families. The focus, in these settings, is on the holistic nursing care and accompanying technical skill sets that are used by the nurse to implement the nursing process for high-risk self-care limitations due to alternations during childbearing or the neonatal period. Keys to care include assessments, communications, teaching/learning clinical decision-making, managing, collaborating, and interdisciplinary and community partnering, and wellness. Clinical experiences will occur in out-patient clinics, physician’s offices, health department clinics, and hospitals.

*Prerequisites: NUR111, NUR145, NUR146, NUR112, NUR112L, NUR112CL, NUR123, NUR123L, NUR123CL, NUR212, NUR212L, NUR212CL, NUR163 Co-requisite: NUR250*

### **NUT180 – Nutrition      3 Credits 45 Clock Hours**

This is an introduction to the fundamentals of nutrition and how they relate to the promotion and maintenance of optimal health. This course includes a presentation of the practical applications of the current principles of nutrition and diet therapy in the prevention and treatment of nutrition-related pathologies, as well as a discussion of socioeconomic, religious, and cultural influences on nutrition.

*Prerequisites: None*

# NURSING PROGRAM

*This Curriculum is offered only at Our Atlanta, Altamonte Springs, and Miami Locations*

## **Traditional Track**

**1437 Clock Hours**

**66 Semester Credits**

**90 Instructional Weeks**

**Credential Awarded: Associate of Science Degree**

**Type of Instructional Delivery: Blended**

## **Bridge Track:**

**\*66 Semester Credit**

**1140 Clock Hours**

**75 weeks**

**Type of Instructional Delivery- Blended**

**\*Students receive 12 credits for licensure**

## **Admission Criteria for ASN Program**

Applicants must complete and submit an application for admissions that includes:

- Admission Interview • Distance Education Questionnaire
- Personal Statement
- Vaccination Waiver Form

## **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

Any student submitting proof of high school from a foreign country for consideration of

admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education.

- Transcripts (If Applicable)
- Homeschooling documentation (Florida Schools Only)

Evidence of the regular high school diploma or its recognized equivalent must be received prior to the first day of attendance.

Application fee of \$50.00. Once paid paperwork for Drug Screen & Background Check Acknowledgment to be completed for the following programs:

- Nursing • Radiologic Technology
- Practical Nursing • Nursing Assistant
- Diagnostic Medical Sonography • Medical Laboratory Technician
- Radiation Therapy • Pharmacy Technician

A clear background and negative drug screening test are required for the above programs.

### **Nursing Entrance Requirements:**

TEAS Exam with at least 58 comprehensive score

GPA 2.5

Grade of "B" in Sciences and Math

Program Dean Interview

## **Program Description**

This program prepares the graduate to integrate nursing knowledge, critical thinking, and nursing skills while managing care for multiple clients with complex conditions. The curriculum is concept and competency based and moves from simple to complex. Theoretical, laboratory, and simulation instruction is complemented with planned clinical experiences in a variety of healthcare settings (acute, long-term care and community) to provide a broad, holistic, and concept-based understanding of the roles and responsibilities of a professional nurse. The ASN program has two tracks:

### **Traditional pre-licensure**

## **Bridge (for student who is licensed as an LPN, Paramedic, or Respiratory Therapist)**

This nursing program is approved by the Board of Nursing and prepares graduates to sit for the National Council Licensing Exam for Registered Nurses (NCLEX-RN®).

### **Program Objective**

Upon completion of the program, the graduate will be able to:

- Manage quality, safe, evidence-based, and patient-centered care utilizing the nursing process.
- Engage in critical thinking/clinical judgement to provide quality nursing care.
- Establish an individualized teaching plan incorporating the patient and care giver.
- Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
- Demonstrate leadership in a variety of healthcare settings for diverse patient populations.
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Incorporate professional, ethical, and legal principles into entry-level nursing performance.

### **Graduation Requirements**

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and completion of a practice NCLEX-RN exam with a minimum passing score of 75%. If below 75%, evidence of remediation in identified areas is necessary, and should have the ability to make successful application for state licensure exam NCLEX-RN and, upon passing the required state examination seek entry-level employment as a registered nurse.

## Program Outline

Course Number	Course Title	Credits	Clock Hours
NURSG 1101	Health Assessment	6.00	120.00
NURSG 1102	Fundamentals	6.00	132.00
NURSG 1103	Medical/Surgical I	6.00	150.00
NURSG 1104	*Transition to RN Practice (Bridge Track only)	6.00	105.00
NURSG 1201	Obstetrics/Leadership	6.00	120.00
NURSG 1202	Medical/Surgical II	6.00	150.00
NURSG 1203	Pediatrics/Emergency Care	6.00	150.00
NURSG 1204	Clinical Practicum for ASN	4.00	180.00
NURSG 1205	Nursing Concepts Integration	2.00	30.00
BSC 1085	Anatomy and Physiology I	3.00	45.00
BSC 1085L	Anatomy and Physiology I Lab	1.00	30.00
BSC 1086	Anatomy and Physiology II	3.00	45.00
BSC 1086L	Anatomy and Physiology II Lab	1.00	30.00
MIC 150	Microbiology	3.00	45.00
MIC 150L	Microbiology Lab	1.00	30.00
ENC 1101	English Composition	3.00	45.00
PSY 1012	Introduction to Psychology	3.00	45.00
HUM 101	Humanities I	3.00	45.00
MAC 1105	College Algebra	3.00	45.00
<b>Totals</b>		<b>66.00</b>	<b>1437.00</b>

## Course Descriptions

### **BSC 1085 - Anatomy & Physiology I**

**3 credits**

**45 clock hours**

This course will offer students the opportunity to learn about the structure and function of the human body. The concepts of cells, tissues, organs and systems are presented to form the framework for a comprehensive study of anatomic structures and basic functions of each body system. In addition, the concepts of biochemistry will be discussed. Also provided will be the concepts of structural anatomy as students analyze the complex functions of each system.

*Prerequisites: None*

### **BSC 1085L - Anatomy & Physiology I Lab**

**1 credit**

**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 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*

### **HUM101 – Humanities I**

**3 Credits**

**45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*Prerequisites: None*

### **ENC 1101 – English Composition**

**3 Credits**

**45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course

teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

**MAC 1105 College Algebra**

**3 Credits**

**45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*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*

**MIC150 – Microbiology**

**3 Credits**

**45 Clock Hours**

This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms.

*Prerequisites: None*

**MIC150L – Microbiology Lab**

**1 Credits**

**30 Clock Hours**

Students will explore the classification, physiology, and pathology of various microorganisms.

*Prerequisites: None; Co-requisites: MIC150*

**NURSG 1101- Health Assessment**

**6 credits**

**120 Clock Hours**

This course introduces basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations. The nursing process, communication techniques, and legal and ethical responsibilities of the nurse are introduced. Basic nursing skills and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide nursing care, incorporating the concepts identified in this course.

*Prerequisites: All General Education Courses*

**NURSG 1102- Fundamentals**

**6 credits**

**132 Clock Hours**

This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize evidence-based practice, quality improvement, critical thinking, communication, collaboration, technology, and skills. Nursing skills and medication administration are integrated and applied in the nursing laboratory and clinical setting. Upon successful completion, the student will be able to provide quality basic nursing care in the clinical setting.

*Prerequisites: NURSG 1101*

**NURSG 1103 – Medical/Surgical I****6 credits****150 Clock Hours**

This course is designed to further develop and enhance concepts related to the nursing management of ill clients. A nursing process approach is utilized to emphasize critical thinking, teaching & learning, and managing care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care or community settings.

*Prerequisites: NURSG 1102*

**NURSG 1104 - Transition to RN Practice****6 credits****105 Clock Hours**

This course is designed to introduce the LPN, Paramedic or Respiratory Therapist bridge student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course.

*Prerequisites: All General Education Courses*

**NURSG 1201 – Obstetrics and Leadership****6 credits****120 Clock Hours**

This course is designed to augment previously learned concepts, introduces care of the family unit and incorporate concepts related to leadership and professionalism. The nursing process is utilized to emphasize the concepts of family, health as a continuum, critical thinking, teaching/learning, communication, and advocacy. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit.

*Prerequisites: NURSG 1103 or NURSG 1104*

**NURSG 1202- Medical/Surgical II****6 credits****150 Clock Hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

*Prerequisites: NURSG 1201*

**NURSG 1203 – Pediatrics/Emergency Care****6 credits****150 Clock Hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse

populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

*Prerequisites: NURSG 1202*

**NURSG 1204 – Clinical Practicum for ASN      4 credits      180 Clock Hours**

This course provides a clinical practicum for the application of concepts and nursing skills learned throughout the program. Evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, management/leadership, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the RN preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized AS entry-level nursing care.

*Prerequisites: NURSG 1203 and Corequisite: NURSG 1205*

**NURSG 1205 – Nursing Concepts Integration      2 credits      30 clock Hours**

This course provides the student with the opportunity to evaluate his/her strengths and weaknesses in preparation for the NCLEX-RN® exam. Utilization of the nursing process and integration of all previous concepts will be emphasized through the use of integrated testing, remediation and predictive testing of NCLEX success.

*Prerequisites: NURSG 1203 and Corequisite: NURSG 1204*

## BACHELOR OF SCIENCE IN NURSING

*This Curriculum is offered only at Our Altamonte Springs, FL Location.*

**Traditional program:**

**120 semester credits**

**135 weeks**

**2322 clock hours including gen eds, nursing core didactic, lab and clinical.**

**Bridge Track**

**120 semester credits**

**120 weeks**

**Accelerated Track**

**120 semester credits**

**60 weeks**

## Program Description

The Bachelor of Science in Nursing (BSN) professional program builds on a foundation of knowledge in science, humanities, and mathematics. The BSN degree program has three tracks:

The traditional pre-licensure.

The Bridge for students who are licensed as an LPN, Paramedic or Respiratory Therapist and

Accelerated (students who have already earned a Bachelor of Arts or Science degree in another field).

Graduates will be prepared for entry-level positions as a baccalaureate-prepared nurse. Students graduating from this program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The curriculum is concept and competency based, moves from simple to complex learning, application to analysis utilizing critical thinking, the nursing process, and evidence-based practice. The curriculum is designed to facilitate complex thinking and deeper understanding of nursing concepts. The curriculum actively engages students and faculty, leading to discovery, reflection, and thoughtful application of nursing knowledge across the lifespan and in culturally diverse populations.

The BSN curriculum framework encompasses The Essentials of Baccalaureate Education for Professional Nursing Practice, QSEN Competencies, and incorporates adult learning theory. Graduates will be primary providers of direct and indirect care in many different settings, including acute care, long-term, and community health. Graduates will also be prepared to assume first-line management positions.

## Program Objectives

The graduate of the BSN program will:

Synthesize knowledge from liberal arts education into professional nursing.

Apply leadership concepts, skills and decision making in the provision of high-quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.

Integrate evidence-based practice, clinical judgment, interprofessional perspectives, and patient preferences in planning, implementing, and evaluating nursing practice.

Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe and effective nursing practice.

Explore the impact of sociocultural, economic, legal, and political factors influencing quality patient care, workplace safety, and nursing practice.

Incorporate effective communication skills to contribute the nursing perspective to interprofessional teams to optimize patient outcomes.

Collaborate with members of the interprofessional team to develop an assessment and intervention plan that takes into account determinants of health and available resources that contribute to clinical prevention and population health.

Assume accountability for personal and professional behaviors that demonstrate the nursing standards of moral, ethical, and legal conduct.

Implement holistic, evidence-based, safe patient-centered care across the health/illness continuum, across the lifespan, and in all healthcare settings.

## **BSN Program Mission**

The mission of Cambridge College of Healthcare & Technology Bachelor of Science in Nursing program is to provide quality theoretical instruction and clinical experiences to build and shape the professional entry level nurse generalist. The program is designed to enhance graduate potential for leadership roles within the community and life-long learning.

## **BSN Program Goals**

Provide graduates with a liberal education necessary to develop intellectual abilities and integration of concepts covering the natural sciences, arts, diversity within the community, and a personal value system.

Engage students in the pursuit of knowledge based on theories of general nursing practice to develop safe, ethical, legal, and effective nursing practices.

Encourage scholarship and research strategies to increase graduate application of care technologies, decision-making skills, leadership, and quality improvement.

Increase awareness of patient advocacy in the generalist nurse to promote participation in global policy development and healthcare reform.

Prepare competent, responsible nursing graduates for entry level generalist practice in a variety of health care settings within the community.

## **Graduation Requirements**

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and completion of a practice NCLEX-RN exam with a minimum passing score of 75%. If below

75%, evidence of remediation in identified areas is necessary, and should have the ability to make successful application for state licensure exam NCLEX-RN and, upon passing the required state examination seek entry-level employment as a registered nurse.

## Program Content

### General Education Courses for all Tracks

Course# & Title	Theory Clock Hours	Lab Hours
ENC 1101 English Composition I	45	
ENC 1201 English Composition II	45	
COM 301 Microcomputer Application	45	
NUT 180 Nutrition	45	
BSC 1085 Anatomy and Physiology I	45	
BSC 1085L Anatomy and Physiology I Lab		30
BSC 1086 Anatomy and Physiology II	45	
BSC 1086L Anatomy and Physiology II Lab		30
MIC 150 Microbiology	45	
MIC 150L Microbiology Lab		30
ENC 1103 Information Literacy	30	
MAC 1105 College Algebra	45	
MAC 310 Statistics	45	
CHEM 1101 General Chemistry	30	
CHEM 1101L General Chemistry Lab		30
SPC 1016 Fundamentals of Speech	45	
MEA 1239 Medical Terminology	30	
CS 1001 Professional Development	15	
PSY 1012 Introduction to Psychology	45	

HUM 101 Humanities I	45	
PHI 301 Critical Thinking	45	
Column Total	690	120

#### Nursing Courses for Traditional and Accelerated BSN Tracks

Course# & Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours
NURSG 1101 Health Assessment	60	60	0
NURSG 1102 Fundamentals	60	36	36
NURSG 1103 Medical/Surgical I	60		90
NURSG 1201 Obstetrics/Leadership	75		45
NURSG 1202 Medical/Surgical II	60		90
NURSG 1203 Pediatrics/Emergency Care	60		90
NURSG 1301 Nursing Pathophysiology	45		0
NURSG 1302 Advanced Leadership	75		0
NURSG 1303 Community Health	60		90
NURSG 1304 Global Health	60		0
NURSG 1401 Nursing Informatics	60		0
NURSG 1402 Research/Evidence Based Practice	90		0
NURSG 1403 Clinical Practicum	0		180
NURSG 1404 Integration of Nursing Concepts	30		0
Column Total	855	36	621

### Nursing Courses for Bridge (LPN, Paramedic & Respiratory Therapist) BSN Track\*

Course# & Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours
NURSG 1104 Transition to RN Practice*	75	30	0
NURSG 1201 Obstetrics/Leadership	75		45
NURSG 1202 Medical/Surgical II	60		90
NURSG 1203 Pediatrics/Emergency Care	60		90
NURSG 1301 Nursing Pathophysiology	45		0
NURSG 1302 Advanced Leadership	75		0
NURSG 1303 Community Health	60		90
NURSG 1304 Global Health	60		0
NURSG 1401 Nursing Informatics	60		0
NURSG 1402 Research/Evidence Based Practice	90		0
NURSG 1403 Clinical Practicum	0		180
NURSG 1404 Integration of Nursing Concepts	30		0
Column Total	690	30	495

\*Bridge students receive 14 credit hours for licensure toward 120 total BSN credits

## Course Descriptions

### General Education Courses

#### ENC 1101 – English Composition

**3 Credits**

**45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course

teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

**MAC 1105 - College Algebra**

**3 Credits**

**45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*Prerequisites: None*

**ENC1201 - English Composition II**

**3 credits**

**45 clock hours**

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy.

*Prerequisites: None*

**COM301 - Microcomputer Applications**

**3 credits**

**45 clock hours**

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

*Prerequisites: None*

**NUT180 - Nutrition**

**3 credits**

**45 clock hours**

This is an introduction to the fundamentals of nutrition and how they relate to the promotion and maintenance of optimal health. This course includes a presentation of the practical applications of the current principles of nutrition and diet therapy in the prevention and treatment of nutrition-related pathologies, as well as a discussion of socioeconomic, religious, and cultural influences on nutrition.

*Prerequisites: None*

**BSC1085 - Anatomy & Physiology I**

**3 credits**

**45 clock hours**

This course will offer students the opportunity to learn about the structure and function of the human body. The concepts of cells, tissues, organs and systems are presented to form the framework for a comprehensive study of anatomic structures and basic functions of each body system. In addition, the concepts of biochemistry will be discussed. Also provided will be the concepts of structural anatomy as students analyze the complex functions of each system.

*Prerequisites: None*

**BSC1085 Anatomy & Physiology I Lab**

**1 credit**

**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*

**BSC1086 - 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*

**BSC1086 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: BSC1085*

**MIC150 Microbiology** **3 credits** **45 clock hours**

This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms. I

**MIC150L Microbiology** **1 credit** **30 clock hours**

Students will explore the classification, physiology, and pathology of various microorganisms in a laboratory setting. *Prerequisites: None; Co-requisites: MIC150*

**ENC1103 Information Literacy** **2 credits** **30 clock hours**

This course covers the basic concepts and skills of information literacy, the research process, critical thinking skills, and ethical aspects of information. Students are introduced to characteristics, formats, and organization of information, and are provided with practical experience in the use of the academic library. Course content also introduces electronic resources such as journal databases, search engines, and directories. *Prerequisites: None*

**MAC310 Statistics** **3 credits** **45 clock hours**

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: MAC1105*

**CHEM1101 General Chemistry** **2 credits** **30 clock hours**

This course covers the elementary principles and theories of chemistry; matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermochemistry, bonding, molecular geometry, periodicity, gases. *Prerequisite: None*

**CHEM1101L General Chemistry Lab****1 credit****30 clock hours**

This course is a continuation of the General Chemistry course to introduce the laboratory elements for the class. *Co-requisites: CHEM1101*

**SPC1016 Fundamentals of Speech****3 credits****45 clock hours**

Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking. *Prerequisites: None*

**MEA1239 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*

**PSY1012 Introduction to Psychology****3 credits****45 clock hours**

This course offers students the basic principles of human behavior. Students will discuss challenges, responsibilities, problems and satisfaction of being a health care provider and 37 relate this to the theories of human behavior and personality development. *Prerequisites: None*

**HUM101 Humanities I****3 credits****45 clock hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework. *Prerequisites: None*

**PHI301 Critical Thinking****3 credits****45 clock hours**

This course guides students in improving critical thinking skills through careful analysis, reasoned inference, and thoughtful evaluation of contemporary culture and ideas. *Prerequisites: None*

**CS1001 Professional Development****1 credit****15 clock hours**

This course is designed to synthesize previous coursework concepts. The instructor will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the program. The instructor will emphasize the application process, completion of the requirements and practice computerized simulations of the exam. A career service session will take place to demonstrate proper resume writing, job interview techniques, continuing education and the importance to passing the certification exam. *Prerequisite: All course work*

## **Nursing Courses Traditional and Accelerated BSN Tracks**

### **NURSG1101 Health Assessment**

**6 credits      120 clock hours**

This course introduces basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations. The nursing process, communication techniques, and legal and ethical responsibilities of the nurse are introduced. Basic nursing skills and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide nursing care, incorporating the concepts identified in this course. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L, MAC1105*

### **NURSG1102 Fundamentals**

**6 credits      142 clock hours**

This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize evidence-based practice, quality improvement, critical thinking, communication, collaboration, technology, and skills. Nursing skills and medication administration are integrated and applied in the nursing laboratory and clinical setting. Upon successful completion, the student will be able to provide quality basic nursing care in the clinical setting. *Prerequisites: NURSG1101*

### **NURSG1103 Medical/Surgical I**

**6 credits      150 clock hours**

This course is designed to further develop and enhance concepts related to the nursing management of ill clients. A nursing process approach is utilized to emphasize critical thinking, teaching & learning, and managing care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care or community settings. *Prerequisites: NURSG1102*

### **NURSG1201 Obstetrics/Leadership**

**6 credits      120 clock hours**

This course is designed to augment previously learned concepts, introduce care of the family unit, and incorporate concepts related to leadership and professionalism. The nursing process is utilized to emphasize the concepts of family, health promotion, critical thinking, teaching/learning, communication, and advocacy. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit. *Prerequisites: NURSG 1103 or 1104*

### **NURSG1202 Medical/Surgical II**

**6 credits      150 clock hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing

care for one or more ill clients in the acute care or community setting.

*Prerequisites: NURSG 1201*

### **NURSG1203 Pediatrics/Emergency Care**

**6 credits**

**150 clock hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

*Prerequisites: NURSG 1202*

### **NURSG1301 Nursing Pathophysiology**

**3 credits**

**45 clock hours**

This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Alterations in pathophysiological functions of cells and the interrelationships of body systems are explored. Physiological theory and treatment are discussed using case situations and discussion questions that exemplify the content. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L*

### **NURSG1302 Advanced Leadership**

**5 credits**

**75 clock hours**

This course teaches advanced concepts underlying professional career development in nursing. The role as a nurse manager, an integral part of a healthcare institution hierarchy, is explored. Emphasis will be placed on the role of the nurse as a frontline manager, utilizing inter-professional communication skills and collaboration. The goal of these conceptual applications is to achieve excellence in the administration of healthcare organizations and in the provision of healthcare. Concentration on the acquisition of leadership behaviors, values, and the roles of planner, coordinator, provider, and evaluator of care are emphasized. The course focuses on concepts and tools required to provide safe care with evidence-based leadership. Focus of the nurse as educator, including principles and theories of teaching and learning, will be identified. Strategies for nurses to teach in staff development, as well as their role as a preceptor and in academic programs will be explored. Students are introduced to quality improvement, case management, utilization review, staff development, peer review, and competency evaluation in healthcare.

*Prerequisites: NURSG 1201*

### **NURSG1303 Community Health**

**6 credits**

**150 clock hours**

This course analyzes public health concepts, trends, theories, and issues for community health nursing practice. Aggregates, stakeholders, high-risk populations, public health functions, domestic and national healthcare delivery systems, and conceptual and scientific frameworks for community/public health nursing practice are incorporated. Guided

practice in the development and refinement of specific assessment knowledge, techniques, and skills are explored to assist in recognizing normal and deviated health patterns and at-risk behaviors in multicultural clients and populations across the lifespan.

*Prerequisites: NURSG 1103*

#### **1104 NURSG1304 Global Health**

**4 credits      60 clock hours**

This course analyzes the impact of educational, legal, ethical, political, and social issues on global health policy and healthcare as well as rising liability insurance costs and perspectives on healthcare system level. Healthcare policies at the local, regional, state, national, and global levels will be discussed, including similarities and differences. Global differences and their relationship to American healthcare practice are explored. Issues of funding methods, resource allocation, access to care, and disparities impacting the healthcare system are addressed from a policy perspective. Emphasis will be placed on evaluation of the effects of practice and healthcare laws and policies related to practice, consumer health, and the profession of nursing associated with the cultural differences, current legislation, political and religious controversy, economic constraints, and technology. Factors will be defined that may influence a proactive response to achieve safety, prevention of errors, and quality patient outcomes.

*Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L*

#### **NURSG1401 Nursing Informatics**

**4 credits      60 clock hours**

This course will focus on healthcare information systems, database management, data quality, workload, quality improvement, resource utilization, and system design. General computer office applications and healthcare-specific technology applications are presented. Technology that supports patient care and the benefits of healthcare technology are emphasized. Students will learn about emerging information sources and communication technology and their impact on healthcare. Emphasis will be placed on trends and issues in clinical technology as well as security and the use of databases. Students collaborate with a faculty mentor to create a portfolio demonstrating the progress made toward individual and program goals and outcomes. The portfolio is designed to demonstrate evidence of mastery of program and course learning outcomes and serves as an assessment of student learning. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L*

#### **NURSG1402 Research/Evidence Based Practice**

**6 credits      90 clock hours**

This course introduces the methods of scientific inquiry, with a focus on research methodologies, nursing theory, and the application of an evidence-based practice approach in providing quality patient care. Emphasis is placed on the development of decision-making skills required to critically appraise published investigations and to utilize research findings to effect positive change in healthcare through evidence-based practice. Students will utilize various databases and enhance their ability to analyze and synthesize

research findings appropriate to clinical practice. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L, MAC1105, MAC310*

**NURSG1403 Clinical Practicum**

**4 credits**

**180 clock hours**

This course provides a clinical practicum for the application of concepts learned throughout the program. Evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, management/leadership, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the RN preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care. *Co-requisite: NURSG 1404*

**NURSG1404 Integration of Nursing Concepts**

**2 credits**

**30 clock hours**

This course provides the student with the opportunity to evaluate his/her strengths and weaknesses in preparation for the NCLEX-RN® exam. Utilization of the nursing process and integration of all previous concepts will be emphasized through the use of integrated testing, remediation and predictive testing of NCLEX success. (co-requisite) NURSG 1403

**Nursing Courses for Bridge (LPN, Paramedic & Respiratory Therapist) BSN Track\***

**\*\*Bridge students receive 14 credit hours for licensure toward 120 total BSN**

**\*\*The Accelerated BSN track allows the student to transfer in 49 gen ed credits out of 50. Any gen ed credits such as the sciences that have not been achieved, the student will take the courses before entering core nursing courses.**

*All above courses are required with the additional course described below.*

**NURSG1104 Transition to RN Practice**

**6 credits**

**120 clock hours**

This course is designed to introduce the LPN, Paramedic or Respiratory Therapist bridge student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course.

*Prerequisites: NURSG 1102*

# MEDICAL LABORATORY TECHNICIAN

***Currently offered at the Atlanta location Only***

***Delray Beach Location is currently in a teach-out***

**66 Semester Credits**

**1525 Clock Hours**

**75 Weeks**

**Credential awarded – Associate of Science**

**Method of Delivery: Blended**

## Program Objectives

- To develop a student's ability to perform proficiently on laboratory testing procedures
- To develop a student's ability to think critically and communicate effectively
- To prepare students for entry-level employment in clinical and reference laboratories or physicians' offices as a medical laboratory technician.

## Program Goals

- Students will acquire the knowledge and skill development to competently perform standardized laboratory test procedures
- Students will acquire critical thinking and problem-solving skills to effectively practice in the profession
- Students will possess employable entry-level skills required for medical laboratory technicians.

## Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and have the ability to make successful application for National Certification through the American Medical Technology (AMT) for Registered Medical Laboratory Technician (RMLT) examination for certification.

## Curriculum

Course Code	Course Name	Credits	Hours
BCS 1085	Anatomy & Physiology I	3	45
BCS 1085L	Anatomy & Physiology I Lab	1	30
BCS 1086	Anatomy & Physiology II	3	45
BCS1086L	Anatomy & Physiology II Lab	1	30
ENC1101	English Composition	3	45
MAC1105	College Algebra	3	45
PSY1012	Introduction to Psychology	3	45
SPC1016	Fundamentals of Speech	3	45
HUM1101	Humanities I	3	45
MEA1239	Medical Terminology	2	30
PH101	Phlebotomy/Specimen Collection	5	120
MLT1000	Laboratory Orientation/Quality Assurance	4	75
MLT1005	General Chemistry	3	45
MLT1010	Urinalysis	3	75
MLT1015	Hematology I	4	90
MLT2005	Hematology II	2	45
MLT1020	Immunohematology	3	75
MLT1025	Microbiology	3	75
MLT1030	Immunology/Serology	2	45
MLT1035	Clinical Chemistry	2	45
CS1000	Career Services/Credential Review	2	30
MLT2500	Clinical Practicum	8	400
<b>Total</b>		<b>66</b>	<b>1525</b>

## Course Descriptions

### ENC 1101 – English Composition

**3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

### MAC 1105 College Algebra

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

Prerequisites: None

**HUM1101 – Humanities I****3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

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

**BCS1085 - Anatomy & Physiology I****3 Credits 45 Clock Hours**

In this course you 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

**BCS1085L - Anatomy & Physiology I Lab****1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

Prerequisites: BSC1085

**BCS 1086 - Anatomy & Physiology II****3 Credit 45 clock hours**

This course is a continuation of BSC 1085 lecture. Students will continue to 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: BCS 1085

### **BSC 1086L - Anatomy & Physiology II Lab**

**1 Credit 30 clock hours**

This course is a continuation of BSC1085L. 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 1085L

### **PHL1000 – Phlebotomy/Specimen Collection**

**5 Credits 120 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: BSC1085, 1085L, 1086, 1086L, MLT1000

### **MLT1000 – Laboratory Orientation/Quality Assurance**

**4 credits 75 hours**

This course introduces the students to the laboratory setting and the process of operating and maintaining equipment. The student will learn the various methods of assurance/quality control to consist of instrument calibration, reference ranges, proficiency testing, and other quality control procedures.

Prerequisite: None

### **MLT1005 – General Chemistry**

**3 credits 45 hours**

Students will understand inorganic and organic chemical reactions and clinical methodologies performed using a chemistry analyzer.

Prerequisite: MLT1000

### **MLT1010 – Urinalysis**

**3 credits 75 hours**

This course introduces students to a didactic study and performance of physical, chemical, and microscopic analysis of urine.

Prerequisite: MLT1000

### **MLT1015 – Hematology I**

**4 credits 90 hours**

This course presents the didactic study of the origin and morphology of blood cells and the ability to interpret the clinical significance of test results. Topics include performance of phlebotomies; blood cell counts and coagulation procedures (both manually and automated).

Prerequisite: MLT1000

### **MLT2005 – Hematology II**

**2 credits 45 hours**

This course is a continuation of MLT1015. Topics include a didactic study of diseases related to erythrocytes, leukocytes, thrombocytes and coagulation factors as well as the clinical significance of test results by providing additional opportunities for the

performance of phlebotomies, blood cell counts and coagulation procedures.

*Prerequisite: MLT1015*

### **MLT1020 - Immunohematology**

**3 credits 75 hours**

This course introduces the student to the study of blood group antigens and antibodies, the theory of genetics, the performance of basic blood bank procedures involving blood group and Rh typing, antibody screens and identification, and compatibility testing. The student will learn the didactic study of blood bank procedures involved in donor screening requirements, transfusion therapy, safety and quality controls, hemolytic disease of the newborn, blood component preparation, and the adverse effects of transfusions.

*Prerequisite: MLT1000*

### **MLT1025 - Microbiology**

**3 credits 75 hours**

This course is an introduction emphasizing the classification, physiology, and pathology of microorganisms. Students will explore the classification, physiology, and pathology of various microorganisms.

*Prerequisite: MLT1000*

### **MLT1030 - Immunology/Serology**

**2 credits 45 hours**

This course examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures.

*Prerequisite: MLT1000*

### **MLT1035 - Clinical Chemistry**

**2 credits 45 hours**

This course presents theoretical concepts, principles and the performance of procedures used for the measurement of carbohydrates, proteins, non-protein nitrogen-containing compounds, bilirubin and hemoglobin with emphasis on their relationships to various disease states, enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states

*Prerequisite: MLT1000, MLT1005*

### **CS1000 - Career Services/Credential Review**

**2 credits 30 hours**

This course is designed to synthesize previous coursework concepts. The instructor will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the program. The instructor will emphasize the application process, completion of the requirements and practice computerized simulations of the exam. A career service session will take place to demonstrate proper resume writing, job interview techniques, continuing education and the importance to passing the certification exam.

*Prerequisite: All course work*

### **MLT2500 - Clinical Practicum**

**8 credits 400 hours**

The student will be introduced into a clinical laboratory setting that is CLIA approved which will provide an opportunity for students to observe and participate in various laboratory procedures with emphasis on specific structure. 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.

*Prerequisite: All coursework*

## DISTANCE EDUCATION PROGRAMS

Cambridge College of Healthcare & Technology strives to provide students with the ability to adapt their skills and knowledge to meet the demands of a dynamic, team-based environment. The Online Distance Education Division focuses heavily on concept formation and skill development through collaborative learning. Our online courses offer flexibility to students.

The Blended Programs (Diagnostic Medical Sonography, Radiation Therapy, Medical Laboratory Technician, Medical Assistant, Nursing, and Radiologic Technology) at ***Cambridge College of Healthcare & Technology are ONLY offered in the state of Florida and Georgia and students must disclose if they leave the state during their enrollment which could affect their status in the program. Students will complete an acknowledgement form during the admissions process.***

**The following courses may be offered on campus, on-line or a combination of both:**

Anatomy & Physiology I  
Anatomy & Physiology II  
College Algebra  
English Composition  
Medical Terminology  
Psychology  
Humanities I  
Fundamentals of Speech  
Introduction to Computers  
General Physics  
Nutrition  
English Composition II  
Introduction to Sociology  
History I & II  
Accounting  
American Government  
Pathophysiology  
Pharmacology (DMS and HIM programs)  
Seminar (DMS)

Radiographic Physics (Radiologic Technology program)  
Introduction to Radiologic Technology Science (Radiologic Technology program)  
Radiographic Procedures I (Radiologic Technology program)  
Echocardiographic Pathology I  
Echocardiographic Pathology II

### **Cambridge approved to participate in NC-SARA**

Cambridge College of Healthcare & Technology has been approved by (Florida) to participate in the National Council for State Authorization Reciprocity Agreements.

NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

### **Attendance Policy for Online Programs**

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.

### **Computer System Requirements – 2023-2024**

The following comprehensive system requirements are the recommended minimum computer specifications for taking courses online at Cambridge College, where you will be using a number of integrated educational software delivery services, including Blackboard Learn™, Blackboard Collaborate Ultra™ among others.

#### **Minimum Hardware Requirements**

- Macintosh OS X (10.12 or higher) or Windows PC (7 or higher)
  - 4GB RAM (8GB RAM or more is highly recommended)
  - 20GB of available hard-drive space
  - Screen resolution set to 1280x1024
  - Broadband/high-speed uninterrupted Internet access; minimum speed of 1.5 Mbps download, 750 Kbps upload
  - Webcam, microphone and speakers (a wearable headset is highly recommended)
- Please note: Google Chromebook computers are not supported on some applications.

**Browser Compatibility** It is extremely important that you use a supported browser when using Blackboard Learn™ so that all course content and the course tools display properly. The very latest editions of Mozilla Firefox, and Google Chrome should work fine on most devices. We do not recommend using Apple Safari or Microsoft Edge, and Microsoft Internet Explorer is no longer a supported browser. We recommend installing both Chrome and Firefox browsers for use with our technologies, especially if one results in an error

message. Please try using a different browser to see if you experience the same results before contacting the CCHT Blackboard Administrator.

### **Additional Browser Configuration Considerations**

- Pop-up window blockers should be disabled, as they can conflict with online exams and assignments.
- The following domains should be added to your lists of trusted websites in your browsers:
- <https://cambridgehealth.blackboard.com/ultra/institution-page>

### **System Requirements for Additional Online Tools**

Your instructors may elect to use a number of additional software services within your courses for online delivery. Please refer to the system requirements below for each of the services your instructors require you to access within your courses:

- Blackboard Collaborate™ Ultra
- Tutor.com
- Vital Source

\*Microsoft Word is required to submit all assignments. In addition, some classes require the use of Excel, PowerPoint, and Access. Students are responsible for ensuring that they have the software required and should not enroll in courses for which they do not have the necessary software.

### **Internet/Email**

An internet service provider (ISP)

An e-mail address, once enrolled you will be given a Cambridge email.

Students will need an Internet Service Provider (ISP). An ISP supplies access to the Internet for a fee. In many areas, cable television and digital Internet services offer high-speed Internet access. Cambridge does not provide access to the Internet as part of its agreement.

### **Course Delivery Structure**

Cambridge College of Healthcare & Technology is pleased to offer a user-friendly learning platform. Our courses offer diverse learning methodologies that enable students of all backgrounds to enjoy their experience online. Students are able to interact with instructors and peers in diverse learning experiences that facilitate the acquisition and application of knowledge. Our courses are offered in an asynchronous format but there are synchronous discussions for which students must be prepared to participate.

### **Security**

Students are assigned a secure username and password for Blackboard.

## Student Support Resources

Each Cambridge College of Healthcare & Technology course contains access to the following supportive resources:

### **Syllabus**

Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

### **Discussion Boards**

Discussions are tied to specific course Learning Events for each course. Integrated Content Some Distance Education courses include integrated electronic content from a text companion web site, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction or Learning Event with instructions for its use and purpose.

### **Online Course Survey**

Students are given an opportunity to provide feedback on the courses taken online. These surveys are designed to assess the online content, learning management system, ease of access, student services and faculty. Students are encouraged to complete online surveys at the completion of a course.

### **Web Resources**

Every course includes links to additional web resources that serve as supplemental resources for the subject matter. These links are provided by the instructor and are not tied to a specific Presentation or Learning Event, but are identified as extra resources for the student's own use.

### **LIBRARY/VIRTUAL LIBRARY**

Each campus location has a fully functioning library that is open each day.

The mission of the library is to provide academic support to students and to create a stimulating environment that will encourage academic achievement.

Students have access to a collection of books and electronic resources available for use in the building or remotely. The link to the Virtual Library is found in our online learning management system.

Students have access to research the library when logged into the online learning management system. The Virtual Library contains full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines and international publications. Discipline related databases furnish valuable industry information useful for

course-related projects and job search opportunities as related to each program major. The library is an online learning resource center that is a web-enabled information center offering Microsoft Word, Excel and Power Point 2007, 2010, committed to facilitating lifelong learning and achievement of Cambridge College of Healthcare & Technology student and faculty community. The residential library services are available to all students during the time of campus operations or when students are on campus. There is a dedicated qualified librarian available to work with students on research, projects, homework, or testing prep.

## DISCLOSURE

Students are required to provide their physical location at the time of enrollment by providing the information on the Admissions Application. Students are required to immediately notify the institution of a change to their physical location by notifying the Registrar in writing.

**Currently under the NC-SARA Reciprocity agreement, California is the only state that does not participate. If a student relocates to the state of California this will adversely impact the student's ability to complete their program.**

## DISTANCE EDUCATION PROGRAMS

# MEDICAL BILLING AND CODING PROGRAM

**920 Clock Hours**

**37.5 weeks**

**Credential Awarded: Certificate**

**Type of Instructional 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 program prepares students for the role of a medical biller and coder in an outpatient setting. Theory courses will cover essential skills such as medical terminology, anatomy, physiology, and computer applications. The program offers hands-on training in medical coding and billing, computerized practice management, and electronic health records. Students will also learn about healthcare regulations, privacy laws, and archival requirements related to patient records.

## Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for National Certifications through National Healthcareer Association (NHA) for the Certified Billing and Coding Specialist and American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC). Upon passing the national certifications, seek entry-level employment as a Certified Billing and Coding Specialist or Certified Professional Coder.

## Program Outline

Course Number	Course Title	Clock Hours
MBC105	Introduction to Medical Coding	45
BSC1085	Anatomy & Physiology I	45
BSC1085L	Anatomy & Physiology I Lab	30
BSC1086	Anatomy & Physiology II	45
BSC108L	Anatomy & Physiology II Lab	30
MEA1239	Medical Terminology	30
MBC110	Computer in Healthcare	60
MBC130	Computerized Practice Management	45

MBC150	CPT 4	75
MBC160	HCPSC	75
MBC230	Certification Review and Exam (Capstone)	90
MBC220	Advanced CPT and ICD10	75
MCB140	Fundamentals of ICD Coding	75
MBC145	Fundamentals of ICD Coding II	60
MBC195	CPT 4 II	60
MBC170	Insurance and Reimbursement Procedures	60
MBC190	Electronic Medical Records I	60
MBC210	Professional Development and Career Preparation	20
<b>Total</b>		<b>920</b>

## Course Descriptions

### **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**

This course will offer students the opportunity to learn about the structure and function of the human body. The concepts of cells, tissues, organs and systems are presented to form the framework for a comprehensive study of anatomic structures and basic functions of each body system. In addition, the concepts of biochemistry will be discussed. Also provided will be the concepts of structural anatomy as students analyze the complex functions of each system.

*Prerequisites: None*

### **BSC 1085L - Anatomy & Physiology I Lab**

**1 credit 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: None*

### **MBC105 - Introduction to Medical Coding**

**45 clock hours**

This course provides the essential knowledge and skills for individuals interested in the field of medical coding. This course offers a practical introduction to medical coding systems and how they are used in healthcare settings. Students will gain insights into the coding process, its role with patient and clinical data, and the significance of accurate coding for healthcare reimbursement.

### **MBC110 - Computers in Healthcare**

**60 Clock Hours**

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will become familiar with using the features and capabilities of Microsoft Office Word, Excel & PowerPoint. Application based topics include email use, word processing, spreadsheets, presentation tools. Special attention is given to information technology and communication for the health profession. Prerequisites: None

### **MBC130 - Computerized Practice Management**

**45 Clock Hours**

This course is dedicated to building upon the foundations learned in prior course work related to terminology, anatomy, physiology, medical office procedures, health sciences and computer sciences. In this course, students develop knowledge and base skills and understanding of the revenue models for healthcare facilities, their respective cycles, computerized practice management and cash flow management procedures. Emphasis on this course is placed upon the development, use and storage of electronic medical records (EMR). Prerequisites: None

### **MBC150 - CPT 4**

**75 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 manuals. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual. Prerequisites: None

### **MBC160 - 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). Prerequisites: None

**MBC140 - Fundamentals of ICD Coding****75 Clock Hours**

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses. Students will gain an understanding of validating and determining diagnostic codes accordance to official guidelines. The student will evaluate and understand how ICD is used in an inpatient setting. Assignments will include practical examples of patient records to provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using encoder software tools. Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239

**MBC170 - Insurance and Reimbursement Procedures****60 Clock Hours**

This course provides an overview of the insurance, reimbursement and payment methodologies that apply to various healthcare settings. Various payment systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, revenue cycle processes and managed care capitation are also explored along with issues of policy, regulatory requirements, case mix, DRG's, severity of illnesses and data exchange among providers. The course also focuses on the components of revenue cycle management and clinical documentation improvement. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. Prerequisites: MBC 140

**MBC145 - Fundamentals of Coding II****60 Clock Hours**

This course, the second in a three-course sequence, introduces clinical vocabularies and classification systems. Principles and guidelines for using ICD-10-CM Clinical Modification (ICD-10-CM) system to code diagnosis are introduced. Patient records and exercises using coding manuals and software tools provide further practice in coding and sequencing diagnosis and procedures. Coding ethics, data quality and application of coding principles to electronic record systems are explored.

**MBC185 – CPT 4 II****60 Clock Hours**

This course builds upon the knowledge and skills gained in CPT 4 to further enhance student abilities of CPT-4 procedure coding. Emphasis will be placed on the rules and guidelines of the CPT-4 manual and is designed to provide a deeper understanding of outpatient procedure and service coding concepts.

**MBC210 - Professional Development & Career Preparation****20 Clock Hours**

This course provides students with the information and skills they need to develop and maintain a sense of professionalism. In doing so, students learn how professionalism can help you become the person you want to be to get the job you want, how it can help you excel at the job you have, and how it can help you advance in your career. The course analyzes the connection between ethics and professionalism and discusses other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Students will also build their workplace communication skills by examining best practices for writing emails and creating

presentations. The course also includes discussions on participating in and leading workplace meetings, forming and participating in workplace teams, the importance of developing a customer focus, and the role of HR. Finally, the course will discuss the importance of managing career growth and change. Throughout, students will apply critical-thinking skills to solve problems and evaluate situations. Prerequisites: None

**MBC220 - Advanced CPT and ICD10**

**75 Clock Hours**

This course offers an advanced application of CPT and ICD-10-CM coding utilizing both coding systems and their guidelines appropriately.

*Prerequisites: MBC140, MBC150*

**MBC230 - Certification Review and Exam (Capstone)**

**90 clock Hours**

This course offers a guided national coding certification exam preparation with certification testing.

*Prerequisites: MBC220*

# HEALTH INFORMATION TECHNOLOGY PROGRAM

**68 Semester Credits**

**1185 Clock Hours**

**75 weeks**

**Credential Awarded: Associate of Science**

**Type of Instructional Delivery: 100% Distant Education**

**Programmatically Accredited through CAHIIM**

## Program Objective

The objective of the Health Information Technology program is to prepare students with an understanding of analytical, technical and management skills associated with health information. Through different approaches and domains, students will acquire entry-level competencies to support the role of health information and technologies. This instruction occurs in a distance learning environment with 90 hours of a virtual lab practicum. Out-of-class work is required.

## Program Description

Health information professionals manage medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals also play a role in preparing, reviewing and maintaining health records and are considered experts in assuring the privacy and security of health data. Electronic health records, database management, and information privacy and security are a focus of the Health Information Technologist. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician will utilize the different computer information systems used in health care settings and reimbursement procedures. In addition, the student will develop practical skills needed to manage and supervise medical records and healthcare reimbursement processes. In order to be successful in this profession the student will need Critical thinking and problem-solving abilities. There is a combination of general education and core curriculum which will provide the student with the opportunity to show proficiency in these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Science degree. Total Program: 1185 clock hours/ 68 credit hours.

## Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application with the American Academy of Professional Coders exam (AAPC) Certified Professional Coder Exam (CPC).

## Program Outline

Course Number	Course Title Clock	Credits	Hours
HUM1101	Humanities I	3	45
BSC1085	Anatomy & Physiology I	3	45
BSC1085L	Anatomy & Physiology I Lab	1	30
BSC1086	Anatomy & Physiology II	3	45
BSC1086L	Anatomy & Physiology II Lab	1	30
MEA1239	Medical Terminology	3	30
ENC1101	English Composition	3	45
MAC1105	College Algebra	3	45
PSY1012	Introduction to Psychology	3	45
SPC1016	Fundamentals of Speech	3	45
MBC110	Computers in Healthcare	3	60
MBC140	Fundamentals of ICD Coding	4	75
MBC170	Insurance and Reimbursement Procedures	4	60
HIT110	Health Information Systems	3	45
HIT115	Health Data Content and Structure	3	45
HIT120	Pharmacology Essentials	2	30
HIT125	Healthcare Delivery Systems	2	30
HIT130	Health Information Technology	2	30
HIT140	Principles of CPT/HCPCS	4	90
HIT150	Legal Aspects of Healthcare	2	30
HIT160	Clinical Quality Assessment	2	30
HIT170	Comparative Health Records and Data Security	2	30
HIT180	Healthcare Statistics	3	45
HIT200	Intermediate Coding	4	90
HIT210	Virtual Lab Practicum	3	90
<b>Grand Total</b>		<b>68</b>	<b>1185</b>

## Course Descriptions

### 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*

### **BCS1085 - Anatomy & Physiology I**

**3 Credits 45 Clock Hours**

In this course you 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*

### **BSC1085L - Anatomy & Physiology I Lab**

**1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

*Prerequisites: BSC1085*

### **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: None*

### **HUM1101 – Humanities I**

**3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*Prerequisites: None*

### **ENC 1101 – English Composition**

**3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course

teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

### **MAC 1105 College Algebra**

**3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

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

### **MBC110 - Computers in Healthcare**

**3 Credits 60 Clock Hours**

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will become familiar with using the features and capabilities of Microsoft Office Word, Excel & PowerPoint. Application based topics include email use, word processing, spreadsheets, presentation tools. Special attention is given to information technology and communication for the health profession. *Prerequisites: None*

### **MBC140 - Fundamentals of ICD Coding**

**4 Credits 75 Clock Hours**

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses. Students will gain an understanding of validating and determining diagnostic codes accordance to official guidelines. The student will evaluate and understand how ICD is used in an inpatient setting. Assignments will include practical examples of patient records to provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using encoder software tools. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

### **MBC170 - Insurance and Reimbursement Procedures**

**4 Credits 60 Clock Hours**

This course provides an overview of the insurance, reimbursement and payment methodologies that apply to various healthcare settings. Various payment systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, revenue cycle processes and managed care capitation are also explored along with issues of policy, regulatory requirements, case mix, DRG's, severity of illnesses and

data exchange among providers. The course also focuses on the components of revenue cycle management and clinical documentation improvement. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. *Prerequisites: MBC140*

### **HIT110 - Health Information Systems**

**3 Credits 45 Clock Hours**

This course introduces the health information management profession to the different health care delivery systems. Topics include looking at different health care settings, patient record, electronic health records (EHRs), information systems, databases and analytical tools to structure, analyze and present information and legal aspects of health information. Students gain hands-on experience with a virtual EHR and examine the impact of EHRs on healthcare. *Prerequisites: MBC110, ENC1101*

### **HIT115 - Health Data and Content Structure**

**3 Credits 45 Clock Hours**

This course addresses the transition from paper-based and hybrid medical records to electronic health records. Information Governance principles, concepts, and models are used to address the transition and management of electronic data. Topics include, but are not limited to, record retention, data architecture, data analytics, data integrity, and enterprise content management. *Prerequisites: ENC1101*

### **HIT120 - Pharmacology Essentials**

**2 Credits 30 Clock Hours**

This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills. The course also covers ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of administering and dispensing drugs, and routes and methods of drug administration including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

### **HIT125 - Healthcare Delivery Systems**

**2 Credits 30 Clock Hours**

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined. *Prerequisites: ENC1101*

### **HIT130 - Health Information Technology**

**2 Credits 30 Clock Hours**

This course focuses on the principles of computer technology related to health care with an emphasis on computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also

introduce the students to the components and requirements of the electronic health record. *Prerequisites: ENC1101*

#### **HIT140 - Principles of CPT/HCPCS**

**4 Credits 90 clock Hours**

This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments, practice exercises and assessments of patient records will provide practice in coding and sequencing of procedure codes. Exercises allow students to apply guidelines for CPT codes and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

#### **HIT150 - Legal Aspects of Healthcare**

**2 Credits 30 Clock Hours**

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations, which affect the control, use, and release of health information, including HIPAA. I

#### **HIT160 - Clinical Quality Assessment**

**2 Credits 30 Clock Hours**

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization management, and risk management initiatives.

*Prerequisites: ENC1101, HIT125*

#### **HIT170 - Comparative Health Records and Data Security**

**2 Credits 30 Clock Hours**

This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for clinical support. It also examines emerging information technologies. The determination of information system needs, system implementation, system evaluation, and confidentiality/security are also addressed. The course will introduce students to healthcare data sets, secondary sources of data and healthcare statistics. Methods, tools, technologies, and processes for querying data, designing, generating, and analyzing reports are examined. In addition, we will provide methods to abstract, present, and maintain data for clinical indices/databases/registries.

*Prerequisites ENC1101*

**HIT180 - Healthcare Statistics****3 Credits 45 Clock Hours**

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making.

*Prerequisites: MAC1105*

**HIT200 - Intermediate Coding****4 Credits 90 clock Hours**

This course will cover clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD to code diagnoses. Students will gain an understanding of ICD as it is used in an inpatient setting and the severity of illness and case mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of software tools.

*Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

**HIT210 - Virtual Lab Practicum****3 Credits 90 clock Hours**

This course includes a comprehensive review of all courses addressed within the health information management program. Application of current principles, concepts, regulations, rules and guidelines are bridged into the practicum experience in a hospital or related organization.

*Prerequisites: All Core Courses*

**HIT2700 - Legal Aspects of Healthcare****3 Credits 45 clock hours**

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

*Prerequisites: None*

**HIT2800 - Health Information Technology****3 Credits 45 Clock hours**

This course focuses on the principles of computer technology related to health care with an emphasis on computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also introduce the students to the components and requirements of the electronic health record.

*Prerequisites: None*



# INFORMATION TECHNOLOGY PROGRAMS

# CYBER AND NETWORK SECURITY

**720 Clock Hours – 60 Weeks**

**Credential Awarded: Certificate**

**Type of Instructional Delivery: Blended**

## Program Objectives

The Cyber and Network Security Diploma program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in the business and information technology industries including security professionals or enter additional training to meet the demands of various organizations, including health-related businesses.

## Program Description

This program focuses on cyber and network security through risk assessment and digital forensics to safeguard infrastructure and secure data through continuity planning and disaster recovery operations. It includes proven methods for information security using software analysis techniques and networking strategies to prevent, detect, and mitigate cyberattacks. In response to an increasing demand for network and security professionals, students will learn to apply knowledge and skills in network security and secure data through effective IT policies and procedures, to ensure uptime, performance, resources, and security of networks to meet the needs of the organization. Additionally, students will learn to describe the role of an information technology security specialist, demonstrate compliance and operational security, the use of ethical hacking, how to prevent IT attacks, the use of physical security, and the proficiency in network device security and access control models. The program develops attitudes and relationship skills required in organizations including the healthcare industry with a focus on technical skill sets required by local employers in the IT and related fields, including healthcare IT. The structure of this program is intended to prepare students to be ready for future certifications. The course content includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices.

## Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for certifications in the field of study.

## Program Outline

Course Number	Course Title	Clock Hours
CIT1000	Introduction to Information Technology Including Google IT Support Professional Certification Exam Preparation	60
CNT1200	Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation	60
CNT1300	Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation	60
CNS1000	Fundamentals of Information Security in Healthcare	60
CNS1200	Designing Customized Security	60
CNS1400	Comp TIA A+ Core 1	60
CNS2000	Digital Forensics in Cybersecurity	60
CNS2100	Managing Information Security*	60
CNT2200	Network and Security Foundations	60
CNS2200	Network and Security Applications including CompTIA Security + Certification Exam Preparation	60
CNT2300	Network Applications	60
CNS2500	CompTIA A+ Core 2	
<b>Total</b>		<b>720</b>

## Course Descriptions

### **Course: CIT1000: Introduction to Information Technology (IT) 60 Clock Hours**

Introduction to IT examines information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business. May include the Google IT Support Professional Certification Exam Preparation or other similar certification exam preparation.

*Prerequisites: None*

### **Course: CNT1200: Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation 60 clock Hours**

Computer Hardware Fundamentals is the foundation of IT and is the first course in a two-part series preparatory for the CompTIA A+ exam, Part I. Students will gain an understanding of personal computer components and their functions in a desktop system; computer data storage and retrieval; classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security; recommending appropriate tools, diagnostic procedures,

preventative maintenance and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environments; and effective communication with colleagues and clients as well as job-related professional behavior.

*Prerequisites: None*

### **CNT1300 Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation** **60 Clock Hours**

Computer Software Fundamentals is the application of IT and is a continuation of the Computer Hardware Fundamentals course preparatory for the CompTIA A+ exam, Part II. Students will gain an understanding of personal computer components and their functions in a desktop system. Also covered is computer data storage and retrieval including classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security. Other areas include recommending appropriate tools, diagnostic procedures, preventative maintenance, and troubleshooting techniques for personal computer components in a desktop system. The course then finishes with strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environment, and effective communication with colleagues and clients as well as job-related professional behavior.

This course builds on the understanding of hardware from Computer Hardware Fundamentals and is designed to build the skills to support 4 core components: Operating Systems, Security, Software Troubleshooting, and Operational Procedures. These are core skills for IT professionals from cloud engineers to data analysts, and will empower you with a better understanding of the tools used during your career.

*Prerequisites: None*

### **CNS1000 Fundamentals of Information Security in Healthcare** **60 Clock Hours**

This course lays the foundation for understanding terminology, principles, processes, and best practices of information security at local and global levels including those in healthcare environments. It further provides an overview of basic security vulnerabilities and countermeasures for protecting information assets through planning and administrative controls within an organization.

*Prerequisite: None*

### **CNS1200 Designing Customized Security** **60 Clock Hours**

This course supports the assessments for Designing Customized Security. The assessment for this course is Cisco's Implementing Cisco Network Security (IINS) Exam, a certification exam valued by many employers. Learning resources provided include detailed videos from CBT Nuggets, the contents of the CCNA Security 210-260 Official Cert Guide book and practice activities from Cisco within the uCertify platform, and practice exams from Boson and Pearson that you can use to review the material for the exam and discover areas

where you are weaker for you to study further. A detailed pacing guide provides a roadmap for making your way through the course efficiently.

*Prerequisites: None*

### **CNS1400 CompTIA A+ Core 1**

**60 Clock Hours**

This course prepares students for the first half of the CompTIA A+ certification exam, known as Core 1. Throughout this course, students will delve into the essential computer hardware concepts and skills required to excel in IT support roles. From hardware components and peripherals to troubleshooting and diagnostics, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 1 exam but will also be equipped with practical skills essential for success in real-world IT support roles.

*Prerequisites: None*

### **CNS2000 Digital Forensics in Cybersecurity**

**60 Clock Hours**

Digital forensics, the science of investigating cybercrimes, seeks evidence that reveals who, what, when, where, and how threats compromise information. This course examines the relationships between incident categories, evidence handling, and incident management. Students identify consequences associated with cyber threats and security laws using a variety of tools to recognize and recover from unauthorized, malicious activities.

*Prerequisites: None*

### **CNS2100 Managing Information Security\***

**60 Clock Hours**

This course expands on fundamentals of information security by providing an in-depth analysis of the relationship between an information security program and broader business goals and objectives. Students develop knowledge and experience in the development and management of an information security program essential to ongoing education, career progression, and value delivery to enterprises. Students apply best practices to develop an information security governance framework, analyze mitigation in the context of compliance requirements, align security programs with security strategies and best practices, and recommend procedures for managing security strategies that minimize risk to an organization.

*Prerequisites: None*

### **CNT2200 Network and Security Foundations**

**60 Clock Hours**

Network and Security - Foundations introduces students to the components of a computer network and the concept and role of communication protocols. The course covers widely used categorical classifications of networks (e.g., LAN, MAN, WAN, WLAN, PAN, SAN, CAN, and VPN) as well as network topologies, physical devices, and layered abstraction. The course also introduces students to basic concepts of security covering vulnerabilities of networks and mitigation techniques, security of physical media, and security policies and procedures.

*Prerequisites: None*

**CNS2200 Network and Security Applications including  
CompTIA Security + Certification Exam Preparation**

**60 Clock Hours**

Network and Security - Applications prepares students for the CompTIA Security+ certification exam. Successfully completing the course ensures the student will demonstrate the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations.

*Prerequisites: None*

**CNT2300 Network Applications**

**60 Clock Hours**

In this course, students will demonstrate proficiency of switches, IP addressing schemes and IP services, routers, WLAN, servers, VPN, VOIP, and Virtualization.

*Prerequisites: None*

**CNS2500 CompTIA A+ Core2**

**60 Clock Hours**

This course prepares students for the second half of the CompTIA A+ certification exam, known as Core 2. Throughout this course, students will delve into the essential computer software concepts and skills required to excel in IT support roles. From operating systems to troubleshooting software issues, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 2 exam but will also be equipped with practical skills essential for success in real-world IT support roles.

*Prerequisites: None*

# CYBER AND NETWORK SECURITY

**60 Credits 1080 Clock Hours – 75 Weeks**

**Credential Awarded: Associate of Science**

**Type of Instructional Delivery: Blended**

## Program Objectives

The Cyber and Network Security Associate Degree program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in the business and information technology industries including security professionals or enter additional training to meet the demands of various organizations, of various organizations, including health-related businesses. It includes an overview of the health information technology field and health information management field and includes an introduction to general education knowledge of science, technology, math, English, and psychology.

## Program Description

This program focuses on cyber and network security through risk assessment and digital forensics to safeguard infrastructure and secure data through continuity planning and disaster recovery operations. It includes proven methods for information security using software analysis techniques and networking strategies to prevent, detect, and mitigate cyberattacks. In response to an increasing demand for network and security professionals, students will learn to apply knowledge and skills in network security and secure data through effective IT policies and procedures, to ensure uptime, performance, resources, and security of networks to meet the needs of the organization. Additionally, students will learn to describe the role of an information technology security specialist, demonstrate compliance and operational security, the use of ethical hacking, how to prevent IT attacks, the use of physical security, and the proficiency in network device security and access control models. The program develops attitudes and relationship skills required in organizations including the healthcare industry with a focus on technical skill sets required by local employers in the IT and related fields, including healthcare IT. The structure of this program is intended to prepare students to be ready for future certifications. The course content includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices.

## Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for certifications in the field of study.

## Program Outline

Course Number	Course Title Clock	Credits	Hours
CIT1000	Introduction to Information Technology Including Google IT Support Professional Certification Exam Preparation	3	60
CNT1200	Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation	3	60
CNT1300	Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation	3	60
CNS1000	Fundamentals of Information Security in Healthcare	3 3	60 60
CNS1200	Designing Customized Security	3	60
CNS1400	CompTIA A+ Core 1	3	60
CNS2000	Digital Forensics in Cybersecurity	3	60
CNS2100	Managing Information Security*	3	60
CNT2200	Network and Security Foundations	3	60
CNS2200	Network and Security Applications including CompTIA Security + Certification Exam Preparation	3 3	60 60
CNT2300	Network Applications	3	60
CNS2500	CompTIA A+ Core 2	3	60
HIT2700	Legal Aspects of Healthcare	3	45
HIT2800	Health Information Technology	3	45
ENC 1101	English Composition	3	45
HUM1101	Humanities I	3	45
MAC 1105	College Algebra	3	45
CTS1050	Introduction to Computers	3	45
PSY 1012	Introduction to Psychology	3	45
SPC 1016	Fundamentals of Speech	3	45
<b>Grand Total</b>		<b>60</b>	<b>1080</b>

## Course Descriptions

### ENC 1101 – English Composition

**3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

**MAC 1105 College Algebra****3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.  
*Prerequisites: None*

**HUM1101 Humanities I****3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.  
*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*

**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*

**Course: CIT1000: Introduction to Information Technology (IT)****3 Credits 60 Clock Hours**

Introduction to IT examines information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business. May include the Google IT Support Professional Certification Exam Preparation or other similar certification exam preparation.  
*Prerequisites: None*

**Course: CNT1200: Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation****3 Credits 60 clock Hours**

Computer Hardware Fundamentals is the foundation of IT and is the first course in a two-part series preparatory for the CompTIA A+ exam, Part I. Students will gain an understanding of personal computer components and their functions in a desktop system;

computer data storage and retrieval; classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security; recommending appropriate tools, diagnostic procedures, preventative maintenance and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environments; and effective communication with colleagues and clients as well as job-related professional behavior.

*Prerequisites: None*

**Course: CNT1300: Computer Software Fundamentals  
including CompTIA A+ Certification Exam Preparation      3 Credits 60 Clock Hours**

Computer Software Fundamentals is the application of IT and is a continuation of the Computer Hardware Fundamentals course preparatory for the CompTIA A+ exam, Part II. Students will gain an understanding of personal computer components and their functions in a desktop system. Also covered is computer data storage and retrieval including classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security. Other areas include recommending appropriate tools, diagnostic procedures, preventative maintenance, and troubleshooting techniques for personal computer components in a desktop system. The course then finishes with strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environment, and effective communication with colleagues and clients as well as job-related professional behavior.

This course builds on the understanding of hardware from Computer Hardware Fundamentals and is designed to build the skills to support 4 core components: Operating Systems, Security, Software Troubleshooting, and Operational Procedures. These are core skills for IT professionals from cloud engineers to data analysts, and will empower you with a better understanding of the tools used during your career.

*Prerequisites: None*

**CNS1000 Fundamentals of Information Security  
in Healthcare      3 Credits 60 Clock Hours**

This course lays the foundation for understanding terminology, principles, processes, and best practices of information security at local and global levels including those in healthcare environments. It further provides an overview of basic security vulnerabilities and countermeasures for protecting information assets through planning and administrative controls within an organization.

*Prerequisite: None*

**CNS1200 Designing Customized Security      3 Credits 60 Clock Hours**

This course supports the assessments for Designing Customized Security. The assessment for this course is Cisco's Implementing Cisco Network Security (IINS) Exam, a certification

exam valued by many employers. Learning resources provided include detailed videos from CBT Nuggets, the contents of the CCNA Security 210-260 Official Cert Guide book and practice activities from Cisco within the uCertify platform, and practice exams from Boson and Pearson that you can use to review the material for the exam and discover areas where you are weaker for you to study further. A detailed pacing guide provides a roadmap for making your way through the course efficiently.

*Prerequisites: None*

### **CNS1400 CompTIA A+ Core 1**

**60 Clock Hours**

This course prepares students for the first half of the CompTIA A+ certification exam, known as Core 1. Throughout this course, students will delve into the essential computer hardware concepts and skills required to excel in IT support roles. From hardware components and peripherals to troubleshooting and diagnostics, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 1 exam but will also be equipped with practical skills essential for success in real-world IT support roles.

*Prerequisites: None*

### **CNS2000 Digital Forensics in Cybersecurity**

**3 Credits 60 Clock Hours**

Digital forensics, the science of investigating cybercrimes, seeks evidence that reveals who, what, when, where, and how threats compromise information. This course examines the relationships between incident categories, evidence handling, and incident management. Students identify consequences associated with cyber threats and security laws using a variety of tools to recognize and recover from unauthorized, malicious activities.

*Prerequisites: None*

### **CNS2100 Managing Information Security\***

**3 Credits 60 Clock Hours**

This course expands on fundamentals of information security by providing an in-depth analysis of the relationship between an information security program and broader business goals and objectives. Students develop knowledge and experience in the development and management of an information security program essential to ongoing education, career progression, and value delivery to enterprises. Students apply best practices to develop an information security governance framework, analyze mitigation in the context of compliance requirements, align security programs with security strategies and best practices, and recommend procedures for managing security strategies that minimize risk to an organization.

*Prerequisites: None*

### **CNT2200 Network and Security Foundations**

**3 Credits 60 Clock Hours**

Network and Security - Foundations introduces students to the components of a computer network and the concept and role of communication protocols. The course covers widely used categorical classifications of networks (e.g., LAN, MAN, WAN, WLAN, PAN, SAN, CAN, and VPN) as well as network topologies, physical devices, and layered abstraction. The

course also introduces students to basic concepts of security covering vulnerabilities of networks and mitigation techniques, security of physical media, and security policies and procedures.

*Prerequisites: None*

**CNS2200 Network and Security Applications including 3 Credits 60 Clock Hours  
CompTIA Security + Certification Exam Preparation**

Network and Security - Applications prepares students for the CompTIA Security+ certification exam. Successfully completing the course ensures the student will demonstrate the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. Prerequisites: None

**CNT2300 Network Applications 60 Clock Hours**

In this course, students will demonstrate proficiency of switches, IP addressing schemes and IP services, routers, WLAN, servers, VPN, VOIP, and Virtualization.

*Prerequisites: None*

**CNS2500 CompTIA A+ Core2 60 Clock Hours**

This course prepares students for the second half of the CompTIA A+ certification exam, known as Core 2. Throughout this course, students will delve into the essential computer software concepts and skills required to excel in IT support roles. From operating systems to troubleshooting software issues, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 2 exam but will also be equipped with practical skills essential for success in real-world IT support roles.

*Prerequisites: None*

# BACHELOR OF SCIENCE DEGREE IN CYBER AND NETWORK SECURITY

**75 weeks- hours may vary**

**120 semester hours**

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

**1125 clock hours**

**Method of Delivery – 100% Online**

## **Admission Requirements for the BS in Cyber and Network Security**

- Pay registration fee based on signed arrangement
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Attend online orientation session

## **Program Description**

The Cyber and Network Security program prepares students to enter a vast arena of the Information Technology Field. The Cyber and Network Security Program provides students with the opportunity to obtain the knowledge and skills needed to receive an entry level employment in the field of Cyber and Network Security. At the completion of the program the student will eligible to take vast variety of certifications.

## **Program Objective**

To meet an increasing demand for cybersecurity professionals, the Bachelor of Science in Cyber and Network Security degree program prepares IT professionals to apply knowledge and experience in risk management and digital forensics to safeguard infrastructure and secure data through continuity planning and disaster recovery operations. Expand on this to reflect modernization.

## **Graduation Requirement**

At the completion of the program, graduates will be required to have a CGPA of 2.0.

## **PROGRAM OUTLINE**

<b>Course Number</b>	<b>Course Title Clock</b>	<b>Credits</b>	<b>Hours</b>
BSC301	Pathophysiology	3	45
ENC402	College Writing	3	45

MAC310	Statistics	3	45
PSY401	Abnormal Psychology	3	45
COM301	Microcomputer Applications	3	45
DPM2000	Data Management Foundations and Applications	3	60
CNT2100	Network Technician	3	60
DPM2400	Business of IT – Project Management	3	60
CNS3000	Information Technology Instructure, Development And Operations	3	60
CNS3100	Ethics in Technology	3	60
CNS3200	Scripting and Programming Foundations	3	60
CNS4000	Information Gathering and Vulnerability Analysis	3	60
CNS4100	Introduction to Cryptography	3	60
CNS4200	Web Development Foundations and Applications	3	60
CNS4300	Information Systems Security	3	60
CNS4400	Legal Issues in Information Security	3	60
ITM4500	Information Technology Capstone Project	3	60
CNS5300	Emerging Technologies in Cybersecurity	3	60
CNS5000	Managing Cloud Security	3	60
ITM5200	Technical Communications	3	60
HIT2700	Legal Aspects of Healthcare	3	45
HIT2800	Health Information Technology	3	45
<b>Total</b>		<b>60</b>	<b>1125</b>

## 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*

**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*

**COM301      Microcomputers Applications      3 Credits      45 Clock Hours**

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

*Prerequisites: None*

**DPM 2000      Data Management Foundations and Applications**

**3 Credits      60 Clock Hours**

This course introduces students to the concepts and terminology used in the field of data management. Students will be introduced to Structured Query Language (SQL) and will learn how to use Data Definition Language (DDL) and Data Manipulation Language (DML) commands to define, retrieve, and manipulate data. This course covers differentiations of data—structured vs. unstructured and quasi-structured (relational, hierarchical, XML, textual, visual, etc); it also covers aspects of data management (quality, policy, storage methodologies). Foundational concepts of data security are included. This course also covers conceptual data modeling and provides an introduction to MySQL. Students will learn how to create simple to complex SELECT queries including subqueries and joins, and students will also learn how to use SQL to update and delete data. Topics covered in this course include exposure to MySQL; developing physical schemas; creating and modifying databases, tables, views, foreign keys/primary keys (FKs/PKs), and indexes; populating tables; and developing simple Select-From-Where (SFW) queries to complex 3+ table join queries.

*Prerequisites: None*

**CNT 2100      Network Technician      3 Credits      60 Clock Hours**

Networks for undergraduates focuses on the general concepts and applications of computer operating systems and network topologies. The fundamental knowledge and skills gained in this course prepares students for the CompTIA Network+ (N10-007) certification exam.

*Prerequisites: None*

**DPM 2400      Business of IT – Project Management      3 Credits      60 Clock Hours**

In this course, students will build on industry standard concepts, techniques, and processes to develop a comprehensive foundation for project management activities. During a

project's life cycle, students will develop the critical skills necessary to initiate, plan, execute, monitor, control, and close a project. Students will apply best practices in areas such as scope management, resource allocation, project planning, project scheduling, quality control, risk management, performance measurement, and project reporting. This course prepares students for the following certification exam: CompTIA Project+.

*Prerequisites: None*

**CNS 3000 Information Technology Infrastructure, Development, and Operations**

**3 Credits 60 Clock Hours**

This course examines Information Technology Infrastructure Library (ITIL®) terminology, structure, policies, and concepts. Focusing on the management of information technology (IT) infrastructure, development, and operations, students will explore the core principles of ITIL practices for service management to prepare them for careers as IT professionals, business managers, and business process owners.

*Prerequisites: None*

**CNS 3100 Ethics in Technology**

**3 Credits 60 Clock Hours**

This course examines the ethical considerations of technology in each of four categories: privacy, accuracy, property, and access. The course presents a range of technologies and issues that challenge technologists in the field of information ethics. Students are introduced to a decision-making process as informed by ethical frameworks that outline key ethical considerations within the technologies presented. Students will study specific cases to help inform their professional responsibilities in how to navigate the important controversies in topics such as surveillance, social media, hacking, data manipulation, plagiarism and piracy, artificial intelligence, responsible innovation, and the digital divide.

*Prerequisites: None*

**CNS 3200 Scripting and Programming Foundations**

**3 Credits 60 Clock Hours**

This course provides an introduction to programming, covering basic elements such as variables, data types, flow control, and design concepts. The course is language-agnostic in nature, ending in a survey of languages and introduces the distinction between interpreted and compiled languages.

*Prerequisites: None*

**CNS 4000 Information Gathering and Vulnerability Analysis**

**3 Credits 60 Clock Hours**

This course and Vulnerability Analysis introduces students to the skills necessary to perform penetration testing and vulnerability management within an organization. The course covers widely used penetration testing techniques that focus on planning and scoping, information gathering, vulnerability identification, and attacks and exploits. The course also introduces students to tools that can be used for penetration testing and reporting and communication.

*Prerequisites: None*

**CNS 4100 Introduction to Cryptography****3 Credits 60 Clock Hours**

This course provides students with knowledge of cryptographic algorithms, protocols, and their uses in the protection of information in various states.

*Prerequisites: None*

**CNS 4200 Web Development Foundations and Applications 3 Credits 60 Clock Hours**

This course introduces students to web design and development by presenting them with HTML5 and Cascading Style Sheets (CSS), the foundational languages of the web, by reviewing media strategies and by using tools and techniques commonly employed in web development. This course also builds upon a student's manual coding skills by teaching how to develop web documents and pages using the web development trifecta: Hypertext Markup Language version 5 (HTML5), Cascading Style Sheets version 3 (CSS3), and JavaScript. Students will utilize the skills learned in this course to create web documents and pages that easily adapt to display on both traditional and mobile devices. In addition, students will learn techniques for code validation and testing, form creation, inline form field validation, and mobile design for browsers and apps, including Responsive Web Design (RWD).

*Prerequisites: None*

**CNS 4300 Information Systems Security****3 Credits 60 Clock Hours**

IT security professionals must be prepared for the operational demands and responsibilities of security practitioners including authentication, security testing, intrusion detection and prevention, incident response and recovery, attacks and countermeasures, cryptography, and malicious code countermeasures. This course provides a comprehensive, up-to-date global body of knowledge that ensures students have the right information, security knowledge, and skills to be successful in IT operational roles to mitigate security concerns and guard against the impact of malicious activity. Students demonstrate how to manage and restrict access control systems; administer policies, procedures, and guidelines that are ethical and compliant with laws and regulations; implement risk management and incident handling processes; execute cryptographic systems to protect data; manage network security; and analyze common attack vectors and countermeasures to assure information integrity and confidentiality in various systems. This course prepares students for the Systems Security Certified Practitioner (ISC2 SSCP) certification exam.

*Prerequisites: None*

**CNS 4400 Legal Issues in Information Security****3 Credits 60 Clock Hours**

Security information professionals have the role and responsibility for knowing and applying ethical and legal principles and processes that define specific needs and demands to assure data integrity within an organization. This course addresses the laws, regulations, authorities, and directives that inform the development of operational policies, best practices, and training to assure legal compliance and to minimize internal and external threats. Students analyze legal constraints and liability concerns that threaten information

security within an organization and develop disaster recovery plans to assure business continuity. *Prerequisites: None*

**ITM 4500 Information Technology Capstone Project** **3 Credits 60 Clock Hours**

The capstone project consists of a technical work proposal, the proposal's implementation, and a post implementation report that describes the graduate's experience in developing and implementing the capstone project. The capstone project should be presented and approved by the faculty in relation to the student's technical emphasis.

*Prerequisites: None*

**CNS 5000 Managing Cloud Security** **3 Credits 60 Clock Hours**

This course will prepare students to design solutions for cloud-based platforms and operations that maintain data availability while protecting the confidentiality and integrity of information. Many of today's companies and organizations have outsourced data management, availability, and operational processes through cloud computing. Topics include security controls, disaster recovery plans, and continuity management plans that address physical, logical, and human factors.

*Prerequisites: None*

**ITM 5200 Technical Communications** **3 Credits 60 Clock Hours**

This course covers basic elements of technical communication, including professional written communication proficiency; the ability to strategize approaches for different audiences; and technical style, grammar, and syntax proficiency.

*Prerequisites: None*

**CNS 5300 Emerging Technologies in Cybersecurity** **3 Credits 60 Clock Hours**

The continual evolution of technology means that cybersecurity professionals must be able to analyze and evaluate new technologies in information security such as wireless, mobile, and internet technologies. Students review the adoption process that prepares an organization for the risks and challenges of implementing new technologies. This course focuses on comparison of evolving technologies to address the security requirements of an organization. Students learn underlying principles critical to the operation of secure networks and adoption of new technologies.

*Prerequisites: None*

**Course: HIT2700 Legal Aspects of Healthcare** **3 Credits 45 clock hours**

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles,

procedures, and regulations which affect the control, use, and release of health information, including HIPAA. Prerequisites: None

**Course: HIT2800 Health Information Technology**

**3 Credits 45 Clock hours**

This course focuses on the principles of computer technology related to health care with an emphasis on computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also introduce the students to the components and requirements of the electronic health record. Prerequisites: None

# BACHELOR OF SCIENCE DEGREE IN HEALTH INFORMATION MANAGEMENT PROGRAM

**120 Semester Credits**

**1950 Clock Hours**

**135 weeks**

**Type of Instructional Delivery: 100% Distant Education**

## Program Description

The Health Information Management Program prepares students to enter a vast arena of health care activities responsible for providing data to address population health, record integrity, and data management. The Health Information Management Program provides students with the opportunity to obtain the knowledge and skills needed to ensure that: Medical records are accessible to patients, physicians, and other ancillary teams, Accurate billing and coding is completed based on physician documentation, Information sharing occurs to promote continuity of care, Critical and analytical skills are developed that support the decision-making process, Utilize health care applications and systems to complete daily tasks and improve the quality and performance within HIM, Support healthcare data analysis and management using applicable systems.

## Program Objective

The objective of the Health Information Management program prepares graduates with the ability to achieve the skills necessary to perform the activities addressed in CAHIIM Domain/Competencies and bridge theoretical components of the student learning experience to the practical components of HIM by doing the following:

Develop and demonstrate the ability to respond to the changing informational needs of the patient, the providers of health care, researchers and educators.

Develop and demonstrate awareness of the technologies and equipment affecting information storage and retrieval and to develop the ability to utilize these resources appropriately.

Function as a member of the health team by development and acceptance of his/her responsibilities in the total health care of the patient.

Develop and demonstrate the ability to communicate with ease in a group setting in both the leadership and supportive roles and to communicate effectively in written form.

Develop and demonstrate an understanding of the history and evolution of health information management with particular emphasis on current and future developments in the profession.

Develop and demonstrate an understanding of the current scope and responsibilities of health information management and its relationship to other professions.

Develop an awareness of the need for continued professional education and growth.

Develop an interest in the promotion of health information management as a career and in the encouragement of potential candidates toward this goal.

### **Graduation Requirement**

At the completion of the program, graduates will be required to have a CGPA of 2.0.

## **PROGRAM OUTLINE**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock</b>	<b>Credits</b>	<b>Hours</b>
HUM1101	Humanities I		3	45
BSC1085	Anatomy & Physiology I		3	45
BSC1085L	Anatomy & Physiology I Lab		1	30
BSC1086	Anatomy & Physiology II		3	45
BSC1086L	Anatomy & Physiology II Lab		1	30
MEA1239	Medical Terminology		2	30
ENC1101	English Composition		3	45
MAC1105	College Algebra		3	45
PSY1012	Introduction to Psychology		3	45
SPC1016	Fundamentals of Speech		3	45
HUM101	Humanities I		3	45
CTS1050	Introduction to Computers		3	45
ENC1201	English Composition II		3	45
SOC1101	Introduction to Sociology		3	45
HIS1101	History I		3	45
ACC201	Accounting		3	45
PHA322	Pharmacology		4	60
HIS1201	History II		3	45
GOV2101	American Government		3	45
BSC401	Pathophysiology		4	60
HIM301	Introduction to Health Information Management		3	45
HIM302	Principles of Healthcare Management		3	45
HIM303	Legal & Ethical Aspects of Health Information Management		3	45

HIM304	CPT and HCPCS Coding	4	60
HIM311	Healthcare Records Data Management	4	75
HIM312	Electronic Health Records in Health Care		
	Today	4	75
HIM313	Project Management for HIM Professionals	3	45
HIM314	Healthcare Finance	3	45
HIM401	Health Information Management		
	Organizational Leadership	3	45
HIM402	Principles of Healthcare Compliance	3	45
HIM403	Coding and Classification Systems I	4	75
HIM404	Healthcare Research and Data Analysis	3	45
HIM405	Data Governance for the HIM Profession	3	45
HIM411	Quality Performance Improvement		
	Concepts	3	45
HIM412	Human Resources in Health Information		
	Management	3	45
HIM413	Coding and Classification Systems I	4	75
HIM414	Revenue Cycle Management for the HIM Professional	3	45
HIM422	HIM Seminar (Quality, CDI, Population Health)	2	30
HIM421	Practicum	6	135
<b>Total</b>		<b>120</b>	<b>1950</b>

## Course Descriptions

### 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*

### BCS1085 Anatomy & Physiology I

**3 Credits 45 Clock Hours**

In this course you 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*

**BSC1085L - Anatomy & Physiology I Lab****1 Credit 30 clock hours**

In 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. Students will explore the structure and function of tissues and organs in a laboratory setting.

*Prerequisites: BSC1085*

**BCS 1086 Anatomy & Physiology II****3 Credit 45 clock hours**

This course is a continuation of BSC 1085 lecture. Students will continue to 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: BCS 1085*

**BSC 1086L - Anatomy & Physiology II Lab****1 Credit 30 clock hours**

This course is a continuation of BSC1085L. 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 1085L*

**HUM1101 – Humanities I****3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*Prerequisites: None*

**ENC 1101 – English Composition****3 Credits 45 Clock Hours**

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

*Prerequisites: None*

**MAC 1105 College Algebra****3 Credits 45 Clock Hours**

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

*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*

**HUM1101 – Humanities I****3 Credits 45 Clock Hours**

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

*Prerequisites: None*

**CTS1050 – 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*

**ENC1201 – English Composition II****3 Credits 45 Clock Hours**

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy.

*Prerequisites: None*

**SOC1101 – Introduction to Sociology****3 Credits 45 Clock Hours**

This course is designed to introduce you to a range of basic sociological principles so that you can develop your own sociological imagination. You will learn about the origins of sociology as a discipline and be introduced to major sociological theories and methods of research. You will also explore such topics as sex and gender, deviance, and racism.

*Prerequisites: None*

**HIS1101 – History I****3 Credits 45 Clock Hours**

Survey of the major developments in American history from the Columbian voyages to the Era of Reconstruction. Includes Colonial America, the Formative Years - 1776-1815, the Early National Period - 1815-1850, and the coming of the Civil War and its aftermath. Also includes the social, intellectual, and political aspects of early American life.

*Prerequisites: None*

**ACC201 – Accounting****3 Credits 45 Clock Hours**

A study of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete

accounting cycle and preparing financial statements, bank reconciliations, and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll.

*Prerequisites: None*

### **PHA322 – Pharmacology**

**4 Credits 60 Clock Hours**

This course is a basic study of medications and their safe administration to patients. Aspects of drug administration included are basic pharmacology terminology; dosage calculations; and basic drug classifications, their therapeutic use, common adverse effects, and precautions related to administration.

*Prerequisites: None*

### **HIS1201 – History II**

**3 Credits 45 Clock Hours**

Survey of the major developments in American history from era of Reconstruction to the present. Includes the era of Reconstruction, the emergence of modern America, the Early 20th Century, and America as a world power. Also includes the social, intellectual, and political aspects of contemporary American life.

*Prerequisites: None*

### **GOV2101 – American Government**

**3 Credits 45 Clock Hours**

This course is designed to introduce students to the rich complexity of politics in the American political system. It involves analysis of current political institutions and their development within the cultural setting, as well as applications and problems of citizenship in the United States. In order to appreciate government and politics we will explore some of the major concepts, perspectives, policies and arguments within the sub-field of American Politics. You will also be encouraged to critically think about and discuss political issues

*Prerequisites: None*

### **BSC401 – Pathophysiology**

**4 Credits 60 Clock Hours**

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.

*Prerequisites: None*

### **HIM301 - Introduction to Health Information Management 3 Credits 45 Clock Hours**

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and

management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed.

*Prerequisites: None*

### **HIM302 - Principles of Healthcare Management** **3 Credits 45 Clock Hours**

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

*Prerequisites: None*

### **HIM303 - Legal & Ethical Aspects of Health Information Management** **3 Credits 45 Clock Hours**

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

*Prerequisites: None*

### **HIM304 - CPT and HCPCS Coding** **3 Credits 60 Clock Hours**

This course will expand on the clinical classification systems using Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of CPT codes. Exercises allow students to apply guidelines for Evaluation and Management (E/M) coding, modifier assignment, and the use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored using software tools.

*Prerequisites: None*

### **HIM311 - Healthcare Records Data Management** **4 Credits 75 Clock Hours**

This course focuses on the methods to collect, access, and retrieve and retaining health data and patient medical records. Topics include, but are not limited to the master patient index, record identification, and filing systems.

*Prerequisites: ENC1101, CTS1050*

### **HIM312 - Electronic Health Records in Health Care Today** **4 Credits 75 Clock Hours**

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

*Prerequisites: ENC1101, CTS1050*

### **HIM313 - Project Management for HIM Professionals** **3 Credits 45 Clock Hours**

This course provides a systematic and thorough introduction to all aspects of project

management. Projects are an increasingly important aspect of modern business. Therefore, the course underlines the importance of understanding the relation between projects and the strategic goals of the organization. The course also discusses the technical, cultural, and interpersonal skills necessary to successfully manage projects from start to finish. It emphasizes that project management is a professional discipline with its own tools, body of knowledge, and skills. Concepts are reinforced by case studies covering a wide variety of project types and industries.

*Prerequisites: ENC1101*

### **HIM314 - Healthcare Finance**

**3 Credits 45 Clock Hours**

This web-based course is to prepare healthcare professionals for the responsibilities in maintaining a well-managed healthcare department/healthcare organization. This course provides a detailed understanding of health care financial management for decision-making. The course blends accounting and finance concepts to enhance the healthcare professional's decision-making skills. Topics covered include types of budgets; financial statements commonly used in healthcare environments; staffing; inventory and depreciation concepts; cost classifications; and trend analysis. The course will enhance the student's decision-making skills by utilizing case studies and practical applications to real world situations.

*Prerequisites: ENC1101, ACC201*

### **HIM401 - Health Information Management Organizational Leadership**

**3 Credits 45 Clock Hours**

This course provides an analysis of the health information management professional's role within the healthcare environment. In addition, the course addresses the application of current principles, concepts, and models used for strategic planning and forecasting, leadership, motivation, diversity and inclusion, and change management.

*Prerequisites: ENC1101*

### **HIM402 - Principles of Healthcare Compliance**

**3 Credits 45 Clock Hours**

This course focuses on compliance and regulatory trends that impact decisions made within health information management. Topics include, but are not limited to, HIPAA, fraud and abuse, coding auditing and compliance, and clinical documentation improvement practices.

*Prerequisites: ENC1101, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314*

### **HIM403 - Coding and Classification Systems I**

**4 Credits 75 Clock Hours**

This course will cover clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD to code diagnoses. Students will gain an understanding of ICD as it is used in an inpatient setting and the severity of illness and case mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using software tools.

*Prerequisites: ENC101, CTS1050, HIM304, MEA1239, BSC401, PHA322*

**HIM404 - Healthcare Research and Data Analysis** **3 Credits 45 Clock Hours**

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making.

*Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314*

**HIM405 - Data Governance for the HIM Profession** **3 Credits 45 Clock Hours**

This course addresses the use of data in health information management. In addition, the course focuses on decision making strategies for using data within health information management.

*Prerequisites: ENC1101*

**HIM411- Quality Performance Improvement Concepts** **3 Credits 45 Clock Hours**

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization management, and risk management initiatives.

*Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314, HIM401, HIM402, HIM404, HIM405*

**HIM412 - Human Resources in Health Information Management****3 Credits 45 Clock Hours**

This course examines the role of the health information management professional as a strategic partner in managing healthcare organizations. Management and leadership functions such as recruitment, selection, development, appraisal, retention, and compensation are addressed. Current issues such as diversity training and sexual harassment policies are analyzed within the course.

*Prerequisites: ENC1101, CTS1050*

**HIM413 - Coding and Classification Systems II** **4 Credits 75 Clock Hours**

This course provides an advanced overview of ICD-10 coding principles and concepts. This course provides emphasizes the use of proper assignment of codes for diagnoses and procedures. In addition, use of coding encoder systems is provided.

*Prerequisites: ENC101, CTS1050, HIM304, MEA1239, HIM403, BSC401, PHA322*

**HIM414 - Revenue Cycle Management for the HIM Professional****3 Credits 45 Clock Hours**

An introduction to electronic patient billing in ambulatory settings using various insurance and reimbursement systems. Students prepare health insurance claim forms for various types of insurance plans and use this information as a practice management and outcomes

assessment tool. Additional topics include billing and claims management issues.

*Prerequisites: None*

**HIM422 - HIM Seminar (Quality, CDI, Population Health)      2 Credits 30 Clock Hours**

This is a capstone course that allows students to focus on a HIM area (Quality, CDI, Revenue Cycle, Population Health). The course emphasizes the integration of the knowledge, skills, and abilities developed as part of the health information management program. Students will develop a resume and gain skills specific to their chosen concentration.

*Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314, HIM401, HIM402, HIM404, HIM405*

**HIM421 – Practicum**

**6 Credits 135 Clock Hours**

This course includes a comprehensive review of all courses addressed within the health information management program. Application of current principles, concepts, regulations, rules and guidelines are bridged into the practicum experience in a hospital or related organization.

*Prerequisites: All courses in the degree plan*

# FINANCIAL ASSISTANCE

## Financial Aid

### Veterans Administration – All Locations

Cambridge believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, Cambridge participates in Federal Title IV financial assistance programs to aid students who qualify in meeting the cost of attending school. Many Cambridge students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veteran benefits, agency sponsorship, and other educational financing sources. A student can enlist the help of the financial aid department if assistance is needed to obtain supplemental aid. Cambridge College participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify.

***Some of the frequently used financial aid programs are listed here and described below:***

- Pell Grants
- Federal Work Study
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Grant
- Workforce Investment Act (WIA)
- 529 Prepaid College Plans
- Veteran Benefits
- Scholarships

## Financial Aid Eligibility Requirements

A complete list of student eligibility standards and conditions may be found in The Student Guide, as published by the following U.S. Department of Education Financial Aid website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). All students must apply for financial assistance by completing a Free Application for Federal Student Aid (FAFSA) at [FAFSA.ed.gov](http://FAFSA.ed.gov) and by submitting appropriate documentation to the institution and Financial Aid Department. The Financial Aid Department maintains adequate records to ensure proper administration of aid funds through use of the campus management software system. This includes ensuring that aid given is not in excess of need and or the cost of attendance, annual and aggregate limits, limited to enrollment status and satisfactory academic progress. When a student completes the FAFSA and submits any required documents, the Financial Aid Officer will send the student an estimated award letter. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status. Participation Requirements for the Federal Direct Loan Program

### ***In order to participate in the Direct Loan or Direct PLUS Loan programs students must:***

- Complete a Free Application for Federal Student Aid (FAFSA)
- Department of Education Financial Aid website at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at [studentloans.gov](http://studentloans.gov)
- For PLUS Loans, the parent borrower must complete application, credit check, and MPN at [www.studentloans.gov](http://www.studentloans.gov).

In accordance with Title 38 US Code 3679 subsection (e), and effective August 1, 2019 ,this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;

- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students will be required to: Provide the College with: A copy of his/her VA Certification of Eligibility (COE) - A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the U.S. Department of Veterans Affairs’ (VA) website; eBenefits; OR  
An approval letter for chapter 31 benefits, such as a VAF 28-1905 form.

## **Veteran Scholarship Program**

Cambridge offers a College Scholarship for all campuses which is available for veterans accepted to Cambridge College. This scholarship award is granted in the amount of \$3,500 towards tuition in all programs. This scholarship may be used in conjunction with other funding sources. The Cambridge College Veteran Scholarship Program is not a cash scholarship directed to students, but a scholarship that pays down the cost of tuition for those who apply and are awarded this scholarship. There are a limited number of scholarships available annually. Determination of award is based on a first come first serve basis, contingent upon proving Veterans status and acceptance to Cambridge College.

## **Attendance Policy for Veterans**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Students exceeding three days unexcused absences in a calendar month, will be terminated from their VA benefits for unsatisfactory attendance. Regardless, all excused absences MUST be made up within the course period. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame, the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

## **Veterans Attendance Record Maintenance**

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

## **Mandatory Entrance and Exit Loan Counseling**

All borrowers must participate in Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov). All first-time borrowers must complete an entrance counseling session on the Department of Education web site before any loan funds can be disbursed. All students who are nearing

program completion, leave the Institution, or drop below half time and who have borrowed (an) educational loan(s), are required to complete the exit loan counseling session on the Department of Education's web site, [www.nslds.ed.gov](http://www.nslds.ed.gov).

## **Financial Aid Verification**

The federal government has established an application review process called, Verification, to ensure that all data provided on the Federal Application for Student Aid (FAFSA) is correct and complete. All students are encouraged to use the IRS Data Retrieval Tool when originally completing the FAFSA. Students who fail to link with the IRS Data Retrieval Tool will be asked to return to the [FAFSA.ed.gov](http://FAFSA.ed.gov) website and link. If the student is unable to link to the IRS, the student is required to submit an IRS Tax Transcript as mandated by the Department of Education. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

## **Cost of Attendance**

A school's cost of attendance figures can help in financial planning for your education by providing an estimate of what it costs to attend a specific school for a year. When awarding financial aid, schools must take this cost of attendance into account. Federal, state and institutional aid awarded to a student cannot exceed a school's cost of attendance. The official cost of attendance includes:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Miscellaneous Expenses

## **Federal Direct Loans**

The Federal Direct Loan Program provides low-interest student loans to postsecondary students (undergraduates and graduate students) and to their parents. The William D. Ford Federal Direct Loan Program is issued and managed by the U.S. Department of Education and is the only government-backed student loan program in the United States.

The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are based on financial need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

## **Federal Direct Subsidized Loans**

Direct Subsidized Loans are federal student loans available to undergrads that do not accrue interest while the student is in school or when loans are deferred after graduation.

The government sets the interest rates on Direct Subsidized Loans, there is no minimum credit score required to qualify, and rates are fixed. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

## **Federal Direct Unsubsidized Loans**

Direct Unsubsidized Loans are federal student loans available to undergrads that do accrue interest while the student is in school or when loans are deferred after graduation. The government sets the interest rates on Direct Unsubsidized Loans. There is no minimum credit score required to qualify, and rates are fixed. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

## **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

The Federal Direct PLUS loan is available to parents of dependent undergraduate students. These loans are not based on financial need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

## **Florida Bright Futures**

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement.

The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- \* Florida Academic Scholars (FAS) award (including Academic Top Scholars (ATS) award
- \* Florida Medallion Scholars (FMS) award
- \* Florida Gold Seal Vocational Scholars (GSV) award

## **Crossroads Scholarship Program**

The purpose of this scholarship is to identify students who are having financial hardship. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors. The right candidate will show a passion in helping patients in the healthcare setting, but find they do not have the resources to make this transition.

## **Crossroads Medical Assistant Program Career Source Scholarship**

The purpose of this scholarship is to identify students who are having financial hardship and have been approved for a Career Source Voucher. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors.

## Institutional Payment Plan

The purpose of the Institutional Payment Plan is to assist Associate Degree seeking students with cash balances that exceed \$5,000.00 after all other financial assistance has been applied to their account.

### Eligibility Requirements:

- Student must be enrolled in an Associate Degree program.
- Cash balance exceeds \$5,000 after all other financial assistance applied to student account.
- Student must complete the Private Education Loan Applicant Self-Certification.
- Student must sign Retail Installment Contract and a copy of Driver's License or state issued ID must accompany contract.
- Student must complete Reference Form with four (4) valid references.

### Policy:

- Student must make monthly payments in the minimum amount of \$200 while enrolled in program and four months past graduation.
- Student must make monthly payments in the minimum amount of \$400 beginning on the fifth month after graduation until balance is satisfied.
- Payments will not exceed 24 months past the date of graduation.
- If a student withdraws from a program a refund calculation will be completed and student will be billed for remaining balance.
- Account will be turned over to collections when it becomes 90 days past due and payment contract will be cancelled. Additionally, student will not have access to official transcripts or degree.

### Disclosures:

- **Right to Cancel:** You have a right to cancel the transaction until midnight of the third business day following the date on the contract. You may cancel by email or by calling your campus Financial Aid office.

- **Rights of Consumer:** You have the right to accept the terms of this extension of credit anytime within 30 calendar days following the date of the contract. The terms of the contract will be available and will not change for 30 days except as permitted by law.
- **Federal Loan Alternatives:** You may qualify for Federal Student Loans. For additional information and interest rates contact your campus Financial Aid office.

## Florida Schools – Effective August 1, 2019

In accordance with Title 38 US Code 3679 subsection (e), and effective August 1, 2019, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, students will be required to: Provide the College with: A copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; OR  
An approval letter for chapter 31 benefits, such as a VAF 28-1905 form.

## WITHDRAWAL

### Policies for Withdrawal

A student who wishes to withdraw from a program must follow the withdrawal procedures described below:

A student who wishes to officially withdraw from Cambridge College must notify the office of the Registrar via email, certified mail or in person. Students who wish to withdraw must complete the appropriate paperwork.

If a student in a credit hour program misses fourteen (14) consecutive days, or a student in a clock hour program misses five (5) consecutive class days, the student will be

automatically terminated from Cambridge College without any entitlement to appeal such termination to the Academic Affairs Committee.

**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.

**Official withdrawal from the course, no credit earned.**

If a student's last date of attendance is at or less than the 20% point of attendance of a course, they will receive a grade of W. If a student's last date of attendance is after the 20% but before the 60% point of attendance of course, they will receive a grade of WF. If a student's last date of attendance is at or above the 60% point of attendance, they will receive a grade of an F.

**Add/Drop**

The add/drop period for all courses in the associate degree programs is one week from the start of the course.

**Determined Date of Withdrawal**

This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. The formula for the college's pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. Withdrawal after attendance has begun, through 60% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours. Withdrawal after completing more than 60% of the program will result in no refund. If a credit balance appears on the student's account as a result of the refund, this credit balance will be issued to the student within 14 days.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal. Accordingly, Students who are considering withdrawal from school are strongly advised to see a financial aid advisor to become familiar with the financial consequences of withdrawal

**Last Day of Attendance**

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. The determined date of withdrawal is the date the

school made a determination that a student had withdrawn. Any remaining credit balance due to a student will be refunded within 14 days of the date the withdrawal is processed. If a student is less than 18 years of age, notice of withdrawal may be given only by the purchaser, parent or guardian.

## **TUITION REFUND POLICY (Clock hour programs)**

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. "The formula for the college's pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a payment period, through 60% completion of the payment period. No tuition refund is due after 60% of the payment period is completed. Any non-Title IV refund will be issued to the student within 30 days.

### **Credit Hour Programs**

#### **REFUND POLICY**

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. Students withdrawing from the College must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each course they are presently attending in addition to any prior account balance. Cambridge College charges students' tuition and fees by credits. All books, equipment, supplies one set of uniform 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:

Officially withdrawing at any time during the first week of the course (add/drop period) - 100% refund of tuition only.

Unofficially ("W" in transcript) withdrawing at any time during the first week of the course - 75% refund of tuition only

Withdrawing at any time during the second week of the course - 50% refund of tuition only

Withdrawing at any time during the third week of the course - 25% refund of tuition only

Withdrawing at any time after the fourth week of the course or after - no refund of tuition

Wk1	0%
WK2	25%
WK3	50%
Wk4	75%
Wk 5	100%

A detailed schedule of fees and charges associated with the programs offered are included in the catalog addendum.

## 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 College defines a payment period by a semester. If a student received (or the school received on the student's 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. For all Florida campuses, the process must be completed within 30 days.

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.

**\*\*Please note that as of 7/01/2021 the Department of Education implemented new regulations, which created exemptions for Return to Title IV purposes for non-clock hour programs. Based on federal guidelines scenarios that fall under Return to Title IV exemptions are not required to have a Return to Title IV calculation done. All student withdrawals are reviewed with the new guidelines first to determine if they meet the exemption requirements.\*\***

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

## **CANCELLATION POLICY**

- Cancellation must be made in writing within 3 business days of signing the enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.
- If a student is not accepted to the school or does not meet admissions requirements, the student's enrollment will be cancelled and the application fee will be retained.
- If a student is unable to meet their tuition obligations prior to beginning the program, the student's enrollment will be cancelled and the application fee will be retained.

# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal regulations, students participating in the federal financial aid program at Cambridge College of Healthcare & Technology 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.

**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.

## Change of Program

Satisfactory Academic Progress starts over when a student enrolls in a new program.

### Grade Quality Points – Core Courses

<b>A equivalent</b>	<b>96 -100</b>	<b>4.0</b>
<b>A- equivalent</b>	<b>92 - 95</b>	<b>3.7</b>
<b>B+ equivalent to</b>	<b>89 - 91</b>	<b>3.3</b>
<b>B equivalent</b>	<b>85 - 88</b>	<b>3.0</b>
<b>B- equivalent</b>	<b>82 - 84</b>	<b>2.7</b>
<b>C+ equivalent to</b>	<b>78 - 81</b>	<b>2.3</b>
<b>C equivalent</b>	<b>75 - 77</b>	<b>2.0</b>
<b>F equivalent</b>	<b>74 and below</b>	<b>0.0</b>

**P** – Pass; Satisfactory completion of course work where no letter grade is given. It is equivalent to a grade of C or higher and carries no quality points.

**IP** – In Progress; required work in the course is in progress. The method and time for completion of the work must be agreed upon, in writing, by student and instructor. IP work not completed by the end of the agreed upon time period will automatically change to a grade of F. If a student does not complete the requirements by the scheduled end date of the course, the student may receive a grade of In Progress (IP).

### Grade Quality Points – General Education Courses

The following course fall under General Education Courses:

**Anatomy & Physiology I & II with Lab**

**English Composition**

**College Math**

**Introduction to Computers**

**Psychology/Introduction to Psychology**

**Speech/Fundamentals of Speech**

**Medical Terminology**

**Humanities I**  
**General Physics**  
**English Composition II**  
**Introduction to Sociology**  
**History I & II**  
**Accounting**  
**American Government**  
**Pathophysiology**

<b>A equivalent</b>	<b>90 -100</b>	<b>4.0</b>
<b>B equivalent</b>	<b>80 – 89.99</b>	<b>3.0</b>
<b>C equivalent</b>	<b>70 – 79.99</b>	<b>2.0</b>
<b>F equivalent</b>	<b>69.99 and below</b>	<b>0.0</b>

## LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) under the circumstances listed below:

- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Military Duty
- Jury Duty

In order to be eligible for a LOA, there must be a reasonable expectation that the student will be able to return to school within the maximum time allotted. The request must be submitted in writing with appropriate documentation and the Registrar or a designated official, must approve it. In addition, the student is recommended to have completed his/her most recent term and received academic grades (A-F) for that term. Students may request an additional LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period. There will be no additional tuition charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence.

Students on a leave of absence may be required to complete additional financial documents, and failure to return from a leave of absence may affect a student's loan repayment obligations. A leave of absence may also affect the disbursements of student financial loans.

Requests for a leave of absence must be made prior to the start of the leave unless the student was physically unable to do so. Examples of documented exceptions to completing the request in advance are car accidents, hospitalization and unexpected emergencies.

**\*\*All leave of absence requests must be submitted with the following:**

- A written statement explaining the reason for the leave of absence
- Documentation such as a doctors 'note, jury summons, notice of childcare loss, etc.
- However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

In order to request a Leave of Absence, please contact the campus Registrar for the appropriate form.

## STUDENT SERVICES

**Orientation of New Students** -- Orientation is conducted prior to the beginning of each program. Members of the administration and education department familiarize students with Cambridge's academic policies and procedures. Participation in orientation is mandatory.

**Academic Advising** -- Cambridge College of Healthcare & Technology provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program. All academic advisement is provided by instructors and program staff.

The staff and faculty on each campus are available to assist students in academic and career guidance. The Program Team is available to answer questions concerning the student's individual major, provides academic advising and may also provide referral services to external agencies as necessary.

**Library** -- Cambridge College of Healthcare & Technology Library provides current reference materials, journals, computers with internet access and virtual resources, as well as other supplemental learning resources for student use. A librarian is available on campus during specific hours. The library also uses LIRN an online Library Database system that the students can utilize 24/7 for their library needs.

**Tutoring** -- Instructors are available by appointment to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge and we urge those who desire this service to take advantage of this assistance.

Students who experience difficulty in their coursework and have a need for academic support should first contact their instructor to determine an academic success plan. If further support is required, the instructor or the student should notify the Program Dean to arrange for tutoring.

**School Uniform** -- All programs include the cost of one uniform. Additional uniforms may be purchased at the Bursar's office for \$30. Students are required to wear closed-toe shoes.

**Individuals With Disabilities:** Cambridge College is an Equal Opportunity Educational Institution that does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services and academic adjustments, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Cambridge College.

To request an auxiliary aid or service or academic adjustment please contact the ADA/504 Coordinator, at the campus. Applicants for admission or current students requesting an auxiliary aid, service or academic adjustment will need to complete an Application for Auxiliary Aid. The Application and information about the accommodation process is available from the Campus ADA/504 Coordinator. This form will enable Cambridge College of Healthcare & Technology to evaluate the student's needs and provide appropriate reasonable accommodations in a timely fashion. Cambridge College requests that applicants or students complete and submit all required forms and documentation at least four (4) weeks before the first day of classes, or as soon as practicable.

No applicant or student shall be prohibited from receiving auxiliary aids or services for failure to submit the required forms and documentation within the above requested timeframe. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Cambridge College of Healthcare & Technology's Grievance Procedures.

## **CAREER SERVICES**

It is the policy of Cambridge College of Healthcare & Technology to provide job search assistance to all graduates in the field for which they are trained. Although Cambridge provides employment assistance, it cannot guarantee employment upon graduation.

Recognizing that career development is an ongoing process, the Career Services team strives to help students understand the importance of self-assessment, occupational

exploration, decision making, goal setting, networking, the job search, and developing productive connections in the workplace. Career Services offers a collaborative link between students, faculty, and prospective employers within the global employment community. Career Services fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued and respected.

The Career Services staff will assist students in their job searches.

Many students choose to work on a part-time basis during their training to help with their education costs. Additional services include assistance with job search planning, resume and cover letter review, interview preparation, decision making, job offer negotiations, and various other job search and career-related issues.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to know:

- The school's accrediting and licensing agencies
- The school's programs, facilities and faculty
- Curriculum Content
- The right to receive an Institutional Catalog
- The Program's accrediting agencies
- The cost of attending Cambridge College
- The financial assistance available
- How to submit appeals under various school policies
- The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility

All students have the following responsibilities:

- To maintain professional behavior and conduct at all times
- To review and consider all aspects of the school programs before enrolling
- To provide additional documentation, verification, correction, etc. as requested by the school or agency
- To read, understand and keep copies of all forms received
- To notify the school of a name or address change

- To notify the school if you are transferring to another state
- To understand the School's Institutional Policies

### **Retake Course Policy and Fees:**

Each Course failed will have a Retake Fee assessed to the student's ledger card.

- The Retake Fee for Degree programs is the cost per credit for each specific program depending on the amount of credits for each course.
- The Retake Fee for Non-Degree programs will be \$300.00 per course
- 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)
- Students in all programs have three (3) attempts at General Education courses.
- The third attempt at a course will not be eligible for Title IV funds.
- Students in all programs have two (2) attempts at CORE courses.
- Students in AS and BS programs will only have two (2) attempts at a maximum of two (2) different courses.
  - The following courses will be counted as one course failure:
    - NUR112, NUR112L, NUR112C = One course failure
    - NUR123, NUR123L, NUR123C = One course failure
    - NUR163, NUR163C = One course failure
    - NUR212, NUR212L, NUR212C = One course failure
    - NUR213, NUR213C = One course failure
    - NUR220, NUR220C = One course failure
    - NUR250, NUR250C = One course failure

**Payment Policy** -- Tuition and fees are due at the start of the program. The College reserves the right to remove any student from class that has not satisfied his or her financial obligations. Students are welcome to make payments on tuition and fee charges

using checks, money orders, or credit cards. Cambridge offers institutional payment plans to students during their enrollment.

**Period of Obligation** -- The length of the program shall determine the period of financial obligation for all courses. An application fee of \$50 is due on the day of enrollment. A predetermined initial payment is due on the first day of class in some programs. A student must pay his/her tuition payment according to an agreed upon financial schedule. A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current. Cambridge College reserves the right to change tuition and fees without notice. Students who are actively attending class will not be affected by any tuition changes. Cambridge College will withhold a student's diploma and official transcript until all academic and financial obligations are met. A student that fails or withdraws from his/her class, if re-instated, will be charged tuition and fees as stated in the current catalog. A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

## STUDENT CONDUCT

Cambridge College expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of Cambridge College. Students who engage in such misconduct may be subject to dismissal by Cambridge College. Examples of such behavior are outlined below, but are not limited to:

- Information to Cambridge and forgery, alteration or use of;
- Cambridge documents or identification with intent to defraud;
- Plagiarism is defined as:
  - Direct quotation or paraphrasing from published sources that are not properly acknowledged through a bibliography.
  - The use of other persons or services to prepare work that is submitted as one's own.
  - The use of previously submitted papers, written by other students.
  - Submission of the same or very similar papers by collaborating students.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, meetings or other Cambridge College activities;

- Physical or verbal abuse of any person within the Cambridge College organization. This also includes affiliate's property, clinical site, or functions sponsored or supervised by Cambridge College.
- Sexual Harassment (as defined in the catalog and on the website; Title IX);
- Theft or damage to any property belonging to or occupied by Cambridge College and/or any damage to the property or damage to equipment of any affiliate of Cambridge College;
- Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of a building or its immediate surroundings or educational equipment where activities of Cambridge College (as well as a campus or clinical site or an affiliate's property) take place;
- Noncompliance with directions from employees, instructors, program deans, administrators, officers or management personnel of Cambridge College. This also includes medical or clinical facility supervisors acting in the performance of their respective duties; and
- Students in violation of the Student Conduct Policy may be suspended while the violation is reviewed by the Academic Affairs Committee. The Academic Affairs Committee decision is final, binding and conclusive.
- Students in violation of the Safety in Private Spaces Act Rule 6E-7.001 may be suspended while the violation is reviewed by College Review Committee. Once reviewed the decision is final, binding and conclusive

# CONSUMER INFORMATION

The Consumer Information is located on our website and can be found through the following links:

## **Consumer Reporting**

<https://www.cambridgehealth.edu/financial-aid/consumer-information/>

## **Drug & Alcohol Prevention Program**

<https://www.cambridgehealth.edu/wp-content/uploads/2014/01/Drug-Alcohol-Prevention-Program1.pdf>

## **Copyright Infringement**

<https://www.cambridgehealth.edu/wp-content/uploads/2014/01/copyright-infringement-policies-sanctions1.pdf>

## **Annual Safety and Security Report – Title IX Page 8-14**

<https://www.cambridgehealth.edu/wp-content/uploads/2023/09/ASR-2023-CY-2022-REV-09.2023.pdf>

## **FERPA**

<https://www.cambridgehealth.edu/ferpa/>

## **Hazing**

StopHazing.org

The main purpose of StopHazing.org is to serve as a resource for accurate, up-to-date hazing information for students, parents, and educators. StopHazing.org now helps to educate over 30,000 visitors/month.

Cambridge College of Healthcare & Technology has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within the College.

*Hazing includes, but is not limited to:*

- Pressuring or coercing a student into violating the institutions rules or local, state or federal law;

- Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements;
- Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student;
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation;
- Forced/encouraged exclusion from social contact;
- Forced/encouraged conduct that could result in extreme embarrassment;
- Forced/encouraged activity that could adversely affect the mental health or dignity of the student;
- Any other activity which is inconsistent with the regulations and policies of the Institution.

*It is not considered a defense to a charge of hazing that:*

- The consent of the alleged victim had been obtained;
- The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization;
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization;
- The conduct or activity was not done to intentionally cause physical or emotional harm;

To report any such intent of the Colleges Anti-Hazing Policy: Contact the Campus Dean at your specific campus.

### **Safety in Private Spaces Act (FLORIDA SCHOOLS ONLY)**

<https://www.cambridgehealth.edu/wp-content/uploads/2023/12/Safety-in-Private-Spaces-Act.pdf>

**Language:** All classes are taught in English Only

**See Catalog Addendum for:**

Corporate Listing

Administrative Listing

Faculty Listing

Class Schedule

Holiday Breaks