

CAMBRIDGE
INSTITUTE OF ALLIED HEALTH & TECHNOLOGY



INSTITUTIONAL CATALOG ADDENDUM
Altamonte Springs Campus
9/21/2017

FACULTY & ADMINISTRATION:

CORPORATE ADMINISTRATION

Dr. Terrence LaPier, Ph.D. - President

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

Margherite Powell – Corporate Director of Financial Aid

Dominique Werner – Corporate Registrar

Adrian Rorie, BBM – Controller

Emry Somnarain, MD – Academic Dean/Online Program Director

CAMPUS ADMINISTRATION

Dr. Vicente Quinones - Campus Director

Sheree Ford– Admissions Representative

Ronald Quiles – Admissions Representative

Monica Robles - Financial Aid Manager

Kristie McCarthy – Registrar

Theresa Mantovani - Career Services Director

Librarian - Open

EDUCATION

Marsha Pearce, LPN – Full Time

Seminole Community College

Sanford, Florida

Patient Care Technician Instructor

Stephanie Bain, BSN, RN-adjunct

Jacksonville University, FL

Lake Sumter Community College, FL

Practical Nursing Instructor

Rebecca Henkins, RN, BSN, MSN-Ed, HNB-BCRN – Full Time

MSN Nursing – Capella University - Florida

BS Nursing – University of Central Florida – Florida

AS Nursing – Seminole Community College – Sanford Florida

PN and ASN Instructor/Success Navigator.

Angeleta Davis AS Histotechnology– adjunct

Phlebotomy instructor PT

AS Histotechnology. Keiser University Orlando FL

Fiona Mackay, RN, MSN - adjunct

Chamberlain College of Nursing, Online

PN and ASN Instructor

Christine Ehleringer, BSN-adjunct

BSN-College of St. Catherine St. Paul MN
Practical Nursing Instructor
Mohammad Hassan Khan, NP - adjunct
FIU – Master of Science Nursing—Miami, FL
FIU – Bachelors of Science Nursing – Miami, FL
Practical Nursing Instructor

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

Susan McElvain, BSN - adjunct
Medical University of South Carolina. Charleston. SC
Nursing Instructor

Dorothy Aleshe, BSN - adjunct
BSN-Chamberlain College of Nursing. Addison, IL
Practical Nursing Instructor

Stacy Di Bartolomeo, CRT
Radiologic Technology Program Director
PhD Educational Leadership Educational Leadership
North Central University. Orlando, FL

Laura Ann Steward, MSN, RN- FT
MSN-Florida Southern College, FL
ASN-East Arkansas Community College, AR
Associate of Science in Nursing and Practical Nursing
Clinical Coordinator

Ashanti Johnson, MSN, RN- Full Time
MSN- University of Central Florida
BSN- University of Central Florida
Associate of Science in Nursing and Practical Nursing Program Director

Judeline Docteur, MSN, RN –Full Time
MSN-University of South Florida
BSN- University of South Florida
Associate of Science in Nursing Instructor

Paulette Wilkins, BSN, RN-adjunct
MSN-University of St Francis, IL

ASN-University of St Francis, IL
Associate of Science in Nursing and Practical Nursing Instructor

Audrey Shaw, MSN, RN-adjunct
MSN- Sacred Heart University, CT
BS-Long Island University CW Post
Associate of Science in Nursing and Practical Nursing Instructor

Elizabeth Hickman, BSN, RN- Full Time
BSN – University of Central Florida, FL
ASN – Seminole State College, FL
Associate of Science in Nursing

Kamala Gilleylen, MSN, BSN-adjunct
BSN-Grand Canyon University, AZ
BSN-Southern University, FL
Practical Nursing Instructor

Tameika Anderson, MSN, BSN-adjunct
MSN-Medical University of South Carolina, SC
BSN- Medical University of South Carolina, SC
Practical Nursing Instructor

Theresa St. Pierre, MSN –adjunct
MSN. University of Phoenix. Phoenix AZ
Associate of Science in Nursing and Practical Nursing Instructor

Debra Spaulding, BSN-FT
BSN-Nova Southeastern University. Fort Lauderdale, FL
Simulation Laboratory Coordinator/Instructor
Associate of Science in Nursing Instructor

Faye Blakeney, BSN-adjunct
BSN-Florida Southern College. Lakeland, FL
Practical Nursing Instructor

Helene Cohn, MSN –adjunct
MSN, De Paul University. Chicago, IL
Associate of Science in Nursing and Practical Nursing Instructor

Cheryl Greene MSN-adjunct
MSN, University of Phoenix. Orlando, FL

Associate of Science in Nursing and Practical Nursing Instructor

Carmen Rodney Brown MSN, BSN –adjunct

MSN, Central Michigan University. Brooklyn, NY

Nursing Assistant Instructor

General Education Instructors

Sarah E Neel, MS-adjunct

MS- Biotechnology University of Central Florida

BS- Biology Georgia Institute of Technology

Carmen Chirinos M.D-adjunct

Doctor of Medicine

Universidad Del Zulia. Maracaibo. Venezuela

Ursula Scott, PhD-adjunct

PhD-Leadership for Higher Education

Capella University. Minneapolis, MN

Avner Stein, MBA

University of South Florida – Tampa, FL – MBA

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

ACADEMIC SCHEDULE

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

PROGRAM START CALENDAR			
PROGRAM	SHIFT	START DATE	ANTICIPATED END DATE
Nursing Assistant	Day	1/9/2017	2/14/2017
		4/10/2017	5/15/2017
		7/12/2017	8/14/2017
		10/9/2017	11/13/2017
Phlebotomy Technician	Day/Eve	3/6/2017	5/25/2017

		6/5/2017	8/24/2017
		9/5/2017	11/20/2017
Practical Nursing	Day	2/6/2017	3/18/2018
		5/1/2017	6/10/2018
		8/7/2017	9/16/2018
		11/6/2017	12/16/2018
Practical Nursing	Eve	3/13/2017	12/19/2018
		6/26/2017	4/7/2019
		10/16/2017	7/28/2019
Associate of Science in Nursing	Day	1/9/2017	2/23/2018
		5/8/2017	5/5/2019
		9/5/2017	9/1/2019
Associate of Science in Radiologic Technology	Day	5/8/2017	5/5/2019
		9/5/2017	9/1/2019
RN to BSN (online)	Online	5/8/2017	TBD
Medical Billing and Coding (online)	Online	TBD	TBD
Medical Assistant	Day	TBD	TBD
BS Radiologic Sciences (online)	Online	TBD	TBD

Scheduled Breaks:
Spring 2017: 3/18/2017 – 3/26/2017
Summer 2017: 7/1/2017 – 7/9/2017
Winter 2017: 12/23/2017 – 1/7/2018

Holiday Schedule

Students do not attend class on the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day
 Independence Day (Observed)
 Labor Day
 Veterans Day
 Thanksgiving Day & day after Thanksgiving Day
 Christmas Eve & Christmas Day

Hours of Operation

Monday thru Friday 8:30am – 10:00p

Tuition (Books and Supplies Included in the cost of the tuition) Effective May 8, 2017

Program	Application Fee	Tuition	Other Fees not in Tuition
Medical Assistant	\$50.00**	\$12,200.00	\$80.00 Grad Fee
AS in Nursing	\$50.00**	\$46,750.00	\$80.00 Grad Fee
Phlebotomy Technician	\$50.00**	\$1,980.00	N/A
Practical Nursing	\$50.00**	\$22,500.00	\$80.00 Grad Fee
Nursing Assistant	\$50.00**	\$1,100.00	N/A
AS in Radiologic Technology	\$50.00	\$39,300.00	\$80.00 Grad Fee
RN to BSN (online)	\$50.00	\$31,000.00	\$80.00 Grad Fee
Medical Billing and Coding (online)	\$50.00	\$14,800.00	\$80.00 Grad Fee
BS in Radiologic Science	\$50.00	\$31,000.00	\$80.00 Grad Fee

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

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

Update to Ownership Page 3 in the Catalog

STATEMENT OF OWNERSHIP

IAMP, LLC is a wholly owned subsidiary of Cambridge Health Education I, LLC d/b/a/

Cambridge Institute of Allied Health & Technology, a Florida Corporation. The Managing Member of Cambridge Health Education I, LLC is Pierpont Group, Inc., which is 100% owned by Dr. Terrence LaPier. Dr. Terrence LaPier and Mr. Stephen Garchik are the co-managing members.

Update to the Grievance Policy Page 11 of the Catalog

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 & Academic Affairs

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

- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

GENERAL POLICY

The Academic Affairs Committee shall be responsible for evaluating and making a final decision for an appeal. The committee will decide whether the appeal will be approved or denied. The committee will consist of a combination of faculty & staff members.

Before the Student & Academic Affairs Committee meets for an appeal, due process must include:

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 Director or Department Manager.

Step 3: If still unable to resolve the grievance, the student is requested to schedule a conference with the Campus Director.

Step 4: If the Campus Director cannot reach an agreement with the student, the grievance is

referred to the Academic Dean for review.

Step 5: If the Academic Dean cannot resolve the issue then the Registrar will facilitate the scheduling of a meeting with the Student & Academic Affairs Committee.

Each conference will be scheduled within a reasonable timeframe, not to exceed 7 business days.

Procedures for the Student & Academic Affairs Committee include:

Step 1: The Registrar will schedule the meeting with the Committee within 7 business days and the student will be notified via email or regular mail of the date and time.

Step 2: The meeting will be held on this day and time with or without your attendance unless the student requests to reschedule in writing a minimum of 24 business hours prior to the meeting.

Step 3: After the meeting, the student will receive the Committee's decision within 7 business days by mail or email.

The decision made by the Student & Academic Affairs Committee shall be final.

If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Vice President of Compliance and Regulatory via email at jorloff@cambridgehealth.edu.

If, in the judgement of the student, there is still no satisfactory resolution, the student may contact:

Commission for Independent Education Florida
Department of Education
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
888-224-6684

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike
Suite 314 N.
Falls Church, VA 22043
Phone (703) 917-9503

**Update to the Patient Care Technician Program Page 15-17
of the Catalog.**

The Patient Care Technician Program is no longer being offered at this campus effective 9-22-2017.

Update to the Practical Nursing Program Page 15 Prerequisite changes

Course Descriptions

PN 100 Health Care

90 clock hours

This course covers the Core and the competencies of basic knowledge necessary in the health occupations career. It includes basic communication skills; math and science, employability skills, safety practices, legal and ethical responsibilities, knowledge of the health care system as a whole, principles of infection control, first aid, and basic patient care competencies.

Prerequisites: None

PN 102 Medical Terminology

40 clock hours

This course introduces the student to the basic knowledge and understanding of medical language and terminology used by health care professionals. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

Prerequisites: None

PN 103 Anatomy and Physiology

100 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. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.

Prerequisites: PN 100

PN 104 Human Growth and Development

20 clock hours

In a learning training setting, this course examines the human life cycle from infancy through old age. Emphasis will be placed on the psychological, biological, and sociological development of the human being and the factors influencing changes that occur during each life stage. The role of the family as it relates to health and wellness and its role in growth and development will also be explored.

Prerequisites: None

PN 105 Vocational Role and Function

15 clock hours

This course will stress the importance of professional and interpersonal communication in order to maintain interdisciplinary relationships. The student is introduced to strong work ethics, personal and professional traits, interpersonal relationship, practicum, and career planning.

Prerequisites None

- PN 106 Legal Aspects of Practice 15 clock hours
 In a learning training setting, this course introduces the student to the medical legal issues confronting nurses in the health care settings.
 Prerequisites: None
- PN 107 Nutrition 15 clock hours
 In a learning training setting, this course will emphasize the importance of promoting good nutrition and the concepts of planning modified diets for the health impaired client. Concepts of nutrition promotion will be explored.
 Prerequisites: None
- PN 108 Pharmacology & Administration of Medications 80 clock hours
 This course introduces the PN student to the basics of Pharmacology. Students will explore the major classes of medications, their therapeutic uses, and nursing interventions related to medication side effects. Students are required to receive a final grade of B or 3.0 or higher in this course or they must repeat the course.
 Prerequisites: PN100, PN102, PN103
- PN 109 Mental Health Nursing 30 clock hours
 This course introduces the student to the basic concepts of mental health, mental illness and the role of the practical nurse in caring for clients with mental health needs. The concepts of nursing process, therapeutic communication and legal/ethical/professional standards of care will be explored as they influence mental health nursing practice. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities, pharmacology and in the formulation of nursing intervention strategies. Students will have the opportunity to develop skills in assessment and intervention for clients experiencing mood disorders, psychosis and substance abuse.
 Prerequisites: PN100, PN102, PN103, PN108
- PN 109CL Mental Health Clinical Nursing 65 clinical clock hours
 This clinical practicum emphasizes in the application of the nursing process and knowledge of the mental health population. It also focuses in the application of mental health theory disorders such as eating, mood, personality, substance abuse, and schizophrenia to meet the mental health client needs.
 Prerequisites: PN100, PN102, PN103, PN108 Co-Requisite: PN110
- PN 110 Community Health Nursing 20 clock hours
 This course introduces students to the theoretical concepts of community and population based community health nursing practice. Emphasis will be on promotion of community health and community health nursing roles.
 Prerequisites: PN100, PN102, PN103, PN104, PN108
- PN110CL Community Health Concepts Clinical Nursing 50 clinical clock hours

This clinical course will enable students to apply the community health principles. Clinical experiences focus on principles and concepts of health promotion and health education in various community setting such as respite homes, homeless outreach centers, and other organizations promoting quality of life for the underserved in the community.

Prerequisites: PN100, PN102, PN103, PN108 Co-Requisite: PN110

PN 111 Geriatric Nursing

30 clock hours

In this module, the student will be introduced to health promotion and care of the older adult. Student will have the opportunity to learn about the health and wellness of the aging population in the United States, explore some of the common myths about aging, and the theories of aging. Next the student will explore methods for assessing body systems, nursing diagnoses appropriate to the older adult, areas in which older adults differ in their response to illness and other stressors, and changes that occur with aging in intelligence, learning and memory. Finally, the student will have the opportunity to learn ways to preserve dignity and self-esteem in the older adult.

Prerequisites: PN100, PN102, PN103, PN108

PN111CL Geriatric nursing (clinical)

144 clinical clock hours

This course provides clinical experience for students with nursing care in geriatric settings working with aging population. The course introduces the students to the practical application of the basic concepts caring for geriatric patients and the role of the practical nurse in their care. This clinical experience builds upon the theory and knowledge gained.

Prerequisites: PN100, PN 102, PN103, PN108, Co-Requisite: PN111

PN 112 Medical Surgical Nursing 1

75 clock hours

The course is designed to introduce the student to nursing principles in the care of the adult patient. The student will study patient care problems that are specific to altered body systems. The focus will be on the cardiovascular, respiratory, lymphatic and neurological systems. The student will study the essential nursing considerations for total patient care management and the application of the nursing process to formulate nursing care plans.

Prerequisites: PN108

PN112CL Medical Surgical Nursing I (clinical)

144 clinical clock hours

This clinical practice emphasizes the life process of adulthood and aging. Integration of nursing science into the problem solving process,, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.

Co-Requisite: PN112

PN 113 Medical Surgical Nursing II

75 clock hours

In a learning and residential training setting, this course the course is a continuation of Medical Surgical I. Further study will include the urinary, gastrointestinal, cardiovascular, endocrine, reproductive, immune, neurological, and lymphatic systems. The course will also

discuss sexually transmitted diseases. The student will study essential nursing considerations for total patient care management and the formulation of nursing care plans.

Prerequisites: PN112, PN112CL

PN 113CL Surgical Nursing II (clinical) 144 clinical clock hours

This clinical practice is continuation of Medical Surgical I. Also emphasizes on the life process of adulthood and aging. Integration of nursing science into the problem solving process,, interpersonal, and clinical skills in the nursing care of adults, in varying stages of health.

Prerequisites: PN112, PN112CL Co-Requisite: PN113

PN 114 Obstetric Nursing 35 clock hours

This course introduces the student to the role of the practical nurse in assessing and meeting the needs of the OB/GYN patient. Emphasis will be placed on the roles of the PN in reproductive anatomy and physiology, prenatal development, labor and delivery (including pain management), antepartum and post-partum care, and complications and risk factors of pregnancy. Diseases of the reproductive system will be covered in terms of their deviation from normal functioning.

Prerequisites: PN100, PN 102, PN103, PN108

PN114CL Obstetric nursing (clinical) 64 clock hours

This course considers the nursing care of individuals on a continuum related to childbearing, evolving through the maternity cycle and care of the neonate. Students apply the basic concepts in caring for childbearing families. Students' knowledge and understanding of the family and how it is affected during the reproductive experiences is approached in terms of basic health needs--physical, psychosocial, and socio-cultural.

Students are exposed to concepts and techniques used in childbirth preparation classes.

Throughout the childbearing experience, students will provide nursing care to clients during pregnancy, labor/delivery, and postpartum.

Prerequisites: PN100, PN102, PN103, PN108 Co-Requisite: PN114

PN 115 Pediatric Nursing 35 clock hours

In a learning training setting, this course focuses on the care of children from birth through adolescence. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical issues are discussed regarding the relationship to the child and family, including issues such as child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family.

Prerequisites: PN100, PN102, PN103, PN108

PN115CL Pediatric Clinical Nursing 64 clinical clock hours

This course focuses on health management and maintenance and the prevention of illness, care of the family as a whole, care of the child as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments,

using critical thinking, and providing client education. Topics include: health management and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; care, treatment, pharmacology, medication administration, and diet therapy of the pediatric client; growth and development; and standard precautions.

Prerequisites: PN100, PN102, PN103, PN108, Co-Requisite PN115

Program Offerings Distant Education Page 43 Catalog

Bachelor of Science Degree Radiologic Science Program

Method of Delivery – 100% Online

64 weeks- hours may vary

120 semester hours

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

675 clock hours

Program Description

The Bachelor of Science in Radiologic Science program at Cambridge College of Healthcare & Technology is a bridge program designed to enhance the training and education of the licensed registered Radiologic Technologist who has completed an associate degree education in Radiologic Technology program. The program offers two tracks, one is a healthcare track and the other is an educational track. The program prepares bachelor level tech graduates to plan, deliver, and manage safe, quality patient care as Radiologic Technologist in a variety of settings. The program offers students the opportunity to learn to effectively function as an integral part of the interdisciplinary team in a complex healthcare delivery system. At the completion of the program, graduates who have fulfilled class requirements and demonstrate the student learning outcomes and graduate competencies should have the ability to make successful transition into a professional Baccalaureate Radiologic Science role in a healthcare setting.

Program Student Learning Outcomes

The BS in Radiologic Sciences graduate will:

1. Practice safe, quality care to patients, including individuals, families, groups, communities, and population across the lifespan and across the continuum of health care environments;
2. Assess the variations, the complexities, and the need for increased use of healthcare resources in providing patient care;
3. Apply leadership knowledge and skills in radiology care and collaboration with health care team;
4. Demonstrate the ability to communicate, collaborate, and use teamwork among healthcare professional;
5. Apply knowledge and skills in information management and patient care technology; and

- 6. Examine health care policies, finance, and the regulatory requirements of the profession.

Admission Requirements for the BS in Radiologic Sciences

- Provide documentation of completion of an associate degree in Radiologic Technology education program at an institution recognized by the U.S. Department of Education (foreign diploma must be evaluated as equivalent)
- Have a current, active ARRT (R) license with no restrictions in the U.S.
- Provide official transcript evidencing the successful completion of at least 21 semester/ 32 quarter credits in general education (2.0 or better) to include the following pre-requisite courses:
 - Anatomy and Physiology I and II with labs
 - English Composition
 - Microbiology with lab
 - College Algebra
 - Psychology
 - Introduction to Computer (or pass literacy test)
- Pay registration fee based on signed arrangement
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Complete interview with Director Radiologic Science
- Attend online orientation session

Graduation Requirements

The requirements of the Program for graduation are as follows:

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

Program Outline

Course Code	Course Title	Clock Hours	Semester Hours
BSC301**	Pathophysiology	45	3
ENC402**	College Writing	45	3
MAC310**	Statistics	45	3
RAD320	Sectional Anatomy	45	3
RAD 321	Advanced Sectional Anatomy	60	4
RAD400	Professional Capstone	60	4
RAD318	Sectional Pathology	60	4
EDU310***	Education Technology***	45	3

EDU315***	Foundations of Adult Education***	45	3
EDU410***	Health Education Training Development***	45	3
EDU420***	Clinical Education***	45	3
HCA310***	Health Care Law and Compliance***	45	3
HCA315***	Patient Information and Management***	45	3
HCA420***	Healthcare Management***	45	3
HCA410***	Quality Management***	45	3
PHI401**	Critical Thinking	45	3
PSY401**	Abnormal Psychology	45	3
COM 301**	Microcomputer applications	45	3

* Credits Awarded for Prior Learning and Admission Requirement 75

Total Credits Required

120

*** 75 semester credits will be awarded for satisfactory completion of a Radiology Technology associate education program, for unrestricted licensure as a ARRT (R) , and for demonstration of admission requirement of successful completion of 21 semester credits (or equivalent) of general education courses and required pre-requisite courses.**

**** General education courses ***Decision of Track**

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

a solution for an existing healthcare issue. The course content is geared to increase and disseminate intellectual inquiry, information literacy, and the use of scholarly research methods.
Prerequisites: All courses

EDU310 Education Technology (E Track) 3 Credits 45 Clock Hours
This course introduces the use of technology to enhance teaching and learning in all education environments. Topics include course management systems and online learning, multimedia development, eResources, online libraries, social media and legal and ethical uses for technology.
Prerequisites: ENC402

EDU315 Foundations of Adult Education (E Track) 3 Credits 45 Clock Hours
This course examines factors to consider when planning instruction for adults, including participant attributes, the context in which learning occurs, content and motivation for learning, as well as the learning process itself. Students will examine various approaches to learning and theories of adult education.
Prerequisites: ENC402

EDU410 Health Education Training and Development (E Track) 3 Credits 45 Clock Hours
This course addresses community health education training and development. Program development and implementation in settings outside of the traditional classrooms are emphasized. Topics include: needs assessment, budgeting, research and analysis, program planning, project management, training delivery methods, and equivalent of training efficacy.
Prerequisites: ENC402

EDU420 Clinical Education (E Track) 3 Credits 45 Clock Hour
This courses examine education and training within the scope of the clinical setting. Topics include teaching and training methods, mentoring, evaluation technique and competency assessment in the healthcare field.
Prerequisites: ENC402

HCA310 Healthcare Law and Compliance (H Track) 3 Credits 45 Clock Hours
Healthcare law and compliance is important because of its financial and emotional impact on healthcare professionals, patients and healthcare facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly. In addition, this content gives the guidance on risk management techniques, including reporting, that can help mitigate noncompliance.
Prerequisites: ENC402

HCA315 Patient Information and Management (H Track) 3 Credit 45 Clock Hours

Patient information management is important because it is an integral role in healthcare professionalism with management teams. It is essential for the healthcare professional to provide all members of the team with a thorough patient record to ensure quality patient care.

Prerequisites: ENC402

HCA410 Quality Management (H Track) 3 Credits 45 Clock Hours

This course provides the student with a solid foundation in quality management and teamwork within the health care environment. Quality management is important to ensure the proper functioning of equipment and compliance with various standards. Healthcare professionals should have an understanding of the activities and their role in leading the quality management process.

Prerequisites: ENC402

HCA420 Healthcare Management (H Track) 3 Credits 45 Clock Hours

This course provides students with an overview of concepts and issues related to healthcare leadership. It is generally a required course for any subsequent healthcare management courses. Through the examination of management topics and healthcare situations, the student will explore the skills and knowledge needed to be successful in a diverse healthcare environment. Topics include healthcare leadership, research and analysis, organizational design as it relates to the uniqueness of healthcare organizations, managing professionals, and diversity in the workplace.

Prerequisites: ENC402

Update to Retake Fees Catalog Page 53

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 will be **\$150.00 per credit**
 - 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)

Update to the Refund Policy Page 63-64 of the Catalog

TUITION REFUND POLICY for CLOCK HOUR / CREDIT HOUR PROGRAMS

For Credit:

Students withdrawing from the Institute must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each semester they are presently attending in addition to any prior account balance. Cambridge College charges students tuition and fees by semester. All uniforms and other miscellaneous items that are not included in tuition are non-refundable. A detailed schedule of fees and charges associated with the programs offered are included in the catalog. Tuition retained is calculated as shown below:

- Withdrawing at any time during the first week of the semester- 100% refund of tuition only.
- Withdrawing at any time after the first week but within the first 3 weeks of the semester- 85% refund of tuition only
- Withdrawing at any time after the first 3 weeks but within the first quarter of the semester- 75% refund of tuition only.
- Withdrawing at any time during the second quarter of the semester- 50% refund of tuition only.
- Withdrawing at any time during the third quarter of the semester- 10% refund of tuition only.
- Withdrawing at any time during the last quarter of the semester- no refund of tuition.

Refunds shall be made within 30 days of the date the institution determines the student has withdrawn.

For Clock:

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. No tuition refund is due after 60% of the program is completed. 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.

Refunds shall be made within 30 days of the date the institution determines the student has withdrawn.

CANCELLATION POLICY FOR ALL PROGRAMS

- 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 obligation prior to beginning the program, the student's enrollment will be cancelled and the application fee will be retained.

Update to the Catalog Page 76 Anti-Hazing Policy

Cambridge Institute of Allied Health & 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 Institution.

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 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 Institutes Anti-Hazing Policy:

Contact the Academic Dean at 561-381-4990 or esomnarain@cambridgehealth.edu