

**CAMBRIDGE**  
COLLEGE OF HEALTHCARE & TECHNOLOGY



**INSTITUTIONAL CATALOG  
ADDENDUM**

**Atlanta Campus  
10/26/2020**

## **ADMINISTRATION**

### **CORPORATE ADMINISTRATION**

Dr. Terrence W. LaPier – CEO

Pat Guariglia - CFO

Julie Orloff - Vice President of Compliance and Regulatory

Alejandro Manrique - Corporate Director of Financial Aid

Dominique Werner – Online Operations Administration/Corporate Registrar

Stacey Crain – Director of Online Academic Engagement

### **CAMPUS ADMINISTRATION**

#### **Wayne Flagg**

Campus Director

Full Time

Bachelor of Business Administration Georgia State University, Atlanta, GA

#### **Sheena Adams**

Full Time

Admissions Representative

Masters of Arts Political Science University of Texas – Arlington, TX

Bachelor of Arts Political Science Dillard University, New Orleans, LA

#### **Tiffany Bass**

Full Time

Admissions Representative

Bachelor of Arts Fashion Merchandising Art Institute of Atlanta – Atlanta, GA

#### **Corey Barrett**

Full Time

Admissions Representative – Online

#### **Kimberly Whitner**

Full Time

Admission Representative – Online

Associates of Occupational Studies – Cambridge College - Denver, CO

#### **Mystique Burke**

Full Time

Registrar

#### **William Stripling**

Full Time

Financial Aid Officer

Bachelor of Business Administration Accounting, Georgia Southern University

#### **Malissa Lawrence**

Full Time

Director of Career Services

Bachelors of Business Administration Georgia Southwestern University

Masters of Science in Administration Georgia Southwestern University

**Librarian**

**Stacey Crain, MLIS**

Full Time

Master of Library and Information Studies, University of Alabama, Tuscaloosa, AL

Bachelor of Arts in English/Journalism, Livingston University, Livingston, AL

**DIAGNOSTIC MEDICAL SONOGRAPHY**

**Cheryl Leon, M.Ed., BSDMS, RDMS, RVS**

Full Time

Program Director

Master of Education, Leadership of Educational Organizations, American InterContinental University

Bachelor of Science, Diagnostic Medical Sonography, Adventist University of Health Sciences

**Dr. Shahnaz Rajpari, MBBS, MCPS, RDMS (AB)(OB)**

Full Time

Instructor / Concentration Coordinator - General

Fellowship, Thomas Jefferson University

Bachelor of Medicine & Surgery, Karachi University, Pakistan (Equivalent to MD w/evaluation)

**Voncell Johnson, AS, RDCS**

Full Time

Clinical Coordinator / Concentration Coordinator –Echocardiography

Associate of Science, Sanford-Brown College - Cardiac

**Baldwin Dwight Gunter, BS, RDMS (AB)**

Adjunct Instructor - General

Bachelor of Science, University of West Indies, Mona

Certificate of Completion, Ultrasound Diagnostic School

**Minkailou Koroma, BS, RDCS (AE), RDMS (AB), RVT(VT)**

Full Time

Instructor- Echocardiography & Vascular

Bachelor of Arts in English, Saint Louis University- St. Louis, MO

Associate of Science, Diagnostic Medical Sonography, Cambridge College of Healthcare – Atlanta, GA

**Irina Teplinskara, RDCS, RDMS**

Adjunct instructor

Masters in Internal Medicine, Poltava Medical Institute – Poltava, Ukraine

Associate of Science in General & Cardiac Sonography, Ultrasound Diagnostic School

Atlanta, GA

**RADIATION THERAPY**

**Cynthia Hill, RT (T)**

Program Director

Bachelor of Science, Management, Shorter University

Certification, Radiation Therapy- Montefiore School of Radiation Therapy

**Peter Mondalek, PhD, DABR, DABMP**

Adjunct Instructor

Master of Science, Medical Physics, Wayne State University

Bachelor of Science, Radiation Therapy, Wayne State University

**Theresa Johnson, BS, RT (T)**

Adjunct Instructor

Bachelor of Science, Radiation Therapy, Weber State University

Bachelor of Arts, Environmental Science, State University of New York at Plattsburgh

Associates of Science, Radiological Technology, Community College of Denver

**Jessica Caselli, RT (T), CMD**

Adjunct Instructor

Bachelor of Science Radiologic Sciences, Georgia Southern University

**Myra Lynne Eggert, R.T. (R) (CT)**

MA, Liberal Arts and Sciences, Wake Forest University

BS in Biology, Greensboro college

Certificate in Radiation Oncology, Grady Memorial Hospital

Diploma in Radiologic Technology, Mercy Hospital

**RADIOLOGIC TECHNOLOGY**

**Quincita Dennis, PhD, RT(R) \***

Program Director

Doctor of Philosophy, Educational Leadership, Trident University

Master of Science, Public Health, Touro University

Bachelor of Science, Radiologic Technology, Touro University

**Kanika Mosley, BS, RT(R)**

Clinical Coordinator

Bachelor of Science, Medical Imaging, Emory University

Certificate, Radiology Technology, Cambridge Institute

**Tracyon King-Hutchinson, BS, RT(R)(M)**

Adjunct Instructor

Bachelor of Science, Adult Education and Training, Saint Joseph's College of Maine

Certificate, Radiologic Technology, Clarendon College

**Brittany Moore, R.T. (R) (CT) (ARRT)**

MBA – American Intercontinental University

BS Healthcare Management - American Intercontinental University

AS in Radiologic Technology, Tallahassee Community College

**Scott Corbin, R.T (R) (ARRT)**

Bachelors of Fine Arts, Southern Methodist University

Certificate, Cambridge Institute of Allied Health and Technology

**Medical Assistant****Armand Gabriele, BS, CMA**

Lead Instructor

BS, Health Information Technology, Alpha University, Baton Rouge LA

AS, Health Science, Lincoln College, Marietta GA

Certificate, Nassau School for Medical and Dental Assistant, NY

**Phlebotomy****Kandace Tynes, AS, CPT**

Lead Instructor

Associate of Science, Tidewater Community College, Norfolk, VA

Certificate, Phlebotomy, Thomas Nelson Community College, Hampton, VA

**MEDICAL BILLING AND CODING****Patricia Jones**

Program Director -Medical Billing and Coding

MHA/ED, University of Phoenix

M.B.A emphasis in Six Sigma, Grand Canyon University

B.A. Management and Leadership, Judson College

A.A.S in Respiratory Care, Rock Valley College

**Romanda Cooper**

Instructor

Masters in Health Services Administration (graduation date December 12, 2005)

College of Health and Public Affairs Department of Health Services and Administration

University of Central Florida, Orlando, Fla.

Bachelor of Science in Health Science Education (graduation date December 15, 2001)

College of Health and Human Performance Department of Health Science Education

University of Florida, Gainesville, Fla.

**Latina Jackson**

Instructor

Masters of Art in Teaching and Learning with Technology Ashford University - Clinton, IA

Bachelor of Science in Health Information Administration

**Debbie Deprest, CPC, CPC-P, CPB, CPC-I**

Instructor

Ultimate Medical Academy, Tampa Florida Diploma in Medical Billing and Coding

Olivet Nazarene University, Bourbonnais, Illinois Bachelor in Business Administration Degree

Valencia Community College, Orlando Florida Associates in Arts Degree

**Yvette Artis, DHA,RHIA, CHTS-PW, CHEP, LSSYB**

Program Director – Health Information Technology

Doctorate of Healthcare Administration University of Phoenix

Master of Business Administration, University of Phoenix

Concentration: Management

Bachelor of Applied Science, Dallas Baptist University Healthcare Management

## **GENERAL EDUCATION/DISTANCE EDUCATION INSTRUCTORS**

**(\*) indicates Core Distance Education**

### **Carita Grimes, DOC**

Instructor

Doctoral Degree, Life University

Bachelor of Science, Life University

### **Melissa Chisholm**

Instructor

Masters of Fine Arts in Graphic Design, Miami International University of Art & Design Miami, FL.

Bachelor of Fine Arts in Visual Communication, American InterContinental University, Schaumburg, IL

Bachelor of Fine Arts in Theatre, Pennsylvania State University, State College, PA.

### **Baldwin Dwight Gunter, BS, RDMS (AB)**

Adjunct Instructor - General

Bachelor of Science, University of West Indies, Mona

Certificate of Completion, Ultrasound Diagnostic School

### **Jennifer Hoyte, Ph. D., EdS**

Instructor

Bachelor of Science in Mathematics and Computer and Information Science with distinction in Computer Science – The Ohio State University

Master of Science in Computer and Information Science – The Ohio State University

Educational Specialist in Curriculum and Instruction – Florida International University

Doctor of Philosophy in Mathematics Education - Florida International University

### **Christian DePaul**

Instructor

Bachelor of Science Mathematics & Statistics (Evaluated)

University of Cape Coast – Ghana

### **Stephen Luscher**

Instructor

Master of Arts Linguistics, Florida International University

Bachelors of Arts in English, University of Maryland

### **Portia Bonnett, MS, BS**

Instructor

Master of Science in Health Services, Health Information Administration, Medical University of South Carolina, Charleston, South Carolina

Bachelor of Science, Biology, University of South Carolina

### **Lattrice Dickson**

Instructor

Master's in Business Grand Canyon University

Masters of Nursing in Education University of Phoenix

Bachelors of Science University of Phoenix

**Ellen Scalse, MLMS, Ed.S, Ph.D.**

Instructor

Nova Southeastern University, Ph.D. Ft. Lauderdale, FL

Nova Southeastern University, Masters in Education, Ft. Lauderdale, FL

Bridgewater State, Bridgewater, MA, Masters in Library Media and Technology

UMASS, Amherst, MA, BA in K-12 Education

**Melissa Weaver**

Instructor

MS, Communication, University of Tennessee

BA, Speech Pathology, University of Tennessee

**Gregory Cecere**

Instructor

Florida Atlantic University, Masters of Arts in English Literature

Florida International University, Bachelors of Arts in English

**UPDATED TUITION & FEES**

Program	Application Fee	Tuition	Other Fees not in Tuition
Diagnostic Medical Sonography - AS	\$50.00	\$50,006.00	\$80.00 Grad Fee
Radiation Therapy – AS	\$50.00	\$42,230.00	\$80.00 Grad Fee
Radiologic Technology-AS	\$50.00	\$40,479.00	\$80.00 Grad Fee
Medical Assistant	\$50.00	\$13,950.00	\$80.00 Grad Fee
Medical Billing and Coding(Full Distance Education)	\$50.00	\$14,800.00	N/A
Phlebotomy Technician	\$50.00	\$1,980.00	N/A
Medical Laboratory Technician	\$50.00	\$35,100.00	\$80.00 Grad Fee
Pharmacy Technician	\$50.00	\$14,000.00	\$80.00 Grad Fee
Health Information Technology (Full Distance Education)	\$50.00	\$28,600.00	N/A

Computer Networking Certificate	\$50.00	\$14,400.00	N/A
Computer Networking AS	\$50.00	\$28,600.00	N/A
Cyber and Network Security Certificate	\$50.00	\$14,400.00	N/A
Cyber and Network Security AS	\$50.00	\$28,600.00	N/A
Data and Project Management Certificate	\$50.00	\$14,400.00	N/A
Data and Project Management AS	\$50.00	\$28,600.00	N/A

**\*\* Indicates all application fees are Non Refundable**

**CAMBRIDGE MASTER CALENDAR  
FOR CREDIT GRANTING PROGRAMS ONLY**

FULL SEMESTER DATES	SESSION 1	SESSION 2
01/06/2020 – 04/24/2020	01/06/20 – 02/26/20	02/27/20 – 04/24/20
05/04/2020 – 08/21/2020	05/04/20 – 06/24/20	06/25/20 – 08/21/20
08/31/2020 – 12/18/2020	08/31/20 – 10/21/20	10/22/20 – 12/18/20
01/04/2021 – 04/23/2021		
05/03/2021 – 08/20/2021		
08/29/2021 – 12/17/2021		
01/03/2022 – 04/22/2022		
05/22/2022 -08/19/2022		
08/29/2022 – 12/16/2022		

Scheduled Breaks for All Students:
Spring 2020: 03/21/2020 – 03/29/2020 ATLANTA ONLY: 04/04/2020 – 04/12/2020
Summer 2020: 06/27/2020 – 07/05/2020
Fall 2020: 11/21/2020– 11/29/2020
Winter 2020: 12/19/2020 – 01/03/2021

Holidays for All Students:
Martin Luther King Day 01/20/20
Presidents' Day 02/17/20
Memorial Day 05/25/20
Labor Day 09/07/20
Veterans Day 11/11/20
Martin Luther King Day 01/18/21
Presidents' Day 02/15/21
Memorial Day 05/31/21
Labor Day 09/06/21
Veterans Day 11/11/21

**CLOCK HOUR PROGRAMS**

PROGRAM	START DATE	GRAD DATE
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Medical Assistant	1/27/2020, 5/4/2020, 8/18/2020, 12/7/2020	TBD
Phlebotomy	1/27/2020, 5/4/2020, 08/10/2020, , 10/26/2020	TBD
Medical Billing and Coding	1/27/2020, 4/6/2020, 6/15/2020, 8/24/2020, 10/26/2020	TBD
Pharmacy Technician	10/26/2020	TBD
Computer Networking Certificate	10/26/2020	TBD
Computer Networking AS	10/26/2020	TBD
Cyber and Network Security Certificate	10/26/2020	TBD

## Update to Catalog Page 8 Admissions

The addition to the Admissions process is the Distance Education Questionnaire for students taking any Distance Education Courses.

### Transfer of Credit

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 with 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).

CLEP is not accepted for Transfer Credit.

#### Advanced Standing/Proficiencies

The College does not award credit for Advanced Standing, nor does the College permit students to proficiency out of courses.

Transfer of credit from prior education must meet the following requirements:

College course must be completed within 20 years of admission to Cambridge College with a minimum grade of a C or higher.

The following courses require a grade of a B or higher for transferability:

- Anatomy & Physiology I
- Anatomy & Physiology I Lab
- Anatomy & Physiology II
- Anatomy & Physiology II Lab
- College Algebra

Any student wishing to submit transcripts 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.

## **Update to Catalog Page 13 Programs**

### **Diagnostic Medical Sonography Program Pre-requisite updates**

Course: DMSA 2014 Seminar

Pre-requisite: DMSA 2004,2007, 2012

Course: DMSA 2005 Vascular

Pre-requisite: DMSA 1002, 2001

DMS 2014 Seminar in Sonographic Interpretation and Professional Development

3 Credits 45 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: DMSA2005

### ***Pharmacy Technician***

870 Clock Hours

Credential awarded – Certificate

Method of Delivery: Residential

#### **Program Description**

The pharmacy technician program allows students to assist pharmacists in providing medications and healthcare products to patients.

#### **Program Objectives**

- To develop a student's ability to perform proficiently as a pharmacy technician
- To develop a student's ability to think critically and communicate effectively

- To prepare students for entry-level employment as a pharmacy technician.

## Admissions Requirements

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

Admission interview

Personal statement

Admissions acknowledgement form

Proof of High School Graduation

- The requirements of High School Graduation (POG) consist of one of the following:
  - Diploma from high school
  - GED
  - Home school documents required
  - Official college transcript confirming associate, bachelors or master's degree
  - Evaluated and translated Foreign High School Transcripts (If Applicable)

Application fee of \$50.00/Once paid, paperwork for Drug Screen & Background Check Acknowledgment to be completed.

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.

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.

The program prepares students to successfully complete a national certification examination offered by the National Pharmacy Technician Certification Examination (CPhT), administered by the Pharmacy Technician Certification Board (PTCB). More states and employers are requiring certification as reliance on pharmacy technicians grows.

## Course Breakdown

Course Number	Course Title	Clock Hours
PHT100	Introduction to Health Fundamentals	100 clock hours
PHT105	Anatomy & Physiology and Terminology	60 clock hours
PHT110	Math Fundamentals	20 clock hours
PHT115	Pharmacy Math	60 clock hours
PHT120	Inventory Provisions	30 clock hours
PHT125	Pharmacology	180 clock hours
PHT130	Duties of a Pharmacy Technician	30 clock hours
PHT135	Pharmacy Customer Service	15 clock hours
PHT140	Pharmacy Skills Lab	45 clock hours
PHT145	Computer Applications for the Pharmacy Technician	45 clock hours
PHT150	Certification Review	15 clock hours
PHT200	Externship	240 clock hours

Total

870 clock hours

## Course Descriptions

PHT100 Introduction to Health Fundamentals 100 clock hours

This course will exam the health care professionals and how they interact with patients. Professional organizations, OSHA standards, asepsis, and isolation techniques will be covered. CPR & first aid, law and ethics in medicine will be discussed.

Prerequisite: None

PHT105 Anatomy & Physiology and Terminology 60 clock hours

This course covers the basic framework of medicine through understanding of anatomy and physiology to include pathology, procedures, and medications involved in treatment. Medical terms are learned within the context of structures and functions of the body systems and the senses.

Prerequisite: None

PHT110 Math Fundamentals 20 clock hours

This course is a review of basic mathematical skills including whole numbers, fractions, decimals, proportions, ratios, and percentages. It is an introduction into higher math concepts.

Prerequisite: None

PHT115 Pharmacy Math 60 clock hours

This course emphasizes mathematical concepts for pharmaceutical and business-math calculations. Students will learn the practice the types of calculations required of pharmacy technicians in the pharmacy setting.

Prerequisite: PHT110

PHT120 Inventory Provisions 30 clock hours

This course covers procedures and systems for inventory management of medications, equipment and supplies, and devices in the pharmacy setting. Students will complete activities to learn and practice standard procedures and documentation requirements for purchasing, receiving, and monitoring inventory along with proper identification, storage, and disposal of medications.

Prerequisite: None

PHT125 Pharmacology 180 clock hours

The course covers the anatomy, physiology, pathology of the muscular skeletal, and nervous systems with the therapeutic effects of prescription and nonprescription medications as well as alternative therapies associated with these systems. Items covered to consist of drug interaction, dosages, indications, contraindications, and routes of administration.

Prerequisite: PHT110

PHT130 Duties of a Pharmacy Technician 30 clock hours

This course covers the tasks and responsibilities of a pharmacy technician as well as expectations for professionalism in the work environment. Types of pharmacy practices, health care team interactions, time and stress management, prescription related matters, insurance claims, and record-keeping will be discussed.

Prerequisite: None

PHT135 Pharmacy Customer Service

15 clock hours

This course will cover customer services practices that are expected of a pharmacy technician. How to convey a professional image, communication modes and strategies for various customer and health care team interactions, listening and speaking techniques, and cultural competency awareness.

Prerequisite: PHT130

PHT140 Pharmacy Skills Lab

45 clock hours

Hands on experience to develop a practice pharmacy technician skill in a simulated pharmacy environment. Topics include compounding procedures to preparing and dispensing various forms of medications according to industry standards. Infection control, medical errors and quality assurance will be discussed.

Prerequisite: PHT125

PHT145 Computer Applications for the Pharmacy Technician

45 clock hours

This course will demonstrate hands on experience with general understanding of computers. Hardware, software and the use of the internet will be covered.

Prerequisite: None

PHT150 Certification Review

15 clock hours

This course will cover the required elements to take the national certification exam.

Prerequisite: All Courses

PHT200 Externship

240 clock hours

This course provides students with opportunities to apply professional skills learned in the classroom.

Prerequisite: All courses

## **Update to Catalog Distance Education Page 44 New Program Additions**

### **Health Information Technology Program**

68 Semester Credits

1185 Clock Hours

75 weeks

Credential Awarded: Associate of Science

Type of Instructional Delivery: 100% Distant Education

#### **PROGRAM DESCRIPTION/PROGRAM OBJECTIVES**

##### **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.

### **PROGRAM OUTLINE**

Course Number	Course Title	Clock	Credits	Hours
HSC1000	Introduction to Health Science		3	45
BSC1085	Anatomy & Physiology I		3	45
BSC1085L	Anatomy & Physiology I Lab		1	30
BSC1086	Anatomy & Physiology II		3	45
BSC108L	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
Grand Total			68	1185

## **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, 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: BSC 1085, BSC1085L, MEA1239

HSC1000 - Introduction to Health Science

3 credits 45 clock hours

Students will examine the following topics: The healthcare professions and teams, interactions between and reactions of patients in altered physical &/or mental states including gerontology and diverse cultures, professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support (BCLS). The student will possess the aptitude to comprehend and use information in both written and oral formats.

Prerequisites: None

ENC 1101 - English Composition

3 Credits 45 clock hours

Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course.

Prerequisites: None

MAC 1105 - College Algebra

3 Credits 45 clock hours

Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

Prerequisites: None

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: MEA139, BSC 1085, BSC1085L, BSC1086, BSC1086L

#### 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: None

#### 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: None

#### 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: None

#### 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: MAC1105

#### 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: None

#### 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: MBC110

#### 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: MBC140, MEA1239, BSC 1085, BSC1085L, BSC1086, BSC1086L

#### 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.

Prerequisites: None

#### 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: None

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: None

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, MBC110

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: MBC140, HIT140

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

# Information Technology Programs

## Computer Networking

720 clock Hours – 48 Weeks

Credential Awarded: Certificate

Type of Instructional Delivery: Blended

Admissions Requirements:

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

Distance Education Questionnaire

- Admission interview
- Personal statement
- 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

Transcripts (If Applicable)

- Application fee of \$50.00

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. 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.

### **Program Objectives**

The program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in the information technology industry including desktop technical work and network administration or enter additional training to meet the demands of

various organizations, including medical offices, hospitals, medical centers, long-term care facilities, clinics, or other appropriate businesses.

### **Program Description**

This program focuses on operation, configuration, and troubleshooting of current operating systems, mobile devices, PC hardware and software. Included is development of skills in installing, configuring and troubleshooting of business applications, fundamental network concepts, printers, cabling, PC hardware, software, iOS, Android and more. The program develops attitudes and relationship skills required in the healthcare industry and the customer service industry with focus on technical skill sets required by local employers in the IT field and healthcare. The structure of this program is intended to prepare students to complete the CompTIA A+, and, optionally, the Network+ industry certification and a healthcare IT-related certification. The course content includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices.

### **PROGRAM OUTLINE**

Course Number	Course Title	Clock	Hours
CIT1000	Introduction to Information Technology		60
CNT1100	Transmission Control Protocol/Internet Protocol (TCP/IP) Configuration		60
CNT1200	Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation		60
CNT1300	Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation		60
CNT1400	Routing and Switching		60
CNT1500	Operating Systems Fundamentals		60
CNT2000	Advanced Operating Systems		60
CNT2100	Desktop Support Technician		60
CNT2200	Network and Security Foundations		60
CNT2300	Network Technician including CompTIA Network + Certification Exam Preparation		60
CNT2400	Cloud Foundations including CompTIA Cloud + Certification Exam Preparation		60
DPM1100	Introduction to IT Project Management Including CompTIA Project+ Certification Exam Preparation		60
Grand Total			720

#### 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: CNT1100: Transmission Control Protocol/Internet Protocol (TCP/IP) Configuration  
60 Clock Hours

This course is designed to provide students with the knowledge and skills required to install, configure, use, support and troubleshoot the TCP/IP suite on operating systems. The course will be focused on IP addressing, IP packet structures, data links, and network layer protocols. Students will practice how to determine and use the transmission control protocols/internet protocol.

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

Course: 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.

Pre-requisite: None

Course: CNT1400: Routing and Switching 60 Clock Hours

This course covers the components used to segment a LAN (Local Area Network) including bridges, switches, and routers. The course provides a greater understanding of the access control list, routing protocols, LAN (Local Area Network) and WAN (Wide Area Network) design, switching, VLAN (Virtual Local Area Network), and Frame Relay. Students will develop the skills required for implementing and configuring network devices. Lab included.

Prerequisites: None

Course: CNT1500: Operating Systems Fundamentals 60 Clock Hours

In this course, the student will learn to demonstrate proficiency with installation and configuration of enterprise desktop-laptop operating systems, installing and configuring expansion cards, RAM, storage devices, video adapters, audio, and a variety of system components, installing, updating and troubleshooting drivers in desktop-laptop-tablet devices. Students will also learn to demonstrate proficiency with PC Laptops. Laptop systems for a variety of corporate functions such as, basic desktop user, CAD, CAE, video-audio editing and client-side virtualization, demonstrate the importance of health, safety, and environmental procedures in organizations and their importance to organizational and personal performance and regulatory compliance, and demonstrate proficiency in connecting, configuring and troubleshooting multi-displays, data projectors, smart boards, and document cameras and kiosks systems.

Prerequisites: None

Course: CNT2000: Advanced Operating Systems 60 Clock Hours

In this course, students will demonstrate proficiency of installing, configuring and troubleshooting enterprise desktop-laptop operating systems in a network environment, a variety of business applications in a network environment, basic desktop, laptop network connectivity, including software, services, cables, switches, and access points, and understanding the fundamentals of active directory domains, organization units, the role of computers and users in that environment.

Prerequisites: None

Course: CNT2100: Desktop Support Technician 60 Clock Hours

In this course, students will demonstrate proficiency of command-line fundamentals, file security, network architectural structure, tools and equipment for troubleshooting network connectivity, network devices, and TCP/IP, OSI and Internet models of network layer addressing.

Prerequisites: None

Course: 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

Course: CNT2300: Network Technician including CompTIA Network + Certification Exam Preparation 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

Course: CNT2400: Cloud Foundations including CompTIA Cloud+ Certification Exam Preparation 60 Clock Hours

More and more companies are shifting to a cloud computing model of doing business. The Cloud Foundations course focuses on the real-world issues and practical solutions of cloud computing in business and IT. Knowledge in this course will be demonstrated by the successful completion of the CompTIA Cloud Essentials certification exam.

Prerequisites: None

Course: DPM1100: Introduction to IT Project Management including CompTIA Project+ Certification Exam Preparation 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

## Computer Networking

1080 clock Hours – 75 Weeks

60 Semester Credits



Credential Awarded: Associate of Science

Type of Instructional Delivery: Blended

Catalog Addendum

Admissions Requirements

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

Distance Education Questionnaire

- Admission interview
- Personal statement
- 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

Transcripts (If Applicable)

- Application fee of \$50.00

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. 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.

### **Program Objectives**

The program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in the information technology industry including desktop technical work and network administration or enter additional training to meet the demands of various organizations, including medical offices, hospitals, medical centers, long-term care facilities, clinics, or other appropriate businesses.

### **Program Description**

This program focuses on operation, configuration, and troubleshooting of current operating systems, mobile devices, PC hardware and software. Included is development of skills in installing, configuring and troubleshooting of business applications, fundamental network concepts, printers, cabling, PC hardware, software, iOS, Android and more. The program develops attitudes and relationship skills required in the healthcare industry and the customer service industry with focus on technical skill sets required by local employers in the IT field and healthcare. The structure of this program is intended to prepare students to complete the CompTIA A+, and, optionally, the Network+ industry certification and a healthcare IT-related certification. The course content

includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices.

### PROGRAM OUTLINE

Course Number	Course Title	Clock	Credits	Hours
CIT1000	Introduction to Information Technology		3	60
CNT1100	Transmission Control Protocol/Internet Protocol (TCP/IP) Configuration		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
CNT1400	Routing and Switching		3	60
CNT1500	Operating Systems Fundamentals		3	60
CNT2000	Advanced Operating Systems		3	60
CNT2100	Desktop Support Technician		3	60
CNT2200	Network and Security Foundations		3	60
CNT2300	Network Technician including CompTIA Network + Certification Exam Preparation		3	60
CNT2400	Cloud Foundations including CompTIA Cloud + Certification Exam Preparation		3	60
DPM1100	Introduction to IT Project Management Including CompTIA Project+ Certification Exam Preparation		3	60
HIT2700	Legal Aspects of Healthcare		3	45
HIT2800	Health Information Technology		3	45
ENC 1101	English Composition		3	45
HSC 1000	Introduction to Health Science		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
Grand Total			60	1080

#### Course Descriptions:

ENC 1101 English Composition 3 Credits 45 Clock Hours

Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course. Students will review readings for writing to aid in essay preparation and completion.

Prerequisites: None

HSC 1000 Introduction to Health Science 3 Credits 45 Clock Hours

This course will exam the health care professionals and how they interact with patients. Professional organizations, OSHA standards, asepsis, and isolation techniques will be covered.

Prerequisites: None

MAC 1105 College Algebra 3 Credits 45 Clock Hours

Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

Prerequisites: None

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: CNT1100: Transmission Control Protocol/Internet Protocol (TCP/IP) Configuration  
3 Credits 60 Clock Hours

This course is designed to provide students with the knowledge and skills required to install, configure, use, support and troubleshoot the TCP/IP suite on operating systems. The course will be focused on IP addressing, IP packet structures, data links, and network layer protocols. Students will practice how to determine and use the transmission control protocols/internet protocol.

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

Course: CNT1400: Routing and Switching  
3 Credits 60 Clock Hours

This course covers the components used to segment a LAN (Local Area Network) including bridges, switches, and routers. The course provides a greater understanding of the access control list, routing protocols, LAN (Local Area Network) and WAN (Wide Area Network) design, switching, VLAN (Virtual Local Area Network), and Frame Relay. Students will develop the skills required for implementing and configuring network devices. Lab included.

Prerequisites: None

Course: CNT1500: Operating Systems Fundamentals 3 Credits 60 Clock Hours

In this course, the student will learn to demonstrate proficiency with installation and configuration of enterprise desktop-laptop operating systems, installing and configuring expansion cards, RAM, storage devices, video adapters, audio, and a variety of system components, installing, updating and troubleshooting drivers in desktop-laptop-tablet devices. Students will also learn to demonstrate proficiency with PC Laptops. Laptop systems for a variety of corporate functions such as, basic desktop user, CAD, CAE, video-audio editing and client-side virtualization, demonstrate the importance of health, safety, and environmental procedures in organizations and their importance to organizational and personal performance and regulatory compliance, and demonstrate proficiency in connecting, configuring and troubleshooting multi-displays, data projectors, smart boards, and document cameras and kiosks systems.

Prerequisites: None

Course: CNT2000: Advanced Operating Systems 3 Credits 60 Clock Hours

In this course, students will demonstrate proficiency of installing, configuring and troubleshooting enterprise desktop-laptop operating systems in a network environment, a variety of business applications in a network environment, basic desktop, laptop network connectivity, including software, services, cables, switches, and access points, and understanding the fundamentals of active directory domains, organization units, the role of computers and users in that environment.

Prerequisites: None

Course: CNT2100: Desktop Support Technician 3 Credits 60 Clock Hours

In this course, students will demonstrate proficiency of command-line fundamentals, file security, network architectural structure, tools and equipment for troubleshooting network connectivity, network devices, and TCP/IP, OSI and Internet models of network layer addressing.

Prerequisites: None

Course: 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

Course: CNT2300: Network Technician including CompTIA Network + Certification Exam  
Preparation 3 Credits 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

Course: CNT2400: Cloud Foundations including CompTIA C3 Credits loud+ Certification Exam  
Preparation

3 Credits 60 Clock Hours

More and more companies are shifting to a cloud computing model of doing business. The Cloud Foundations course focuses on the real-world issues and practical solutions of cloud computing in business and IT. Knowledge in this course will be demonstrated by the successful completion of the CompTIA Cloud Essentials certification exam.

Prerequisites: None

Course: DPM1100: Introduction to IT Project Management including CompTIA Project+  
Certification Exam Preparation 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

## Cyber and Network Security

720 Clock Hours – 48 Weeks

Credential Awarded: Certificate

Type of Instructional Delivery: Blended

Catalog Addendum

Admissions Requirements

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

Distance Education Questionnaire

- Admission interview
- Personal statement
- 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

Transcripts (If Applicable)

- Application fee of \$50.00

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. 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.

### **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.

### **PROGRAM OUTLINE**

Course Number	Course Title	Clock	Hours
CIT1000	Introduction to Information Technology		60

	Including Google IT Support Professional Certification Exam Preparation	
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
CNS1300	Managing Web Security including Certified Internet Webmaster Web Security Associate (CIW WSA) Exam Preparation	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
CNS2300	Cyber Defense and Countermeasures including Certified Incident Handler (EC-Council ECIH) Exam Preparation	60
CNS2400	Information Systems Security Technology Specialist including Systems Security Certified Practitioner (ISC2 SSCP) exam preparation and EC-Council Certified Ethical Hacker exam preparation	60
Total		720

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

Course: 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

CNS1300 Managing Web Security including Certified Internet Webmaster Web Security Associate (CIW WSA) Exam Preparation 60 Clock Hours

Almost all businesses and organizations require a web presence. The security needs, demands, and defenses for these online environments differ from those of an isolated single computer or intranet. This course introduces best practices for preventing security breaches by applying web security protocols, firewalls, and system configurations. This course prepares students for the Web Security Associate (CIW WSA) certification exam.  
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 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

CNS2300 Cyber Defense and Countermeasures including 60 Clock Hours  
Certified Incident Handler (EC-Council ECIH) Exam Preparation

Traditional defenses such as firewalls, security protocols, and encryption sometimes fail to stop attackers determined to access and compromise data. This course provides the fundamental skills to handle and respond to the computer security incidents in an information system. The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. Students learn how to handle various types of incidents, risk assessment methodologies, and various laws and policies related to incident handling. This course prepares students for the Certified Incident Handler (EC-Council ECIH) certification exam.

Prerequisites: None

CNS2400 Information Systems Security Technology Specialist 60 Clock Hours  
including Systems Security Certified Practitioner (ISC2 SSCP)

exam preparation and EC-Council Certified Ethical Hacker exam preparation

This course will provide an overview of the IT security field and the knowledge to prepare for the ISC2 SSCP and EC-Ethical Hacker certification exams.

Prerequisites: None

## Cyber and Network Security

60 Credits 1080 Clock Hours – 75 Weeks

Credential Awarded: Associate of Science

Type of Instructional Delivery: Blended

Catalog Addendum

Admissions Requirements

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

Distance Education Questionnaire

- Admission interview
- Personal statement
- 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 Transcripts (If Applicable)
- Application fee of \$50.00

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. 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.

### **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.

## 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
CNS1300	Managing Web Security including Certified Internet Webmaster Web Security Associate (CIW WSA) Exam Preparation		3 3	60 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
CNS2300	Cyber Defense and Countermeasures including Certified Incident Handler (EC-Council ECIH) Exam Preparation		3 3	60 60
CNS2400	Information Systems Security Technology Specialist including Systems Security Certified Practitioner (ISC2 SSCP) exam preparation and EC-Council Certified Ethical Hacker exam preparation		3 3	60 60
HIT2700	Legal Aspects of Healthcare		3	45
HIT2800	Health Information Technology		3	45
ENC 1101	English Composition		3	45
HSC 1000	Introduction to Health Science		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
Grand Total			60	1080

Course Descriptions:

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

HSC 1000 Introduction to Health Science 3 Credits 45 Clock Hours  
This course will exam the health care professionals and how they interact with patients. Professional organizations, OSHA standards, asepsis, and isolation techniques will be covered.  
Prerequisites: None

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

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) 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

### CNS1300 Managing Web Security including Certified

3 Credits 60 Clock Hours

#### Internet Webmaster Web Security Associate (CIW WSA) Exam Preparation

Almost all businesses and organizations require a web presence. The security needs, demands, and defenses for these online environments differ from those of an isolated single computer or intranet. This course introduces best practices for preventing security breaches by applying web security protocols, firewalls, and system configurations. This course prepares students for the Web Security Associate (CIW WSA) certification exam.

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

CNS2300 Cyber Defense and Countermeasures including 3 Credits 60 Clock Hours  
Certified Incident Handler (EC-Council ECIH) Exam Preparation

Traditional defenses such as firewalls, security protocols, and encryption sometimes fail to stop attackers determined to access and compromise data. This course provides the fundamental skills to handle and respond to the computer security incidents in an information system. The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. Students learn how to handle various types of incidents, risk assessment methodologies, and various laws and policies related to incident handling. This course prepares students for the Certified Incident Handler (EC-Council ECIH) certification exam.

Prerequisites: None

CNS2400 Information Systems Security Technology Specialist 3 Credits 60 Clock Hours  
including Systems Security Certified Practitioner (ISC2 SSCP) exam preparation and EC-Council

Certified Ethical Hacker exam preparation. This course will provide an overview of the IT security field and the knowledge to prepare for the ISC2 SSCP and EC-Ethical Hacker certification exams.

Prerequisites: None

## Data and Project Management

720 Clock Hours – 48 Weeks

Credential Awarded: Certificate

Type of Instructional Delivery: Blended

## Admissions Requirements

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

### Distance Education Questionnaire

- Admission interview
- Personal statement
- 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

### Transcripts (If Applicable)

- Application fee of \$50.00

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. 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.

## Program Objectives

The Data and Project Management Diploma program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in businesses in the information technology industry and healthcare-related industries as data and project management support professionals for setting up a database environment, design databases, acquire data, wrangle it, analyze it, and visualize it to different audiences as part of the decision-making process and developing a comprehensive foundation for project management activities.

## Program Description

This program focuses on developing skills to understand, analyze, wrangle, and visualize data, organizing project management activities while developing specialized skills in office management with an understanding of accounting and human resources with an emphasis on organizations including healthcare-related businesses. It also includes an overview of desktop and computer support functions. 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.

## PROGRAM OUTLINE

Course Number	Course Title Clock	Hours
CIT1000	Introduction to Information Technology	60
CNT1200	Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation	60
CNT1300	Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation	60
DPM1000	Microsoft Office Specialist	60
DPM1100	Introduction to IT Project Management including CompTIA Project+ Certification Exam Preparation	60
DPM1200	Healthcare Business Accounting and Human Resources	60
DPM2000	Data Foundations and Applications	60
DPM2100	Healthcare Project Specialist	60
DPM2200	Introduction to Data Science, Analytics, Wrangling and Visualization	60
DPM2300	Internet Webmaster Data Analytics including Certified Internet Webmaster Data Analyst Exam Preparation	60
DPM2400	Business of IT – Project Management Including Certified Associate in Project Management Exam Preparation	60
DPM2500	Healthcare Business and Data Analytics –	60
Grand Total		720

#### 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

Course: 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

DPM1000 Microsoft Office Specialist 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

DPM1100 Introduction to IT Project Management including CompTIA Project+ Certification Exam Preparation 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

#### DPM1200 Healthcare Business Accounting and Human Resources 60 Clock Hours

This course offers relevant technical knowledge and skills needed to prepare for further education and careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, auditors, and other accounting paraprofessionals in advanced professional accounting occupations with an additional emphasis in the healthcare field. The content includes but is not limited to the principles, procedures, and theories of organizing, maintaining and auditing business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses. The content includes but is not limited to human resources management, recruitment and staffing, compensation & benefits administration, employment law, records management, and introduction to business.

Prerequisites: None

#### DPM2000 Data Foundations and Applications 60 clock Hour

This course introduces students to the concepts and terminology used in the field of data management. They 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.

Prerequisites: None

#### DPM2100 Healthcare Project Specialist 60 clock Hours

Health Care Project Management develops both the project management skills needed to improve health care delivery and the people management skills to create an effective project management environment. Participants explore the topics of creating and managing teams, delegation, motivation, conflict resolution, and negotiation in order to more effectively engage stakeholders and build support for project outcomes. Technical project management skills are layered on top of these topics to ensure project effectiveness.

Prerequisites: None

#### DPM2200 Introduction to Data Science, Analytics, Wrangling and Visualization 60 Clock Hours

This course introduces the data analysis process and common statistical techniques necessary for the analysis of data. Students will ask questions that can be solved with a given data set, set up experiments, use statistics and data wrangling to test hypotheses, find ways to speed up their data analysis code, make their data set easier to access, and communicate their findings. helping to

develop skills crucial to the field of data science and analysis. It explores how to wrangle data from diverse sources and shape it to enable data-driven applications—a common activity in many data scientists' routine. Topics covered include gathering and extracting data from widely-used data formats, assessing the quality of data, and exploring best practices for data cleaning. It also covers the application of design principles, human perception, color theory, and effective storytelling in the context of data visualization. It addresses presenting data to others.

Prerequisites: None

DPM2300 Internet Webmaster Data Analytics including Certified  
Internet Webmaster Data Analyst Exam Preparation

60 Clock Hours

Data Analyst is part of the CIW Web and Mobile Design series. In this course you will learn how to use data to analyze all aspects of a company's operation and make appropriate business decisions. You will study how to compare and contrast structured and unstructured data. You will learn how to deploy tools for capturing and analyzing data, including Hadoop, R Project, and custom database solutions. In addition, you will study how to extrapolate information using data obtained from new and traditional data sources, including Web and social media logs, marketing, sales, technical support, and customer relations. You will also learn how to determine relationships between organizational efforts and business outcomes. Finally, you will study the ways to capture and represent data, including creating dashboards, executive summaries, reports and charts, using both traditional and Web-based tools.

Prerequisites: None

DPM2400 Business of IT – Project Management Including  
Certified Associate in Project Management Exam Preparation

60 Clock Hours

Project Management is a thorough exploration of the inputs, tools, techniques, and outputs across the five process groups and 10 knowledge areas identified in the Project Management Body of Knowledge (PMBOK) Guide. The essential concepts and practical scenarios included enable students to build the skills required to successfully complete the CAPM certification exam. There is no prerequisite for this course.

Prerequisites: None

DPM2500 Healthcare Business and Data Analytics

60 Clock Hours

Business and financial healthcare practices have a significant impact on organizational outcomes. In the Principles of Healthcare Business and Financial Management course, future nurse leaders examine scarce resources, financial principles, and tools for financial and business management. They will also use financial budgeting and management practices and analyze the impact of regulations on the current healthcare environment.

This course provides an introduction to a variety of tools and techniques used in the field of data analytics. Students will summarize data, review statistical models, explore data mining techniques, and contemplate ethical considerations associated with the field of data analytics.

Prerequisites: None

# Data and Project Management

60 Credits 1080 Clock Hours – 75 Weeks

Credential Awarded: Associate of Science

Type of Instructional Delivery: Blended

## Admissions Requirements

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

Distance Education Questionnaire

- Admission interview
- Personal statement
- 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

Transcripts (If Applicable)

- Application fee of \$50.00

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. 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.

## Program Objectives

The Data and Project Management Associate Degree program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in businesses in the information technology industry and healthcare-related industries as data and project management support professionals for setting up a database environment, design databases, acquire data, wrangle it, analyze it, and visualize it to different audiences as part of the decision-making process and developing a comprehensive foundation for project management activities. 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 developing skills to understand, analyze, wrangle, and visualize data, organizing project management activities while developing specialized skills in office management with an understanding of accounting and human resources with an emphasis on organizations

including healthcare-related businesses. It also includes an overview of desktop and computer support functions. 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.

#### PROGRAM OUTLINE

Course Number	Course Title	Clock	Credits	Hours
CIT1000	Introduction to Information Technology		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
DPM1000	Microsoft Office Specialist		3	60
DPM1200	Healthcare Business Accounting and Human Resources		3	60
DPM2000	Data Foundations and Applications		3	60
DPM2100	Healthcare Project Specialist		3	60
DPM2200	Introduction to Data Science, Analytics, Wrangling and Visualization		3	60
DPM2300	Internet Webmaster Data Analytics including Certified Internet Webmaster Data Analyst Exam Preparation			
DPM2400	Business of IT – Project Management Including Certified Associate in Project Management Exam Preparation		3	60
DPM2500	Healthcare Business and Data Analytics		3	60
HIT2700	Legal Aspects of Healthcare		3	45
HIT2800	Health Information Technology		3	45
ENC 1101	English Composition		3	45
HSC 1000	Introduction to Health Science		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
Grand Total			60	1080



Course Descriptions:

ENC 1101 English Composition 3 Credits 45 Clock Hours

Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course. Students will review readings for writing to aid in essay preparation and completion.

Prerequisites: None

HSC 1000 Introduction to Health Science 3 Credits 45 Clock Hours

This course will exam the health care professionals and how they interact with patients. Professional organizations, OSHA standards, asepsis, and isolation techniques will be covered.

Prerequisites: None

MAC 1105 College Algebra 3 Credits 45 Clock Hours

Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations.

Prerequisites: None

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.

DPM1000 Microsoft Office Specialist

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

DPM1100 Introduction to IT Project Management including                      3 Credits 60 Clock Hours  
CompTIA Project+ Certification Exam Preparation

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

DPM1200 Healthcare Business Accounting and Human Resources 3 Credits 60 Clock Hours

This course offers relevant technical knowledge and skills needed to prepare for further education and careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, auditors, and other accounting paraprofessionals in advanced professional accounting occupations with an additional emphasis in the healthcare field. The content includes but is not limited to the principles, procedures, and theories of organizing, maintaining and auditing business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses. The content includes but is not limited to human resources management, recruitment and staffing, compensation & benefits administration, employment law, records management, and introduction to business.

Prerequisites: None

DPM2000 Data Foundations and Applications    3 Credits 60 clock Hour

This course introduces students to the concepts and terminology used in the field of data management. They 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.

Prerequisites: None

### DPM2100 Healthcare Project Specialist

3 Credits 60 clock Hours

Health Care Project Management develops both the project management skills needed to improve health care delivery and the people management skills to create an effective project management environment. Participants explore the topics of creating and managing teams, delegation, motivation, conflict resolution, and negotiation in order to more effectively engage stakeholders and build support for project outcomes. Technical project management skills are layered on top of these topics to ensure project effectiveness.

Prerequisites: None

### DPM2200 Introduction to Data Science, Analytics, Wrangling and Visualization

3 Credits 60 Clock Hours

This course introduces the data analysis process and common statistical techniques necessary for the analysis of data. Students will ask questions that can be solved with a given data set, set up experiments, use statistics and data wrangling to test hypotheses, find ways to speed up their data analysis code, make their data set easier to access, and communicate their findings. helping to develop skills crucial to the field of data science and analysis. It explores how to wrangle data from diverse sources and shape it to enable data-driven applications—a common activity in many data scientists' routines. Topics covered include gathering and extracting data from widely-used data formats, assessing the quality of data, and exploring best practices for data cleaning. It also covers the application of design principles, human perception, color theory, and effective storytelling in the context of data visualization. It addresses presenting data to others.

Prerequisites: None

### DPM2300 Internet Webmaster Data Analytics including Certified Internet Webmaster Data Analyst Exam Preparation

3 Credits 60 Clock Hours

Data Analyst is part of the CIW Web and Mobile Design series. In this course you will learn how to use data to analyze all aspects of a company's operation and make appropriate business decisions. You will study how to compare and contrast structured and unstructured data. You will learn how to deploy tools for capturing and analyzing data, including Hadoop, R Project, and custom database solutions. In addition, you will study how to extrapolate information using data obtained from new and traditional data sources, including Web and social media logs, marketing, sales, technical support, and customer relations. You will also learn how to determine relationships between organizational efforts and business outcomes. Finally, you will study the ways to capture and represent data, including creating dashboards, executive summaries, reports and charts, using both traditional and Web-based tools.

Prerequisites: None

### DPM2400 Business of IT – Project Management Including

Certified Associate in Project Management Exam Preparation

3 Credits 60 Clock Hours

Project Management is a thorough exploration of the inputs, tools, techniques, and outputs across the five process groups and 10 knowledge areas identified in the Project Management Body of

Knowledge (PMBOK) Guide. The essential concepts and practical scenarios included enable students to build the skills required to successfully complete the CAPM certification exam. There is no prerequisite for this course.

Prerequisites: None

DPM2500 Healthcare Business and Data Analytics

3 Credits 60 Clock Hours

Business and financial healthcare practices have a significant impact on organizational outcomes. In the Principles of Healthcare Business and Financial Management course, future nurse leaders examine scarce resources, financial principles, and tools for financial and business management. They will also use financial budgeting and management practices and analyze the impact of regulations on the current healthcare environment.

This course provides an introduction to a variety of tools and techniques used in the field of data analytics. Students will summarize data, review statistical models, explore data mining techniques, and contemplate ethical considerations associated with the field of data analytics.

Prerequisites: None

## **Update to Catalog Page 44 Distance Education**

### **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.

## **Update to the VA section of the Catalog Page 59 – Effective August 1, 2019**

In accordance with Title 38 US Code 3679 subsection (e), 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. 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, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.