CITY COLLEGE

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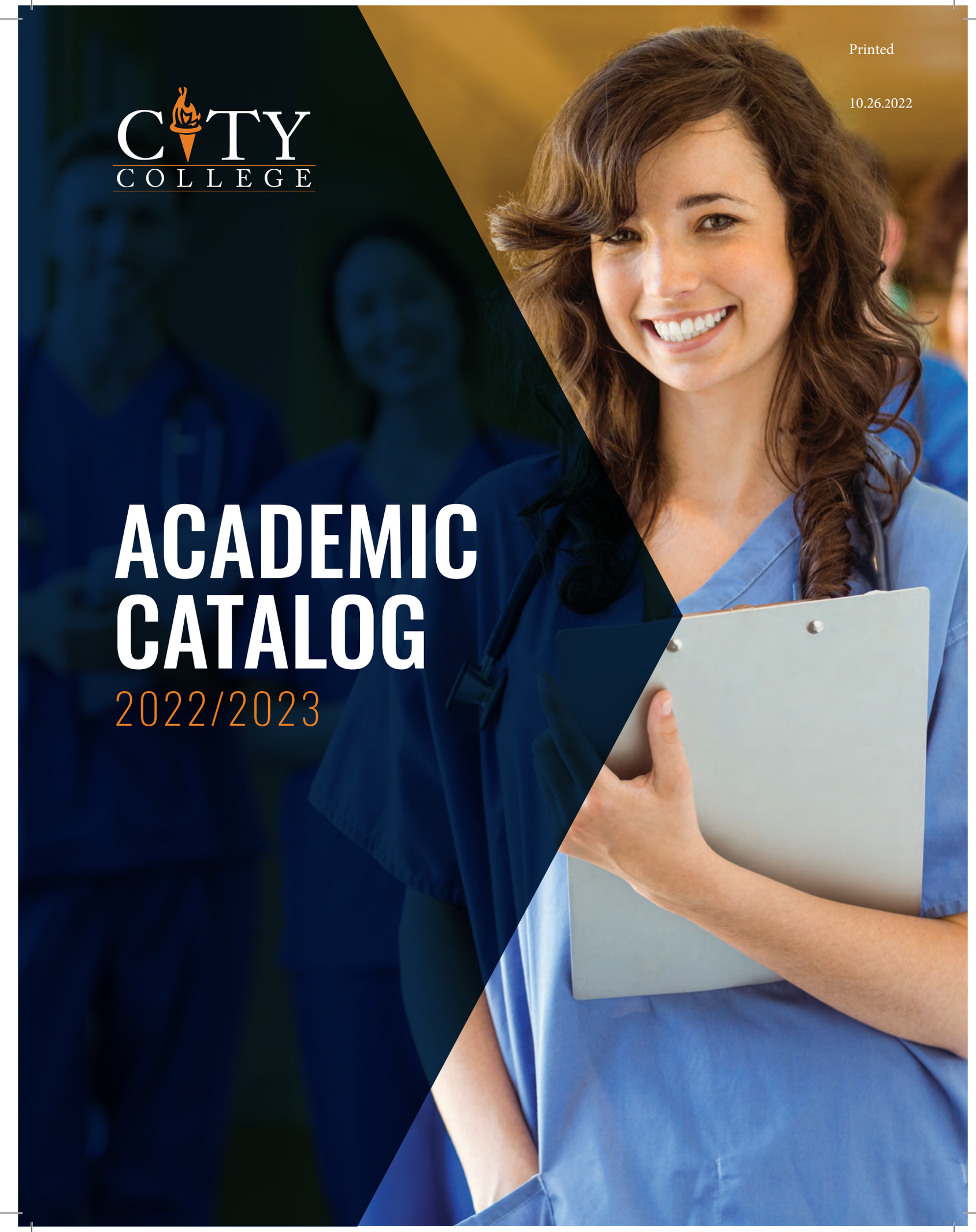
ACADEMIC CATALOG

2022/2023



This catalog is current as of the time of printing. The College reserves the right to make changes in course content, equipment, materials, organizational policy, tuition, and curriculum as circumstances dictate, after publication. The College expects its students to have knowledge of the information presented in this catalog and in other publications.

The College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act. City College admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other institutionally administered programs.

Print Date: May 29, 2022

About City College

Statement of Control

City College is an institution of higher learning owned by Allied Health Programs FL, LLC.

Board of Directors

Role	Name
Chairman	Yedidyah Langsam, PhD, AEMT-P
Board Member	Jerry Rozenberg, PA-C, EMT-P
Board Member	Sarah Bokow, BA, LPCSD
Board Member	Joseph Bove, MD, FACEP
Board Member	Josef Schenker, MD
Board Member	R. Esther Curry, BA
Board Member	Dennis Buchanan, JD, MBA, BSN

Accreditation

Accrediting Bureau of Health Education Schools (ABHES)
City College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

ABHES
6116 Executive Blvd. Suite 730
North Bethesda, MD 20852
Tel: (301) 291-7550
www.abhes.org

The City College Associate of Science in Surgical Technology programs are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

ABHES
6116 Executive Blvd. Suite 730
North Bethesda, MD 20852
Tel: (301) 291-7550
www.abhes.org

Commission on Accreditation of Allied Health Schools (CAAHEP)
The City College Associate of Science in Emergency Medical Services and Paramedic-diploma programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

CoAEMSP
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
Tel: (214) 703-8445
www.coaemsp.org

AVMA Committee on Veterinary Technician Education and Activities (CVTEA)
The Associate of Applied Science, Veterinary Technology programs at City College Hollywood and City College Gainesville campuses are accredited by the AVMA as a program for educating veterinary technicians.

AVMA
1931 North Macham Road, Suite 100
Schaumburg, IL 60173-4360
Tel : (800) 248-2862
www.avma.org

State License

City College is licensed by the Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Information regarding the College may be obtained by contacting the Executive Director, Commission for Independent Education, Department of Education, Tallahassee, Florida, (888) 224-6684.

U.S. Department of Homeland Security Authorization

The College is authorized by the U.S. Department of Homeland Security to accept and enroll non-immigrant students.

Veterans Administration Assistant Program

City College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Veterans Administration Assistance Program.

In accordance with Title 38 US Code 3679 subsection (e), this college 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. The college 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.

State Authorization Reciprocity Agreement ("NC-SARA")

City College is authorized under the State Authorization Reciprocity Agreement ("SARA"). Colleges and universities that are NC-SARA members may provide online education to residents of other NC-SARA member states.

Non-Discrimination Statement

City College admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other institutionally administered programs.

History

City College was originally established in 1984 as Draughon's College of Business, a branch of Draughon's Junior College of Business founded in 1896 in Paducah, Kentucky. In May 1988, City College, Inc. established a branch campus in Gainesville, Florida. The College received approval from the State Board of Independent Colleges and Universities (SBICU) to offer Associate of Science degrees at the Fort Lauderdale campus in Fall 1989, and at the Gainesville campus in Fall 1991.

In June 1997, City College expanded its educational facilities to include a branch in Miami, Florida. In July 1999 the College received approval from SBICU to offer Bachelor of Science degrees. Quality education continues to be the goal of City College. "Your Job Tomorrow Is Our Job Today!" City College is committed to providing our students with an Extraordinary Educational Experience.

In August 2011, City College established a branch campus in Hollywood, Florida. The first students started October 3, 2011. Initial programs offered at the campus were Emergency Medical Services, Allied Health, and Business. The campus continues to grow and in 2014 two new programs were added, Veterinary Technology and Cardiovascular Sonography.

In March 2021, City College locations were purchased by Allied Health Programs FL, LLC and two new programs were added to the Hollywood location, associate degrees in Diagnostic Medical Sonography and Radiologic Technology.

Philosophy

City College is dedicated to the training and education of men and women for a full life and a successful career in a number of fields. The College offers its students a quality education in an atmosphere of personalized attention. City College considers the student as an individual and strive to be aware at all times of the needs of each member of its student body.

The College seeks to give students an understanding of and respect for their own and others' ideas and thoughts. Graduates of City College are imbued with the belief that they should understand and practice their responsibilities to family, individuals, and community by becoming effective and contributing citizens.

Mission

The mission of City College is to educate and train students in their chosen major for employment in specific career fields. The College awards Diplomas, Associate of Science, Associate of Applied Science, and Bachelor of Science degrees based on the student's successful completion of required coursework.

Goals and Objectives

The following goals are integral to the mission of the College:

- To maintain employer satisfaction within the community by providing professionally trained and educated graduates for industry, business, health care and government.
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
- To prepare students for employment in specific career fields.
- To facilitate entry of graduates into their chosen careers.
- To offer sound educational programs at the Associate's and bachelor's degree levels.

- To continually evaluate and appraise every facet of the College's programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College's standards.

Campuses

Hollywood - Main Campus

6565 Taft Street
Hollywood, Florida
Tel: 954-744-1777

The College and occupies approximately 16,500 square feet on the second and third floors of the building. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

Allied Health labs are equipped to simulate a professional environment. Students practice skills on practice arms, torsos, and other manikin equipment. Labs include an eye wash station, sharps container and biohazardous waste containers.

The Emergency Medical Services laboratory has an ambulance simulator, manikins, and equipment to allow for simulation of real-life scenarios.

Cardiovascular Sonography/Diagnostic Medical Sonography has an ultrasound laboratory with industry standard ultrasound machines.

Veterinary Technology labs reflect a veterinary facility. The students practice on both models and life animals. There is an x-ray machine, surgical room, and equipment to support basic surgical and non- surgical procedures.

Surgical Technology lab has a “sub-sterile” room where a bay sink is in place that emulates actual operating room equipment. Also in this room are instrumentation, supplies and other material that is used to simulate a real-world environment.

Gainesville - Non-Main Campus

7001 NW. 4th Blvd
Gainesville, Florida
Tel: 352-327-9210

The College occupies a building of approximately 21,500 square feet. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

Allied Health labs are equipped to simulate a professional environment. Students practice skills on practice arms, torsos, and other manikin equipment. Labs include an eye wash station, sharps container and biohazardous waste containers.

The Emergency Medical Services laboratory has an ambulance simulator, manikins, and equipment to allow for simulation of real-life scenarios.

Veterinary Laboratory
2400 SW. 13th Street
Gainesville, Florida

Veterinary Technology lab occupies approximately 10,000 square feet and reflect a veterinary facility. The students practice on both models and life animals. There is an x-ray machine, surgical room, and equipment to support basic surgical and non- surgical procedures.

Miami - Non-Main Campus

9250 W Flagler Street, Suite 120
Miami, Florida
Tel: 305-666-9242

The College approximately 5,000 square feet. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

The Emergency Medical Services laboratory has manikins and equipment to allow for simulation of real-life scenarios.

Transferability of Credit

City College provides a well-rounded education to students resulting in increased marketability in a specific career field. Most students come to City College to be trained in a specific profession that will enable them to enter the workforce upon graduation.

The College does not guarantee that credits earned at City College will transfer to another institution. Transferability of credits is always at the discretion of the evaluating institution. Many factors are reviewed in the evaluation of transfer credits. Policies on the similarity of programs, course content, credit or contact hours, and minimum academic standards may be set by each individual institution. Students interested in transferring credits to another institution should contact the transcript evaluator at that institution directly.

City College does participate in the Florida Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Admission Policies

City College welcomes applications from qualified students who desire an education that equips them with the skills to begin productive careers and become industry professionals. A "rolling admissions" policy governs most City College programs. Most programs commence quarterly.

Qualifications for Admissions

To be eligible for the programs offered by the City College an applicant must, at minimum:

- be at least 18 years of age
- be in good mental and physical health, free from any physical handicaps which would interfere with their work
- meet the “Technical Standards” for admission
- possess a high school diploma or high school equivalency diploma

Paramedic Diploma Program:

For Programs beginning after September 2021, all applicants seeking admission into this Program are required to:

- be certified as a Florida EMT and,
- take and pass an additional section of the Entrance Exam (EMS Knowledge) and receive a score of 80% or higher

Associate of Science in Emergency Medical Services:

For Programs beginning after September 2021, all applicants seeking admission into the Program are required to provide proof of valid Paramedic certification on the state or national level.

Associate of Science Allied Health Medical Assisting:

For Programs beginning after February 2022, all applicants seeking admission into the Program are required to provide proof of valid certification or registration as a Medical Assistant.

Admission Process

All programs:

- Complete an application which can be found online at www.citycollege.edu/Apply
- Submit the application fee, if applicable.
- Submit official transcripts as evidence of high school graduation or equivalent
- Submit official college transcripts, if applicable.
- Receive a favorable recommendation after the interview process.
- Pass all required screenings and clearances within the required timeframes.

Diagnostic Medical Sonography, Radiologic Technology, Emergency Medical Services, Allied Health, Surgical Technology, Veterinary Technology degree programs as well as the Paramedic diploma program:

- Submit a minimum of one professional letter of recommendation
- Submit a personal statement

Pass or be exempt from the required sections of the entrance examination as detailed below:

Entrance testing: Minimum Scores for Entry

Program:	**Entrance Exam**	**Score:**	**Waiver Eligible:**	**Attempts:**
MA Diploma	N/A	N/A	Yes	
EMT Diploma	N/A	N/A	Yes	
Paramedic Diploma	SLE	17	Yes	2
AS Medical Assisting	SLE	14	Yes	2
AS Medical Office Administration	SLE	14	Yes	2
AS Diagnostic Medical Sonography	SLE	17	Yes	2
AS Emergency Medical Services	SLE	17	Yes	2
AS Radiologic Technology	SLE	17	Yes	2
AS Surgical Technology	SLE	17	Yes	2
AS Veterinary Technology	SLE	17	Yes	2
BS Healthcare Administration	N/A	N/A	Yes	N/A

Applicants are allowed two attempts to successfully complete the entrance examination.

Proof of High School Graduation

To gain admission into City College, a prospective student must provide proof of graduation in the form of the following:
An official high school or college transcript from an institution whose academic rigor, accreditation and academic standards are deemed appropriate by City College. Transfer students and high school graduates must request their official transcript of grades. Official transcripts must be received in a sealed envelope or officially via email/e-transcript. The transcript must adhere to the issuing institutions requirements for an official transcript (i.e. seal, signatures, etc.).
Passing General Equivalency Diploma (GED) test scores. Applicants who have taken the GED exam in lieu of a standard high school diploma must submit evidence of a satisfactory performance on the exam to the Admissions Department.
In the event the student cannot provide either of the above, the student may provide an official transcript from a post-secondary school whose accreditation is recognized by the US Department of Education approved school – that demonstrates completion of an Associate, Bachelor, Masters, or higher degree.

Certificates of attendance and/or completion, Exceptional Student diplomas, or Special Student diplomas are not considered qualifying documents for admission. Students who have a non-US High School Diploma should refer to the section on "International High School and College Transcripts" for U.S. High School equivalency requirements. Please note: All transcripts must be submitted in English and evaluated by an acceptable agency on the "Evaluation Agency List."

Homeschooling

City College considers applications from individuals who have completed a home school program. The prospective student must submit a homeschooled transcript listing all coursework completed. The transcript will evidence:

1. Final grades and units earned for each course completed.
2. A brief description of each course the student has taken with information regarding the teaching materials. This may include the title and author of all textbooks, reference materials, DVDs, and other teaching media or activities utilized.
3. The methods used for evaluation should accompany the homeschooled transcript.

If homeschooled applicants previously attended another school or have completed courses through the Florida Virtual School or through dual enrollment at a local college or university, official transcripts are required, and those courses should also be reflected on the homeschooled transcript. In addition, homeschooled applicants must submit a completed and notarized Home School Affidavit that verifies compliance with state statutory requirements that govern home school education.

International Students

City College has been approved to issue I-20s from the U.S. Department of Homeland Security to eligible foreign student applicants. International students interested in entering City College must demonstrate that they have graduated from a secondary school, recognized by the Ministry of Education or equivalent entity, in their home country. All international students must be fluent in English before they enroll. Applicants will be asked to furnish proof of English language competency. Students must also demonstrate that they are able to meet all costs of their education without financial aid unless they are eligible non-citizens.

International High School and College Transcripts

Applicants to City College who completed high school and or college outside of the United States must have their transcripts evaluated by an Agency on the approved "Evaluation Agency List" : https://www.citycollege.edu/evaluation-agencies/ Prospective students are responsible for the cost and fees associated with the translation and evaluation of their diplomas. The evaluation of the high school transcript must state that it is equivalent to a US High School Diploma.

College evaluations must include:

- Evidence of an equivalent degree
- A course-by- course description indicating the number of credits earned and grade received.

Admissions Testing Exemptions

Applicants to City College may be exempted from the **Verbal Section** testing if they can provide evidence of achieving a letter grade of C or higher in a college-level, credit bearing English class, or by meeting one of the following:

SAT Written and Reading	500 and above
ACT English	19 and above
TOEFL by hand	500 and above
TOEFL by Computer	173 and above
iBT	61 and above
AP	3 and above
CLEP	50 and above
IB	4 and above

Applicants to City College may be exempted from the **Math Section** testing if they can provide evidence of achieving a letter grade of C or higher in a college-level, credit bearing Math class, or by meeting the following:

SAT Written and Reading	500 and above
ACT English	19 and above
TOEFL by hand	500 and above
TOEFL by Computer	173 and above

iBT	61 and above
AP	3 and above
CLEP	50 and above
IB	4 and above
IELTS	Overall band score of 6.0

Technical Standards

Each applicant/student must possess certain physical and mental attributes to be able to complete the program to which they applied. It is the applicant /student's responsibility to notify the program of any changes that would result in them not meeting the applicable technical standards. Any applicant who does not meet the technical standards applicable to the program for which they are applying is ineligible for admission to the program.

Any student whose status changes while enrolled and no longer meets the technical standards, as outlined, may not be allowed to continue to progress through the program.

Details pertaining to each program's technical standards, can be found at www.citycollege.edu

EMT-Basic Program Enrollment Policy

In addition to all other criteria, enrollment into the EMT-Basic Program is contingent on a student successfully passing an assessment, which will be conducted by the Program Chair prior to the fifteenth session of the program. The assessment may include, but not necessarily be limited to, attendance, class participation, behavior, homework, compliance with the medical clearance process, and general cooperation with program faculty. A student who does not successfully pass this assessment will have their enrollment rescinded and may not progress to the fifteenth session of the program.

Criminal Background Screening

In 2009, the Florida Legislature enacted a law which precludes a state board from allowing a person to sit for a licensure examination if the person was convicted (regardless of how the conviction was entered of a long list of criminal acts. For further information, you should consult Florida Statute Section 456.013(3)(a), 456.039(1), 456.072(2), 464.018, and the other laws and regulations for the health care profession in which you are enrolled.

State licensing boards have their own list of offenses which they believe should preclude a person from practicing a particular health profession, particularly if the criminal act relates directly to their chosen health care field. There are occasions when a particular health care board might allow licensure if the applicant has had their rights restored, or if the conviction was entered many years ago, but this process is different from one board to another.

Health facilities, including hospitals, doctor's offices, and health clinics, may have a list of additional offenses that prohibit City College from placing students in clinical rotations as part of their required educational program if the student has been arrested or convicted of any of these criminal offenses.

As a result, all students, without promises of immunity or threats of coercion, are required to undergo a criminal background screening through a third-party servicer prior to commencing their program. If a student refuses to undergo a criminal background screening, or if the results of the criminal background screening results are positive, the college may request additional information or documentation related to the screening. The report and the additional information will be brought to the College's legal counsel for review and determination based on the College's standing policy.

At any time during a student's enrollment, a criminal background screening may be required by the College and/or any of its clinical affiliates. If the results of a student's criminal background screening required by the College and/or any of its clinical affiliates (whether the student is being screened for the first time or being re-screened) are positive, the student will be placed on clinical probation and will not be allowed to return to the clinical setting. The result of the criminal background screening and any additional documentation provided by the student, will be brought to the College's legal counsel for review and determination based on the College's standing policy.

Students have an ongoing obligation to notify the College within 30 days if they are arrested or convicted for a misdemeanor or criminal offense while enrolled at the College. Each student who enrolls into one of the programs listed above should expect the following process.

If it is determined by the College that the student's criminal background screening precludes participation in an externship or clinical rotation, or from sitting for the state licensing examination, the College may dismiss the student from the program and will retain all charged tuition.

Drug Screening

All students, without promises of immunity or threats of coercion, must have a drug screening conducted prior to the first day of instruction. If a student does not complete their drug screening on time, refuses to conduct a drug screening, submits an unacceptable urine sample or the screening results come back positive, the student's enrollment into the program may be rescinded.

Once enrolled in the program, students may be subject to a drug screening at any time in the program, including but not limited to:

- Random drug screening tests by the College and/or any of its clinical affiliates
- During the clinical clearance process at a specific clinical affiliate
- Prior to the first day of the second year of their program.

The following is the process for the drug screenings listed above:
Any student who refuses to conduct a drug screening test when requested by the College or any of its affiliates, or who submits an unacceptable urine sample, may face disciplinary procedures, up to and including dismissal from their program.

Failing a Drug Screening

If a student fails a drug screening administered by a clinical affiliate, the student will be placed on clinical suspension and will be sent to a facility approved by the Collee to be retested. The student will not be allowed to return to the clinical setting until they have been cleared by the applicable facility. (If the test is positive, refer to the policy below.)

If a student fails a drug screening administered, (whether the student was randomly tested, retested because they failed a drug screening administered by a clinical affiliate, or during their annual physical examination), the student will be suspended from clinical rotations for thirty days. At the end of the suspension period, the student will be required to repeat their drug screening at an approved facility. In addition, the student will be required to sign an agreement stating that they will remain drug free throughout the duration of the program. If a student does not receive medical clearance after their repeat drug screening, they will be dismissed from the program unless they seek treatment and provide proof of successful completion of a drug addiction treatment program. Students must receive approval for a treatment program prior to enrolling in it if that program will be used as the basis for re-entry into their program. If a student chooses to seek treatment, they may be required to take a Leave of Absence or withdraw while in treatment.

Clinical Clearance

Medical Clearance

Prior to the first day of class, each student must be medically cleared, at their own expense, by a qualified healthcare provider. Clearance must be completed prior to the beginning of the clinical internship phase of their program. Failure to do so may result in disciplinary action. Students will not be permitted to participate in any clinical internship without being medically cleared. Students are required to sign a release authorizing disclosure of their health information to clinical internship/externship sites.

Medical Clearance includes the following:

- Medical History and Physical Exam
- Proof of Immunity of Measles, Mumps, Rubella, Varicella and Hepatitis B
- A PPD or QuantiFERON-TB Gold Blood Test
- Immunization of Tetanus and Influenza
- 10 Panel Drug Test

A student's medical clearance is valid for one year from when they first received clearance from a qualified healthcare provider.
Students must always maintain medical clearance while enrolled in the program. Students must renew their medical clearance each year that they are enrolled in the program. A student's annual medical clearance must be completed prior to the due date provided by the Clinical Clearance Department. Failure to do so may result in suspension or dismissal from the program.

Health Insurance

Students are required to have, and provide acceptable documentation of, active health insurance coverage throughout the duration of the program. Failure to possess active health insurance coverage may result in disciplinary action.

CPR, Bloodborne Pathogens, HIPAA and Fit Testing

Prior to beginning their clinical rotations, students are required to successfully complete the CPR, Bloodborne Pathogens, HIPAA and Fit Testing components of clinical orientation provided by the College. Bloodborne Pathogens training must be completed annually and will be provided by the College during students' second year orientation.

Late Starts Policy

City College may permit a student to begin instruction up to one calendar week after the program has started. When permitted, the student may begin instruction no later than the first day of the second week. Students entering the program after the official start date of the class will be required to make up all missed material pursuant to the *Make-Up Policy* as published in the Catalog. Refund calculations for late starters will be based on the student's actual start date, not the date of the program start.

Junior and Senior Standing Status

An academic year is defined as a period beginning with the first day of classes, ending on the last day of examinations and is a minimum of 30 weeks of instruction. Applicants to the Bachelor programs must have earned an Associate of Science degree and/or be in junior standing (earned a combination of life credit, credit by examination and/or transfer credit totaling a minimum of 72 quarter credits or its equivalent).

Junior standing is the equivalent of two (2) academic years (72 quarter credits or its equivalent) earned through a combination of life credit, credit by means of examination and transfer credit.

Senior Standing status is the equivalent of three (3) academic years which is 108 quarter credits or its equivalent, earned through a combination of life credit, credit by means of examination and transfer credit.

Advanced Placement

Students who have successfully completed specialized and/or advanced courses in high school, have gained certain skill competencies or have gathered significant life experiences may request advanced placement in a subject area under certain conditions.

Advanced Placement Through Credit by Examination

These conditions include:

- The course is required in the program (including elective requirements). EMT Diploma and Paramedic Diploma core courses are not eligible for advanced placement through credit by exam.
- The student can document established competency and/or has the approval of the Director of Academic Affairs.
- The Advanced Placement Through Credit by Examination must be taken within the first six (6) months of enrollment. Exceptions to this rule may be approved by the Director of Academic Affairs but cannot be approved during the student's final quarter.
- A grade of 86% or better is scored on the comprehensive examination.

The advanced placement fee has been paid. The fee for the examination is $150.00 for **EACH** comprehensive examination or advanced standing credit requested. This fee is charged regardless of the outcome of the examination.

Advanced Placement Through Credit for Prior Learning/Life Experience

City College offers applicants the opportunity to obtain college credit for previous employment experience. Credit is given to students who can demonstrate that the knowledge and skills they acquired from work, non- classroom study, etc. are equivalent to the learning outcomes expected for particular courses within the College.

Students who intend to obtain credit for prior learning and life experience must be in good academic standing and the course must:

- Be required for degree completion
- Not have an advanced standing/credit by examination option
- Not be an Externship course
- Not be an EMS core course
- Not be a general education course

Students must submit to the Director of Admission an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional Life/Work Experience Request Form. The portfolio will be given to the Director of Academic Affairs for review and approval in consultation with the Program Chair. The portfolio must be approved within the first six (6) months of enrollment, must be approved three (3) weeks in advance of the term and a student may only submit a portfolio once per course.

No more than 25% of core program courses may be transferred through prior learning/life experience. This 25% is part of the larger 50% of transfer credit allowed for an Associate of Science or 60% for the Bachelor of Science.

The fee for the experiential portfolio review is $100.00 per course. This fee is charged regardless of the outcome of the portfolio review.

Transfer Credits

City College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical and business schools. Requests for award of Transfer Credit must be approved a minimum of three (3) weeks prior to the start of the quarter in which the course(s) are scheduled. Student must apply for transfer credit prior to starting a potentially comparable course. Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student's first term at City College to receive transfer credit.

City College will accept no more than 75% of transfer credits into an associate degree program and no more than 50% of the program core for bachelor's level programs.

Criteria for acceptance for transfer of credit are as follows:

1. The courses for transfer are similar in objectives and content with at least 80% equivalency to those offered by City College.
2. The credit was earned at an accredited institution as recognized by the Department of Education or CHEA.
3. Credits transferred from institutions operating on quarters of ten to twelve weeks are accepted as direct equivalent credits. Semester credits are multiplied by 1.5 to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.
4. The courses for transfer can be applied toward graduation requirements and will be calculated as part of MTF within the SAP policy.
5. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as 70% or better).
6. Credits in skill or technical courses/Major Core must have been awarded no more than five (5) years prior to the student's acceptance by City College.
7. Major core courses being considered for transfer in the Emergency Medical Services program must be from a programmatically accredited school.
8. Major core courses being considered for transfer in the Veterinary Technology program must be from an AVMA-CVTEA accredited program. If essential skills are completed in the course, the student must be able to provide evidence of successful completion of those skills.

Transfer Credit for Students with Advanced Placement (AP), CLEP or IB Courses

Students who have earned the score specified below on CLEP, AP or IB courses will be accepted for transfer credit for those courses with City College equivalents. The scores required for this are:
A score of 4 or higher on the College Board AP Examinations
A score of 50 or above on the College Level Examination Program (CLEP)
A score of 4 or higher on International Baccalaureate (IB) Courses
Credit will NOT be awarded based on another institutions award of AP, CLEP or IB credit. Student must request that their official AP, CLEP or IB transcript be sent to City College. Requests for AP, CLEP or IB credit must be made within the student's first term.

The decision of the Director of Academic Affairs is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript or official scores (AP and CLEP) from the institution awarding the credits is received by the Program Chair and approved by the Registrar.

Transfer Credit for Students with Associate Degrees

Associate of Arts

Students who have earned an Associate of Arts degree from a nationally or regionally accredited institution may transfer the general education on a course-by-course basis to fulfill the 24-credit hour general education requirement in all City College Associate degree programs. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

Associate of Science

Students who have earned an Associate of Science degree from a nationally or regionally accredited institution may have their credit transferred on a course-by-course basis provided that the courses are at least 80% equivalent in objectives and content to those offered by City College. Equivalency will be evaluated based on a comparison of course prefix, title, course descriptions and syllabi. Students may be required to complete specific general education courses where required by degree program.

Transfer of Active Florida Emergency Medical Technician License

City College will accept persons with an active Florida Emergency Medical Technician (EMT) license into the Paramedic Diploma. The prospective student must meet all entrance requirements.

Transfer of Active National or State Paramedic License

City College will accept persons with an active national or state paramedic license into the Associate of Science in Emergency Medical Services. These students will be given transfer credit for all core related courses.

Persons with an active Paramedic License must complete 25% or more of the Associate of Science in Emergency Medical Services to be granted an Associates of Science degree from City College.

Transfer of Medical Assistant Certification

City College will accept persons who have successfully completed an accredited Medical Assisting Program and have achieved national certification into the Associate of Science in Allied Health. These students will be given transfer credit for all core related courses. The prospective student must meet all entrance requirements.

Persons with an active Medical Assisting certification must complete 25% or more of the Associate of Science in Allied Health to be granted an Associates of Science degree from City College.

Transfer of Active Certified Surgical Technologist Certification

City College will accept persons with an active certified Surgical Technologist Certification into the Associate of Science in Surgical Technology. These students will be given transfer credit for all core related courses. The prospective student must meet all entrance requirements.

Persons with an active certified Surgical Technologist Certification must complete 25% or more of the Surgical Technology Program to be granted an Associates of Science degree in Surgical Technology from City College.

Transfer of Credit into Bachelor's Program

City College has a variety of methods for students to either begin or transfer into a bachelor's degree.

Transfer of Credits from a Previous Associates Degree or a combination of Prior Learning Credits

Students have earned a prior Associates Degree and can transfer at least 60 semester credits (inclusive of Credit for Prior Learning/Life Experience credits) into a Bachelor's program.

Previous City College students who earned an associate degree may matriculate into a bachelor's program. Previous City College students who have NOT earned an associate degree are NOT eligible to transfer from an AS to a BS program, without having earned an associate's degree. Students who start in an AS program are expected to complete that AS program. Students who earned an Occupational Associates may be required to take a placement test to determine placement into Math and/or English courses.

Transfer of Active Technical and Professional Certifications to a Bachelor's Health Care Administration Program

City College will accept persons with active Technical and Professional certifications from both unaccredited and accredited schools into the Bachelor of Science in Health Care Administration. Active Technical and Professional Certifications may count towards 52 credits of transfer credit.

Applicant may also receive an additional 8 credits in Credit for Life Experience for SLS1201 and SLS2301 provided that the applicant can provide at least 12 months of active ongoing employment. Student will be required to complete the Credit for Life Experience request and pay the fee for this evaluation.

All other previous college coursework regardless of if a degree was earned or not will be assessed for granting of additional credits.

Applicants may register for this either online or on-campus.

Veterans Credit for Previous Education or Training

City College maintains a written record of the previous education and training of all students receiving VA Educational benefits. City College also documents that appropriate credit has been given for previous education and training in accordance with the City College transfer of credit standards, (see Transfer of Credit policy) with the length of program adjusted accordingly. Students receiving VA Educational benefits will receive transfer of credit (provided that the college can obtain those transcripts from those institutions), regardless of whether the student wants that credit transferred; and, if it falls within the acceptable City College transfer of credit timeframes for specific programs and courses (core program courses must have been taken within the last five years to qualify for transfer of credit).

Re-Admission Policy

In the event a student has been terminated or has withdrawn from any program at City College, they may apply and be considered a Re-Applicant for admission into any program, provided that:

- a minimum of one academic term has passed from the date of their termination or withdrawal
- the student meets the entrance requirements for the program to which they are applying
- the student's original application packet is no more than two years old

All applicants of City College, regardless of the amount of time that has passed since their attendance, will have their previous history at the institution taken into consideration when making the admission decision. A student's re-admission will not be finalized until they have been cleared by the Financial Services Office.

Process for Readmission

The student must submit a readmission application with the required non-refundable application fee. If the program being applied to requires an entrance exam, the entrance exam may be waived. An interview with the appropriate Program Committee is required before acceptance into the Program. Should the student be accepted, based on previous performance and at the discretion of the program's Program Committee, the student may be given transfer credit as per the Transfer Credit Policy as published in the Institutional Catalog and be exempted from certain portions of the didactic and/or clinical phase of the program. A student who is readmitted to City College and chooses to enroll will be required to pay the then current tuition rate.

A student who is denied readmission may only reapply for admission after at least six months have passed from the time they were denied. In the event a student is terminated, withdraws or is involuntarily withdrawn from the institution a second time, they may only reapply for admission after at least two years have passed from the time of their termination or withdrawal. Their application for readmission will be treated as a new application, including payment of all fees and tuition.

Students seeking readmission who are only missing two or less general education courses can bypass the above committee, so long as their overall City College GPA is a minimum of 2.5 and they have no disciplinary issues on record.

Financial Aid Information

Procedures and Forms by Which Students Apply for Assistance

The following types of aid are available individually or in combination to those who qualify and must be applied for annually. Applications for federal programs are available on the internet at http://www.fafsa.ed.gov. Applicants should complete the free application for Federal Student Aid (FAFSA). Scholarship procedures are listed on the City College website, http://www.citycollege.edu/scholarships

Types of Aid Available

Loan Programs

(ALL LOANS MUST BE REPAID)

William D. Ford Federal Direct Loan Programs

Federal Direct Subsidized Stafford Loans: also referred to as Direct Stafford Loans or Direct Loans. "Subsidized" means the federal government pays the interest on these loans while the student is enrolled at least half-time during grace periods and deferments (postponements of repayment). The student must demonstrate financial need to receive this type of loan.

Federal Direct Unsubsidized Loans: also referred to as Direct Stafford Loans or Direct Loans. The federal government does not pay the interest on these loans while the student is attending college, in a grace period, or in deferment. A student may qualify for an unsubsidized Loan regardless of financial need.

Federal Direct PLUS Loans: for parents with good credit histories who want to borrow for their dependent students. The yearly limit on the Parents' Loans for Undergraduate Students (PLUS) is equal to the cost of attendance minus any other financial aid received. The interest will vary every July 1 but will never exceed 9%. Repayment begins within 60 days after the disbursement of funds. The chart below shows **estimated** monthly payments and total interest charges for 7.9 percent loans of varying amounts, with typical repayment periods. Rates may be different.

Federal Direct Consolidation Loans: one or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education. For additional information, booklets are available in the Financial Aid Office on Direct Loan Programs.

Sample Loan Repayment Plan

Total Loan Amount	Number of Payments	Monthly Payment	Total Repaid
$ 3,500.00	120	$ 50.00	$ 4,471.00
$ 5,000.00	120	$ 58.00	$ 6,905.00
$ 7,500.00	120	$ 83.00	$10,357.00
$10,500.00	120	$121.00	$14,500.00
$15,000.00	120	$173.00	$20,714.00

A **Dependent Undergraduate** student can borrow up to:

$5,500.00, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than $3,500 of this amount may be in subsidized loans.

$6,500.00, if the student has earned a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than $4,500 of this amount may be in subsidized loans.

An **Independent Undergraduate** student can borrow up to:

$9,500.00, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than $3,500 of this amount may be in subsidized loans.

$10,500.00, if the student has completed a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than $4,500 of this amount may be in subsidized loans.

$12,500.00, if the student has completed their 2nd year of study and is enrolled in a degree seeking program that will award a bachelor's degree and the remainder of the program of study is a full academic year. No more than $5,500 of this amount may be in subsidized loans.

For periods of undergraduate study that are less than an academic year, the amounts a student can borrow will be less than those above.

Interest rates are determined by the Federal government each spring for new loans being made in the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. Interest rates for new Direct Loans made on or after July 1, 2021, and before July 1, 2022 are 3.73% for Direct Subsidized and Direct Unsubsidized, and 6.28% for Direct Plus.

The amounts listed above are the maximums a student may borrow. However, a student cannot borrow more than the cost of attendance minus any other financial aid received.

All applicants must complete entrance and exit counseling per Federal Regulation. Counseling can be completed at http://www.studentloans.gov

Scholarships and Grants

Florida Bright Future Scholarship Program

The Florida Bright Future Scholarship Program is a state of Florida scholarship program with three levels:

- Florida Academic Scholars Award
- Florida Medallion Scholars Award
- Florida Gold Seal Vocational Scholars Award

For eligibility requirements, award amounts and deadlines, visit the Florida Department of Education website: http://www.floridastudentfinancialaid.org.

Alumni Scholarship

City College is offering its associate degree alumnus a scholarship when they matriculate to one of its bachelor's degree programs. The scholarship is available to all Alumni who enroll for the first time in a City College B.S. degree program. The scholarship is for $1500.00, which is disbursed as $500.00 per term for the first three consecutive terms.

Applicants must be a City College Associate of Science Degree alumnus who enroll for and are accepted into a City College Bachelor of Science Degree program. Students who previously enrolled or attended Bachelor of Science Degree programs at City College are not eligible.

Hollywood and Altamonte Springs campus graduates may use the scholarship towards a bachelor's program online, or at another City College campus offering bachelor's degrees.

Federal Pell Grant

The eligibility for this award is computed primarily through the FAFSA (Free Application for Federal Student Aid) on the basis of a student and/or parents' income and assets, household size, and number of family members in college. All students are encouraged to apply. The filing deadline for the award year is June 15 for new applications. The awarding period extends from July 1 to June 30th.

Florida Student Assistance Grant

The Florida Student Assistance Grant program (FSAG) is a financial aid program available to students who meet all eligibility criteria and demonstrate substantial financial "need." An FSAG award can range from $200.00 - $3,260.00 per academic year. Eligibility for an FSAG is determined by the institution. The application deadline is September 15.

To be eligible for FSAG, you must:

- Meet Florida residency requirement.
- Enroll as a full-time student (12 credit hours each term).
- Be a degree-seeking undergraduate student.
- Be a U.S. citizen or eligible non-citizen.
- Cannot hold a bachelor's degree.
- Be registered with the Selective Service, if required.
- Not owe a refund in any state or federal grant or scholarship and not be in default on any state or federal student loan unless satisfactory arrangements have been made to repay.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate studentshaving the greatest financial need, as determined by the FAFSA. It is administered directly by the financial aid office and is offered on a first come first serve basis for eligible students, until the funds arespent.

C.M. Fike Memorial Scholarship

This scholarship is intended to assist City College students to pursue a degree in their chosen field. Applicants should apply for the scholarship prior to the start of the term. The scholarship is an annual award paid quarterly on or about the third week in the term. Scholarship award amounts are based on the number of credits that a student is taking each term. The awards are as follows:

$1,000.00 for students taking 9 or more credit hours per term.

$750.00 for students taking 6 – 8 credit hours per term.

Applicants must:

- Complete the enrollment process and be accepted into a City College program
- Submit the scholarship application prior to the start of the term
- Start classes as stated on the enrollment agreement
- Maintain satisfactory academic progress
- Reapply each year for additional funding Scholarship applications can be found on our website.

Useful Web Sites

Federal Student Aid

http://studentaid.ed.gov

Find information on federal student aid and access publications online.

Completing the FAFSA

http://studentaid.ed.gov/sa/fafsa

This web site explains how to complete the FAFSA and the purpose of FAFSA questions.

Student Loan Process

https://studentaid.gov/entrance-counseling/

Use this web site to apply for Direct Loans and complete entrance counseling.

National Student Loan Data System (NSLDS)

https://nsldsfap.ed.gov/nslds_SA/

This website provides access to your financial aid information. You can access lender and services information regarding your loan.

The Occupational Outlook Handbook

https://www.bls.gov/ooh/

Find information on various careers and their earning potential.

Policies and Procedures Verification

The College has developed the following policies and procedures regarding the verification of information provided by applicants for Federal Aid under the Title IV Programs for only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.

All students will be notified on a timely basis if they have been selected for verification and the supporting documentation that is required of them. The student will be notified via the Student Portal, email, or a phone call. The institution will use as its reference the most recent verification guide supplied by the Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student by making any corrections to any information that is inaccurate.

If there is a change to the student's eligibility the student will be contacted, and a new estimated award letter will be presented to the student explaining the difference in their eligibility.

A Federal Direct Stafford Loan application may be certified by the College prior to the completion of verification.

No Federal or Campus-Based funds will be disbursed prior to the completion of verification.

The student will have 60 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the College for payment of all tuition and fees due or risk termination at the option of the College. After 60 days, all financial aid that might have been due is forfeited.

If the student supplies inaccurate information on any application and refuses to correct same after being counseled by the institution, the College must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.

Refund Policy

Should a student voluntarily cancel or be dismissed for any reason, all refunds of tuition will be made according to the following refund schedule. Student may cancel the enrollment by telephone, in person, or in writing.
All refunds will be made within thirty (30) days of the date of determination. Official date of determination is the following:
The date the student notifies the College of his/her withdrawal or their last day of academic related activity, whichever is the later of the two
The date when the College becomes aware that the student ceased attendance from all courses for the term

For students who withdraw after classes begin, the following refund policy will apply:

First Quarter of the Program

If a student withdraws (and notifies the Registrar's office, in writing, of his/her intent to withdraw) during the first quarter of the program:

Week the Student Withdraws or is Dismissed	College Retains Percentage of Total Quarter's Tuition
First Week	0% of the total quarter's tuition
Second Week	20% of the total quarter's tuition
Third Week	100% of the total quarter's tuition

Second and Remaining Quarter's in the Program

If a student withdraws or is dismissed during the second and any remaining quarters in the program:

Week the Student Withdraws or is Dismissed	College Retains Percentage of Total Quarter's Tuition
First Week	10% of the total quarter's tuition
Second Week	20% of the total quarter's tuition
Third Week	100% of the total quarter's tuition

Tuition and fees shall also be refunded in full, for the current term, under the following circumstances:

- Course was canceled by the college
- Involuntary call to active military duty
- Documented death of the student
- Exceptional circumstances, with approval by the President of the College

There is no refund or adjustment in tuition charges for a reduction in credit hours after the first week of classes for a quarter as specified in this policy.

Percentage of completion is computed from the published quarter start date to last date of actual attendance, rather than credit earned. The last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations. Any amounts determined to be owed to the College because of these calculations, are due and payable in full on the effective date of the withdrawal. Any refund of less than $1.00 which would normally be refunded to Title IV Programs may be retained by City College.

Return of Title IV Funds

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that must be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of Title IV funds is not concerned with refunding institutional charges.

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned; the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for.

The percentage of the period completed is the number of calendar days completed in the payment period divided by the total number of calendar days in the same period.

Responsibility of a Student to Return Unearned Title IV, HEA Program Funds - The student is responsible for all unearned Title IV, HEA program assistance that the institution is not required to return. A student's unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment because of withdrawal will retain his or her eligibility for Title IV, HA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45-day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student's eligibility.

Designated Office to Contact for Withdrawal - The student must contact the Registrar's office to withdraw. The student should also meet with the Director of Financial Aid to determine any financial liability created by withdrawal prior to the end of the term.

Refund Distribution Policy for Federal Title IV Programs

Any refund based on the appropriate calculation will be refunded to the following program in the order listed below:

1. Federal Direct Unsubsidized
2. Federal Direct Subsidized
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other SFA Programs
7. Other Federal, State, private, or institutional sources of aid
8. The student

Financial Aid Warning & Probation

A student who fails to make satisfactory academic progress can be reinstated for financial aid eligibility for one payment period without filing an appeal.

To reestablish eligibility for reentry, a student must remain out of school for at least one quarter and the student must be eligible to be on financial aid probation at the time of re-entry. If the student is not eligible for probationary status as defined in Satisfactory Academic Progress the student may be eligible for Financial Aid Probation.

Financial Aid Probation is assigned to a student who fails to meet satisfactory academic progress after one term on academic probation and is then academically dismissed. If the student successfully appeals academic dismissal and academic probation is extended for one term with an academic plan to bring them into satisfactory academic progress, financial aid will be disbursed. In both instances the student will be notified in writing by mail or email of their financial aid status.

General Information

Office/Class Hours

Administrative Offices
Monday – Thursday 8:00 AM – 6:00 PM Friday 8:00 AM – 3:00 PM
Sunday 9:00 AM – 5:00 PM

Classes may be held during the following hours:
Monday – Thursday 8:00 AM – 11:00 PM Friday 8:00 AM – 5:00 PM
Sunday 9:00 AM – 5:00 PM

The College reserves the right to establish and alter the scheduled hours of administrative office and class meetings. Changes to hours will be posted.

Change of Name or Address

When a student has a change of name because of marriage or divorce, or change of address or telephone number, it is imperative that these changes be reported to the Registrar's office. A name change requires proper documentation and therefore, a student must complete a Change of Name form.

The College frequently encounters the need to contact its students, by mail, phone, or e-mail. If the contact information is not correct, the student will not receive pertinent communication regarding classes, graduation, financial aid, etc. Students are responsible to log into their student portal to update their student record with any changes made to personal information including a change in mailing or e-mail address.

Program Handbook

City College, in addition to the Catalog, may provide students with a Program Handbook. These specialized handbooks provide additional programmatic rules and regulations for enrolled students.

Policy Changes

Students will be notified of any academic and/or administrative policy changes that happen after the publication of the annual catalog. This will be done through one or more of the following: posting addendums of the catalog on the college's website, notices on campus bulletin board, or indirect email notices to the students' city college email address.

Degrees and Diplomas

Every student who has successfully completed a program of study and fulfilled all obligations to the College will be awarded a degree and receive a diploma during annual graduation exercises. Replacement cost for a lost or misplaced diploma is $50.00. Graduates can request another copy of their diploma by completing the Request for Duplicate Diploma form.

Technology Requirements

Students are expected to ensure personal, and school issued devices are up to date regarding operating systems, web browsers, and application versions.

Computer Operating Systems
Operating System: Windows 10 and newer, Mac OSX 10.14 and newer or Linux – ChromeOS (eligible for continued updates)
Speed and Processor: 4GB of RAM and 2GHz processor
Internet Speed: Minimum of 10mps
Mobile
iOS App: 14 or later
Supported Web Browsers
Microsoft Windows operating system within the 5 newest of each of these browsers:
Google Chrome
Firefox
Microsoft Edge
Mac OS operating systems within the 5 newest of each of these browsers:
Google Chrome (updateable)
Firefox
Internet Connection
High Speed Internet (Cable, DSL, etc.) minimum 10 mbp

Bulletin Boards

Bulletin boards are the property of the school. Students wishing to place notices on the bulletin boards must submit the notice to the Campus Director for approval. Upon approval, the notice will be posted on the bulletin board(s).

Facilities

Eating and drinking are prohibited in City College labs and classrooms. The College provides student areas for these activities. Smoking, including e-cigarettes, is strictly prohibited in all indoor areas of City College.

Smoking is permitted outside in designated areas.

Children on Campus

Minors are not allowed in class sessions or in the library. Unattended minors are not permitted in any area of the campus.

Parking

Sufficient parking for cars is available at all campuses. Students may be required to have a visible City College parking permit decal on their vehicle or risk having their vehicle towed at the owner's expense. Specific information regarding each campus is available from the Campus Director. Available parking is not guaranteed.

Use of School Equipment and Property

College equipment and property are not to be removed from the building.

A student wishing to use the equipment may do so during scheduled lab periods under supervision of a faculty member. (See Student Code of Conduct Policy).

City College Logos

All City College logos are the property of the college and may not be reproduced without approval from the Campus Director.

Loss of Personal Property

The College does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to place all articles found in the "Lost and Found" located in the library so that they may be claimed by the owner.

Indemnification

The student releases and holds harmless the institution, its employees, its agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause, while enrolled as a student in the institution. When students are permitted to participate in individual or group tests, training, or demonstrations of ability, techniques, commodities, equipment, or procedures relating to course or intramural activities under the auspices of the College, the student and parties executing the student enrollment contract authorize participation by the student and releases the institution, and its officers, agents, and employees from any and all responsibility for injury and damage to person or property.

School Closing

In the event of labor disputes or acts of nature (i.e., fire, flood, hurricane, tornado, etc.), the College reserves the right to suspend training at the site affected for a period not to exceed 90 days, or to relocate to a suitable substitute site. In the event the school closes the term may be extended to provide sufficient time to complete course/hour requirements.

Health Safety and Security Disclosure

Annually City College publishes a Health, Safety and Security Disclosures which contains the following policies:

- Copyright Infringement Policies and Sanctions
- FERPA and Student Permanent Record
- Drug Abuse Prevention Program
- Infection Control/Universal Precautions
- Prevention and Awareness Program for Sexual Misconduct and Harassment
- Weapons Possession Policy
- Fire Safety Plan
- Identification Cards/Swipe Cards
- Emergency Management Plan
- Campus Lockdown Policy
- Clery Act
- Annual Security Report

Student and Graduate Services

Orientation

Prior to the start of the program, students must attend a mandatory new student Orientation. The goals and objectives of the New Student Orientation session are to:

- Assist students with acclimating to continuing education, the college and the program.
- Introduce students to the resources and services available to support their educational and personal goals, including the college's library, academic advisement and assistance, as well as student services.
- Familiarize students with the college's campus environment and physical facilities.
- Create an atmosphere that promotes confidence, a positive attitude and an excitement for learning.
- Offer students an opportunity to meet with faculty, staff, continuing students, as well as other new students.
- Provide new students with comprehensive information regarding institutional and program-specific policies, procedures and processes.
- Ensure that students are aware of the college's policies pertaining to sexual harassment prevention, drug and alcohol abuse prevention, as well as plagiarism and copyright infringement.
- Train students on how to access the Student Portal where they can review their academic and attendance status.
- Train students on how to utilize the College's Learning Management System in order to complete coursework provided via blended delivery.
- Familiarize students with campus safety requirements and procedures.

Academic Counseling

Upon recognition by a student or a faculty member that an academic problem exists, a counseling session with the Program Chair or a faculty member will be scheduled. This counseling session will occur either in person, phone call or via video call. The objective of the counseling session is to help identify the problems that may be the source of the academic issues. Once these problems are recognized a remediation plan will be suggested to help find a solution.

CANVAS

All of City College's courses are supported by use of a learning management system. To ensure students are appropriately prepared:

Prior to registration for their first course, students must complete City College's orientation to ensure that they understand the technology necessary for success. Students who do not successfully complete the orientation may re-take this for enrollment in a subsequent quarter.

Students without a school-issued device must have their own computer or device that meets the minimum technology requirements. Refer to Technology Requirements for additional information.

Students must have high speed Internet access. (Use of a hotspot is not recommended.)

Students must have a working e-mail address.

Learning Center

City College has established a Learning Center to address the needs of students requiring academic assistance or remediation in their efforts to achieve and maintain satisfactory academic progress. The Learning Center is staffed with faculty members who are available to assist students with their academic needs. If a faculty member feels that a student needs additional assistance outside the scope of the Learning Center, they may recommend that the student seek additional tutorial services beyond those provided by the Learning Center. Students who wish to utilize the Learning Center must register at least one week prior to the requested date, by completing the Learning Center Request Form which requires the following information:

- Student name
- Program
- Course
- Subject
- Specific topics(s) with which they need assistance

Career Services and Development

The Career Services staff offers career assistance to graduates and current students. While City College does not guarantee employment, every effort is made to bring potential employers together with eligible graduates who have the skills employers seek. In addition, we continually seek to form new employer partnerships for jobs, externship opportunities and in field career placements.

The Career Services Department provides the following services to graduates and current students:

- Arrange opportunities to meet and interview with prospective employers both on and off campus
- Assist with writing resumes
- Practice interview skills with mock interviews
- Develop job search skills and professional readiness

City College maintains graduate employment information in annual reports that contain comprehensive statistical data covering graduate employment activity.

Library

The mission of the City College Library Staff is to support and foster intellectual discovery, critical thinking, and lifelong learning. The City College libraries are the centers for information resources related to all program areas. Students and faculty have access to up-to-date information that will assist them in their

chosen field of study, and in becoming life-long learners. The libraries provide both print materials and a full suite of online resources. In addition, the libraries provide students access to printing, photocopying and computers with Microsoft Office and Internet access.

Housing

Housing is not provided by City College.

Injury/Illness and Incident Reporting Policy

Injury/Illness

During participation in program activities, students are required to report all injuries/illnesses to their Program Director and/or Clinical Coordinator. The Program Director and/or Clinical Coordinator may request a written incident report regarding the injury/illness.

If an injury or illness occurs during a clinical rotation, all clinical affiliates have agreed to provide initial emergency medical care.

Incident Report Policy

Students are covered under the college's Malpractice and Student Accident Insurance policy while participating in educational activities. Any potential incidents (i.e. errors of omission, commission, negligence, etc.) injuries or illnesses are to be reported to your Program Director within 24 hours of occurrence with a written *Incident Report*. A senior administrative member must be notified of any unusual occurrence/incident either immediately, via the Emergency On-Call System or by the next business day after an incident occurs.

Listed below are examples of incidents that may occur, and depending on their severity, whether the student needs to notify administration immediately or by the next business day. The list below is to be used as a guide. The student should use their best judgment should an incident occur.

An incident is defined as any unusual event or circumstance that a student is involved in, which can include, but is not limited to, the following:

Immediate Notification Required

- The ambulance a student is riding on for a rotation was involved in a motor vehicle accident
- A student is involved in a needle stick injury
- A student is exposed to a communicable disease while on a clinical rotation (i.e. Tuberculosis, Meningitis, etc.)
- Any radiation exposure incident
- A patient is injured by a student's action or inaction

Next Business Day Notification Required

- Refusal of a preceptor/supervisor to allow a student to perform the skills required to meet the objectives of the rotation
- Altercations with other students, preceptors, staff, patients or family members
- Injury which occurs during a program activity (i.e. lecture, lab or clinical rotation)
- Unusual occurrence at any clinical rotation
- Emotional trauma
- Any occurrence which may result in potential for litigation (i.e. errors of commission, omission, negligence, etc.)

In addition to verbal notification as delineated above, all incidents must also be documented within forty-eight (48) hours of occurrence according to the procedure described below.

The elements to be included in an incident report include the following:

- Name of individual(s) involved
- Details of incident (location, date of incident, time of incident, description of incident, etc.)
- Witnesses to the event(s)
- If an injury occurred treatment rendered, if necessary, or refusal of care statement
- Corrective actions taken following the incident

Incident Report Procedure

The procedure for reporting an incident is as follows:

- If necessary, the student will obtain whatever assistance is required (i.e. medical attention, etc.) following the incident.
- The student will complete an incident report providing all the required information (the Incident Report form can be found at www.citycollege.edu).

The Program Chair will review and if necessary, investigate the incident and determine any appropriate follow up.

Services Available for Students with Disabilities

In compliance with the Americans with Disabilities Act (ADA), City College provides reasonable accommodations to students with professionally diagnosed and documented disabilities. The Campus Director for each campus serves as the ADA Coordinator for that campus and will confer with the Director of Academic Affairs regarding academic accommodations.

Policy Regarding Documentation of Disabilities

Students seeking accommodations from City College based on a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of professional testing, evaluation and a written report that addresses specific academic needs of the student. The cost and responsibility for providing this professional evaluation shall be borne **by the student.**

Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class for which accommodation is requested.

The student must provide City College with medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations. Requests that are not supported by proper documentation may not be approved.

The following guidelines are provided in the interest of assuring that the evaluation and report are appropriate for documenting eligibility. Documentation presented to the Campus Director and Director of Academic Affairs will remain confidential and will not be included in the student's academic file. The Director of Academic Affairs is available to consult with diagnosticians regarding these guidelines. The report should:

- Be prepared by a professional, within the last three years, (e.g. licensed psychiatrist, psychologist, qualified to diagnose the disability.
- Be comprehensive. Written reports should be consistent with the diagnostic criteria found in the American Psychological Association: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV) or the DSM-IV-TR (Text Revision). A battery of psychological tests and behavior rating scales, a thorough social and educational history and interviews with the student are essential.
- Be on professional letterhead, signed by the individual making the diagnosis, and include the following information:
    - How long the diagnostician has treated the student and the date of last contact.
    - Instruments, procedures, and data sources used to diagnose.
    - Current symptoms that satisfy the DSM-IV or DSM-IV-TR criteria and the approximate date of onset.
    - DSM-IV or DSM-IV-TR diagnosis.
    - Treatment being used (e.g. medication, counseling, etc.).
    - How this disorder impacts the student in the postsecondary environment.
    - Diagnostician's name, title, license number, address, and phone number. How long the diagnostician has treated the student and the date of last contact.
- Be current. In most cases, this means within the past three years, and the assessment was completed when the individual was an adult (age 18). Since assessment constitutes the basis for determining reasonable accommodations, it is in the student's best interest to provide recent and appropriate documentation to serve as the basis for decision-making about a student's need for accommodation in an academically competitive environment.
- Present clear and specific evidence, which identifies the individual's present level of functioning and how the student's education may be impacted.
- State the specific accommodations being requested.
- Provide sufficient data to support the academic adjustment(s) requested. The documentation should demonstrate the individual has a disability as defined in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students will be provided a written determination regarding a request for accommodation. Faculty will be notified in writing regarding any specific accommodation granted for a student on their class roster.

Academic Policies

Course Numbering Guide

City College course numbers consist of a two or three letter alpha prefix followed by a three- or four-digit course number. The two or three letter alpha prefix identifies the academic discipline (see Course Descriptions). The level is specified by the first digit, as follows: 1 for freshman level; 2 for sophomore level; 3 for junior level; and 4 for senior level. The last two digits are reserved for departmental use in indicating sequence of courses. Laboratory courses are identified by an "L" after the three-digit course number. "C" indicates combined lab/lecture course.

City College participates in the Florida Statewide Course Numbering System (SCNS). SCNS courses have a standardized three-letter prefix followed by a four-digit course number.

Florida's Statewide Course Numbering System

(Section 1007.24, Florida Statutes)

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at https://flscns.fldoe.org

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

General Rule for Course Equivalencies

Within the SCNS framework equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exceptions to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC1101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE**: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman)	Freshman Composition	Freshman Composition	Freshman Composition	No Laboratory

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution.

The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system.

Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

Courses not offered by the receiving institution.

For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question

Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practical, Study Abroad, Theses, and Dissertations.

Applied academics for adult education courses.

Graduate courses.

Internships, apprenticeships, practical, clinical experiences, and study abroad courses with numbers other than those ranging from 900- 999.

Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-Regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Non-Regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Director of Academic Affairs, City College, 2000 West Commercial Blvd. Fort Lauderdale FL 33309 6565 Taft Street Hollywood FL 33024 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Unit of Credit

City College awards credit on a quarter system. One quarter credit hour is equivalent to ten (10) class hours of instruction, twenty (20) hours of laboratory study, thirty (30) hours of externship, or a combination of the three with appropriate homework and study. A class hour is fifty (50) minutes.

All new programs released on or after September 1, 2022 will define Unit of Credit as follows: One quarter credit hour is equivalent to ten (10) class hours of instruction, twenty (20) hours of laboratory study, fifty (50) hours of externship, or a combination of the three with appropriate homework and study. A class hour is fifty (50) minutes. Programs subject to this definition of Unit of Credit will include a specific statement within the program requirements.

Grading System

Final grades are issued at the end of each quarter based on the following criteria:

Letter Grade	Number Grade	Quality Points	Effect of MTF Calculation
A	90-100	4.0	Yes
B	80-89	3.0	Yes
C	70-79	2.0	Yes
D	60-69	1.0	Yes
F	Below 60	0.0	Yes
I	Incomplete	0.0	Yes
W	Withdrawal	0.0	Yes
S	Satisfactory	0.0	Yes

T	Transfer Credit	0.0	Yes
P	Pass	0.0	Yes
NP	No Pass	0.0	Yes
AU	Audit	0.0	No

The number of quality points awarded in a course is determined by multiplying the number of credit hours for that subject by the number of quality points earned in the course. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted. Grades of "W," "S," "P," "NP," "I," "AU" and "T" are not used in the GPA calculation.

Individual progress records are permanently maintained by the College for each student. All grades awarded by faculty are included in the record and are available to the student. Grade reports are issued to the student each quarter.

Incomplete Grade

An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. Incomplete grades are granted at the discretion of the faculty member and must be approved by the Program Chair. In order to receive an incomplete grade, the student must submit a written request to the course instructor. Upon approval, a Learning Contract will be put in place specifying the remaining assignments or other course deliverables and the final due date. The student has a maximum of two weeks from the end of the term to complete the work. Once work is completed students recorded grade and course average will be the minimum passing grade for the program. If it is not completed, the student may receive an "F" for the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

Transfer Courses

A "T" grade is given to students whose courses were taken at another institution and are being transferred in for required courses at City College. The grade of "T" has no effect on the student's overall grade point average or successful completion of courses. However, a "T" grade is added to hours attempted and earned within the specified maximum time frame.

Advanced Standing for Professional Life/Work Experience

A grade of "S" is given for the appropriate City College course, and the student is credited with having earned this curriculum requirement. The grade of "S" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "S" is added to hours attempted and earned within the specified maximum time frame (See Advanced Standing policy).

Course Cancellation

The College reserves the right to cancel any classes which do not have a minimum number of students enrolled. The College will notify the student by email, or telephone call (voice or text). If the College cancels any class which was part of a program of study for an existing student, the College will offer an appropriate substitution which will enhance the educational objective for the student involved. All course substitutions made in a student's program of study must be approved by the Director of Academic Affairs and documented in writing in the student's permanent file. Course equivalencies are maintained by the Registrar.

Individualized Learning Contracts

An individualized learning contract is an instrument which serves as a guide to monitor and direct a student's academic progress and compliance with requirements. It identifies the process and stipulations to which the student is required to adhere as a condition of remaining in the program. An individualized learning contract, signed by the student, may be required as a result of circumstances including, but not limited to, a conditional grant of appeal, absences requiring makeups, or failure of a non-progression course. Stipulations included in an individualized learning contract may include, but not be limited to, requiring the student to audit or retake a course, make up missed clinical days, take or retake a course during the next available offering, be placed on probation for a defined period, pass a non-progression course on the first attempt, or pass a failed course on the second attempt without the ability to take a comprehensive examination. The terms of an individualized learning contract may supersede any other published policies, procedures or processes.

Auditing Classes

The ability to audit a course is available to students in specific circumstances. A student may be required to audit a course as a part of a learning contract to reinforce concepts and assist the student in mastering specific learning outcomes.

A student who is required to audit a course, regardless of reason, is responsible for meeting attendance requirements, completing assignments, participating in quizzes, exams and other academically related activities as specified in the syllabus, but will not receive a grade for the audited course. An Individualized Learning Contract will be created by the Program Chair and signed by the student for any course that must be repeated via audit. The contract will include any auditing requirements and must be approved by the Director of Academic Affairs.

Auditing Courses as Part of Re-Admission

Based on student performance on a placement exam for readmission to a program, a readmitted student may be required to audit multiple courses within the program quarter of the program that they have been placed based on their exam. The student is responsible for ensuring they have access to the textbook and any resources for the course(s) audited.

Auditing Combined Courses

An active student who fails a portion of a "combined" course may be required to audit a previously completed portion of that course to provide additional support and remediation for the failed portion of the course. (For example, a student who fails the lab component of a combined course may be required to audit the didactic (lecture) portion of the course).

Auditing Courses in Cohorted Programs

For cohorted programs, an active student who fails a pre-requisite course may be required to repeat the failed course and audit additional courses from the same quarter of the course that is being repeated.

[Rationale: Concurrent courses may provide additional reinforcement of content that will support the student in mastering concepts.]

Converting an Audited Course to a Repeated Course

Students who achieve a higher grade in an audited course may exercise a one-time request to have an audited course be added to their official academic transcript as a repeated course and count towards their GPA. The original grade earned for the class will remain on the transcript, but the grade points will not be factored into the overall grade point average. This grade change request must be approved by the Director of Academic Affairs.

Institutional Residency Requirement

To earn a degree from City College, City College requires that a certain percentage of courses be completed at City College, which is referred to as 'residency.' Students must complete a minimum of 25% of the program in residency at City College. This does not include Advanced Credit for Life Experience or Advanced Standing by Examination as those credits are Included in the percentage granted for Transfer Credit.

Graduation Requirements

Every student who has successfully completed a course of study and fulfilled all obligations to the College will be awarded the appropriate Diploma or Degree. The candidate for a diploma or degree must:

- Successfully complete all specified requirements for the diploma/degree.
- Earn the required cumulative grade point average as published.
- Achieve a specific level of performance in each skill area required for graduation.

Students may not be able to walk in the graduation ceremony if they have not met the requirements for graduation in their program.

Graduation with Honors

Students who meet the requirements for graduation, and whose cumulative grade point average meets the following criteria, are conferred their degrees with the honors indicated. Cumulative Grade Point Average for Honors:

Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69

Complete Status

A completer is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a GPA of at least 2.0.
2. Attain required competencies or skills.
3. Satisfy non-academic requirements.

Transcripts

An official transcript is provided to any student who requests one in writing and is free of indebtedness to the College. The first copy is free of charge. Additional copies will be issued for a fee. To officially request a transcript, please click HERE. Please refer to the schedule of fees for the cost.

Standards of Satisfactory Progress

Students enrolled at City College must be making measurable progress toward the completion of his or her program of study. Student satisfactory academic progress is measured through the attendance, assessments and progression policies listed below.

Attendance Policy

To maintain a quality program and to ensure compliance with regulatory requirements, the following attendance policy is in effect:

Students must be present during the first week of didactic and/or clinical instruction of the program to be considered an enrolled student. Students who are not present during this period will have their enrollment rescinded.

Attendance at all didactic, laboratory and clinical education sessions is mandatory.

One (1) absence is defined as one (1) missed session.

The course schedule will be provided to each student prior to the first day of the quarter/term. In addition to the course schedule, the number of absences for each course may be found in the course syllabi provided to the students during the first session of each course. Class participation is counted toward a student's course average. Attendance affects a student's class participation grade and is included as part of the class participation as published on each course syllabus.

Any absence requiring a make-up must be made up pursuant to the *Make-Up Policy*.

Subject to the *Attendance Policy*, students must complete a minimum of 90% of a program's total clock hours, and students may not be absent for more than 10% of a program's total clock hours. Hours missed while on a Leave of Absence count toward the 10% maximum hours allowed to miss.

Time Off

Students are allowed time off for extenuating circumstances or documented medical emergencies. Examples of such absences include, but are not limited to, admission to a hospital for treatment, serious or contagious illness, bereavement of a non-immediate family member, jury duty and mandatory court dates.

For didactic and lab sessions, students who need to use allowed time off for scheduled events must submit a *Request for Time Off Form* as soon as they become aware of the anticipated absence. Students who use allowed time off for an unanticipated event must submit a *Request for Time Off Form* within two weeks following the date of the absence. The request must include a detailed description of the circumstance, accompanied by detailed supporting documentation. The Campus Director and/or the Program Chair, will review the submitted form and documentation and will determine whether or not the circumstance meets the required criteria for allowed time off. Absences for which a *Request for Time Off Form* is not submitted, or which do not meet the criteria for allowed time off, will affect the student's class participation grade pursuant to the *Class Participation* policy. All time off must be made up pursuant to the *Make-Up Policy*.

For clinical sessions, students are not required to submit a *Request for Time Off Form*.

All absences, regardless of whether they meet the criteria for allowed time off, may not exceed the maximum number of absences per course as detailed in the tables below.

The college's attendance policy consists of Classroom, Laboratory and Clinical Absences as follows:

Classroom and Laboratory Absences

The following are the maximum number of allowed classroom absences per course per term/quarter:

Classroom Absences

Blended

Courses that have both a synchronous and asynchronous component.

Students can be absent for one (1) week's worth of material. For example, if a course is scheduled to occur twice during a week a student can be absent twice for the course.

Full Distance

Courses that only have an asynchronous component.

Students can be absent for one (1) week's worth of material.

Laboratory Absences

Students may not miss any laboratory sessions. All missed laboratory sessions must be made up on campus during the make-up session for which the student is scheduled. Students can only make up one lab session per course per quarter.

Definition of Late, Absent and Left Early for Classroom and Laboratory Courses

The following table represents the definition of didactic Late, Absent and Left Early:

Student Arrival/Departure	**Student Considered**
Arrives/logs in within 15 minutes of class scheduled start time	Late
Arrives/logs in more than 15 minutes after scheduled class start time	Absent
Departs/logs out within 15 minutes of scheduled class end time	Left Early
Departs/logs out more than 15 minutes before the scheduled class end time	Absent

Three latenesses per course are considered one absence as calculated toward the student's course grade.

Clinical Internship/Externship Absences

The following are the maximum number of allowed clinical internship/externship absences per course per term/quarter:

Radiologic Technology, Diagnostic Medical Sonography, Medical Assistant, Veterinary Technology and Surgical Technology programs:

Scheduled Clinical Hours per Week	Maximum Hours
14 hours (2 days)	14 hours (2 days)
21 hours (3 days)	21 hours (3 days)
28 hours (4 days)	28 hours (4 days)

One day of clinical internship/externship is equal to 7 hours.

Paramedic Program:

Total Hours Required per Course	Maximum Absences
120 Hours	2 shifts
288 Hours	3 shifts

A shift may consist of 8 or 12 hours.

EMT Program:

Maximum Shifts:	1 Shift

A shift may consist of 8 or 12 hours.

All absences must be logged in Trajecsys or Platinum Planner on or before the date of absence. Absences not logged in Trajecsys on or before the date of absence will be required to be made up.

Definition of Late, Left Early, Half-Absence and Absence for Clinical Internship/Externship

Radiologic Technology, Diagnostic Medical Sonography, Medical Assistant, Veterinary Technology and Surgical Technology programs:

The following table represents the definition of clinical Late, Half-Absence and Absence:

Student Arrival/Presence	Student Considered
Arrives within one hour of the scheduled shift start time	Late
Fails to clock out	Left Early
Present for 50% of scheduled rotation time	Half-Absence
Present for less than 50% of scheduled rotation time or fails to clock in and out	Absence

Three latenesses per course are considered one absence as calculated toward the student's course grade.

Exceeding Maximum Absences

Students who exceed the maximum number of classroom, laboratory or clinical internship absences will receive a grade of "F" and will be considered to have failed the course regardless of their calculated course average. Students who fail a course are required to follow the Progression Policy as published in the Catalog.

Breaks

Breaks will be provided during class. Students are expected to be back in class, ready to continue at the time specified by their instructor. Students who do not return on time will be marked late.

Student Portal

Students can view their attendance through their student portal. Students will be advised and counseled as they near the maximum percentage allowed.

Absence Notification

Students are required to notify their Program Chair, Clinical Coordinator or any administrative office staff if they will not be attending class or clinic that day.

Attendance Procedure

Classroom and Laboratory

Attendance procedures will be explained during orientation and may include one or all of the following: sign in and out sheets, verbal attendance, swipe card system and biometric swiping system.

Class will start exactly on the assigned hour. Students are expected to be on time. The definition of late is up to the discretion of their instructor but will be no later than 15 minutes after the scheduled start time. Excessive tardiness will not be tolerated and is considered unprofessional conduct and may lead to the student's dismissal from the program.

All students must notify their Program Chair if they need to leave early. Any student leaving before the end of class without notifying their Program Chair will be marked absent for the class.

Clinical Internship/Externship

Clinical attendance is logged and monitored using Trajecsys or Platinum Planner, a web-based clinical reporting system. All clock-ins and clock-outs must be performed within 50 feet of the clinical facility, using a GPS-enabled mobile device.

Paramedic, EMT, Radiologic Technology, Diagnostic Medical Sonography, Medical Assistant, Veterinary Technology and Surgical Technology programs:

Students are required to clock in and out via Trajecsys upon arrival to, and departure from, their clinical site. Students are also required to clock in and out before and after their lunch break or the break closest to the midpoint of their shift. During the 1st and 2nd quarter that students are scheduled for clinical internships, students are provided three opportunities per quarter to fail to clock in or clock out. After the third failure, two points will be deducted from the student's course grade per occurrence.

Clinical shifts will start exactly on the assigned hour, and students are expected to be on time. The definition of late is up to the discretion of the Clinical Coordinator but will be no later than one hour after the scheduled shift start time. Excessive tardiness is considered unprofessional conduct and will not be tolerated and may result in the student's dismissal from the program.

If a student must leave early from their rotation for any reason, they must inform their assigned clinical instructor or supervisor/preceptor AND either their Program Chair or Clinical Coordinator. Failure to inform one of these individuals will result in the student being penalized for a full day's absence. Repeated infractions of this type are grounds for dismissal from the program.

Exceptions

In the event of any exceptions (e.g., the attendance logging feature is down), students are required to send a message to the Program Chair and Clinical Coordinator through Trajecsys or Platinum Planner, at the time that they are unable to clock in or out, notifying them of the issue. The Clinical Coordinator will verify the student's attendance and enter that record on their behalf. If a student does not send the required message at the scheduled time, the exception will be considered a failure to clock in or out.

Failure to Clock In or Out

A student may fail to clock in or out up to three times per quarter for the beginning and end of their shift in which case the Clinical Coordinator will verify the student's attendance and enter that record on their behalf. Students who exceed the maximum number of allowed failures will be subject to the Attendance Policy.

Volunteering During Off Hours and Holidays

Students may only rotate at City College's affiliated clinical sites during the shifts and hours assigned to them by their Program Chair or Clinical Coordinator. Student may not "volunteer" during off hours in his or her profession's department to obtain additional clinical experience.

Paramedic Program:

While working as an EMT (not during an assigned rotation shift), students may not assist or perform any paramedic skills during an ALS call.

Make-Up Policy

As per the *Attendance Policy* and *Progression Policy* published in the Catalog, missed classroom sessions, clinical sessions and failed courses may be required to be made up according to the *Make-Up Policy* found below. When required, make-up sessions/activities may not interfere with regularly scheduled classes or other activities and may be conducted on Sundays. Failure to abide by this policy may result in disciplinary action.

Quizzes

Quizzes cannot be made up. Students who miss a quiz will receive a grade of zero.

Exams and Midterms

Students who miss an exam will receive a grade of a zero for the missed exam. Students are allowed to make up one exam per course. Make-up exams must be taken within one week of the original exam date, during one of the college's scheduled exam make-up sessions. Students who fail to take the make-up exam within the required time frame will receive a grade of zero for that exam. Students who successfully complete a make-up exam within the required time frame will have ten points deducted from the grade they achieve on the exam.

Final Exams

Under extenuating circumstances and with written approval from the Campus Director, a student who misses a final exam will be allowed to make up that exam. Make-up final exams must be taken prior to the scheduled comprehensive exam date for that term/quarter. Completion of the make-up exam will result in the actual numerical score obtained.

Classroom Sessions

Students are not required to make up classroom absences. To ensure that the student masters the missed course material, students are required to complete a make-up assignment for all missed classroom sessions by completing an assignment correlated to the material covered during missed session.

Program Chairs will provide students with the details and due date of the make-up assignment. The due date will be based on the missed session and will be no later than the date of the courses' final exam. All make-up assignments will be kept on file in a student's record.

If the student has not handed in their assignment prior to finals week, a grade of "Incomplete" will be recorded for that course. Please refer to the "*Incomplete" Grade* policy published in the Institutional Catalog.

Absences Exceeding 10% of Total Program Clock Hours

Students returning from extended absences (e.g., Leave of Absence) that result in total absences exceeding 10% of total program clock hours are required to meet with their program chair to determine whether the student can continue with their current cohort or whether the student will be required to retake the course with the next cohort.

Skill Lab Sessions

All missed skill lab sessions must be made up on campus on a 1:1 ratio.

Clinical Sessions

All clinical internship/externship absences are required to be made up as pursuant to the published *Attendance Policy*. Students may be scheduled to make up clinical absences on Sundays, during vacation time, or after their original graduation date which may delay their graduation date to allow time for the make-up work to be completed.

Any required clinical absences that have been made up, will not be deducted from the total number of absences accumulated.

Failing a Non-Progression Course

Lecture and/or Laboratory Courses

A student who fails a lecture course must attend the course at the next available date and pass that course. Students are allowed to retake non-progression courses one time for a total of two attempts per course. Students retaking a failed course must pass it on the first attempt and will not be eligible for a comprehensive examination.

Clinical Course

A student who fails a clinical course must repeat and pass that course. Students may be given credit for up to 50% of the total clinical hours previously completed during the failed course. Students will be assigned to a clinical site based on site availability. Students can fail no more than one clinical course during their enrollment. Students who fail more than one clinical course during their enrollment will be dismissed from the program.

Leave of Absence

A Leave of Absence is a temporary interruption in a student's program of study due to an extenuating circumstance. Leave of Absence refers to the specific period during a program when a student is not in attendance and will return to complete the program. There are two types of Leave of Absences, a full leave, and a short leave.

The time frame granted for a Full Leave of Absence is a minimum of fifteen (15) consecutive days up to a full term.

The time frame granted for a Short Term is fourteen (14) consecutive days.

Requested Leave of Absence

Under extenuating circumstances, students are eligible to request a Leave of Absence (LOA). If approved, the student will receive a notice of the specific requirements and time frame granted for the leave. Any student who exceeds the timeframe granted for the leave will be considered to have unofficially withdrawn from the program as of their last day of attendance. In addition to reviewing the exceptional circumstances pertaining to the need for a LOA, the student must:

- be maintaining satisfactory academic progress
- be in good standing
- have their financial balance up to date

Students are eligible for only one LOA per academic year. Students returning from a Leave of Absence must contact the Office of the Registrar to begin the process of reenrollment. In addition to satisfying any requirements stipulated upon granting of the Leave of Absence (i.e., length of LOA, academic requirements, etc.) other factors, including but not limited to, course offerings and course size limits will affect the student's ability and time frame to re-enroll.

Process

The student must complete the Request for Leave of Absence Form and attach a written letter requesting a LOA and specify the reasons for that request. The letter must be signed and dated by the student. The Campus Director, in consultation with the Program Chair, will render a decision approving or disapproving the LOA, the length of time the LOA will be in effect, and the requirements the student will need to complete, to make up any material missed. Students must not assume the LOA has been granted. They will receive written confirmation of the decision and must sign a Leave of Absence Approval & Acknowledgement form. Failure to complete this form will invalidate the LOA.

Required Leave of Absence

Under extenuating circumstances, a student may be required by the College to take a Leave of Absence. Examples of extenuating circumstances are:

- No longer being able to meet the technical standards of the program
- Disciplinary sanctions because of sexual misconduct

If required, the student will be notified of the reason and receive a notice of the specific requirements and time frame granted. If more time has elapsed than allowed, the student will be considered an unofficial withdrawal from the program, a refund calculation will be done based on a student's last day of academic related activity. Students returning from a required Leave of Absence must contact the Office of the Registrar to begin the process of reenrollment. In addition to satisfying any requirements stipulated upon acquiring the Leave of Absence (i.e., length of LOA, academic requirements, etc.) other factors, including but not limited to, course offerings and course size limits will affect the student's ability and time frame to re-enroll.

Process

The student must complete the Request for Leave of Absence Form. They will receive written confirmation of the requirements they will need to complete upon returning from their LOA and must sign a Leave of Absence Approval & Acknowledgement form. Failure to complete this form will invalidate the LOA.

Students returning from a Leave of Absence must complete and submit the Request to Return from Leave of Absence form located on the institution's website no less than 3 business days prior to their intended return date.

Students returning from a medical or mental health Leave of Absence are required to submit a Physician's Affidavit, completed, and signed by their treating physician, certifying that the student is fit to complete the program and comply with the program's academic and behavioral requirements, and that they continue to meet the technical standards of the program and the profession.

Maternity Leave Policy

The purpose of Maternity Leave is to provide new mothers with an opportunity to recuperate from childbirth. A student who is pregnant and will need to take a Maternity Leave must notify their Program Chair of the expected birth no less than thirty days prior to their anticipated date of delivery. The student will be granted a two-week Maternity Leave beginning on the date of delivery. A learning contract will be created detailing the process for the student to make up any material (e.g. exams, quizzes, homework, assignments and clinical hours) missed while on Maternity Leave.

Students with extenuating circumstances that may require them to take a longer Maternity Leave, (e.g. the student has been placed on bed rest or delivered via a cesarean section, etc.) may submit to the Campus Director a request in writing for additional time. The student must submit a note from their physician requesting the additional leave as medically necessary, which will be reviewed by the Campus Director who will review the request and grant accommodations on a case-by-case basis.

Students returning from maternity leave, just like other students returning from a medical or mental health Leave of Absence, just submit a *Physician's Affidavit* certifying that the student is fit to complete the program academic and behavioral requirements (the technical standards of the program and profession). If a student is not medically cleared to return to the clinical setting following their Maternity Leave, they may remain on leave just for their clinical course until medically cleared.

The College has a dedicated lactation room available for all students. To reserve the room, contact the administrative office.

Paternity Leave Policy

Students will be granted one day of Paternity Leave for the date of the birth or adoption of their child; however, they will be required to make up any missed material and clinical hours at a later date, pursuant to the *Make-up Policy*.

Bereavement Policy

When a death occurs in a student's immediate family, (spouse, parent, sibling, child) the student will be exempt for three (3) consecutive days within one week from when the death occurred.

Exceptional situations that may need additional accommodations will be reviewed on a case-by-case basis, and accommodations will be made accordingly.

The student will be responsible for any material missed while on leave per the *Make-up Policy*.

Infectious Disease

Any student who has an infectious disease (e.g. influenza, pneumonia, etc.) may not participate in educational activities. Others should never be put at risk from student with an infectious disease. Students with an infectious disease will still be required to follow the published attendance policy. If a student's illness requires excessive absences, they may be required to take a medical Leave of Absence. Please refer to the Leave of Absence Policy for additional information.

Requirement for Physician Medical Release

In the case where any illness/injury which requires the student to miss three or more consecutive days of educational activities, the student will be required to submit a medical release by a physician before being allowed to return to class or participate in educational activities.

Minimum Standards for Academic Progress

Minimum Standards of Satisfactory Academic Progress for Associate and Bachelor Degree Programs

Students must achieve (a) a minimum cumulative grade point average (CGPA), according to a prescribed schedule of evaluation points, and (b) complete their programs of study within a maximum time frame (MTF) that is one and one-half times the number of credit hours required for his/ her program of study. Standards of satisfactory academic progress, as defined in this catalog, apply to all students. Failure to maintain SAP may result in loss of financial assistance.

Term	Minimum Required CGPA	Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)
1	1.5	40
2	1.65	40
3[1]	1.8	50
4	1.8	55

5	2.0	60
6[2]-9[2]	2.0	60
Each Subsequent Term[2]	2.0	60

[1] Student not meeting standards does not have to be dismissed; probation is required.
[2] A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

Bachelor's degree Programs

Bachelor's degree programs, due to transfer credits, are considered as starting in the 7th term or later and therefore no probationary status will occur. If the student does not meet the required CGPA and/or completion minimum, they will be dismissed.

EMS Programs

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in Emergency Medical Services/EMT must achieve and maintain (a) a minimum grade of B in all Major Core courses and (b) a minimum grade of C in all general education courses. Students must also adhere to the rules for repeated courses.

Veterinary Technology, Radiologic Technology, Diagnostic Medical Sonography and Surgical Technology Programs

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in the above programs must maintain a minimum grade of C in all core courses. A student in this program must also adhere to the rule regarding repeated courses.

Minimum Standards of Academic Progress for Diploma Programs

Term	Minimum Required CGPA	Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)
1[1]	1.8	60
2	2.0	60
Each Subsequent Term[2]	2.0	60

[1] Student not meeting standards does not have to be dismissed; probation is required.
[2] A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

EMT & Paramedic Diploma

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in EMT or Paramedic must achieve and maintain (a) a minimum grade of B in all core courses and (b) a minimum grade of C in all general education courses. Students must also adhere to the rules regarding repeated courses.

Medical Assistant Program

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in the above programs must maintain a minimum grade of C in all core courses. A student in this program must also adhere to the rule regarding repeated courses.

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term, they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms, a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0.

Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the probationary period will be terminated from the College. Students may enroll in an extended enrollment status for one quarter in the term immediately following their dismissal to attempt to earn eligibility for reentry. Students in an extended enrollment status will be charged the appropriate tuition and fees but will not be eligible for any Title IV financial aid. While in this extended enrollment status, students must attempt to correct their academic deficiencies. The extended enrollment status must be completed within the required maximum time frame. The conditions for extended enrollment status will be agreed upon in writing by the student and the academic department.

EMS students who are dismissed for a violation of the rule regarding repeat courses are not eligible for either extended enrollment or financial aid probation status.

Maximum Time Frame

You must be on target to complete your program before attempting more than 150% of the credit hours for your program of study. To calculate maximum time frame for your program you multiple the total credits required to complete the program by 1.5. Transfer, withdrawn, incomplete, repeated credit hours all count towards maximum time frame.

Academic Probation

Students who have not met the stated minimum requirement of academic progress can be placed on Academic Probation. Academic Probation will allow a student one term to correct the academic issues of either CGPA and or MTF to meet the SAP requirement. Students who are not able to remove themselves from Academic Probation after one term may be dismissed from the College. In addition, students receiving financial aid will be placed on Financial Aid Warning.

Evaluation Points

Satisfactory academic progress is measured at the end of each quarter.

Academic Year (AY)

An academic year is defined as a period that must include at least 30 weeks of instructional time, beginning with the first day of classes and ending on the last day of classes or the last day of examinations, whichever is later.

Comprehensive Examination Policy

Qualifying for a Comprehensive Exam

Student is registered for up to four (4) courses in a quarter:
A student who fails one course in a quarter may qualify for a comprehensive exam for the failed courses. The results of the comprehensive exam will determine the student's requirements to meet the objectives of the failed course.

Student is registered for five (5) or more courses in a quarter:
A student who fails two courses in a quarter may qualify for a comprehensive exam for each of the failed courses. The results of the comprehensive exam(s) will determine the student's requirements to meet the objectives of the failed course.

To qualify for a comprehensive exam a student's course average must be a minimum of 65.

Results of the Comprehensive Exam

90 to 100: The student will be considered to have passed the course and will receive the minimum passing grade as their recorded score.
80 to 89: The student will be required to complete an independent course of study that meets the objectives of the course. A learning contract will be signed by the student detailing the objective criteria they are required to complete. Once complete the minimum passing grade will be recorded as their score.
79 or below:

- Progression Course – the student has failed the course and is subject to dismissal from the program.
- Non-Progression Course – the student will need to make-up the course as per the Make-Up Policy as published in the Catalog

Academic Changes that will Impact Calculations to Satisfactory Academic Progress (SAP)

Grade Penalty

For a student who withdraws from the College or is dismissed by the College, the withdrawal date or last documented date of educational activity determines whether grades are recorded for that quarter. If the withdrawal date or last known date of educational activity is within the first half of the course, a grade of "W" is given. If the withdrawal date or last known educational activity occurs within the last half of the course, the student will receive a grade in each course. An "F" will be assigned to each requirement that is not completed and averaged in with the grades earned for completed work.

Transfer Courses

A "T" grade is given to students whose courses taken at another institution are being transferred in for required courses at City College. The grade of "T" has no effect on the student's overall grade point average or successful completion of courses. However, a "T" grade is added to hours attempted within the specified maximum time frame.

Course Incompletes

A student who receives an "I" (incomplete) has two weeks from the end of the term or prior to the first date of instruction for the next term, the earlier of the two, to complete the work. The final grade will be calculated into the student's cumulative grade point average. The final grade/credits attempted will be included in the maximum time frame for program completion.

Change of Program

Any City College student who desires to change educational goals and change from one program to another must submit a Change of Program Request Form together with a new Enrollment Agreement and application to the admissions department. A student wishing to enter a program for which a degree would be granted must meet the programmatic entry requirements and qualifications specifically intended for the granting of a degree. A request for a change of program will be approved if the student:

- Can show success within another program based on the original entrance/placement test scores
- Has grades in courses already completed
- Has other considerations (i.e., financial obligation incurred)

Students who change programs should consult with their Financial Aid representative to determine if they will have sufficient funds available to complete the new program of study.

If the request for a change of program is approved, the student making the request will be informed of the change as soon as possible, with approval effective at the beginning of the next quarter. Students should complete their current term.

Upon approval of the Change of Program request, ALL previously attempted and earned credits which apply to the new program, Transfer (T) and Advanced Standing (S) courses which count towards the new program completion requirements will be transferred. All credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress and will be calculated within Maximum Time Frame.

Punitive grades earned under the previous program which do not apply to the current program will no longer be calculated within the students CGPA or Maximum Time frame and the student will be allowed to re-set both their MTF and CGPA. Because a Change of Program re-sets a student's CGPA and MTF, students may only request one change of program.

Repeated Courses

General Education Courses

A student may repeat courses for which an "F," "D," "C", or "W" was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the student's cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student's Maximum Time Frame (MTF) for completion and remain on a student's transcript. Students may repeat courses only once to meet academic requirements unless otherwise limited or prohibited by program-specific academic policies

A student making a grade of "D" may advance if desired and so long as the student's CGPA remains above the minimum GPA required for the program Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student's CGPA.

Core Courses

Students must complete all core courses in the sequence prescribed in the curriculum. When applicable, all prerequisite course(s) must be completed before beginning an advanced course. Courses considered prerequisite courses are delineated in the catalog and course syllabi.

Students must pass all core courses in a quarter/term to progress to the next quarter/term in the program. Students are required to pass all courses in the program to graduate from the program.

If a student fails one core course in a quarter/term:

- If the failed course is a Progression Course, they face dismissal from the program. Courses considered progression courses are delineated in the catalog and on the course syllabi.
- If the failed course is not a Progression Course, the course must be made up as per the *Make-Up Policy* published in the Catalog.

Second Degree

Students who wish to earn an additional degree from City College must apply for admission to the College. Upon acceptance to the College, courses previously completed at City College that count toward the new degree program completion requirements will be applied following completion of a degree audit. Only courses previously completed with a final grade of "D" or higher will be applied. Students may request transfer of credit for coursework completed at other institutions following Transfer Courses policies.

Credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress. The College does not offer dual majors.

Student Code of Conduct Policy and Academic Integrity

Code of Conduct

City College tries to instill in each student a love of learning, commitment to fair and honorable conduct, and respect for the safety and welfare of others. It also strives to protect its community of interests from the influence of those who do not embody these values in their conduct, and to protect the integrity of the College and its property for the benefit of all.

Because the College is an educational institution, the Code of Conduct has education as its foremost aim; it is not intended to be a solely punitive process nor a substitute for the law. The Code aims to sustain an environment conducive to learning, promote a climate of mutual respect, foster open dialogue that promotes learning and understanding, promote individual well-being and personal development, and encourage the application of ethical decision-making in the daily life of its students.

This Code applies to all students enrolled in the College, in their conduct both on campus and at clinical affiliates.

Expectations of Conduct

City College expects that all students act honorably, demonstrating a keen sense of ethical conduct. The College expects that its students behave respectfully, providing particular consideration for other people and for property. The College expects that students act responsibly, being accountable for the safety and wellbeing of themselves and others.

Students are expected to be trustworthy, demonstrating honest character upon which others may rely with confidence.

The College reserves the right to suspend or dismiss a student for conduct that is determined to be detrimental to the best interest of the College, its students, its community of interests and its clinical affiliates, or which violate the College's campus security and safety policies. Instances of misconduct that are considered violations of this Code and could result in disciplinary action against a student include, but are not limited to the following:

Honor and Ethics

- Attempting, assisting, knowingly permitting, or encouraging any conduct in violation of the College's expectations of students' conduct.
- Failure to comply with the direction of the College's Staff when they are acting in performance of their duties.
- Failure to comply with and/or knowingly violating the terms of any disciplinary action imposed or any mutual agreement reached in accordance with this Code.
- Disrupting the normal operations of the College
- Misuse of computer or network resources, including but not limited to, use of another individual's identification or password; using computer or network resources to send anonymous, obscene, or abusive messages; using computer or network resources in violation of copyright laws; use of computer or network resources to interfere with the normal operation of the Center's computer system; or any other violation of policies established by the College's Information Technology Department.
- Violating the College's rules, regulations, or policies.
- Violating any government laws or ordinances.

Respect and Consideration

- Causing physical harm to any person, animal or living object.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the emotional or physical health or safety of any person.
- Behaving in a manner that a reasonable person would consider alarming, disorderly, or indecent.
- Violating the College's *Sexual Misconduct Policy*.
- Using social media or electronic devices in a manner that violates this Code, including but not limited to, cyber bullying.

Responsibility and Accountability

- Violating the College's Alcohol and Drug Abuse Policy including but not limited to:
- Use or possession of alcoholic beverages. This includes being in the presence of alcoholic beverages and not consuming
- Intoxication
- Use or possession of any illegal drug or controlled substance (including prescribed medications) except as expressly permitted by law
- Manufacture or distribution of any illegal drug or controlled substance (including prescribed medications) except as expressly permitted by law
- Using, possessing, or storing any weapon on campus without prior written authorization from the Campus Director
- Using, possessing, or storing fireworks, explosives, or dangerous or flammable chemicals on the College's premises
- Intentionally misusing, damaging, or tampering with fire or other safety equipment, including covering or disabling a smoke detector
- Possession or use of items commonly associated or interpreted as drug paraphernalia (hookah, bongs, pipes, etc.)
- Participating in behavior considered to be inappropriate by a college staff member

Trustworthiness and Honesty

- Intentional misrepresentation, including but not limited to:
    - Providing false or misleading information to a college staff member.
    - Filing a false or misleading report with college staff or law enforcement officials.
    - Manufacture, use, intended use, purchase or possession of false documents, identification, or access devices
    - Impersonating another individual through email, social media, electronic communication or other means
- Violating the Honor Code of the College
- Using or being in or on the College's premises not during business hours without express permission from a college staff member
- Misuse of property
- Destroying, damaging, or vandalizing property

- Inappropriately participating in the Code of Conduct and/or investigation processes, including but not limited to:
    - Providing false or misleading information during an investigation
    - Filing a conduct complaint as a means to retaliate, harass, coerce, or intimidate another person
    - Attempting to influence the impartiality of the parties involved in the investigation and/or incident prior to or during the course of the investigation; harassment or intimidation of the parties involved in the investigation and/or incident, during, or after a conduct meeting or hearing
    - Influencing another person to engage in any of the aforementioned acts

For the Code of Ethics applicable to each program, please refer to each program's section in Part 2 of the Catalog.

Honor Code & Academic Integrity

The responsibility for maintaining standards of unimpeachable honesty in all academic and clinical work falls upon every student who is part of City College. The Honor Code is based on the fundamental expectations that every student at the College will conduct themselves according to the Honor Code and will not tolerate actions of others which would violate the Honor Code.

Dishonesty, in any form, will NOT be tolerated. Dishonesty will result in disciplinary action up to and including termination. Examples of violations of the Honor Code are but not limited to the following:

Classroom Dishonesty

- Cheating on course or proficiency examination by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
- Submission of similar papers or projects in more than one course without permission of the instructor(s).
- Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
- Use of substitutes: Sitting in for another student at an examination or permitting someone else to sit in for oneself.
- Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
- The concealment, destruction, or inappropriate modification of classroom or other instructional material, i.e., posted exams, library materials, laboratory supplies, audio/visual aids and computers or computer programs.

Examination Dishonesty

- Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
- Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, cell phones, PDA's or other electronic devices).
- Circulation and/or use of unauthorized "old exams".
- Unauthorized possession of an exam, even if inadvertent or un-premeditated.

Clinical Dishonesty

- Falsification of patient or institutional records.
- Concealing information or activities that affect the safety and well-being of patients.
- Inappropriate violation of patient confidentiality.
- Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, clinical facility, or professional associations.
- Misrepresenting one's role as a student to an institution, patient, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
- Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
- Falsifying or altering any clinical documentation.
- Signing in or out for other students.

Professional Dress Code

Students are required to always wear program-issued uniforms and ID Badges while in the classroom or in the clinical setting. Uniforms must be clean and in good repair.

Shoes

Open toe shoes including sandals, flip-flops, etc. may NOT be worn in the classroom or at the clinical setting. In the clinical setting, shoes must be black or white only.

Baseball Caps/Hats

At no time should a student wear a baseball cap or hat in the classroom or clinical setting. Students may wear a baseball cap or hat during field internships only.

Hair

Hair must be kept clean and neatly trimmed. Those with long hair must wear it tied up at all times. Hair dyed an unnatural color is not permitted.

Facial Hair

Beards and mustaches are permitted if they are kept neatly trimmed. Those students without beards or mustaches must be clean shaven at all times.

Makeup and Jewelry

Makeup suitable for daytime wear is acceptable. Cologne, after shave and perfume is permitted if not overpowering. Necklaces, chains and bracelets must be worn under one's shirt or blouse. One earring per ear is permitted provided they do not hang below the lobe of the ear. No additional facial or body piercings are allowed.

Nails

Nails should be always kept short in length. Only clear nail polish is permitted.

Students not appropriately attired will be sent home and will receive a negative evaluation for that rotation. Appropriate attire is essential to being a professional in today's work environment. Students are encouraged to dress in appropriate school attire. Some educational programs/departments have specific dress requirements which are detailed in lab/clinical guidelines handbook

Anti-Hazing Policy

It is the policy of City College that there will be no initiations (hazing) connected with any College-sponsored club/organization. All clubs/ organizations formed by City College students must be approved by the Campus Director and are under the strict auspices of a staff or faculty member. Any deviation from this policy may result in immediate dismissal.

Disciplinary Policy

The primary purpose of discipline is to assure compliance with the rules and regulations of the College and its programs, which have been established as an aid in achieving the objectives of the programs. Proper administration of disciplinary measures has the advantage of development of the student body, and personnel, so that the teamwork necessary to achieve the objectives is easily obtained.

City College's policies are designed in a manner that is corrective rather than punitive, in a uniform, consistent and non-discriminatory manner.

There are various forms of discipline, each recognized by the Center as equitable and proper. The administration of discipline by the College toward a student may embrace all of the forms in a progressive manner or may include only one of them, depending upon the severity of the offense. The proper implementation of this policy rests ultimately upon the exercise of judgment. No guide will substitute for this, although certain general rules may be recommended as an aid to arrive at equitable solution to disciplinary problems.

The forms of discipline which may be utilized include:

Verbal Counseling

Instances of student misconduct which are not so serious as to warrant a written counseling or termination may be corrected by verbal counseling. The counseling will be recorded and maintained in the student's file. Signature by the student is not required on a verbal counseling.

Written Counseling

Instances of student misconduct which are not so serious as to warrant termination may be corrected by a written counseling. The counseling should be formalized in writing on a record of counseling and maintained in the student's file. Signature by the student is required on a written counseling. This counseling will also include actions required by the student and recommendations, if any.

Examples include but are not limited to any of the following reasons:

Warning	**Examples**
Academic	Failure to maintain a passing average
Attendance	Excessive absence or lateness
Clinical Performance	Failure to demonstrate proficiency in required competencies
Professional Behavior	Failure to behave in a professional manner; failure to report an accident or incident; sleeping at an inappropriate time; soliciting from patients, etc.

Probation

Upon recognition that a problem exists which are not so serious as to warrant termination but too serious for just a written counseling or a problem that has not been corrected through remedial actions, or recommended remedial actions have not been completed by the required date, a student may be placed on probation. Students on probation will be given written notice of their status and a copy of the notice will become part of their academic record. The length of the probationary period will be stated on the notification. Probation status may occur as a result of but is not limited to any of the following reasons:

Reason	**Length of Probation**	**Further actions if reason has not been corrected by the end of the probationary term**
A failing didactic or clinical average at the midpoint evaluation of a course	Remainder of the quarter/term	See *Progression Policy*
A failing didactic or clinical average of a non-progression course at the final evaluation of the quarter/term	The next quarter/term	See *Progression Policy*
Lack of professional ethics and conduct Lack of Cooperation Inability to accept his/her role as a student Inappropriate behavior towards patients, staff or classmates Refusal to comply with professional appearance codes Creating disruptions in the classroom or clinical area	Remainder of the academic year	See *Disciplinary Policy*
Excessive absenteeism or lateness	Remainder of the quarter/term	See *Attendance Policy*
Consistently poor clinical performance as demonstrated by evaluation results	Remainder of the academic year	See *Disciplinary Policy*
Failure to meet financial obligations	Remainder of the quarter/term	See *Disciplinary Policy*

Students placed on probation for two consecutive quarters/terms will remain on probation for the remainder of their enrollment at the College.

Suspension

If a student faces termination from their program as a result of an incident that requires an investigation, the student may be suspended pending the results of the investigation. Students who are suspended will be given verbal and/or written notice of their status and a copy of the written notice will become part of their academic record. The reason and length of the suspension period will be stated. Any absences accumulated while on suspension will not count toward their total absences allowed for the academic year, however, any didactic material missed must be made up as per the Make-Up Policy published in the Catalog. Any clinical rotation hours missed must be made up.

Absences accrued by students placed on suspension for any reason other than a pending investigation (e.g. failing to meet financial obligations, failing to follow published policies, etc.) will count toward the student's allowed absences.

Students may face emergency suspension for violating the College's Campus Security and Safety Policy.

Dismissal

Dismissal from a program may result from, but not be limited to, any of the following reasons:

- If terms of probationary status have not been met
- Excessive lateness
- Excessive absences
- Poor clinical performance
- Inability to meet clinical requirements
- Any affective behavioral problem
- Falsification of any paperwork
- Any cheating on assessments (e.g., exams or quizzes, writing assignments, etc.)
- Failure to meet financial obligations
- Failure to maintain satisfactory academic progress

Violation of any regulation or policy as detailed in the College's Catalog or in each Program Handbook.

The student will be informed of the reason for the dismissal. The student will receive a dismissal letter and a copy will be maintained in the student's record. The student may appeal the dismissal according to the procedure outlined in the *Appeals Policy* as published in the Catalog.

Withdrawal Policy

A student who intends on terminating their studies at City College must officially notify the College. There are two types of withdrawal, Voluntary and Unofficial:

Voluntary Withdrawal from City College

A student who wishes to withdraw is required to inform the institution in writing of his/ her intention to withdraw by completing a Withdrawal Form. The last day of educational related activity (LDA) determines whether grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course (through week 6), the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

Unofficial Withdrawal from City College

An unofficial withdrawal is one where either

- the College has not received notice from the student that the student has ceased or will cease attending their program and the student has not attended classes for 7 consecutive days, or
- a student has notified the program of their intent to withdraw but does not complete the Withdrawal Form

An unofficial withdrawal will automatically result in the student being terminated from their program. Students who unofficially withdraw from their program will receive a grade of "F" and may affect the student's future eligibility for Financial Aid.

Dispute/Complaint/Grievance/Appeals Policy

Students enrolled at City College have the right to submit a dispute, complaint and/or grievance and appeal any decisions according to the procedures described below. The person filing the dispute complaint, grievance and/or appeal must be the alleged victim of unfair treatment as it relates to their status as a student. A dispute, complaint, grievance and/or appeal cannot be filed on behalf of another person.

Dispute of a Grade

Disputes of final course grades must be made within five (5) calendar days of the date when the grade becomes final (posting in the student portal). Students should first attempt to resolve the dispute with the faculty member. If the student is not satisfied with the results, they may submit a detailed written statement to the Director of Academic Affairs.

The Director of Academic Affairs may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

- A personal bias or arbitrary rationale.
- Grading was not in compliance with stated course syllabi.
- The result of a clear and material mistake in calculating or recording grades or academic progress

Complaints/Grievances

Any complaint, grievance and/or appeal submitted must include the following information:

- A statement as to how the decision or action is unfair and has adversely affected you including which institutional policies, program policies, state and/or federal laws have not been followed.
- The name of the person(s) against whom the grievance is filed (if applicable).
- A statement as to how said person is responsible for the action or decision (if applicable).
- Remedy sought

Complaint/Grievance Process

Step 1: If a student has a complaint that is not related to an academic decision or disciplinary decision, he/she should present the complaint in writing and signed by the student to their Program Chair within five (5) business days of its occurrence. The Program Chair will review and investigate the complaint and report any findings and/or corrective actions to be made, back to the student within five (5) business days.

If a student does not feel comfortable submitting their complaint to their program Chair, they can start at Step 2.

Step 2: If the student feels that the complaint has not been satisfied in Step 1, or they don't feel comfortable submitting their complaint to their Program Chair, a grievance can be submitted to the Campus Director as a representative for the Program Committee, in writing and signed by the student, within five (5) business days of the student receiving the response from their Program Chair or from when the incident occurred. A Program Committee meeting will be convened to which the student may or may not be asked to attend, within ten (10) business days from when the student submits the grievance to the Campus Director. A grievance presented to the Campus Director will be answered in writing within five (5) business days of the date of the Program Committee meeting.

Appeals

If a student believes that a decision made does not follow any of the College's published policies, procedures, and processes, they may submit a written appeal to the Campus Director.

An appeal is an official request for a decision made by the College to be reviewed and revised or overturned because of a belief that it does not follow one or more of the College's published policies, procedures, and processes, or that a policy was inequitably applied.

Appeals, and any accompanying documentation, must be submitted to the Campus Director by the student using the College's Appeal Request Form which can be found in the Resources section of the College's website. The appeal must be received within five business days from when the student was provided the written decision and must clearly include the published policy that they believe was violated or inequitably applied as well as the remedy being sought.

To be considered, appeals must include any published policy, procedure and/or process that the student believes was violated or inequitably applied.

An appeal request will be reviewed and, if it meets the required criteria, the Campus Director will convene a Program Committee meeting within ten business days of receipt of the appeal request. It is at the discretion of the Campus Director whether the student will be invited to attend the meeting. If the student is invited to attend the meeting and fails to do so, a decision may be made in their absence. The student will receive written notification of the Program Committee's decision within five business days of the Program Committee meeting.

If a dismissed student does not submit an appeal within the required time frame, the decision will become final.

Once the decision is final, the student will be considered a terminated student for all purposes (including, but not limited to, readmission, financial aid, etc.).

Appeals Process

The following is the process to be followed for students who would like to appeal a disciplinary decision:

Step 1: The student should submit in writing and signed by the student, the appeal to the Campus Director as a representative of the Program Committee, within five (5) business days of the student receiving the decision from their Program Chair. A Program Committee meeting will be convened to which the

student may or may not be asked to attend, within ten (10) business days from when the student submits the appeal to the Campus Director. An appeal presented to the Campus Director will be answered in writing within five (5) business days of the date of the Program Committee meeting.

Step 2: If the appeal is not satisfied in Step 1, the final appeal shall be presented to the Chief Operating Officer, in writing and signed by the student, within five (5) business days of the student receiving the decision from the Campus Director. The Chief Operating Officer will have fifteen (15) business days to review the appeal and any related documents (i.e., student's files, attendance sheets, etc.). The Chief Operating Officer may consult or convene a committee to review the final appeal. A meeting with the student may be requested or required to obtain additional information as deemed necessary by the Chief Operating Officer or the committee. Any decisions made by the Chief Operating Officer, or the committee will be final.

No representation, including but not limited to, legal representation, will be allowed during any meeting held as part of the grievance/appeal process.
Students who feel a grievance is not resolved by the college to their satisfaction may refer their grievance to: Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, (888) 224-6684 and/or ABHES, 7777 Leesburg Pike, Suite 314 N, Falls Church VA 22043; (703) 917-9503

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non‐instructional complaints to the FL‐SARA PRDEC Council. For additional information on the complaint process, please visit the FL‐SARA Complaint Process http://www.fldoe.org/sara/complaint-process.stml

Programs of Study

Program Delivery

City College offers blended programs.

Blended programs occurs when students take some of their coursework via distance method and on-campus.

All externships, clinical, and internships are not offered by distance learning delivery mode.

Through these courses, the college can supplement the traditional campus-based curriculum with courses that meet the unique educational needs of the student by providing online learning opportunities and integrating distance learning techniques and technology. Courses offered in distance learning instructional delivery (online) are designated as such in the course descriptions.

Note: With the blended/hybrid delivery format, the fully distance education courses for all programs are facilitated through a consortium agreement and delivered by City College, Hollywood.

General Education

City College believes that a sound foundation in the liberal arts (general education) is an essential complement to its many career- oriented programs. General education courses ensure that graduates are effective communicators, creative thinkers, as well as collaborative with an awareness of and appreciation for people, cultures, along with contemporary, national, and global issues. Specific General Education requirements are listed under each program. Students who complete BSC1093, BSC1094, or BSC1085, BSC1086 at the Associate of Science level as a program requirement, may use these as their Science component in the Bachelor Program.

Students pursuing an Associate or bachelor's degree must include subject matter (courses) from the Humanities; Mathematics and the Sciences; and the Social Sciences. We recommend that students take at least one course from each of the following areas: English, Humanities, Sciences, Mathematics, Behavioral Sciences, and Social Sciences.

Students starting a Bachelor program after 10/1/2017 must have 12 quarter credits (or equivalent) of General Education at the 3000/4000 level.

English		**Quarter Credit Hours**
ENC1100	College English	4
ENC1101	Composition I	4
ENC1102	Composition II	4
LIT2000	Introduction to Literature	4
Humanities		
HUM1020	Humanities	4
IDS2350	Critical Thinking	4
PHI2014	Introduction to Philosophy	4
PHI4609	Ethics	4
SPC1017	Oral Communication	4
Sciences		
BSC1020	Biology and The Human Experience	4
CHM1020	Introduction to Chemistry	4
CHM1033	Chemistry for Health Sciences	4
EVR1001	Living in the Environment	4
GEA1000	Geography	4
GEA4191	World Environments	4
HUN1206	Nutrition	4
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
Mathematics		
IDS4914	Research Methods	4

MAT1030	College Algebra	4
MGF1106	Topics in College Mathematics	4
STA2014	Statistics	4
Behavioral Sciences		
DEP2004	Human Growth and Development	4
HUS2520	Abnormal Psychology	4
PSY1012	Principles of Psychology	4
Social Sciences		
ECO1000	Introduction to Economics	4
ECO2013	Principles of Macroeconomics	4
ECO2027	Principles of Microeconomics	4
IDS2306	Contemporary American Issues	4
POS1041	American National Government	4
SYD4700	Race and Ethnic Relations	4
SYG2000	Sociology	4
SYG2430	Marriage and The Family	4

Bachelor of Science Programs

Bachelor of Science in Business Administration

The objective of the Bachelor of Science in Business Administration is to provide students who have already earned an Associate of Science Degree and have an interest in Business with the tools for advancement or possible career shift in leadership positions within the local, national, and international corporate and government communities. The Bachelor of Science Degree in Business Administration is comprised of a theoretical and technical academic emphasis complemented with a general education quantitative and qualitative component. Courses under this program include the Major Core, the Concentration Core, the General Education unit, related requirements, and elective courses to complete degree towards a Bachelor of Science in Business Administration (BSBA). Applicants for this program must have earned an Associate of Science Degree and/or be in Junior standing or have earned a combination of life credit, credit by means of examination and transfer credit totaling a minimum of 72 credits.

Management Major

(Ceased Enrollment)

The Bachelor of Science in Business Administration program with a major in Management offers advanced business, marketing, and operations courses as well as the courses which will provide the student with current and innovative business and managerial techniques. Graduates of the program will have opportunities for entry and mid-management level positions in banking, marketing, sales, personnel, management, and operations. The curriculum consists of a total of one hundred eighty (180) credit hours, presented over sixteen (16) quarters.

Program schedule based on full-time enrollment: 176 weeks; 1760 lecture and 80 lab contact hours.

Program Delivery: Blended, Online

Program Outcomes

- Prepare and analyze financial statements.
- Recognize tools used in a modern information system that will support managed decision making.
- Demonstrate functional knowledge of international management and marketing strategies.
- Develop communication and motivational tools for effective operational and managerial tools.
- Understand the principles, skills, technique, and strategies necessary for managing a firm's value chain.
- Demonstrate the ability to translate a firm's strengths and weaknesses into realistic opportunities and potential threats to a firm's goals.
- Be able to describe the need for global perspective and cross- functional integration for business operations.

Major Core		Quarter Credit Hour
APA1111	Accounting I	4
APA2121	Accounting II	4
BUL2131	Business Law and Ethics	4
GEB1011	Business Principles	4
MAN2021	Principles of Management	4
MAR1011	Principles of Marketing	4
MNA1100	Principles of Human Resources	4
MTB1103	Business Math	4
88085	International Business	4
	Total Major Core Requirements:	36
Concentration Core		
MAR3414	Sales Strategies	4
MAR4333	Integrated Advertising	4
MAN4504	Operations Management	4
MAN3605	Cross Cultural Human Relations	4
MAR4503	Consumer Behavior	4
MAN4151	Organizational Behavior and Human Resource Development	4
MAR4156	Global Marketing	4
MAN4720	Business Policy and Strategy	4
ENC4263	Writing for Management	4
FIN3400	Corporate Finance	4
ISM4011	Management of Information Systems	4
Business Electives	Business Electives (3 Courses)	12
	Total Concentration Core Requirements:	56
Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4

CGS2510C	Computerized Spreadsheets	4
CGS1100C	Computer Applications I	4
CGS1571C	Computer Applications II	4
General Electives	General Electives (3 courses)	12
	Total Related Requirements:	32
General Education - 12 quarter credits must be at the 3000/4000 level		
ENC1100	College English	4
ENC1101	Composition I	4
PHI4609	Ethics	4
STA2014	Statistics	4
IDS4914	Research methods	4
GEA4191	World Environments	4
SYD4700	Race and Ethnic Relations	4
SYG2000	Sociology	4
ECO1000	Introduction to Economics	4
Behavioral Sciences (1 course)	Behavioral Sciences (1 course)	4
English Elective	English Elective (1 course)	4
Humanities Elective	Humanities Elective (1 course)	4
Mathematics Elective	Mathematics Elective (1 course)	4
Sciences Elective	Sciences Elective (1 course)	4
	Total General Education Requirements:	56
	Total Credits Required for Graduation:	180

Bachelor of Science in Health Care Administration

Campus: Hollywood

The purpose of the Bachelor of Science in Health Care Administration is to provide students who have already earned a health-related associate degree with the knowledge and skills required to pursue entry-level positions in health care management. Students with a non-health care background with sufficient transfer credit to start as a 3rd year student are also eligible for entry. This program encourages a generalist approach to health administration. The focus is to help students acquire knowledge and develop skills in hospital organization and management, marketing, accounting, and budgeting, human resources administration, strategic planning, law and ethics, and health information systems. Students also gain knowledge in oral and written communication, and social/behavioral sciences.

Graduates may perform several duties in a health care setting including creating and implementing strategies and processes to deal with the various business challenges. This may include delivery system integration, regulatory requirements, technological innovations, and restructuring. Managers must also have the ability to assess and improve efficiency and quality. The curriculum is designed to train students as generalists in health care.

The curriculum consists of 184 credit hours presented over sixteen (16) quarters. Applicants for this program must have earned an AS degree and/ or be in Junior standing or have earned a combination of life credit, credit by means of examination and transfer credit totaling a minimum of 72 credits.

Program schedule based on full-time enrollment: 176 weeks; 1840 lecture contact hours.

Program Delivery: Full Distance

Program Outcomes

- Assess and promote community health especially through the evaluation of health care policies.
- Analyze and assess management systems such as operations and human resources within a health care organization.
- Understand the ethical and legal principles and laws in the health care industry
- Understand leadership, governance, roles, and responsibilities within health care organizations.
- Communicate complex ideas verbally and through the written word.
- Apply financial, economic analysis, organizational development, and behavioral theories to create strategies to improve health care organizations.

Curriculum

Major Core	Quarter Credit Hours	
APA1111	Accounting I	4
HSA1100	Basics of the US Health Care System	4
HSA4423	Health Care Law	4
HSC3032	Community Health	4
MAN2021	Principles of Management	4
MAN4151	Organizational Behavior & Human Resource Development	4
MNA1100	Principles of Human Resources	4
	Total Major Core Requirements:	28
Concentration Core		
HSA3160 or MAR1011	Health Care Marketing or Principles of Marketing	4
HSA3173	Health Care Accounting	4
HSA3180	Health Care Management and Leadership	4
HSA4140	Health Care Strategy	4
HSA4170	Health Care Finance	4
HSA4191	Health Information Systems Management	4
HSA4502	Risk Management and Patient Safety	4
HSA4850	Health Care Administration Capstone	4
HSC3661	Health Care Communication	4
Transfer Electives	Transfer Electives (up to 6 courses)	24
	Concentration Core Requirements:	60
Pre-Professional Concentration		
Transfer Electives	Transfer Electives (up to 7 courses)	28
	Pre-Professional Concentration Requirements:	28

Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
	Related Requirements:	8
General Education		
Behavioral Science Electives	Behavioral Science Electives (2 courses)	8
English Electives	English Electives (4 courses)	16
Humanities Electives	Humanities Electives (3 courses)	12
Mathematics Electives	Mathematics Electives (1 course)	4
Sciences Electives	Sciences Electives (3 course)	12
Social Sciences Electives	Social Sciences Electives (2 courses)	8
	General Education Requirements:	60
	Total Credits Required for Graduation:	184

Associate Degree Programs

Associate of Science in Allied Health

The Associate of Science Degree is comprised of technical training in a given field combined with a General Education component. General Education courses allow for further development of listening, speaking, reading, and writing skills while technical training will aid the student in achieving his/her full potential for promotion and advancement within a chosen field. City College offers several majors under the Associate of Science Allied Health Degree. These majors include Medical Assisting and Medical Office Administration with a track in Insurance Billing and Coding. Courses under these majors are comprised of a Major component, Concentration Core, General Education unit and required electives to complete degree requirements. Students are eligible to sit for The National Board Certifications in medical specialties including Medical Assistant, Phlebotomy Technician, and Medical Office Assistant which are offered at City College by arrangement with the National Center for Competency Testing (NCCT).

Medical Assisting Major

Campus: Gainesville (Ceased Enrollment), Hollywood

As of 1/1/2022 this program was redesigned to require as part of the entrance requirements proof of an active national or state license or certification in medical assisting and is intended to be a degree completer program for those individuals.

The Medical Assisting major provides students with opportunities to develop secretarial, laboratory, and clinical skills required to work closely with physicians and other health care professionals. Students apply their classroom knowledge to actual work experiences while on externship at a College approved health care facility. This curriculum is comprised of a total of ninety-two (92) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 760 lecture, 220 lab and 160 extern contact hours.

Program Delivery: Blended

Program Outcomes

- Communicate verbally, non-verbally, and in writing with the patient and other health care team members in an appropriate and effective manner.
- Demonstrate knowledge and model professional skills and behavior by applying the ethical principles, legal principles, safety measures, and regulations affecting the profession.
- Demonstrate competency in administrative skills such as patient account management, insurance pre-authorization, referral management, phone protocols, and conducting front desk tasks.
- Demonstrate proficiency of phlebotomy procedures, and patient care procedures on the clinical level including examining room procedures, clinical laboratory procedures and emergency care, (including inpatient care, injection room procedures, and trauma care).
- Appropriately apply medical terminology in patient care, services, and all aspects of workplace management.

Programmatic Requirements

Students enrolling in this program must follow the clinical clearance policy of the college.

Major Core		Quarter Credit Hours
HSC1531	Medical Terminology	4
HSC1403C	Medical Emergencies	2
BSC1093	Anatomy and Physiology of Structural Systems	4
BSC1094	Anatomy and Physiology of Organ Systems	4
MEA1346C	Computerized Medical Office Management	4
MEA2235	Medical Law and Ethics	4
HIM2270	Medical Insurance	4
MEA1245C	Phlebotomy Procedures	4
MEA1226C	Examining Room Procedures	4
MEA2260C	Clinical Laboratory Procedures	4
MEA2803	Medical Assisting Externship	6
HSC2149	Pharmacology	4
CGS1100C	Computer Applications I	4
Electives (2 courses)		8
		Total Major Core Requirements: 60

Related Requirements		Quarter Credit Hours
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4

		Total Related Requirements: 8
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
Humanities (1 course)		4
Mathematics (1 course)		4
Social Science (1 course)		4
General Education Elective (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 92

Medical Office Administration Major with a Track in Insurance Billing and Coding

Campus: Gainesville (Ceased Enrollment) Hollywood (Ceased Enrollment)

The Medical Office Administration Major with a Track in Insurance Billing and Coding provides students with the necessary background, knowledge, and specialized skills for a career in the medical billing and coding profession. Secretarial and administrative skills are emphasized providing graduates with the opportunity to qualify for entry-level opportunities such as Medical Coding Clerk, Medical Billing Specialist, Medical Records Clerk and Medical Office Assistant. The curriculum consists of a total of ninety-six (96) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 840 lecture, 140 lab and 150 extern contact hours.

Program Delivery: Blended

Program Outcomes

- Demonstrate competency in using industry software to enter, retrieve or modify medical data.
- Demonstrate written as well as verbal and nonverbal communication skills with the patient and other health care team members in a professional and effective manner.
- Demonstrate knowledge and model professional skills and behavior by applying the ethical principles, legal principles, and regulations affecting the profession.
- Demonstrate skill in claims preparation, dealing with denied claims, and explaining EOB and billing process and procedures to the patient for a variety of government and private insurance companies.
- Effectively use medical terminology and pathophysiology knowledge in a variety of billing and coding scenarios.
- Demonstrate competency in utilizing ICD, CPT, and HCPCS coding resources as well as competence in traditional paper/manual and electronic health records.

Programmatic Requirements

Students are required to meet the clinical clearance policy of the College.

Major Core		Quarter Credit Hours
APA1111	Accounting I	4
HSC1531	Medical Terminology	4
HSC1403C	Medical Emergencies	2
BSC1093	Anatomy and Physiology of Structural Systems	4
BSC1094	Anatomy and Physiology of Organ Systems	4
MEA1346C	Computerized Medical Office Management	4
MEA2235	Medical Law and Ethics	4
HIM2270	Medical Insurance	4
HSC2149	Pharmacology	4
HIM2000	Medical Records Management	4
HIM2222	Basic ICD Coding	4
HIM2253	CPT-Current Procedural Terminology	4
HIM2800	Medical Billing and Coding Externship	6
CGS1100C	Computer Applications I	4
CGS1571C	Computer Applications II	4
Electives (1 course)		4

		Total Major Core Requirements: 64
Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
General Education		Total Related Requirements: 8
ENC1100	College English	4
ENC1101	Composition I	4
Humanities (1 course)		4
Mathematics (1 course)		4
Social Science (1 course)		4
General Education Elective (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 96

Associate of Science in Anesthesia Technology

(Ceased Enrollment)

The Anesthesia Technology program at City College is a comprehensive entry-level program designed to prepare competent entry-level Anesthesia Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students will take a variety of didactic and clinical courses with a focus on the Patient Simulation Center that will provide "real life" scenarios of a demanding clinical environment. The integration of lecture, simulation and clinical will help the student transition from the academic/clinical environment to the profession upon graduation. Students will be required to complete 780 hours of extern clinical training in hospitals or other surgical settings. The curriculum is comprised of 99 credits over eight (8) quarters. Ninety-nine (99) credits over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 620 lecture, 240 lab and 780 extern contact hours.

Program Delivery: Blended

Program Outcome

To prepare competent entry-level Anesthesia Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Goals

- Model a self-sufficient Anesthesia Technologist who displays positive values, integrity, and professionalism.
- Recognize and verbalize indications for anesthesia intervention and the associated risks and benefits.
- Identify and demonstrate the appropriate anesthesia set up for various surgical procedures.
- Anticipate the needs of the anesthesia provider to assist with the delivery of patient care.
- Demonstrate the ability to maintain and update all relevant anesthesia equipment and troubleshoot as necessary.

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Anesthesia Technology program have the following admissions criteria:

- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17.
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Major Core		Quarter Credit Hours
AT100	Clinical Observation I	1
AT110	Introduction to Anesthesia Technology	4
AT111	Anesthesia Technician Fundamentals I	3
AT112	Anesthesia Technician Fundamentals II	3
AT113	Anesthesia Pharmacology	3
AT114	Anesthesia Technician Instrumentation I	3
AT115	Anesthesia Technician Instrumentation II	3
AT116	Anesthesia Technician Clinical Experience I	6
AT117	Anesthesia Technician Clinical Experience II	6
AT118	Anesthesia Capstone	6
AT201	Exam Prep	0
AT202	Anesthesia Technician Externship	8
BSC1093	Anatomy and Physiology of Structural Systems	4
BSC1094	Anatomy and Physiology of Organ Systems	4
Major Core		
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
HSC1531	Medical Terminology	4
MEA2235	Medical Law and Ethics	4
		Total Major Core Requirements: 67
Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4

		Total Related Requirements: 8
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
MAT1030	College Algebra	4
Humanities (1 course)		4
Social Science (1 course)		4
Behavioral Science (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 99

Associate of Science in Broadcasting

(Ceased Enrollment)

The Associate of Science in Broadcasting Major offers graduates the knowledge and skills necessary for entry into the exciting field of broadcasting. The program combines hands-on training and lecture/ discussion courses with general education components that allow for further development in listening, speaking, reading, and writing skills in areas that will aid the student in achieving his/her full potential for promotion and advancement within a chosen field in the broadcasting and mass communication industry.

Graduates will have the opportunity to explore entry-level careers in a wide variety and cross-section of broadcast and mass communication field related to audio production, radio broadcasting, television broadcasting and video production, covering the operations, organization, and production elements of the industry. These include on-air and off-air tasks related to announcing, news presentation, news gathering and writing, technical operations, advertising sales and marketing, broadcast packaging and distribution, broadcast research, media technology application, media communications, corporate promotions, public relations, media buying and selling, technical media communications, mass communication operations and social marketing and media campaigning.

The curriculum is comprised of ninety-three (93) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 850 lecture and 160 lab contact hours.

Program Delivery: Blended

Program Outcomes

- Demonstrate the production competencies required for entry level employment in radio and television related fields.
- Apply the skills necessary to undertake professional production work in the broadcasting and mass communication industry.
- Analyze the foundational concepts and functional know-how required to work as broadcasting and media professionals.
- Apply appropriate discipline and ethical standards required of all professionals with the broadcasting and mass communication industry.
- Identify the cultural, conventional, and legal provisions they need to adhere to as broadcasting and communication media professionals.
- Create and develop programming strategies and programming concepts for any broadcasting genre/format.
- Operate and utilize all radio and television studio and field production equipment.
- Produce, direct, and present a wide variety of live and recorded radio and television programs, including interviews, news and talk shows.
- Produce, write, and direct the production of commercials, infomercials and PSAs for use on radio and television.
- Develop and manage broadcast advertising strategies and campaigns.
- Produce, write, direct and present radio and television newscasts.
- Explain issues and content related to mass media and the broadcasting industry.
- Utilize and apply new media technologies and concepts in broadcasting.
- Demonstrate and apply effective communication skills.

Major Core		Quarter Credit Hours
RTV1567C	Radio Studio I	3
RTV2568C	Radio Studio II	3
RTV3569C	Radio Studio III	6
RTV1513	Introduction to TV	4
RTV1000	Introduction to Broadcasting	4
RTV2102	Broadcast Journalism	4
RTV2510C	TV Production	3
RTV2530C	TV Production II	6
ADV2406	Broadcast Advertising and Sales	4
RTV2402	All News Broadcasting	4
ENC1100	College English	4
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Major Core Requirements: 53
Electives (4 courses)		16
General Education		
ENC1101	Composition I	4
Mathematics (1 course)		4
Humanities (1 course)		4

Social Science (1 course)	4
General Education Electives (2 courses)	8
	Total General Education Requirements: 24
	Total Credits Required for Graduation: 93

Associate of Science in Cardiovascular Sonography

Campus: Hollywood (Ceased Enrollment)

The Cardiovascular Sonography Program is a comprehensive entry-level program designed to prepare the student for a rewarding career in the field of diagnostic ultrasound. Cardiovascular sonography specializes in the assessment of cardiac and vascular disease and is one of the fastest growing professions in the allied health care field. The program is designed to include practical didactic lectures integrated with hands-on laboratory in the Ultrasound Training Center. Here the students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students to develop skills prior to the 900 hours of clinical training. The dual training in both cardiac and vascular specialties was developed to provide greater options to our graduates who can work in environments that demand skills in both specialties. The curriculum consists of a total of one hundred and seven (107) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 670 lecture, 200 lab and 900 extern contact hours.

Program Delivery: Blended

Program Outcomes

To prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for noninvasive vascular study and to prepare competent entry-level cardiovascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for adult Echocardiography.

Programmatic Entry Requirements

- In addition to the regular Admission requirements, students applying to the Cardiovascular Sonography program have the following admissions criteria:
- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17.
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Major Core		Quarter Credit Hours
CVT1201C	Cardiovascular Physiology Concepts	5
MEA2235	Medical Law & Ethics	4
CVT1615C	Ultrasound Physics I	4
CVT1616C	Ultrasound Physics II	4
CVT1625C	Echocardiography I	4
CVT1626C	Echocardiography II	4
CVT1627C	Echocardiography III	4
CVT1502C	EKG	4
CVT1327C	Cerebrovascular Sonography	4
CVT1325C	Peripheral Arterial Testing	4
CVT1329C	Venous Testing	4
CVT2191	Clinical Externship I	10
CVT2192	Clinical Externship II	10
CVT2193	Clinical Externship III	10
		Total Major Core Requirements: 75

Related requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Related Requirements: 8

General Education		
MAT1030	College Algebra	4
ENC1100	College English	4
ENC1101	English Composition I	4
Social Science (1 course)		4
Humanities (1 course)		4

General Education Elective (1 course)	4
	Total General Education Requirements: 24
	Total Credits Required for Graduation: 107

Associate of Science in Diagnostic Medical Sonography

Campus: Hollywood

The Associate of Science Diagnostic Medical Sonography is a comprehensive entry-level program designed to prepare competent entry- level general and adult cardiac sonographers and vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to include practical didactic lectures integrated with hands-on laboratory in the ultrasound training center. The students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students to develop skills while also participating in clinical training. The curriculum consists of a total of ninety-nine (99) credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 820 lecture, 220 lab and 700 clinical internship hours.

Program Delivery: Blended

Program Outcomes

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

- Obtain relevant patient history by oral interview and/or chart review for clinical data such as lab tests or previous imaging scans to enable optimum diagnostic sonograms.
- Operate ultrasound equipment safely and accurately to obtain sonographic images of diagnostic quality.
- Maintain strict hygienic practices in the lab, including hand washing, wearing gloves, cleaning the transducers, etc.
- Perform appropriate exam protocols to record normal anatomy or pathology in the body.
- Perform appropriate exam protocols when executing Doppler scans for evaluation of physiologic data.
- Perform appropriate exam protocols for each area of specialization: obstetrics and gynecology; abdomen and superficial structures; vascular; and adult echocardiography.
- Record data for interpretation and analysis for the supervising physician
- Analyze sonograms using critical thinking skills to compose a preliminary report.
- Demonstrate excellent therapeutic communication skills with patients and with others in the health care setting.
- Respect the privacy of the patients by adhering to HIPAA regulations at all times.
- Conduct oneself in an ethical and legal manner in accordance with the Code of Professional Conduct of the Society of Diagnostic Medical Sonographers.

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Diagnostic Medical Sonography program must have the following admissions criteria:

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
    a. SLE a minimum score of 17 or
    b. WBST a minimum score of 267 in verbal and quantitative skills
2. Students enrolling in this program must meet the clinical clearance policy of the college.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statue Section 456.0635

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Lift more than 50 pounds routinely.
- Push and pull routinely.
- Bend and stoop routinely.
- Have full use of hands, wrists and shoulders.
- Distinguish audible sounds.
- Adequately view sonograms, including color distinctions.
- Work standing on their feet 80% of the time.
- Interact compassionately and effectively with the sick or injured.
- Assist patients on and off examining tables.
- Communicate effectively with patients and other health care professionals.
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence.

Curriculum Sequence

Quarter	Course Number	Course Name	Academic Code	Total Credit Hours
1	BSC1050	Human Anatomy & Physiology	General Education	6
	MAT1030	College Algebra	General Education	4
	PHY1020	Physics	General Education	4
	HSC1531	Medical Terminology	General Education	4

Total Credits:				**18**
2	DS1210	Abdominal Sonography I	Core	3
	DS1211L	Abdominal Sonography I Lab	Core	2
	DS1220	Obstetric & Gynecologic Sonography I	Core	3
	DS1220L	Obstetric & Gynecologic Sonography I Lab	Core	1
	DS1230	Sonographic Physics & Instrumentation I	Core	6
Total Credits:				**15**
3	DS1310	Abdominal Sonography II	Core	3
	DS1310L	Abdominal Sonography II Lab	Core	1
	DS1330	Sonographic Physics & Instrumentation II	Core	6
	DS1390	Clinical Education I	Core	3
Total Credits:				**13**
4	DS1420	Obstetric & Gynecologic Sonography II	Core	4
	DS1421L	Obstetric & Gynecologic Sonography II Lab	Core	2
	DS1490	Clinical Education II	Core	4
	ENC1101	Composition I	General Education	4
Total Credits:				**14**
5	DS1540	Sonography of Superficial Structures	Core Elective	3
	DS1540L	Sonography of Superficial Structures Lab	Core Elective	1
	DS1870	Echocardiography III	Core Elective	3
	DS1870L	Echocardiography III Lab	Core Elective	1
	DS1550	Quality Management and Operational Issues	Core	1
	DS1590	Clinical Education III	Core	4
	GE ELECTIVE	Social Science Elective	General Education	4
Total Credits:				**13**
6	DS1670	Echocardiography I	Core	3
	DS1670L	Echocardiography I Lab	Core	1
	DS1680	Vascular Ultrasound I	Core	3
	DS1680L	Vascular Ultrasound I Lab	Core	1
	DS1250	Patient Care	Core	1
	DS1690	Clinical Education IV	Core	3
Total Credits:				**12**
7	DS1750	Case Studies Critiques	Core	2
	DS1770	Echocardiography II	Core	3
	DS1770L	Echocardiography II Lab	Core	1
	DS1780	Vascular Ultrasound II	Core	3
	DS1780L	Vascular Ultrasound II Lab	Core	1
	MEA2235	Medical Law and Ethics	General Education	4
Total Credits:				**14**
	DS1800	Registry Review	Core	0
Total General Education Credits:				**30**
Total Core Credits:				**69**
Total Credits:				**99**

City College reserves the right to adjust the curriculum sequence.

Code of Ethics for the Profession of Diagnostic Medical Sonography

Principle I:

In order to promote patient well-being, the diagnostic medical sonographer shall:

A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
B. Respect the patient's autonomy and the right to refuse the procedure.
C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

Principle II:
To promote the highest level of competent practice, diagnostic medical sonographers shall:

A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the National Commission for Certifying Agencies (NCCA) or the International Organization for Standardization (ISO).
C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
D. Acknowledge personal and legal limits, practice within the defined scope of practice, and assume responsibility for his/her actions.
E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

Principle III:
To promote professional integrity and public trust, the diagnostic medical sonographer shall:

A. Be truthful and promote appropriate communications with patients and colleagues.
B. Respect the rights of patients, colleagues and yourself.
C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
D. Accurately represent his/her experience, education and credentialing.
E. Promote equitable access to care.
F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
G. Communicate and collaborate with others to promote ethical practice.
H. Engage in ethical billing practices.
I. Engage only in legal arrangements in the medical industry.
J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution.

Summative Examination Policy

Mid-point Summative Evaluation

By the end of the fourth quarter of the program, students are required to take, and successfully pass, the Sonography Principles & Instrumentation (SPI) component of the ARDMS examination in order to progress to the fifth quarter of the program. (Students are eligible to sit for the SPI examination upon receiving a minimum grade of 70% on the Sonographic Physics and Instrumentation I course.) Students who fail to do so are subject to dismissal from the program.

End-point Summative Evaluation

At the end of the Registry Review course, students are required to take, and successfully pass, a final summative examination to graduate from the program. To pass the examination, students must receive a minimum grade of 75%.

Up to 60 days prior to graduation, students who receive a minimum grade of 85% in both the:

- Abdominal Sonography I and Abdominal Sonography II courses, will be eligible to apply for the ARDMS Abdomen examination.
- Obstetric and Gynecologic Sonography I and Obstetric and Gynecologic Sonography II courses, will be eligible to apply for the ARDMS OB/GYN examination.
- Echocardiography I and Echocardiography II courses, will be eligible to apply for the ARDMS Adult Echocardiography examination.
- Vascular Ultrasound I and Vascular Ultrasound II courses, will be eligible to apply for the ARDMS Vascular Technology examination.

Students who successfully pass an ARDMS examination will be considered as having successfully passed the program's final summative examination.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

Associate of Science in Emergency Medical Services

Campus: Gainesville (Ceased Enrollment) Hollywood

As of 1/1/2022 this program was redesigned to require as part of the entrance requirements proof of an active national or state Paramedic certification and is intended to be a degree completer program for those individuals.

The Emergency Medical Services Major combines Emergency Medical Technician and Paramedic courses, core general education coursework, and field/clinical externship experiences in the pre-hospital, ambulance, and Fire Rescue service industries. The program follows the latest edition of National Emergency Medical Services Education Standards and prepares the graduate with the knowledge, skills, and professionalism necessary to obtain certification as an Emergency Medical Technician and Paramedic to practice the art and science of out-of-hospital medicine in conjunction with medical direction.

The objective of the program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Graduates of this program, with successful certification as a paramedic, may qualify for positions within the out-of-hospital emergency service industry, both in the public and private sectors. Students are eligible to sit for or National Registry certification testing upon successful completion of the EMT and paramedic programs, including successful performance on comprehensive written and practical exams inclusive of all training, skills, and completion of the general education component. The curriculum is comprised of one hundred and eleven (111) credit hours presented over nine (9) quarters.
As of 1/1/2022 this program was redesigned to require as part of the entrance requirements proof of an active national or state Paramedic certification and is intended to be a degree completer program for those individuals.

Program schedule based on full-time enrollment: 90 weeks; 700 lecture, 440 lab and 588 extern contact hours.

Program Delivery: Residential, Blended

Program Outcomes

- Demonstrate comprehension of the roles and responsibilities of an entry-level EMT-P.
- Demonstrate the ability to think appropriately and professionally including responding with appropriate speed in any given emergency situation.
- Understand and apply appropriate psychomotor skills in EMS and Paramedic settings.
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence.
- Be certified in Basic Life Support for healthcare providers, Advanced Life Support, Pediatric advanced Life support, Pre-hospital trauma life support, and Advanced medical life support.
- Demonstrate that they are competent team leaders directing patient care.
- Demonstrate competence in using body substance isolation equipment.
- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders.
- Demonstrate knowledge of the body, how it works, and how medication affects it.

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Emergency Medical Services program must have the following admissions criteria:

- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17.
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Course Certification Requirements

Prior to beginning Emergency Medical Technician I:

- Hold and maintain a current CPR certification from an approved Florida Department of Health, Bureau of EMS, U.S. recognized healthcare provider course (i.e., Heart Association, American Red Cross).

Prior to beginning the Paramedic I:

- Hold and maintain a current CPR certification from an approved Florida Department of Health, Bureau of EMS, U.S. recognized healthcare provider course (i.e., Heart Association, American Red Cross).
- Be in the application process to take the State of Florida EMT license examination.

Prior to entry into Paramedic II:

- The student must be EMT Florida state certified in accordance with 64J FAC and provide proof of current Florida State EMT certification.

In addition, Florida State EMT certification must be maintained throughout the program

Graduation Requirements

Students must meet all graduation requirements as detailed in Academic Policies and Procedures and must successfully pass the skills practical exam delivered by the Medical Director (or their designee) at the completion of the major core courses.

Major Core		Quarter Credit Hours
EMS1010	Anatomy and Physiology For EMS	4
EMS1119	Emergency Medical Technician	11
EMS1119L	Emergency Medical Technician Lab	5
EMS1120	Emergency Medical Technician Clinical Education	3
EMS1671	Paramedic I	8
EMS1090L	Paramedic I Laboratory	4
EMS2690	Paramedic I Externship	2
EMS2672	Paramedic II	7
EMS2091L	Paramedic II Laboratory	4
EMS2691	Paramedic II Externship	2
EMS2673	Paramedic III	5
EMS2092L	Paramedic III Laboratory	3
EMS2692	Paramedic III Externship	4
EMS2674	Paramedic IV	4
EMS2093L	Paramedic IV Laboratory	3
EMS2693	Paramedic IV Externship	4
EMS2675	Paramedic V	3
EMS2094L	Paramedic V Laboratory	3
EMS2694	Paramedic V Externship	4
Total Major Core Requirements (a minimum of B must be earned in each major core course): 83		

Related Requirements		
SLS1201	Personal Development	4
		Total Related Requirements: 4

General Education		
ENC1100	College English	4
ENC1101	Composition I	4
MAT1030	College Algebra	4
PSY1012	Principles of Psychology	4
Humanities (1 course)		4
Social Science (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 111

Associate of Science in Private Investigation Services

Campus: Ft. Lauderdale (Ceased Enrollment)

The Associate of Science degree in Private Investigation Services is designed to train students in the main branches of private and civil investigation. Students who complete the Associate of Science in Private Investigation Services program receive a one-year reduction for equivalent experience from the Florida Department of Agriculture and Consumer Services toward their two-year internship requirement. Students enrolling in this program should understand that to qualify for state licensure as a private investigator, they must be at least 18 years of age; be a citizen or legal resident of the United States or have been granted authority to work in the United States by the US Department of Homeland Security; have no disqualifying criminal history; and be of good moral character. The curriculum is composed of ninety (90) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 810 lecture, 180 lab contact hours.

Program Delivery: Residential/Blended

Program Outcomes

- Understand ethical behavior within their discipline.
- Understand a broad base of private investigation practices, vocabulary, and tools and can appropriately apply this knowledge to variety of private investigation scenarios
- Demonstrate the ability to search and locate people and assets.
- Understand how to remain anonymous while conducting investigations.
- Demonstrate excellent oral communication and report writing skills.

Programmatic Entry Requirements

Student is required to undergo a National Criminal Background search.

Major Core		Quarter Credit Hours
PI100	Interviews and Statements	4
PI101	Principles of Private Investigation	4
PLA1058	General Law	4
PI103	Legal Investigations	4
PI106	Background Investigations	4
PI110	Asset Protection and Undercover Investigations	4
PI205	Fraud Investigation	4
PI208	Insurance Investigation	4
PI215	Private Investigation Management	4
PI200	Criminal defense Investigation	4
PI274	Surveillance Investigation	6
PI275	Private Investigation Capstone	4
		Total Major Core Requirements: 50
Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
CGS1100C	Computer Applications I	4
CGS1571C	Computer Applications II	4
		Total Related Requirements: 16
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
Humanities (1 course)		4
Mathematics (1 course)		4
Social Science (1 course)		4
General Education Elective (1 course)		4

Total General Education Requirements: 24

Total Credits Required for Graduation: 90

Associate of Science in Radiologic Technology

Campus: Hollywood

The Associate of Science Radiologic Technology program is a comprehensive entry-level program designed to prepare competent entry- level radiologic technologists to perform diagnostic imaging examinations on patients in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to integrate practical didactic lectures, with hands-on practice in the college's radiological laboratory along side clinical training. The curriculum consists of a total of 98 credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 745 lecture, 140 lab and 945 clinical internship hours.

Program Delivery: Blended

Program Outcomes

Upon completion of the program, graduates will:

- Be clinically competent
- Communicate effectively
- Use critical thinking and problem-solving skills
- Grow and develop professionally

Program Objectives

Upon graduation, students will receive a certificate of completion and are prepared to meet the requirements to sit for the written examination of the American Registry of Radiologic Technologists (ARRT) and to function as entry level Radiologic Technologists. Specifically, the program's objectives are to have our graduates perform effectively by:

- Applying knowledge of radiation protection for patients, self, and others
- Applying knowledge of anatomy, positioning and radiographic technique to accurately demonstrate anatomical structures on a radiograph
- Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to patients
- Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities
- Exercising discretion and judgment in the performance of medical imaging procedures
- Providing patient care essential to radiographic procedures
- Recognizing emergency patient conditions and initiating life-saving treatment within their scope of practice

Student Learning Outcomes

- Students will apply positioning skills
- Students will demonstrate appropriate use of equipment
- Students will practice radiation protection
- Students will employee proper techniques
- Students will use effective oral communication skills with healthcare professionals and patients
- Students will demonstrate effective presentation skills and written communication skills
- Students will adjust all necessary elements to perform non-routine exams
- Students will appropriately evaluate images
- Students will demonstrate professional behavior
- Students will understand ethical decision making
- Students will understand the importance of obtaining membership in professional organizations and obtaining certifications for advanced modalities
- Students will complete the program
- Students will pass the ARRT National Certification on the first attempt
- Graduates will be satisfied with their education and training
- Graduates will be gainfully employed within 6 months
- Employers will be satisfied with graduates' training

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Radiographic Technology program have the following admissions criteria:

- Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
    - SLE a minimum score of 17 or
    - WBST a minimum score of 267 in verbal and quantitative skills
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635

Criminal Conviction Policy

A student who has been involved in a criminal proceeding or who has been charged with or convicted of a crime should be aware that a conviction may not be an automatic bar to certification. Students who have been convicted of a misdemeanor or felony should file a request for pre-application review with the ARRT in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. You can find the application at www.arrt.com.

Students with a conviction should be aware that even though they may graduate from the program, they may not be able to sit for the ARRT Certification Examination, which is required for licensure, and without such certification they will not be allowed to work as a radiologic technologist.

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Push a portable x-ray machine through the hospital, accessing elevators and narrow areas in patient rooms.
- Assist a patient of 150 pounds on and off an x-ray table.
- Carry heavy x-ray cassettes (25 lbs.) and accessories as required.
- Visually examine and select x-ray techniques on the x-ray console.
- Orally communicate clearly to the patient being x-rayed and visually observe the patient's clinical status at all times.
- Clearly hear a patient calling for assistance from a minimum of 10 feet away.
- Stretch from a standing position to align an x-ray tube over the patient and x-ray table. (Approximately 6' from the floor to the x-ray tube).

Curriculum Sequence

Quarter	Course Number	Course Name	Academic Code	Total Credit Hours
1	BSC1093	Anatomy & Physiology of Structural Systems	General Education	4
	HSC1531	Medical Terminology	General Education	4
	MAT1030	College Algebra	General Education	4
	RT1100	Fundamentals of Radiologic Sciences	Core	1
	RT1150	Radiographic Procedures I	Core	2
	RT1150L	Radiographic Procedures 1 Lab	Core	1
	RT1160	Image Analysis 1	Core	1
	RT1130	Introduction to Principles of Radiographic Exposures I	Core	2
Total Credits:				**19**
2	BSC1094	Anatomy & Physiology of Organ Systems	General Education	4
	RT1230	Introduction to Principles of Radiographic Exposures II	Core	2
	RT1140	Patient Care I	Core	2
	RT1250	Radiographic Procedures II	Core	2
	RT1250L	Radiographic Procedures II Lab	Core	1
	RT1260	Image Analysis II	Core	1
	RT1290	Clinical Education 1	Core	3
Total Credits:				**15**
3	RT1330	Principles of Radiographic Exposure I	Core	4
	RT1350	Radiographic Procedures III	Core	2
	RT1350L	Radiographic Procedures III Lab	Core	1
	RT1360	Image Analysis III	Core	1
	RT1390	Clinical Education II	Core	3
Total Credits:				**11**
4	RT1450	Radiographic Procedures IV	Core	2
	RT1450L	Radiographic Procedures IV Lab	Core	1
	RT1460	Image Analysis IV	Core	1
	RT1490	Clinical Education III	Core	3
	MEA2235	Medical Law and Ethics	General Education	4
	RT1720	Radiation Biology and Advanced Protection	Core	3
Total Credits:				**14**
5	RT1510	Special Procedures	Core	2
	RT1520	Radiographic Pathology	Core	2
	RT1550	Radiographic Procedures V	Core	2
	RT1550L	Radiographic Procedures V Lab	Core	1
	RT1560	Image Analysis V	Core	1
	RT1590	Clinical Education IV	Core	4
Total Credits:				**12**
6	RT1610	Advanced Imaging Modalities	Core	1
	RT1630	Principles of Radiographic Exposure II	Core	4
	RT1650	Radiographic Procedures VI	Core	2

	RT1650L	Radiographic Procedures VI Lab	Core	1
	RT1660	Image Analysis VI	Core	1
	RT1690	Clinical Education V	Core	4
Total Credits:				**13**
7	RT1750	Radiographic Procedures VII	Core	2
	RT1750L	Radiographic Procedures VII Lab	Core	1
	RT1760	Image Analysis VII	Core	1
	ENC1101	English Composition 1	General Education	4
	RT1710	Mammography	Core Elective	2
	RT1711	Computed Tomography	Core Elective	2
	RT1790	Clinical Education VI	Core	4
Total Credits:				**14**
	RT1800	Registry Review	Core	0
Total General Education:				**24**
Total Core Credits:				**74**
Total Credits:				**98**

City College reserves the right to change the curriculum sequence

The ARRT Code of Ethics

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Summative Examination Policy

Mid-point Summative Evaluation

At the end of the fourth quarter of the program, students are required to take, and successfully pass, a mid-curricular examination in order to progress to the fifth quarter of the program. To successfully pass the examination, students must receive a minimum passing grade of 75%.

If the student fails the Mid-point Summative Exam, the student may re-take the Mid-point Summative Exam. If the student fails the Mid-point Summative Exam for a second time, the student may submit a request for a review of the exam. The program chair/administration will review questions missed, to identify a pattern of any gaps in course knowledge contained within a specific quarter. If a pattern is identified as deriving from knowledge taught in Quarter 3 or 4, the student may be given the option of repeating the previous quarter(s). If placed in Quarter 3 or 4, the student will have one attempt to pass the mid-curricular exam at the end of Quarter 4 as the third and final attempt. Students may not repeat Quarters 1 or 2.

End-point Summative Evaluation

At the end of the Registry Review course, students are required to take, and successfully pass, the Health Education Systems Incorporated (HESI) Radiography Exit Exam in order to graduate from the program and be eligible to sit for the ARRT credentialing examination. To successfully pass the examination, students must receive a minimum passing score of 800 or above. Students who fail the examination may retake it up to two times. Students who do not successfully pass the examination by the third attempt will not be eligible to graduate from the program or sit for the ARRT credentialing examination. Additional attempts, beyond the first attempt, will be an additional out-of-pocket fee at the student's expense.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

Associate of Science in Surgical Technology

Campus: Hollywood, Miami (Ceased Enrollment)

The Surgical Technology Program at City College is a comprehensive entry level program designed to prepare the student for a rewarding career that is academically challenging and professionally rewarding. Students will take a variety of didactic and clinical courses with a focus on the Patient Simulation Center that will provide "real life" scenarios of a demanding clinical environment. The integration of lecture, simulation and clinical will help the student transition from the academic/clinical environment to the profession upon graduation. Students will be required to complete 750 hours of clinical training in the hospital setting. The curriculum is comprised of one hundred and three (103) credits over seven (7) quarters.

Program schedule based on full-time enrollment: 70 weeks; 680 lecture, 200 lab and 750 extern contact hours.

Program Delivery: Blended

Program Outcomes

To prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Goals

Cognitive Domain The student will:

- Comprehend the fundamental concepts of Human Anatomy and Physiology, Pathophysiology, Microbiology, and infectious process and recognize their relationship to safe patient care.
- Understand the principles of safe patient care in the preoperative, intra-operative and postoperative settings.
- Recognize the interdependent role of the surgical technologist with the other team members and ancillary service providers.

Psychomotor Domain The student will:

- Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting.
- Accurately apply the principles of asepsis across the spectrum of common surgical experiences
- Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting.

Affective Domain The student will:

- Recognize the variety of patients' needs and impact of their personal, physical, emotional, and cultural experiences on rendering patient care.
- Demonstrate professional responsibility in performance, attitude, and personal conduct.
- Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

Programmatic Entry Requirements

- In addition to the regular Admission requirements, students applying to the Surgical Technology, or the Anesthesia Technology program have the following admissions criteria:
- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17.
- Students enrolling in this program must meet the clinical clearance policy of the College.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Maintain vision, hearing, and the appropriate ability to articulate the words necessary to observe and communicate effectively in surgery
- Maintain the physical functions needed to respond appropriately to a patient's needs including: standing for long periods of time, holding retractors for long periods of time, twisting and bending at the waist, carrying and lifting heavy trays of instruments, pushing surgical carts and equipment, lifting heavy items, transferring patients to and from surgery, using fine motor skills and manual dexterity needed to operate surgical supplies, instruments, and equipment
- Exhibit meticulous attention to aseptic and sterile technique
- Demonstrate a technological intelligence to prepare surgical instruments, equipment, and supplies
- Present the anticipatory ability necessary to understand the surgeon's timely needs
- Demonstrate and apply the intellectual and emotional functions needed to exercise independent judgment and discretion in the performance of assigned responsibilities

Programmatic Requirements

Students are required to become Association of Surgical Technologists (AST) members.
As per programmatic accreditation students are required to participate in the Certified Surgical Technologists (CST) exam prior to graduation.

Transfer of Current Certified Surgical Technologist Certification

City College will accept persons with a current certified Surgical Technologist Certification into the Associate of Science in Surgical Technology program. Specific details can be found under the Transfer Credit Policy as published in this catalog.

Major Core		Quarter Credit Hours
STS1302	Introduction to Surgical Technology	4
STS1021	Surgical Observation	1

STS1307C	Operating Room Technique I - Instrumentation	2
STS1304C	Operating Room Technique II	4
STS1340C	Surgical Pharmacology and Aseptic Technique	4
STS2325C	Surgical Procedures I	4
STS2326	Surgical Procedures II	4
STS2270	Clinical Aspects I	8
STS2271	Clinical Aspects II	8
STS2272	Clinical Aspects III	8
STS2936	Exam Prep	1
		Total Major Core Requirements: 48

Related Requirements		Quarter Credit Hours
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
BSC1085	Anatomy and Physiology I	4
BSC1085L	Anatomy and Physiology I Lab	1
BSC1086	Anatomy and Physiology II	4
BSC1086L	Anatomy and Physiology II Lab	1
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
HSC1531	Medical Terminology	4
MEA2235	Medical Law and Ethics	4
		Total Related Requirements: 31

General Education		
ENC1100	College English	4
ENC1101	Composition I	4
MAT1030	College Algebra	4
Humanities (1 course)		4
Social Science (1 course)		4
Behavioral Science (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 103

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

Associate of Applied Science in Veterinary Technology

Campus: Hollywood, Gainesville

The Veterinary Technology Program at City College is a comprehensive entry-level program designed to prepare the student for a career as a veterinary technician. Students will take a variety of didactic and hands- on clinical courses, covering all the areas in which technicians will be expected to perform in the workplace. Externships performed at working clinics will provide 'real-life' scenarios of a demanding clinical environment. The integration of lecture, demonstration and hands-on practice will help the student transition from the academic/clinical environment into the workplace upon graduation. Students will be required to complete 300 hours of externship at a local clinic. The curriculum is comprised of one hundred and one (101) credits over seven (7) quarters.

Program schedule based on full-time enrollment: 70 weeks; 710 lecture, 400 lab and 300 extern contact hours.

Program Delivery: Blended

Program Outcomes

- Demonstrate and apply knowledge, physical skills and behaviors required for entry-level employment in the field of veterinary technology.
- Model a self-sufficient Veterinary Technician who displays positive values, integrity, honesty, empathy, and professionalism.
- Understand the veterinary professions as a whole and remain aligned with professional standards and regulations and participate in professional organizations.
- Increase the professional standards of the industry.
- Demonstrate leadership skills and help colleagues expand knowledge and improve skills.

Programmatic Entry Requirements

In addition to the regular admission requirements, students applying to the Associate of Applied Science in Veterinary Technology program have the following admissions requirements:

- Students wishing to enroll in this program must take the SLE placement test and achieve a minimum score of 17.
- Student must have a VECHS Level I background check.
- Student must hold personal health insurance.

It is recommended that students enrolling in this program are vaccinated for the following:

- Hepatitis B series.
- MMR (Measles, Rubella, and Mumps).
- Tetanus (Td) booster within the last ten years.
- Rabies series

It is recommended that students enrolling in this program be tested for:

- Absence of Tuberculosis (TB)
- Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.

Major Core		Quarter Credit Hours
ATE1003C	Introduction to the Veterinary Profession	4
ATE1602C	Animal Nutrition	3
ATE1112C	Animal Anatomy & Physiology	5
ATE1312C	Office Management & Reception Skills	4
ATE1943	Externship A: Office Management & Reception	3
ATE1030C	Laboratory Skills for Veterinary Technicians	5
ATE1648C	Veterinary Imaging Techniques	4
ATE2610C	Veterinary Pharmacology	4
ATE2621C	Veterinary Nursing & Technical Skills	5
ATE2620C	Disease Problems in Companion Animals	5
ATE2622C	Advanced Veterinary Nursing & Technical Skills	5
ATE2657C	Anesthesia and Surgery for Veterinary Nurses	5
ATE2411C	Veterinary Dentistry	3
ATE2680C	Animals in Research & Exhibition	4
ATE2945	Externship C: Veterinary Technician	7
ATE2102C	Test Preparation & Skills Review	3
		Total Core Requirements: 69

Related Requirements		
SLS1201	Personal Development	4

SLS2301	Professional Strategies	4
		Total Related Requirements: 8
General Education		
ENC1100	College English	4
MGF1106	Topics in College Mathematics	4
BSC1020	Biology and The Human Experience	4
CHM1020	Introduction to Chemistry	4
SPC1017	Oral Communication	4
ENC1101	Composition I	4
		Total Related Requirements: 24
		Total Credits Required for Graduation: 101

Progression Policy

ATE2657C Anesthesia and Surgery for Veterinary Nurses: Students must pass the Midterm with a grade of 70% or better to participate in the clinical component of the course. Students will have one attempt to retake the midterm. If a student can not participate in the clinical component of the course, they will receive a grade of "F" and will need to follow the policies as dictated in the Repeat Course Policy.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

Diploma Programs

Emergency Medical Technician

Campus: Gainesville, Hollywood, Miami

The Emergency Medical Technician (EMT) program follows the latest edition of National Emergency Medical Services Education Standards and prepares the graduate with the knowledge, skills, and professionalism necessary to obtain certification as an Emergency Medical Technician to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Students are eligible to sit for or National Registry certification testing upon successful completion of the EMT program including successful performance on comprehensive written and practical exams inclusive of all training, skills, and completion of the general education component.

The objective of the program is to prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

This program is comprised of nineteen (19) credit hours presented over twelve (12) weeks.

Program Delivery: Blended

Program Outcome

- Demonstrate comprehension of the roles and responsibilities of an entry-level EMT.
- Demonstrate the ability to think appropriately and professionally including responding with appropriate speed in any given emergency situation.
- Understand and apply appropriate psychomotor skills in EMS settings.
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence.
- Be certified in Basic Life Support for healthcare providers
- Demonstrate that they are competent team leaders directing patient care.
- Demonstrate competence in using body substance isolation equipment.
- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders.
- Demonstrate knowledge of the body, how it works, and how medication affects it.

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Emergency Medical Technician program must have the following before attending classes:

- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.063
- Enrollment into the EMT-Basic Program is contingent on a student successfully passing an assessment, which will be conducted by the Program Chair prior to the fifteenth session of the program. The assessment can be found below. A student who does not successfully pass this assessment will have their enrollment rescinded and may not progress to the fifteenth session of the program.

Area	Method/Benchmark
Administrative	
Medical clearance	Administration – timeliness and cooperation
Background check	Administration – timeliness and cooperation
Didactic	
Quiz/Exam	Gradebook (grade of ≥ 70%)
Class participation	Gradebook (grade of ≥ 70%)
Attendance	Attendance record (3 or fewer absences)
Homework assignments	Gradebook (grade of ≥ 70%)
Behavior and professionalism (affective)	Instructor observation/Counseling records
Lab	
Class participation	Gradebook (grade of ≥ 70%)
Attendance	Attendance record (2 or fewer absences)
Behavior and professionalism (affective)	Instructor observation/Counseling records
Psychomotor	Instructor observation/Counseling records
Homework assignments	Gradebook (grade of ≥ 70%)

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Communicate effectively via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret oral, written and diagnostic form instructions
- Use good judgment and remain calm in high stress situations

- Be unaffected by loud noises and flashing light
- Function efficiently without interruption throughout an entire work shift
- Calculate weight and volume ratios
- Read English language manuals and road maps
- Accurately discern street signs and addresses
- Interview patients, patient family members and bystanders
- Document, in writing, all relevant information in prescribed format, in light of legal ramifications of such
- Converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Perform all tasks related to the highest quality patient care
- Bend, stoop and crawl on uneven terrain
- Withstand varied environmental conditions such as extreme heat, cold and moisture
- Work in low light situations and confined spaces
- Work with other providers to make appropriate patient care decisions

Eligibility to Apply for the Paramedic Program

Graduates of City College's EMT Program who successfully meet the following conditions are automatically eligible for admission into the College's Paramedic Program:

- Receive at minimum grade of 80% on the National Registry Exam
- Have never been placed on probation
- Receive a favorable recommendation from a committee consisting of the College's Administration, Admissions Department, and program staff

If a student does not meet the above conditions, they may apply to the Paramedic Program and will be evaluated as a new applicant.

Curriculum Sequence

Quarter	Course Number	Course Name	Academic Code	Total Credit Hours
1	EMS1119	Emergency Medical Technician	Core	11
	EMS1119L	Emergency Medical Technician Lab	Core	5
	EMS1120	Emergency Medical Technician Clinical Education	Core	2
Total Credits:				**18**

Code of Ethics for EMS Practitioners

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Summative Examination Policy

Mid-point Summative Evaluation

Students must successfully pass the Midterm with a minimum score of 70%. Students who do not successfully pass the midterm with a minimum score of 70% face dismissal from the program.

End-point Summative Evaluation

Students must successfully pass the Final Exam with a minimum score of 70%. Students who do not successfully pass the midterm with a minimum score of 70% face dismissal from the program.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab components.

Medical Assistant

Campus: Hollywood, Gainesville

The Medical Assistant Diploma program provides students with opportunities to develop secretarial, laboratory, and clinical skills required to work closely with physicians and other health care professionals. The program is designed to integrate didactic lectures and on-hands laboratory practice prior to attending a clinical externship.

Students are eligible to sit for the National Board Certification to become a National Certified Medical Assistant (NCMA) which are offered at City College by arrangement with the National Center for Competency Testing (NCCT).

The curriculum consists of a total of thirty-one (31) credit hours presented over three (3) quarters.

Program schedule based on full-time enrollment: 30 weeks; 210 lecture, 160 lab and 160 clinical externship hours.

Program Delivery: Blended

Program Outcome

- Communicate verbally, non-verbally, and in writing with the patient and other health care team members in an appropriate and effective manner.
- Demonstrate knowledge and model professional skills and behavior by applying the ethical principles, legal principles, safety measures, and regulations affecting the profession.
- Demonstrate competency in administrative skills such as patient account management, insurance pre-authorization, referral management, phone protocols, and conducting front desk tasks.
- Demonstrate proficiency of phlebotomy procedures, and patient care procedures on the clinical level including examining room procedures, clinical laboratory procedures and emergency care, (including inpatient care, injection room procedures, and trauma care).
- Appropriately apply medical terminology in patient care, services, and all aspects of workplace management.

Programmatic Requirements

Students must meet the clinical clearance policy of the college.

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Maintain vision, hearing, and the appropriate ability to articulate the words necessary to observe and communicate effectively.
- Maintain the physical functions needed to respond appropriately to a patient's needs including standing for long periods of time, twisting, and bending at the waist, lifting heavy items, using fine motor skills and manual dexterity needed to operate instruments and equipment.

Curriculum Sequence

Quarter	Course Number	Course Name	Academic Code	Total Contact Hours
1	HSC1531	Medical Terminology	General Education	4
	HSC1000	Orientation to Healthcare	Core	4
	MEA1346C	Computerized Medical Office Management	Core	4
Total Credits:				**12**
2	MEA2260C	Clinical Laboratory and Phlebotomy Procedures	Core	4
	MEA2149C	Pharmacology and Drug Administration	Core	4
	MEA2270C	Clinical Procedures for Specialties and Electrocardiogram	Core	4
Total Credits:				**12**
3	MEA2810	Medical Assistant Registry Review	Core	0
	MEA2235	Medical Ethics and Law	General Education	4
	MEA2800C	Medical Assistant Externship	Core	7
Total Credits:				**7**
Total General Education Credits:				**8**
Total Core Credits:				**23**
Total Credits:				**31**

City College reserves the right to change the curriculum sequence.

Code of Ethics

The Code of Ethics of AAMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring the merit of the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

1. Render service with full respect for the dignity of humanity.
2. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
3. Uphold the honor and high principles of the profession and accept its disciplines.
4. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
5. Participate in additional service activities aimed toward improving the health and well-being of the community.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab component.

Paramedic

Campus: Hollywood, Gainesville

The Paramedic Diploma program includes field/clinical externship experiences in the pre-hospital, ambulance, and Fire Rescue service industries. The program follows the latest edition of National Emergency Medical Services Education Standards and prepares the graduate with the knowledge, skills, and professionalism necessary to obtain certification as a Paramedic to practice the art and science of out-of-hospital medicine in conjunction with medical direction.

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. Graduates of this program, with successful certification as a paramedic, may qualify for positions within the out-of-hospital emergency service industry, both in the public and private sectors. Students are eligible to sit for National Registry certification testing upon successful completion of the paramedic program. Successful completion of the program includes passing scores on comprehensive written and practical exams, required skills and completion of all clinical and field hours.

The curriculum is comprised of fifty-four (54) credit hours presented over four (4) quarters.

Program schedule based on full-time enrollment: 42 weeks; 304 lecture, 194 lab and 588 clinical internship hours.

Program Delivery: Blended

Program Outcomes

- Demonstrate comprehension of the roles and responsibilities of an entry-level EMT-P.
- Demonstrate the ability to think appropriately and professionally including responding with appropriate speed in any given emergency situation.
- Understand and apply appropriate psychomotor skills in EMS and Paramedic settings.
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence.
- Be certified in Basic Life Support for healthcare providers, Advanced Life Support, Pediatric advanced Life support, Pre-hospital trauma life support, and Advanced medical life support.
- Demonstrate that they are competent team leaders directing patient care.
- Demonstrate competence in using body substance isolation equipment.
- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders.
- Demonstrate knowledge of the body, how it works, and how medication affects it.

Programmatic Entry Requirements

In addition to the regular Admission requirements, students applying to the Paramedic program must have the following admissions criteria:

- Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
    - SLE a minimum score of 17 or
    - WBST a minimum score of 267 in verbal and quantitative skills
- Students enrolling in this program must meet the clinical clearance policy of the college.
- Student must hold personal health insurance.
- Student must have a VECHS background check.
- Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Technical Standards

Students must meet the following technical standards throughout the duration of the program. Students must be able to:

- Communicate effectively via telephone and radio equipment
- Lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Interpret oral, written and diagnostic form instructions
- Use good judgment and remain calm in high stress situations
- Be unaffected by loud noises and flashing lights
- Function efficiently without interruption throughout an entire work shift
- Calculate weight and volume ratios
- Read English language manuals and road maps
- Accurately discern street signs and addresses
- Interview patients, patient family members and bystanders
- Document, in writing, all relevant information in prescribed format, in light of legal ramifications of such
- Converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Perform all tasks related to the highest quality patient care
- Bend, stoop and crawl on uneven terrain
- Withstand varied environmental conditions such as extreme heat, cold and moisture
- Work in low light situations and confined spaces
- Work with other providers to make appropriate patient care decisions

Graduation Requirements

In addition to meeting all graduation requirements as detailed in Academic Policies students must also:

- successfully pass the skills practical exam delivered by the Medical Director (or their designee) at the completion of the major core courses
- Successfully complete the current versions of the following FEMA Courses:
    - IS-100
    - IS-200
    - IS-700
    - IS-800

Curriculum Sequence

Quarter	Course Number	Course Name	Academic Code	Total Credit Hours
1	EMS1671	Paramedic I	Core	8
	EMS2180L	Paramedic I Lab	Core	3
	EMS2190	Clinical Education I	Core	2
Total Credits:				**13**
2	EMS2672	Paramedic II	Core	7
	EMS2280L	Paramedic II Lab	Core	4
	EMS2290	Clinical Education II	Core	2
Total Credits:				**13**
3	EMS2675	Paramedic III	Core	7
	EMS2380L	Paramedic III Lab	Core	4
	EMS2390	Clinical Education III	Core	2
Total Credits:				**13**
4	EMS2676	Paramedic IV	Core	8
	EMS2480L	Paramedic IV Lab	Core	3
	EMS2490	Clinical Education IV and Capstone	Core	4
Total Credits:				**15**
Total General Education Credits:				**0**
Total Core Credits:				**54**
Total Credits:				**54**

City College reserves the right to change the curriculum sequence.

Code of Ethics for EMS Practitioners

1. To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
2. To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
3. To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
4. To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
5. To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals, or the community at large.
6. as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
7. To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
8. To assume responsibility in upholding standards of professional practice and education.
9. To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
10. To be aware of and participate in matters of legislation and regulation affecting EMS.
11. To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
12. To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Summative Examination Policy

Mid-point Summative Evaluation

At the end of the second quarter, students are required to take, and successfully pass, a mid-point summative evaluation. To be eligible to sit for the mid-point summative evaluation, students must:

- Successfully pass all courses in the first and second quarter
- Pass and obtain certification in any AHA requirements for the quarter (i.e. BLS)
- Successfully pass all skill evaluations for the first and second quarter
- Successfully pass the Quarter II math exam

To successfully pass the mid-point summative evaluation, students must receive a minimum grade of 75%. Students who fail to pass the summative evaluation may retake it one time. Students who fail the mid-point summative evaluation cannot progress to the third quarter of the program and are subject to dismissal from the program.

End-point Summative Evaluation

At the end of the fourth quarter of the program, students are required to take, and successfully pass, an End-Point Summative Evaluation. To be eligible to sit for the Final Summative Evaluations, students are required to:

- Successfully pass all courses in the program
- Submit all required research papers
- Demonstrate competency on the EKG quiz
- Pass and obtain certification in all AHA and NRP requirements for the program (i.e. ACLS, PALS and PHTLS)

If the student fails the program's end-point summative exam, the student may re-take the exam. If the student fails the end-point summative exam for a second time, the student may submit a request for a review of the exam. The program chair/administration will review questions missed, in order to identify a pattern of any gaps in course knowledge contained within a specific quarter. If a pattern is identified as deriving from knowledge taught in quarter three or four, the student may be given the option of repeating the previous quarter(s). If placed in quarter three or four, the student will have one attempt to pass the end-point exam at the end of quarter four as the third and final attempt. Students may not repeat quarters one or two. Students who do not successfully pass the examination by the third attempt will not be eligible to complete, or graduate from, the program.

Clinical/Laboratory Guidelines

Please refer to the program's handbook for the complete rules and regulations pertaining to the program's clinical and lab components.

Course Descriptions

Advertising (ADV)

ADV1002 Advertising

This course provides an overview of the promotional activities within business. Promotional calendars, public relations techniques, advertising methods, and procedures are explored and analyzed.
Prerequisites: None
Credit Hours: 4

ADV2406 Broadcast Advertising and Sales

This course focuses on broadcast advertising and copywriting, beginning with a basic overview of the advertising industry including advertising objectives, strategies, and demographic profiling, and culminating in a broadcast copywriting workshop. Additionally, the 5-step process in the sale of broadcast and cable airtime. Students will learn to convert raw Nielsen Television Ratings Reports, raw Arbitron Radio Ratings Reports, coverage maps and rate cards into valuable sales tools. Students will gain hands-on experience in broadcast and cable advertising and sales through the creation of a multi-media campaign and a tailored sales presentation.
Prerequisites: RTV1000 or RTV1513
Credit Hours: 4

Anesthesia Technology (AT)

AT100 Clinical Observation I

Policies and Standards of patient care practice will be introduced. Acronyms and abbreviations will be introduced along with regulatory associations and credentialing in the workplace. In addition, students will take an American Heart Association BLS provider course.
Prerequisites: None
Credit Hours: 1

AT110 Introduction to Anesthesia Technology

This course focuses on the basic fundamentals of Anesthesia Technology including historical, practical, and safety aspects of the profession. Role of the Anesthesia Care Team and our scope of practice will be taught.
Topics covered will include malignant hyperthermia, electrical and fire safety, and patient positioning along with basic monitoring and inhaled agents. Set-up and function of basic equipment for anesthesia care such as EKG, B/P and Pulse Ox monitors.
Prerequisites: None
Credit Hours: 4

AT111 Anesthesia Technician Fundamentals I

This course focuses on the basic fundamentals of various types of anesthesia procedures for patient care. Students will learn about intravenous preparation, surgical positioning for numerous surgical procedures. Basic monitoring devices will be introduced, as it pertains to placing monitoring systems on patients for surgery. Anesthesia gas machine breathing circuits will be discussed. Cleaning and high-level disinfection of all reusable patient equipment will be discussed / taught. Anesthesia care plans will be introduced to the student throughout the course work.
Prerequisites: AT110
Credit Hours: 3

AT112 Anesthesia Technician Fundamentals II

This course focuses on the instrumentation and fundamentals of patient care equipment for extensive procedures that is providing invasive monitoring to the patients. Students will become familiar with the assembly and construction of many invasive monitoring lines used in the operating room.
Prerequisites: AT111
Credit Hours: 3

AT113 Anesthesia Pharmacology

This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered will include routes of administration, drug interactions, drug metabolism and elimination, and the various classes of anesthetic agents.
Prerequisites: AT110and HSC1531
Credit Hours: 3

AT114 Anesthesia Technician Instrumentation I

This course focuses on the instrumentation utilized in providing anesthesia including historical, practical, and safety aspects of the profession. Students will learn about tracheal tubes, face masks and airways used in Anesthesia Practice. Topics will cover the systems utilized in patient care, laryngoscopes, patient warmers, difficult airway management and troubleshooting related equipment. Hazards of the anesthesia machines and breathing systems will also be discussed.

Prerequisites: AT110
Credit Hours: 3

AT115 Anesthesia Technician Instrumentation II

This course focuses on the instrumentation utilized in providing anesthesia including historical, practical, and safety aspects of the profession. Students will learn about instrumentation for delivering and analyzing blood products, Ultrasounds, Neurophysiologic monitoring, and device malfunctions.
Prerequisites: AT112 and AT114
Credit Hours: 3

AT116 Clinical Experience I

This course serves as the first of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will first observe, and then provide support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.
Prerequisites: AT112 and AT113
Credit Hours: 6

AT117 Clinical Experience II

This course serves as the second of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will provide supervised support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.
Prerequisites: AT116
Credit Hours: 6

AT118 Anesthesia Technician Capstone

This course serves as the last of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will provide supervised support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care. In addition, students will take an American Heart Association ACLS provider course.
Corequisites: AT116 and AT117
Credit Hours: 6

AT201 Exam Prep

This course will prepare the student for the national certifying exam for anesthesia technologists. Topics covered will include a comprehensive review of the terminology, procedures, instrumentation, and skills acquired over the course of the program. Additional topics will include anatomy and physiology, HIPAA, and basic test-taking techniques.
Prerequisites: None
Credit Hours: 0

AT202 Anesthesia Technician Externship

This course serves as the final externship rotation and consists of 240 externship hours. The student will be expected to fulfill the daily job requirements of an Anesthesia Technologist without support from hospital staff. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.
Prerequisites: AT116, AT117, and AT118
Credit Hours: 8

Animal Science Technology (ATE)

For Gainesville students ATE designated courses may be taught in it's entirely or lab portions at the separate educational center location, 2400 SW 13th St., Gainesville, FL 32608.

ATE1003C Introduction to the Veterinary Profession

This course is designed to introduce students to the veterinary profession. Topics of discussion include history associated with veterinary and veterinary technicians' roles, professional organizations, descriptions of typical and non-traditional veterinary-related careers, laws and regulations governing the veterinary profession, common breeds of domestic animals, restraining, behavior and medical terminology.
Prerequisites: None
Credit Hours: 4

ATE1030C Laboratory Skills for Veterinary Technicians

This course introduces students to the clinical laboratory; its capabilities as a diagnostic support program for both research and clinical medicine; and the technologies associated with both traditional and less familiar clinical applications. The laboratory portion of this course should prepare

students to perform testing, manage and maintain laboratory facilities and technologies, and, finally, introduce recognition skills and preliminary interpretation of disease concerns in animals. Microbiology basics and its use in the veterinary medical setting are introduced.
Prerequisites: ATE1003C and ATE1112C
Credit Hours: 5

ATE1112C Animal Anatomy & Physiology

This course is designed to teach students the anatomy & physiology of common domestic animals (monogastric mammal, ruminate mammal, bird, and reptile). Anatomy & physiology will be taught by organ system. Students will dissect preserved specimens so they are able to visualize and identify each structure and system that was taught in lecture. Comparative and gross anatomy will be stressed, and microscopic anatomy will only be discussed.
Corequisites: ATE2621C
Credit Hours: 5

ATE1312C Office Management & Reception Skills

This course helps technician students to understand various front-desk and business management aspects of veterinary practice. The material presented explains sources of hospital revenue; shows how to represent and market preventative health programs and other products and services; introduces methods of record keeping utilizing computer and hard copy files, creating inventory control procedures and records; and introduces materials for client education and communications.
Laboratory exercises reinforce necessary computer skills utilizing actual clinic software programs.
Prerequisites: None
Credit Hours: 4

ATE1602C Animal Nutrition

This course is designed to teach students about general nutrition principles & comparative digestive anatomy. Students then explore the basic nutritional needs of common companion animals, including dogs, cats, horses, cattle, birds, small mammals, reptiles, sheep, and goats. Nutritional needs of diseased cats and dogs will be explored.
Prerequisites: None
Corequisites: None
Credit Hours: 3

ATE1648C Veterinary Imaging Techniques

This course is designed to teach veterinary technology students the skills they'll need to perform imaging such as radiology, ultrasonography & endoscopy. Proper technique and safety are emphasized. Other imaging modalities, such as CR, fluoroscopy, and MRI, are discussed and demonstrated. Special studies included are myelography, urethral contract studies, arthroscopy and others that elucidate normal and abnormal organ systems. Further diagnostic technologies focusing on specific organ systems or supporting specific diagnostic and therapeutic actions will be preliminarily introduced here and presented in greater depth throughout other appropriate areas of course studies.
Prerequisites: ATE1003C and ATE1112C
Credit Hours: 4

ATE1943 Externship A: Office Management &Reception

This course is designed to provide students with real-world experience in the animal hospital. Students will spend a total of 90 hours over 10 weeks at a local animal hospital, performing office manager and reception duties.
Prerequisites: ATE1003C and ATE1312C
Credit Hours: 3

ATE2102C Test Preparation & Skills Review

This course will provide the student with the necessary review in order to prepare them to take the Veterinary Technician National Examination (VTNE). Materials covered will include a comprehensive review of the skills and knowledge covered in the exam.
Prerequisites: ATE1030C, ATE1648C, ATE2610C, ATE2620C, ATE2622C, and ATE2657C
Credit Hours: 3

ATE2411C Veterinary Dentistry

In this course, students will learn about oral anatomy, disease, preventive medicine, and treatments, including how to perform a dental cleaning and chart oral health findings. Client education regarding the impact of overall health that oral health has on a pet is emphasized.
Prerequisites: ATE2657C
Credit Hours: 3

ATE2610C Veterinary Pharmacology

This course introduces the integration of mathematical principles as they pertain to practical clinical scenarios in veterinary medicine. These actions include configuring fluid administration rates, therapeutic drug dosing calculations, dilutions, and conversions in various categories of measure.

Commonly used drugs are introduced, organized by class and what diseases they treat. Any special considerations given to particular drugs (safety issues, special administration techniques, etc.) are presented as they arise. Special considerations of controlled substances, drug compounding and online pharmacies are discussed. Pharmacy organization, laws and maintenance is taught. Hands-on practice includes drug administration, prescription dispensing and pharmacy organization & inventory.
Prerequisites: MAT1030, MGF1106, or MTB1344
Credit Hours: 4

ATE2620C Disease Problems in Companion Animals

This course is designed to introduce students to common diseases of companion animals. Diseases are organized by body system. Zoonosis, neoplasia, genetic disorders, and diseases that are contagious are highlighted, and an introduction to epidemiological science& oncology is given. The students are introduced to diagnostics and technologies employed in support of the medical sciences. Specialties in each area of veterinary medicine, both at the veterinary and veterinary technician levels, are discussed with their respective lectures to highlight the scope of clinical medicine for technician students.
Prerequisites: ATE1112C
Credit Hours: 5

ATE2621C Veterinary Nursing & Technical Skills

The course is designed to engage students in the theory and practice of the fundamental principles of veterinary nursing through student care of the sick and hospitalized patient with emphasis on patient care, monitoring and record keeping. Students are introduced to real-life clinical scenarios that include discussions about preventative health surveillance and implementation of a healthcare maintenance program. The course emphasizes an introduction to the study of animal disease and epidemiological aspects of disease processes including zoonotic and reportable diseases. Public and occupational health and safety for veterinary technicians is included. Discussion and elaboration of quarantine principles as an essential component to disease control solidifies a sound foundation in understanding disease processes and principles of disease control in public and private settings. Laboratory actions include development of preventative healthcare programs for specified animal groups in varying holding settings or in the wild. Appropriate technical skill exercises will be integrated into laboratory sessions.
Corequisites: ATE1112C
Credit Hours: 5

ATE2622C Advanced Veterinary Nursing & Technical Skills

The course is designed to build on the skills introduced in Veterinary Nursing and introduce new, more advanced nursing skills and technical procedures. This course is designed to involve and engage the student in care of the sick and hospitalized patient with emphasis on patient care, monitoring, emergency procedures, and record keeping.
Prerequisites: ATE1030C and ATE2621C
Credit Hours: 5

ATE2657C Anesthesia and Surgery for Veterinary Nurses

This course introduces veterinary technician students to basic principles of veterinary operating room physical organization, technologies, and protocols for procedural preparation of the surgical facility and the surgical patient. Emphases in studies include techniques and protocols for asepsis, pack preparation and sterilization, and aspects of the surgical nursing role pre-, during and post-procedure. The course includes a preliminary review of elective, emergency, non-elective, and special surgical procedures that are encountered in most clinical and research animal programs. An overview of basic concepts in veterinary anesthesia and pain management, relevant medical terminology, pharmacology, technologies, and techniques in anesthesia and pain management are presented. Laboratory exercises will implement and enforce principles of anesthesiology through hands-on experiential actions.
Prerequisites: ATE1112C and ATE2621C
Credit Hours: 5

ATE2680C Animals in Research & Exhibition

This course will focus on husbandry, diseases & veterinary care of animals in the laboratory for use as research models. Additionally, the husbandry, diseases & veterinary care of animals exhibited to the public through zoos and aquariums will be examined. Medical and ethical issues of the use of animals will be discussed. Factors such as environmental enrichment and mental stimulation will be highlighted. Wildlife rehabilitation facilities and principles will be taught.
Prerequisites: None
Credit Hours: 4

ATE2945 Externship C: Veterinary Technician

This externship course is designed to provide students with real-world experience in the animal hospital. Students will spend a total of 210 hours over 11 weeks at a local animal hospital, performing veterinary technician duties.
Prerequisites: ATE1030C, ATE1648C, ATE2411C, ATE2610C, and ATE2620C
Credit Hours: 7

Applied Accounting (ACG, APA)

ACG3085 Accounting concepts and applications

An examination of accounting practices commonly used in the business world. Balance sheets, profit and loss statement and general accounting procedure will be part of the topics discussed. General accounting knowledge will be presented in order to prepare students for the kinds of accounting problems they may face in a managerial role. This course is designed as a refresher for accounting students and a general introduction for non-accounting students.
Prerequisites: Junior standing
Credit Hours: 4

APA1111 Accounting I

The student is introduced to the fundamental principles of accounting as they relate to a sole proprietorship business. The course also includes: starting a double entry accounting system, journalizing business transactions, and posting journal entries to the ledger.
Prerequisites: None
Credit Hours: 4
💻Offered Online

APA2121 Accounting II

This course continues the accounting cycle with coverage of bank reconciliations, accounting for fixed assets, methods of inventory evaluation, accounting for bad debts, notes receivable and payable.
Prerequisites: APA1111
Credit Hours: 4
💻Offered Online

APA2132 Accounting III

This course continues the accounting cycle with coverage of partnerships, corporations, long-term liabilities, investments and international operations, and analysis of financial statements.
Prerequisites: APA2121
Credit Hours: 4

APA2501 Payroll Accounting

The study of payroll accounting includes calculating the payroll and payroll taxes along with the preparation of those records and reports that form the foundation of an efficient payroll system.
Prerequisites: APA1111
Credit Hours: 4

APA4803 Corporate Federal Income Taxation

This course covers tax knowledge beyond Individual Federal Income Taxation. The course covers the following topics: Tax Research, Corporate Formations, Corporate Distributions, Tax Levies, Acquisition and Reorganizations, Gift Tax, and Estate Tax.
Prerequisites: APA2121
Credit Hours: 4

Biological Sciences (BSC or MC)

BSC1020 Biology and the Human Experience

This course examines the nature of living organisms with an emphasis on humankind. It examines the evolution of life and the structure and functions of cells. It surveys human biology including anatomy and physiology, human inheritance, disease, and nutrition. Emphasis is placed on the implications and applications of the material to current issues.
Prerequisites: None
Credit Hours: 4
💻Offered Online

BSC1050 Biology and the Human Experience

This course will establish structural systems of the human body, gross and microscopic anatomy. Structure and function of cells and different tissues and the mechanisms for maintaining homeostasis. Organ localization and structural characteristics will be examined including the Integument, Skeletal, Muscular, Cardiovascular, Respiratory, Nervous/Lymphatic, Digestive, Endocrine, Urinary, and Reproductive systems. Upon completion of the course, students will know and recognize normal anatomy and physiology, to understand the anatomical significance for their health profession and clinical application.
Prerequisites: None
Credit Hours: 6

BSC1085 Anatomy and Physiology I

This course is a study of the structure, function, and chemistry of the human body considering the following topics: body organization, the cell, tissues, membranes, glands, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.
Prerequisites: None
Corequisites: BSC1085L
Credit Hours: 4

BSC1085L Anatomy and Physiology I Lab

The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the skeletal, muscular, and nervous systems.
Prerequisites: None
Corequisites: BSC1085
Credit Hours: 1

BSC1086 Anatomy and Physiology II

This course is the study of structure, function, and chemistry of the human body considering the circulatory system, the respiratory system, the digestive system, the urinary system, fluid and electrolytes and the reproductive system.
Prerequisites: None
Corequisites: BSC1086L
Credit Hours: 4

BSC1086L Anatomy and Physiology II Lab

The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the circulatory, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: None
Corequisites: BSC1086
Credit Hours: 1

BSC1093 Anatomy and Physiology of Structural Systems

This course is a study of the structural systems (bone, muscle, etc.) of the human body and the principles of human physiology. The course is designed to enable the student to better understand the health problems of the patient and the physician's diagnosis and treatment.
Prerequisites: HSC1531 or BSC1094
Credit Hours: 4
💻Offered Online

BSC1094 Anatomy and Physiology of Organ Systems

This course is a study of the organ systems (digestive, reproductive, etc.) of the human body and the principles of human physiology.
Prerequisites: HSC1531 or BSC1093
Credit Hours: 4
💻Offered Online

MCB2010 Microbiology

The purpose of this course is to provide the student with a general overview of the field of microbiology. Specifically, the student will learn about cell biology, bacteria, viruses, and the components of the immune system.
Prerequisites: None
Corequisite: MCB2010L
Credit Hours: 4
💻Offered Online

MCB2010L Microbiology Lab

The purpose of this course is to provide the student with laboratory exercises in microbiology. The course is intended to enhance the topics covered in the lecture course. Students will use laboratory equipment (microscope, slides, stains, etc.) and materials (Petri dish, cultures, etc.) to examine microorganisms.
Prerequisites: None
Corequisite: MCB2010
Credit Hours: 1

Business Law (BUL)

Bul2131 Business Law and ethics

This course introduces students to the interrelationship of law and ethics in the contemporary business environment. This includes the impact of the United States legal and litigation system on both laws and ethics for businesses and society. Contract, tort, and intellectual property laws are introduced, along with the Uniform Commercial Code, Equal Employment Opportunity Commission, and other regulatory laws.

Prerequisites: None
Credit Hours: 4
💻Offered Online

Cardiovascular Technology (CVT)

CVT1201C Cardiovascular Physiology Concepts

This course is the study of the cardiovascular system, electrical conductivity of the heart, cellular structure and function, cardiac function, vascular function, organ blood flow, and cardiovascular integration, adaptation, and pathophysiology.
Prerequisites: None
Credit Hours: 5

CVT1325C Peripheral Arterial Testing

This course will review the peripheral arterial anatomy and physiology associated with the peripheral arterial system of both the upper and lower extremities. The student will learn the scanning protocol for the upper and lower arterial system and the diagnostic criteria for assessing vascular disease. This course will include duplex ultrasound, plethysmography (PVR), segmental blood pressures (SBP) and Direct Doppler waveform analysis. The student will also learn various diagnostic treatment and therapeutic options used in the treatment of peripheral arterial disease (PAD).
Laboratory: After preliminary introduction to the ultrasound system and physiologic testing equipment and an overall view of anatomy and physiology, the student will then apply hands-on experience as related to peripheral arterial testing. The student will learn how to obtain various scanning planes and apply both color and Doppler spectral analysis of the arteries. The student will also learn how to perform Pulse Volume Recordings (PVR), Segmental Blood Pressures (SBP) and Photoplethysmography (PPG) to assess the function of the lower extremities both at rest and with treadmill testing. The student will obtain diagnostic criteria pertinent to the scaling of diagnostic criteria.
Prerequisites: CVT1201C
Credit Hours: 4

CVT1327C Cerebrovascular Sonography

This course will review cerebrovascular anatomy and physiology associated with vascular disease, and the mechanisms for stroke and transient ischemic attacks. The student will learn the scanning protocols for extra and intracranial vascular disease and the criteria for assessing disease. The student will learn the diagnostic and treatment options for patient care including minimally invasive and surgical treatment options including carotid stenting and endarterectomy. The student will learn scanning techniques in the ultrasound laboratory related to the theory learned in the classroom.
Laboratory: The student will apply hands-on experience as related to cerebrovascular testing. The student will learn how to obtain various scanning planes and apply both color and Doppler spectral analysis of the subclavian artery, and the common, internal, and external carotid arteries. In addition the student will obtain diagnostic criteria pertinent
to the scaling of diagnostic criteria. Lastly, the student will receive an introduction to transcranial Doppler and imaging as related to cerebrovascular disease.
Prerequisites: CVT1201C
Credit Hours: 4

CVT1329C Venous Testing

This course will be a study of the deep and superficial venous anatomy and the normal and abnormal physiology associated with the venous system. The student will learn scanning of the deep and superficial system of both and upper and lower extremities. The student will review various diagnostic and treatment options while continuing scanning in the ultrasound- training laboratory.
Laboratory: After reviewing the deep and superficial anatomy of the upper and lower venous system, the student will then apply hands-on experience as related to venous testing. The student will learn how to obtain various scanning planes and apply both color and Doppler spectral analysis for the veins. Scanning protocols will be practiced and pathological conditions will be displayed. The student will obtain diagnostic criteria pertinent to the scaling of diagnostic criteria.
Prerequisites: CVT1201C
Credit Hours: 4

CVT1502C EKG

This course is designed to teach the students the fundamental principles and practices of EKG. The students will begin with the basics which include a brief history of the technology, the EKG system, and the components of the QRS complex. The importance of the proper placement of the leads is discussed. Heart function as a component of the autonomic nervous system will be presented. The student will learn the basic principal changes associated with rate, rhythm, axis, hypertrophy, and infarction.

Laboratory: The laboratory will closely follow the lectures and provide hands-on experience with an EKG system. Students will learn the purpose of the EKG paper and identify the QRS complex. The relationship between the echocardiogram and EKG will be stressed. The student will learn how to apply EKG leads from the ultrasound system and make basic interpretations of rhythm and rate.
Prerequisites: CVT1201C
Credit Hours: 4

CVT1615C Ultrasound Physics I

This course will explain how mechanical principles are applied to ultrasound imaging. The student will learn how ultrasound images are generated, stored, and manipulated. The course will focus on the basics of sound and ultrasound and how sound waves are measured and transmitted through various tissues in the body. Finally, the student will learn how images are stored and what formats may be used for documenting images.
Laboratory: The ultrasound physics lab will be the first introduction of the ultrasound system and transducers. The student will learn the various components of the ultrasound system including the monitor, keyboard, track ball and transducers. They will learn the importance of care with transducers and cables. The student will learn how to turn on the system, select transducer and application, enter in "patient's" name, DOB etc., and define the image orientation (Cephalad, Caudad, Trans, and Sagittal planes) and be able to make basic adjustments to the image quality.
Prerequisites: MAT1030
Credit Hours: 4

CVT1616C Ultrasound Physics II

This course will follow Ultrasound Physics I where the student will focus more on Doppler spectral analysis, color flow Doppler and power Doppler as well as storage display and ultrasound safety. The student will gain a basic level of comfort in setting up the ultrasound system for a basic examination. He or she will learn to identify and adjust the basic system controls including system set up, image zoom and magnification, and basic measurements. The student will also learn to explain the issue of ultrasound safety and how to limit exposure to the patient.
Laboratory**:** The student will have hands-on experience in setting the system up, selecting transducers, specific application and properly identifying the various components of the system. The student will practice obtaining, optimizing, freezing, and analyzing a Doppler spectrum. The student will practice obtaining and optimizing color and power Doppler images and identifying system controls that will help optimize the diagnostic image.
Prerequisites: CVT1615C
Credit Hours: 4

CVT1625C Echocardiography I

This course will introduce the student to echocardiography including a brief history of the echocardiography profession. The student will review physics and instrumentation as it is related specifically to echocardiography. In addition, the student will be provided an overview of echocardiographic techniques, which will be provided in the laboratory. The subject of contrast echocardiography will be discussed. This will be the student's formal introduction to the echocardiographic examination and will follow with lectures on the evaluation of the systolic function of the left ventricle.
Laboratory**:** After preliminary review of the echocardiography system, the student will then apply hands-on experience as related to echocardiography testing. The student will apply scanning technique with physical principles and learn the comprehensive cardiac imaging protocol. In the lab, the student will learn patient position and focus on transducer placement and the approach to transthoracic imaging. While in the lab and scanning fellow students the student will practice the technique in order to assess the systolic function of the left ventricle.
Prerequisites: CVT1201C
Credit Hours: 4

CVT1626C Echocardiography II

Echocardiography II is a course that brings greater depth of learning in cardiac anatomy and function, the role of hemodynamics and an introduction to cardiac disease. The student will initially focus on the cardiac atriums, ventricles, and the atrial septum. The role of hemodynamics will review the method of quantifying cardiac blood flow by measuring blood flow including pressure gradients. Next the student will be introduced to pericardial disease, including cardiac tamponade and pericardial restriction. Lastly the student will focus on valvular disease.
Laboratory**:** The student will advance their skills in the laboratory practicing four chamber views and applying pre and post processing functions to optimize echocardiographic imaging. The student will also learn how to measure cardiac chambers dimensions and as well as cardiac functions including pressure gradients. An overview of M-Mode imaging will be applied at this segment of the laboratory training.
Prerequisites: CVT1625C
Credit Hours: 4

CVT1627C Echocardiography III

This course reviews the common pathologies associated with cardiac disease. Initially the student will study the pulmonary and tricuspid valves. The student will learn about pulmonary stenosis and regurgitation with emphasis on the right ventricular outflow tract. Next the student will be presented with clinical and echocardiographic findings of endocarditis and the evolution of diagnostic criteria to determine the various stages of disease. Prosthetic valves will be reviewed. The student will study echocardiography and coronary artery disease including detection and quantification of wall motion abnormalities. The physiologic basis of stress echocardiography will be discussed followed by the detection of coronary artery disease. The course will complete with a study of dilated cardiomyopathies and inflammatory diseases including Chagus myocarditis.
Laboratory**:** The student will continue to advance their skills in the laboratory with greater emphasis on performing examinations with minimal instructor supervision. The student will be expected to have a comprehensive understanding on prerequisites and image optimization controls. At

this point of training the student must perform an examination within a specified time frame and be able to capture images for measurement and interpretation.
Prerequisites: CVT1626C
Credit Hours: 4

CVT2628C Echocardiography IV

This is the final echocardiography course in the program that completes an overview of echocardiography and pathologies. Echocardiography in systemic disease, various other cardiac diseases including hypertrophic and congenital heart diseases, aortic diseases of the large branches of the aorta both thoracic and abdominal will be reviewed. The student will also review the intensive Care Unit (ICU) and perioperative applications including intra, and postoperative echocardiography. The student will learn about the various cardiac masses and tumors and review the source of emboli, which is covered in depth in Venous Testing.
Laboratory**:** The student will complete the echocardiography lab by demonstrating the ability to provide a comprehensive echocardiogram without supervision. This will include explaining the procedure to the patient, preparing the patient for the examination, setting up the equipment for a routine study, obtaining 1) parasternal 2) apical, 3) substernal and 4) suprasternal views. The student will be expected to make the necessary adjustments with the ultrasound system to optimize image, color, and Doppler findings. The student will be able to freeze, make measurements, and annotate.
Prerequisites: CVT1627C
Credit Hours: 4

CVT2191 Clinical Externship I

This course is the student's first introduction to clinical imaging in the cardiac and vascular setting. The student will be expected to learn the hospital and department structure, emergency codes and identify the key personnel. While the student should be proficient at scanning a patient without disease, he or she will be expected to "back-scan" patients upon the discretion of the clinical instructor. They will be expected to review findings and help prepare data for interpretation. The student will also assist in escorting the patient from the department and prepare the examination room for the next patient study. The student will be expected to research cases and discuss at a basic level the diagnostic study as it relates to the cardiovascular pathology.
Prerequisites: CVT1627C
Credit Hours: 10

CVT2192 Clinical Externship II

Once the student is oriented to the facility, department, and protocols, he or she will advance to the intermediate stage of their training. After the successful conclusion of 300 hours in Clinical I, the student will be expected to take a more independent role in cardiovascular testing. This includes participating in testing with less supervision but always at the discretion of the clinical supervisor. In addition, the student should be able to complete a comprehensive uncomplicated examination by him or herself within a reasonable amount of time dictated by the clinical instructor. The student should be able to explain findings with patients' clinical symptoms and on a basic level discuss diagnostic and therapeutic options. Students will be expected to stay abreast of current clinical practices as outlined by professional societies and journals.
Prerequisites: CVT2191
Credit Hours: 10

CVT2193 Clinical Externship III

Clinical III represents the final term for clinical training. This course is designed to ensure the student has obtained basic competencies required for entry level cardiovascular employment. The student will be able to perform a variety of cardiovascular studies independently and only require assistance or direction on the most difficult or challenging cases. At this stage of training the student will have learned the ability to integrate clinical findings with cardiovascular testing results. In addition, the student will be able to comment on complimentary diagnostic studies and discussion various treatment options. He or she will also continue with professional journal reviews and communication with colleagues and the schools clinical coordinator
Prerequisites: CVT2192
Credit Hours: 10

Chemistry (CHM)

CHM1020 Introduction to Chemistry

This course provides an overview of elementary principles of modern chemistry, including basic measurements, chemical bonding, chemical reactions, stoichiometry, concentration of solutions, and chemical nomenclature.
Prerequisites: MAT1030 or MGF1106
Credit Hours: 4

CHM1033 Chemistry for Health Sciences

This course provides a survey of the principles of Inorganic and General Chemistry, Organic Chemistry and Biochemistry and their applications to human anatomical and physiological functions.
Prerequisites: MAT1030
Corequisites: CHM1033L

Credit Hours: 4

CHM1033L Chemistry for Health Sciences Lab

The purpose of this course is to provide the student with laboratory exercises in chemistry for health sciences. The course is intended to enhance topics covered in the lecture course. Students will use laboratory equipment to perform experiments to explore chemical concepts of General, Inorganic Chemistry, Organic Chemistry and Biochemistry and relate these applications to human anatomical and physiological functions.
Prerequisites: MAT1030
Corequisites: CHM1033
Credit Hours: 1

Computer General Studies (Non-Computer Science) (CGS)

CGS1100C Computer Applications I

This course provides an introductory study of computer topics. Students completing this course will have a solid understanding of how to use a personal computer, access information using the Internet, send and receive email, manage computer files, and utilize operating system tools. In addition, the students will receive hands-on experience with word processing, spreadsheets, and presentation software. The students will also gain an understanding of ethical issues related to the use of computers. This course utilizes classroom lectures and hands-on computer exercises. No prior experience with computers is assumed.
Prerequisites: None
Credit Hours: 4
💻Offered Online

CGS1170C Internet Fundamentals

This course introduces each student to the power of the unlimited information resource known as the Internet. The history of the Internet, how to understand addresses, expediting searches, downloading, and the basics of HTML and Web pages are covered. This is accomplished using hands-on instruction. This course includes a lab component that provides students with additional opportunities to strengthen computer skills.
Prerequisites: None
Credit Hours: 4

CGS1571C Computer Applications II

This course provides an intermediate study of computer topics. Students completing this course will understand how to use a personal computer, access information using the Internet, send and receive email, manage computer files, and utilize operating system tools. This course utilizes classroom lectures and hands-on computer exercises.
Prerequisites: CGS1100C
Credit Hours: 4
💻Offered Online

CGS2510C Computerized Spreadsheets

This course introduces the student to computerized spreadsheets using a current, industry standard application. Formula development, editing, formatting, macro building, graphics, printing, and other features will be performed using hands-on training. Each student will use a state-of the art personal computer. This course includes a lab component that provides students with additional opportunities to strengthen computer skills.
Prerequisites: CGS1100C
Credit Hours: 4

Communications (COM)

COM2612 Social Media and Society

This course explores the evolution and application of social media technologies and ideas. It focuses on contrasting conventional media forms and practices with social media technologies and application. Students will learn the relevance and dynamic value of social media in contemporary mass communication realities. It will contribute to the students' understanding of the changing media environment, analog versus digital technology, printing to digital newspapers, smart phones and tablets and their various uses, new media and their application to conventional media, the internet, advertising, and public relations. Students will also be exposed to issues of ethics, law and global communication policies and practices.
Prerequisites: None
Credit Hours: 4

Developmental Psychology (DEP)

DEP2004 Human Growth and Development

Study of normal human growth and development from conception throughout the life span. Focus is on fundamental changes within an individual's domains of physical, cognitive, and psychosocial development and of interrelationship between the environment and the individual.
Prerequisites: None
Credit Hours: 4

Offered Online

Diagnostic Sonography (DS)

DS1100 Fundamentals of Ultrasound

This course is designed to provide the student with an introduction of basic concepts that will prepare the student for the ultrasound field. Sonographic concepts and terminologies, patient care, clinical practices; radiation safety; HIPAA training, and clinical policies and procedures will be introduced. In addition, they will receive instruction on case reports, competencies, and necessary evaluation forms. CPR and Blood Borne Pathogens will be covered.
Prerequisites: None
Credit Hours: 2

DS1110 Cross-Sectional Anatomy

This course is designed to enable the student to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities in tomographic sections, using transverse (axial), sagittal, coronal, and oblique sections. Portions of the neck and brain will also be studied. Emphasis will be placed on the anatomic relationships between the organs commonly scanned by sonography.
Prerequisites: None
Credit Hours: 3

DS1200 Ethics and Law in Medical Imaging

Content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.
Prerequisites: None
Credit Hours: 1

DS1210 Abdominal Sonography I

This course is designed to introduce the student to the concepts of sonographic imaging of the abdomen with a focus on relational anatomy of the abdominal organs. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature, along with normal clinical and laboratory findings specific to the system. This includes the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Didactic lectures will be complemented by instructor directed "hands-on" scanning in the scanning lab.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 3

DS1211L Abdominal Sonography I Lab

This course is designed to complement the Abdominal Sonography I lecture material, and to introduce the student to sonographic imaging of the abdomen, with a focus on relational anatomy of the abdominal organs. This course consists of instructor directed "hands-on" scanning in the scanning laboratory. In this course the student should learn the basic foundation of patient preparation, scanning techniques and protocols for performing an abdominal exam. Emphasis is placed on the normal sonographic appearance of the abdominal organs and vasculature along with normal clinical and laboratory findings specific to the system. This includes the liver, gall bladder and biliary system, pancreas, spleen, aorta, inferior vena cava and kidneys. Imaging critique should be performed throughout the course.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 2

DS1220 Obstetric and Gynecologic Sonography I

This course is designed for the student to learn the basic foundation of patient preparation, scanning techniques and protocols for performing gynecologic and obstetric exams. It is also designed to familiarize the student with normal sonographic imaging of the female reproductive system through appropriate usage of transabdominal (TAB) and transvaginal (TVA) probes. Study content should include the normal anatomy of the uterus, vagina, ovaries, and fallopian tubes. In addition, pre-menopausal and post-menopausal sonographic anatomy will be introduced. The anatomic relationships of the genital organs with other structures in the pelvis such as the urinary bladder, ureters, rectum, and muscles will be highlighted. Various congenital anomalies of the uterus, fallopian tubes and ovaries will also be covered. Normal and abnormal first trimester pregnancies are introduced, in addition to normal second and third trimester pregnancies.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 3

DS1220L Obstetric and Gynecologic Sonography I Lab

This course is designed to complement the Obstetric and Gynecologic Sonography I lecture material, and to familiarize the student with normal sonographic imaging of the female reproductive system. This course consists of instructor directed "hands-on" scanning in the scanning laboratory. In this course the student should learn the basic foundation of patient preparation, scanning techniques and protocols for performing gynecologic and obstetric exams. Appropriate usage of transabdominal (TAB) and/or transvaginal (TVA) probes will be covered. Practice should include the normal anatomy of the female reproductive system, as well as its anatomic relationship to other structures in the pelvis. Various concepts related to congenital anomalies of the uterus, fallopian tubes and ovaries will be covered. Sonographic evaluation of normal first, second

and third trimester pregnancies should be practiced. Sonographic evaluation of abnormal first trimester pregnancy will also be considered, including viability of the fetus, measuring the Crown Rump Length and nuchal translucency.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 1

DS1230 Sonographic Physics and Instrumentation I

This course is designed to present the basic concepts and principles of ultrasound physics as a foundation for understanding image interpretation. The student should learn the wave theory of sound and how it travels through various media. They should gain knowledge of the principles of how piezoelectricity converts sound energy to electrical energy in ultrasound transducers. They should gain mastery of instrumentation of the equipment and understand how the use of gain compensates for attenuation. They should acquire an understanding of harmonics, different types of resolution, basic Doppler principles and m-mode.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 6

DS1250 Patient Care

This course is designed to introduce the student to the fundamental principles of proper patient care. Content includes the history of medical sonography, and the professional role of an ultrasound sonographer in the laboratory setting. Concepts of sonographer – patient interactions are emphasized, including, maintaining privacy, handling emergency situations, vital signs, utilizing proper body mechanics, maintaining aseptic techniques, following infection control procedures and Universal Standard Precautions when handling hazardous materials. The student will learn about HIPAA regulations and multicultural considerations in patient treatment.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 1

DS1310 Abdominal Sonography II

This course is designed to be a continuation of Abdominal Sonography I with an emphasis on pathophysiology, and recognizing pathologic changes on ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, and vasculature, etc. Students will review multiple images of various disease states and critically evaluate them using the sonographic criteria of "SSALT" - size, shape, acoustic characteristics, location and transonicity.
Prerequisites: DS1210
Credit Hours: 3

DS1310L Abdominal Sonography II Lab

This "hands-on" laboratory scanning course is designed to complement the Abdominal Sonography II lecture material. This course includes an emphasis on recognizing pathologic changes on ultrasound scans of organs in the upper abdomen, such as the liver, kidneys, pancreas, spleen, vasculature, etc. Students will review concepts of various disease states and critically evaluate them using the sonographic criteria of "SSALT" - size, shape, acoustic characteristics, location and transonicity. Imaging critique should be performed throughout the course.
Prerequisites: None
Credit Hours: 1

DS1330 Sonographic Physics and Instrumentation II

This course is designed as a continuation of Sonographic Physics and Instrumentation I. The student should gain a comprehensive knowledge of ultrasound physics and instrumentation. This course reinforces concepts and offers more advanced material in ultrasound theory and instrumentation, fluid hemodynamics, color-flow Doppler, spectral analysis, power Doppler, harmonics, artifacts, etc. Students should gain a comprehensive knowledge of how this imaging modality affects clinical operation, including bio effects, quality assurance, and PAC systems for storing and archiving images. Emphasis will be placed on preparing students to pass the Sonography Principles & Instrumentation (SPI) Examination of the ARDMS. Review and practice questions will be incorporated.
Prerequisites: DS1230
Credit Hours: 6

DS1390 Clinical Education I

This course is designed to provide the student with a foundation for scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, Trajecsys reporting system, competencies, and necessary evaluation forms. Depending on which point in the program a student will be taking this course, it may serve as a first or second exposure to the clinical setting. As a first exposure to the clinical setting, the student should learn to operate equipment safely, perform basic exams and protocols with supervision, and identify and scan normal structures in the body. As a second exposure to the clinical setting, the student should be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience.
Prerequisites: None
Credit Hours: 3

DS1420 Obstetric and Gynecological Sonography II

This course is designed to be a continuation of Obstetric and Gynecologic Sonography I. Advanced topics focusing on pathologic conditions that can be determined by gynecologic and obstetric ultrasound scanning will be covered. The student should learn to recognize abnormal and/or pathologic sonographic patterns of the uterus and adnexa and to correlate the findings with patient history and lab values. Normal and abnormal 2nd and 3rd trimester pregnancy sonography will be covered, including fetal number, fetal position, placental grade, and placental location. Students will review the components of a complete anatomy scan, including the ultrasound appearance of the head, neck, spine, heart, abdomen, pelvis, and extremities. Complications of pregnancy will also be discussed including IUGR, congenital syndromes, fetal disorders, multiple gestations, and placental abnormalities.
Prerequisites: DS1120 and DS1330
Credit Hours: 4

DS1421L Obstetric and Gynecological Sonography II Lab

This "hands-on" laboratory scanning course is designed to complement the Obstetric and Gynecologic Sonography II lecture material. This course covers advanced level scanning techniques, focusing on pathologic conditions that can be determined by gynecologic and obstetric ultrasound scanning. The student should learn to recognize abnormal and/or pathologic sonographic patterns of the uterus and adnexa and to correlate these findings with patient history and lab values. Normal and abnormal 2nd and 3rd trimester sonography will be covered, including fetal number, fetal position, and placental grade and location. Students will review and perfect obtaining the images that comprise the components of a complete anatomy scan. Accurate assessment of gestational age through fetal biometry techniques will be perfected. Complications of pregnancy will also be covered.
Prerequisites: DS1330
Credit Hours: 2

DS1490 Clinical Education II

This course is designed to provide the student with a foundation for scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, competencies, and necessary evaluation forms. Depending on which point in the program a student will be taking this course, it may serve as a first or second exposure to the clinical setting. As a first exposure
to the clinical setting, the student should learn to operate equipment safely, perform basic exams and protocols with supervision, and identify and scan normal structures in the body. As a second exposure to the clinical setting, the student should be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience.
Prerequisites: DS1330
Credit Hours: 4

DS1540 Sonography of Superficial Structures

This course is designed to provide the student with a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate, and scrotum. It will also include the neonatal head as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal anatomy and sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures. Lecture time may be complemented with instructor directed hands-on scanning in the student scanning laboratory.
Prerequisites: None
Credit Hours: 3

DS1540l Sonography Of Superficial Structures Lab

This "hands-on" scanning laboratory course is designed to complement the Sonography of Superficial Structures lecture material. This course should provide a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate, and scrotum. It will also include the neonatal head, as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures.
Prerequisites: None
Credit Hours: 1

DS1550 Quality Management and Operational Issues

This course is designed to focus on the components of quality leadership and operational issues in healthcare, specific to Ultrasound. The role of the various ultrasound and healthcare team members in continuous quality improvement, including quality control, process improvement, operational and leadership issues, will be discussed, as well as the legal and regulatory implications for maintaining compliance.
Prerequisites: None
Credit Hours: 1

DS1590 Clinical Education III

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, competencies, and necessary evaluation forms.
Prerequisites: None
Credit Hours: 4

DS1670 Echocardiography I

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 3

DS1670L Echocardiography I Lab

This "hands-on" scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels.
They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 1

DS1680 Vascular Ultrasound I

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed "hands-on" scanning in the scanning laboratory.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 3

DS1680L Vascular Ultrasound I Lab

This 'hands-on" scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.
Prerequisites: BSC1050, MAT1030, and PHY1020
Credit Hours: 1

DS1690 Clinical Education IV

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center and /or private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance, and dress code. In addition, they will receive instruction on case studies, competencies, and necessary evaluation forms.
Prerequisites: None
Credit Hours: 3

DS1750 Case Studies Critiques

This course is designed to educate the student about the components of a case study in ultrasound. The goal of a case study is to accurately describe the details of a patient's ultrasound examination findings. Students will learn to critically analyze anatomical variants, normal, and pathological sonographic findings in images. The study should begin with the patient history derived from an oral interview and patient chart information including, results of relevant lab tests, imaging exams, and possible surgical procedures. The case study should describe the patient preparation for

the exam, positioning on the exam table, and the imaging protocols used by the sonographer. The student will research the pathologic findings of each case and will detail the etiology and pathogenesis of the pathology and/or disease, including sonographic manifestations and prognosis. The student will present their case studies to their peers.
Prerequisites: None
Credit Hours: 2

DS1770 Echocardiography II

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.
Prerequisites: DS1670
Credit Hours: 3

DS1770L Echocardiography II Lab

This "hands-on" scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels.
They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.
Prerequisites: None
Credit Hours: 1

DS1780 Vascular Ultrasound II

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed "hands-on" scanning in the scanning laboratory.
Prerequisites: DS1680, DS1330
Credit Hours: 3

DS1780L Vascular Ultrasound II Lab

This "hands-on" scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.
Prerequisites: DS1330
Credit Hours: 1

DS1800 Registry Review

This course is designed to provide an extensive review to prepare the student to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination for those who are focusing on either Abdomen (General), OB/GYN, Echocardiography, or Vascular specialties. Students will be given practice (mock) exams. In addition, an array of topics on professionalism will be covered. The role of professional organizations, medical journals, continuing education, interviewing skills and ergonomics at the workplace are among the topics discussed.
Prerequisites General Focus - DS1210, DS1310, DS1220, DS1420
Cardiovascular Focus - DS1670, DS1770, DS1870, DS1680, DS1780
Credit Hours: 0

DS1870 Echocardiography III

This course is designed to provide the student with an extensive foundation for clinical Echocardiography of the adult heart. Expounded cardiac pathology and various cardiac procedures will be presented. Emergency Cardiac cases as well as basic Pharmacology will be introduced. The student will become familiar with the Fundamentals of Pediatric Echocardiography and Congenital heart diseases. Cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler as it pertains to the diseases covered, will be instituted. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.
Prerequisites: DS1770
Credit Hours: 3

DS1870L Echocardiography III Lab

This "hands-on" scanning laboratory course is designed to provide the students with additional clinical Echocardiography scanning of the adult heart as well as vascular ultrasound scanning. A review of normal anatomy and physiology of the heart will be presented. The student should reinforce their knowledge of the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles, and the surrounding great vessels. They should practice adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become more familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. In addition, this course should provide the student with further practice on the use of duplex Doppler ultrasound to interrogate the extracranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be reviewed in correlation with physical findings. Imaging critique may be performed throughout the course.
Prerequisites: None
Credit Hours: 1

Economics (ECO)

ECO1000 Introduction to Economics

This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy, its strengths, its weaknesses, its history, and its current condition. Emphasis will be placed on economics as a societal and cultural phenomenon, focusing on how it affects daily life, current events, and the future.
Prerequisites: None
Credit Hours: 4
💻Offered Online

ECO2013 Principles of Macroeconomics

Topics in this course include the American economics system, production, income, consumption, and distribution as related to business.
Prerequisites: ENC1100 or ENC1201 or MTB1103 or ECO2027 or ECO1000
Credit Hours: 4

ECO2027 Principles of Microeconomics

Consumer behavior determining demands for good and services. This course introduces the student to the theory of the firm including production, costs and pricing, and distribution to production factors.
Prerequisites: ENC1100 or ENC1201 or MTB1103 or ECO2013 or ECO1000
Credit Hours: 4

Emergency Medical Services (EM or EMS)

EMS1010 Anatomy and Physiology for EMS

Comprehensive course presenting basic information on structure and function of the human body. The course applies principles of anatomy and physiology to show interaction of body systems as they approach homeostasis. Each body system is presented with emphasis on cardiovascular, respiratory and the nervous system. This course meets the student Anatomy and Physiology objectives found in the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum.
Prerequisites: None
Credit Hours: 4

EMS1119 Emergency Medical Technician

This course provides emergency medical technician training utilizing the U.S. Department of Transportation National Standard curriculum for emergency medical technician basic. Topics include anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Prerequisites: None
Corequisites: EMS1119L and EMS1120
Credit Hours: 11
💻Offered Online

EMS1119l Emergency Medical Technician Lab

This course consists of practice and evaluations in basic airway skills, oxygen therapy, patient lifting and moving techniques, medication administration, patient assessment, management of trauma and injuries. This course also includes the AHA BLS healthcare provider course.

Prerequisites: Physical examination by a licensed physician, and VECHS (voluntary employment criminal history search) and BLS Provider certification.
Prerequisites: None
Corequisites: EMS1119 and EMS1120
Credit Hours: 5
💻Offered Online

EMS1120 Emergency Medical Technician Clinical education

This clinical course will allow the student to observe and participate in all aspects of basic level support that can be provided in the prehospital setting for different age groups and different disease pathologies such as cardiac, respiratory, injuries caused by trauma and others. This will give the student the opportunity to practice the skills learned in the didactic and laboratory settings and apply their knowledge in real time situations.

Prerequisites: None
Corequisites: EMS1119 and EMS1119L
Credit Hours: 3.2

EMS1671 Paramedic I

The course will cover introductory material including the study of Anatomy and Physiology, which includes Cells, Tissues and Organs, Chemistry, Skeletal system, Muscular System, Nervous System, Respiratory System, Endocrine System, Cardiovascular System, Lymphatic System, Digestive System, Nutrition, Metabolism, GI/GU Systems, Reproductive and Human Development.
Corequisites: EMS2180L and EMS2190
Credit Hours: 8

EMS1090L Paramedic I Laboratory

Lab skills will be introduced and practiced in conjunction with the cognitive standards being explored each week. The Paramedic I through IV Lab class objectives are to prepare the student for application of skills in the clinical and field experiences. The lab classes will also include the required National Registry portfolio psychomotor skills and scenarios.
Scenarios will be formative and summative Scenario Lab evaluations for pediatric, adult, and geriatric patients covering the following Scenario Topic Areas: Respiratory Distress/Failure, Chest Pain, Cardiac Rhythm Disturbance, Stroke, Overdose, Abdominal Pain, Allergic Reaction/Anaphylaxis, Diabetic Emergency, Psychiatric Condition, Seizure, OB/GYN, Blunt Trauma, Penetrating Trauma, Burns, and Hemorrhage.
Prerequisites: EMS1155C
Corequisites: EMS1671 and EMS2690
Credit Hours: 4

EMS2180L Paramedic I Lab

The course will consist of practice and evaluations of BLS skills including Patient Assessment, Bleeding and Fracture Management, and CPR. In addition, students will practice and evaluations in the following areas: Intravenous therapy, Intraosseous therapy, and Medication Administration.
Corequisites: EMS1671 and EMS2190
Credit Hours: 3

EMS2190 Clinical Education I

The clinical course will begin with Clinical Education I and continue with Clinical Education II. It will allow the student to observe and participate in the highest level of care that can be provided in the prehospital setting.
Corequisites: EMS1671 and EMS2180L
Credit Hours: 2

EMS2672 Paramedic II

The course will cover basic Pharmacology including General Principles of Pharmacology, Drug Classifications, Intravenous Therapy, and Principles of Medication Administration. Students will be taught all aspects of Medication Administration. This course will also cover Basic and Advanced Airway Management as well as medication administration via the airway and respiratory route.
Prerequisites: EMS1671, EMS2180L and EMS2190
Corequisites: EMS2280L and EMS2290
Credit Hours: 7

EMS2280L Paramedic II Lab

The course will consist of practice and evaluations of Basic and Advanced Airway skills, including Endotracheal Intubation, Alternative Airways, Assessment of the Patient who has medical or traumatic etiology using Basic and Advanced diagnostic tools, as well as medication administration through the respiratory route. Students will participate in asynchronous coursework including lab simulations in preparation for their on-campus labs.
Prerequisites: EMS1671, EMS2180L and EMS2190
Corequisites: EMS2672 and EMS2290
Credit Hours: 4

EMS2290 Clinical Education II

The clinical course will continue with Field Internship II. It will allow the student to observe and participate in the highest level of care that can be provided in the prehospital setting; in the Anesthesia/Intubation clinical setting allowing the student to perform and/or assist in advanced airway skills; and in the Adult Emergency Room allowing the student to perform and assist in advanced airway skills, patient assessment, intravenous access, and medication administration.
Prerequisites: EMS1671, EMS2180L and EMS2190
Corequisites: EMS2672 and EMS2280L
Credit Hours: 2

EMS2675 Paramedic III

This course presents the objectives contained in the 2009 U.S. Department of Transportation National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following medical emergencies: cardiology, pulmonary, neurology, endocrinology, allergies, gastroenterology, renal, toxicology, hematology, environmental conditions, communicable diseases, gynecology, obstetrics and psychiatric emergencies. The following trauma emergencies include burns, spinal, thoracic, abdominal, musculoskeletal, head, facial, soft tissue, hemorrhage and shock.
Prerequisites: EMS2672, EMS2280L and EMS2290
Corequisites: EMS2390 and EMS2380L
Credit Hours: 7

EMS2380L Paramedic III Lab

The course will consist of practice and evaluations in the following areas: Skills practice and evaluations in the following disciplines EKG Interpretation, 12 Lead EKG Interpretation, Defibrillation, Cardioversion, Transcutaneous Pacing and Scenarios.
Prerequisites: EMS2672, EMS2280L and EMS2290
Corequisites: EMS2675and EMS2390
Credit Hours: 4

EMS2390 Clinical Education III

The clinical course will continue with Field Internship II and Field Internship III, Adult Emergency Room, participate in Emergency Department Teaching Rounds, the Cardiac / Intensive Care Unit, and the Psychiatric Unit. Rotating within these departments allows the student to perform and assist in advanced airway skills, cardiac monitoring, rhythm interpretations, 12 lead placement and interpretations, defibrillation, cardioversion, Transcutaneous pacing, patient assessments with different medical morphologies with critical and noncritical emergencies as well as intravenous access and medication administrations.
Prerequisites: EMS2672, EMS2280L and EMS2290
Corequisites: EMS2390 and EMS2380L
Credit Hours: 2

EMS2676 Paramedic IV

This course presents the objectives contained in the 2009 U.S. Department of Transportation National EMS Education Standards for Paramedic. This course stresses theory and procedures used by a comprehensive emergency medical system in advanced pre-hospital care of the emergency patient. Topics studied include the following: neonatology, pediatrics, geriatrics, abuse and assault, patients with special challenges, acute interventions for the chronic care patient, assessment-based management, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents and crime scene awareness.
Prerequisites: EMS2675, EMS2380L and EMS2390
Corequisites: EMS2490 and EMS2480L
Credit Hours: 8

EMS2480L Paramedic IV Lab

The course will consist of practice and evaluations in the following areas: AHA PALS provider course, oral scenario skills and Megacode in patients of different ages with different medical and trauma disorders as well as be evaluated in skills that have not been performed in the field or clinical setting.
Prerequisites: EMS2675, EMS2380L and EMS2390
Corequisites: EMS2490 and EMS2490
Credit Hours: 3

EMS2490 Clinical Education IV and Capstone

The clinical course will start with final Field Internship, Adult Emergency Room, Labor and Delivery Unit, and the Pediatric Emergency Room. These rotations will allow the student to perform and assist in advanced airway skills, cardiac monitoring, rhythm interpretations, 12 lead placement and interpretations, defibrillation, cardioversion, Transcutaneous pacing, patient assessments with different medical morphologies, dealing with pediatric patients with critical and noncritical emergencies as well as intravenous access and medication administrations
Prerequisites: EMS2675, EMS2380L and EMS2390
Corequisites: EMS2490 and EMS2480L

Credit Hours: 4

EMS2690 Paramedic I Externship

This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS1155C
Corequisites: EMS1671 and EMS1090L
Credit Hours: 2

EMS2672 Paramedic II

This course consists of the preparatory phase of the National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Educations Standards Paramedic curriculum. It includes Medicine: Medical Overview, Neurology, Abdominal and Gastrointestinal Disorders, Immunology, Infectious Diseases, Endocrine Disorders, Psychiatric, Cardiovascular, Toxicology, Respiratory, Hematology, Genitourinary/Renal, Non-Traumatic, Musculoskeletal Disorders, Diseases of the Eyes, Ears, Nose, and Throat, Shock and Resuscitation, Special Patient Populations: Pediatrics, Geriatrics, Patients with Special Challenges. This is an interactive course that coincides with lecture, skills laboratory, and an externship program.
Prerequisites: EMS1671, and EMS2690, and EMS1090L
Corequisites: EMS2091L and EMS2691
Credit Hours: 7

EMS2091L Paramedic II Laboratory

This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS1671, and EMS1090L, and EMS2690
Corequisites: EMS2672 and EMS2691
Credit Hours: 4

EMS2691 Paramedic II Externship

This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS1671, and EMS1090L, and EMS2690
Corequisites: EMS2091L and EMS2672
Credit Hours: 2

EMS2673 Paramedic III

This course consists of US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Educations Standards Paramedic curriculum. The following areas are covered in this course Trauma: Trauma Overview, Bleeding, Chest Trauma, Abdominal and Genitourinary Trauma, Orthopedic Trauma, Soft Tissue Trauma, Head, Facial, Neck, and Spine Trauma, Special Considerations in Trauma, Multi-System Trauma, Environmental Emergencies, Pathophysiology, assessment, and management of Multi-System Trauma; Preparatory: Workforce Safety and Wellness; EMS Operations: Incident Management, Multiple Casualty Incidents, Vehicle Extrication, Hazardous Materials. This is an interactive course that coincides with lecture, skills laboratory
and an externship program.
Prerequisites: EMS2672, and EMS2691, and EMS2091L
Corequisites: EMS2092L and EMS2692
Credit Hours: 5

EMS2092L Paramedic III Laboratory

This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and

direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS2672, and EMS2691, and EMS2091L
Corequisites: EMS2673 and EMS2692
Credit Hours: 3

EMS2692 Paramedic III Externship

This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS2672, and EMS2691, and EMS2091L
Corequisites: EMS2673 and EMS2092L
Credit Hours: 4

EMS2674 Paramedic IV

This course consists of US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Educations Standards Paramedic curriculum. The areas covered are Preparatory: Medical/Legal and Ethics, EMS Systems; Life Span Development; Public Health; EMS Operations:
Principles of Safely Operating a Ground Ambulance, Air Medical, Terrorism and Disaster. This is an interactive course that coincides with lecture, skills laboratory, and an externship program.
Prerequisites: EMS2673, EMS2692, and EMS2092L
Corequisites: EMS2093L and EMS2693
Credit Hours: 4

EMS2093L Paramedic IV Laboratory

This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS2673, EMS2692, and EMS2092
Corequisites: EMS2674 and EMS2693
Credit Hours: 3

EMS2693 Paramedic IV Externship

This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS2673, EMS2692, and EMS2092L
Corequisites: EMS2674 and EMS2093L
Credit Hours: 4

EMS2675 Paramedic V

This is the capstone course for the Paramedic portion of the program. Students will complete certification or recertification courses in BLS, ACLS, and PALS. Additional certifications such as PHTLS, NALS etc. may be offered. The final weeks of the course will be a National Registry EMT-P exam preparation and review. This is an interactive course that coincides with lecture, skills laboratory, and an externship program.
Prerequisites: EMS2674, EMS2693, and EMS2093L
Corequisites: EMS2094L and EMS2694
Credit Hours: 3

EMS2094L Paramedic V Laboratory

This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2674, EMS2693, and EMS2093L
Corequisites: EMS2675 and EMS2694
Credit Hours: 3

EMS2694 Paramedic V Externship

This course completes the Paramedic psychomotor skills related to patient assessment and management in the clinical setting. It is a capstone course where students will be spending their field experiences as team leads. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.
Prerequisites: EMS2674, EMS2693, and EMS2093L
Corequisites: EMS2675 and EMS2094L
Credit Hours: 4

English Composition (EN or ENC)

Credit Hours: 4

ENC1100 College English

This course provides a review of English grammar, mechanics, and paragraph development. The parts of speech are applied to the written communication process. Additional readings are included to highlight elements of composition.
Prerequisites: None
Credit Hours: 4
💻Offered Online

ENC1101 Composition I

In this course, paragraph development leading to the standard 5-part essay is introduced as students achieve clear and effective writing skills. Topics discussed include grammatical instruction, the writing process, and various essay modes.
Prerequisites: ENC1100 or ENC1201
Credit Hours: 4
💻Offered Online

ENC1102 Composition II

The principles of composition are studied and applied. Students obtain experience in expository writing. Methods of research and proper documentation are introduced for the preparation of reports and term papers.
Prerequisites: ENC1101
Credit Hours: 4
💻Offered Online

ENC1201 Business English

This course concentrates on proper English usage for business correspondence. Business terminology, common punctuation errors, English usage, and format will be discussed. At the end of this course, the student will be able to compose effective business correspondence including memos, letters, and short reports. Special consideration is placed on purpose, scope, and audience analysis and adaptation.
Prerequisites: None
Credit Hours: 4
💻Offered Online

ENC4263 Writing for Management

Students learn to communicate more effectively in writing in a wide range of technical and professional situations. Students will examine the variables at work in all writing tasks-writer, reader, information, purpose, and context-and discuss how understanding of these variables works in creating written messages with an appropriate format, tone, and level of detail. Secondary objectives include learning how to respond effectively to and edit documents produced by others.
Prerequisites: ENC1100
Credit Hours: 4
💻Offered Online

Environmental Studies (EVR)

EVR1001 Living in the Environment

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth, world health and hunger, energy resources, pollution, environmental regulations and, and Global Climate Change. It explores distribution and abundance of renewable and non-renewable resources and emphasizes an understanding of environmental problems and their impact on people and society.

Prerequisites: None
Credit Hours: 4
💻Offered Online

Finance (FIN)

Fin3400 Corporate finance

This course reviews the techniques corporations use to access a firm's financial health, evaluate, and plan its future development, and make decisions that enhance its chances of survival and success.

Prerequisites: ECO1000
Credit Hours: 4
💻Offered Online

General Business (GEB)

GEB1011 Business Principles

An overview of the American business system is presented in order to help the student understand the interrelationships among the functional areas of business organization, management, personnel, finance, data processing, marketing, and production. Forms of business ownership, governmental influences, and ethical responsibilities of those in business are also reviewed.
Prerequisites: None
Credit Hours: 4
💻Offered Online

GEB2941 Industry Practicum

This course is a practical application course through which students work in an industry setting for a minimum of 90 hours, acquiring exposure to and experience in the area of business or industry for which they are preparing.
Prerequisites: Approval of the Program Chair
Credit Hours: 3

GEB3444 Business TRENDS AND ISSUES

This course is designed to give students a view of the current issues that are being discussed in the business world. Students will be talking and learning about many hot-button issues in business, in addition to learning the importance of keeping up-to-date on information in their field of study. It is a bridge for students who are not already involved in business as part of their academic career to receive a great deal of information on the current environment in business.

Prerequisites: Junior standing
Credit Hours: 4

Geography (GEA)

GEA1000 Geography

The study of the earth and its features, and of the distribution of life on the earth, including human life and the effects of human activity are discussed.
Prerequisites: None
Credit Hours: 4
💻Offered Online

GEA4191 World Environments

This course will provide a survey of physical, economic, political, and social systems that give unique character to the relationships among world regions. Through analysis of nine world regions and the countries in each, political, demographic, economic, cultural, and environmental themes will be considered in their geographic context. The course is organized to emphasize the comparisons among world regions and the interdependent relationships that are increasing through globalization.
Prerequisites: ENC1100
Credit Hours: 4
💻Offered Online

Health Care Administration (HSA)

HSA1100 Basics of the US Health Care System

This course provides students with a broad, fundamental introduction to the workings of the US Healthcare industry, including the economic, social, political, and technological forces that shape the industry. The role
of state and federal government and regulatory agencies in healthcare delivery is examined.

Prerequisites: None
Credit Hours: 4
💻Offered Online

HSA3160 Health Care Marketing

This course is an introduction to marketing concepts and how they are applied in the health care industry. Students will develop and apply strategies for management and marketing of health care services.
Prerequisites: HSA1100
Credit Hours: 4
💻Offered Online

HSA3173 Health Care Accounting

This course serves as an introduction to financial accounting in the health care industry.
Prerequisites: APA1111
Credit Hours: 4
💻Offered Online

HSA3180 Health Care Management and Leadership

This course is an in-depth examination of the application of management and organizational theory and concepts in health care institutions.
Prerequisite: MAN4151 and HSA1100
Credit Hours: 4
💻Offered Online

HSA4140 Health Care Strategy

This course is a study of the organizational functions of health care facilities. Students will explore strategic planning and management within the unique context of organizations concerned with the delivery and financing of Health Care.
Prerequisites: Final Term
Corequisites: HSA4850 (CAPSTONE)
Credit Hours: 4
💻Offered Online

HSA4170 Health Care Finance

This course focuses on financial management knowledge and an understanding of healthcare finance as it relates to health care organizations inclusive of hospitals, long term care facilities and home health agencies.
Prerequisites: HSA3173
Credit Hours: 4
💻Offered Online

HSA4191 Health Information Systems Management

This course serves to train students in effective planning, design, management, execution, and use of various information system resources. Students will learn how to plan strategically and build the appropriate health management information technology infrastructure and understand implementation challenges to transform the way information is used and shared within and outside healthcare organizations.
Prerequisites: HSA3180
Credit Hours: 4
💻Offered Online

HSA4423 Health Care Law

This course serves as an overview of health care law. Students will focus on legal issues that affect health care organizations. Topics include presentation of the legal responsibilities and constraints of health administration, nursing, and allied health practice at all levels. There will be an emphasis on health licensure, privileged communication, risk management and contemporary legal issues in health care administration.
Prerequisites: MNA1100
Credit Hours: 4
💻Offered Online

HSA4502 Risk Management and Patient Safety

This course provides students with basic knowledge in the implementation of quality improvement, risk management and organizational activities and responsibilities related to quality improvement in health care delivery systems. The course examines the issues of claims management, risk financing and proactive loss control; and the integration between risk management and patient safety functions.
Prerequisites: HSA3180
Credit Hours: 4
💻Offered Online

HSA4850 Health care administration capstone

In this course students will use (a) directed research, (b) client interviews, and (c) observations to construct a thesis/term paper on a selected approved topic within health care. Students must demonstrate a thorough understanding and synthesis of the ethical, legal, social, political, socio-economic, and business issues which impact health care and health care organizations within the United States. This thesis may be (1) based on a case study of an organization and must address a specific issue, or (2) a research paper on a specific health care issue with recommendations on causes and solutions to the defined research problem.

Prerequisites: All Health Care core classes
Corequisites: HSA4140
Credit Hours: 4
💻Offered Online

Health Sciences/Resources (HSC)

HSC1000 Orientation to the Health Sciences

This course provides information needed to build a foundation to those students pursuing a career in a health, medical or science related field. Topics include medical terminology, basic anatomy and physiology, disease prevention and health promotion, cultural diversity, leadership, and ethical responsibilities of healthcare workers. This course also introduces the student to medical math, infection control and OSHA Bloodborne Pathogens standards.
Prerequisites: None
Credit Hours: 4

HSC1403C Medical Emergencies

This course is designed to prepare the student to handle emergency situations and procedures. In addition, students will take an American Heart Association BLS provider course.
Prerequisites: None
Credit Hours: 2

HSC1531 Medical Terminology

This course is designed to instruct students in basic principles of medical word building. The interrelationships of body structures and functions including their related terminology are stressed.
Prerequisites: None
Credit Hours: 4
💻Offered Online

HSC2149 Pharmacology

This survey of drug classifications and calculations provides the student with an overview of how prescription drugs are administered to patients. In addition to learning general guidelines, students will be exposed to confidentiality issues and ethical considerations as they relate to administration and the use of prescription drugs.
Prerequisites: HSC1531 and BSC1093 or BSC1094 or MEA2203
Credit Hours: 4
💻Offered Online

HSC3032 Community Health

This course examines the application of epidemiological and community health concepts in health services management. Additionally, the concepts of community organization, program planning, minority health, health care, mental health, environmental health, drugs, safety, and occupational health are also discussed.
Prerequisites: None
Credit Hours: 4
💻Offered Online

HSC3661 Health Care Communication

This course focuses on health care communication and informatics. Students will analyze key health care issues with an emphasis on health care policies and initiatives that shape health care delivery. This course prepares students to contribute to health communication research, patient counseling, materials design, program management and community relations.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Humanities (HUM)

HUM1020 Humanities

This course examines Eastern and Western humanities, focusing on arts and ideas, with the objective of creating a greater awareness of the world community. This course examines the various cultures of the Near East, Far East, and Africa relative to the Western tradition. The cultural and aesthetic perspectives in Western humanities are also examined, with the objective of facilitating the development of personal aesthetic sensibilities.
Prerequisites: ENC1100
Credit Hours: 4
💻Offered Online

Information Systems Management (ISM)

ISM4011 Management of Information Systems

This course introduces the students to Management Information Systems (MIS) and the appropriate use of MIS tools to gain a strategic and competitive advantage in the marketplace. As tomorrow's managers, entrepreneurs, or business specialists, the students need to know how to use and manage information technology in today's networked enterprises and global markets, such as the Internet, Intranet, and Extranet. In this dynamic environment, they will rely on interconnected networks of information systems for end user collaboration, including communications and computing among end user work groups and teams, and enterprise-wide computing, including communications and information processing for business operations, managerial decision making, and strategic advantage.
Prerequisites: Senior Standing
Credit Hours: 4
💻Offered Online

Interdisciplinary Studies (IDS)

IDS2306 Contemporary American Issues

This course is designed to provide an interdisciplinary study of the major issues facing America. Topics include the environment, population, minorities, cities, crime poverty, drugs, religion, values, and foreign policy.
Prerequisites: None
Credit Hours: 4
💻Offered Online

IDS2350 Critical Thinking

This is a course in practical reasoning, designed to sharpen the student's ability to analyze, evaluate, and construct arguments. There will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability to understand how these approaches assist in decision-making. Included among these strategies will be examining assumptions, Socratic questioning, analyzing experiences, and evaluation perspectives. These strategies will be applied to a number of real-life situations.
Prerequisites: None
Credit Hours: 4
💻Offered Online

IDS2901 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.
Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair.
Credit Hours: 1

IDS2902 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.
Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair.
Credit Hours: 2

IDS2903 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.
Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair.
Credit Hours: 3

IDS2904 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Department Chair/Program Chair approval.
Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair.
Credit Hours: 4

IDS2940 Industry Practicum

This course is a practical application course through which students work in an industry setting for a minimum of 90 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.
Prerequisites: Approval from the Program Chair.
Credit Hours: 3

IDS4914 Research Methods

This course is designed to teach students qualitative and quantitative research methods of educational research. Students will learn to read research reports including experimental, descriptive, qualitative, and historical approaches. Students submit a research proposal as part of the course requirements.
Prerequisites: STA2014, ENC1101, and Senior Standing
Credit Hours: 4
💻Offered Online

IDS4940 Professional Practicum

This course is a practical application course through which students work in an industry setting for a minimum of 120 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.
Prerequisites: Student must complete ALL Major Core requirements. Approval from the Program Chair is required prior to registration.
Credit Hours: 4

Literature (LIT)

LIT2000 Introduction to Literature

This is a basic course in the appreciation of good literature, which is designed to help the student learn the elements, characteristics, and terminology necessary to study poetry, drama, and the short story. Students are required to keep an extensive reading journal and to write a research paper using analytical skills acquired in the course. A variety of films are used to illustrate various techniques employed by authors.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Management (MAN)

MAN2021 Principles of Management

This course introduces students to the essential foundations of the supervisory/management experience. These include management schools of thought, the differences between supervision, management and leadership, effective communication, theories of motivation techniques and teamwork. The functions of management, including planning, organizing, staffing, leading, and controlling are also introduced.
Prerequisites: None
Credit Hours: 4
💻Offered Online

MAN2202 Organizational Theory

This course examines the responsibilities and skills of management within the organization. Topics covered include the role of human resources in development of the organization and the employee. Motivating techniques, organizational change, team building, and trends in current organizations will also be covered. Case studies will assist in the process.
Prerequisites: GEB1011 or MAN2021
Credit Hours: 4
💻Offered Online

MAN2942 Business Industry Practicum

This course is a practical application course through which students work in an industry setting for a minimum of 90 hours acquiring exposure to and experience in the area of business or industry for which they are preparing.
Prerequisites: GEB1011, MAN2021, and approval of the Program Chair
Credit Hours: 4

MAN3605 Cross Cultural Human Relations

This is a skill-based course, which focuses on the impact of culture on business relationships, including negotiations.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MAN4151 Organizational Behavior and Human Resource Development

This course studies the behavior, structure, and processes of organizations. Topics such as group inter-group behavior, teamwork, motivation, communication, cultural diversity, global cultural considerations, and reward systems are studied as it relates to human resource development and training.
Prerequisites: MAN2021 or MAN2202 or GEB3444 or MNA3037
Credit Hours: 4
💻Offered Online

MAN4504 Operations Management

This course will examine applications that range from high-tech manufacturing to high-tech service in a review of the traditional topics of the field. Students will learn that operations management is best done with significant cross-functional integration and requires a global perspective for many of the topics. Accounting, finance, marketing, human resources, management, purchasing, logistics, and engineering impact how firms are run operationally. An emphasis will be placed on services, globalization, and cross-functional integration.
Prerequisites: MAN2021
Credit Hours: 4
💻Offered Online

MAN4720 Business Policy and Strategy

A study of long-term strategy and planning management as it relates to the decision-making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Particular attention will be paid to independent development of corporate objectives and a concise mission statement for a company.
Prerequisites: SBM1000 or MAN2021 or GEB3444 or MNA3037, and Senior standing
Credit Hours: 4
💻Offered Online

Management-Applied (MNA)

MNA1100 Principles of Human Resources

This course is designed to familiarize students with employment laws including the Americans with Disabilities Act, the Equal Pay Act, Worker's Compensation, general provisions of OSHA, personnel practices, the hiring process, performance appraisal, employee rights and discipline, employee retention, and employee unions.
Prerequisites: None
Credit Hours: 4
💻Offered Online

MNA3037 Project Management and Planning

This class is a general introduction class in project management designed to give students an exposure in the general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge that relates to their own specific subset of knowledge. The class will give students a platform on which to rest the knowledge that they gain throughout the rest of the program.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MNA3038 Project Estimation and Budgeting

The content of this class deals with two of the most important components of project management, the need for on-time and within budget completion. This class will familiarize students with these concepts and develop a set of skills that the students can use to ensure that these vital goals are attained. They will be able to work with limitations to achieve the goals of the project.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MNA3521 Quality Assurance and Evaluation

This course is designed to teach how aspects of the quality management framework apply to the conduct of a project as well as the product, process, or service developed as a result of the project. The class will give students the skills it takes to apply a quality philosophy and standard to

the projects in which they will be involved. The course will also start to prepare students for the rigorous standards of customer service, both internal and external, that are expected in project management.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MNA4039 Project Risk Management

This course is designed to give insight into the problems that may arise in a project setting. This course will also give students the skills needed to identify risks and make preparations to diffuse and solve conflicts. This course will also allow students to become familiar with the preparation and skills used to diffuse risk in the project management setting.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MNA4574 Contracts and Procurement

This course will familiarize students with the cost side of project management. Students will be given a thorough overview of estimating project costs through discussion of contracts and procurement. Students will learn how to negotiate contracts for goods or services associated with projects as well as accurately identify and summarize the cost involved in a project. In addition, there will be a focus on developing the skills necessary for students to be able to successfully negotiate a variety of aspects of a project such as resources, timing, scope, etc.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

MNA4920 Project Management Seminar

To allow students to have a concrete first-hand experience in guiding a project from start to finish. The course is meant to deliver a real-life project to students with the help of community organizations and allow students to participate in all aspects of the project while gaining experience in the field of project management. The experience is meant to allow them to have some exposure through real experience to the field in which they are to receive their degrees. As a capstone course, this class will provide a key assessment of the students' preparedness to apply their skills in a real-world situation.
Prerequisites: Junior Standing
Credit Hours: 4
💻Offered Online

Marketing (MAR)

MAR1011 Principles of Marketing

The fundamental concepts of marketing principles and their functions are examined. Marketing dynamics and strategic planning are explored in the marketing environment.
Prerequisites: None
Credit Hours: 4
💻Offered Online

MAR2141 International Business

This course explains the fundamentals of international business in the challenging global environment. It explores and analyzes trade, investment, cultural and legal forces of international markets.
Prerequisites: GEB1011 or MAR1011
Credit Hours: 4

MAR2405 Principles of Sales

Presented in this course are the basic principles and techniques of selling. Emphasis is placed on effective presentations and communication skills. Selling is studied as a marketing process in retail and industrial markets.
Prerequisites: None
Credit Hours: 4

MAR3414 Sales Strategies

A study of various aspects of the salesperson's job, including fundamental sales skills, the buying process, principles of communicating effectively, adapting to the needs and unique styles of each customer, prospecting, planning, discovering needs, using visual aids, conducting effective demonstrations, responding to objections, obtaining commitment, and providing after-sale service. Students in this course should learn sales strategies and principles of selling so that they will have enough self-confidence to begin making calls if provided with no additional training by their employers.
Prerequisites: MAR1011 or MAR2405 or MAN2021

Credit Hours: 4
💻Offered Online

MAR4156 Global Marketing

An overview of the essential issues and the unique considerations confronting the marketing decision-makers in a global environment. The study will include comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions. Special attention will be directed toward the issues and differences confronting a domestic company wishing to do business in another country.
Prerequisites: ADV1002 or MAR1011
Credit Hours: 4
💻Offered Online

MAR4333 Integrated Advertising

An in-depth review of the shift from the conventional methods of advertising to the more widely recognized approach of implementing an integrated marketing communications strategy (IMC). This course conveys that one must recognize how a firm uses all of the promotional tools available to deliver a unified message to the consumer. The IMC perspective represents one of the most influential changes in business practices for the 21st century.
Prerequisites: MAR1011 or ADV1002
Credit Hours: 4
💻Offered Online

MAR4503 Consumer Behavior

This course examines cultural, social, and individual variables and how they are incorporated into buyer decisions processes and marketing practices.
Prerequisites: MAR1011
Credit Hours: 4
💻Offered Online

MAR4403 Sales Management

A study of various aspects of the sales manager's job, including fundamental sales skills, management skills, and the ability to train, lead, inspire and supervise salespeople. Students in this course should learn sales forecasting, public relations, advertising, sales promotions, planning, motivation, and what is needed to effectively and successfully manage and lead a sales team.
Prerequisites: MAN2021 or MAR3414
Credit Hours: 4

Mathematics (MAT)

MAT1030 College Algebra

This course provides the student with an opportunity to experience Algebra as a process that enhances logical thinking and a discipline that has real world applications. Skills such as operations with Real Numbers, Linear Equations and Inequalities, Polynomials, Exponents, Quadratic Equations, Roots, Radicals, and Cross Multiplication of algebraic expressions are practiced.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Mathematics - General and Finite (MGF)

MGF1106 Topics in College Mathematics

Through a unique problem-solving approach, this course provides an insight into what mathematics is and what it accomplishes. Topics include logic, estimation, numeration systems, number theory, algebra, functions and graphs, geometry mathematical systems, probability, and statistics.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Mathematics - Technical and Business (MTB)

MTB1103 Business Math

This course provides a review of the basic applications of mathematics relating to such calculations as bank and sales records, interest, promissory notes and interest variables, percentages, commission, cash and trade discounts, markup, and other typical business calculations.

Prerequisites: None
Credit Hours: 4
💻Offered Online

MTB1344 Algebra and Trigonometry

This course is the study of the concepts and practice of algebra and trigonometry skills. Factoring, algebraic fractions, logarithmic and exponential equations, vectoring, and graphing functions are practiced.
Prerequisites: None
Credit Hours: 4

MTB2324 Calculus I

This course is designed to provide the students with the concepts of limits and differential and integral calculus in the context of practical problems.
Prerequisites: MTB1344
Credit Hours: 4

Medical Assisting (MEA)

MEA1226C Examining Room Procedures

This course introduces the student to medical office procedures. Included are studies of general pharmacology, vital signs, electrocardiography, patient examination preparation and procedures, identification and care of instruments and equipment, asepsis, sterilization, and radiology.
Prerequisites: HSC1531 and BSC1093 or BSC1094 or MEA2203
Credit Hours: 4

MEA1245C Phlebotomy Procedures

This course provides students with an opportunity to learn principles of sterile and aseptic techniques, criteria for selection of site for fingerstick and/or phlebotomy withdrawal techniques. Emphasis is placed on the proper handling and processing of laboratory specimens. This course includes four hours of AIDS/HIV training.
Prerequisites: HSC1531
Credit Hours: 4

MEA1346C Computerized Medical Office Management

This course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing, and report generating.
Prerequisites: CGS1100C
Credit Hours: 4

MEA2149C Pharmacology and Drug Administration

This course introduces student to drug classifications, interactions and calculations of drugs administered to patients. The student will be instructed in the basic rules of preparation and administration of parenteral and non-parenteral medications. Understanding parts of a prescription, transcribing prescription orders and communicating with patients.
Prerequisites: HSC1531
Credit Hours: 4

MEA2203 Pathophysiology

This course is a study of the diseases and disorders of the human body, including signs and symptoms, physical manifestations, anatomical abnormalities, etiology, diagnosis, and treatment.
Prerequisites: None
Credit Hours: 4

MEA2235 Medical Law and Ethics

This is a study of the interrelationship of law and medicine. Emphasis is placed on the law of torts, administrative agencies, and consumer protection, as well as classes of contracts, breach of contract and remedies available under the law. Special emphasis is placed on ethics for a health care delivery team member. This course includes four hours of AIDS/HIV Awareness Training and two hours of HIPAA Training.
Prerequisites: None
Credit Hours: 4
💻Offered Online

MEA2257C Basic X-Ray Machine Operation

This course is a combination of lecture and demonstration of the use of radiographic equipment related to patient care.
Prerequisites: None

Credit Hours: 4

MEA2260C Clinical Laboratory Procedures

This course introduces the techniques for performing routine laboratory tests and CLIA waived testing. These include physical, chemical, and microscopic examinations of urine and urine test interpretation. Also included are blood collection techniques for diagnostic testing; and other non-blood sample collection obtained in the physician's office
Prerequisites: HSC1531
Credit Hours: 4

MEA2270C Clinical Procedures for Specialties and Electrocardiogram

This course introduces the student to the clinical procedures for specialties. Included are the studies of vital signs, electrocardiography, patient examination preparation, pediatric development, and geriatric care. In addition, students will learn preparation for minor surgical procedures and radiology.
Prerequisites: HSC1531
Credit Hours: 4

MEA2803 Medical Assisting Externship

The student applies skills obtained through classroom and laboratory instruction to actual work situations. Medical Assistant students are placed with a physician's office or other suitable facility to provide a broad training experience and on-the-job performance evaluation. The student is required to complete a minimum of 160 hours externship and 10 hours of classroom lecture.
Prerequisites: Completion of all Medical Assisting core courses and approval of the Program Chair
Credit Hours: 3

MEA2810 Medical Assisting Registry Review

This course is designed to provide an introductory review to prepare the student to take the national certification test for Medical Assisting. Students will be given practice (mock) exams to complete. In addition, students will be covering topics on professionalism, resume writing, thank you and cover letters, and interview techniques.

Prerequisites: None
Credit Hours: 0

Nutrition (HUN)

HUN1206 Nutrition

This course introduces the student to the basic fundamentals of nutrition, including the micro and macronutrients found in food and how the body processes them. The relationship between diet and health is also discussed. Students will learn principles of planning a balanced diet and how to make healthier food choices.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Philosophy (PHI)

PHI2014 Introduction to Philosophy

This course is designed as an introduction for students having no previous college work in comparative belief systems with the focus being the perennial issues of human existence. The fundamental assumptions, terminology, and schools of thought used to address issues in metaphysics, epistemology, ethics, and aesthetics will be examined. Major philosophical problems will be explored with emphasis placed on establishing relevance to personal philosophy.
Prerequisites: None
Credit Hours: 4
💻Offered Online

PHI4609 Ethics

Students will become familiar with the philosophy of ethics and moral theology. Emphasis will be on applying moral theory to practical moral questions of the twentieth century.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Physics (PHY)

PHY1020 Physics

This course is designed to introduce the student to the laws, fundamental principles, and problem-solving methods of modern physics. This course will deal with the basic concepts that surround us in the physical world such as, mechanics, electromagnetism, waves, sound, light and astronomy.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Political Science (POS)

POS1041 American National Government

This course is designed to provide a comprehensive examination of the American political system. Through this course, students will become familiar with the theory, organization, principles, and functions of the American national government and various elements within the political system that work to shape policy outcomes.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Psychology (PSY)

PSY1012 Principles of Psychology

This course is an introduction to the field of psychology as the scientific study of the behavior of man. Specialized terminology in the field of psychology is introduced. Topics studied include the principles of behavior, the scientific method in psychology, perception, learning, thinking and problem-solving techniques.
Prerequisites: None
Credit Hours: 4
💻Offered Online

HUS2520 Abnormal Psychology

This course is an introduction to the etiology, treatment, and prevention of abnormal behavior. Specialized terminology in the field of abnormal psychology is introduced. Topics studied include the use of DSM as a diagnostic tool. The impact of mental illness on the family is stressed. Students will study symptoms of schizophrenia, bipolar disorder, and other forms of psychopathology. Emphasis is placed on community resources, medications, stressors, risk, recognizing decompensation signs, when to seek professional help and effective ways of communicating with a person who has mental illness.
Prerequisites: DEP2004 or PSY1012
Credit Hours: 4

Radiologic Technology (RT)

RT1100 Fundamentals of Radiologic Sciences

A course of study designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization are examined and discussed, in addition to the professional responsibilities of the radiographer.
Prerequisites: None
Credit Hours: 1
💻Offered Online

RT1130 Introduction to Principles of Radiographic Exposure I

This introductory course provides students with the basic knowledge of atomic structure, electricity, and electromagnetism. The foundations for radiation-producing equipment; the production of radiation; radiation safety; and radiation interaction with matter will be established.
Prerequisites: None
Credit Hours: 2

RT1140 Patient Care I

This course is the first in a two-part series that equips students with the knowledge to care for patients in the healthcare setting. Students will learn how to deliver care safely and effectively to a diverse patient population.
Prerequisites: None
Credit Hours: 2

RT1150 Radiographic Procedures I

This course is the first of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: None
Credit Hours: 2

RT1150L Radiographic Procedures I Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: None
Credit Hours: 1

RT1160 Image Analysis I

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: None
Credit Hours: 1

RT1190 Introduction to Clinical Education

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. The first portion of the course is designed to provide the student an introduction to patient care and clinical practices; radiation safety; clinical policies and procedures; and an overview of clinical progression required to complete the program. The remaining portion of the course will enable the student to utilize didactic concepts in the clinical setting. Through structured, sequential, competency-based clinical assignments, concepts of team practice; patient care and assessment; professional development; and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: None
Credit Hours: 3

RT1230 Introduction to Principles of Radiographic Exposure II

This course is the second in a series providing students with the basic knowledge of atomic structure, electricity, and electromagnetism. The foundations for radiation-producing equipment; the production of radiation; radiation safety; and radiation interaction with matter will be established.
Prerequisites: RT1130
Credit Hours: 2

RT1240 Patient Care II

This course is designed to provide advanced concepts of patient care. Trauma, mobile and surgical radiography are described. Basic concepts of pharmacology are discussed. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.
Prerequisites: RT1140
Credit Hours: 2

RT1250 Radiographic Procedures II

This course is the second of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: RT1150
Credit Hours: 2

RT1250L Radiographic Procedures II Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1150L
Credit Hours: 1

RT1260 Image Analysis II

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: None

Credit Hours: 1

RT1290 Clinical Education I

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Students will utilize didactic concepts in the clinical setting. Through structured, sequential, competency-based clinical assignments, concepts of team practice; patient care and assessment; professional development; and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated
Prerequisites: RT1150L and RT1250L
Credit Hours: 3

RT1330 Principles of Radiographic Exposure I

This course establishes the foundation of image production, quality, and equipment. Concepts of radiation safety and protection are reinforced.
Prerequisites: RT1130
Credit Hours: 4

RT1350 Radiographic Procedures III

This course is the third of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. This is a course of radiographic positions building on the basic procedures learned in RT1150 and RT1250.
Prerequisites: RT1250
Credit Hours: 1

RT1350L Radiographic Procedures III Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1250L
Credit Hours: 1

RT1360 Image Analysis III

This course is designed to provide additional instruction when analyzing advanced radiographic images. Students will be able to determine if a radiograph has an adequate level of contrast and density, and what factors to adjust if a radiograph is inadequately exposed. The processes for properly evaluating radiographic images with a higher degree of critical thinking will be taught. Actual images will be used for demonstration and analysis.
Prerequisites: RT1260
Credit Hours: 1

RT1390 Clinical Education II

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: RT1250L
Credit Hours: 3

RT1450 Radiographic Procedures IV

This course is the fourth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: RT1350
Credit Hours: 2

RT1450L Radiographic Procedures IV Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1350L
Credit Hours: 1

RT1460 Image Analysis IV

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: RT1360
Credit Hours: 1

RT1490 Clinical Education III

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: RT1350L
Credit Hours: 3

RT1510 Special Procedures

This course is designed to concentrate on the advanced studies performed in the radiology department, such as procedures of the urinary and digestive systems, and those performed in the interventional suite. Students will learn about injection instrumentation, as well as contrast indications and safety.
Prerequisites: None
Credit Hours: 2

RT1520 Radiographic Pathology

Course is designed to introduce concepts related to disease and etiological consideration with emphasis on radiologic appearance of disease and impact on exposure factor selection. It also presents basic information on the pathologic process; signs and symptoms; and diagnosis and prognosis of various diseases.
Prerequisites: None
Credit Hours: 2

RT1550 Radiographic Procedures V

This course is the fifth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: RT1450
Credit Hours: 2

RT1550L Radiographic Procedures V Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1450L
Credit Hours: 1

RT1560 Image Analysis V

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: RT1460
Credit Hours: 1

RT1590 Clinical Education IV

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: RT1450L
Credit Hours: 4

RT1610 Advanced Imaging Modalities

This is a specialized course of study designed to enhance knowledge of radiologic imaging by introducing the student to advanced imaging modalities. Modalities that can be pursued as post- primary pathways will be discussed. Additionally, career opportunities and salaries will be explored.
Prerequisites: None
Credit Hours: 1

RT1630 Principles of Radiographic Exposure II

Content imparts an understanding of the components, principles and operation of computed radiography and digital imaging systems found in diagnostic radiology. Image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Students will learn advanced concepts in digital imaging acquisition to enable them to apply those concepts in clinic.
Prerequisites: RT1330
Credit Hours: 4

RT1650 Radiographic Procedures VI

This course is the sixth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: RT1550
Credit Hours: 2

RT1650L Radiographic Procedures VI Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1550L
Credit Hours: 1

RT1660 Image Analysis VI

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: RT1560
Credit Hours: 1

RT1690 Clinical Education V

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: RT1550L
Credit Hours: 4

RT1710 Mammography

This is a specialized course of study detailing the radiographic examination of the breasts and related positioning and pathology. This course will provide both a historical view of mammography, including breast anatomy and physiology, positioning, compression, technique selection, patient education, quality control, and advanced imaging, including implants and studies related to breast pathology and specialized views. The student will learn quality control, optimal functioning of dedicated mammography equipment including stereotactic needle biopsies and digital mammography.
Prerequisites: None
Credit Hours: 2

RT1711 Computed Tomography

Content provides entry-level radiography students with the principles related to computed tomography (CT) imaging
Prerequisites: None
Credit Hours: 2

RT1720 Radiation Biology and Advanced Protection

The Radiation Biology content of the course provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. The Advanced Protection content of the course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and healthcare organizations are incorporated.
Prerequisites: None
Credit Hours: 3

RT1750 Radiographic Procedures VII

This course is the seventh of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.
Prerequisites: RT1650
Credit Hours: 2

RT1750L Radiographic Procedures VII Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.
Prerequisites: RT1650L
Credit Hours: 1

RT1760 Image Analysis VII

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images, image display; and terminology will be discussed.
Prerequisites: RT1660
Credit Hours: 1

RT1780 Career Development

This course is designed to introduce the student to a comprehensive approach to career development & planning. Students will be exposed to useful self-marketing strategies, effective interviewing techniques and job searching skills necessary in today's job marketplace. Upcoming graduates will also be given an in-depth understanding of Human
Resources within the Healthcare/Medical field and apply trusted techniques to assist in their successful transition from education to employment.
Prerequisites: None
Credit Hours: 1
💻Offered Online

RT1790 Clinical Education VI

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.
Prerequisites: RT1650L
Credit Hours: 4

RT1800 Registry Review

This course is a comprehensive review of radiography. It is designed to be both a review and detailed guide, with questions and answers, for students preparing to successfully pass the Registry examination administered by the ARRT. All subject areas will be reviewed and test taking strategies discussed.
Prerequisites: RT1150, RT1250, RT1330, RT1350, RT1450, RT1550, RT1630, RT1650, RT1750
Credit Hours: 0

Small Business Management (SBM)

SBM1000 Small Business Management

A study of management concepts underlying the operation of a small business including: planning, operating, evaluating and controlling the enterprise. Fundamentals of financing, budgeting, marketing, promotion, and profit analysis are examined.
Prerequisites: GEB1011 or MAN2021
Credit Hours: 4
💻Offered Online

Sociology (SYG)

SYG2000 Sociology

This is an integrated survey of the fundamental sociological concepts of culture, forms of collective behavior, community and social organization, social interaction, and social change. Students write a research paper based on some facet of sociology presented in class.
Prerequisites: None
Credit Hours: 4
💻Offered Online

SYG2430 Marriage and the Family

This course will examine families in terms of structure, roles, and functions. Emphasis will be placed on understanding the family life cycle; change in motivation to marry, divorce, and remarriage; nontraditional relationships, parenting roles, and sex education.
Prerequisites: SYG2000
Credit Hours: 4

Sociology of Demography (SYD)

SYD4700 Race and Ethnic Relations

In this class, we will look at minority groups in the U.S. (racial, ethnic, cultural, and religious); discuss the relationship of minority status to socioeconomic and political stratification; compare U.S. ethnic social relations to that of minority groups in other societies and contexts; look at what anthropological and sociological theory tell us about the sociocultural processes of ethnic formation, maintenance, and interrelationship; try

to understand ethnic prejudice and discrimination and their causes; and look in depth on how these "global" processes act out locally in our community
Prerequisites: None
Credit Hours: 4
💻Offered Online

Spanish (SPN)

SPN1120 Spanish

This course will emphasize communicative skills, listening, speaking, reading, and writing. Students will make oral presentations, read short texts, and write brief Spanish compositions. Basic grammar skills will be introduced.
Prerequisites: None
Credit Hours: 4

Speech Communication (SPC)

SPC1017 Oral Communication

This course is designed to equip the student with better speaking skills, whether in business, social, or civic life. The student will develop the ability to speak clearly and effectively; to think and express ideas effectively; and to plan, compose and deliver speeches of various kinds. Special consideration is placed on purpose, scope and audience analysis and adaptation.
Prerequisites: None
Credit Hours: 4

Statistics (STA)

STA2014 Statistics

This course examines the essential issues and methods used to employ statistical techniques. The unique considerations of describing, summarizing, and analyzing statistical data are presented.
Prerequisites: MTB1103 or MAT1030 or MGF1106 or MTB1344
Credit Hours: 4
💻Offered Online

Student Life Skills (SLS)

SLS1201 Personal Development

This course is designed to give students exposure to concepts and skills that can help the student make changes in their academic performance and their lives. These lessons are facilitated towards student issues, challenges while attending school and transitioning long-term career goals for success upon graduation.
Prerequisites: None
Credit Hours: 4
💻Offered Online

SLS2301 Professional Strategies

This course prepares each student for obtaining career positions through proven professional strategies. Resume writing, interviewing techniques, job lead researching, communication skills and career planning are studied in detail. The application of the principles taught in this innovative course provides invaluable tools for professional career planning.
Prerequisites: None
Credit Hours: 4
💻Offered Online

Surgical Technology (STS)

STS1021 Surgical Observation

This course provides the student with an opportunity to experience the clinical setting as a prelude to the didactic program. Students will spend time weekly within the operating room observing a wide variety of surgical procedures. Prior to the initial extern placement, the students will receive training in CPR, HIPAA compliance, and patient confidentiality.
Prerequisites: None
Credit Hours: 1

STS1302 Introduction to Surgical Technology

This course focuses on the basic fundamentals of Surgical Technology by introducing students to the surgical arena. Key concepts include scope of practice, physical environment, hospital organization, standards of conduct, professionalism, interpersonal communication, and teamwork skills.

Prerequisites: None
Credit Hours: 4

STS1307C Operating Room Technique I - Instrumentation

This course will focus on the fundamental concepts of surgical technology in regard to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the uses of the instrumentation themselves. During the course the student will have the opportunity to learn the relationship between instrument type and usage. This course also focuses on the function, assembly, and care of specialty and accessory equipment used in a surgical setting. Finally, the course will review the various supplies used in the operating room.
Prerequisites: HSC1531
Credit Hours: 2

STS1304C Operating Room Technique II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, case selection, instrumentation, room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. The student will also learn the importance of the consent and preference card.
Prerequisites: STS1307C
Credit Hours: 4

STS1340C Surgical Pharmacology and Aseptic Technique

This course focuses on the principles of asepsis and sterile technique, as well as the medications used in the surgical setting. Key concepts include surgical conscience, disinfection, sterilization, hemostasis, emergency situations, radiological and chemical injuries, biological warfare, basic principles of pharmacology as it relates the operating room and the fundamental principles of asepsis and the practice of sterile technique.
Prerequisites: STS1302 or HSC1531
Credit Hours: 4

STS2270 Clinical Aspects I

This course serves as the first of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in a wide variety of surgical procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases
required for successful completion of the program.
Prerequisites: STS2326 and STS1304C
Credit Hours: 8

STS2271 Clinical Aspects II

This course serves as the second of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in general, genitourinary, gynecologic, otorhinolaryngologic, ophthalmic, oral, and maxillofacial, plastic and reconstructive, neurologic, and orthopedic procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.
Prerequisites: STS2270
Credit Hours: 8

STS2272 Clinical Aspects III

This is the final of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.
Prerequisites: STS2271
Credit Hours: 8

STS2325C Surgical Procedures I

This course introduces the student to the specific steps during basic, intermediate, and advanced surgical procedures. Topics covered will include anatomy, etiology and the disease processes necessitating surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering: general, obstetrics and gynecology, ophthalmic, otorhinolaryngologic, oral and maxillofacial, and genitourinary surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention.
Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1085L, and BSC1086L

Credit Hours: 4

STS2326 Surgical Procedures II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include floor plan design, the various support departments, equipment, and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include
surgical asepsis, consent, and case selection, instrumentation, and room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. Students perform "mock surgery" and will demonstrate surgical procedure set ups for Orthopedic, Neuro, Plastic, Vascular, and Cardio-thoracic surgery.
Prerequisites: STS2325C
Credit Hours: 4

STS2936 Exam Prep

Upon completion of this course, the student shall be ready to attempt the national CST exam. This course will provide the student with the necessary review in order to give the best possibility of successfully attempting the national certifying exam. Materials covered will include a comprehensive review of all body systems, instrumentation, procedural methods, supplies, medications, as well a test-taking techniques.
Prerequisites: STS2271
Credit Hours: 1

STS1021 Surgical Observation

This course provides the student with an opportunity to experience the clinical setting as a prelude to the didactic program. Students will spend time weekly within the operating room observing a wide variety of surgical procedures. Prior to the initial extern placement, the students will receive training in CPR, HIPAA compliance, and patient confidentiality.
Prerequisites: None
Credit Hours: 1

STS1302 Introduction to Surgical Technology

This course focuses on the basic fundamentals of Surgical Technology by introducing students to the surgical arena. Key concepts include scope of practice, physical environment, hospital organization, standards of conduct, professionalism, interpersonal communication, and teamwork skills.
Prerequisites: None
Credit Hours: 4

STS1307C Operating Room Technique I - Instrumentation

This course will focus on the fundamental concepts of surgical technology in regard to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the uses of the instrumentation themselves. During the course the student will have the opportunity to learn the relationship between instrument type and usage. This course also focuses on the function, assembly, and care of specialty and accessory equipment used in a surgical setting. Finally, the course will review the various supplies used in the operating room.
Prerequisites: HSC1531
Credit Hours: 2

STS1304C Operating Room Technique II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, case selection, instrumentation, room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. The student will also learn the importance of the consent and preference card.
Prerequisites: STS1307C
Credit Hours: 4

STS1340C Surgical Pharmacology and Aseptic Technique

This course focuses on the principles of asepsis and sterile technique, as well as the medications used in the surgical setting. Key concepts include surgical conscience, disinfection, sterilization, hemostasis, emergency situations, radiological and chemical injuries, biological warfare, basic principles of pharmacology as it relates the operating room and the fundamental principles of asepsis and the practice of sterile technique.
Prerequisites: STS1302 or HSC1531
Corequisites: STS1304C
Credit Hours: 4

STS2270 Clinical Aspects I

This course serves as the first of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin

participating in a wide variety of surgical procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases
required for successful completion of the program.
Prerequisites: STS2326 and STS1304C
Credit Hours: 8

STS2271 Clinical Aspects II

This course serves as the second of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in general, genitourinary, gynecologic, otorhinolaryngologic, ophthalmic, oral, and maxillofacial, plastic, and reconstructive, neurologic, and orthopedic procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.
Prerequisites: STS2270
Credit Hours: 8

STS2272 Clinical Aspects III

This is the final of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.
Prerequisites: STS2271
Credit Hours: 8

STS2325C Surgical Procedures I

This course introduces the student to the specific steps during basic, intermediate, and advanced surgical procedures. Topics covered will include anatomy, etiology and the disease processes necessitating surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering general, obstetrics and gynecology, ophthalmic, otorhinolaryngologic, oral and maxillofacial, and genitourinary surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention.
Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1085L, and BSC1086L
Credit Hours: 4

STS2326 Surgical Procedures II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include floor plan design, the various support departments, equipment, and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include
surgical asepsis, consent, and case selection, instrumentation, and room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. Students perform "mock surgery" and will demonstrate surgical procedure set ups for Orthopedic, Neuro, Plastic, Vascular, and Cardio-thoracic surgery.
Prerequisites: STS2325C
Credit Hours: 4

STS2936 Exam Prep

Upon completion of this course, the student shall be ready to attempt the national CST exam. This course will provide the student with the necessary review in order to give the best possibility of successfully attempting the national certifying exam. Materials covered will include a comprehensive review of all body systems, instrumentation, procedural methods, supplies, medications, as well as test-taking techniques.
Prerequisites: STS2271
Credit Hours: 1

Inserts

Tuition and Fees

Effective Fall Term, September 2022

Tuition

Degree Programs

Tuition is charged per quarter based on a student's credit load defined below:

Student Status	Number of Credits	Tuition
Full-Time	12 or more Credits	$6,080.00
Part-Time	6 to 11 Credits	$4,000.00
Per Credit	Under 5 Credits	$500.00

Multi-Quarter Diploma Programs

Tuition is charged per quarter based on a student's credit load defined below:

Student Status	Number of Credits	Tuition
Full-Time	12 or more Credits	$3,000.00
Part-Time	6 to 11 Credits	$1,950.00
Per Credit	Under 5 Credits	$250.00

One Quarter Diploma Programs (EMT)

Tuition is $1,950 for the full program.

Fees

Name	Occurrence	Amount	Additional Information
Registration	One-time	$100.00	Hollywood, Miami, and Gainesville Campuses
Technology	One-Time	$375.00	Hollywood and Miami Campuses
HESI Exam	One-Time	$85.00	Radiologic Technology Program
NBSTSA Exam	One-Time	$250.00	Surgical Technology Program
VTNE Exam	One-Time	$350.00	Veterinary Technology Program

Additional Expenses

- Textbooks: Students are required to purchase all textbooks on their own. The cost is estimated at $1,850.00 but varies by program.
- Distance Education Courses: No additional fees are associated with fully distance education courses.
- GPS Enabled Device: Students are required to possess a GPS enabled device with internet access to complete academic and administrative requirements.
- Uniforms: Students are required to purchase school specific uniforms from a third-party vendor. The minimum cost is estimated at $100.00 but varies based on the total amount of items purchased by the student.
- Clinical Clearance: Students are required to be medically cleared by a private physician and have proof of acceptable current health insurance coverage as part of the clinical clearance process. The clinical clearance process is performed through a third-party vendor at no expense to the student.

Academic Calendar