# CMVC

# COMPU-MED

## VOCATIONAL CAREERS

### Post Secondary Vocational School



# CATALOG 2022-2023 | VOLUME 45

# Compu-Med Vocational Careers

**CMVC**
CompuMed Vocational Careers

## Two Locations

### Main Campus – Hialeah
2900 W 12th Ave 3rd Floor
Hialeah, Florida 33012
(305) 888 – 9200

### Branch – Miami
11401 SW 40th St, 1st Floor, Suite 150
Miami, Florida 33165
(305) 553 – 2898

1. Compu-Med Vocational Careers is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida32399, Tel. (850) 245 - 3200, Toll Free (888) 224 – 6684. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education.

2. Compu-Med Vocational Careers (Hialeah and Miami) are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd; Suite # 302, Arlington, Virginia22201. Tel. (703) 247-4212. Additional information regarding this institution may be obtained by contacting the Accrediting Commission of Career Schools and Colleges.

3. Compu-Med Vocational Careers (Hialeah and Miami) are participating in Financial Aid programs supported by the U.S. Department of Education. (Title IV Programs)

4. Compu-Med Vocational Careers (Hialeah and Miami) is a training vendor on the Individual Training Account (ITA) with South Florida Work Force Investment Board (SFWFIB)

5. The above documents are available for inspection in the school Administration Office during regular school hours.

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# *Message from the President*

On November of 1989, we set our sights on education in the state of Florida. Our hopes were high, although, we had our doubts; we strove to be an asset to the community.

We saw many young people with a strong desire to achieve careers that will lead them to successful futures. We knew that we could help them to succeed.

That is how after 30 years our institution became what it is now. Along the way, we found out how to amalgamate desires with professionalism.

Health related careers demand students to adhere to high standards of ethics, professionalism, dedication and compassion.

Prior to enrolling at our school, you must ask yourself if you want to work in the health care profession. Do you feel that a health career is your vocation?

Assuming that your answer is affirmative; we can travel together through this beautiful educational journey until graduation when you are successfully working in the health related field.

On behalf of myself and Compu-Med Vocational Careers team, I extend a very warm welcome.

*Mayra Rodriguez*
Chief Ambassador and Chairwoman Emeritus

# Compu-Med Vocational Careers

| Main Campus | Miami Branch |
|---|---|
| **2900 W 12ᵗʰAve, 3ʳᵈ Floor, Suite 28** | **11401 SW 40ᵗʰ St, 1ˢᵗ Floor, Suite 150** |
| **Hialeah FL 33012** | **Miami FL 33165** |

## Governing Body

| | |
|---|---|
| Pedro Pizarro | Chairman of the Board |
| Eric Wenke | Share Holder |
| Michael Obraitis | Director of Business Development |
| Mayra Rodriguez | Chief Ambassador and Chairwoman Emeritus |
| Robert W. Bonds | Chief Executive Officer |

## Fiscal Department

| | |
|---|---|
| Daisy Rodriguez | Fiscal Officer / Bookkeeper |

## Administration Staff

| Main Campus Hialeah | | Miami Branch | |
|---|---|---|---|
| Robert Bonds | C.E.O. | Robert Bonds | C.E.O. |
| Johanna Lane | Director of Compliance | Johanna Lane | Director of Compliance |
| Jesus Travieso | On-Site Director / Director of Education | Arnold Thimons | On-Site Director |
| Jorge Delgado | Nursing (A.S.) Program Director | Jorge Delgado | Nursing (A.S.) Program Director |
| Victoria Mahler | Director of Online Education | Victoria Mahler | Director of Online Education |
| Jose Ramirez | Associate Director Financial Aid | Marlene Liotti | Associate Director of Education |
| Maria E. Sanchez | Financial Aid Counselor | Maritza del Castillo | Dental Assistant Program Director |
| Lazara Rivero | Executive Assistant | Angela Acevedo | Associate Director of Financial Aid |
| | | Maritza Cadiz | Financial Aid Counselor |

## Student Services

| Main Campus Hialeah | |
|---|---|
| Francis Banos | Director of Admission |
| Leslie Bido | Associate Director of Admission |
| Fiorelly Loero | Associate Director of Admission |
| Kiara Hill | Student Services Coordinator |
| Yolanda Duenas | Director of Career Services |

| Miami Branch Campus | |
|---|---|
| Francis Banos | Director of Admission |
| Yairen Abreu | Associate Director of Admission |
| Jonell Gonzalez | Associate Director of Admission |
| Juana Ortega | Associate Director of Admission |
| Wendy Borges | Associate Director of Admission |
| Amaury Reigosa | Associate Director of Admission |
| Roberto Daglio | Associate Director of Admission |
| Lorien Escoria | Associate Director of Admission |
| Raul de Velasco | Associate Director of Admission |
| Kiara Hill | Student Services Coordinator |
| Yolanda Duenas | Director of Career Services |

## Faculty of Diploma Programs

| Main Campus Hialeah | |
|---|---|
| Dr. Edicson Rodriguez<br>- Medical Doctor – Institute of Medical Science, University of Orient, Cuba – Grad Date: 1982<br>- Registered Medical Assistant - American Registry of Medical Assistant – Issued Date: 1998 | Medical Assistant Instructor/Program Director |
| Dr. Blanca Lazaro<br>- Dentist Medical Doctor - Institute of Medical Science, University of Orient, Cuba – Grad Date 1980<br>- Nationally Registered Dental Assistant – National Allied Health Test Registry – Issued Date: 2010 | Dental Assistant Instructor/Program |
| Dr. Nelson Jimenez<br>- Medical Doctor - Institute of Medical Science, University of Havana, Cuba – Grad Date: 1993<br>- Licensed Practical Nurse - Licensed in the State of New Mexico - Grad Date: 2010<br>- Registered Medical Assistant - American Registry of Medical Assistant – Issued Date: 2004 | Patient Care Technician Instructor |
| Elizabeth Sanchez<br>- Bachelor Degree in Computer Science - University of Havana, Cuba – Grad Date: 1983 | Computer Skills and Office Procedures Instructor |

| Branch Miami | | |
|---|---|---|
| Dr. Ileana Maria Duran<br>- Medical Doctor – Institute of Medical Science, University of Havana, Cuba – Grad Date: 1974<br>- Registered Medical Assistant - American Registry of Medical Assistant – Issued Date: 2010 | Medical Assistant Instructor | |
| Dr. Leilalis Oliveros<br>- Medical Doctor – Institute of Medical Science, Guantanamo, Cuba – Grad Date: 1993<br>- Associate Degree in Nursing - Issued Date: 201 | Medical Assistant Instructor | |
| Dr. Maritza del Castillo<br>- Doctor of Dental Surgery - Institute of Medical Science, University of Havana, Cuba - Grad Date: 1985<br>- Nationally Registered Dental Assistant – National Allied Health Test Registry – Issued Date: 2008 | Dental Assistant Instructor | |

## Faculty of Associate of Science in Nursing Program

| | |
|---|---|
| Andrea Warner | BS Nursing- HCI College - 2019<br>Associates Degree in Nursing - HCI College – 2017<br>Registered Nurse License # RN9459158 |
| Veronica Diaz | Master of Science in Nursing - University of Phoenix - 2019<br>Associates Degree in Nursing - Breckenridge School of Nursing – 2013, Registered Nurse License # RN9374334 |
| Carlene Alexis-Carey | Master's of Science in Nursing - Nova Southeastern University - 2019<br>Bachelor of Science in Nursing, University of South Florida – 2009<br>Registered Nurse License # RN9295403 |
| Isabel Ayers | Master of Science in Nursing - University of Miami - 1982<br>Bachelor of Science in Nursing University of Miami – 1978<br>Registered Nurse License # RN832162 |
| Aime Perez | Registered Nurse License # RN9181793 |
| Dixania Soto | BSN Foreign education, Physician BSN/MSN<br>Registered nurse license # RN9453267 |
| Gala Gonzalez | MS Family Nurse Practitioner<br>BS in Nursing |
| Ivon Hernandez | MS Nursing with Nursing Education<br>Registered Nurse license # RN9455757 |
| Krystal Rivera | MS in Science and Nursing<br>Bachelor of Science and Nursing |
| Missilia Gilbert | MS in Nursing Leadership and Management<br>Bachelor of Science in Nursing |
| Joain Sophie Silvera | Bachelor of Science in Nursing, MS in Science and Nursing<br>Doctor of Nursing Practitioner<br>Psychiatric Mental Health Nurse Practitioner |
| Taly Lastre | Bachelors in Science of Nursing<br>Registered Nurse License #RN9374711 |

| | |
|---|---|
| Caleb Pineda | Nurse Practitioner<br>Bachelor of Science in Nursing |
| Stanley Michel | MS in Science and Nursing<br>Bachelor's in Nursing |
| Nikki Denson | PHD Philosophy in Nursing<br>MS in Nursing<br>Bachelor of Science in Nursing |
| Dayana Diaz | Family Nursing Practitioner<br>Bachelors of Science in Nursing |
| Frank Garcia | BSN Nursing program<br>ASN Nursing program |
| Adriel Suarez | MS of Science and Nursing<br>Bachelors of Science in Nursing |
| Janette Dhue | MS in Nursing Education, Grand Canyon University |

## Faculty Teaching General Education Courses

| | |
|---|---|
| Jennifer Birchbaur | MA Psychology Argosy University, 2015 |
| Nichole Kissel | Master of Physician Assistant Studies 2018 |
| Victoria Mahler | MAED- English Education, East Carolina University, 2008 |
| Merrie Dekle | MS in Communication MS in Psychology |
| Dr. Rachel Schichtl | Ph.D in Family and Consumer Sciences Education, MS in Nutrition and Dietetics 2020 |
| Dr. Alessandra Villarmosa | Anesthesiologist, Surgical Medical Doctor 2005 |
| Raymond Hahn | MS in Mathematics,1979 |
| Kathleen Macaluso | MS in Nursing in Specialization in Nursing Education, Warden University 2014 |
| Amanda Neuman | Master in Art, Speech Communication and Traumatic Art, Central Michigan University, 2008 |
| Ashley Harlan | MS in Education Clinical Mental Health Counseling, 2017<br>BA Psychology, 2015<br>Duquesne University, Pittsburgh, PA |
| Jeena Amaya | Master in Physician Assistant, Kettering College, 2018 |

Our Faculty is composed of qualified and experienced team members that make teaching their vocation. They train and educate our students to have the knowledge and techniques to become qualified workers in our community. Faculty Handbook is located in both our Schools for viewing by State and/or regulatory agencies.

## <u>Statement of Control</u>

Compu-Med Vocational Careers is owned and controlled by the Board Directors and Chief Executive Officer of the School.

# History

Compu-Med Vocational Careers was founded in May of 1990, and the corporation was organized in September of 1989. At that time, the school was called Medical and Dental Training Center. In July of 2000, we changed the name of our school, and we are now called Compu-Med Vocational Careers.

In the beginning, we were located in a small, two-classroom facility on Okeechobee Road, in Hialeah, Florida. The school offered at that time, only Medical and Dental Assistant programs. In April of 1993, the school moved to a larger facility and added the Nursing Assistant program, now called Patient Care Technician program. The school first obtained a grant of accreditation in 1994 and received a renewal of its accreditation in 1996. Over the years, additional programs in English as a Second Language, and Computer Business Application were added. During this time, enrollment grew. As a result, we moved again our school to a larger location, still in the Hialeah vicinity, which is currently our present facility, located at 2900 W. 12th Ave., 3rd Floor, Hialeah, Florida.

In April of 1998, the school established a Branch facility in Miami, Florida. The school began offering classes in Medical Assistant, Dental Assistant, and Nursing Assistant, now called Patient Care Technician program, in May of 1998. Initial accreditation for this location was received in May of 1999. In October of 2000, our Branch facility was situated at 9738 S.W. 24th Street, Miami, Florida. Both schools obtained renewal of accreditation in February of 2012 through February of 2017.

In December of 2010, the Board of Directors decided to make the following changes to our programs, of which approval was granted by the Accrediting Commission of Career Schools and Colleges and Commission for Independent Education, Florida Department of Education in June of 2011: Enhancement and modification of existing programs such as for Medical Assistant, Dental Assistant, Patient Care Technician, and Computer Business Application.

Compu-Med Vocational Careers will always have as a goal, to provide relevant training to our students that will enable them to obtain employment in their chosen fields.

Compu-Med Vocational Careers is affiliated with the following organizations: Florida Association of Postsecondary Schools and Colleges (FAPSC), Association of Private Colleges and Schools of South Florida (APCS), National Association for Health Professionals (NAHP), National Association of Dental Assistant (NADA), and Hialeah Chamber of Commerce.

Compu-Med Vocational Careers received the following awards from:

2005 - The Florida Association of Postsecondary Schools and Colleges (FAPSC): School of the Year Award and Instructor of the Year Award
2007 – School of the Year Award from National Association for Health Professionals.
2017 –The National Association for Health Professionals has designed a special award The Lamp of Learning Acknowledgement of Academic Excellence for those exceptional schools that excel in students' academic achievements for a period of 10 consecutive years.
2018 – The Lamp of Learning Award was received for second consecutive year from The National Association for Health Professionals for the achievement of the tests. This is an excellent academic result that applied for the student certification.
In 2015 Compu-Med Vocational Careers was approved by the Florida Department of Health, Division of Medical Quality Assurance, and Board of Dentistry for Expanded Duties and Dental Radiology post graduated training only for graduated Dental Assistants.

In August 2016, Compu-Med Vocational Careers Branch School changed its location to 11401 SW 40th St, 1st Floor, Suite 150, Miami, FL 33165.

In 2017 Compu-Med was granted a renewal of accreditation for both schools Main and Branch for a period of 5 years.
In November 2019 Computer Business Application program was discontinued.
In February 2020 the school incorporated Robert Bonds as a Chief Executive Officer.

In January 2021 Compu-Med was granted approval to offer the Associate of Science in Nursing program at both campuses.  In February 2022 Compu-Med was granted approval to offer the Associate of Science in Medical Assisting.

## Educational Philosophy / Mission Statement

Compu-Med Vocational Careers is dedicated to provide relevant education and vocational training that will enable our graduates to take advantage of career opportunities within our specialties, and to acquire entry level positions upon graduation. The School provides a comfortable and pleasant environment which is reflected through positive student's surveys. The result is always positive. We constantly try to improve by giving the students learning techniques guided by professionals who make teaching their vocation. We promote among Compu-Med Vocational Careers Team members an atmosphere of respect, dignity, and trust which motivate us to work together to the best of their abilities and giving the students our best services.

At CMVC students are our main priority.  This is why in addition to the technical training offered, CMVC team members educate and teach our students rules of professionalism and moral conduct.

Discipline, punctuality and attendance are our major tools in the process of training and educating students.  At CMVC we care about the students' worries and needs, advising and guiding them through their educational journey until they reach their goals as well trained and educated individuals capable of taking care of our community members with professionalism, ethics, and compassion.

## Main Campus and Branch Locations

1. Hialeah-Main Campus is located at 2900 West 12th Avenue, 3rd Floor, Hialeah, Florida  33012, Tel. (305) 888-9200.  In this building are included the main offices with the Central Administration and related areas. Hialeah Main Campus has 6,600 square footage of space, with five classrooms, four labs, two resource systems, seven offices, lobby and two bathrooms.
2. Miami-Branch new location August 2016, located at 11401 SW 40th St, 1st Floor, Suite 150, Miami, FL 33165, Tel. (305) 553-2898. Miami Branch School has 6,600 square footage of space, with four classrooms, three labs, resource system, three offices, four bathrooms, reception and lounge areas.

Each facility is a shopping center, centrally air conditioned, with medical and dental laboratories, well equipped as well as comfortable classrooms, reception area, Director-Student Services and adequate parking areas. Audiovisual materials are incorporated to the theoretical classes to enhance the quality of instruction.

## Admission Requirements and Procedures

An applicant must fulfill the following requirements to be enrolled as a regular student in any academic program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July I, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Prospective student must be beyond the age of compulsory education (18 years old) or have proof of emancipation.

CMVC reserves the right to deny admission to any applicant for the following reasons:

a) Not having proof of High School diploma and/or its equivalent (GED).
b) Does not meet compulsory age requirements or have proof of emancipation.
c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, functions or program of the school.

# Admission Procedures

Admission is the first place the student meets when he/she visits the school premises. At this time, the student is greeted by an Admission Officer. An interview is conducted to explain the prospective student the services offered by our Institution and to evaluate qualifications for entrance. Admission Officers assist, orient and advise the prospect student of any matter about our school and the programs imparted. After the interview, a tour of the school is given with an invitation to listen to a class before making a decision. If the student still wishes to enroll he/she is directed to the Financial Aid Department.

## Admission Requirements for Associate of Science in Nursing

An applicant must fulfill the following requirements to be enrolled as a regular student in the Associate of Science in Nursing program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July I, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Pass the CMVC Smarter Measure's assessment with the following minimum scores
   a. 70 – Life Factors
   b. 70 – Technical Competency
   c. 60 – Technical Knowledge
5. Prospective student must be beyond the age of compulsory education (18 years old) or have proof of emancipation.
6. Achieve an entrance exam score of one of the following or provide proof of completed bachelor's degree;

The TEAS is Compu-Med Vocational Career's official entrance exam. Applicants may be granted acceptance into the nursing program based upon equivalent entrance test scores on other qualifying exams including ACT, SAT, HESI A2, and TEAS, or evidence of a previously earned bachelor's degree or higher from an accredited institution. Minimum Admission tests scores are below. Test scores must have been earned within the last five years of the student's school start date.

| | |
|---|---|
| TEAS | 58 |
| ACT | 18 |
| SAT (Exam taken Prior to 3/5/2016) | 1330 |
| SAT (Exam taken on or after 3/6/2016) | 980 |
| HESI A2 Exam | 80 |
| Multilevel PAX | 90 |
| Kaplan | 75 |

Compu-Med Vocational Careers reserves the right to deny admission to any applicant for the following reasons:
   a) Not having proof of High School diploma and/or its equivalent (GED).
   b) Does not meet compulsory age requirements or have proof of emancipation.
   c) Does not meet the TEAS testing score needed to enter the program
   d) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, functions or program of the school.

## Admission Requirements for Associate of Science in Medical Assisting

An applicant must fulfill the following requirements to be enrolled as a regular student in the Associate of Science in Medical Assisting program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. Prospective students must be beyond the age of compulsory education (18 years old) or have proof of emancipation.
1. Meet CMVC's technical requirements
2. Pass the Smarter Measure Learning Readiness Indicator with a minimum score of 70% in Technical Competency: 70% in Life Factors, and 60% in Technical Knowledge.
3. A student who attended an eligible program at a Title IV institution prior to July I, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.

CMVC reserves the right to deny admission to any applicant for the following reasons:

a. Not having proof of a High School diploma and/or its equivalent (GED).
b. Does not meet compulsory age requirements or have proof of emancipation.
c. Does not meet the Smarter Measure testing score needed to enter the program
d. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, functions or program of the school.

## Class Schedule

Diploma classes are held Monday through Thursday, between 8:30 A.M. to 12:30 P.M., and 6:00 P.M. to   10:00 P.M. Also we are offering classes on Saturdays and Sundays, 8:30 A.M. to 4:30 P.M. Classes are held on a continuing year – round basis.
Associate of Science in Nursing classes & labs are held two to three days a week on campus between 9:00 A.M to 2:00 P.M and 6:00 P.M. to 10:00 P.M. Clinical hours may vary.  Classes are held on a continuing year – round basis.

## Holidays

- New Year's
- Martin Luther King's Day
- Memorial Day
- Good Friday
- Labor Day

- Independence Day
- Veterans Day
- Thanksgiving Day
- Christmas Holiday  (Approximately two weeks at the end of December)

## Diploma & General Education Grading System

The following value system is used for grading purposes:

| Grade | Passing Marks | Point Value | Description |
|-------|---------------|-------------|-------------|
| A | 90% - 100% | 4 | Excellent |
| B | 80% - 89% | 3 | Good |
| C | 70% - 79% | 2 | Average |
| D | 60% - 69% | 1 | Passing |
| F | 59% - Below | 0 | Failure |
| I | - - - - - - - - - | N/A | Incomplete |
| W | - - - - - - - - - | N/A | Withdrawal |

| | | | |
|---|---|---|---|
| WF | - - - - - - - - - | 0 | Withdrawal/Fail |
| R | - - - - - - - - - | N/A | Repeated Course |
| NS | - - - - - - - - - | N/A | No Show |
| T | - - - - - - - - - | N//A | Transfer Credit |
| L | - - - - - - - - - | N//A | Leave of Absence |

## Nursing Core Grading System

The following value system is used for grading purposes:

| Grade | Passing Marks | Point Value | Description |
|---|---|---|---|
| A | 90% - 100% | 4 | Excellent |
| B | 80% - 89% | 3 | Good |
| C* | 70% - 79% | 2 | Must Be Repeated |
| D* | 60% - 69% | 1 | Must Be Repeated |
| F* | 59% - Below | 0 | Must Be Repeated |
| I | - - - - - - - - - | N/A | Incomplete |
| W | - - - - - - - - - | N/A | Withdrawal |
| WF | - - - - - - - - - | 0 | Withdrawal/Fail |
| R | - - - - - - - - - | N/A | Repeated Course |
| NS | - - - - - - - - - | N/A | No Show |
| T | - - - - - - - - - | N//A | Transfer Credit |
| L | - - - - - - - - - | N//A | Leave of Absence |

## Repetitions

Failure may not be made up, except through a repetition of the course. When a student repeats a course for which an "F" grade was received, both grades will appear on the transcript, but only the higher grade will be used in calculating the grade point average on the academic record.

## Associate of Science in Nursing Program Repetitions

A course in which a letter grade of "D" or "F" ("C" for the nursing core courses) has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative grade point average (CGPA) at CMVC.

Students may only receive federal financial aid funding for one repetition of a previously passed course. All repeated courses, including withdrawals from repeated courses, affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits. Regardless if a student is eligible or not eligible for Federal Financial Aid funding, no course may be repeated more than once. If a student attempts the same course two times and are unsuccessful, they will be dismissed from the institution.

The student may request the opportunity to appeal a dismissal; the student must submit a written request to the Dean of Academics and/or Campus Director or designee.  Students who repeat a course for which they have received a letter grade of "D", "F", or "C" for nursing core classes must notify the Registrar's Office for recalculation of their cumulative GPA.

A course in which a satisfactory letter grade (e.g., "A", "B", "C") has been earned may not be repeated for grade average purposes. Courses may not be repeated for grade average purposes after graduation.

# Grade Point Average (GPA)

Grade points are computed by multiplying the number of credits earned by the point value of the final grade for that particular course. Example, an A in M.A. – 101, which has 3.5credits, would be 4 (point value of A) x 3.5 (credits for M. A. – 101) = 14 (total number of credits earned).

The cumulative grade point average is obtained by dividing the total number of credits earned for the semester by the point values of the final grades for each course.

# Satisfactory Progress for Non-Degree Programs

Compu-Med Vocational Careers is a non-degree Diploma granting institution. Credit and Clock hours are referenced. Satisfactory progress is based on credit semester hours completed and is checked three times during the program. The first check will be made at 25% of the program at which time the student must have a minimum of a 2.0 GPA. The second check is done at 50% of the program and the student must have a minimum grade point average of 2.0 GPA. The third check is done upon completion, where the student must achieve a minimum of a 2.0 GPA.

At each evaluation satisfactory progress is checked. If the student is not maintaining the grade point average as previously specified, the student will be put on a thirty day probationary period, at the end of which time the student should have raised his/her average to minimum standard. If however, the student was unable to raise his/her GPA, after the probationary period, he/she will receive a failing grade at that point. However, student may be allowed to repeat the failed course at a later cycle or be dismissed from the program

At each assessment point satisfactory academic progress, students will be required to have successfully completed (passed) a minimum of 67% of the total number of credits attempted up to that point in time.

**Medical Assistant Program** – 32.5 semester credit hours –915 clock Hrs.

First check:                  25% = 8.125 cr. hrs.   -  Minimum of  2.0 G.P.A
Second check:              50% =16.25 cr. hrs.    -  Minimum of 2.0 G.P.A
Third check:                100% = 32.5 cr. hrs.    -  Minimum of 2.0 G.P.A

**Dental Assistant Program** – 30.5 semester credit hours   –   915 clock Hrs.

First check:                  25% = 7.625 cr. hrs.   -   Minimum of 2.0 G.P.A
Second check:              50% = 15.25 cr. hrs.   -  Minimum of 2.0 G.P.A
Third check:                100% = 30.5 cr. hrs.    -  Minimum of 2.0 G.P.A

**Patient Care Technician Program** – 30.5 semester credit hours – 915 clock Hrs.

First check:                  25% = 7.625 cr. hrs.   -  Minimum of 2.0 G.P.A
Second check:              50% = 15.25 cr. hrs.    -   Minimum of 2.0 G.P.A
Third check:                100% = 30.5 cr. hrs.    -  Minimum of 2.0 G.P.A

**Phlebotomy Technician Program** – 5.5 semester credit hours – 165 clock Hrs.
                                        (Taught only at Main Campus)
First check:                  100% =  5.5 cr. hrs.    -  Minimum of 2.0 G.P.A.

## Associate of Science in Nursing Satisfactory Academic Progress Policy (SAP)

In order to demonstrate SAP toward completion of the Nursing Program, a student must maintain a 2.75 CGPA and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Nursing Program ("Maximum Timeframe").

SAP is evaluated at the end of every semester in order to reestablish a student's eligibility to continue receiving federal financial aid funds for the next semester. The following abbreviations are used throughout this policy:

- (SAP) Satisfactory Academic Progress
- (CGPA) Cumulative Grade Points average

There are two standards that must be met:

The qualitative standard for each program requires that a student achieve a minimum CGPA of 2.75 or better for each semester in the program. At completion of the program, every nursing student must have a CGPA of at least 2.75 in order to graduate from the Nursing Program.

The quantitative standard requires students to complete the Nursing Program within the Maximum Timeframe of the program. Transfer credits that are accepted by CMVC for credit toward the Nursing Program are included in the calculation of the Maximum Time Frame. The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits. Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters.

The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired; the credits for that course will be included as credits attempted in the Completion Rate.

## Nursing (A.S.) Clinical Assignment Disclosure

Most of Compu-Med Vocational Career's clinical sites are within 50 miles of the School; however, site(s) can be located up to 100 miles from the School. The Nursing Program will strive to provide students with clinical experiences that meet their academic and scheduling needs, but students must be flexible. Weekend & evening clinical experiences are particularly difficult and will likely have limited or no availability.

## Repetitions and Withdrawals for Non-Degree Programs

No course withdrawal will be allowed because our courses are cyclical. Instances when student fails a course he/she may repeat it in the next cycle.

A student who is denied Financial Aid due to unsatisfactory progress has the right to an explanation of basis for the denial. Appeals should be made in writing and submitted to On-Site Director and Financial Aid Director, who shall review the appeal, make a decision as to the merits of same, and inform the student about the results. Such determination shall be made within five (5) business days.

## Student Financial Obligations

Student may have legal obligations to pay all charges assessed to his/her account by the due date including but not limited to tuition fees and late payment fees.

# Distance Education offering in Associate of Science in Nursing

Please note that the only classes Compu-Med Vocational Careers currently offers online are the General Education / Pre-requisite courses for the Associates of Science in Nursing program. Specifically, the classes listed below.

In order for students to take these classes students must meet all admissions requirements, pass the smarter measure assessment & meet Compu-Med Vocational Careers' technology requirements as outlined in the catalog.

| Term | Course # | Course Name |
|:---:|:---|:---|
| 1 | BSC2085 | Human Anatomy & Physiology I |
|  | BSC2085L | Human Anatomy & Physiology I Lab |
|  | ENC1101 | English Composition I |
|  | MAC1120 | College Algebra |
|  | MCB2010 | Microbiology |
|  | MCB2010L | Microbiology Lab |
| 2 | HUN1201 | Elements of Nutrition |
|  | BSC2086 | Human Anatomy & Physiology II |
|  | BSC2086L | Human Anatomy & Physiology II Lab |
|  | DEP2004 | Human Growth & Development |
|  | SPC2608 | Speech or ENC 1102 |
|  | PSY2012 | General Psychology |
|  |  |  |

# Appeal Procedures for Academic and/or Disciplinary Actions

In the event of a student's non-compliance with Compu-Med Vocational Careers policies and procedures regarding academic, conduct and/or attendance, CMVC faculty and administrative staff will utilize procedures to help the student to regain the compliance status.

The procedures to be utilized are:

a) Interview with the student to address and assess the specific situation.
b) Advising.
c) Counseling.
d) Probation.

Other disciplinary actions will be taken if the issue where the student is not maintaining compliance persists. After the probationary period, a thorough analysis of the situation will be made. The actions taken could be temporary or permanent suspension.

Ground for Appeal: A student who feels adversely affected by the final decision made by Compu-Med Vocational Careers for non-compliance, he/she has the right to appeal.

# Appeal Procedures

1. The student must request in writing, to initiate the appeal process.
2. The Appeals Panel is composed by 3 school members that were not involved in the decision previously taken.
3. The only evidence accepted by the Appeals Panel is the one included in student's record.
4. The Appeals Panel can affirm, amend, or reverse previous decision made. The action taken must be approved by 2/3 of the Appeals Panel.
5. If the Appeals Panel affirms the decision previously made by the school officials, the determination becomes final.
6. If the Appeals Panel amends the previous decision made by the school officials involved, action on the decision will be carried out in a manner that is consistent with the Appeals Panel's decision.
7. If the Appeals Panel reverses the school official's decision, these officials will carry out that action in a manner consistent with the Appeals Panel's decision.
8. The Appeal process shall not take more than 30 days.

   The Student Services Coordinator will communicate in writing to the student the final decision made and the reason for that decision.

# Incompletes

When a student is given an incomplete grade (I), for not satisfactorily completing a course or program, the student will be given a probationary period determined by the Program Director for non-completion of courses. If during this time the student does not comply, the incomplete grade will revert to a failure, and the student must retake the course. Both grades will appear on the transcript but only the higher grade will be used in calculating the Grade Point Average (GPA) on the academic record.

# Maximum Time Frame for Non-Degree Programs

A student must complete his/her program within a specified time frame. The maximum time frame shall not exceed 1.5 times the normal duration required to complete the program. This time frame will be calculated according to the number of credits hours attempted by the student. When the student has attempted 1.5 times number of credit hours in the program, he/she will be considered to have reached the maximum time frame. If a student is unable to complete the program within the specified time frame, he/she will be terminated and not allowed to graduate.

| | |
|---|---|
| Medical Assistant | 67 Wks. – 32.5 Cr. Hrs. -915 Clk. Hrs. |
| Dental Assistant | 67 Wks. – 30.5 Cr. Hrs. – 915 Clk. Hrs. |
| Patient Care Technician | 67 Wks. – 30.5 Cr. Hrs. – 915 Clk. Hrs. |
| Phlebotomy Technician | 12 Wks. – 5.5 Cr. Hrs. – 165 Clk. Hrs. |

# Credit for Previous Training

Credit will be permitted for previous education and/or training based on evaluation and tests set forth by our Institution. Transfer students must have an official transcript and the evaluation and decisions will be made by Compu-Med Vocational Careers 25% of the credits required for the program must be completed at our school. The School from where the student requested the transfer must be accredited by a recognized accrediting agency approved by the United States Department of Education.

# Transferability of Credits

Students are advised that transferability of credit to another institution is at the discretion of the accepting school. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

# Transfer of Credit by Examination

IIHCP will grant credit for College Level Examination Program (CLEP) scores meeting the minimum requirements as listed in the chart below. Students must complete the CLEP exam and submit the official certified scores to the registrar prior to beginning the program. CLEP scored in lieu of course completion will not be accepted once the student begins attending the program unless special approval is given by IIHCP administration. CLEP scores must have been earned within the last 5 years.

Students are responsible for the cost of the CLEP exam and can register at http://clep.collegeboard.org. Once passing scores are received by the registrar, the course will be noted as completed on the student's academic record and appropriate financial tuition credit will be applied. A revision of the enrollment agreement may be required upon acceptance of exam scores.

The following courses are eligible for transfer of credit by examination:

| Course | Semester Credit Hours | CLEP Exam Name | Min. Score Required |
|---|---|---|---|
| English Composition | 3 | College Composition | 50 |
| College Algebra | 3 | College Algebra | 50 |
| General Psychology | 3 | Introductory Psychology | 50 |
| Human Growth & Development | 3 | Human Growth and Development | 50 |
| Principles of Sociology | 2 | Introductory Sociology | 50 |

# Class Size

All students are taught by individualized instruction. The average student teacher ratio is 20:1 for any session. Maximum class size is 30 students per session with exception of bigger classroom that fit or have room for up to 35 students. Lab size is between 10 and 15 students.

# Graduation Performance Requirements for Non-Degree Programs

A student is eligible for graduation when he/she has fulfilled the following requirements and is awarded a Diploma upon:
1. Completed program with a minimum passing grade of C or 2.0 grade point average.
2. Maintained attendance in compliance with the school policy.
3. Satisfied all financial obligations with the institution.

# Awarding of a Diploma for Non-Degree Programs

Upon completion of all course requirements and compliance with school attendance and disciplinary policies and procedures and payment of all tuition and fees due to the institution, students will be issued a diploma.

# Testing Policy for Associate of Science in Nursing Program

## Admission Testing Policy (TEAS)

To gain admission to the Nursing Program, a student must meet the admissions standards. Students, who chose to take the TEAS and are not successful in the first attempt of the test, will have another opportunity to take the test after3 days. No more than two attempts of the TEAS will be allowed in a one year period.

## End of Course Testing Policy

At the end of every Nursing Core course, students will be required as part of their grade to take a proctored adaptive test and receive the course minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. However, to be eligible to sit for the second attempt the student must complete 20 hours of remediation agreed upon by the instructor. Once the 20 hours of remediation is completed the student will have the opportunity to retake the course exam, however it must happen within 14 days of the first attempt. If a student is not successful in passing the exam on the second attempt they will have to repeat the course, if it allows within the course repeat and SAP policy.

## End of Program Testing Policy

At the end of the program students will be required to take a proctored adaptive test and receive the published minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. However, to be eligible to sit for the second attempt the student must complete 20 hours of remediation agreed upon by the instructor. Once the 20 hours of remediation is completed the student will have the opportunity to retake the course exam, however it must happen within 14 days of the first attempt. If a student is not successful in passing the exam on the second attempt they will have to repeat the course, if it allows within the course repeat and SAP policy.

# Licensure for Registered Nurse

Upon graduation, the student is awarded an Associate of Science in Nursing (ASN) and is eligible to take the National Council Licensure Exam (NCLEX) to become a registered nurse (RN) and subsequently seek employment in the field. The program is approved through the Florida State Board of Nursing.

The nursing program at Compu-Med Vocational Careers is determined to providing the best education to students seeking an Associate of Science in Nursing degree. The program is designed to provide educational, lab and clinical experiences leading to employment in an entry level position as registered nurse in hospitals or comparable facilities.

# Definition of Hours

Clock/Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. One semester hour is equal to 15 lecture hours; 30 laboratory hours; or 45 externship hours. Full time students must maintain a minimum of 15 credit hours per semester.

# Outside Work

One semester credit hour for each 30 clock hours of instruction the maximum amount of outside work permitted is 7.5 hours.

# Dismissal / Readmission

A student may be dismissed from school for the following:

1. Nonpayment of tuition.
2. Excessive absences
3. Excessive tardiness
4. Misconduct

Before a student is dismissed he/she may be placed on a probationary period, no more than 30 days, if during this period the student has not overcome the situation, he/she may be a candidate for dismissal. A student may apply for readmission after a thirty-day period.

# Attendance

The school allows reasonable absences, such as personal illness, death in the family, court appointments, etc. These absences are considered as excused absences, and students will not be penalized for it. However, students must advise the school of all intended absences.

Regular attendance is an essential ingredient of academic success. If a student has more than eight (8) consecutive absences within a month, and he/she does not inform the school of absences, he/she may be put on attendance probation, or become a candidate for dismissal. During the probationary period of 30 days, student must not have more than 3 absences, and /or he/she must maintain satisfactory progress to minimum standards, otherwise he/she will automatically be dismissed from class. This determination will be made at the sole discretion of the On-Site Director.

In all cases, whether a student has excused or unexcused absences, all missed work must be made up by the student. Students are reminded to govern themselves accordingly.

# Make-up Policy

In all cases, whether a student has excused or unexcused absences, all missed work must be made up by the student by contacting his/her instructor after an absence to identify what work needs to be made up. The instructor will provide make up and assess work. Students are reminded to govern themselves accordingly.

# Leave of Absence

Students must request a leave of absence in writing, and in advance of the leave. The student's request must be signed by the student and dated. The On-Site Director grants leave of absences. Personal leave of absences will not exceed 180 calendars days, accompanied by a letter from the student. (Financial Aid will cease during this period. It will recommence once the students return to class).

Medical leave of absences will not exceed a period of 180 calendar days, accompanied by a doctor's note. (Financial Aid will cease during this period, and will recommence once student returns to class).

A student who does not return to school once leave of absence has ended, they will be considered terminated.

# Tardiness

If student is tardy in excess of more than six times in a month, he/she will be called for an advising interview. The student could be placed on probation or become a candidate for failure of the program and/or dismissal from class, if they do not correct their excessive tardiness.

# Conduct

Students are expected to conduct themselves in a courteous and considerate manner. No fighting, yelling, or profane language, is allowed on school premises. A student may be dismissed from class for poor conduct.

# Student Services
## School Attire

Students are required to be neat and clean in appearance while attending classes. Since the primary purpose of this institution is to prepare the students for employment, students enrolled in a health-related program are required to wear school uniform at all times. For Nursing (AS) students, please refer to the Nursing Student Handbook for more detailed instructions.

## Records and Transcripts

The school maintains files, records and transcripts for each student at each location.. These records will be delivered to the student, person or institution designated by the student. These records are also available at the request of our regulatory agencies.

## Advising and Counseling

Students are encouraged to make appointments in order to receive advising, in areas such as, financial eligibility and responsibility, placement opportunities, academic progress, and all other related matters pertaining to students needs. Student advising performed, are documented on an advising form.

Counseling services are available specifically dealing with student education qualifications, and relevant coping skills, to all students. These services are available at both the Main Campus and its branch. Students needing these services will be directed to appropriate personnel. All other additional forms of counseling in areas such as, domestic violence, child care, students needing these services, will be referred to another service or agency that can better assist them with these specific needs. For child care services required by students, the school will refer them to child care Centers that are in close proximity to the School. Student/parent with low income will be referred to Child Development Services Resource.. Please contact a Students Services Officer for more information.

## Placement Services

Although no guarantee of employment can be made, the school provides the students the necessary follow-up and helps them to find employment. The school has a placement program consisting of:

a. Placement Officers orient and advise students in how to function in today's working world. They explain how important will be for them to find a job after graduation. Students are instructed in job placement techniques, job interviews and resume writing.
b. Placement Officers assist students in finding externship and placement sites. No guarantee of employment will be made.
c. Exit interview will be conducted.
d. Sending presentation letters containing each course outline to hospitals, medical offices and companies situated in Hialeah and Miami areas.
e. The school will give a special award and thank you letter to those employing graduates.

# Housing

The school does not maintain housing for students. The school will help out – of – town students to find residence during their stay. Interested students should ask the administration regarding this matter.

# Transportation

Public transportation is available. Please see Student Services for information.

# Parking

Parking facilities are available for student use.

# Library and Resource System

Students have the use of school resource system, with up to date books, reference materials, audiovisual equipment and also computers with internet available to improve the teaching process. Resource system hours are posted on door at sites, Hialeah and Miami locations. CMVC has recently invested in the Library and Information Resource Network. LIRN has hundreds of thousands of resources to ensure students have the ability to conduct research papers, receive help with APA writing and have access to some of the top medical journals in the United States. Students will have access to LIRN 24/7.
Contact Librarian for further information.

# Program Comparison Information

Students wishing to receive program comparison information related to tuition, fees, program length
 may contact:
The Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd; Suite # 302, Arlington, Virginia22201, Tel. (703) 247-4212

# Complaint Policy

Compu-Med Vocational Careers shall conduct informal meetings towards grievances relative to the terms and conditions of enrollment and shall adhere strictly to the grievance and complaint procedures specified.

1. CMVC shall provide written notice to all students of the procedures for filing a grievance at the time of enrollment

2. All time requirements for processing grievances shall commence upon receipt of written grievance from students.

3. CMVC shall meet with the student with the grievance individually or collectively to attempt to informally resolve the problem.

4. All notices and correspondence shall be maintained in student's file.

5. All reported grievances will be logged.

6. Schools accredited by the Accrediting Commission of Career Schools, must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant (s) for the Commission to forward a copy of the complaint to the school for a response. The complainant (s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

    a. Please direct all inquiries to:

    b. Accrediting Commission of Career Schools and Colleges (ACCSC)

    2101 Wilson Blvd; Suite # 302 Arlington, Virginia 22201 Tel. (703) 247-4212.

    www.accsc.org

    c. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the On-Site Director.

    d. All complaints must be received by the Commission in writing.

    e. In order for a complaint to be processed, it should contain:

        1. The basis for any allegation of noncompliance with ACCSC standards or requirements;

        2. All relevant names and dates and a brief description of the actions forming the basis of the complaint; copies of any documents or materials that support the allegations, when available; and

        3. A release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant, to the school. This can be achieved by completing and submitting page 2 of this Complaint Form. This form is available on the ACCSC website.

2. Students may contact the Commission for Independent Education regarding grievances at Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, Tel. (850) 245-3200, Toll Free (888) 224 – 6684. Additional information regarding this institution may be obtained by contacting the Commission.

## Verification Procedures

For purposes of determining a student's eligibility to receive federal title IV Financial Aid, the federal government sometimes requests that students provide specific pieces of documentation that ultimately determine the student's eligibility for these funds. The school will notify those students who have been selected for verification, in person and in writing, and will inform them of the documentation that is required of them. Students will have a period of 30 days from the date of notification in which to provide the documentation required. Failure to provide the documentation within the specified time period may result in the student being declared ineligible to receive any Title IV funds.

Students who are declared ineligible to receive Title IV funds will still be responsible for their financial obligations to the school. If, as a result of the verification process, the student's expected family contribution or other changes to the application result in a change in the amount of the student's grant or loan, the school will notify the student in writing of this change. Students who need assistance in obtaining the documentation required should see the school's Financial Aid Officer.

# Crime Awareness Policies and Procedures

Compu-Med Vocational Careers (CMVC) complies with the Jeanne Clery Disclosure of Campus and Security Policy and Campus Crime Statistics Act (Clery Act-under Title IV) and the Violence Against Women Act (VAWA- under Title IX).

According with the Reauthorization Act (2013) VAWA amended section 485(s) of Higher Education Act (HEA-Clery Act) requires institutions of Higher Education to comply with safety and security related requirements to participate in Title IV.

Final regulations are effective since July 1st, 2015.

The school compiles a report that lists statistics on certain crimes that are reported on campus and public property. This report and School's Policies and Procedures are available to all current employees, students, prospective students and anyone requesting a copy. A copy of this report can be obtained in the school's administrative offices and the school's website (compumed.edu/services/School Annual Security Report).

As part of its enrollment procedure, every potential student is informed of the school's conduct policy, as well as its campus security procedures and practices. This information is also reinforced at every orientation session conducted for new students. Students are encouraged to be responsible for their own security and the security of others by promptly reporting any crimes committed on campus of which they become aware. This includes Faculty, students, prospective students and any other visitor; that become witness to a crime.

It is the school's policy to report all crimes committed on campus and public property to local law enforcement officials. Potential students, students, faculty, staff and all other school's employee who are aware of a crime that has been committed on campus should report this crime to school officials, and may do so confidentially. The school has a Title IX coordinator and also employs a professionally trained counselor to whom the student may report such a crime.

**Under no circumstances CMVC tolerate violence of any kind on school premises including those of domestic violence, dating violence, sexual harassment and stalking.**

# Non Discriminatory Policy

The school does not discriminate on the basis of sex, race, color, national origin, religious beliefs or political affiliations, in the administration of educational policies, job placement assistance and any other administered programs.

# FERPA School Policy

The Family Educational Rights and Privacy Act (FERPA, 20u.s.c 1232g; 34cfr part 99) is a law that protects the privacy of student educational records. It is the school's policy to fully comply with FERPA rules and regulation. These are the following:

1. School records are to be kept in the school's record department in locked fire protector cabinets for their safety.

2. Our record keeper is responsible for the safety of the records.

3. No original records can leave school premises.

4. If a student's record is requested by a school officer other than the registrar, a request must be signed and dated and the same procedure must be followed at the time the record is returned.

5. The record keeper could deliver and pick up the record at any time.

6. Parents or "eligible students" have the right to inspect and review the student's education record maintained by the school.

7. CMVC does not provide copies of records unless, under special circumstances, parent or eligible student cannot review the records. School may charge a fee for copies.

8. Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the place a statement with the record setting forth his or her about the contested information. Generally, school must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR and 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with Financial Aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
        - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

# *Academic Programs Available at C.M.V.C.*

## Main Campus Hialeah
**2900 W 12<sup>th</sup> Ave 3<sup>rd</sup> Floor**
**Hialeah, FL33012**

1. Medical Assistant
2. Dental Assistant
3. Patient Care Technician
4. Phlebotomy Technician (Taught only in Main Facility)
5. Associate of Science in Nursing
6. Associate of Science in Medical Assisting

## *Miami Branch*
**11401 SW 40<sup>th</sup> St, 1<sup>st</sup> Floor, Suite 150**
**Miami, FL33165**

1. Medical Assistant
2. Dental Assistant
3. Patient Care Technician
4. Associate of Science in Nursing
5. Associate of Science in Medical Assisting

CMVC uses letters and numbers to identify program course numbering system. For example:
The Medical Assistant Program is abbreviated MA - and the course number begins with 101.

The Medical Assistant Program – MA-101 through MA-114.
The Dental Assistant Program – DA-201 through DA-216.
The Patient Care Technician Program – PCT-301 through PCT-315.
The Phlebotomy Technician Program – PH-601 through PH-606
The Associate of Science in Nursing – NUR-1100 through PSY-2012
The Associate of Science in Medical Assisting –MA-101 through  BSC2086L

# Medical Assistant Program

Description and Objective: This is a health related program. In this program, the student is prepared with the technical skills and practical training necessary for entry level positions as a Medical Assistant capable of performing a variety of duties with technical detail, helping the physician in many clinical situations.

Graduation
Requirements:     Minimum of 32.5 semester credit / hours (915 clock hours)
                  Total: 2 semesters (Program is 45 weeks long.)

## Program

| Course | Title | Credit/Hours | Clock/Hours | Modality |
|--------|-------|--------------|-------------|----------|
| MA – 101 | Computer Skills and Office Procedures | 3.5 | 90 | Ground or Online |
| MA – 102 | Anatomy and Physiology | 2.5 | 60 | Ground or Online |
| MA – 103 | Medical Terminology | 1.0 | 30 | Ground or Online |
| MA – 104 | Physical Examination. Vital Signs | 2.5 | 60 | Ground or Online |
| MA – 105 | Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA | 1.0 | 30 | Ground or Online |
| MA – 106 | Electrocardiography | 1.5 | 45 | Ground or Online |
| MA – 107 | Phlebotomy | 5.0 | 120 | Ground or Online |
| MA – 108 | Minor Office Surgery | 2.5 | 60 | Ground or Online |
| MA – 109 | Administration of Medication | 2.5 | 60 | Ground or Online |
| MA – 110 | Urinalysis | 1.0 | 30 | Ground or Online |
| MA – 111 | Radiology | 1.0 | 30 | Ground or Online |
| MA – 112 | Patient's Examination and Procedures in Medical Specialties | 3.5 | 90 | Ground or Online |
| MA – 113 | Law and Ethics, Pre-Employment Skills / Work Maturity | 1.0 | 30 | Ground or Online |
| MA – 114 | Externship | 4.0 | 180 | On Ground |
| | TOTAL | 32.5 | 915 | |

# Medical Assistant Program Description

## Computer Skills and Office Procedures

MA – 101      This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing.   The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills.

## Anatomy and Physiology

MA – 102      Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance.

## Medical Terminology

MA – 103      This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary.

## Physical Examination. Vital Signs.

MA – 104      This course explains the purpose of patient examination.   List and describes areas in which the MA is responsible for recording information in the patient's chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs.

## Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA

MA – 105      Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. Received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers.

## Electrocardiography

MA – 106      Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram.

## Phlebotomy

MA – 107      Learning the safety regulations used circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods.

Explain the ABO and RH blood grouping system. Explain the structure and function of e ach component of blood and perform blood test.

## Minor Office Surgery

MA – 108      Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages.

## Administration of Medication

MA – 109      Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, intra-dermal, subcutaneous, and intra-muscular injections. Application of heat and cold and ultrasound.

## Urinalysis

MA – 110      This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine.

## Radiology

MA – 111      Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients' positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography.

## Patient's Examination and Procedures in Medical Specialties

MA – 112      This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation.

## Law and Ethics, Pre-Employment Skills / Work Maturity

MA – 113      Identify key differences between law and ethics, identify specific rights that patients have in relation to health care. Identify similarities and differences between public law and private law. Ethics and Laws in healthcare, explain the principles of negligence and malpractice. In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively.

## Externship

MA – 114      Students are placed in doctor's offices to gain actual experience as a Medical Assistant. Emphasis will be observed in terms of Medical Asepsis, vital signs, physical examination, sterilization and disinfection, use of medical office equipment, and general office procedures.

# Dental Assistant Program

Description and Objective: This is a dental health related program. In this program, the student is prepared with the technical skills and practical training necessary for entry level position as a Dental Assistant in a Dental Office or any place where the competence of a Dental Assistant is required.

Graduation Requirements:  Minimum of 30.5 semester credit / hours (915 clock hours)
Total: 2 semesters (Program is 45 weeks long)

## Program

| Course | Title | Credit/Hours | Clock/Hours | Modality |
|---|---|---|---|---|
| DA – 201 | Computers Skills and Office Procedures | 3.5 | 90 | Ground or Online |
| DA – 202 | Introduction to Dental Profession / Dentistry Law and Ethics | 1.0 | 30 | Ground or Online |
| DA – 203 | Morphology of the Head, Teeth and Oral Cavity | 2.5 | 60 | Ground or Online |
| DA – 204 | Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS | 1.0 | 30 | Ground or Online |
| DA – 205 | Oral Pathology | 1.0 | 30 | Ground or Online |
| DA – 206 | Pharmacology | 1.0 | 30 | Ground or Online |
| DA – 207 | Emergencies Management | 1.5 | 45 | Ground or Online |
| DA – 208 | Dental Materials | 2.0 | 60 | Ground or Online |
| DA – 209 | Instrumentation and Delivery | 3.0 | 75 | Ground or Online |
| DA – 210 | Dental Specialties and Terminology | 3.5 | 90 | Ground or Online |
| DA – 211 | Dental Radiology | 1.5 | 45 | Ground or Online |
| DA – 212 | Psychology of Human Behavior and Communication Skills | 1.0 | 30 | Ground or Online |
| DA – 213 | Preventive Dentistry | 1.0 | 30 | Ground or Online |
| DA – 214 | Pre – Employment Skills / Work Maturity | 1.0 | 30 | Ground or Online |
| DA – 215 | Expanded Duties | 2.0 | 60 | Ground or Online |
| DA – 216 | Externship | 4.0 | 180 | On Ground |
| | TOTAL | 30.5 | 915 | |

# Dental Assistant Program Description

## Computer Skills and Office Procedures

DA – 201     This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing.  The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a dental office facility and whatever else is needed to apply communication skills.

## Introduction to Dental Profession / Dentistry Law and Ethics

DA – 202     Definition of Dental Profession.  Principles of ethics, laws and regulations. Pronounce, define, and spell the terms of ethics. Explain the difference between being "legal" and "ethical". Steps involved in ethical decision making. Examples of ethical dilemmas for each principle of ethics. Definition of Dentistry Law. As a Dental Assistant, they must understand the law in order to protect yourself, the dentist, and the patient. Explain the purpose of the state Dental Practice Act. Describe ways to prevent malpractice suits, types of dental auxiliary supervision.
Know the Florida Board of Dentistry Rules and Regulations:
* Rule 64B5-16002 Florida Administrative Code
Know the duties of a Dental Assistant as a member of the dental teamwork.

## Morphology of the Head, Teeth and Oral Cavity

DA – 203     This course involves learning of the names and locations of bone of the skull and face, facial nerves, lymph nodes, and salivary glands. Muscles of the head and neck. Morphology of the teeth and oral cavity, identify location and specific features of each tooth in the dentition, identify the landmarks of the oral cavity, structures found in the vestibular region of the oral cavity.

## Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS

DA – 204     The student will be able to study microbiology and identify the types of bacteria and other kinds of microorganisms. Infection Control: prevention of transmission. Safety measures to avoid cross-contamination. Body defense against diseases. Personal Protection Equipment (PPE). Definition of HIV/AIDS. The HIV/AIDS portion of this course is a minimum of 4 clock hours. Explain the three goals of an infection control program, universal precautions. Types of Sterilization. This course explains OSHA, as a way to provide continual improvement in workplace safety and health. Also explain in dentistry Blood-borne Pathogens Standard.

## Oral Pathology

DA – 205     In this course the students should understand the terms used to describe pathology conditions and should record preliminary identification and descriptions of lesion. They learn about oral diseases, inflammation and dental cavities.

# Pharmacology

DA – 206      Student is introduced to the knowledge and definition of pharmacology and drugs. Differentiate between a drug's chemical, generic, and brand or trade names. You should understand pharmacology is to be familiar with the drugs used in dentistry, the drugs patients are taking for a medical condition, the terminology and use of prescriptions, and the drug reference materials that are available.

# Emergencies Management

DA – 207      Student should describe the patient date gathering, measure vital signs, knowledge of the medical disorders and identify medical emergencies.

# Dental Materials

DA – 208      Student is introduced to the knowledge of the structure and properties of dental materials, also uses and manipulation.

# Instrumentation and Delivery

DA – 209      This course teaches admitting and dismissing patients, setting up operatory.  Four handed dentistry, six handed dentistry and mixing materials.

# Dental Specialties and Terminology

DA – 210      This course introduces the student to the knowledge of dental terminology and the function of different specialists in the dental team.

# Dental Radiology

DA – 211      History of X-Rays.  Physical properties of X-Ray Radiation. Radiation Biology and safety measures. Effects of radiation in human tissue. Terminology for dental radiography. Principles of radiographic techniques. Process to be followed in order to obtain dental radiographs. Developing, fixing, and mounting. Equipment used.

# Psychology of Human Behavior and Communication Skills

DA – 212      This course introduces the student to the knowledge of human behavior. Administrative fundamentals, business forms and letters, invoicing, emergency procedures and filling techniques.

# Preventive Dentistry

DA – 213      Explain the goal of preventive dentistry is to help people of all ages attain optimal oral health throughout their lives. The students as a dental assistant is to help patients understand what cause dental disease and how prevent it. Use of fluorides, applications of dental sealants, nutrition and plaque control programs.

# Pre – Employment Skills / Work Maturity

DA – 214     In this course, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively.

# Expanded Duties

DA – 215     This course is an in-depth study with major emphasis on student practical application and fabrication of temporary crowns, cement removal techniques, placement of temporary soft denture relines, pit and fissure sealants, and amalgam polishing, to include correct hand and motion techniques, selection of armamentarium, recognition of polish able amalgam restorations and safety precautions for patient comfort will be emphasized. Students should learn expanded tasks they could perform inside the patient's mouth under direct supervision of the dentist. They must know those duties they are not allowed to perform under Florida Law Administrative Code (Rule 64B5-16002).

# Externship

DA – 216     Students are placed in dental offices to gain actual experience as a Dental Assistant. Emphasis will be observed in terms of four handed sit down dental procedures, assisting and learning to anticipate and function, according to the dentist's needs; proper restorative instrumentation, cementation techniques, dental specialties and extended duties techniques.

# Patient Care Technician Program

Description and Objective: This is a health related program. In this program train individuals for entry level positions in the field of Patient Care Technician / Home Health Aide / Phlebotomy: teaching them the theory and skills of all aspects of patient care assistance enabling them to have a better chance of obtaining employment in this or related job categories.

Graduation Requirements: Minimum of 30.5 semester credit / hours. (915 clock hours)
Total: 2 semesters (Program is approximately 45 weeks long)

## Program

| Course | Title | Credit/Hours | Clock/Hours | Modality |
|---|---|---|---|---|
| PCT – 301 | Computer Skills and Office Procedures | 3.5 | 90 | Ground or Online |
| PCT – 302 | Anatomy and Physiology | 2.5 | 60 | Ground or Online |
| PCT – 303 | Medical Terminology | 1.0 | 30 | Ground or Online |
| PCT – 304 | Home Health Aide | 2.5 | 75 | Ground or Online |
| PCT – 305 | Nursing Procedures | 3.0 | 90 | Ground or Online |
| PCT – 306 | Microbiology, Sterilization, OSHA, HIV/AIDS and Domestic Violence | 1.0 | 30 | Ground or Online |
| PCT – 307 | Diet and Nutrition | 1.0 | 30 | Ground or Online |
| PCT – 308 | Basic Emergency Care and Pathology | 1.0 | 30 | Ground or Online |
| PCT – 309 | Alzheimer and Other Dementias | 1.0 | 30 | Ground or Online |
| PCT – 310 | Administration of Medication | 1.0 | 30 | Ground or Online |
| PCT – 311 | Basic Communication Skills and Documentation | 1.5 | 45 | Ground or Online |
| PCT – 312 | Phlebotomy | 5.0 | 120 | Ground or Online |
| PCT – 313 | Electrocardiography | 1.5 | 45 | Ground or Online |
| PCT – 314 | Pre – Employment Skills / Work Maturity | 1.0 | 30 | Ground or Online |
| PCT - 315 | Externship | 4.0 | 180 | On Ground |
| | TOTAL | 30.5 | 915 | |

# Patient Care Technician Program Description

## Computer Skills and Office Procedures

PCT – 301     This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing.  The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills.

## Anatomy and Physiology

PCT – 302     Introduction to the structures of the body and its functions.

## Medical Terminology

PCT – 303     Definition of the medical terms used in health care and meanings.

## Home Health Aide

PCT – 304     Definition of Home Health Aide and proper procedures used with patients in the home.

## Nursing Procedures

PCT – 305     Definition of Nursing Procedures.  The different procedures that Patient Care Technician should follow to take care of a patient.  Student is also given an introduction to the definition of Patient Care Technician and to also its laws and ethics.

## Microbiology, Sterilization, OSHA, HIV / AIDS and Domestic Violence

PCT – 306     Definition of microbiology, the meaning of asepsis and control of diseases and infections. Students will also learn of the definition of HIV / AIDS, and what necessary precautions are taken in the health fields. The HIV/AIDS portion of this course is a minimum of four clock hours. This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers.

## Diet and Nutrition

PCT – 307     Definition of diet and nutrition.  Describes the responsibility of the Patient Care Technician towards the nutritional state of the patient.

## Basic Emergency Care and Pathology

PCT – 308     The student will be capable of recognizing medical emergencies. Also, the student will learn the correct way to react to medical emergencies. In this course the student will also receive basic information about common diseases and presenting the measures that help improve the quality of life of their future patients.

# Alzheimer and Other Dementias

PCT – 309    Caring for the Cognitively Impaired Resident. Describe Alzheimer's disease and related disorders.

# Administration of Medication

PCT – 310    Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication including standard precautions and legal implications.

# Basic Communication Skills and Documentation

PCT – 311    In this course explain the types of verbal and nonverbal communication, spell and define terms, describe and demonstrate how to answer the telephone while on duty, describe the guidelines for communication with patients with impaired hearing, impaired vision, aphasia and disorientation. Explain the responsibilities of the Patient Care Technician for each component of the nursing process; describe the information given when reporting and the purpose of the patient's medical record, and the rules for documentation.

# Phlebotomy

PCT – 312    Definition of Phlebotomy. Function of a Phlebotomist in a hospital or a work place. Learning the safety regulations used, circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens, and how phlebotomy applies to Nursing and or Home Health Care.

# Electrocardiography

PCT – 313    The students will be able to describe the Anatomy and the General Physiology of the heart. The student will learn how to place the electrodes in the different derivations, to obtain an electrocardiogram, to recognize the artifacts and to solve the frequent problems. Also, the student will learn basic notions of interpretation of the electric activity of the heart.

# Pre – Employment Skills / Work Maturity

PCT – 314    In this course, the students will be assessed in making career decisions, using labor market information, preparation of resumes, filling out job applications, interviewing, being punctual, and completing task effectively.

# Externship

PCT – 315    Students are placed in Nursing Homes, Health Care Centers, Rehabilitation facilities or extended care facilities.

# Phlebotomy Technician Program
## (Taught only at Main Facility)

Objective: This is a health related program to train individuals with technical skills necessary for entry level positions as a Phlebotomist and / or Phlebotomy Technician in medical offices, laboratories, or any place where the competence of a Phlebotomist is required.

Graduation
Requirements: Minimum of 5.5 credit hours and 165 Clock/Hours.
Total: (Program is approximately 8 weeks long)

## Program

| Course | Title | Cr./ Hrs. | Clk. / Hrs. | Modality |
|--------|-------|-----------|-------------|----------|
| PH – 601 | Introduction to Phlebotomy / Law and Ethics | 0.5 | 15 | Ground or Online |
| PH – 602 | Anatomy and Physiology | 0.5 | 15 | Ground or Online |
| PH – 603 | Phlebotomy Equipment | 0.5 | 15 | Ground or Online |
| PH – 604 | Safety in Phlebotomy / HIV / AIDS | 0.5 | 15 | Ground or Online |
| PH – 605 | Phlebotomy Techniques | 2.0 | 60 | Ground or Online |
| PH – 606 | Specimen Considerations & Special Procedures | 1.5 | 45 | Ground or Online |
| | **TOTAL** | 5.5 | 165 | |

# Phlebotomy Technician Program Description

## Introduction to Phlebotomy / Law and Ethics

PH – 601     This course teaches the definition of Phlebotomy, outline of phlebotomist's responsibilities to the patient, identifies departments within the hospital and their functions. The student will be able to explain functions of a phlebotomist in a hospital or a work place.  Student will be able to identify each section of the lab. Define ethics, patient rights. Torts, negligence and malpractice.

## Anatomy and Physiology

PH – 602     This course describe the characteristics of different types of blood cells, differentiate between serum and plasma, and explain anatomy and physiology of the Cardiovascular System (heart and blood vessels, circulations of the blood flow).  Locate the veins in the arm, systolic and diastolic pressure, and explain the purpose of the lymph systems. The course includes general composition of the different organ systems in the human body and their functions.

## Phlebotomy Equipment

PH – 603     Student will be able to describe the units of the International Metric System, Apothecary System and Household System as well as conversions between units of measure. Also study Roman numerals. Describe the proper use of syringes in specimen collection, differentiate between bore size and the gauge of a needle, explain the principle of the evacuated systems, describe how certain anticoagulants prevents coagulation, will be able to name anticoagulant associated with color coded tubes, know the purpose of additives, describe the three basic types of tourniquets, define hemoconcentration, describe the different type of lancets, and list the different types of microcollection equipment available. The student must be able to interpret the medical order, select the appropriate equipment to make the blood draws and use the tubes in the correct order of extraction and inversion.

## Safety in Phlebotomy / HIV / AIDS

PH – 604     Student will be able to identify rules of safety that promote safety of the patient, explain the principle and procedures for infection control, describe the proper hand washing technique, explain the infection concept, and explain the differences between disease – specific and category – specific isolation.  Explain the purpose and scope of universal precautions, Describe precautionary measures and actions to be taken with accidental needle punctures, explain the purpose of Material Safety Data Sheets (MSDS).  In addition, students will receive training in OSHA regulations to occupational exposure to blood borne pathogens. (HIV / TB / HB). Learning safety regulations. How to follow standards precautions to avoid contaminations.

## Phlebotomy Techniques

PH – 605     After taking this course, the student will be able to explain three skills used in collecting blood, explain the importance of correct patient identification, list components necessary for proper specimen labeling, list four common venipuncture sites, list techniques that make veins easier to feel, describe step-by-step procedures for drawing blood, list four ways to prevent hemolysis during venous collection, explain hemoconcentration and how to prevent it.  Explain the four precautions in blood collection, locate veins in the feet and ankles, and explain how Phlebotomy Technician description

continued to handle different patient reactions to venipuncture, discuss the three blood collection alternatives when a patient has an IV running in one arm, describe the equipment used and preparation of equipment for arterial puncture, describe the Allen test, locate the four arterial sites, and explain the proper procedure for handling arterial blood. Proper manipulative procedure using the syringe and vacutainer with the right method in order to obtain adequate blood specimen.

## Specimen Considerations & Special Procedures

PH – 606         After this course a student will be able to explain the importance of a fasting specimen and a timed specimen.  Explain the importance of specimen drawing in therapy monitoring , handle star specimen, use proper procedure for making a blood smear, list the characteristics of a good slide, explain the procedure of a glucose tolerance test, describe the correct procedure for a Duke bleeding time, and for an Ivy bleeding time.  Explain the importance of proper skin antisepsis in blood culture collection list at least four factors that will affect laboratory test values, describe proper collection procedure for semen specimens, and throat cultures, and describe precautions necessary in transportation of specimens.

# Associate of Science in Nursing

**Description and Objective**

Compu-Med Vocational Careers' Nursing program is committed to becoming a program of excellence within the State of Florida. Students will work in partnership with faculty to acquire the essential skills needed to successfully gain licensure and practice as safe, competent and productive professionals. Through cooperative team efforts, our nursing students will be prepared for entry-level nursing positions, demonstrate measures that ensure the safe practice of nursing, show sensitivity to cultural diversity and practice and promote health habits that contribute to total wellness and high-quality lifestyles.

**Graduation Requirements:**

Minimum of 76 semester credit / hours. (1695 clock hours)
Total: 6 semesters (Program is approximately 24 months long)

## Program

| Course | Title | Credit/Hours | Clock/Hours | Modalilty |
|---|---|---|---|---|
| Technical Courses | | | | |
| NUR1100 | Pharmacology | 2.0 | 30 | On Ground |
| NUR1000 | Fundamentals | 4.0 | 60 | On Ground |
| NUR1000L | Fundamentals Lab | 1.0 | 30 | On Ground |
| NUR1000C | Fundamental Clinical | 3.0 | 135 | On Ground |
| NUR2500 | Psychiatric Nursing | 2.0 | 30 | On Ground |
| NUR2500C | Psychiatric Nursing Clinical | 1.0 | 45 | On Ground |
| NUR1200 | Medical – Surgical Nursing Lecture | 6.0 | 90 | On Ground |
| NUR1200C | Medical – Surgical Nursing Clinical | 4.0 | 180 | On Ground |
| NUR1200L | Medical – Surgical Lab | 1.0 | 30 | On Ground |
| NUR2100 | Pharmacology II | 1.0 | 15 | On Ground |
| NUR2200 | Maternal – Pediatric Lecture | 6.0 | 90 | On Ground |
| NUR2200C | Maternal – Pediatric Clinical | 4.0 | 180 | On Ground |
| NUR 2200L | Maternal – Pediatric Lab | 2.5 | 60 | On Ground |
| NUR2900 | Nursing Leadership | 3.0 | 45 | On Ground |
| NUR2900C | Preceptorship/Practicum Clinical | 3.5 | 150 | On Ground |
| NUR2999 | Nursing Capstone | 2.0 | 30 | On Ground |

Associate of Science in Nursing continued…

| Course | Title | Credit/Hours | Clock/Hours | Modality |
|---|---|---|---|---|
| General Education Courses | | | | |
| BSC2085 | Human Anatomy & Physiology | 3.0 | 45 | Online |
| BSC2085L | Human Anatomy & Physiology I Lab | 1.0 | 30 | Online |
| ENC1101 | English Composition I | 3.0 | 45 | Online |
| MAC1120 | College Algebra | 3.0 | 45 | Online |
| MCB2010 | Microbiology | 3.0 | 45 | Online |
| MCB2010L | Microbiology Lab | 1.0 | 30 | Online |
| HUN1201 | Elements of Nutrition | 3.0 | 45 | Online |
| BSC2086 | Human Anatomy & Physiology II | 3.0 | 45 | Online |
| BSC2086L | Human Anatomy & Physiology II Lab | 1.0 | 30 | Online |
| DEP2004 | Human Growth & Development | 3.0 | 45 | Online |
| SPC2608 | Speech | 3.0 | 45 | Online |
| PSY2012 | General Psychology | 3.0 | 45 | Online |
| | TOTAL | 76 | 1695 | |

Please note: Students must complete all General Education courses outlined in Semester 1 & 2 before they can move into the Core Nursing classes located in Semester 3.

# Associate of Science in Nursing Program Description

## NUR1100 Pharmacology

In this course, students will develop knowledge in pharmacology, according to specific categories. This course will demonstrate accurate occupational math and metric conversions for proper medication administration. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

2 Semester Credits, 30 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

## NUR1000 Fundamentals

The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to nursing practice. Students will be introduced to the basics of health and wellness, and the nursing process. The focus of this course is to discuss nursing roles, compare the various health care delivery systems, describe the types of nursing theories, importance of research, culture and ethnicity, developmental theories, critical thinking in nursing practice, managing patient care, ethics, values, and legal implications in nursing practice, communication, patient education, documentation and informatics, patient safety, spiritual health, nurses role in loss, death and grief, stress and coping, activity and exercise, fluid, electrolyte and acid-base balance, pain management, skin integrity, wound care, and care of the surgical patient. This course will also discuss how to conduct a nursing assessment, develop a nursing diagnosis, plan nursing care, implement a nursing care plan and evaluate patient outcomes. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

4 Credits, 60 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

## NUR1000L Fundamentals Lab

This Fundamentals of Nursing Lab introduces the application of the nursing process and assessment in bridging student's knowledge from theory to practice. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology.

1 Semester Credits, 30 Lab Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

# NUR1000C Fundamentals Clinical

The Fundamentals clinical course builds on foundational concepts learned in theory and gives students the opportunity to utilize this knowledge and direct client care in a healthcare setting. Students will utilize foundational knowledge and skills to function within the three roles of nursing (provider of care, manager of care, and member of the profession) while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

3 Semester Credits, 135 Clinical Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

# NUR2500 Psychiatric Nursing

The Psychiatric Nursing course introduces the nurse's role in the provision of evidence-based healthcare to individuals, families and groups experiencing mental health issues. The nursing process is utilized to guide the nurse on effective care of the psychiatric patient. Therapeutic modalities, ethical dilemmas, nutritional needs, and holistic health assessment are included. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

2 Semester Credits, 30 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

# NUR2500C Psychiatric Nursing Clinical

The Psychiatric Nursing Clinical course builds on concepts learned in theory and gives students the opportunity to apply this knowledge to direct client care in a psychiatric setting. Supportive foundational knowledge needed to meet the psychiatric needs of individuals, families, and communities are included. A strong emphasis on physical and emotional aspects of nursing care, integrating developmental, nutritional, and pharmacological concepts will be evident. The essential concepts of communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences are also presented.

1 Semester Credit, 45 Clinical Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

# NUR1200 Medical Surgical Lecture

This course introduces students to the nursing care of adults experiencing a variety of medical-surgical conditions across the health-illness continuum. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical- surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated.

6 Semester Credits, 90 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C

# NUR1200L Medical Surgical Clinical

This course builds on the advanced concepts learned in NUR1213 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

4 Semester Credits, 180 Clinical Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR11000, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C

# NUR1200L Medical Surgical Lab

This Medical Surgical Lab introduces the application of the nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR1213. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the work place, critical thinking, therapeutic communication, and pharmacology.

1 Semester Credit, 30 Lab Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C

# NUR2100 Pharmacology II

This course builds on what students have already learned in NUR2140 and is used as a continuance on what the student have learned thus far in their nursing courses. NUR2141 will enhance what the students have learned in Pharmacology, Fundamentals, Psychiatric and Medical-Surgical nursing.
Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their advanced knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

1 Semester Credit, 15 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100,NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C

# NUR2200 Maternal - Pediatric Lecture

The Maternal-Pediatric course introduces the nurse's role in health promotion and disease prevention for the pediatric population, childbearing mothers and childrearing families. Topics include women's health, nutrition, disease, disease prevention, childhood illnesses, the normal processes of childbearing, child development, as well as common childbearing. A strong emphasis on promoting healthy fetal growth and development, coupled with proper prenatal nutrition and care. Students will examine the role of the family in childbearing and the care of the child. This opportunity for further integration in a variety of settings will increase the student nurse's responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

6 Semester Credits, 90 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200L, NUR1200C, NUR2110

# NUR2200C Maternal - Pediatric Clinical

The Maternal/Child Nursing Clinical course provides learning experiences for nurses in providing care to the childbearing and childrearing family in a variety of settings. Students will utilize basic knowledge and skills to function within the many roles of nursing while working with clients, families, and/or groups in the childbearing and childrearing stages of life. This course focuses on the care of the bio-psycho-socio-spiritual childbearing and childrearing family using critical thinking, problem solving, delegation, and nursing process within an interpersonal and collaborative framework. The foundational knowledge needed to care for the childbearing and childrearing individual, family, and community includes physical and emotional aspects of nursing care, 50 integrating developmental, nutritional, and pharmacological concepts will be evident. Other essential concepts that will be presented include communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioural sciences.

3 Semester Credits, 135 Clinical Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200L, NUR1200C, NUR2110

# NUR2200L Maternal-Pediatric Lab

This Maternal-Pediatric Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR2261. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

3 Semester Credits, 90 Lab Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200L, NUR1200C, NUR2110

# NUR2900 Nursing Leadership

This course is an introduction to nursing leadership and organizational management. Concepts introduced in this course are foundational to the program and include: images of the nurse and nursing leaders, nursing as a discipline of knowledge, and nursing as a profession. Students will gain an understanding of the broader context of healthcare, including how patient care services are organized and managed. Students will identify the roles and functions in planning, organizing, and directing.

3 Semester Credits, 45 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100,NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200C, NUR1200L, NUR2110, NUR2200, NUR2200L, NUR2200C

# NUR2900C Preceptorship / Practicum Clinical

The Preceptorship/Practicum clinical course which culminates the nursing program, seeks to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will apply concepts of management, application of the nursing process, leadership, delegation, and supervision in caring for patients through in-depth learning experiences in selected site placements.

Semester Credits, 15 Lecture Hours, 135 Clinical Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200C, NUR1200L, NUR2110, NUR2200, NUR2200L, NUR2200C

# NUR2999 Nursing Capstone

The Nursing Capstone course which culminates the nursing program, seeks to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced.
Students will undergo a comprehensive in-class review including sample NCLEX-RN style questions, case studies, and various group interactions.

2 Semester Credits, 30 Lecture Hours
Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1100, NUR1000, NUR1000L, NUR1000C, NUR2500, NUR2500C, NUR1200, NUR1200C, NUR1200L, NUR2110, NUR2200, NUR2200L, NUR2200C

# BSC2085 Human Anatomy & Physiology I

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# BSC2085L Human Anatomy & Physiology I Lab

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

1 Semester Credit, 30 Lab Hours Prerequisites: None

# ENC1101 English Composition I

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student's basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# MAC1120 College Algebra

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# MCB2010 Microbiology

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections.

3 Semester Credits, 45 Hours Prerequisites: None

# MCB2010L Microbiology Lab

This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

1 Semester Credit, 30 Lab Hours Prerequisites: None

# HUN1201 Elements of Nutrition

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# BSC2086 Human Anatomy & Physiology II

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics.

3 Semester Credits, 45 Lecture Hours Prerequisites: BSC2085, BSC2085L

# BSC2086L Human Anatomy & Physiology II Lab

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely.

1 Semester Credit, 30 Lab Hours Prerequisites: BSC2085, BSC2085L

# DEP2004 Human Growth & Development

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# SPC2608 Speech

This is a survey course in the basic principles of oral communication. It includes the study of the use of the body and voice, the speaker-listener relationship, and preparation and delivery of platform speeches. This course aims to acquaint students with aspects of various sub-areas of the discipline Communication, such as interpersonal, nonverbal, organizational, public speaking, and group communication. Additionally, its purpose is to enhance self-confidence, develop oratorical skills, and those of interviewing, critical thinking skills, leadership skills, as well as improve the way students think and behave.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# PSY2012 General Psychology

Introduction to psychology as applied to human behaviour including research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders, and therapies. These principles will be applied to the human experience. Additionally, history and the development of psychology are also discussed.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# Associate of Science in Medical Assisting

**Description and Objective**

The Associates of Science in Medical Assisting prepares individuals who are seeking career advancement and increased employment opportunities in the medical field. The combination of the Medical Assistant curriculum and the general education courses offered by Compu-Med Vocational Careers will enable the student to obtain an Associate of Science in Medical Assisting.

Students who want to complete the Associate of Science in Medical Assistant could have already completed a diploma program in Medical Assisting and want to further their career in Health Sciences and need to further build on their academic skills. The purpose of the Associates degree is to build upon their technical skills and sharpen their academic skills in basic English math and health sciences at the collegiate level.

**Graduation Requirements:**

Minimum of 62.5 semester credit / hours. (1410 clock hours)
Total: 4 semesters (Program is approximately 20 months long)

## Program

| Course | Title | Credit/Hours | Clock/Hours | Modality |
|---|---|---|---|---|
| Technical Courses | | | | |
| MA – 101 | Computer Skills and Office Procedures | 3.5 | 90 | Ground or Online |
| MA – 102 | Anatomy and Physiology | 2.5 | 60 | Ground or Online |
| MA – 103 | Medical Terminology | 1.0 | 30 | Ground or Online |
| MA – 104 | Physical Examination. Vital Signs | 2.5 | 60 | Ground or Online |
| MA – 105 | Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA | 1.0 | 30 | Ground or Online |
| MA – 106 | Electrocardiography | 1.5 | 45 | Ground or Online |
| MA – 107 | Phlebotomy | 5.0 | 120 | Ground or Online |
| MA – 108 | Minor Office Surgery | 2.5 | 60 | Ground or Online |
| MA – 109 | Administration of Medication | 2.5 | 60 | Ground or Online |
| MA – 110 | Urinalysis | 1.0 | 30 | Ground or Online |
| MA – 111 | Radiology | 1.0 | 30 | Ground or Online |
| MA – 112 | Patient's Examination and Procedures in Medical Specialties | 3.5 | 90 | Ground or Online |
| MA – 113 | Law and Ethics, Pre-Employment Skills / Work Maturity | 1.0 | 30 | Ground or Online |

| | | | | |
|---|---|---|---|---|
| MA – 114 | Externship | 4.0 | 180 | On Ground |
| | Total Technical Courses | 32.5 | 915 | |
| General Education Courses | | | | |
| ENC1101 | English Composition I | 3.0 | 45 | Online |
| MAC1120 | College Algebra | 3.0 | 45 | Online |
| GEB2214 | Business Communications | 3.0 | 45 | Online |
| PSY2111 | Organizational Psychology | 3.0 | 45 | Online |
| DEP2004 | Human Growth & Development | 3.0 | 45 | Online |
| BSC2085 | Human Anatomy & Physiology | 3.0 | 45 | Online |
| BSC2085L | Human Anatomy & Physiology I Lab | 1.0 | 30 | Online |
| MCB2010 | Microbiology | 3.0 | 45 | Online |
| MCB2010L | Microbiology Lab | 1.0 | 30 | Online |
| HUN1201 | Nutrition | 3.0 | 45 | Online |
| BSC2086 | Human Anatomy & Physiology II | 3.0 | 45 | Online |
| BSC2086L | Human Anatomy & Physiology II Lab | 1.0 | 30 | Online |
| | Total General Education Courses | 30 | 495 | |
| | TOTAL | 62.5 | 1410 | |

# Associate of Science in Medical Assisting

## Computer Skills and Office Procedures

MA – 101     This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing.  The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills.
3.5 Semester Credits, 90 Lecture Hours Prerequisites: None

## Anatomy and Physiology

MA – 102     Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance.
2.5 Semester Credits, 60 Lecture Hours Prerequisites: None

## Medical Terminology

MA – 103     This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary.
1 Semester Credits, 30 Lecture Hours Prerequisites: None

## Physical Examination. Vital Signs.

MA – 104     This course explains the purpose of patient examination.  List and describes areas in which the MA is responsible for recording information in the patient's chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs.
2.5 Semester Credits, 60 Lecture Hours Prerequisites: None

## Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA

MA – 105     Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers.
1.0 Semester Credits, 30 Lecture Hours Prerequisites: None

## Electrocardiography

MA – 106     Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram.
1.5 Semester Credits, 45 Lecture Hours Prerequisites: None

# Phlebotomy

MA – 107     Learning the safety regulations used circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods.
Explain the ABO and RH blood grouping system. Explain the structure and function of e ach component of blood and perform blood test.
5 Semester Credits, 120 Lecture Hours Prerequisites: None

# Minor Office Surgery

MA – 108     Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages.
2.5 Semester Credits, 60 Lecture Hours Prerequisites: None

# Administration of Medication

MA – 109     Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, intra-dermal, subcutaneous, and intra-muscular injections. Application of heat and cold and ultrasound.
2.5 Semester Credits, 60 Lecture Hours Prerequisites: None

# Urinalysis

MA – 110     This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine.
1 Semester Credits, 30 Lecture Hours Prerequisites: None

# Radiology

MA – 111     Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients' positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography.
1 Semester Credits, 30 Lecture Hours Prerequisites: None

# Patient's Examination and Procedures in Medical Specialties

MA – 112     This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation.
3.5 Semester Credits, 90 Lecture Hours Prerequisites: None

# Law and Ethics, Pre-Employment Skills / Work Maturity

MA – 113     Identify key differences between law and ethics, identify specific rights that patients have in relation to health care. Identify similarities and differences between public law and private law. Ethics and Laws in healthcare, explain the principles of negligence and malpractice. In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating

positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively.
1 Semester Credits, 30 Lecture Hours Prerequisites: None

# Externship

MA – 114    Students are placed in doctor's offices to gain actual experience as a Medical Assistant. Emphasis will be observed in terms of Medical Asepsis, vital signs, physical examination, sterilization and disinfection, use of medical office equipment, and general office procedures.
4 Semester Credits, 180 Hours Prerequisites: None

# ENC1101 English Composition I

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student's basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# MAC1120 College Algebra

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# Business Communications

In this course, students will learn effective written and oral communications skills necessary for success in the business environment. The course covers various areas of business communication with an emphasis on communicating professionally in written correspondence, electronic communications, and presentations. Through this course, students will enhance self-confidence, develop oratorical skills, critical thinking skills, and effective leadership communication.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# PSY2011Organizational Psychology

The course is an overview of psychological principles underlying individual and group behaviour in organizational settings. The course covers topics associated with the field of organizational psychology including leadership, team effectiveness, intergroup behaviour and work and family issues. Students will be exposed to a variety of theories in organizational psychology.

3 Semester Credits, 45 Lecture Hours Prerequisites: None

# DEP2004 Human Growth & Development

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# BSC2085 Human Anatomy & Physiology I

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# BSC2085L Human Anatomy & Physiology I Lab

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.
1 Semester Credit, 30 Lab Hours Prerequisites: None

# MCB2010 Microbiology

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections.
3 Semester Credits, 45 Hours Prerequisites: None

# MCB2010L Microbiology Lab

This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.
1 Semester Credit, 30 Lab Hours Prerequisites: None

# HUN1201 Nutrition

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices.
3 Semester Credits, 45 Lecture Hours Prerequisites: None

# BSC2086 Human Anatomy & Physiology II

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics.
3 Semester Credits, 45 Lecture Hours Prerequisites: BSC2085, BSC2085L

# BSC2086L Human Anatomy & Physiology II Lab

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely.
1 Semester Credit, 30 Lab Hours Prerequisites: BSC2085, BSC2085L

# Fair Consumer Practices

## Students Responsibilities

1.      Review all information about the school's program before enrolling.
2.      Pay special attention to your application, complete it accurately.
3.      Provide all additional documentation needed.
4.      Read and understand all forms before signing, and ask for copies of said forms.
5.      Accept responsibility for all agreements that you sign.

## Consumer Rights

1.      You have the right to ask the name of the school's accrediting organizations.
2.      You have the right to ask about the school's programs, instructors, laboratories, and facilities.
3.      You have the right to ask about the following:
   a)   Cost of attending the school.
   b)   School's policies on refunds to students who terminate their attendance.
   c)   What financial assistance is available?
   d)   What the procedures and deadlines are for submitting applications for each available Financial Aid program.
4.      You have the right to consider your application if you believe a mistake has been made.

## Student Financial Aid Information

Compu-Med Vocational Careers is a participant in the student financial assistance programs supported by the U.S. Department of Education. These programs, designed to help applicants who have limited financial resources, provide funds in the form of grants and loans for students who would not otherwise be able to continue their education. Financial Aid is available for those who qualify.

Payment plans are available for students eligible for Title IV who choose to pay their balances in cash. In addition, those students who do not qualify for Title IV, payment plans are also available.

Awards of student assistance described here are conditioned on the availability of funds and on the financial need of the applicant.

## Financial Aid Procedures

Financial Aid Officers assist the student with financial planning. Title IV Financial Aid is available for those students who qualify. Title IV supported by the United State Department of Education is designated to applicants who have limited financial resources. Payment schedule will be opened for discussion with the student at the time of enrollment. Finally an enrollment agreement must be completed between the student and school. Disclosures are provided to the student regarding their responsibility toward the school attendance, conduct, academic achievements and financial responsibility.

## Financial Aid Program

Title IV is an entitlement program, designed to assist those who need it to attend a post-secondary educational institution. Pell Grants are designed to be the floor of a Financial Aid package and must be combined with other forms of aid in order to meet the full cost of education. The amount of Title IV entitlement is determined on a basis of the cost of education at the institution attended and the actual number of credits for which enrolled. One must reapply annually for Title IV consideration. For further information on Title IV filing, check with the Financial Aid Office.

# Additional Financial Aid Information

1.   The refund policy of the school is stated in the school Enrollment Agreement and also in the school catalog.

2.   Budgets for financially dependent and independent students are available in the Financial Aid Office.

3.   Financial Aid disbursements will be made with a voucher to the student's file and a check to the school.  These disbursements will normally be made at the beginning of a semester if all Financial Aid paper work has been completed as required.

4.   Retention data of students enrolled in programs offered by the school is available in school's administrative offices.

5.   Average starting salaries and percentage of students employed in specific fields of training, and any further information desired by an applicant may be obtained from either the Financial Aid Office or the On-Site Director or Placement Office.

6.   Students must notify the Financial Aid Office of the school if any of the following conditions occur: Change of name or address, change of financial status, change of program / hours or withdrawal from school.

# Reestablishing Title IV Eligibility

A student must satisfactorily complete one (1) semester before regaining Title IV funding.

# Title IV Distribution

Any refunds to Title IV Programs will go to Pell first, other aid, and then to the students.

# Financial Aid Available Loans

Federal Loans are established and supported by the federal government and the Department of Education serves as a lender.  Applicants must first apply for the Free Application for Federal Student Aid (FAFSA).  **ALL FEDERAL DIRECT LOAN MUST BE PAID BACK.** Repayment begins 6 months after you leave school or drop to less than half-time status.  To receive any loans must be enroll at least 6 credits each term toward to a degree program.  A Master Promissory Note and Entrance Counseling are required.

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs.  The government will pay the interest while you are enrolled in school.

- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, but eligibility is not based on financial need.  The student is responsible for paying the interest while in school and after.

- **Direct PLUS Loans** are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required.  Parents of dependent students may borrow on behalf of their children. Parents loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

# The Nereida Fuentes Progress Scholarship

This scholarship is named in honor of our dear friend Nereida "Nery" Fuentes.

Nery was an immigrant from Cuba who worked at Compu-Med for over twenty years.

Nery understood the power of education and commitment to others. She is a true testament of the American dream.

Any graduate of Compu-Med Vocational Careers (CMVC)'s diploma program is able to apply for the Progress Scholarship to be applied to their Associate Degree. Should this scholarship cause a credit balance on the account, the standard credit balance policy will apply.

The Progress Scholarship is awarded in $500.00 increments per semester, up to $2,000.00, and is only awarded after a student completes the Progress Scholarship Application and submits their essay.

To apply, students must submit their scholarship application and essay to the financial aid department.

In Loving Memory of Nery….

# Try it Again Scholarship

At CMVC we strive to make our programs as rigorous and affordable as possible to ensure all of our graduates are successful in their chosen field. As a Nursing student, we understand that sometimes a student may need to repeat a class to ensure they understand the concepts of what is being taught.

Students who need to repeat a course will incur a tuition charge for the repeated course. To help students with this tuition cost, CMVC will allow students to apply for the "Try it Again Scholarship" for any student who has been unsuccessful in passing a class.

Any student who has not successfully completed a Nursing Core class can apply for a "Try it Again Scholarship". If a student passes the class on the second attempt, the scholarship will be awarded to the student as a credit on the student's account. Should this credit cause a credit balance on the account, the standard credit balance policy will apply.

The Try it Again scholarship will only be awarded to any student one time throughout their program at CMVC. This scholarship is available to use for Nursing core courses only. It does not apply to general education courses required in the nursing program.

To apply, students must submit their scholarship application & essay to the financial aid department to be reviewed.

# Return of Title IV Funds Policy

Effective October 7, 2000, for any student terminating the program of study after entering the school and before completing at least 60% of the payment period, the statutory RETURN OF TITLE IV FUNDS policy will be implemented to calculate the amount of Financial Aid funds earned by student during their enrolment.

The institution will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the enrolment period. The institution will determine:

    a)     The Title IV Aid disbursed or that could have been disbursed.

    b)     The percentage of Title IV aid earned by the student

    c)     The amount of Title IV aid earned by the student

    d)     The total Title IV aid to be disbursed or returned

    e)     The amount of unearned Title IV aid to returned by the school

    f)     The amount of Title IV funds to be returned to each program by the school

    g)     The initial amount of unearned Title IV funds to be returned by the student

    h)     The amount of Title IV funds to be returned to each program by the student

The student will be obligated for any tuition fees, books or equipment not covered by Title IV funds.

CMVC will use the institutional refund policy to calculate all refunds.

In the event a student receives Financial Aid, completes registration, and subsequently reduces his enrollment status or withdraws, the amount of funds to be returned to federal, state, private or Institutional programs will be in accordance with regulations concerning refunds and repayments for the appropriate programs. A calculation will be made for all Financial Aid recipients to determine whether a student who completely withdraws during a payment period has earned all of the monies disbursed. A student earns aid based on the enrollment period. During the first 60% of the payment period, a student earns Financial Aid funds in direct proportion to the enrollment period. Beyond the 60% point, all aid is considered earned. The responsibility to repay unearned aid is shared by the school and the student. Title IV funds must be returned within 30 days the institution determines the student withdrew.

(See Institutional Refund Policy)

# Refund Cancellation and Settlement Policy

The student (or parent / guardian if the student is a minor) must notify the Compu-Med Vocational Careers in person, by phone and/or in writing (as school policy) if he/she decides to cancel or terminate his/her attendance. The refund policy and computation is based on semester price. The termination date used for calculating refunds will be the student's actual last date of attendance. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.

Three- Day Cancellation: Request for cancellation by an applicant, can be made in person by written notice, by certified mail, by electronic mail and postmarked no later than the third business day after signing the Enrollment Agreement. All monies paid by the student within the three (3) business days after signing the Enrollment Agreement, will be refunded to student within 30 days after the date of determination of the cancellation.

### Other Cancellation:

1. A student / applicant must visit the school prior to enrollment.

2. A student / applicant may cancel his/her enrollment within the period specified in this policy. For refund computation purposes, the termination date will be considered the last date of actual attendance by the student.

3. The registration fee of $150.00 is nonrefundable 3 days or more after signing the enrollment agreement.

4. **CANCELLATION AFTER COMMENCEMENT OF CLASSES:**

   ### Institutional Refund Diploma Level Policy:

   a) Student may cancel enrollment in person, by electronic mail, in writing, or by school determination.

   b) The school charges tuition and fees on a semester basis, on or before the start date of the semester.

   c) Cancellation after attendance has begun through 20% completion of the semester will result in a pro rata refund computed on the number of hours completed to the total semester hours. The pro rata refund policy takes effect after three (3) days of signing the enrollment agreement.

   d) Cancellation after completing more than 20% of the semester will result in no refund.

   e) Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.

5. Rejection – An applicant rejected by the school is entitled to a refund of all monies paid, which must be refunded within 30 days of the rejection determination.

### Institutional Refund Associate Degree Policy:

Compu-Med will refund tuition paid by a Student in the following manner:

1. Students who withdraw during the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the nonrefundable application fee).

2. Students who attend beyond the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).

3. The Withdrawal Date for refund computation will be one of the following:
   - The date Withdrawal/Cancellation Form signed by Student.
   - The date of withdrawal for unsatisfactory progress.
   - The date of withdrawal for excessive absences will be the last date of attendance.

# Fiscal Year 2022 – 2023
## School Calendar
## Medical Assistant

| I Semester | | II Semester | | |
| --- | --- | --- | --- | --- |
| Start Date | Last Day 50% | First Day | Last Day 100% | Max Time Frame |
| | | | | |
| 7/5/2022 | 12/8/2022 | 12/12/2022 | 5/25/2023 | 11/2/2023 |
| | | | | |
| 8/1/2022 | 1/19/2023 | 1/23/2023 | 6/22/2023 | 11/30/2023 |
| | | | | |
| 8/29/2022 | 2/16/2023 | 2/20/2023 | 7/20/2023 | 1/11/2024 |
| | | | | |
| 9/26/2022 | 3/16/2023 | 3/20/2023 | 8/17/2023 | 2/8/2024 |
| | | | | |
| 10/24/2022 | 4/13/2023 | 4/17/2023 | 9/14/2023 | 3/7/2024 |
| | | | | |
| 11/21/2022 | 5/11/2023 | 5/15/2023 | 10/12/2023 | 4/4/2024 |
| | | | | |
| 1/3/2023 | 6/8/2023 | 6/12/2023 | 11/9/2023 | 5/2/2024 |
| | | | | |
| 1/30/2023 | 7/6/2023 | 7/10/2023 | 12/7/2023 | 5/30/2024 |
| | | | | |
| 2/27/2023 | 8/3/2023 | 8/7/2023 | 1/18/2024 | 6/27/2024 |
| | | | | |
| 3/27/2023 | 8/31/2023 | 9/5/2023 | 2/15/2024 | 7/25/2024 |
| | | | | |
| 4/24/2023 | 9/28/2023 | 10/2/2023 | 3/14/2024 | 8/22/2024 |
| | | | | |
| 5/22/2023 | 10/26/2023 | 10/30/2023 | 4/11/2024 | 9/19/2024 |
| | | | | |
| 6/19/2023 | 11/22/2023 | 11/27/2023 | 5/9/2024 | 10/17/2024 |

"Last Day 50%" represents program 1st Semester theory end date.
"Last day 100%" represents program 2nd Semester theory end date.

# Fiscal Year 2022 – 2023
## School Calendar
## Dental Assistant

| I Semester | | II Semester | | |
| --- | --- | --- | --- | --- |
| Start Date | Last Day 50% | First Day | Last Day 100% | Max Time Frame |
| | | | | |
| 7/5/2022 | 12/8/2022 | 12/12/2022 | 5/25/2023 | 11/2/2023 |
| | | | | |
| 8/1/2022 | 1/19/2023 | 1/23/2023 | 6/22/2023 | 11/30/2023 |
| | | | | |
| 8/29/2022 | 2/16/2023 | 2/20/2023 | 7/20/2023 | 1/11/2024 |
| | | | | |
| 9/26/2022 | 3/16/2023 | 3/20/2023 | 8/17/2023 | 2/8/2024 |
| | | | | |
| 10/24/2022 | 4/13/2023 | 4/17/2023 | 9/14/2023 | 3/7/2024 |
| | | | | |
| 11/21/2022 | 5/11/2023 | 5/15/2023 | 10/12/2023 | 4/4/2024 |
| | | | | |
| 1/3/2023 | 6/8/2023 | 6/12/2023 | 11/9/2023 | 5/2/2024 |
| | | | | |
| 1/30/2023 | 7/6/2023 | 7/10/2023 | 12/7/2023 | 5/30/2024 |
| | | | | |
| 2/27/2023 | 8/3/2023 | 8/7/2023 | 1/18/2024 | 6/27/2024 |
| | | | | |
| 3/27/2023 | 8/31/2023 | 9/5/2023 | 2/15/2024 | 7/25/2024 |
| | | | | |
| 4/24/2023 | 9/28/2023 | 10/2/2023 | 3/14/2024 | 8/22/2024 |
| | | | | |
| 5/22/2023 | 10/26/2023 | 10/30/2023 | 4/11/2024 | 9/19/2024 |
| | | | | |
| 6/19/2023 | 11/22/2023 | 11/27/2023 | 5/9/2024 | 10/17/2024 |
| | | | | |

"Last Day 50%" represents program 1st Semester theory end date.
"Last day 100%" represents program 2nd Semester theory end date.

# Fiscal Year 2022 – 2023
## School Calendar
## Patient Care Technician

| I Semester | | II Semester | | |
| --- | --- | --- | --- | --- |
| Start Date | Last Day 50% | First Day | Last Day 100% | Max Time Frame |
| | | | | |
| 7/5/2022 | 12/8/2022 | 12/12/2022 | 5/25/2023 | 11/2/2023 |
| | | | | |
| 8/1/2022 | 1/19/2023 | 1/23/2023 | 6/22/2023 | 11/30/2023 |
| | | | | |
| 8/29/2022 | 2/16/2023 | 2/20/2023 | 7/20/2023 | 1/11/2024 |
| | | | | |
| 9/26/2022 | 3/16/2023 | 3/20/2023 | 8/17/2023 | 2/8/2024 |
| | | | | |
| 10/24/2022 | 4/13/2023 | 4/17/2023 | 9/14/2023 | 3/7/2024 |
| | | | | |
| 11/21/2022 | 5/11/2023 | 5/15/2023 | 10/12/2023 | 4/4/2024 |
| | | | | |
| 1/3/2023 | 6/8/2023 | 6/12/2023 | 11/9/2023 | 5/2/2024 |
| | | | | |
| 1/30/2023 | 7/6/2023 | 7/10/2023 | 12/7/2023 | 5/30/2024 |
| | | | | |
| 2/27/2023 | 8/3/2023 | 8/7/2023 | 1/18/2024 | 6/27/2024 |
| | | | | |
| 3/27/2023 | 8/31/2023 | 9/5/2023 | 2/15/2024 | 7/25/2024 |
| | | | | |
| 4/24/2023 | 9/28/2023 | 10/2/2023 | 3/14/2024 | 8/22/2024 |
| | | | | |
| 5/22/2023 | 10/26/2023 | 10/30/2023 | 4/11/2024 | 9/19/2024 |
| | | | | |
| 6/19/2023 | 11/22/2023 | 11/27/2023 | 5/9/2024 | 10/17/2024 |

"Last Day 50%" represents program 1st Semester theory end date.
"Last day 100%" represents program 2nd Semester theory end date.

# Fiscal Year 2022 – 2023
## School Calendar
## Phlebotomy Technician

| Start Date | Last Day |
|------------|----------|
|  |  |
| 7/5/2022 | 8/25/2022 |
|  |  |
| 8/1/2022 | 9/22/2022 |
|  |  |
| 8/29/2022 | 10/20/2022 |
|  |  |
| 9/26/2022 | 11/17/2022 |
|  |  |
| 10/24/2022 | 12/15/2022 |
|  |  |
| 11/21/2022 | 1/26/2023 |
|  |  |
| 1/3/2023 | 2/23/2023 |
|  |  |
| 1/30/2023 | 3/23/2023 |
|  |  |
| 2/27/2023 | 4/20/2023 |
|  |  |
| 3/27/2023 | 5/25/2023 |
|  |  |
| 4/24/2023 | 6/15/2023 |
|  |  |
| 5/22/2023 | 7/13/2023 |
|  |  |
| 6/19/2023 | 8/10/2023 |

"Last Day represents program theory end date.

| Compu-Med Vocational Careers Nursing (A.S.) 2021 Academic Calendar | | | | |
|---|---|---|---|---|
| **Terms** | **Start Date** | **End Date** | **Break** | **Holidays** |
| **Full Term** | 1/11/2021 | 5/1/2021 | 3/28/2021 - 4/4/2021 Spring Break | 1/18/2021 - MLK Jr. Day |
| General Education - Term - A | 1/11/2021 | 2/27/2021 | | |
| General Education - Term - B | 3/8/2021 | 5/1/2021 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 5/10/2021 | 8/28/2021 | 7/4/2021 - 7/11/2021 Summer Break | 5/31/2021 - Memorial Day |
| General Education - Term - A | 5/10/2021 | 6/26/2021 | | |
| General Education - Term - B | 7/12/2021 | 8/28/2021 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 9/7/2021 | 12/18/2021 | 11/25/2021 - 11/26/2021 Thanksgiving Break | |
| General Education - Term - A | 9/7/2021 | 10/23/2021 | | |
| General Education - Term - B | 11/1/2021 | 12/18/2021 | | |
| **Winter Break  12/19/2021 - 01/09/2022** | | | | |

| Compu-Med Vocational Careers Nursing (A.S.) 2022 Academic Calendar | | | | |
|---|---|---|---|---|
| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
| **Full Term** | 1/10/2022 | 4/30/2022 | 3/27/2022 - 4/3/2022 Spring Break | 1/17/2022 - MLK Jr. Day |
| General Education - Term - A | 1/10/2022 | 2/26/2022 | | |
| General Education - Term - B | 3/7/2022 | 4/30/2022 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 5/9/2022 | 8/27/2022 | 7/3/2022 - 7/10/2022 Summer Break | 5/30/2022 - Memorial Day |
| General Education - Term - A | 5/9/2022 | 6/25/2022 | | |
| General Education - Term - B | 7/11/2022 | 8/27/2022 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 9/6/2022 | 12/17/2022 | 11/24/2022 - 11/25/2022 Thanksgiving Break | 09/05/2022 - Labor Day |
| General Education - Term - A | 9/6/2022 | 10/22/2022 | | |
| General Education - Term - B | 10/31/2022 | 12/17/2022 | | |
| **Winter Break  12/18/2022 - 01/08/2023** | | | | |

| Compu-Med Vocational Careers<br>Nursing (A.S.) 2023 Academic Calendar | | | | |
|---|---|---|---|---|
| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
| **Full Term** | 1/9/2023 | 4/29/2023 | 3/26/2023 - 4/2/2023<br>Spring Break | 1/16/2023 - MLK Jr. Day |
| General Education - Term - A | 1/9/2023 | 2/25/2023 | | |
| General Education - Term - B | 3/6/2023 | 4/29/2023 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 5/8/2023 | 8/26/2023 | 7/2/2023 - 7/09/2023<br>Summer Break | 5/29/2023 - Memorial Day |
| General Education - Term - A | 5/8/2023 | 6/24/2023 | | |
| General Education - Term - B | 7/10/2023 | 8/26/2023 | | |

| **Term Code** | **Start Date** | **End Date** | **Break** | **Holidays** |
|---|---|---|---|---|
| **Full Term** | 9/5/2023 | 12/16/2023 | 11/23/2023 - 11/24/2023<br>Thanksgiving Break | 09/04/2023 - Labor Day |
| General Education - Term - A | 9/5/2023 | 10/21/2023 | | |
| General Education - Term - B | 10/30/2023 | 12/16/2023 | | |
| **Winter Break  12/17/2023 - 01/07/2024** | | | | |

**Compu-Med Vocational Careers**

**Tuition Charges Starting 7/19/2021**

| Program | Registration Fee | Tuition per Semester | | Total |
|---|---|---|---|---|
| | | 1st Semester | 2nd Semester | |
| Medical Assistant | $150.00 | $4,175.00 | $4,175.00 | $8,500.00 |
| Dental Assistant | $150.00 | $4,1750.00 | $4,175.00 | $8,500.00 |
| Patient Care Technician | $150.00 | $4,175.00 | $4,175.00 | $8,500.00 |
| Phlebotomy Technician | $150.00 | $650.00 | - | $800.00 |

\*    The total sale price includes the registration fee and tuition. Registration fee becomes non-refundable after three (3) days of signing the enrollment agreement.
Books and supplies for programs are not included in tuition, and cost for said items shall not exceed $250.00. *

Students who require their foreign proof of graduation to be evaluated will need to pay for this evaluation.

National Registration and Certification from the National Association for Health Professionals (NAHP) is optional and not included in tuition fees for the following programs:

Medical Assistant - Nationally Registered Certified Medical Assistant (NRCMA).
Dental Assistant - Nationally Registered Certified Dental Assistant (NRCDA).
Patient Care Technician - Nationally Registered Certified Patient Care Technician (NRCPCT)

Testing Fee amount for Registration and Certification with National Association for Health Professionals (NAHP) is ninety dollars ($90.00).

**Tuition Charges of Associate in Science in Nursing Starting 7/12/21**

| Semester | Credits | Total Tuition |
|----------|---------|---------------|
| Semester 1 | 14 | $5,530.00 |
| Semester 2 | 16 | $6, 320.00 |
| Semester 3 | 13 | $9,100.00 |
| Semester 4 | 12 | $8,400.00 |
| Semester 5 | 12 | $8, 400.00 |
| Semester 6 | 9 | $6,300.00 |
| TOTAL | 76 | $44,050.00 |

The cost per credit for a General Education / Pre-Requirement is $395.00 and for a Nursing credit it is $700.00. Also there is a registration fee of $150.00 and a $30.00 per credit of text book fee that is due at the beginning of the program. Both of those fees should be non-refundable.

**Tuition Charges of Associate in Science in Medical Assisting**

| Semester | Credits | Total Tuition |
|----------|---------|---------------|
| Semester 1 | 16 | $4,175.00 |
| Semester 2 | 16.5 | $4,175.00 |
| Semester 3 | 14 | $5,530.00 |
| Semester 4 | 16 | $6, 320.00 |
| TOTAL | 62.5 | $20,350.00 |

There is a registration fee of $150.00. The cost per credit for Medical Assistant core class is $4,175.00 per semester. The cost per credit for a General Education is $395.00 and a $30.00 per credit  text book fee charged for general education textbooks each semester.

Addendum:

# Graduation and Placement Rates by Program
## ACCSC Annual Report Placement Charts Reporting Date = 2021

The calculation of our placement rates takes into consideration program completers of the Medical Assistant, Dental Assistant, and Patient Care Technician programs from September 2018 to August 2019. The placement rate is based on graduated students who were placed in a paid job for a reasonable period of time after completion aligned with a majority of the education and training objectives of the program.

| Hialeah Main and Miami Branch Schools Combined Rates | | | | | |
|---|---|---|---|---|---|
| Program | Program Population | Graduate Students | Graduation Rates | Graduates Employed in field | Placement Rates |
| Medical Assistant | 40 | 31 | 77% | 21 | 72% |
| Dental Assistant | 76 | 67 | 88% | 44 | 72% |
| Patient Care Technician | 9 | 3 | 33% | 3 | 100% |

| Hialeah Main School Rates | | | | | |
|---|---|---|---|---|---|
| Program | Program Population | Graduate Students | Graduation Rates | Graduates Employed in field | Placement Rates |
| Medical Assistant | 26 | 20 | 77% | 14 | 74% |
| Dental Assistant | 50 | 44 | 88% | 29 | 73% |
| Patient Care Technician | 9 | 3 | 33% | 3 | 100% |

| Miami Branch School Rates | | | | | |
|---|---|---|---|---|---|
| Program | Program Population | Graduate Students | Graduation Rates | Graduates Employed in field | Placement Rates |
| Medical Assistant | 14 | 11 | 79% | 7 | 70% |
| Dental Assistant | 26 | 23 | 88% | 15 | 71% |
| Patient Care Technician | - | - | - | - | - |