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

The College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act. City College, 2000 W. Commercial Blvd., Fort Lauderdale, FL; 7001 N.W. 4th Blvd., Gainesville, FL; 6565 Taft Street, Hollywood, FL, and 9300 S. Dadeland Blvd., Miami, FL, admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other institutionally administered programs.
Welcome! At City College, it is our vision to provide you with an “Extraordinary Educational Experience.” Our administrative and academic teams strive to deliver an environment that allows you to succeed academically, personally, and professionally.

We are glad that you have chosen to pursue your goals and dreams at City College. Our qualified and experienced staff and faculty are here to support you with services in financial aid, career advising, career training, tutoring, library services, and job placement assistance. Please take advantage of the many opportunities afforded to you at the College. Education is the key to reaching your goals, and we are committed to your success. We look forward to seeing you at graduation!

R. Esther Fike Curry
President
Table of Contents

A Message From the President ............................................................ 3
About City College ........................................................................... 7
  Statement of Control ..................................................................... 7
  Officers and Directors .................................................................. 7
  City College Board of Governors .................................................. 7
  Accreditation ................................................................................. 7
  State License ................................................................................. 7
  Approvals .................................................................................... 8
  Online Disclosure Statement ........................................................ 8
  Non-discrimination Statement ....................................................... 8
  AVMA Committee on Veterinary Technician Education and Activities
  (CVTEA) .................................................................................... 8
College Background .......................................................................... 9
  History ........................................................................................ 9
  Philosophy .................................................................................. 9
  Mission ....................................................................................... 9
  Goals and Objectives .................................................................. 9
  Facilities ..................................................................................... 9
Admissions Policies and Procedures .................................................. 12
  Exit Interviews ............................................................................. 12
  Entrance Requirements ................................................................ 12
  Housing ...................................................................................... 12
International Students ...................................................................... 12
  International High School and College Transcripts ......................... 12
  Essential Courses ....................................................................... 13
  Admissions Testing Exemptions ..................................................... 13
  Programmatic Entry Requirements ............................................... 13
Criminal Background Checks ............................................................. 13
Advanced Placement/Transfer Credit ................................................ 14
  Advanced Placement Through Credit by Examination .................... 14
  Advanced Placement Through Credit for Prior Learning/Experience .... 14
  Advanced Placement for LPNs (Licensed Practical Nurses) .............. 14
Transfer Credits .............................................................................. 15
  Transfer Credit for Students with Advanced Placement (AP), CLEP, or
  IB Courses ................................................................................ 15
  Transfer Credit for Students with Associate Degrees ......................... 15
  Transfer of Active Emergency Medical Technician License ............... 16
  Transfer of Active Florida Paramedic License .................................. 16
  Transfer of Credit into Bachelors Program ....................................... 16
  Transfer Credits for RN to BSN (Bachelor of Science in Nursing) ....... 16
Transferrability of Credit .................................................................. 16
  City College Junior and Senior Standing Status ............................... 16
Financial Aid Information ................................................................. 18
  Procedures and Forms by Which Students Apply for Assistance .......... 18
Types of Aid Available ...................................................................... 18
  Loan Programs .......................................................................... 18
  William D. Ford Federal Direct Loan Programs ................................ 18
Sample Loan Repayment Plan ............................................................. 18
  Florida Bright Future Scholarship Program ...................................... 18
  Veteran’s Grant Program ............................................................... 18
  Alumni Scholarship .................................................................... 19
  Richard W. Skidmore Scholarship Fund ........................................... 19
  C. M. Fike Memorial Grant ............................................................ 19
  C. M. Fike Memorial Scholarship .................................................. 19
  Boys and Girls Club Scholarship .................................................... 19
  Partners in Education Grant ........................................................... 19
  Federal Pell Grant ...................................................................... 20
  Florida Student Assistance Grant ................................................... 20
  Federal Supplemental Educational Opportunity Grant ....................... 20
  Federal Work-Study ...................................................................... 20
  Useful Web Sites ......................................................................... 20
  Policies and Procedures Verification ............................................... 20
  Selective Service ......................................................................... 21
  Refund Policy ............................................................................. 21
  Return of Title IV Funds ................................................................ 21
  Refund Distribution Policy for Federal Title IV Programs .................... 21
General College Information ............................................................. 23
  Office/Class Hours ...................................................................... 23
  Change of Name or Address ......................................................... 23
  Degrees and Diplomas .................................................................. 23
  Bulletin Boards .......................................................................... 23
  Professional Dress Code ............................................................... 23
  Honor Code ................................................................................. 23
  Facilities ..................................................................................... 23
  Children on Campus .................................................................... 23
  Parking ....................................................................................... 23
  Use of School Equipment and Property ......................................... 23
  City College Legal ....................................................................... 23
  Loss of Personal Property ............................................................. 23
  Policy Changes .......................................................................... 23
  Indemnification .......................................................................... 23
  School Closing ........................................................................... 23
  Alcohol/Drug Possession, Usage and Distribution Policy ..................... 24
  Drug Abuse Program .................................................................... 24
  Annual Crime Report/Crimes Act ................................................... 24
  Grievance Procedures .................................................................. 24
Student Services .............................................................................. 24
  Career Assistance and Development .............................................. 24
  Tutoring ..................................................................................... 24
  Student Organizations and Activities ............................................. 25
  ABK Honor Society ..................................................................... 25
  Library ....................................................................................... 25
  Orientation ................................................................................. 25
  Housing ...................................................................................... 25
  Services Available for Students with Disabilities ............................. 25
  Policy Regarding Documentation of Disabilities ............................... 25
Academic Policies and Procedures .................................................... 28
  Unit of Credit ............................................................................. 28
  Grading System ......................................................................... 28
  Incomplete Grade ....................................................................... 28
  Transfer Courses ....................................................................... 28
  Advanced Standing for Professional Life/Work Experience ............... 28
  Course Withdrawals .................................................................... 28
  Repeated Courses in EMS and Nursing Programs ............................. 28
  Repeated Courses in Veterinary Technology Program ....................... 28
  Grade Penalty ............................................................................ 29
  Course Prerequisites .................................................................... 29
  Course Cancellation ..................................................................... 29
Course Numbering Guide ................................................................. 29
  Florida’s Statewide Course Numbering System ................................. 29
  General Rule for Course Equivalencies .......................................... 29
  The Course Prefix ...................................................................... 30
  Authority for Acceptance of Equivalent Courses .............................. 30
  Exceptions to the General Rule for Equivalency ............................... 30
  Courses at Nonregionally Accredited Institutions .............................. 30
  Dropping or Adding Courses ....................................................... 30
  Change of Program ..................................................................... 30
  Auditing Classes ........................................................................ 31
  Residency Requirement ................................................................ 31
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services (EM or EMS)</td>
<td>91</td>
</tr>
<tr>
<td>English Composition (EN or ENC)</td>
<td>97</td>
</tr>
<tr>
<td>Environmental Studies (EVR)</td>
<td>98</td>
</tr>
<tr>
<td>Finance (Fi or FIN)</td>
<td>98</td>
</tr>
<tr>
<td>Geography (GEA)</td>
<td>98</td>
</tr>
<tr>
<td>General Business (GEB)</td>
<td>99</td>
</tr>
<tr>
<td>Health Information Management (HIM)</td>
<td>99</td>
</tr>
<tr>
<td>Health Care Administration (HSA)</td>
<td>99</td>
</tr>
<tr>
<td>Health Sciences/Resources (HSC)</td>
<td>100</td>
</tr>
<tr>
<td>Human Services (HUS)</td>
<td>101</td>
</tr>
<tr>
<td>Humanities (HUM)</td>
<td>102</td>
</tr>
<tr>
<td>Information Systems Management (ISM)</td>
<td>102</td>
</tr>
<tr>
<td>Interdisciplinary Studies (IDS)</td>
<td>102</td>
</tr>
<tr>
<td>Literature (LIT)</td>
<td>103</td>
</tr>
<tr>
<td>Management (MAN)</td>
<td>103</td>
</tr>
<tr>
<td>Management-Applied (MNA)</td>
<td>104</td>
</tr>
<tr>
<td>Marketing (MAR)</td>
<td>105</td>
</tr>
<tr>
<td>Mathematics (MAT)</td>
<td>106</td>
</tr>
<tr>
<td>Mathematics - General and Finite (MGF)</td>
<td>106</td>
</tr>
<tr>
<td>Mathematics - Technical and Business (MTB)</td>
<td>106</td>
</tr>
<tr>
<td>Medical Assisting Technology (MEA)</td>
<td>106</td>
</tr>
<tr>
<td>Nursing (NU/NUR/NSP)</td>
<td>107</td>
</tr>
<tr>
<td>Nutrition (HUN)</td>
<td>110</td>
</tr>
<tr>
<td>Office Systems Technology (OST)</td>
<td>110</td>
</tr>
<tr>
<td>Philosophy (PHI)</td>
<td>110</td>
</tr>
<tr>
<td>Paralegal/Legal Assisting (PLA)</td>
<td>111</td>
</tr>
<tr>
<td>Political Science (POS)</td>
<td>112</td>
</tr>
<tr>
<td>Private Investigation (PI)</td>
<td>112</td>
</tr>
<tr>
<td>Psychology (PSY)</td>
<td>113</td>
</tr>
<tr>
<td>Radio-Television (RTV)</td>
<td>113</td>
</tr>
<tr>
<td>Reading (RD)</td>
<td>114</td>
</tr>
<tr>
<td>Small Business Management (SBM)</td>
<td>114</td>
</tr>
<tr>
<td>Student Life Skills (SLS)</td>
<td>114</td>
</tr>
<tr>
<td>Speech Communication (SPC)</td>
<td>115</td>
</tr>
<tr>
<td>Spanish (SPN)</td>
<td>115</td>
</tr>
<tr>
<td>Statistics (STA)</td>
<td>115</td>
</tr>
<tr>
<td>Surgical Technology (STS)</td>
<td>115</td>
</tr>
<tr>
<td>Sociology of Demography (SYD)</td>
<td>116</td>
</tr>
<tr>
<td>Sociology (SYG)</td>
<td>116</td>
</tr>
<tr>
<td>Administration and Professional Staff</td>
<td>120</td>
</tr>
<tr>
<td>2017 Academic Calendar</td>
<td>126</td>
</tr>
<tr>
<td>2018 Academic Calendar</td>
<td>127</td>
</tr>
<tr>
<td>Campus Locations</td>
<td>128</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>132</td>
</tr>
</tbody>
</table>
About City College

Statement of Control
City College, Inc. is a non-profit institution of higher learning as recognized by the Internal Revenue Service under section 501(c)(3).

Officers and Directors
R. Esther Fike Curry - President
David W. Meek - Director
Stephen Friskney - Director

City College Board of Governors
Michael Burgio
Robert A. Case
Cy Casoria, J.D.
Mary M. DeBaise
R. Esther Fike Curry
David W. Meek
Stephen Friskney

Accreditation
City College is Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES).

7777 Leesburg Pike, Suite 314N,
Falls Church, Virginia 22043
Tel: 703.917.9503; FAX 703.917.4109
www.abhes.org

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

To contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

The City College Associate of Science in Surgical Technology programs are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043; phone (703) 917-9503, fax (703) 917-4109 www.abhes.org

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

- The College is authorized by the U.S. Department of Homeland Security to accept and enroll non-immigrant students.
- City College is approved by the Florida State Approving Agency (SAA) to train veterans and other eligible persons under the Veterans Administration Assistance Program.
- The Associate of Science in Anesthesia Technology program is approved by the American Society of Anesthesia Technologists and Technicians (ASATT).

**Online Disclosure Statement**

City College is authorized to offer Distance Education in the state of Florida only.

**Non-discrimination Statement**

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

**AVMA Committee on Veterinary Technician Education and Activities (CVTEA)**

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) granted initial accreditation to the City College Hollywood campus veterinary technology program as of April 25, 2016.

INITIAL (formerly called Provisional) accreditation is not punitive and is simply the terminology given to newly accredited programs for their first five years. Initial accreditation means the program is officially accredited. Initial accreditation does not mean programs are at a higher risk of losing accreditation or that they are “less” accredited. Graduates of an Initially accredited program are considered graduates of an AVMA CVTEA accredited program and would be eligible in nearly all states to take the Veterinary Technician National Exam.

Students will be notified of any accreditation, curricular or fee changes made at the institution.
College Background

History

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

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

In August 2011, City College established a campus in Hollywood, Florida. The first students started October 3, 2011. Initial programs offered at the campus were Emergency Medical Services, Allied Health, and Business.

The campus continues to grow and in 2014 two new programs were added, Veterinary Technology and Cardiovascular Sonography.

Philosophy

City College is dedicated to the training and education of men and women for a full life and a successful career in a number of fields. The College offers its students a quality education in an atmosphere of personalized attention. City College considers the student as an individual and strives to be aware at all times of the needs of each member of its student body. The College seeks to give students an understanding of and respect for their own and others' ideas and thoughts. Graduates of City College are imbued with the belief that they should understand and practice their responsibilities to family, individuals and community by becoming effective and contributing citizens.

Mission

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

Goals and Objectives

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

- To prepare students for employment in specific career fields.
- To facilitate entry of graduates into their chosen careers.
- To offer sound educational programs at the Associate’s and Bachelor’s Degree levels.
- To continually evaluate and appraise every facet of the College’s programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College’s standards.

Facilities

Fort Lauderdale - Main Campus

The College is located at 2000 W. Commercial Blvd., Fort Lauderdale, FL and occupies approximately 50,000 square feet of two story atrium building. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

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

Anesthesia Technology lab is a simulation operating room theater. Essential anesthesia equipment used for patient safety and surgical procedures is readily available for scenario based training with the Anesthesia Technology students.

Broadcasting labs include a working TV studio, and radio station. Additional resource labs with industry equipment allow the students to learn to record, edit, direct, produce and create high quality audio and video programs.

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

Nursing has a simulation lab which includes high fidelity manikins and a skills lab which students can practice basic nursing skills. Labs include an eye wash station, sharps container and biohazardous waste containers.

Surgical Technology lab has a “sub-sterile” room where a 3 bay sink is in place that emulates actual operating room equipment. Also in this room are instrumentation, supplies and other material that is used to simulate a real world environment.

Gainesville - Non-Main/Branch Campus

The College is located primarily at 7001 NW. 4th Blvd., Gainesville, FL and occupies a building of approximately 21,500 square feet. In addition, the Veterinary Technology program lab (separate classroom) is located at 2400 SW. 13th St., Gainesville, FL. This facility is 10,000 square feet and houses lab equipment, cages, and lab classrooms. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

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

To maintain employer satisfaction within the community by providing professionally trained and educated graduates for industry, business, health care and government.

To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
The Emergency Medical Services laboratory has an ambulance simulator, manikins and equipment to allow for simulation of real-life scenarios. Veterinary Technology labs reflect a veterinary facility. The students practice on both models and life animals. There is an x-ray machine, surgical room, and equipment to support basic surgical and non-surgical procedures.

**Hollywood - Non-Main/Branch Campus**
The College is located at 6565 Taft St., Hollywood, FL and occupies approximately 16,500 square feet on the second and third floors of the building. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

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

Cardiovascular Sonography has an ultrasound laboratory with industry standard ultrasound machines.

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

**Miami - Non-Main/Branch Campus**
The College is located at 9300 S. Dadeland Blvd., Miami, FL and occupies approximately 24,000 square feet in two buildings in the Dadeland Towers office park. Lecture classrooms and computer labs are available for all programs. Specialized labs are as follows:

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

Anesthesia Technology lab is a simulation operating room theater. Essential anesthesia equipment used for patient safety and surgical procedures is readily available for scenario based training with the Anesthesia Technology students.

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

Nursing has a simulation lab which includes high fidelity manikins and a skills lab which students can practice basic nursing skills. Labs include an eye wash station, sharps container and biohazardous waste containers.

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Surgical Technology lab has a "sub-sterile" room where a 3 bay sink is in place that emulates actual operating room equipment. Also in this room are instrumentation, supplies and other material that is used to simulate a real world environment.
Admissions Policies and Procedures

- Application Procedures
- Entrance Requirements
- International Students
  - Programmatic Entry Requirements
  - Criminal Background Checks
- Advanced Placement/Transfer Credit
  - Transfer Credits
  - Transferability of Credit
Admissions Policies and Procedures

City College welcomes applications from qualified students who desire an education which will enrich their lives and equip them with the skills to begin productive careers and become industry professionals. A “rolling admissions” policy governs most of City College programs. Most degree programs commence quarterly.

Application Procedures

1. Contact the Admissions Department for an appointment. The telephone numbers are:
   - Fort Lauderdale: (954) 492-5353
   - Gainesville: (352) 335-4000
   - Hollywood: (954) 744-1777
   - Miami: (305) 666-9242

2. Complete a City College Application for Admissions. An Admissions Representative will assist each applicant in completing the necessary admissions paperwork.

3. Provide proof of high school graduation, via a standard high school diploma or GED.

4. Students who have prior college experience will complete a transcript request for each college attended.

5. Students requesting financial aid assistance through the College must submit the Federal Financial Aid Application online.

6. Students entering the College must meet the criteria listed under both Entrance Requirements and Programmatic Entrance Requirements.

7. Non-US citizens, who are permanent residents of the United States, must submit a copy of their permanent residence document.

Entrance Requirements

1. Proof of Graduation: In order to gain admission into City College, a prospective student must provide proof of graduation in the form of one of the following.
   a. An official high school transcript from an institution whose academic rigor, accreditation and academic standards are deemed appropriate by City College. Transfer students and high school graduates must request their official transcript of grades. Official transcripts must be received in a sealed envelope. The transcript must adhere to the issuing institutions requirements for an official transcript (i.e. seal, signatures, etc.).
   b. Passing General Equivalency Diploma (GED) test scores. Applicants who have taken the GED exam must submit evidence of a satisfactory performance on the exam to the Admissions Department.

In the event the student cannot provide 1a or 1b, the student may provide:
   c. An official transcript from a post-secondary school whose accreditation is recognized by the US Department of Education or by a NACES approved International school – that demonstrates completion of an Associate, Bachelor, Masters, or higher degree.

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

2. Admissions Entrance Examination (on-ground program applicants): In order to ensure a successful experience at City College, a placement test is mandatory for all applicants, applying to an on-ground program, with no previous successful postsecondary education or standardized test scores (see Admissions Testing Exemptions). The evaluation determines admission into the College and placement in courses. Anesthesia Technology, Cardiovascular Technology, Emergency Medical Services, Surgical Technology, and Veterinary Technology require the following minimum Wonderlic Basic Skills Test (Placement) scores for entry:
   - Verbal - 267 or above
   - Reading and information Retrieval - 60% or above
   - Quantitative - 267 or above

Homeschooling

City College considers applications from individuals who have completed a home school program. The prospective student must submit a homeschooled transcript listing all coursework completed. The transcript will evidence:
   a. Final grades and units earned for each course completed.
   b. A brief description of each course the student has taken with information regarding the teaching materials. This may include the title and author of all textbooks, reference materials, DVDs, and other teaching media or activities utilized.
   c. The methods used for evaluation should accompany the homeschooled transcript.

If homeschooled applicants previously attended another school, or have completed courses through the Florida Virtual School or through dual enrollment at a local college or university, official transcripts are required, and those courses should also be reflected on the homeschooled transcript.

In addition, homeschooled applicants must submit a completed and notarized Home School Affidavit that verifies compliance with state statutory requirements that govern home school education.

International Students

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

International High School and College Transcripts

Applicants to City College who completed high school and or college outside of the United States must have their transcripts translated
by a recognized translator and should be signed and notorized by the translator. Transcripts must be evaluated by a NACES approved organization or by a Florida Public School document evaluation service. A list of NACES organizations may be found at http://www.naces.org/members.htm. Prospective students are responsible for the cost and fees associated with the translation and evaluation of their diplomas.

The evaluation of the high school transcript must state that it is equivalent to a US High School Diploma.

College evaluations must include:
- Evidence of an equivalent degree
- A course by course description indicating the number of credits earned and grade received.

**Essential Courses**
The College has developed courses to assist students in remediating deficiencies in Language, Math and Reading. Placement into these courses is determined by the score on the admissions entrance exam. Essential courses are in addition to, and do not fulfill, the course requirements for any program of study. These courses are graded on a Pass/No Pass basis.

**Admissions Testing Exemptions**
Exemption scores will be accepted up to five years preceding the proposed program start date.

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Applicants to City College may be exempted from **Math** testing if they can provide the following:

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<th>TOEFL by hand</th>
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<th>173 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 and above</td>
<td>500 and above</td>
<td>173 and above</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>iBT</th>
<th>CLEP</th>
<th>50 and above</th>
</tr>
</thead>
<tbody>
<tr>
<td>61 and above</td>
<td>61 and above</td>
<td>50 and above</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AP</th>
<th>IB</th>
<th>4 and above</th>
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<tbody>
<tr>
<td>3 and above</td>
<td>3 and above</td>
<td>4 and above</td>
</tr>
</tbody>
</table>

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

1. Specific test scores that must be achieved:
   a. Anesthesia Technology, Cardiovascular Sonography, EMS, or Surgical Technology require the following minimum Wonderlic Basic Skills Test (Placement) scores for entry:
      - Verbal - 267 or above
      - Reading and information Retrieval - 60% or above
      - Quantitative - 267 or above
   b. Evidence of an equivalent degree
2. A course by course description indicating the number of credits earned and grade received.

**Medical requirements:**
- Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
- Proof of immunity via documentation of immunization or titers for the following:
  - Hepatitis B series. The first of three injections must be completed prior to admission.
  - MMR (Measles, Rubella, and Mumps) Series.
  - VZV (Varicella) vaccine – 2 injections.
  - A negative urinary drug screen indicating a 10 panel drug screen.
  - A tetanus (Td) booster within the last ten years. Results of a Health Clearance Form and PPD must be updated yearly.
  - Applicants to the EMS program must also have an EKG.
  - A student must hold personal health insurance.
  - Students must complete an Acknowledgement of Florida Statute Section 456.0635.
  - Students must have a VECHS background check.

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

<table>
<thead>
<tr>
<th>Placement test scores:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Verbal - 267 or above</td>
</tr>
<tr>
<td>- Reading and information Retrieval - 60% or above</td>
</tr>
<tr>
<td>- Quantitative - 267 or above</td>
</tr>
</tbody>
</table>

2. Student must have a VECHS Level I background check.
3. Student must hold personal health insurance.

It is recommended that students enrolling in this program are vaccinated for the following:
- Hepatitis B series.
- MMR (Measles, Rubella, and Mumps) Series.
- Tetanus (Td) booster within the last ten years.
- Rabies series.

It is recommended that students enrolling in this program be tested for:
- Absence of Tuberculosis (TB)
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.

**Criminal Background Checks**

In 2009, the Florida Legislature enacted a law which actually precludes a state board from allowing a person to sit for a licensure examination if the person was convicted (regardless of how the conviction was entered of a long list of criminal acts. A copy of the Alert distributed by the Florida Department of Health will be made available to all students and should be reviewed carefully by the student. For further information, you should consult Florida Statute Section 456.013(3)(a), 456.039(1), 456.072(2), 464.018, and the other laws and regulations for the health care profession in which you are enrolled.

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

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

As a result, City College requires each student enrolling in the associate programs in Anesthesia Technology, Cardiovascular Sonography, Emergency Medical Services, Nursing, and Surgical Technology to be subject to criminal background screening at the time of their application. The cost of this screening is borne by the student, and may take several weeks for the results to be provided to the College. Students who are admitted into one or more of these programs have an ongoing obligation to notify the College within 30 days if they are arrested or convicted for a criminal offense while enrolled at the College. Each student who enrolls into Anesthesia Technology, Cardiovascular Sonography, Emergency Medical Services, Nursing, and Surgical Technology should expect the following process.

While Veterinary Technology is not subject to the Florida 2009 law they will also be required to have a background check and should expect the same process.

1. Student enrolls into Associate of Science program in Anesthesia Technology, Cardiovascular Sonography, Emergency Medical Services, Nursing, or Veterinary Technology at City College.
2. City College takes the enrollment application and submits the student’s personal information to its VECHS criminal history program, for the purpose of obtaining a Level II background screening (criminal background report) on the enrolled student.
3. If the student’s criminal background report reveals arrests or convictions that might preclude the student from participating in externships or clinical rotations as part of their educational program while a student at the College, sitting for state licensure examinations, or being eligible for employment upon graduation, the student will be notified and advised to schedule a meeting with the College’s education staff (Program Chair and/or the Director of Education). The College may request additional information or documents to clarify what is contained in the report. It is the student’s responsibility to furnish the College with all necessary information as to arrests, convictions or other dispositions of criminal charges contained in their criminal background report. Failure by the student to provide the necessary information will prevent the student from enrolling in any subsequent term or quarter until such information is provided to the College.
4. Following the meeting and review of information furnished to the College by the student, if it is determined by the College that the student’s criminal background report precludes participation in an externship or clinical rotation as part of their educational program, or from sitting for the state licensing examination, the College will dismiss the student from the program and will retain all charged tuition. The student may seek admission into another program that does not require compliance with criminal background criteria.

Advanced Placement/Transfer Credit

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

These conditions include:
1. The course is required in the program (including elective requirements). EMS core courses are not eligible for advanced placement through credit by exam.
2. The student can document established competency and/or has the approval of the Director of Education.
3. The Advanced Placement Through Credit by Examination must be taken within the first six (6) months of enrollment. Exceptions to this rule may be approved by the Director of Education but cannot be approved during the student’s final quarter.
4. A grade of 86% or better is scored on the comprehensive examination.
5. The advanced placement fee has been paid. The fee for the examination is $150 for EACH comprehensive examination or advanced standing credit requested. This fee is charged regardless of the outcome of the examination.

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

Students who intend to obtain credit for prior learning and life experience must be in good academic standing and the course must:
- Be required for degree completion
- Not have an advanced standing/credit by examination option
- Not be an externship
- Not be an EMS core course
- Not be a general education course

Students must submit to the Director of Education an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional Life/Work Experience Request Form. The portfolio must be approved within the first six (6) months of enrollment and a student may only submit a portfolio once for each course they wish to receive credit for.

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

The fee for the experiential portfolio review is $75.00. This fee is charged regardless of the outcome of the portfolio review.

Advanced Placement for LPNs (Licensed Practical Nurses)
City College will accept students from a U.S. Department of Education (USDOE) recognized, regionally or nationally accredited program that currently hold a valid Florida Practical Nurse License (LPN). Such students...
will also be required to pass the Kaplan entrance test in the following areas:

- Math
- Reading
- Science
- Writing

A student scoring below the minimum standard in any area may repeat the section(s) after 7 days. A third opportunity to take the exam may be given after 90 days. Failure to successfully complete the admission examination after three attempts requires that the applicant wait 12 months after the first attempt to repeat the process.

In order to earn advanced standing in the form of transfer of credit for having an LPN license, prospective nursing students will need to sit for the NLN Nursing Acceleration Challenge Exam (NACE) PN-RN, and attaining a minimum decision score of 70.

Students are required to pay a $200 fee for this exam. Students with a score of less than 70 may repeat the exam within seven (7) days. This exam retake is covered under the $200 fee. Students who successfully earn passing grades with the NACE exam may receive advanced standing in the form of transfer of credit for the following courses.

Students who do not take the NACE exam or are not successful will be required to take all required Nursing courses.

### Transfer Credits

City College evaluates credits for transfer from nationally or regionally accredited colleges, universities, technical and business schools.

Official transcripts from all colleges attended must be received no later than thirty (30) days after the start of the student’s first term at City College in order to receive transfer credit.

City College will accept no more than 50% of transfer credits into an Associate degree program. 65% into the BSN program and 60% into any other Bachelors program.

Criteria for acceptence for transfer of credit are as follows:

a. The courses for transfer are similar in objectives and content with at least 80% equivalency to those offered by City College.

b. The credit was earned at an accredited institution as recognized by the Department of Education.

c. Credits transferred from institutions operating on quarters of ten to twelve weeks are accepted as direct equivalent credits. Semester credits are multiplied by 1.5 to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

d. The courses for transfer can be applied toward graduation requirements and will be calculated as part of MTF within the SAP policy.

### Transfer Credit for Students with Associate Degrees

**Associate of Arts**

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

**Associate of Science**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR1020C</td>
<td>Fundamentals of Nursing</td>
</tr>
<tr>
<td>BSC1085</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BSC1086</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BSC1085L</td>
<td>Anatomy and Physiology I Lab</td>
</tr>
<tr>
<td>BSC1086L</td>
<td>Anatomy and Physiology II Lab</td>
</tr>
<tr>
<td>NUR1110</td>
<td>Concepts of Nursing Practice</td>
</tr>
</tbody>
</table>

Students who have earned an Associate of Science degree from a nationally or regionally accredited school.

- Credits in skill or technical courses/Major Core must have been awarded no more than five (5) years prior to the student’s acceptance by City College.
- Major core courses being considered for transfer in the Emergency Medical Services program must be from a programatically accredited school.

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

Students who have earned the score specified below on CLEP, AP or IB courses will be accepted for transfer credit for those courses with City College equivalents. The scores required for this are:

1. A score of 4 or higher on the College Board AP Examinations
2. A score of 50 or above on the College Level Examination Program (CLEP)
3. A score of 4 or higher on International Baccalaureate (IB) Courses

Credit WILL NOT be awarded based on another institutions award of AP, CLEP or IB credit. Student must request that their official AP, CLEP or IB transcript be sent to City College. Requests for AP, CLEP or IB credit must be made within the student’s first term.

The decision of the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript or official scores (AP and CLEP) from the institution awarding the credits is received by the Program Chair and approved by the Director of Education.
Transfer of Active Emergency Medical Technician License
The college will accept persons with an active Florida Emergency Medical Technician (EMT) license into the Associate of Science (AS), Emergency Medical Services program. The prospective student must meet all Admissions criteria.

Students with a Florida EMT license will receive credit for: EMS1153, EMS1154C, EMS1155C. They must take EMS1010.

Transfer of Active Florida Paramedic License
City College will accept persons with an active Paramedic License (from both unaccredited and accredited schools) into the Associate of Science (AS), Emergency Medical Services program. These students will be required to complete the following in order to earn an Associate of Science (AS) degree.

- Meet all Admissions criteria (with the exception of Background check and Medical documentation).
- Register for 28 credits of General Education courses to include:
  - ENC1100 College English.
  - ENC1101 Composition.
  - MAT1030 College Algebra.
  - PSY1012 Principles of Psychology.
  - Three (3) additional courses from three (3) different disciplines as listed in the Programs of Study under "General Education."
- Register for 4 credits of related requirements:
  - SLS1201 Personal Development.

Students with an active Paramedic License will receive credit for:
EMS1010, EMS1153, EMS1154C, EMS1155C, EMS1671, EMS1090L, EMS2690, EMS2672, EMS2091L, EMS2691, EMS2673, EMS2092L, EMS2692, EMS2674, EMS2093L, EMS2693, EMS2675, EMS2094L, and EMS2694.

Students must be eligible for 36 credits (1 academic year) after transfer of credit. Persons with an active Paramedic License must complete 25% or more of the Emergency Medical Services Program to be granted an Associates of Science degree in EMS from City College.

Transfer of Credit into Bachelors Program
All City College students seeking a Bachelors degree must have (a) earned an Associate's degree; and (b) If they were not a previous City College student, be able to transfer at least 72 credits into the proposed BS program of study. Students who have 72 or more credits who were previous City College students are NOT eligible to transfer from an AS to a BS program, without having earned a degree. Students who start in an AS program are expected to complete that AS program. If a student has already earned an AS degree; but does not have the required 72 credits to transfer, City College may waive the 50% residency requirement if the student plans to complete an AS degree here in order to make them eligible for our Bachelors program. Students who earned an Occupational Associates may be required to take a placement test to determine placement into Math and/or English courses.

Transfer Credits for RN to BSN (Bachelor of Science in Nursing)
Transfer students must provide official transcripts from all colleges attended no later than thirty (30) days after the start of their first term at City College. After thirty (30) days, other credits may not be accepted for transfer. Once a prospective BSN student holds a current and unencumbered nursing license, there is no expiration date on the transfer of Nursing courses.

The decision of the Director of Nursing or the Director of Education is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by the College, and an official transcript from the institution awarding the credits is reviewed by the Program Chair and approved by the Director of Education.

Transferability of Credit
Transferability of City College credits to another college is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by another college of the student’s choice.

Credits earned at any City College campus are mutually transferable in common programs at the same level.

City College Junior and Senior Standing Status
An academic year is defined as a period of time beginning with the first day of classes, ending on the last day of examinations and is a minimum of 33 weeks of instruction. Applicants to the Bachelor programs must have earned an Associate of Science degree and/or be in junior standing (earned a combination of life credit, credit by examination and/or transfer credit totaling a minimum of 72 quarter credits or its equivalent).

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

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

- Loan Programs
- Typical Repayment Plans
- Scholarships and Grants
- Policies and Procedures Verification
- Selective Service
- Refund Policy for all Students
- Return of Title IV Funds
Financial Aid Information

Procedures and Forms by Which Students Apply for Assistance

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

Types of Aid Available

Loan Programs
(ALL LOANS MUST BE REPAID)

William D. Ford Federal Direct Loan Programs
- Federal Direct Subsidized Stafford Loans: also referred to as Direct Stafford Loans or Direct Loans. “Subsidized” means the federal government pays the interest on these loans while the student is enrolled at least half time during grace periods and deferments (postponements of repayment). The student must demonstrate financial need to receive this type of loan.
- Federal Direct Unsubsidized Loans: also referred to as Direct Stafford Loans or Direct Loans. The federal government does not pay the interest on these loans while the student is attending college, in a grace period, or in deferment. A student may qualify for an unsubsidized Loan regardless of financial need.
- Federal Direct PLUS Loans: for parents with good credit histories who want to borrow for their dependent students. The yearly limit on the Parents’ Loans for Undergraduate Students (PLUS) is equal to the cost of attendance minus any other financial aid received. The interest will vary every July 1, but will never exceed 9%. Repayment begins within 60 days after the disbursement of funds. The chart below shows estimated monthly payments and total interest charges for 7.9 percent loans of varying amounts, with typical repayment periods. Rates may be different.
- Federal Direct Consolidation Loans: one or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education. For additional information, booklets are available in the Financial Aid Office on Direct Loan Programs.

Sample Loan Repayment Plan

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<thead>
<tr>
<th>Total Loan Amount</th>
<th>Number of Payments</th>
<th>Monthly Payment</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$ 50.00</td>
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<td>$ 5,000</td>
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<td>$ 58.00</td>
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<td>$121.00</td>
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<tr>
<td>$15,000</td>
<td>120</td>
<td>$173.00</td>
<td>$20,714.00</td>
</tr>
</tbody>
</table>

A Dependent Undergraduate student can borrow up to:
- $5,500, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than $3,500 of this amount may be in subsidized loans.
- $6,500, if the student has earned a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than $4,500 of this amount may be in subsidized loans.

An Independent Undergraduate student can borrow up to:
- $9,500, if the student is a first-year student enrolled in a program of study that is a full academic year. No more than $3,500 of this amount may be in subsidized loans.
- $10,500, if the student has completed a minimum of 36 credits and the remainder of the program of study is a full academic year. No more than $4,500 of this amount may be in subsidized loans.
- $12,500, if the student has completed their 2nd year of study and is enrolled in a degree seeking program that will award a Bachelor’s Degree and the remainder of the program of study is a full academic year. No more than $5,500 of this amount may be in subsidized loans.
- For periods of undergraduate study that are less than an academic year, the amounts a student can borrow will be less than those above.
- Interest rates are determined by the Federal government each spring for new loans being made in the upcoming award year, which runs from July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. Interest rates for new Direct Loans made on or after July 1, 2016, and before July 1, 2017 are 3.76% for Direct Subsidized and Direct Unsubsidized, and 6.31% for Direct Plus Loans.

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

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

Scholarships and Grants

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

1. Florida Academic Scholars Award
2. Florida Medallion Scholars Award
3. Florida Gold Seal Vocational Scholars Award

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

Veteran’s Grant Program
New students who have been discharged from the military are eligible for this grant. City College awards a $500 one-time grant amount to all new veteran students enrolling at City College in degree programs.

Students must provide a DD214, Certificate of Release or Discharge from Active Duty, or an NGB 22, National Guard Report of Separation or Record of Service. The discharge characterization or disposition must not be a Dishonorable Discharge.
Alumni Scholarship
City College is offering its Associate Degree Alumni a scholarship when they matriculate to one of our Bachelor Degree programs. The scholarship is available to all Alumni who enroll for the first time in a City College B.S. degree program. The scholarship for $1,500 which is disbursed as $500 per term for the first three consecutive terms.

- Applicants must be a City College Associate of Science Degree alumnus who enrolls for and is accepted into a City College Bachelor of Science Degree.
- Students who enrolled or attended Bachelor of Science Degree programs previously at City College are not be eligible
- Hollywood and Altamonte Springs campus graduates may use the scholarship towards a bachelors program online or at another City College campus offering bachelor degrees.

Richard W. Skidmore Scholarship Fund
The Richard W. Skidmore Scholarship Fund was established on November 1, 1994, by R. Wayne and Maxine Skidmore in memory of their son, Richard, former Director of Education of City College, Fort Lauderdale, Florida.

Students in a degree program may be eligible to apply after completion of three quarters. A student will not be selected on the basis of race, color, creed or gender. The selection process is handled by the Scholarship Board, and the recipient’s name(s) will be referred to the Board of Directors for final approval. Applicants must be in attendance at the Fort Lauderdale, Gainesville, Hollywood, or Miami campuses.

An application for this scholarship is available on our website and in the Financial Aid Office. The applying student must submit a brief narrative of why they feel they qualify for the scholarship. The student’s narrative must be accompanied by a recommendation from a City College faculty member. An applying student must have:

1. A CGPA of 2.0
2. Good attendance
3. Participate in class discussions
4. Be involved in community affairs

The application deadline is March 1 of each year, and the scholarship will be awarded in the Spring Quarter of each year. There will be one or two $500 awards annually, based on funding available.

C.M. Fike Memorial Grant
The Grant is intended to assist City College Associate of Science in Nursing (ASN) graduates to pursue the Bachelor of Science in Nursing (BSN) degree. City College’s BSN program is delivered in an online format. To qualify and apply for the grant, applicants must complete the application and enrollment process. All enrollment documents must be complete and accurate; additionally, all financial arrangements must be complete and the student must be accepted into the City College RN to BSN program. The deadline for the application is one week prior to the start of a term. The Grant is an annual award, paid quarterly, on or about the third week in term. For students taking 8-11 credit hours, the grant is in the amount of $750.00 per term; and, for students taking 12 or more credit hours, the grant is in the amount of $1,000.00 per term.

Instructions/information:
- Complete the Grant Application
- Once selected for the grant, the applicant is required to submit a (i) Thank You letter and (ii) resume to the Program Chair.
- Applicants must complete the enrollment process and be accepted into the City College RN to BSN program.
- Applicant must start classes on time
- Applicant must maintain Satisfactory Academic Progress
- 1,000.00/term for students taking 12 or more credit hours per term
- 750.00/term for students taking 8 -11 credit hours per term

C. M. Fike Memorial Scholarship
This scholarship is intended to assist City College students to pursue a degree in their chosen field. Applicants should apply for the scholarship prior to the start of the term. The College will award 15 scholarships each term per campus. The scholarship is an annual award paid quarterly on or about the third week in the term. Scholarship award amounts are based on the number of credits that a student is taking each term. The awards are as follows:

- $1,000 for students taking 9 or more credit hours per term.
- $750 for students taking 6 – 8 credit hours per term.

Applicants must:
- Complete the enrollment process and be accepted into a City College program
- Submit the scholarship application prior to the start of the term
- Start classes as stated on the enrollment agreement
- Maintain satisfactory academic progress
- Reapply each year for additional funding

Boys and Girls Club Scholarship
City College offers a scholarship program to high school graduates who have been members in the Boys and Girls Clubs. The Scholarship is an annual award of $10,000. A scholarship in the amount of $2,500 is paid each term for four terms on or about the third week of the term. The application deadline is 14 days prior to the start of the term. Applicants must:

- Provide a letter of recommendation from the Boys and Girls Club where they attended
- Complete the enrollment process and be accepted into City College
- Enroll as a full-time student (12 credit hours each term)
- Be Bright Futures Scholarship eligible at any level
- Complete the Boys and Girls Club Scholarship application

Continued eligibility will be determined by full-time enrollment status and maintaining satisfactory academic progress as described in the City College Catalog.

Partners in Education Grant
This grant is for individuals who are employed at any of our partner organizations. Partner organizations are companies that have a history of hiring City College graduates, provide externships for our current students, or have affiliation agreements with City College. The College will award up to 30 grants each year. For students taking 8-11 credits hours, the grant is in the amount of $750.00 per term; and, for students taking 12 or more credit hours, the grant is for $1,000.00 per term. Eligible individuals are defined as someone:

- Who has been employed for at least 1 year at the partner organization
• Who has not previously attended City College or
• Who is a City College graduate entering a Bachelor program for the first time

Applicants must:
• Complete the Partners in Education Grant application
• Be employed at one of our partner organizations for at least one year
• Be in good standing and be recommended by the site
• Provide grant award in writing from the site

Once the applicant has been selected for the grant by the employer, he or she must:
• Meet all entrance requirements of the program
• Be enrolled for 8 or more credits each term
• Maintain satisfactory academic progress
• Maintain continuous enrollment without interruptions

Federal Pell Grant
The eligibility for this award is computed primarily on the basis of student/parent income and assets, family size and number in college. All students are encouraged to apply. The filing deadline for the award year is June 15 for new applications. The awarding period extends from July 1 to June 30.

Florida Student Assistance Grant
The Florida Student Assistance Grant program (FSAG) is a financial aid program available to students who meet all eligibility criteria and demonstrate substantial financial "need." An FSAG award can range from $200 - $2,610 per academic year. Eligibility for an FSAG is determined by the institution. The application deadline is September 15.

To be eligible for FSAG, you must:
1. Meet Florida residency requirement.
2. Enroll as a full-time student (12 credit hours each term).
3. Be a degree-seeking undergraduate student.
4. Be a U.S. citizen or eligible non-citizen.
5. Cannot hold a Bachelor’s Degree.
6. Be registered with the Selective Service, if required.
7. Not owe a refund in any state or federal grant or scholarship and not be in default on any state or federal student loan, unless satisfactory arrangements have been made to repay.

Federal Supplemental Educational Opportunity Grant
The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant to help students pay for education after high school. It is for undergraduate students having the greatest financial need (with priority given to Federal Pell grant recipients).

Federal Work-Study
The Federal Work-Study Program (FWS) provides jobs for undergraduate students who need financial aid. FWS gives students a chance to earn money to help pay for educational expenses. Compensation will be at least the current federal minimum wage. The total FWS award depends on need and the amount of aid received from other programs. It is awarded on a first come first served basis. Students will be paid by the hour and receive a paycheck every two weeks.

Useful Web Sites
• Federal Student Aid
http://studentaid.ed.gov
Find information on federal student aid and access publications online.
• Completing the FAFSA
http://studentaid.ed.gov/sa/fafsa
This web site explains how to complete the FAFSA and the purpose of FAFSA questions.
• Student Loan Process
http://www.studentloans.gov
Use this web site to apply for Direct Loans and complete entrance counseling.
• National Student Loan Data System (NSLDS)
http://www.nslds.ed.gov
This website provides access to your financial aid information. You can access lender and services information regarding your loan.
• The Occupational Outlook Handbook
http://www.bls.gov/oco
Find information on various careers and their earning potential.

Policies and Procedures Verification
The College has developed the following policies and procedures regarding the verification of information provided by applicants for Federal Aid under the Title IV Programs:

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
2. All students will be notified on a timely basis, if they have been selected for verification and the supporting documentation that is required of them. The student will be notified via the Student Portal, email, or a phone call. The institution will use as its reference the most recent verification guide supplied by the Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student by making any corrections to any information that is inaccurate.
3. If there is a change to the students eligibility the student will be contacted and a new estimated award letter will be presented to the student explaining the difference in their eligibility.
4. A Federal Direct Stafford Loan application may be certified by the College prior to the completion of verification.
5. No Federal or Campus-Based funds will be disbursed prior to the completion of verification.
6. The student will have 60 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the College for payment of all tuition and fees due or risk termination at the option of the College. After 60 days, all financial aid that might have been due is forfeited.
7. If the student supplies inaccurate information on any application and refuses to correct same after being counseled by the institution, the College must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.


**Selective Service**

In order to receive Title IV aid, students must be registered with Selective Service (also called the draft), if they are a male born after 12/31/59, at least 18 years of age, and not currently a member of the U.S. Armed Forces.

**Refund Policy**

Should a student voluntarily cancel or be terminated for any reason, all refunds will be made according to the following refund schedule. Student may cancel the enrollment by telephone, in person, or in writing.

1. All refunds will be made within thirty (30) days of the date of determination. Official Date of determination is the following:
   - The date the student notifies the College of his/her withdrawal
   - The date when the College becomes aware that the student ceased attendance from all courses for the term
2. All monies will be fully refunded if the application is not accepted or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before instruction begins will result in a refund of all monies paid, with the exceptions of the application and registration fees.
4. For students who withdraw after classes begin for the (mid-) quarter, the following refund policy will apply:
   a. If a student withdraws during the first calendar week of classes and notifies the Director of Education's office, in writing, of his/her intent to withdraw, a full refund of tuition and fees will be made.
   b. If a student withdraws before completing 25% of the (mid-) quarter the College will refund 25% of the tuition and fee charges for the (mid-) quarter; thereafter,
   c. If a student withdraws after completing 25% of the (mid-) quarter there will be no refund of tuition or fees.
   d. Tuition and fees shall also be refunded in full, for the current term, under the following circumstances
      i. Credit hours dropped during the drop/add period;
      ii. Course canceled by the college
      iii. Involuntary call to active military duty;
      iv. Documented death of the student;
      v. Exceptional circumstances, with approval by the President of the College.
5. There is no refund or adjustment in tuition charges for a reduction in credit hours after the last date of the drop/add period for a (mid-) quarter as specified in the catalog.
6. Percentage of completion is computed from the published (mid-) quarter start date to last date of actual attendance, rather than credit earned. The last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
7. Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of the withdrawal.

Any refund of less than $1.00 which would normally be refunded to Title IV Programs may be retained by City College.

**Return of Title IV Funds**

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

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

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

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

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

**Refund Distribution Policy for Federal Title IV Programs**

Any refund will be made as follows:

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

- Office Class Hours
- Student Services
- Career Assistance and Development
- Student Organizations and Activities
- ABK Honor Society
- Library
- Orientation
- Services Available for Students with Disabilities
General College Information

Office/Class Hours

Administrative Offices
Monday – Thursday 8:00 AM – 8:00 PM
Friday 8:00 AM – 5:00 PM
Saturday 9:00 AM – 5:00 PM

Classes may be held during the following hours:
Monday – Thursday 8:00 AM – 11:05 PM
Friday 8:00 AM – 5:00 PM
Saturday 9:00 AM – 5:00 PM

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

Change of Name or Address
Any change of name or address should be reported to the registrar's office. Address changes to report include:
• Local address
• Home address
• E-mail address

If a student's name changes through marriage or divorce, the change request must be accompanied by a social security card which reflects the new name.

Degrees and Diplomas
Every student who has successfully completed a program of study and fulfilled all obligations to the College will be awarded a degree and receive a diploma during annual graduation exercises. Replacement cost for these documents is $15.00.

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

Professional Dress Code
Appearance is an important part of being a professional in today's competitive work environment. Students are encouraged to dress in a professional, business-like manner. Some educational programs/departments have specific dress requirements which are detailed in student handbooks.

Honor Code
Classes and activities at City College are conducted under the assumption that, as responsible individuals, students will adhere to generally accepted social standards forbidding plagiarism, cheating, dishonesty, theft, and defacement of property. Individuals who violate these standards are subject to disciplinary action, which may include dismissal from the College (See Student Conduct Policy).

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

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

Parking
Sufficient parking for cars is available at all campuses. Students must have a visible City College parking permit decal on their vehicle or risk having their vehicle towed at the owner's expense.

Use of School Equipment and Property
College equipment and property are not to be removed from the building. A student wishing to use the equipment may do so during scheduled lab periods under supervision of a faculty member. (See Student Code of Conduct Policy).

City College Logos
All City College logos are the property of the college and may not be reproduced without approval of the President.

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

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

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

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

**Alcohol/Drug Possession, Usage and Distribution Policy**

In response to the requirements of the "Drug Free Schools and Communities Act Amendments of 1989" (Public Law 101-226) the following will be the policy of City College:

No employee or student of this College shall have in his or her possession, use or distribute any alcoholic beverage or controlled substance (illicit drugs) on College property or in any College activity. Any infractions of this policy will be grounds for immediate dismissal (See Student Conduct Policy).

You can obtain a copy of the complete policy by accessing the following website, http://www.citycollege.edu/student-consumer-information/index.cfm.

**Drug Abuse Program**

In an effort to provide our students with information on drug abuse, the College has materials published by the National Institute on Drug Abuse and other organizations. Brochures are available in the Career Assistance and Development Office. In addition, each campus has information about local resources available to assist in treatment, prevention, and education of drug abuse.

The Fort Lauderdale and Hollywood campus have information on The Starting Place located in Hollywood, FL (954) 925-2225. The Starting Place website states that "The purpose of The Starting Place is to provide education, rehabilitation and referral to those individuals and families whose lives have been adversely affected by behavior problems frequently as a result of substance abuse." The College also has information on the House of Hope and Stepping Stones, which is dedicated to recovery from alcohol and drug dependency.

The Gainesville campus has information available on Meridian Behavioral Healthcare at 1 (800) 330-5615. The purpose as stated on their website, is "We are committed to enhancing health and wellness for all those with whom we come in contact. Whether you are looking to improve your sense of well-being, gain a performance edge, or deal with a mental illness or substance use issue, we have staff and services to meet your needs. See more at: http://www.mbhci.org".

The Miami Campus has information available for counseling, rehabilitation and referral programs at the Fellowship House located at 5711 S. Dixie Highway, South Miami, FL 33143. The purpose of the facility, as stated on their website, is "Fellowship House is widely recognized as a model for psychosocial rehabilitation. It has exceeded mandatory compliance and has been recognized for its strengths and exemplary conformance to standards by the Rehabilitation Accreditation Commission. It is currently accredited in Behavioral Health for Psychosocial Rehabilitation programs in the areas of Case Management, Community-Based Rehabilitation, Community Housing, Outpatient Treatment, Day Treatment and Community Employment services."

Other pamphlets and information are available through the Director of Education on each campus.

**Annual Crime Report/Clery Act**

The City College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by City College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security. You can obtain an electronic or paper copy of this report by contacting the admissions office or by accessing the following website, http://www.citycollege.edu/student-consumer-information/index.cfm.

**Grievance Procedures**

City College defines a grievance as any situation arising from a college action which a student deems to cause them academic, financial or emotional distress. A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances.

Any student who has an academic grievance must follow this procedure:

- A student who has an issue with the decision of a faculty member on grades, attendance or any other issue, must first address the issue to the faculty member.
- If the student is unable to resolve the issue with the faculty member, then the student should elevate the matter to the Program Chair.
- If the matter is still not resolved to the student's satisfaction, the student may then take the grievance to the Director of Education and complete a written statement (see catalog and/or student handbook for student code of conduct policy).
- The student should ensure that they have all the documentation to substantiate their grievance. The faculty member should also have all their materials to substantiate their position on the student's grievance.

If the grievance is not resolved, the College's Executive Director will review it with all parties concerned. The College's Executive Director's decision is final.

Students who feel a grievance is not resolved to their satisfaction may refer their grievance to: Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414; Tallahassee, FL 32399-0400, (888) 224-6684 and/or ABHES 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043 Tel: 703.917.9503; FAX 703.917.4109.

**Student Services**

**Career Assistance and Development**

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

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

City College maintains graduate employment information in annual reports that contain comprehensive statistical data covering graduate employment activity. For more information please contact the Director of Career Assistance and Development.

**Tutoring**

Each City College campus has a Center for Academic Excellence which offers tutoring, and other academic assistance. All services are free of charge. The center is staffed by faculty and student tutors. If a student needs assistance in any course, they should notify the faculty member, the Program Chair or the Director of Education. Regular class attendance is a prerequisite for tutoring.

**Student Organizations and Activities**

The College does not have an organized program of activities because we realize that our students are here to learn job skills and many are involved with their own families and organizations. The College is willing, however, to help sponsor and encourage activities that may be desired by the student body. The interest and demand will determine the activities held.

All student organizations must secure a faculty sponsor and a letter of approval from the Director of Education before formation. Recognized student organizations must receive permission to use college facilities for approved functions from the Director of Education. The College accounting office is required to audit financial records of any student organization once each year and retains the right to perform audits upon request.

Campaigns and pledge activities should appear on the approved calendar. Signs, banners, and advertising are subject to approval from all sponsors of the group and must have final approval from the Director of Education prior to dissemination. Each campus has an Ambassador Student Association. Each campus also has organizations that the student may seek membership in that are specific to their program. Contact a Program Chair or Director of Education for a list of active clubs.

**ABK Honor Society**

City College is Kappa Iota of the Florida Chapter of Alpha Beta Kappa Honor Society. The National Alpha Beta Kappa Honor Society was officially established in 1977. The Alpha Beta Kappa National Honor Society seeks to promote and reward personal integrity and excellence in mental and physical work and skills without regard to race, color, sex, creed or national origin. Membership is based on merit.

The qualifications for membership are: excellence in classroom, shop, studio, and laboratory work; leadership and service in class and school activities; and personal integrity and good moral character. All members must have a minimum G.P.A. of 3.5 and less than 10% absenteeism.

**Library**

The mission of the City College Library Staff is to support and foster intellectual discovery, critical thinking, and lifelong learning. The City College libraries are the centers for information resources related to all program areas. Students and faculty have access to up-to-date information that will assist them in their chosen field of study, and also in becoming life-long learners. The libraries provide both print materials and a full suite of online resources. In addition, the libraries provide students access to printing, photocopying and computers with Microsoft Office and Internet access.

**Orientation**

A student orientation program is conducted prior to each start date to acquaint new students with the College’s facilities, policies, procedures, to meet the staff, and take care of administrative matters. The orientation also provides new students with the opportunity to meet in a less formal environment prior to the beginning of classes.

In addition to the College’s general student orientation, students enrolled in the Anesthesia Technology, Cardiovascular Sonography, Emergency Medical Services, Nursing, Surgical Technology, and Veterinary Technology programs are required to attend a separate programmatic orientation.

**Housing**

Housing is not provided by City College.

**Services Available for Students with Disabilities**

In compliance with the Americans with Disabilities Act (ADA), City College provides reasonable accommodations to students with professionally diagnosed and documented disabilities. The Executive Director for each campus serves as the ADA Coordinator for that campus.

**Policy Regarding Documentation of Disabilities**

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

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

The student must provide City College with medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations. Requests that are not supported by proper documentation may not be approved.
The following guidelines are provided in the interest of assuring that the evaluation and report are appropriate for documenting eligibility. Documentation presented to the Executive Director will remain confidential and will not be included in the student's academic file. The Executive Director is available to consult with diagnosticians regarding these guidelines.

The report should:

- **Be prepared by a professional, within the last three years,** (e.g. licensed psychiatrist, psychologist, or physician) qualified to diagnose the disability.

- **Be comprehensive.** Written reports should be consistent with the diagnostic criteria found in the American Psychological Association: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM-IV) or the DSM-IV-TR (Text Revision). A battery of psychological tests and behavior rating scales, a thorough social and educational history and interviews with the student are essential.

- **Be on professional letterhead,** signed by the individual making the diagnosis, and include the following information:
  - How long the diagnostician has treated the student and the date of last contact.
  - Instruments, procedures, and data sources used to diagnose.
  - Current symptoms that satisfy the DSM-IV or DSM-IV-TR criteria and the approximate date of onset.
  - DSM-IV or DSM-IV-TR diagnosis.
  - Treatment being used (e.g. medication, counseling, etc.).
  - How this disorder impacts the student in the postsecondary environment.
  - Diagnostician's name, title, license number, address, and phone number.

- **Be current.** In most cases, this means within the past three years, and the assessment was completed when the individual was an adult (age 18). Since assessment constitutes the basis for determining reasonable accommodations, it is in the student's best interest to provide recent and appropriate documentation to serve as the basis for decision-making about a student's need for accommodation in an academically competitive environment.

- **Present clear and specific evidence,** which identifies the individual's present level of functioning and how the student's education may be impacted.

- **State the specific accommodations being requested.**

- **Provide sufficient data to support the particular academic adjustment(s) requested.** The documentation should demonstrate the individual has a disability as defined in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.
Academic Policies and Procedures

- Unit of Credit
- Grading System
- Course Numbering Guide
- Privacy Rights of Students
- Standards of Satisfactory Progress
- Attendance and Withdrawal Policies
  - Online Policies and Procedures
  - Guidelines for Online Enrollment
  - Online Classroom Policies
- Student Conduct Policy and Academic Integrity
Academic Policies and Procedures

Unit of Credit

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

Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (90-100)</td>
<td>equals 4.0 quality points</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>equals 3.0 quality points</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>equals 2.0 quality points</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>equals 1.0 quality points</td>
</tr>
<tr>
<td>F (below 60)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>EP (Essentials Pass)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>ENP (Essentials No Pass)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>I (incomplete)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>W (withdrawal)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>S (satisfactory)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>T (transfer credit)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>P (pass)</td>
<td>equals 0.0 quality points</td>
</tr>
<tr>
<td>NP (no pass)</td>
<td>equals 0.0 quality points</td>
</tr>
</tbody>
</table>

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

Individual progress records are permanently maintained by the College for each student. All grades awarded by faculty are included in the record and are available to the student. Grade reports are issued to the student each quarter. A student may appeal a final grade within the first week of the following quarter.

Incomplete Grade

An "I" or incomplete grade is given when a student has not completed the work necessary for one of the above grades. In order to receive an incomplete grade the student must submit a written request by completing an Incomplete Grade Request Form. This form must be signed and approved by the appropriate Program Chair. The student has two weeks from the end of the term to complete the work. If it is not completed, the student may receive an "F" for the course. The final grade/credits attempted will be included in the maximum time frame for program completion.

All change of grades and incomplete grades must be completed by the end of drop/add week.

Transfer Courses

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

Advanced Standing for Professional Life/Work Experience

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

Course Withdrawals

Students may officially withdraw from class during the add/drop period (first week [7 days] of each term, including mid-quarter) without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course, the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

Repeated Courses in EMS and Nursing Programs

A minimum of a "B" is required to pass ALL core courses in the Emergency Medical Services and Nursing programs. A grade of "C," "D," "F," or "NP" is considered unsatisfactory and therefore non-passing. No more than two (2) core courses may be repeated in the EMS and nursing programs. Only one repetition of any core course may be attempted. A second failure of the same course or a failure in a 3rd course will result in dismissal from the program. Receiving an unsatisfactory or non-passing grade will affect the student's progression to any course for which that course is a prerequisite. Nursing and EMS students cannot advance in their programs with a grade of NP.

Repeated Courses in Veterinary Technology Program

Effective for all courses taken on or after January 9, 2017

A minimum grade of a "C" (70%) is required to pass ALL core courses (labeled ATE) in the Veterinary Technician program. A grade of "D," "F," "NP," or failure to achieve minimal objectives for the course is considered unsatisfactory and therefore non-passing. A student who receives a non-passing grade will be required to repeat the course(s). The student must receive a "C" or better in the repeated course. A second failure of the same course will result in dismissal from the program. A third and final attempt at the same course may be granted if a student appeals the dismissal and documents extenuating circumstances to the Program Chair. Receiving an unsatisfactory or non-passing grade will affect the student's progression to any course for which that course is a prerequisite.
Grade Penalty
For a student who totally withdraws from the College or is dismissed by the College, the withdrawal date or last documented educational activity determines whether or not grades are recorded for that quarter. If the withdrawal date or last known educational activity is within the first half of the course, a grade of "W" is given. If the withdrawal date or last known educational activity occurs within the last half of the course, the student will receive a grade in each course. An "F" will be assigned to each requirement that is not completed and averaged in with the grades earned for completed work.

Course Prerequisites
Courses may have prerequisites. Prerequisites may be waived by the Director of Education on an individual basis.

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

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

Laboratory courses are identified by an "L" after the three-digit course number. "C" indicates combined lab/lecture course.

City College participates in the Florida Statewide Course Numbering System (SCNS). SCNS courses have a standardized three-letter prefix and each digit in the course number have a meaning in relationship to type of institution and discipline field or specialization.

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

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

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

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC_" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

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

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

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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

Authority for Acceptance of Equivalent Courses
Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

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

a. Courses not offered by the receiving institution.
b. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
c. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
d. Applied academics for adult education courses.
e. Graduate courses.
f. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
g. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

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

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Director of Education on the City College campus where the student is/was enrolled or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Dropping or Adding Courses
The first week of each quarter, including mid-quarter, is add/drop period. Students may officially withdraw from class during add/drop period without punitive grades or financial obligations for the classes dropped. Please note that students may withdraw from an online course during the official add/drop period but they may not add online courses. Students must register for online courses a minimum of five days prior to class start (see Online Course Requirements). See the section Course Withdrawals for additional information.

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

a. Is capable of showing success within another program based on the original entrance/placement test scores
b. Has grades in courses already completed
c. Has other considerations (i.e. financial obligation incurred)

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

If the request for a change of program is approved, the student making the request will be informed of the change as soon as possible, with approval effective at the beginning of the next quarter. Students should complete their current term.
Upon approval of the Change of Program request, ALL previously attempted and earned credits which apply to the new program, Transfer (T) and Advanced standing (S) courses which count towards the new program completion requirements will be transferred. All credits attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress and will be calculated within Maximum Time Frame.

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

If for any reason a student wishes to do a 2nd program change, they will need to file an appeal with the Director of Education on the campus, stating why they should be allowed to have a 2nd change. A committee consisting of the Director of Education, Director of Financial Aid, and the new Program Chair will determine if the student’s appeal will be granted. If the campus grants the appeal (two of three vote to approve), then their recommendation will be submitted to the Vice President of Academic Affairs for final approval or denial.

Auditing Classes
New students may be permitted to audit a class for the first week. This will only be approved by the Director of Education when Financial Aid requirements have not been completed and are preventing the student from being enrolled in classes. The student must have proof of graduation and have met the placement requirements.

Residency Requirement
In order to earn a degree from City College, City College requires that a certain percentage of courses be completed at City College, which is referred to as 'residency.' Students must complete the following percentage of courses in residency at City College. This does NOT include Advanced Credit for Life Experience or Advanced Standing by Examination as those credits are included in the percentage granted for Transfer Credit

- Fifty percent (50%) when pursuing an AS degree
- Forty percent (40%) when pursuing a BS degree
- Thirty-five percent (35%) when pursuing a BSN degree

Students majoring in Emergency Medical Services, who hold an active Florida State Paramedic Certification, may complete the degree program with 30% of total credits required taken in-residency.

Externships
Externship sites may have specific health related requirements that students must adhere to that exceed the programmatic medical requirements for admissions to City College. Please refer to the student handbook for the program for more detailed information on the requirements the student may experience that are beyond the programmatic medical requirements for admission to City College.

Graduation Requirements
The candidate for a degree must:
1. Successfully complete all specified requirements for the degree.
2. Earn a cumulative grade point average of at least 2.0, “C” average. (Emergency Medical Services and Nursing students must earn a minimum grade of B in all Major Core courses and a C or better in all general education courses, effective Oct. 2, 2006.)
3. Achieve a specific level of performance in each skill area required for graduation.
4. Be free from all indebtedness to the College

Students cannot walk in the graduation ceremony if they have not met the requirements for graduation in their program.

Graduation with Honors
Students who meet the requirements for graduation with an Associate’s or Bachelor’s Degree, and whose cumulative grade point average meets the following criteria, are conferred their degrees with the honors indicated.

Cumulative Grade Point Average for Honors:

<table>
<thead>
<tr>
<th>Honor Level</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90-4.00</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70-3.89</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50-3.69</td>
</tr>
</tbody>
</table>

Awards and Recognition
Understanding that exceptional academic achievement is earned and should be recognized, the College awards individual letters or certificates each quarter for the following:

- President’s List - 3.90-4.00 term grade point average
- Director’s List - 3.70-3.89 term grade point average
- Outstanding Academic Achievement - 3.50-3.69 term grade point average
- Perfect Attendance

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

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

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

Privacy Rights of Students
Confidentiality is maintained according to the Family Education Rights and Privacy Act (FERPA) of 1974 (otherwise known as the Buckley Amendment).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to...
review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a 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 then 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 right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools 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 § 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.
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information
City College complies with Federal Regulations regarding privacy rights of students. We may disclose, without written consent, “directory” information which we consider to be the student’s name, address, telephone number (including cell phone number), date and place of birth, honors and awards, photograph, and dates of attendance.

Parents and students are notified annually of their rights through inclusion in the student handbook and the College Catalog. Parents and eligible students may request that the school not disclose directory information about the student by contacting the registrar at the campus they attend.

Standards of Satisfactory Progress

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

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in Emergency Medical Services and/or Nursing, must achieve and maintain (a) a minimum grade of B in all Major Core courses and (b) a minimum grade of C in all general education courses. Students in these majors must also adhere to the Three-Strike Rule. Extended Enrollment does NOT apply to students in Nursing and EMS who violate the Three Strike Rule.

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

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

Academic Year (AY)
An academic year is defined as a period of time beginning with the first day of classes, ending on the last day of examinations and is a minimum of 33 weeks of instructional time.

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

Academic Probation
Student has not met the stated minimum requirement of academic progress, but is being allowed a term to correct the academic issues of either CGPA and or MTF in order to meet the SAP requirement and remain eligible for enrollment.

Academic Dismissal
Student has failed to meet the stated minimum requirement of academic progress and is being academically dismissed from the program. A student may be academically dismissed without being placed on probation or after the probationary period based on when they fall below the minimum SAP requirements (See Eligibility for Extended Enrollment).

Minimum Standards of Satisfactory Academic Progress for Degree Programs

<table>
<thead>
<tr>
<th>Term</th>
<th>Minimum Required CGPA</th>
<th>Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.5</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>1.65</td>
<td>40</td>
</tr>
<tr>
<td>3¹</td>
<td>1.8</td>
<td>50</td>
</tr>
<tr>
<td>4-5</td>
<td>1.8</td>
<td>55</td>
</tr>
<tr>
<td>6²-9²</td>
<td>2.0</td>
<td>60</td>
</tr>
<tr>
<td>Each Subsequent Term²</td>
<td>2.0</td>
<td>60</td>
</tr>
</tbody>
</table>

¹ Student not meeting standards does not have to be dismissed; probation is required.
² A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.
Standards of Satisfactory Progress for Students Receiving VA Educational Benefits
In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0. Students using veteran benefits must consult with the Director of Education for advisement prior to changing programs of study.

Essential Courses
Essential courses have been developed to assist the student in eliminating deficiencies in English, Math and Reading. These courses are in addition to, and do not fulfill, requirements for any program of study. These courses are graded on a Pass/No Pass basis and are not computed in a student’s grade point average or maximum time frame. Students receiving financial aid are limited to attempting 36 credit hours in Essential courses. Essential courses cannot be waived. Exceptions are at the discretion of the Director of Education. Essential courses may be taken no more than two times.

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

Previously Withdrawn or Dropped Nursing Students
Students requesting readmission to the ASN Program must submit transcripts from any school attended since last attending City College.

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

Advanced Standing/Credit by Examination/Advanced Standing for Professional Life/Work Experience
A grade of "S" is given for the appropriate City College course, and the student is credited with having earned this curriculum requirement. The grade of "S" has no effect on the student’s cumulative grade point average or successful completion of courses. However, the grade of "S" is added to hours attempted within the specified maximum time frame.

Course Incompletes
A student who receives an "I" (incomplete) has two weeks from the end of the term to complete the work. The final grade will be calculated into the student’s cumulative grade point average. The final grade/credits attempted will be included in the maximum time frame for program completion.

Course Withdrawals
Students may officially withdraw from class during the add/drop period (the first week of school) without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of “W” is given. If the LDA occurs within the last half of the course, the student will receive a final letter grade in each course. The grade of “W” has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of “W” is added to hours attempted within the specified maximum time frame.

Change of Program
Upon approval of the Change of Program request, ALL previously attempted and earned credits which apply to the new program, Transfer (T) and Advanced standing (S) courses which count towards the new program completion requirements will be transferred. Credits attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress and will be calculated within Maximum Time Frame. Punitive grades earned under the previous program which do not apply to the current program will no longer be calculated within the students CGPA or Maximum Time frame and the student will be allowed to re-set both their MTF and CGPA. Because a Change of Program re-sets a student’s CGPA and MTF, students may only request one change of program.

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

If for any reason a student wishes to do a 2nd program change, they will need to file an appeal with the Director of Education on the campus, stating why they should be allowed to have a 2nd change. A committee consisting of the Director of Education, Director of Financial Aid, and the new Program Chair will determine if the student’s appeal will be granted. If the campus grants the appeal (two of three vote to approve), then their recommendation will be submitted to the Vice President of Academic Affairs for final approval or denial.

Repeated Courses
Students may repeat coursework as necessary to meet academic requirements. A student may repeat courses for which an “E,” “D,” “C,” or “W” was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the student’s cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student’s Maximum Time Frame (MTF) for completion and remain on a student’s transcript. Financial aid may be received as long as all other eligibility requirements are met.

A student making a grade of “D” may advance if desired. It’s recommended, however, that the course be repeated if it is in the student’s major area of study. Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student’s CGPA.
Dual Degree
Students who wish to earn another degree must apply for admission to the College. Upon acceptance to the College, courses which count toward the new degree program completion requirements will be transferred. A student may only transfer courses with a final grade of “D” or higher. Credits attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress. The College does not offer dual majors.

Academic Probation and Dismissal, Extended Enrollment, Re-Entry and Appeal Policies

Academic Probation and Academic Dismissal
Students who fail to meet the required Cumulative Grade Point Average (CGPA) and/or the required completion percentage of credit hours will be counseled on Academic Probation. The probationary period extends for one quarter. While on probation, Title IV funds will be disbursed. At the end of the probationary period, the student’s CGPA and credit hours earned are again reviewed using the minimum standards of satisfactory academic progress. If the student’s average and credit hours earned equals or exceeds the required minimum, the student is removed from probation. If the student’s average and credit hours earned are below the required minimum, the student will be deemed not making satisfactory progress as of the end of the quarter. At this time, the student’s Title IV financial aid will be terminated, and the student will be academically dismissed.

Students placed on Academic Probation or Academic Dismissal will be notified in writing from the Director of Education with a copy placed in the student’s permanent academic file. A student who has completed two academic years (six quarters) and then falls below the minimum standard is not eligible for academic probation at that point. It is possible for a student to be academically dismissed without first being placed on probation. In this case, the student may request extended enrollment status.

Financial Aid Warning and Probation
Financial Aid Warning is assigned to a student who falls below the satisfactory academic progress guidelines. The student is placed on financial aid warning for one term and is eligible to receive financial aid. At this point the student is placed on Academic Probation.

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

EMS Academic Dismissal
Any EMS student who fails to attain EMT licensure prior to enrollment in Paramedic III courses will not be allowed to continue enrollment. A copy of a student’s EMT license must be on file once they have achieved licensure.

An EMS student who has not achieved licensure may choose to take one quarter of LOA in order to achieve licensure.

An EMS student must achieve EMT licensure within one year of completing EMT II. Failure to do so will mean that the student will have to re-start the program and repeat all EMS program courses (with the exception of EMS1010 and EMS1059). Students who will be in violation of the Maximum Time Frame (MTF) will not be allowed to re-start the EMS program and will become an administrative dismissal. Students must follow City College policy to reenter City College in a different program.

EMS and Nursing Three Strike Rule
A minimum of a “B” is required to pass ALL core courses in the Emergency Medical Services and Nursing programs. A grade of “C”, “D”, “F”, or “NP” is considered unsatisfactory and therefore non-passing. No more than 2 core courses may be repeated in the EMS and Nursing programs. Only one repeat of any core course may be attempted. A second failure of the same or failure of a 3rd course will result in dismissal from the program. Receiving an unsatisfactory or non-passing grade will affect the student’s progression to any course for which that course is a prerequisite. Nursing and EMS students cannot advance in their programs with a grade of NP. Students who are dismissed for a violation of the three strike rule are not eligible for extended enrollment status.

Repeated Courses in Veterinary Technology Program
Effective for all courses taken on or after January 9, 2017
A minimum grade of a “C” (70%) is required to pass ALL core courses (labeled ATE) in the Veterinary Technician program. A grade of “D”, “F”, “NP”, or failure to achieve minimal objectives for the course is considered unsatisfactory and therefore non-passing. A student who receives a non-passing grade will be required to repeat the course(s). The student must receive a “C” or better in the repeated course. A second failure of the same course will result in dismissal from the program. A third and final attempt at the same course may be granted if a student appeals the dismissal and documents extenuating circumstances to the Program Chair. Receiving an unsatisfactory or non-passing grade will affect the student’s progression to any course for which that course is a prerequisite.

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

Academic Dismissal Appeal Procedure
Students wishing to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Director of Education within five (5) calendar days of the date of their official notification. The letter should describe any mitigating circumstances the student feels deserve further consideration, along with pertinent documentation. The letter must demonstrate that such circumstances had an adverse impact on the student’s satisfactory progress in the academic program. A decision on the appeal will be made, and the student will be notified accordingly. If the appeal is decided in the student’s favor, the
probationary period will be extended for one quarter and will be placed on financial aid warning and Title IV funds will be disbursed. Decisions to any appeal will be provided prior to the next quarter start. If the minimum requirements for satisfactory academic progress are not attained at the end of the second term of probation, the student will be academically dismissed.

Mitigating Circumstances
Mitigating circumstances would include personal injury, poor health, family crisis, or other unusual and significant occurrences outside the control of the student. The Director of Education may waive dismissal and extend probation for mitigating circumstances.

Reestablishing Eligibility for Reentry After Academic Dismissal

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

Upon applying for readmission, the student must have the approval of, and have been counseled by the Director of Education. Counseling will include identifying areas of academic weakness, the student’s desire and motivation to continue, and review of tutoring available to the student. Transferring to a new City College campus does not change the requirements listed below.

Students coming back into the same program
The student’s Satisfactory Academic Progress must be such that they may be placed on probation. The student must establish a repayment plan and is ineligible for Title IV funds upon reentry. The student must successfully reattempt courses previously failed or upgrade the skills applicable to the student’s educational objective, so that the recalculation of CGPA and earned credit hours meet or exceed the minimum requirements to meet Satisfactory Academic Progress and come off of probation.

At the end of the first quarter after re-entry, if the student has demonstrated improvement to the required minimum SAP, she/he will be removed from probation and will be eligible for Title IV funds for the entire payment period in which she/he established eligibility. If she/he has not reached the minimum requirement, the student will be academically dismissed and will not be eligible for readmission.

Students coming back into a new program
A student may also reestablish eligibility by enrolling in a new program of study. Upon reentry into a new program, the student is eligible for Title IV financial aid. Students may only request one curriculum change; therefore, if a student has previously changed their major, they are not eligible for re-entry. For a student’s recalculation of SAP under this new program, only credits (grades of “D” and higher) which transfer into the new curriculum will be considered as part of the new maximum time frame and CGPA. Previous Fs and Ws will no longer calculate in a student’s new CGPA. Upon approval for re-entry into a new program, the student may be placed on probation based on recalculated CGPA and MTF.

Reestablishing Eligibility for Reentry After Academic Dismissal – Nursing Program

Nursing students who have been academically dismissed from the Associate of Science, Nursing program may return to the City College nursing program if they meet the following requirements:

1. Earn an LPN.
2. Follow the Advanced Placement for LPN process.
3. Students enrolling in this program must submit the following
   Medical requirements:
   - Current physical examination performed by an MD, DO, or ARNP with a signed Health Clearance Form
   - Proof of immunity via documentation of immunization or titers for the following: (Hep B, MMR, VZV)
   - Hepatitis B series. The first of three injections must be completed prior to admission.
   - MMR (Measles, Rubella, and Mumps)
   - VZV (Varicella) vaccine – 2 injections
   - Absence of Tuberculosis (TB)
   - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray
   - A negative urine drug screen indicating a 10 panel drug screen
   - A tetanus (Td) booster within the last ten years
   - Results of a Health Clearance Form and PPD must be updated yearly
4. Student must hold personal health insurance
5. Student must also have a VECHS background check
6. Complete an Acknowledgement of Florida Statute Section 456.0635, Essential Skills and Functional Abilities for nurses document, Health and health care responsibility form, and a clinical rotations and requirements form
7. Provide transcripts from any previous nursing school attended for transcript and transfer credit evaluation if requested
8. The Student will return on academic probation and will not be eligible for financial aid within that re-entry term
9. The Student will have to remove him/herself from academic probation during that re-entry term
10. Upon achieving satisfactory academic progress standards, the student will become eligible for financial aid which can then be retroactive to the initial re-entry term.

Students requesting readmission to the ASN Program must submit transcripts from any school attended since last attending City College. Students who reenter will be accountable to the curriculum and policies of the current catalog. City College nursing courses (designated with NUR prefix in course codes) taken more than 12 months ago must be repeated. Other courses are reviewed as outlined in the College Catalog. Applicants must meet with nursing faculty or the Program Chair prior to final approval.

Attendance and Withdrawal Policies

Attendance Policy
Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. In an online class the student is expected to log in daily and must do an activity at least twice a week. Excessive absenteeism may result in course failure or withdrawal from the institution.
Any student who does not attend classes for 14 consecutive calendar days may be removed from enrollment and dropped from all courses for that quarter. Students who are removed from enrollment prior to Week 7 will earn a W on their transcript. A "W" will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 6 will earn an F on their transcript. An "F" will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for failure to attend classes for 14 consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

**Mid-Quarter start attendance** - Students must attend classes no later than the second week of each mid-quarter.

**Voluntary Withdrawal from City College**

1. Withdrawal from a course during add/drop
   Students may officially withdraw from class during the add/drop period (first week (7 days) of each term, including mid-quarter) without punitive grades or financial obligations for the classes dropped.

2. Withdrawal from a course after add/drop
   The last day of physical attendance (LDA) determines whether or not grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course (after week 6), the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

3. Withdrawal from City College (all courses)
   A student must officially withdraw from the College. A student who wishes to withdraw is required to inform the institution in writing of his/her intention to withdraw. Such request must be presented in writing (mail, email or fax) or in person. Hybrid students must contact the Registrar of their on-ground campus to withdraw from an online course. Online only students must contact the Student Online Coordinator or Online Registrar to withdraw from an online course.

   The last day of physical attendance (LDA) determines whether or not grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course (through week 6), the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

**Administrative Withdrawal/Dismissal from the College**

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The College reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress.
2. Exhibits conduct the administration deems detrimental to the individual, other students, the community, or the College.
3. Fails to meet attendance requirements.
4. Fails to meet financial obligations to the College as agreed upon.

Specific standards of academic progress and class attendance are detailed in the sections of this catalog (see Standards of Academic Progress and Student Code of Conduct Policy).

**Leave of Absence**

The College recognizes that personal situations may arise which may require an extended period of time to resolve. It would not be advantageous to the student to maintain continuous enrollment when conflicting pressures prevent regular attendance. A student must submit a Request for Leave of Absence form, available in the office of the Registrar and/or the Director of Education. The Leave of Absence must be approved by the Director of Education and other college officials as designated on the request form.

The Director of Education will notify the student whether or not the Leave of Absence is approved. Only one Leave of Absence will be approved in a twelve (12) month period.

A Leave of Absence, instead of a formal withdrawal, indicates that the student sincerely intends to resume his/her education at a specified time.

**Criteria for Leave of Absence:**

a. No leave of absence may exceed one (1) quarter.

b. A student must complete the quarter and have at least one passing grade.

c. A student cannot be on probation.

A student must be aware and fully responsible for the fact that the courses needed in his/her program may not be offered in the term(s) in which s/he returns. This may result in an extension of his/her program time. If a student does not return to school at the end of the designated Leave of Absence, they will be withdrawn as of their last date of attendance. The College does not guarantee that upon return, the courses which a student needs will be offered or available. The College will make every attempt to place a student into scholastically appropriate courses to keep the student on track to graduation. However, this is not guaranteed.

**Appeal of Final Course Grades Procedure**

Appeals of final course grades must be made within five (5) calendar days of the date when the grade becomes final (posting in the student portal).

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

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students
3. Grading was not in compliance with stated course syllabi
4. A substantial, unreasonable, or unannounced departure from previously articulated standards
5. The result of a clear and material mistake in calculating or recording grades or academic progress.

(See the City College Student Handbook for further information).
City College Online Policies and Procedures

City College is authorized to offer Distance Education in the state of Florida only. Students who relocate to another state must notify the College of this move and those students will be withdrawn at the end of the term in which they moved.

City College offers courses and programs that can be taken online. Through these courses, we are able to supplement our traditional campus-based curriculum and programs with courses that meet the unique educational needs of the student by providing distance learning opportunities. Online courses are not required but are an option. Students who wish to complete courses via distance learning must be aware that successful completion of online courses depends heavily upon self-motivation as well as technical proficiency in computer and internet use. In addition, students must possess good English and writing skills as well as effective time management.

On ground students registering for online courses must have successfully completed at least one academic term at the College.

Online Course Requirements
1. Prior to registration for their first online course, students must complete City College's Online orientation to ensure that they understand the technology necessary for success and the rigor of an online course. Students who do not successfully complete the orientation may re-take this for enrollment in a subsequent quarter.
2. Students must have their own computer that meets the minimum online technology requirements.
3. Students must have high speed Internet access. City College online courses require a broadband connection.
4. Students must have an e-mail address.
5. On ground students taking online courses (hybrid students) must complete 50% of the total number of courses within a degree program on campus, via residential delivery.

Course Cancellation
City College online requires that there is a minimum number of students in an online course. In rare circumstances, the College may cancel an online course on the first day of class due to low enrollment. The College will notify the student by email, public posting (facebook, bulletin board) or telephone call (voice or text). Every effort will be made to move students to either another online course which meets their educational requirements or a similar class for hybrid students. Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is cancelled.

Guidelines for Online Enrollment

Both Hybrid and online only students MUST be registered for online classes a minimum of five days prior to the start of the term.

City College has a rigorous online educational platform which requires that students are motivated and self-driven to be successful within courses. There is substantial reading, research, collaborative learning, and writing activities that students must complete in a timely manner. As such, City College uses the following guidelines for enrolling online students.

Hybrid Students
On-ground students who have completed at least one quarter at City College may enroll in an online course. This requirement may be waived by the Director of Education and approved by the Online Director. Hybrid students can take a maximum of two online courses in a term in addition to their on-ground classes.

Students Enrolled in Online Programs
Online only students can take a maximum of three online courses (12 credits) in a single term.

City College Online Classroom Policies

City College Online Weekly Schedule
City College online classes have a duration of 11 weeks. Students are required to participate each week in order to maximize their learning potential and to receive both attendance and assignment points. The City College online week begins the first day of the term.

Conduct Policy for Classes
In the City College online classroom, students will submit assignments and post comments within threaded discussions and answer reflection questions. This is an educational platform and students are expected to behave accordingly and use education appropriate language and standards at all times. When commenting on other students work or assignments, care should be taken to be respectful even when challenging or disagreeing with someone.

Late Work
City College online requires that students post assignments no later than the due dates. If an instructor decides to accept a late assignment because the student has demonstrated verifiable mitigating circumstances such as death, illness, unplanned event, natural disaster, and or technical issues, late work will have 10% of the grade deducted for each day that the assignment is late. No late assignments will be accepted without prior approval from the instructor.

Verification of Identity During Examinations
Students may be asked to provide directory information (student numbers, special passwords, etc) during a test for verification of student identity.

City College Usage Report
City College online monitors each students activity within the online classroom. City College has a usage report which faculty and administrators can use to determine the dates and length of time student spends in the online classroom.

Technology Requirements for City College Online Courses

Computer Operating Systems
- Windows XP Service Pack 2 (Home Edition and Professional)
- Windows Vista Windows 7
- Mac OS X 10.5.x and above

Computer Processor Speeds
There is no specific RAM or CPU speed requirement for client machines; however, as with any Internet application, the slower the computer, the slower pages and tools will load.
Supported Web Browsers
Microsoft Windows operating system:
- Google Chrome 10 +
- Firefox 7.0.x +

Mac OS operating system:
- Safari 4 and above
- Firefox 7.0.x +
- Google Chrome 10 +

Internet Connection
- High Speed Internet (Cable, DSL, etc.)

Flash and Java Plug-ins
Embedded videos and document preview may require Adobe Flash Player to view. Be sure to keep your version of Flash up to date.

Adobe Reader or Apple Preview
Many courses use PDF files to deliver content, which require Adobe Reader or Apple Preview (Mac only) to view. Additional Media Players and Plug-ins on occasion, a course may use audio or video that requires a certain type of media player, such as Quicktime, Windows Media Player, or Real Player. Some videos or content may also require the Microsoft Silverlight plug-in, which is a freely available download.

Student Code of Conduct Policy and Academic Integrity

City College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The City College Student Code of Conduct Policy applies to all students and student organizations endorsed by City College. The Student Conduct Policy shall apply to all student conduct that occurs on a City College campus and/or an event sponsored by City College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Please refer to the Student Handbook for the complete Code of Conduct Policy.

Anti-Hazing Policy

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

Definition of Terms

Academic Integrity
City College defines Academic Integrity as a code of ethics governing honesty in a student’s pursuit of scholarly research and application. As such, infractions of City College’s Academic integrity policy are deemed to be a form of academic dishonesty.

Suspension
Suspension is at the discretion of the Director of Education, Executive Director or the Disciplinary Appeals Panel. Suspension should not exceed two academic quarters. Students who are suspended are not eligible for a Leave of Absence and upon application for reentry to City College must pay the $100 Re-start fee.

Conduct Dismissal
A student is administratively dismissed from the College for violation of the student conduct policy. The student is not eligible for re-entry into City College.

Disciplinary Procedures

Any City College staff or faculty member may file a complaint that a student is in violation of the student conduct policy.

- The complaint must be prepared in writing by completing the Disciplinary Notice Form. The complaint should include the nature of the infraction, the date, time, location. The names of students, faculty and or staff or witnesses should be included.
- Complaints should be submitted in a timely manner and should account for no more than 48 hours after the alleged infraction, unless there are extenuating circumstances requiring more time which should be documented.

Disciplinary Sanctions
For cases of infractions of academic integrity, faculty members have two options.

For the first infraction:
- The student may either fail the assignment and lose the grade for that assignment without the possibility of replacing that grade or
- The student may fail the course and be required to re-take the course.
  The Director of Education must approve the decision of the instructor.
  A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file.

For a second infraction, the student is subject to either:
- Suspension from the College or
- Conduct Dismissal from the College

For a second infraction, the decision for suspension and/or dismissal will reside with the Director of Education, since faculty members may not be aware of a student’s prior infraction. A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file along with the letter to the student indicating that they have either been suspended or dismissed from school for violation of the Student code of conduct.
Special Note: Egregious behavior on the part of a student can result in immediate dismissal from the College. For all other infractions, the final decision rests with the Executive Director.

Appeals to Violations of the Code of Conduct Decisions

A student who has been found to be in violation of the City College Code of Conduct will have the opportunity to appeal the decision. The student’s appeal must be in writing and within 14 days of the College’s decision (see City College Grievance Procedures).

Violence Against Women Act (VAMA) Policy

City College supports the Federal Campus Sexual Assault Victims' Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

City College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, as defined in the Florida State Statutes.

Please refer to the City College Student Handbook, Faculty Handbook, or Annual Security Report for detailed information on procedures.
Programs of Study

- Program Delivery
- General Education
- Bachelor of Science Programs
- Academic Associate Degree Programs
- Continuing Education/Professional Enhancement Courses
Programs of Study

Program Delivery

Three programs are available in a fully distance learning instructional delivery; Bachelor of Science Health Care Administration, Bachelor of Science in Business Administration, Management Major and RN to BSN. City College offers courses and programs that can be taken online. Through these courses, we are able to supplement our traditional campus-based curriculum and programs with courses that meet the unique educational needs of the student by providing distance learning opportunities, and integrating distance learning techniques and technology. Online courses are not required but are an option.

Courses offered in distance learning instructional delivery are designated as such in the course descriptions.

General Education

City College believes that a sound foundation in the liberal arts (general education) is an essential complement to its many career-oriented programs. General education courses ensure that graduates are effective communicators, creative thinkers, as well as collaborative with an awareness of and appreciation for people, cultures, along with contemporary, national and global issues.

Specific General Education requirements are listed under each program. Students who complete BSC1093, BSC1094, or BSC1085, BSC1086 at the Associate of Science level as a program requirement, may use these as their Science component in the Bachelor Program.

Students starting on or after July 1, 2015 pursuing an Associate or Bachelor Degree must include subject matter (courses) from the Humanities; Mathematics and the Sciences; and the Social Sciences. We recommend that students take at least one course from each of the following areas: English, Humanities, Sciences, Mathematics, Behavioral Sciences, and Social Sciences.

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

<table>
<thead>
<tr>
<th>English</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1100</td>
<td>College English</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Composition II</td>
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<tr>
<td>LIT2000</td>
<td>Introduction to Literature</td>
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<td>Humanities</td>
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<td>HUM1020</td>
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<td>IDS2350</td>
<td>Critical Thinking</td>
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<tr>
<td>PHI2014</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHI4609</td>
<td>Ethics</td>
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<td>SPC1017</td>
<td>Oral Communications</td>
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<td>SPN1120</td>
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<td>Sciences</td>
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<td>BSC1020</td>
<td>Biology and The Human Experience</td>
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<tr>
<td>CHM1020</td>
<td>Introduction to Chemistry</td>
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<tr>
<td>CHM1033</td>
<td>Chemistry for Health Sciences</td>
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<tr>
<td>CHM1033L</td>
<td>Chemistry for Health Sciences/Lab</td>
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<tr>
<td>EVR1001</td>
<td>Living in the Environment</td>
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<tr>
<td>GEA1000</td>
<td>Geography</td>
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<tr>
<td>GEA4191</td>
<td>World Environments</td>
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<tr>
<td>HUN1206</td>
<td>Nutrition</td>
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<td>MCB2010</td>
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<td>Research Methods</td>
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<td>MAT1030</td>
<td>College Algebra</td>
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<tr>
<td>MGF1106</td>
<td>Topics in College Mathematics</td>
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<td>MTB1344</td>
<td>Algebra and Trigonometry</td>
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<td>MTB2324</td>
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<td>STA2014</td>
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<th>Behavioral Sciences</th>
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<tr>
<td>DEP2004</td>
<td>Human Growth and Development</td>
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<tr>
<td>HUS2520</td>
<td>Abnormal Psychology</td>
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<td>PSY1012</td>
<td>Principles of Psychology</td>
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<tr>
<td>ECO1000</td>
<td>Introduction to Economics</td>
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<tr>
<td>ECO2013</td>
<td>Principles of Macroeconomics</td>
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<td>ECO2027</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>IDS2306</td>
<td>Contemporary American Issues</td>
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<tr>
<td>POS1041</td>
<td>American National Government</td>
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<tr>
<td>SYD4700</td>
<td>Race and Ethnic Relations</td>
</tr>
<tr>
<td>SYG2000</td>
<td>Sociology</td>
</tr>
<tr>
<td>SYG2430</td>
<td>Marriage and The Family</td>
</tr>
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</table>
Bachelor of Science Programs

Bachelor of Science in Business Administration

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

Management Major
(Fort Lauderdale, Gainesville, Miami, and Online)

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

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

Program Outcomes

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

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>APA1111</td>
<td>Accounting I</td>
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<tr>
<td>APA2121</td>
<td>Accounting II</td>
</tr>
<tr>
<td>BUL2131</td>
<td>Business Law and Ethics</td>
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<tr>
<td>GEB1011</td>
<td>Business Principles</td>
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<tr>
<td>MAN2021</td>
<td>Principles of Management</td>
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<tr>
<td>MAR1011</td>
<td>Principles of Marketing</td>
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<td>MNA1100</td>
<td>Principles of Human Resources</td>
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<td>MTB1103</td>
<td>Business Math</td>
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<tr>
<td>MAR2141</td>
<td>International Business</td>
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Total Major Core Requirements: 36

Program table continues on next page.
## Concentration Core

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<td>MAR3414</td>
<td>Sales Strategies</td>
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<td>MAR4333</td>
<td>Integrated Advertising</td>
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<tr>
<td>MAN4504</td>
<td>Operations Management</td>
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<tr>
<td>MAN3605</td>
<td>Cross Cultural Human Relations</td>
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<tr>
<td>MAR4503</td>
<td>Consumer Behavior</td>
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<tr>
<td>MAN4151</td>
<td>Organizational Behavior and Human Resource Development</td>
<td>4</td>
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<tr>
<td>MAR4156</td>
<td>Global Marketing</td>
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<tr>
<td>MAN4720</td>
<td>Business Policy and Strategy</td>
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<tr>
<td>ENC4263</td>
<td>Writing for Management</td>
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<tr>
<td>FIN3400</td>
<td>Corporate Finance</td>
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<tr>
<td>ISM4011</td>
<td>Management of Information Systems</td>
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Business Electives (3 courses) 12

**Total Concentration Core Requirements: 56**

## Related Requirements

<table>
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<td>SLS1201</td>
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<td>SLS2301</td>
<td>Professional Strategies</td>
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<td>CGS2510C</td>
<td>Computerized Spreadsheets</td>
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<td>CGS1100C</td>
<td>Computer Applications I</td>
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<tr>
<td>CGS1571C</td>
<td>Computer Applications II</td>
<td>4</td>
</tr>
</tbody>
</table>

General Electives (3 courses) 12

**Total Related Requirements: 32**

## General Education - 12 quarter credits must be at the 3000/4000 level

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1100</td>
<td>College English</td>
<td>4</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>PHI4609</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>STA2014</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>IDS4914</td>
<td>Research methods</td>
<td>4</td>
</tr>
<tr>
<td>GEA4191</td>
<td>World Environments</td>
<td>4</td>
</tr>
<tr>
<td>SYD4700</td>
<td>Race and Ethnic Relations</td>
<td>4</td>
</tr>
<tr>
<td>SYG2000</td>
<td>Sociology</td>
<td>4</td>
</tr>
<tr>
<td>ECO1000</td>
<td>Introduction to Economics</td>
<td>4</td>
</tr>
</tbody>
</table>

Behavioral Sciences (1 course) 4

English (1 course) 4

Humanities (1 course) 4

Mathematics (1 course) 4

Sciences (1 course) 4

**Total General Education Requirements: 56**

**Total Credits Required for Graduation: 180**
Accounting Major  
(Fort Lauderdale)

The Bachelor of Science in Business Administration program with a major in Accounting offers students who have already earned an Associate Degree in advanced financial accounting, cost accounting, finance and taxation courses as well as a complement of managerial courses to provide the student with professional knowledge and skills to advance and improve abilities as they relate to general business and bookkeeping practices. Graduates of the program may have opportunities for entry and mid-management level positions in banking, finance, bookkeeping, and accountancy. The curriculum consists of a total of one hundred eighty-four (184) credit hours, presented over sixteen (16) quarters.

Program schedule based on full-time enrollment: 176 weeks; 1770 lecture and 140 lab contact hours.

Program Outcomes

- Demonstrate an understanding of the analysis and interpretation of financial and non-financial data for informed decision-making within the organization.
- Demonstrate the ability to conduct an internal audit based on auditing principles and guidelines.
- Understand and follow governmental regulations, laws, and ethical behaviors pertaining to accounting practices.
- Demonstrate the ability to effectively communicate accounting information in the financial statements.
- Define and prioritize accounting concepts and standards for preparing financial statements.
- Communicate effectively about accounting and business practices within the context of larger organizational frameworks.
- Demonstrate collaborative skills across accounting and functional business areas.
- Develop and demonstrate skills in financial and cost accounting systems that are common to most businesses.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA1111</td>
<td>Accounting I</td>
</tr>
<tr>
<td>APA2121</td>
<td>Accounting II</td>
</tr>
<tr>
<td>APA2132</td>
<td>Accounting III</td>
</tr>
<tr>
<td>BUL2131</td>
<td>Business Law and Ethics</td>
</tr>
<tr>
<td>GEB1011</td>
<td>Business Principles</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MAR1011</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MNA1100</td>
<td>Principle of Human Resources</td>
</tr>
<tr>
<td>MTB1103</td>
<td>Business Math</td>
</tr>
<tr>
<td>MAR2141</td>
<td>International Business</td>
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Total Major Core Requirements: 40

<table>
<thead>
<tr>
<th>Concentration Core</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AC321</td>
<td>Cost Accounting and Control I</td>
</tr>
<tr>
<td>APA3145</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>AC340</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>AC341</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>AC440</td>
<td>Intermediate Accounting III</td>
</tr>
<tr>
<td>ACG2630</td>
<td>Auditing</td>
</tr>
<tr>
<td>AC363</td>
<td>Auditing II</td>
</tr>
<tr>
<td>AC432</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>MAR4503</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>MAN4720</td>
<td>Business Policy and Strategy</td>
</tr>
<tr>
<td>FIN3400</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>APA3803</td>
<td>Federal Income Taxation</td>
</tr>
<tr>
<td>Business Electives (3 courses)</td>
<td>12</td>
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</table>

Total Concentration Core Requirements: 60

Program table continues on next page.
### General Education - 12 quarter credits must be at the 3000/4000 level

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC1100</td>
<td>College English</td>
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</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>PHI4609</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>STA2014</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>IDS4914</td>
<td>Research methods</td>
<td>4</td>
</tr>
<tr>
<td>GEA4191</td>
<td>World Environments</td>
<td>4</td>
</tr>
<tr>
<td>SYD4700</td>
<td>Race and Ethnic Relations</td>
<td>4</td>
</tr>
<tr>
<td>SYG2000</td>
<td>Sociology</td>
<td>4</td>
</tr>
<tr>
<td>ECO1000</td>
<td>Introduction to Economics</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral Sciences (1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>English (1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Humanities (1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Mathematics (1 course)</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Sciences (1 course)</td>
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<td>4</td>
</tr>
</tbody>
</table>

**Total General Education Requirements:** 56

**Total Credits Required for Graduation:** 184
Project Management Major
(Fort Lauderdale)

The Bachelor of Science in Business Administration program with a major in Project Management is designed to provide students with the knowledge, skills and techniques necessary to effectively initiate, plan, execute, control and complete a particular project in their area of previous technical training. This program is designed as a degree completion program for Associate Degree holders from any nationally or regionally accredited college and will provide students with preparation for advancement through the concentration skill set of project management. The curriculum consists of a total of one hundred eighty (180) credit hours, presented over sixteen (16) quarters.

Technical expertise in applied management will prepare students for supervisory roles, mid-level management and administrative positions in both corporate and government communities. Thus graduates of local Associate of Science degree programs will develop the tools for advancement or possible career shift in leadership positions within their local, national or international corporate and government communities.

Program schedule based on full-time enrollment: 176 weeks; 1800 lecture contact hours.

Program Outcomes

- Demonstrate the ability to forecast time, using resources and budgeting requirements to organize a team and complete the project in the time frame forecasted.
- Demonstrate a variety of techniques to evaluate risk within the project.
- Apply procurement management tools and techniques to contract management.
- Systematically initiate, plan, execute, control, and close a well-documented project.
- Identify and apply successful team development and management strategies.
- Evaluate the implications of project management to organizational effectiveness.
- Align project goals with the corporate strategic planning process.
- Develop and apply Gantt Charts, CPM and PERT techniques to project management.

Transfer Credit

36 credit hours in lower division major earned as a component of an Associate of Science degree in a technical field.

| Transfer Credit | 36 |
| Transfer Electives | 20 |
| Related Requirements (SLS1201, SLS2301, CGS courses, ENC1100) | 12 |

Program table continues on next page.
<table>
<thead>
<tr>
<th>General Education</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEA4191 World Environments</td>
<td>4</td>
</tr>
<tr>
<td>IDS4914 Research methods</td>
<td>4</td>
</tr>
<tr>
<td>PHI4609 Ethics</td>
<td>4</td>
</tr>
<tr>
<td>STA2014 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>SYD4700 Race and Ethnic Relations</td>
<td>4</td>
</tr>
</tbody>
</table>

Behavioral Science (1 course) | 4 |
Mathematics (1 course) | 4 |
Sciences (2 courses) | 8 |
Social Science (1 course) | 4 |

Total General Education Requirements: 56
Total Credits Required for Graduation: 180
RN to BSN (Bachelor of Science in Nursing)
(Online)

City College’s RN to BSN Program builds upon prior knowledge obtained during previous nursing education and through professional experience to allow practicing registered nurses the opportunity to expand their knowledge base and to prepare them for new career opportunities. Emphasis is placed on assisting students to develop a professional practice that highlights collaborative approaches and evidence-based practice. Students will explore the application of concepts from the management and education fields to professional nursing practice roles. The curriculum consists of a total of one hundred eighty (180) credit hours, presented over fifteen (15) quarters.

Program schedule based on full-time enrollment: 165 weeks; 1800 lecture contact hours.

Programmatic Entry Requirements
To be accepted into the City College Online Bachelor of Science, Nursing program, applicants must meet the following entrance criteria:

1. Complete a City College online program application.
2. Have proof of graduation from a state approved Associate Degree nursing program and submit transcripts from previously attended colleges. Official transcripts must be provided to the academic department prior to enrollment, but no later than 30 days after the start of the initial term of enrollment. Students in the RN to BSN Program may not continue enrollment without transcripts documenting graduation from an approved nursing program. Transfer students must provide official transcripts from all colleges attended no later than thirty (30) days after the start of their first term at City College. After thirty (30) days, other credits may not be accepted for transfer. Once a prospective BSN student holds a current and unencumbered nursing license, there is no expiration date on the transfer of Nursing courses.
3. Verification of RN licensure in Florida or state of residence.

Program Outcomes

- Analyze inter-professional relationships and collaboration skills within a diverse and changing healthcare environment for the improvement of healthcare outcomes.
- Evaluate health care issues from within the context of ethical and legal principles.
- Analyze trends within the history of professional nursing and the evolving healthcare delivery system to predict future nursing roles.
- Synthesize new knowledge from research and information tools with previous professional knowledge to implement expanded professional nursing roles and evidence-based practice.
- Analyze political, economic, organizational, educational, and advocacy strategies to contribute to improved health care delivery to individuals, groups, families, communities, and national and global populations.
- Conduct assessments of individuals, groups, communities and populations as the basis for planning care for health promotion and health maintenance.
- Integrate knowledge of leadership principles, economic accountability, change theory and evidence-based practice into a plan to improve quality of health care delivery.

Transfer Credit

<table>
<thead>
<tr>
<th>Concentration Core</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NUR3805</td>
<td>Nursing in a Diverse and Changing Healthcare Environment</td>
</tr>
<tr>
<td>NUR3871</td>
<td>Healthcare Informatics</td>
</tr>
<tr>
<td>NUR3065</td>
<td>Assessment of Health and Wellness</td>
</tr>
<tr>
<td>NUR3636</td>
<td>Nursing a Diverse Community</td>
</tr>
<tr>
<td>NUR3169</td>
<td>Research and Evidence-based Practice</td>
</tr>
<tr>
<td>NUR4827</td>
<td>Professional Leadership and Management in Healthcare</td>
</tr>
<tr>
<td>NUR4836</td>
<td>Healthcare and Professional Nursing Issues for Today and the Future</td>
</tr>
<tr>
<td>NUR4945</td>
<td>Nursing Capstone</td>
</tr>
<tr>
<td>MAN3605</td>
<td>Cross Cultural Human Relations</td>
</tr>
</tbody>
</table>

Transfer Credit Requirements: 56

Total Concentration Core Requirements: 36

Program table continues on next page.
### Special Focus Elective - Students must pick one course from the following 6 courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NSP3857</td>
<td>Principles of Teaching and Learning</td>
<td>4</td>
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<tr>
<td>NSP3858</td>
<td>Principles of Clinical Learning</td>
<td>4</td>
</tr>
<tr>
<td>NSP4859</td>
<td>Evaluation of Clinical Learning</td>
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</table>

#### Option 1 Clinical Teaching and Preceptorships

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NSP3857</td>
<td>Principles of Teaching and Learning</td>
<td>4</td>
</tr>
<tr>
<td>NSP3858</td>
<td>Principles of Clinical Learning</td>
<td>4</td>
</tr>
<tr>
<td>NSP4859</td>
<td>Evaluation of Clinical Learning</td>
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</table>

#### Option 2 Beginning Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN2021</td>
<td>Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MNA1100</td>
<td>Principles of Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>MAN2202</td>
<td>Organizational Theory</td>
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**Total Special Focus Elective Requirements:** 12

### Electives (choose one)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA3037</td>
<td>Project Management and Planning</td>
<td>4</td>
</tr>
<tr>
<td>MAN4151</td>
<td>Organizational Behavior and Human Resource Development</td>
<td>4</td>
</tr>
<tr>
<td>IDS2306</td>
<td>Contemporary American Issues</td>
<td>4</td>
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</table>

**Total Elective Requirements:** 4

### General Education - 12 quarter credits must be at the 3000/4000 level

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math (1 course)</td>
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<td>4</td>
</tr>
<tr>
<td>English (2 courses)</td>
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<td>8</td>
</tr>
<tr>
<td>Humanities/Electives (4 courses)</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Social Sciences (SYD4700, STA2014, IDS4914, ECO1000 + two (2) electives)</td>
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<td>24</td>
</tr>
<tr>
<td>Science with Labs</td>
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<td>20</td>
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</tbody>
</table>

**Total General Education Requirements:** 72

**Total Credits Required for Graduation:** 180
Bachelor of Science in Health Care Administration
(Fort Lauderdale, Gainesville, and Online)

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

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

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

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

Program Outcomes

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

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>APA1111</td>
<td>Accounting I</td>
</tr>
<tr>
<td>MAN4151</td>
<td>Organizational Behavior &amp; Human Resource Development</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MNA1100</td>
<td>Principles of Human Resources</td>
</tr>
<tr>
<td>HSC3032</td>
<td>Community Health</td>
</tr>
<tr>
<td>HSA4423</td>
<td>Health Care Law</td>
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<tr>
<td>HSA1100</td>
<td>Basics of the US Health Care System</td>
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</tbody>
</table>

Total Major Core Requirements: 28

<table>
<thead>
<tr>
<th>Concentration Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA3160</td>
</tr>
<tr>
<td>MAR1011</td>
</tr>
<tr>
<td>HSA3173</td>
</tr>
<tr>
<td>HSA3180</td>
</tr>
<tr>
<td>HSA4170</td>
</tr>
<tr>
<td>HSA4140</td>
</tr>
<tr>
<td>HSA4191</td>
</tr>
<tr>
<td>HSA4502</td>
</tr>
<tr>
<td>HSC3661</td>
</tr>
<tr>
<td>HSA4850</td>
</tr>
<tr>
<td>Transfer Electives (up to 6 courses)</td>
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</tbody>
</table>

Total Concentration Core Requirements: 60

<table>
<thead>
<tr>
<th>Pre-Professional Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Elective (up to 7 courses)</td>
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</table>

Total Pre-Professional Concentration Requirements: 28
General Education Courses - 12 quarter credits must be at the 3000/4000 level

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Sciences (2 courses)</td>
<td>8</td>
</tr>
<tr>
<td>English (4 courses)</td>
<td>16</td>
</tr>
<tr>
<td>Humanities (3 courses)</td>
<td>12</td>
</tr>
<tr>
<td>Mathematics (1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Sciences (3 course)</td>
<td>12</td>
</tr>
<tr>
<td>Social Sciences (2 courses)</td>
<td>8</td>
</tr>
</tbody>
</table>

Total General Education Requirements: 60

Total Related Requirements: 8

Total Credits Required for Graduation: 184
Academic Associate Degree Programs

Associate of Science in Allied Health

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

Medical Assisting Major
(Fort Lauderdale, Gainesville, Hollywood, and Miami)

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

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

Program Outcomes

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

Students enrolling in this program must submit proof of a physical examination, negative PPD (Tuberculosis Screen) or negative chest x-ray Radiology Report, and Hepatitis Series and Hepatitis titer performed by a MD, DO or ARNP, prior to enrolling in MEA1245C Phlebotomy Procedures, MEA1226C, Examining Room Procedures and MEA2260C Clinical Lab Procedures. In addition, an updated physical exam and negative PPD result must be on file for the year in which the student is to be placed in an externship.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC1531 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HSC1403C Medical Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>BSC1093 Anatomy and Physiology of Structural Systems</td>
<td>4</td>
</tr>
<tr>
<td>BSC1094 Anatomy and Physiology of Organ Systems</td>
<td>4</td>
</tr>
<tr>
<td>MEA1346C Computerized Medical Office Management</td>
<td>4</td>
</tr>
<tr>
<td>MEA2235 Medical Law and Ethics</td>
<td>4</td>
</tr>
<tr>
<td>HIM2270 Medical Insurance</td>
<td>4</td>
</tr>
<tr>
<td>MEA1245C Phlebotomy Procedures</td>
<td>4</td>
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<tr>
<td>MEA1226C Examining Room Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MEA2260C Clinical Laboratory Procedures</td>
<td>4</td>
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<tr>
<td>MEA2803 Medical Assisting Externship</td>
<td>6</td>
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<tr>
<td>HSC2149 Pharmacology</td>
<td>4</td>
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<tr>
<td>CGS1100C Computer Applications I</td>
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</tr>
<tr>
<td>Electives (2 courses)</td>
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<tr>
<td><strong>Total Major Core Requirements:</strong></td>
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<td>Related Requirements</td>
<td>Quarter Credit Hours</td>
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<td>----------------------</td>
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<tr>
<td>SLS1201</td>
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<tr>
<td>SLS2301</td>
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<tr>
<td><strong>Total Related Requirements:</strong></td>
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**General Education**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>ENC1100</td>
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<td>4</td>
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<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (1 course)</td>
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<tr>
<td>Mathematics (1 course)</td>
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<tr>
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</tr>
<tr>
<td>General Education Elective (1 course)</td>
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</table>

**Total General Education Requirements:** **24**

**Total Credits Required for Graduation:** **92**
The Medical Office Administration Major with a Track in Insurance Billing and Coding provides students with the necessary background, knowledge, and specialized skills for a career in the medical billing and coding profession. Secretarial and administrative skills are emphasized providing graduates with the opportunity to qualify for entry-level opportunities such as Medical Coding Clerk, Medical Billing Specialist, Medical Records Clerk and Medical Office Assistant. The curriculum consists of a total of ninety-six (96) credit hours presented over eight (8) quarters.

Students may be required to submit proof of a physical examination, negative PPD (Tuberculosis Screen) or negative chest X-ray Radiology Report, Hepatitis Series and Hepatitis titer performed by a physician and other licensed health care provider prior to enrolling in the industry practicum.

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

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

### Major Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>APA1111</td>
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<td>HSC1531</td>
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<td>HSC1403C</td>
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<tr>
<td>BSC1093</td>
<td>Anatomy and Physiology of Structural Systems</td>
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<tr>
<td>BSC1094</td>
<td>Anatomy and Physiology of Organ Systems</td>
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<tr>
<td>MEA1346C</td>
<td>Computerized Medical Office Management</td>
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<tr>
<td>MEA2235</td>
<td>Medical Law and Ethics</td>
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<td>HIM2270</td>
<td>Medical Insurance</td>
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<tr>
<td>HSC2149</td>
<td>Pharmacology</td>
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<td>HIM2000</td>
<td>Medical Records Management</td>
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<td>HIM2222</td>
<td>Basic ICD Coding</td>
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<td>HIM2253</td>
<td>CPT-Current Procedural Terminology</td>
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<td>HIM2800</td>
<td>Medical Billing and Coding Externship</td>
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<tr>
<td>CGS1100C</td>
<td>Computer Applications I</td>
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<tr>
<td>CGS1571C</td>
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Total Major Core Requirements: 64

### Related Requirements

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<td>SLS2301</td>
<td>Professional Strategies</td>
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Total Related Requirements: 8

### General Education

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<tr>
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<tbody>
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<td>ENC1101</td>
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<tr>
<td>Humanities (1 course)</td>
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</tr>
<tr>
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</table>

Total General Education Requirements: 24

Total Credits Required for Graduation: 96
Mental Health Technology Major
(Gainesville)

The Mental Health Technology Major prepares students with the technical abilities, both written and verbal, for the mental health profession, as the focus moves from institutionalized rehabilitative services to developmental community-based services. Students will be prepared to assist psychiatrists, psychologists, and other mental health professionals in assessment, referral, counseling, and recreational activities for patients/clients in residential and outpatient mental health care facilities. This curriculum is comprised of a total of ninety-four (94) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 890 lecture and 150 extern contact hours.

Program Outcomes

- Demonstrate knowledge of contemporary issues related to mental health and mental health counseling including the most common mental health issues such as stress, drug addiction, abnormal psychological issues, and common medications used to treat these disorders.
- Understand medical laws and issues in the mental health field.
- Understand the effect and use of current commonly prescribed medications for treating mental health issues.
- Demonstrate knowledge of medical terminology in its application to mental health treatments.

<table>
<thead>
<tr>
<th>Major Core</th>
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<tbody>
<tr>
<td>ENC1100 College English</td>
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<td>HSC1531 Medical Terminology</td>
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<td>MEA2235 Medical Law and Ethics</td>
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<td>HIM2000 Medical Records Management</td>
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<tr>
<td>HSC2149 Pharmacology</td>
<td>4</td>
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<tr>
<td>HUS1003 Introduction to Mental Health Technology</td>
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<tr>
<td>HUS1302 Basic Counseling Skills</td>
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<tr>
<td>HUS2331 Assessments and Interventions In Mental Health</td>
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<tr>
<td>HUS2540 Marriage and Family</td>
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<tr>
<td>HUS2111 Individual and Group Therapeutic Approaches</td>
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<tr>
<td>HUS2405 Substance Abuse Issues in Mental Health</td>
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<tr>
<td>HUS2520 Abnormal Psychology</td>
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<tr>
<td>HUS2841 Mental Health Externship</td>
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<td><strong>Total Major Core Requirements: 54</strong></td>
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</table>

**Electives (4 courses)**

16

**General Education**

| ENCI111 Composition I                           | 4                    |
| Humanities (1 course)                           | 4                    |
| Mathematics (1 course)                          | 4                    |
| Social Science (1 course)                       | 4                    |
| General Education Electives (2 courses)        | 8                    |
| **Total General Education Requirements: 24**    |                      |

**Total Credits Required for Graduation: 94**
The Anesthesia Technology program at City College is a comprehensive entry-level program designed to prepare competent entry-level Anesthesia Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students will take a variety of didactic and clinical courses with a focus on the Patient Simulation Center that will provide “real life” scenarios of a demanding clinical environment. The integration of lecture, simulation and clinical will help the student transition from the academic/clinical environment to the profession upon graduation. Students will be required to complete 620 hours of didactic lecture and 810 hours of clinical training in hospitals or other surgical settings. The curriculum is comprised of 99 credits over eight (8) quarters.

Programs of Study

Program schedule based on full-time enrollment: 88 weeks; 620 lecture, 220 lab and 810 extern contact hours.

Program Outcome

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

Program Goals

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score of 267 in verbal and quantitative skills and 60% or above in reading comprehension and information retrieval.

2. Students enrolling in this program must submit proof of having completed the following Medical requirements:
   - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
   - Proof of immunity via documentation of immunization or titers for the following:
     - Hepatitis B series. The first of three injections must be completed prior to admission.
     - MMR (Measles, Rubella, and Mumps) Series.
     - VZV (Varicella) vaccine – 2 injections.
   - Absence of Tuberculosis (TB)
     - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
   - A negative urinary drug screen indicating a 10 panel drug screen.
   - A tetanus (Td) booster within the last ten years. Results of a Health Clearance Form and PPD must be updated yearly.

3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

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

Total Major Core Requirements: 67

Program table continues on next page.
<table>
<thead>
<tr>
<th>Related Requirements</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>SLS1201 Personal Development</td>
<td>4</td>
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<tr>
<td>SLS2301 Professional Strategies</td>
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Total Related Requirements: 8

<table>
<thead>
<tr>
<th>General Education</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1100 College English</td>
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<tr>
<td>ENC1101 Composition I</td>
<td>4</td>
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<tr>
<td>MAT1030 College Algebra</td>
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<tr>
<td>Humanities (1 course)</td>
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<tr>
<td>Social Science (1 course)</td>
<td>4</td>
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<tr>
<td>Behavioral Science (1 course)</td>
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</tbody>
</table>

Total General Education Requirements: 24

Total Credits Required for Graduation: 99
Associate of Science in Broadcasting
(Fort Lauderdale)

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

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

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

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

Program Outcomes

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

### Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV1567C</td>
<td>Radio Studio I</td>
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<tr>
<td>RTV2568C</td>
<td>Radio Studio II</td>
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<td>RTV3569C</td>
<td>Radio Studio III</td>
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<tr>
<td>RTV1513</td>
<td>Introduction to TV</td>
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<tr>
<td>RTV1000</td>
<td>Introduction to Broadcasting</td>
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<tr>
<td>RTV2102</td>
<td>Broadcast Journalism</td>
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<tr>
<td>RTV2510C</td>
<td>TV Production</td>
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<td>RTV2530C</td>
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<td>ADV2406</td>
<td>Broadcast Advertising and Sales</td>
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<td>RTV2402</td>
<td>All News Broadcasting</td>
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<tr>
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<tr>
<td>SLS1201</td>
<td>Personal Development</td>
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<tr>
<td>SLS2301</td>
<td>Professional Strategies</td>
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**Total Major Core Requirements: 53**

Program table continues on next page.
### Electives (4 courses)

### General Education

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<tbody>
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<tr>
<td>Mathematics (1 course)</td>
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<td>Humanities (1 course)</td>
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<tr>
<td>Social Science (1 course)</td>
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</tr>
<tr>
<td>General Education Electives (2 courses)</td>
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</tbody>
</table>

**Total General Education Requirements: 24**

**Total Credits Required for Graduation: 93**
Associate of Science in Business Administration

The Associate of Science Degree is comprised of technical training in a given field combined with a general education component. General education courses allow for further development of listening, speaking, reading and writing skills while technical training will aid the student in achieving his/her full potential for promotion and advancement within a chosen field.

City College offers majors (career specialty options) under the Associate of Science in Business Administration degree. These majors are Accounting, and Management. Degree requirements for each major include the Major Core, Concentration Core, General Education unit and required electives. Associate of Science in Business Administration students are required to have their 12 credit hours of electives within the business department which can be in courses in Accounting, Business, Marketing, Management and/or Finance.

Accounting Major
(Fort Lauderdale)

The Business Administration Accounting Major offers basic business courses combined with a solid foundation of accounting theory and a broad base of general education courses, giving the student the opportunity to master a variety of skills needed to succeed in the contemporary business community. Graduates of the program may find opportunities as a Bookkeeper, Accounts Payable/Receivable Assistant, Office Manager Assistant, Inventory Control Clerk, or Audit Assistant. The curriculum consists of ninety-two (92) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 850 lecture and 140 lab contact hours.

- Program Outcomes
  - Demonstrate proficiency in the use of spreadsheet applications.
  - Summarize the steps involved in the accounting cycle.
  - Understand how legal issues affect business operations.
  - Understand leadership skills needed to succeed in today’s diverse corporate culture. Demonstrate proficiency in the use of accounting computer software.
  - Review financial statements and various specialized accounting methods, used by corporations.
  - Understand financial data used to make informed business decisions.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS1100C Computer Applications I</td>
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<td>CGS1571C Computer Applications II</td>
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<tr>
<td>GEB1011 Business Principles</td>
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<td>MAN2021 Principles of Management</td>
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<td>MNA1100 Principles of Human Resources</td>
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Total Major Core Requirements: 24

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<tbody>
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<tr>
<td>APA2121 Accounting II</td>
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<td>APA2132 Accounting III</td>
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<td>APA3145 Computerized Accounting</td>
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<td>BUL2131 Business Law and Ethics</td>
<td>4</td>
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<td>CGS2510C Computerized Spreadsheets</td>
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Total Concentration Core Requirements: 24

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<tr>
<th>Related Requirements</th>
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<tr>
<td>SLS1201 Personal Development</td>
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<tr>
<td>SLS2301 Professional Strategies</td>
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Total Related Requirements: 8

| Business Electives (3 courses)         | 12                   |

Program table continues on next page.
## General Education

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<tr>
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<tr>
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<td>(1 course)</td>
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<tr>
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<tr>
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</tbody>
</table>

**Total General Education Requirements: 24**

**Total Credits Required for Graduation: 92**
Management Major
(Fort Lauderdale, Gainesville, Hollywood, and Miami)

The Business Administration Management Major offers basic business and management courses as well as the courses which will provide the student with current and innovative business and managerial techniques and information. Graduates of the program may have opportunities for entry-level positions in banking, insurance, sales, personnel, management and/or operations. The curriculum consists of ninety-two (92) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 880 lecture and 80 lab contact hours.

Program Outcomes

- Understand how legal issues affect business operations.
- Explain the components of a business plan.
- Understand leadership skills needed to succeed in today’s diverse corporate culture.
- Recognize a system to attract, retain, and develop quality employees.
- Develop a SWOT analysis and identify its applications.
- Understand financial data used to make informed business decisions.
- Explain the components of a marketing plan.
- Identify and understand the importance of planning, organizing, leading, and controlling in the success of an organization.

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CGS1100C  Computer Applications I</td>
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<tr>
<td>CGS1571C  Computer Applications II</td>
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<tr>
<td>GEB1011  Business Principles</td>
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<td>MAN2021  Principles of Management</td>
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<td>MNA1100  Principles of Human Resources</td>
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<td>MTB1103  Business Math</td>
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<tbody>
<tr>
<td>APA1111  Accounting I</td>
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<td>APA2121  Accounting II</td>
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<td>SBM1000  Small Business Management</td>
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<td>MAR1011  Principles of Marketing</td>
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<td>MAR 2141  International Business</td>
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<tr>
<td>BUL2131  Business Law and Ethics</td>
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Total Concentration Core Requirements: 24

<table>
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<tbody>
<tr>
<td>SLS1201  Personal Development</td>
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<tr>
<td>SLS2301  Professional Strategies</td>
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Total Related Requirements: 8

Business Electives (3 courses)

<table>
<thead>
<tr>
<th>General Education</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC1100  College English</td>
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<tr>
<td>ENC1101  Composition I</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>General Education Elective (1 course)</td>
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</tbody>
</table>

Total General Education Requirements: 24

Total Credits Required for Graduation: 92
Associate of Science in Cardiovascular Sonography
(Hollywood)

The Cardiovascular Sonography Program is a comprehensive entry-level program designed to prepare the student for a rewarding career in the field of diagnostic ultrasound. Cardiovascular sonography specializes in the assessment of cardiac and vascular disease and is one of the fastest growing professions in the allied health care field. The program is designed to include practical didactic lectures integrated with hands-on laboratory in the Ultrasound Training Center. Here the students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students in order to develop skills prior to the 900 hours of clinical training. The dual training in both cardiac and vascular specialties was developed to provide greater options to our graduates who can work in environments that demand skills in both specialties. Students will be required to complete 670 lecture hours, 200 lab hours and 900 hours of clinical training. The curriculum is comprised of 107 credits over 8 quarters.

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

Program Outcomes

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score of 267 in verbal and quantitative skills and 60% or above in reading comprehension and information retrieval.

2. Students enrolling in this program must submit proof of having completed the following Medical requirements:
   - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
   - Proof of immunity via documentation of immunization or titers for the following:
     - Hepatitis B series. The first of three injections must be completed prior to admission.
     - MMR (Measles, Rubella, and Mumps) Series.
     - VZV (Varicella) vaccine – 2 injections.
   - Absence of Tuberculosis (TB)
     - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
     - A negative urinary drug screen indicating a 10 panel drug screen.
     - A tetanus (Td) booster within the last ten years.
     - Results of a Health Clearance Form and PPD must be updated yearly.

3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

### Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
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<td>Peripheral Arterial Testing</td>
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Total Major Core Requirements: 75

Program table continues on next page.
### Related requirements

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<td>Professional Strategies</td>
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Total Related Requirements: 8

### General Education

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<td>College English</td>
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<tr>
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</table>

Total General Education Requirements: 24

Total Credits Required for Graduation: 107
### Associate of Science in Criminal Justice (Gainesville)

The Associate of Science in Criminal Justice degree program at City College will assist in preparing students for entry-level careers or advancement in the security, law enforcement, investigative, and correctional fields. Employment opportunities for graduates are varied and may require additional security clearances, background checks, credit checks, citizenship requirements, physical requirements, additional training or certifications. Some areas of employment available to graduates of this program may include but are not limited to: state, federal, city and county agencies, private agencies, security companies, legal service companies, and retail operations. The Criminal Justice curriculum will provide students a blend of practical and theoretical preparation for the Criminal Justice field. Course topics include Criminal Law, Introduction to Corrections, Juvenile Delinquency, Law Enforcement; Criminology, Crime Scene Analysis, Psychology, and general education coursework. This curriculum consists of 90 credit hours presented over eight (8) quarters.

**Program schedule** based on full-time enrollment: 88 weeks; 820 lecture, 60 lab and 150 extern contact hours.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
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<td>CCJ1306</td>
<td>Introduction to Corrections 4</td>
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<tr>
<td>CCJ1017</td>
<td>Criminology 4</td>
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<td>CCJ1020</td>
<td>Introduction to Criminal Justice System 4</td>
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<td>CJE1680</td>
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<td>CJE2006</td>
<td>Theory and Practice for Law Enforcement 4</td>
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<td>CCJ2488</td>
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<td>CJE2679C</td>
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<td>College English 4</td>
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<td>Social Science (1 course)</td>
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<td>General Education Electives (2 courses)</td>
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<tr>
<td><strong>Total General Education Requirements:</strong></td>
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</table>

**Total Credits Required for Graduation: 90**
Associate of Science in Emergency Medical Services
(Fort Lauderdale, Gainesville, Hollywood, and Miami)

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

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

Graduates of this program, with successful certification as a paramedic, may qualify for positions within the out-of-hospital emergency service industry, both in the public and private sectors. Students are eligible to sit for State of Florida and/or National Registry certification testing upon successful completion of the EMT and paramedic programs, including successful performance on comprehensive written and practical exams inclusive of all training, and completion of the general education component. A letter certifying completion of training will be available for pick up on campus in the EMS office within 14 days of completion of EMT and/or Paramedic requirements. The curriculum is comprised of one hundred and eleven (111) credit hours presented over nine (9) quarters.

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score of 267 in verbal and quantitative skills and 60% or above in reading comprehension and information retrieval.
2. Students enrolling in this program must submit proof of having completed the following medical requirements:
   - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
   - Proof of immunity via documentation of immunization or titers for the following:
     - Hepatitis B series. The first of three injections must be completed prior to admission.
     - MMR (Measles, Rubella, and Mumps) Series.
     - VZV (Varicella) vaccine – 2 injections.
     - Absence of Tuberculosis (TB)
     - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
     - A negative urinary drug screen indicating a 10 panel drug screen.
     - An EKG
     - A tetanus (Td) booster within the last ten years.
   - Results of a Health Clearance Form and PPD must be updated yearly.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

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

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

Prior to entry into Paramedic III:
   - The student must be EMT Florida state certified in accordance with 64J FAC and provide proof of current Florida State EMT certification. In addition, EMT certification must be maintained throughout the program.

Program schedule based on full-time enrollment: 99 weeks; 700 lecture, 440 lab and 588 extern contact hours.

Program Outcomes

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

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

### Major Core
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Quarter Credit Hours</th>
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<tr>
<td>EMS1010</td>
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<tr>
<td>EMS1153</td>
<td>Introduction to Emergency Medical Technician</td>
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<td>EMS1154C</td>
<td>Emergency Medical Technician I</td>
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<td>Emergency Medical Technician II</td>
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<td>EMS1671</td>
<td>Paramedic I</td>
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<td>EMS1090L</td>
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<td>Paramedic I Externship</td>
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<td>Paramedic II Laboratory</td>
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<td>EMS2673</td>
<td>Paramedic III</td>
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<td>EMS2674</td>
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**Total Major Core Requirements: 83**

### Related Requirements

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<tr>
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**Total Related Requirements: 4**

### General Education

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<td>MAT1030</td>
<td>College Algebra</td>
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<tr>
<td>PSY1012</td>
<td>Principles of Psychology</td>
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</table>

| Humanities (1 course) | 4 |
| Social Science (1 course) | 4 |

**Total General Education Requirements: 24**

**Total Credits Required for Graduation: 111**
The Associate of Science degree in Legal Assisting/Paralegal is based on technical ability as well as incorporating general education components that allow for further development of listening, speaking, reading, and writing skills in areas that will aid the student in achieving his/her full potential for promotion and advancement within a chosen field. This program is designed for the person seeking a career in a law office or in a field related to the legal profession. Graduates are trained as specialists who can assume certain duties which are routinely performed by attorneys and directly assist attorneys in the handling of legal matters. Other roles may include legal research, analysis and/or interpretation, and the composition and drafting of legal documentation. The program is comprised of ninety-seven (97) credit hours presented over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 880 lecture, 80 lab and 150 extern contact hours.

Program Outcomes

- Demonstrate competence in researching case law
- Analyze case law and appropriately apply to current litigation
- Knowledgeable in ethical behavior within their discipline
- Comprehend a broad base of legal knowledge
- Apply legal knowledge to a variety of current legal disciplines
- Demonstrate excellent written and oral communication skills in a professional manner

### Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
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<tr>
<td>CGS1100C</td>
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<td>PLA1058</td>
<td>General Law</td>
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<td>PLA1273</td>
<td>Torts</td>
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<td>PLA2401</td>
<td>Contracts and Commercial Transactions</td>
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<td>PLA2610</td>
<td>Real Estate Law</td>
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<td>PLA2800</td>
<td>Family Law</td>
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<td>PLA1103</td>
<td>Legal Writing and Research I</td>
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<td>PLA2114</td>
<td>Legal Writing and Research II</td>
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<td>PLA1303</td>
<td>Criminal Law and Criminal Procedures</td>
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<tr>
<td>PLA2740</td>
<td>Court Proceedings and Litigation</td>
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<td>PLA2460</td>
<td>Bankruptcy Law</td>
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<tr>
<td>PLA2950</td>
<td>Certified Paralegal Examination Review</td>
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<td>PLA2940</td>
<td>Legal Assistant Externship</td>
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<tr>
<td>PLA2841</td>
<td>Immigration Law</td>
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Total Major Core Requirements: 65

### Related Requirements

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Total Related Requirements: 8

### General Education

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Total General Education Requirements: 24

Total Credits Required for Graduation: 97
Associate of Science in Nursing
-Effective 1/2015, the Fort Lauderdale campus is no longer enrolling in Nursing.
-Effective 1/16/2016, the Miami campus is no longer enrolling in Nursing.

(Effective: 1/30/2016)
Addendum to Nursing Policies: Program Teach out for the Miami and Fort Lauderdale Campuses
City College had decided to teach out the Nursing Programs at the Fort Lauderdale and Miami campuses. The Fort Lauderdale campus ceased enrolling students in January 2015 and the Miami campus will start a Nursing cohort in the winter 2016 term and will then cease enrollment within the Nursing Program.

All students will be notified by January 30, 2016 of the College's decision to cease enrollment in the program. All students will be planned to ensure that they will be able to take ALL program courses to meet graduation requirements and NCLEX licensure. All Nursing students will be able to take advantage of all resources offered by the College.

The decision to discontinue enrollment and a teach-out, however, will create some changes to current City College policy that will be applicable to nursing students on both campuses effective January 30, 2016.

A list of courses being offered each term until the teach out will be available for all students.

Leave of Absences
It is typically the policy of the College to allow students one leave of absence within a year. The teach out of the Nursing program, however, means that students may not be granted a leave of absence because they may miss courses that will not be offered again. If a leave of absence will mean that a student will be unable to take the required courses upon return because they are no longer being offered, the student's request for an LOA will be denied. If the student chooses to not attend campus during that term, that decision will be treated as a withdrawal from the program.

Course Withdrawals and Failures
A roster of course offerings until the teach out is complete will be made available for students. Each student will be advised when courses will be offered. If a student fails or withdraws from a course, there is no guarantee that the course will be offered again (if that is not indicated on the roster). As such, students must take greater care to ensure that their attendance, course participation, and grades are of such that they are able to maintain the required B in order to be successful in courses.

Three-Strike Rule
The City College Three Strike rule allowing students to repeat a course is ONLY applicable within the “teach out” period if that course is available for the student to repeat. If that course is not available for the student to repeat, that decision will be treated as a withdrawal from the program.

Re-starts (Miami Campus ONLY)
Nursing Students who have previously withdrawn from the Miami campus may only re-start if they are able to start in a cohort and then move forward. Students who need to take classes which are no longer available are not eligible to re-start in the program.

Transfers
Effective Spring 2016 no students may transfer into the nursing program.

The Associate of Science degree in Nursing education provides the foundation for beginning professional nursing practice. Through a combination of general education and nursing education courses, the student is exposed to the nursing theory, scientific knowledge, skills and experience needed to provide safe, confident and competent nursing practice within a culturally sensitive environment. The Nursing graduate is prepared for beginning technical nursing practice in both acute care and community settings. The graduate interacts and establishes relationships honoring human diversity with individuals, families, and groups across the lifespan and utilizes the nursing process to create, implement and evaluate a mutually holistic plan for maximum self-care. The curriculum is comprised of one hundred (100) quarter credits presented over eight (8) quarters.

Upon completion of all degree requirements, the graduate may qualify for the NCLEX exam required for Registered Nurse Certification. Completion of a nursing program does not guarantee the graduate's ability to take the NCLEX-RN. Licensure qualification decisions fall within the jurisdiction of the state Board of Nursing. Graduates may apply to take the NCLEX-RN by submitting application materials to the state board of nursing in the state in which they wish to become licensed.

Nursing Exit Exam Policy
Students are required to achieve a score predictive of passing the NCLEX-RN on a standardized examination during their last term of enrollment as a Pass/Fail final exam in NUR2811C. Students take the Kaplan Diagnostic Examination to determine areas of strengths and weaknesses in order to develop a personal readiness plan as preparation for this comprehensive examination and the NCLEX-RN. Students are provided two (2) opportunities during NUR2811C to take the comprehensive exit examination. The examinations used for each attempt are comparable but not identical. The passing score for each exam is determined using data independently collected by the testing company.

Required remediation activities must be completed before being permitted to take the second examination. This test must be completed within City College’s incomplete policy. Students who do not achieve the required score on either examination may choose one of the following options:

1. Receive a failing grade in NUR2811C and register to repeat the course in accordance with the City College Satisfactory Academic Progress (SAP) policy. Students will have a final two (2) attempts to repeat the comprehensive exit examination during this course.
Students must also meet all graduation requirements as detailed in the Academic Policies and Procedures.

Programmatic Entry Requirements

In addition to the regular Admission requirement, students applying to the Nursing program have the following admissions criteria:

1. Students wishing to enroll in the Nursing program must take the Kaplan Admissions Exam in the following areas:
   - Math
   - Reading
   - Science
   - Writing
   A student scoring below the minimum standard in any area may repeat the section(s) after 7 days. A third opportunity to take the exam may be given after 90 days. Failure to successfully complete the admission examination after three attempts requires that the applicant wait 12 months after the first attempt to repeat the process. City College does not accept Kaplan scores from a test administered by another educational institution. Under special circumstances, the college may arrange for the online Kaplan admission test to be delivered at another location and monitored by an approved proctor.

2. Students enrolling in this program must submit the following Medical requirements:
   - Current physical examination performed by an MD, DO, or ARNP with a signed Health Clearance Form.
   - Proof of immunity via documentation of immunization or titers for the following: (Hep B, MMR, VZV).
     - Hepatitis B series. The first of three injections must be completed prior to admission. The student is responsible for completing the series according to the schedule.
     - MMR (Measles, Rubella, and Mumps) Series.
     - VZV (Varicella) vaccine – 2 injections.
   - Absence of Tuberculosis (TB)
     - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
   - A negative urinary drug screen indicating a 10 panel drug screen.
   - A tetanus (Td) booster within the last ten years.
   - Results of a Health Clearance Form and PPD must be updated yearly.

3. Student must hold personal health insurance.


5. Student must also have a VECHS background check.

6. Provide transcripts from any previous nursing school attended for transcript and transfer credit evaluation if requested.

Students who are LPNs must meet the same entrance criteria for Admission. LPNs are eligible for advanced standing once they meet entrance requirements. See Advanced Placement for LPNs.

Program schedule based on full-time enrollment: 88 weeks; 770 lecture, 180 lab and 420 extern contact hours.

Program Outcomes

- Demonstrate proficiency in skills required to provide quality, safe and effective nursing care.
- Integrate critical thinking and evidence into clinical decision making when caring for clients in diverse health care settings.
- Formulate plans of care to address wellness, health promotion, illness prevention, and health restoration needs of individuals, families and groups.
- Integrate knowledge from nursing and other disciplines into the planning and delivery of holistic nursing care to diverse clients across the lifespan, up to and including the end of life.
- Demonstrate cultural competence within caring, client-focused relationships.
- Demonstrate competence in informatics and technology in the practice of evidence-based care.
- Use verbal, electronic, and written communication skills that facilitate collaboration within the multidisciplinary team to effectively meet client health needs.
- Manage the use of resources efficiently and effectively in providing continuity of care within and across healthcare settings.
- Incorporate legal and ethical decision making principles in the performance of professional nursing roles.
- Accept personal accountability for own professional development and practice.
<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>BSC1085</td>
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Total Major Core Requirements (a minimum grade of B must be earned in each Major Core Course): 76

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Total General Education Requirements (a minimum grade of C must be earned in each Gen. Ed. Course): 24

Total Credits Required for Graduation: 100
Associate of Science in Private Investigation Services  
(Fort Lauderdale and Miami)

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

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

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

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<td>CGS1100C</td>
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<td>CGS1571C</td>
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<th>General Education</th>
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<td>ENC1100</td>
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<td>ENC1101</td>
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<td>Mathematics (1 course)</td>
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<td><strong>Total General Education Requirements:</strong></td>
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</table>

**Total Credits Required for Graduation:** 90
Associate of Science in Surgical Technology
(Fort Lauderdale and Miami)

The Surgical Technology Program at City College is a comprehensive entry level program designed to prepare the student for a rewarding career that is academically challenging and professionally rewarding. Students will take a variety of didactic and clinical courses with a focus on the Patient Simulation Center that will provide "real life" scenarios of a demanding clinical environment. The integration of lecture, simulation and clinical will help the student transition from the academic/clinical environment to the profession upon graduation. Students will be required to complete 680 hours of didactic lecture, 200 hours of lab and 750 hours of clinical training in the hospital setting. The curriculum is comprised of one hundred and three (103) credits over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 680 lecture, 200 lab and 750 extern contact hours.

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

Program Goals

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

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

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score of 267 in verbal and quantitative skills and 60% or above in reading comprehension and information retrieval.
2. Students enrolling in this program must submit proof of having completed the following Medical requirements:
   - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
   - Proof of immunity via documentation of immunization or titers for the following:
     - Hepatitis B series. The first of three injections must be completed prior to admission.
     - MMR (Measles, Rubella, and Mumps) Series.
     - VZV (Varicella) vaccine – 2 injections.
   - Absence of Tuberculosis (TB)
     - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
   - A negative urinary drug screen indicating a 10 panel drug screen.
   - A tetanus (Td) booster within the last ten years. Results of a Health Clearance Form and PPD must be updated yearly.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Programmatic Requirements

1. Students are required to become Association of Surgical Technologists (AST) members.
2. As per programmatic accreditation students are required to attempt the Certified Surgical Technologists (CST) exam prior to graduation.
### Programs of Study

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>BSC1085</td>
<td>Anatomy and Physiology I</td>
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<td>BSC1085L</td>
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<td>Anatomy and Physiology II</td>
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<td>Introduction to Surgical Technology</td>
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<tr>
<td>STS1021</td>
<td>Surgical Observation</td>
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<td>STS1307C</td>
<td>Operating Room Technique I - Instrumentation</td>
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<td>STS1304C</td>
<td>Operating Room Technique II</td>
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<tr>
<td>STS1340C</td>
<td>Surgical Pharmacology and Aseptic Technique</td>
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<tr>
<td>STS2325C</td>
<td>Surgical Procedures I</td>
</tr>
<tr>
<td>STS2326</td>
<td>Surgical Procedures II</td>
</tr>
<tr>
<td>STS2270</td>
<td>Clinical Aspects I</td>
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<tr>
<td>STS2271</td>
<td>Clinical Aspects II</td>
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<td>STS2272</td>
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<td>STS2936</td>
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**Total Major Core Requirements: 71**

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<tr>
<td>SLS1201</td>
<td>Personal Development</td>
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<td>SLS2301</td>
<td>Professional Strategies</td>
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**Total Related Requirements: 8**

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<th>General Education</th>
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<tbody>
<tr>
<td>ENC1100</td>
<td>College English</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
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<tr>
<td>Behavioral Science (1 course)</td>
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**Total General Education Requirements: 24**

**Total Credits Required for Graduation: 103**
The Veterinary Technology Program at City College is a comprehensive entry-level program designed to prepare the student for a career as a veterinary technician. Students will take a variety of didactic and hands-on clinical courses, covering all of the areas in which technicians will be expected to perform in the workplace. Externships performed at working clinics will provide ‘real-life’ scenarios of a demanding clinical environment. The integration of lecture, demonstration and hands-on practice will help the student transition from the academic/clinical environment into the workplace upon graduation. Students will be required to complete 1110 hours of lecture/lab in the classroom and 300 hours of externship at a local clinic. The curriculum is comprised of 101 credits over eight (8) quarters.

Program schedule based on full-time enrollment: 88 weeks; 710 lecture, 400 lab and 300 extern contact hours.

Program Outcomes

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

Programmatic Entry Requirements

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

1. Placement test scores for entry:
   - Verbal - 267 or above
   - Reading and information Retrieval - 60% or above
   - Quantitative - 267 or above
2. Student must have a VECHS Level I background check.
3. Student must hold personal health insurance.

It is recommended that students enrolling in this program are vaccinated for the following:
- Hepatitis B series.
- MMR (Measles, Rubella, and Mumps).
- Tetanus (Td) booster within the last ten years.
- Rabies series.

It is recommended that students enrolling in this program be tested for:
- Absence of Tuberculosis (TB)
  - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.

### Major Core

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<th>Course Code</th>
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<td>ATE1112C</td>
<td>Animal Anatomy &amp; Physiology</td>
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<td>ATE1312C</td>
<td>Office Management &amp; Reception Skills</td>
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<td>ATE1943</td>
<td>Externship A: Office Management &amp; Reception</td>
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<td>ATE1030C</td>
<td>Laboratory Skills for Veterinary Technicians</td>
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<td>ATE1648C</td>
<td>Veterinary Imaging Techniques</td>
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<td>Veterinary Pharmacology</td>
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<td>ATE2621C</td>
<td>Veterinary Nursing &amp; Technical Skills</td>
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<td>ATE2620C</td>
<td>Disease Problems in Companion Animals</td>
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<td>ATE2622C</td>
<td>Advanced Veterinary Nursing &amp; Technical Skills</td>
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<tr>
<td>ATE2657C</td>
<td>Anesthesia and Surgery for Veterinary Nurses</td>
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<td>ATE2411C</td>
<td>Veterinary Dentistry</td>
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<td>ATE2680C</td>
<td>Animals in Research &amp; Exhibition</td>
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<td>ATE2945</td>
<td>Externship C: Veterinary Technician</td>
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<td>ATE2102C</td>
<td>Test Preparation &amp; Skills Review</td>
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Total Major Core Requirements: 69
## Programs of Study

### Related Requirements

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**Total Related Requirements: 8**

### General Education

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<td>MGF106</td>
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<td>BSC1020</td>
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**Total Related Requirements: 24**

**Total Credits Required for Graduation: 101**
Continuing Education/Professional Enhancement Courses
(Fort Lauderdale)

Note: These courses are not licensed by the Commission for Independent Education.

The Basic Life Support (BLS) for Healthcare Providers Course
The American Heart Association’s Advanced Cardiovascular Life Support is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early management of pre-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics. ACLS is designed for physicians, registered nurses, medical students, paramedics and respiratory therapists working in acute care hospital settings.

Course Length: 13.5 hours (7.5 hours lecture/6 hours lab)

ACLS Provider Course
The American Heart Association’s Advanced Cardiovascular Life Support is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early management of pre-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics. ACLS is designed for physicians, registered nurses, medical students, paramedics and respiratory therapists working in acute care hospital settings.

Course Length: 13.5 hours (7.5 hours lecture/6 hours lab)

PALS Provider Course
The Pediatric Advanced Life Support (PALS) Provider is designed for physicians, registered nurses, medical students, paramedics and respiratory therapists working in acute care hospital settings. This course teaches the recognition and management of cardiac arrests, shock and resuscitation to infants and children. Pediatric Advanced Life Support (PALS) courses are designed to develop a system of priorities and rationales of treatment in the care of pediatric emergencies according to the standards and guidelines developed by the American Heart Association. The course will be a systematic review of the principles of assessment and the skills and treatment priorities necessary for the emergency management of the critically ill neonate, infant and child.

Course Length: 13.5 hours (7.5 hours lecture/6 hours lab)

ITLS Trauma Provider Course
The International Trauma Life Support (ITLS) course addresses the critical time management of the emergency trauma patient. The ITLS Course prepares emergency health care providers to knowledgeably and skillfully perform the rapid assessment, resuscitation, packaging, stabilization and transport of the trauma patient. The course includes lectures and interactive skill stations to provide for the application and integration of knowledge and skills to case based scenarios. Prior study of the text is required.

Course Length: 16 hours (8 hours lecture/8 hours lab)

Pediatric Education for Pre-hospital Professionals (PEPP)
The Pediatric Education for Pre-hospital Professionals Provider (PEPP) course represents a comprehensive source of information for the emergent care of infants and children. This course is for physicians and allied healthcare professionals currently responsible for the care of critically ill pediatric patients. The course covers management of the acute pediatric patient with difficulties related to cardiopulmonary arrest, respiratory failure, and shock. Course information is presented through lectures and small group practice stations.

Course Length: 16 hours (8 hours lecture/8 hours lab)

Advanced Medical Life Support (AMLS)
NAEMT’s Advanced Medical Life Support (AMLS) course is the first EMS education program that fully addresses how to best assess and manage the most common medical crises in patients, offering a “think outside the box” methodology.

Course Length: 16 hours (two-day program that consists of interactive lectures, teaching and evaluation stations)

Class “CC” Private Investigator Intern Training Home Study (correspondence) Course
Florida Chapter 493, F.S. states that applicants for Class C private investigation licenses in Florida that do not have the required experience may complete an approved training course when they have the sponsorship of a class C license holder. This course is a total of 40 hours and is broken into two modules. Course A is 24 hours and Course B is 16 hours. Each module requires the student pass an exam. Upon completion of both modules and passing both exams the individual may apply to the state of Florida for a Class CC Private Investigator Intern license.
Course Descriptions

- Course Descriptions
- Credit Hours
- Prerequisites and Corequisites
Course Descriptions

Accounting (AC or ACG)

AC321 Cost Accounting and Control
To significantly enhance students critical thinking and problem-solving skills, and their appreciation of the linkages between accounting theory and practice, through use of case studies and articles from professional and academic journals relating to cost and managerial Accounting.
Prerequisites: APA2132
Credit Hours: 4

AC340 Intermediate Accounting I
This course examines financial accounting concepts within the framework of accounting. Course topics include comparison and contrast of cash and accrual accounting, practical application of financial statements, and accounting for cash, receivables, and inventory.
Prerequisites: ACG2630
Credit Hours: 4

AC341 Intermediate Accounting II
This course is the second in a series of three courses which examine financial accounting concepts within the framework of accounting. Course topics include further examination of the uses of the balance sheet including intangible assets, current liabilities and contingencies, and stockholder equity. Other topics are depreciation, depletion, short-term debt, long-term debt, off-balance sheet financing, treatment of investments, and revenue recognition.
Prerequisites: AC340
Credit Hours: 4
Offered Online: Yes

AC363 Auditing II
An accounting course for the advanced student which investigates methods and procedures for the examination of accounting records of companies for accuracy and compliance with generally accepted principles and practices.
Prerequisites: ACG2630
Credit Hours: 4

AC432 Accounting Information Systems
The integration of technology in real world accounting applications is among the topics in this course, which provides the student with an overview of how an Accounting Information System adds value to organizations. Accounting and business software applications, systems development, and internal control are also key components of the course.
Prerequisites: AC340 and CGS2510C
Credit Hours: 4

AC440 Intermediate Accounting III
This course is the final course in a series of three courses that examine financial accounting concepts within the framework of accounting. Course topics include accounting for income taxes, retirement benefits, and lease and contract transactions. Additionally, cash flows, statements and worksheets for cash flow, annual reporting, auditing report disclosures and the consequences of fraudulent accounting practices are examined.
Prerequisites: AC341 or APA2121
Credit Hours: 4

ACG2630 Auditing
This course is an overview of financial statement auditing concepts and standards. It is an introduction to the principles and procedures that enable the auditor to express an opinion on the fairness and reliability of financial statements.
Prerequisites: APA2132
Credit Hours: 4

ACG3085 Accounting Concepts and Applications
An examination of accounting practices commonly used in the business world. Balance sheets, profit and loss statement and general accounting procedure will be part of the topics discussed. General accounting knowledge will be presented in order to prepare students for the kinds of accounting problems they may face in a managerial role. This course is designed as a refresher for accounting students and a general introduction for non-accounting students.
Prerequisites: Junior Standing
Credit Hours: 4

Advertising (ADV)

ADV1002 Advertising
This course provides an overview of the promotional activities within business. Promotional calendars, public relations techniques, advertising methods, and procedures are explored and analyzed.
Prerequisites: None
Credit Hours: 4

ADV2406 Broadcast Advertising and Sales
This course focuses on broadcast advertising and copywriting, beginning with a basic overview of the advertising industry including advertising objectives, strategies and demographic profiling, and culminating in a broadcast copywriting workshop. Additionally the 5-step process in the sale of broadcast and cable airtime. Students will learn to convert raw Nielsen Television Ratings Reports, raw Arbitron Radio Ratings Reports, coverage maps and rate cards into valuable sales tools. Students will gain hands-on experience in broadcast and cable advertising and sales through the creation of a multi-media campaign and a tailored sales presentation.
Prerequisites: RTV1000 or RTV1513
Credit Hours: 4
Animal Science Technology (ATE)

**ATE1003C  Introduction to the Veterinary Profession**

This course is designed to introduce students to the veterinary profession. Topics of discussion include history associated with veterinary and veterinary technicians' roles, professional organizations, descriptions of typical and non-traditional veterinary-related careers, laws and regulations governing the veterinary profession, common breeds of domestic animals, restraining, behavior and medical terminology.

**Prerequisites:** None  
**Credit Hours:** 4

-For Gainesville students this course, one credit lab portion only, may be taught at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

**ATE1002C  Domestic Animal Handling, Behavior & Training**

This course is designed to teach students how to handle & restrain domestic animals (cattle, horses, cats, dogs, birds, small mammals and reptiles) in the veterinary setting. Animal and handler safety and gentle, humane treatment of the patient are stressed. Individual variations between handling various species based on safety and animal behavioral traits is discussed. Domestic animal behavior is taught, and includes both normal behavior and behavioral issues commonly presented to the veterinarian. Prevention and treatment of behavioral issues is taught, with emphasis on the student being able to teach clients this information. Finally, basic animal training is discussed, with emphasis on dogs & cats, though birds and horses are also discussed.

**Prerequisites:** None  
**Credit Hours:** 4

**APE1030C  Laboratory Skills for Veterinary Technicians**

This course introduces students to the clinical laboratory; its capabilities as a diagnostic support program for both research and clinical medicine, and the technologies associated with both traditional and less familiar clinical applications. The laboratory portion of this course should prepare students to perform testing, manage and maintain laboratory facilities and technologies, and, finally, introduce recognition skills and preliminary interpretation of disease concerns in animals. Microbiology basics and its use in the veterinary medical setting are introduced.

-For students who begin the program after 1/11/2016  
**Prerequisites:** ATE1003C and ATE1112C  
**Credit Hours:** 5

-For students who began the program before 1/11/2016  
**Prerequisites:** None  
**Credit Hours:** 6

-For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

**ATE1112C  Animal Anatomy & Physiology**

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

**Prerequisites:** None  
**Credit Hours:** 5

-For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

**ATE1312C  Office Management & Reception Skills**

This course helps technician students to understand various front-desk and business management aspects of veterinary practice. The material presented explains sources of hospital revenue; shows how to represent and market preventative health programs and other products and services; introduces methods of record keeping utilizing computer and hard copy files, creating inventory control procedures and records; and introduces materials for client education and communications. Laboratory exercises reinforce necessary computer skills utilizing actual clinic software programs.

**Prerequisites:** None  
**Credit Hours:** 4

-For Gainesville students this course, one credit lab portion only, may be taught at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

**ATE1648C  Veterinary Imaging Techniques**

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

-For students who begin the program after 1/11/2016  
**Prerequisites:** ATE1003C and ATE1112C  
**Credit Hours:** 4

-For students who began the program before 1/11/2016  
**Prerequisites:** None  
**Credit Hours:** 4

-For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.
ATE1602C Animal Nutrition

This course is designed to teach students about general nutrition principles & comparative digestive anatomy. Students then explore the basic nutritional needs of common companion animals, including dogs, cats, horses, cattle, birds, small mammals, reptiles, sheep and goats. Nutritional needs of diseased cats and dogs will be explored.

Prerequisites: None
Corequisites: None

For Gainesville students this course may be taught in its lab only or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

ATE2411C Veterinary Dentistry

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

-For students who begin the program after 1/11/2016
Prerequisites: ATE2657C
Credit Hours: 3

-For students who began the program before 1/11/2016
Prerequisites: ATE2657C
Credit Hours: 4

For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

ATE2610C Veterinary Pharmacology

This course introduces the integration of mathematical principles as they pertain to practical clinical scenarios in veterinary medicine. These actions include configuring fluid administration rates, therapeutic drug dosing calculations, dilutions and conversions in various categories of measure. Commonly used drugs are introduced, organized by class and what diseases they treat. Any special considerations given to particular drugs (safety issues, special administration techniques, etc.) are presented as they arise. Special considerations of controlled substances, drug compounding and online pharmacies are discussed. Pharmacy organization, laws and maintenance is taught. Hands-on practice includes drug administration, prescription dispensing and pharmacy organization & inventory.

-For students who begin the program after 1/11/2016
Prerequisites: MAT1030, MGF1106, or MTB1344
Credit Hours: 4

-For students who began the program before 1/11/2016
Prerequisites: MGF1106
Credit Hours: 5

For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

ATE2620C Disease Problems in Companion Animals

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

Prerequisites: ATE1112C
Credit Hours: 5

For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.

ATE2621C Veterinary Nursing & Technical Skills

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

-For students who begin the program after 1/11/2016
Prerequisites: ATE1112C
Credit Hours: 5

-For students who began the program before 1/11/2016
Prerequisites: ATE1030C
Credit Hours: 6

For Gainesville students this course may be taught in its entirely or lab portions at the separate classroom location, 2400 SW 13th St., Gainesville, FL 32608.
ATE2622C  Advanced Veterinary Nursing & Technical Skills

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

- For students who begin the program after 1/11/2016
  Prerequisites: ATE1030C and ATE2621C  Credit Hours: 5

- For students who began the program before 1/11/2016
  Prerequisites: ATE1030C and ATE2621C  Credit Hours: 4

ATE2680C  Animals in Research & Exhibition

This course will focus on husbandry, diseases & veterinary care of animals in the laboratory for use as research models. Additionally, the husbandry, diseases & veterinary care of animals exhibited to the public through zoos and aquariums will be examined. Medical and ethical issues of the use of animals will be discussed. Factors such as environmental enrichment and mental stimulation will be highlighted. Wildlife rehabilitation facilities and principles will be taught.

Prerequisites: None  Credit Hours: 4

ATE2632C  Surgery for Veterinary Nurses

This course introduces veterinary technician students to basic principles of veterinary operating room physical organization, technologies, and protocols for procedural preparation of the surgical facility and the surgical patient. Emphases in studies include techniques and protocols for asepsis, pack preparation and sterilization, and aspects of the surgical nursing role pre-, during and post-procedure. The course includes a preliminary review of elective, emergency, non-elective and special surgical procedures that are encountered in most clinical and research animal programs.

Prerequisites: ATE2657C  Credit Hours: 4

ATE2657C  Anesthesia and Surgery for Veterinary Nurses

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

- For students who begin the program after 1/11/2016
  Prerequisites: ATE1112C  Credit Hours: 5

- For students who began the program before 1/11/2016
  Prerequisites: None  Credit Hours: 4

ATE2710C  Veterinary Emergency & Critical Care

Veterinary Emergency and Critical Care is designed to apply the principles of medicine taught earlier in the program to common emergency situations in veterinary medicine. There is emphasis on critical patient care, including neonatal care. There will be a special focus on emergency procedures, fluid therapy, drug applications, and pain management.

Prerequisites: ATE2622C  Credit Hours: 4

ATE2102C  Test Preparation & Skills Review

This course will provide the student with the necessary review in order to prepare them to take the Veterinary Technician National Examination (VTNE). Materials covered will include a comprehensive review of the skills and knowledge covered in the exam.

- For students who begin the program after 1/11/2016
  Prerequisites: ATE1030C, ATE1648C, ATE2620C, ATE2622C, and ATE2657C  Credit Hours: 3

- For students who began the program before 1/11/2016
  Prerequisites: ATE1943 and ATE2944  Credit Hours: 3

ATE1943  Externship A: Office Management & Reception

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

Prerequisites: ATE1003C and ATE1312C  Credit Hours: 3

ATE2944  Externship B: Kennel & Veterinary Assistant

This course is designed to provide students with real-world experience in the animal hospital. Students will spend a total of 60 hours over 11 weeks at a local animal hospital, performing veterinary assistant and kennel technician duties.

Prerequisites: ATE1002C, ATE1030C, and ATE1648C  Credit Hours: 2
ATE2945  Externship C: Veterinary Technician

This externship course is designed to provide students with real-world experience in the animal hospital. Students will spend a total of 210 hours over 11 weeks at a local animal hospital, performing veterinary technician duties.

Prerequisites: ATE1030C, ATE1648C, ATE2411C, ATE2610C, and ATE2620C
Credit Hours: 7

ATE2945  Externship C: Veterinary Technician

This externship course is designed to provide students with real-world experience in the animal hospital. Students will spend a total of 120 hours over 11 weeks at a local animal hospital, performing veterinary technician duties.

Prerequisites: ATE2621C, ATE2610C, ATE2622C, ATE2657C, ATE2632C, ATE2620C, and ATE2710C
Credit Hours: 4

Applied Accounting (APA)

APA1111  Accounting I

The student is introduced to the fundamental principles of accounting as they relate to a sole proprietorship business. The course also includes: starting a double entry accounting system, journalizing business transactions and posting journal entries to the ledger.

Prerequisites: None
Credit Hours: 4
Offered Online: Yes

APA2121  Accounting II

This course continues the accounting cycle with coverage of bank reconciliations, accounting for fixed assets, methods of inventory evaluation, accounting for bad debts, notes receivable and payable.

Prerequisites: APA1111
Credit Hours: 4
Offered Online: Yes

APA2132  Accounting III

While students in this course will analyze financial statements, cash flows related thereto, and various specialized accounting areas including manufacturing costs, the main thrust of this course is corporation accounting.

Prerequisites: APA2121
Credit Hours: 4

APA2501  Payroll Accounting

The study of payroll accounting includes calculating the payroll and payroll taxes along with the preparing of those records and reports that form the foundation of an efficient payroll system.

Prerequisites: APA1111
Credit Hours: 4

APA3145  Computerized Accounting

A computer course for the accounting student which augments the concepts of basic and intermediate accounting already learned in Accounting I and II, using computer software to accomplish those tasks previously learned manually.

Prerequisites: APA2121
Credit Hours: 4

APA3803  Federal Income Taxation

A comprehensive course structured to thoroughly cover taxation for the individual as well as the self-proprietor. Moreover, the course introduces the student to corporate taxation using S Corporations to illustrate this material.

Prerequisites: APA2121
Credit Hours: 4

Anesthesia Technology (AT)

AT100  Clinical Observation I

Policies and Standards of patient care practice will be introduced. Acronyms and abbreviations will be introduced along with regulatory associations and credentialing in the workplace. Students will also be certified (upon successful completion of hands-on and written exams) in BLS/CPR, HIPPA and Bloodborne pathogens.

Prerequisites: None
Credit Hours: 1

AT110  Introduction to Anesthesia Technology

This course focuses on the basic fundamentals of Anesthesia Technology including historical, practical, and safety aspects of the profession. Role of the Anesthesia Care Team and our scope of practice will be taught. Topics covered will include malignant hyperthermia, electrical and fire safety, and patient positioning along with basic monitoring and inhaled agents. Set-up and function of basic equipment for anesthesia care such as EKG, B/P and Pulse Ox monitors.

Prerequisites: None
Credit Hours: 4

AT111  Anesthesia Technician Fundamentals I

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

Prerequisites: AT110
Credit Hours: 4
AT112  Anesthesia Technician Fundamentals II
This course focuses on the instrumentation and fundamentals of patient care equipment for extensive procedures that is providing invasive monitoring to the patients. Students will become familiar with the assembly and construction of many invasive monitoring lines used in the operating room.

Prerequisites: AT111  Credit Hours: 3

AT113  Anesthesia Pharmacology
This course focuses on the pharmacokinetics and pharmacodynamics of drugs used in the administration of anesthesia and analgesia. Topics covered will include routes of administration, drug interactions, drug metabolism and elimination, and the various classes of anesthetic agents.

Prerequisites: AT110 and HSC1531  Credit Hours: 3

AT114  Anesthesia Technician Instrumentation I
This course focuses on the instrumentation utilized in providing anesthesia including historical, practical, and safety aspects of the profession. Students will learn about tracheal tubes, face masks and airways used in Anesthesia Practice. Topics will cover the systems utilized in patient care, laryngoscopes, patient warmers, difficult airway management and troubleshooting related equipment. Hazards of the anesthesia machines and breathing systems will also be discussed.

Prerequisites: AT110  Credit Hours: 3

AT115  Anesthesia Technician Instrumentation II
This course focuses on the instrumentation utilized in providing anesthesia including historical, practical, and safety aspects of the profession. Students will learn about instrumentation for delivering and analyzing blood products, Ultrasounds, Neurophysiologic monitoring, and device malfunctions.

Prerequisites: AT112 and AT114  Credit Hours: 3

AT116  Clinical Experience I
This course serves as the first of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will first observe, and then provide support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

Prerequisites: AT112 and AT113  Credit Hours: 6

AT117  Clinical Experience II
This course serves as the second of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will provide supervised support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

Prerequisites: AT116  Credit Hours: 6

AT118  Anesthesia Technician Capstone
This course serves as the last of three clinical experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student will provide supervised support during surgical procedures. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care. Students will also be certified in Advanced Cardiac Life Support (ACLS) during these eleven weeks.

Corequisites: AT116 and AT117  Credit Hours: 6

AT201  Exam Prep
This course will prepare the student for the national certifying exam for anesthesia technologists. Topics covered will include a comprehensive review of the terminology, procedures, instrumentation, and skills acquired over the course of the program. Additional topics will include anatomy and physiology, HIPAA, and basic test-taking techniques.

Prerequisites: None  Credit Hours: 0

AT202  Anesthesia Technician Externship
This course serves as the final externship rotation and consists of 240 externship hours. The student will be expected to fulfill the daily job requirements of an Anesthesia Technologist without support from hospital staff. Students will be expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures involving direct patient care.

Prerequisites: AT116, AT117, and AT118  Credit Hours: 8

Biological Sciences (BSC or MC)

BSC1020  Biology and The Human Experience
This course examines the nature of living organisms with an emphasis on humankind. It examines the evolution of life and the structure and functions of cells. It surveys human biology including anatomy and physiology, human inheritance, disease and nutrition. Emphasis is placed on the implications and applications of the material to current issues.

Prerequisites: None  Credit Hours: 4

BSC1093  Anatomy and Physiology of Structural Systems
This course is a study of the structural systems (bone, muscle, etc.) of the human body and the principles of human physiology. The course is designed to enable the student to better understand the health problems of the patient and the physician's diagnosis and treatment.

Prerequisites: HSC1531 or BSC1094  Credit Hours: 4

BSC1094  Anatomy and Physiology of Organ Systems
This course is a study of the organ systems (digestive, reproductive, etc.) of the human body and the principles of human physiology.

Prerequisites: HSC1531 or BSC1093  Credit Hours: 4
BSC1085  Anatomy and Physiology I
This course is a study of the structure, function, and chemistry of the human body considering the following topics: body organization, the cell, tissues, membranes, glands, the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.

Prerequisites: None
Corequisites: BSC1085L
Credit Hours: 4

BSC1085L  Anatomy and Physiology I Lab
The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the skeletal, muscular and nervous systems.

Prerequisites: None
Corequisites: BSC1085
Credit Hours: 1

BSC1086  Anatomy and Physiology II
This course is the study of structure, function, and chemistry of the human body considering the circulatory system, the respiratory system, the digestive system, the urinary system, fluid and electrolytes and the reproductive system.

Prerequisites: None
Corequisites: BSC1086L
Credit Hours: 4

BSC1086L  Anatomy and Physiology II Lab
The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance topics covered in the lecture course. Students will use models, dissection material and laboratory equipment to explore the structure of the circulatory, respiratory, digestive, urinary and reproductive systems.

Prerequisites: None
Corequisites: BSC1086
Credit Hours: 4

Business Law (BUL)

BUL2131  Business Law and Ethics
This course introduces students to the interrelationship of law and ethics in the contemporary business environment. This includes the impact of the United States legal and litigation system on both laws and ethics for businesses and society. Contract, tort, and intellectual property laws are introduced, along with the Uniform Commercial Code, Equal Employment Opportunity Commission, and other regulatory laws.

Prerequisites: None
Offered Online: Yes
Credit Hours: 4

Communications (COM)

COM2612  Social Media and Society
This course explores the evolution and application of social media technologies and ideas. It focuses on contrasting conventional media forms and practices with social media technologies and application. Students will learn the relevance and dynamic value of social media in contemporary mass communication realities. It will contribute to the students' understanding of the changing media environment, analog versus digital technology, printing to digital newspapers, smart phones and tablets and their various uses, new media and their application to conventional media, the internet, advertising and public relations. Students will also be exposed to issues of ethics, law and global communication policies and practices.

Prerequisites: None
Credit Hours: 4

Criminal Justice (CCJ)

CCJ1017  Criminology
This course is designed to explore crime, its context, and its causes. A foundation will be provided concerning the basic concepts of crime, law, and criminology. Theories of crime causation will be explored, and crime typologies will be examined, including different kinds of crimes prevalent in our society. Students will also gain an overview of the criminal justice system. This course presents a balanced perspective on the field of criminology for new students to the discipline.

Prerequisites: None
Credit Hours: 4

CCJ1020  Introduction to the Criminal Justice System
This course provides a comprehensive survey of the history, philosophy, and organization of the American police, courts, and correctional institutions, including probation and parole. The focus of this course is a systems perspective emphasizing the conflict between concerns for due process and concerns for crime control.

Prerequisites: None
Credit Hours: 4
CCJ1306   Introduction to Corrections
This course introduces students to the study of corrections – the institutionalized system through which society incarcerates or otherwise punishes certain individuals deemed "criminals." Using empirical research and theory, this course examines issues related to the correctional system itself, and the social forces that both affect and are affected by the operation of corrections. Students will review research on trends in incarceration rates, philosophical and practical approaches toward the purpose of corrections, examine how prisons and other correctional departments operate, and give careful consideration to topical issues such as race/ethnicity discrimination, incarceration of women, and how trends in incarcerations and crime might be related.

Prerequisites: None
Credit Hours: 4

CCJ2488   Ethics in Criminal Justice
This course is designed to introduce students to ethical decision-making in the criminal justice system. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, policy and management issues, professionalism, pride and ethics for practitioners.

Prerequisites: CCJ1017, or CCJ1306, or CCJ1020
Credit Hours: 4

CCJ2500   Juvenile Delinquency
This course explores juvenile offenders, the role of theory in developing our understanding of them and their offenses, and our societal efforts to better manage the problems of delinquency. Many facets of juvenile delinquency will be explored including the major theories within the field that attempt to explain deviant behavior, the juvenile justice system, and the historical development of societal control of those deemed by society to be juvenile delinquents.

Prerequisites: CCJ1017, or CCJ1306, or CCJ1020
Credit Hours: 4

CCJ2687   Criminal Victimization
This course covers contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to apply learning objectives with respect to each student's personal experiences with the human dimensions of victimization. This course also deals with analysis of contemporary programs and trends in the criminal justice system's response to victims.

Prerequisites: CCJ1017 or CCJ1306 or CCJ1020
Credit Hours: 4

CCJ2940   Criminal Justice Externship
This course is designed to give students the opportunity to earn credit hours for experiential learning in a criminal justice setting. Students are required to work for the agency where placed for the appropriate number of hours (150). Students are also required to attend 10 hours of on-campus training during the externship quarter. The agency supervisor will be asked to verify the students' hours, and to evaluate student performance during the period of the externship. This component is mandatory, and the minimum number of hours must be completed for a passing grade.

Prerequisites: Completion of all Criminal Justice core courses and approval of the Director of Education
Credit Hours: 6

CJE1680   Computer Crime Investigation
This course teaches how to perform computer crime investigations. The course covers the recovery and analysis of digital evidence, addressing legal and technical issues. The course covers foundational concepts such as file system structures, MAC times, and network protocols; tools for extracting evidence.

Prerequisites: None
Credit Hours: 4

CJE2006   Theory and Practice for Law Enforcement
This course examines current thinking and experience with respect to understanding, changing, and reforming police programs and practices. The course focuses on the American police experience, reviewing major innovations, exploring their rationale, and examining organizational impediments to their implementation. The course includes an emphasis on the use of force, women in policing, and specialized units.

Prerequisites: CCJ1017, or CCJ1306, or CCJ1020
Credit Hours: 4

CJE2679C  Crime Scene Analysis
This course covers procedures for initially approaching a crime scene; the importance of following proper procedure and protocol in searching, collecting, and packaging crime scene evidence; how to insure the integrity and chain of evidence rules that will be acceptable in a court of law; how to identify and collect various forms of evidence ranging from biological fluids to weapons and firearms; and how to document a crime scene as well as explain different techniques for handling evidence.

Prerequisites: CCJ1017, or CCJ1306 or CCJ1020
Credit Hours: 4
Computer General Studies (Non-Computer Science) (CGS)

CGS1100C  Computer Applications I
This course provides an introductory study of computer topics. Students completing this course will have a solid understanding of how to use a personal computer, access information using the Internet, send and receive email, manage computer files and utilize operating system tools. In addition, the students will receive hands-on experience with word processing, spreadsheets and presentation software. The students will also gain an understanding of ethical issues related to the use of computers. This course utilizes classroom lectures and hands-on computer exercises. No prior experience with computers is assumed.

Prerequisites: None  Credit Hours: 4
Offered Online: Yes

CGS1101  Introduction to Data Processing
This is a study of modern data processing systems with emphasis on properties and capacities of the range of equipment in use today and the integration of computer equipment in the regular operations of business and government offices. Students receive a thorough understanding of how computers operate, how programs work, and ethical and security concerns of computing.

Prerequisites: None  Credit Hours: 4

CGS1170C  Internet Fundamentals
This course introduces each student to the power of the unlimited information resource known as the Internet. The history of the Internet, how to understand addresses, expediting searches, downloading, and the basics of HTML and Web pages are covered. This is accomplished using hands-on instruction on state-of-the-art personal computers. This course includes a lab component that provides students with additional opportunities to strengthen computer skills.

Prerequisites: None  Credit Hours: 4

CGS1571C  Computer Applications II
This course provides an intermediate study of computer topics. Students completing this course will understand how to use a personal computer, access information using the Internet, send and receive email, manage computer files and utilize operating system tools. This course utilizes classroom lectures and hands-on computer exercises.

Prerequisites: CGS1100C  Credit Hours: 4
Offered Online: Yes

CGS2500C  Word Processing
This course introduces the student to computerized word processing. The course will include learning to create, edit, merge, format, print and other features of word processing using hands-on training. This course includes a lab component that provides students with additional opportunities to strengthen computer skills.

Prerequisites: CGS1100C or OST1142C  Credit Hours: 4

CGS2510C  Computerized Spreadsheets
This course introduces the student to computerized spreadsheets using a current, industry standard application. Formula development, editing, formatting, macro building, graphics, printing and other features will be performed using hands-on training. Each student will use a state-of-the art personal computer. This course includes a lab component that provides students with additional opportunities to strengthen computer skills.

Prerequisites: CGS1100C or OST1142C  Credit Hours: 4

Chemistry (CHM)

CHM1020  Introduction to Chemistry
This course provides an overview of elementary principles of modern chemistry, including basic measurements, chemical bonding, chemical reactions, stoichiometry, concentration of solutions, and chemical nomenclature.

Prerequisites: MAT1030 or MGF1106  Credit Hours: 4
Corequisites: None

CHM1033  Chemistry for Health Sciences
This course provides a survey of the principles of Inorganic and General Chemistry, Organic Chemistry and Biochemistry and their applications to human anatomical and physiological functions.

Prerequisites: MAT1030  Credit Hours: 4
Corequisites: CHM1033L

CHM1033L  Chemistry for Health Sciences Lab
The purpose of this course is to provide the student with laboratory exercises in chemistry for health sciences. The course is intended to enhance topics covered in the lecture course. Students will use laboratory equipment to perform experiments to explore chemical concepts of General, Inorganic Chemistry, Organic Chemistry and Biochemistry and relate these applications to human anatomical and physiological functions.

Prerequisites: MAT1030  Credit Hours: 1
Corequisites: CHM1033

Cardiovascular Technology (CVT)

CVT1201C  Cardiovascular Physiology Concepts
This course is the study of the cardiovascular system, electrical conductivity of the heart, cellular structure and function, cardiac function, vascular function, organ blood flow, and cardiovascular integration, adaptation and pathophysiology.

Prerequisites: None  Credit Hours: 5
CVT1325C  Peripheral Arterial Testing

Didactic: This course will review the peripheral arterial anatomy and physiology associated with the peripheral arterial system of both the upper and lower extremities. The student will learn the scanning protocol for the upper and lower arterial system and the diagnostic criteria for assessing vascular disease. This course will include duplex ultrasound, plethysmography (PVR), segmental blood pressures (SBP), and Direct Doppler waveform analysis. The student will also learn various diagnostic treatment and therapeutic options used in the treatment of peripheral arterial disease (PAD).

Laboratory: After preliminary introduction to the ultrasound system and physiologic testing equipment and an overall view of anatomy and physiology, the student will then apply hands-on experience as related to peripheral arterial testing. The student will learn how to obtain various scanning planes, and apply both color and Doppler spectral analysis of the arteries. The student will also learn how to perform Pulse Volume Recordings (PVR), Segmental Blood Pressures (SBP) and Photoplethysmography (PPG) to assess the function of the lower extremities both at rest and with treadmill testing. The student will obtain diagnostic criteria pertinent to the scaling of diagnostic criteria.

Prerequisites: CVT1201C  Credit Hours: 4

CVT1327C  Cerebrovascular Sonography

Didactic: This course will review cerebrovascular anatomy and physiology associated with vascular disease, and the mechanisms for stroke and transient ischemic attacks. The student will learn the scanning protocols for extra and intracranial vascular disease and the criteria for assessing disease. The student will learn the diagnostic and treatment options for patient care including minimally invasive and surgical treatment options including carotid stenting and endarterectomy. The student will learn scanning technique in the ultrasound laboratory related to the theory learned in the classroom.

Laboratory: The student will apply hands-on experience as related to cerebrovascular testing. The student will learn how to obtain various scanning planes, and apply both color and Doppler spectral analysis of the subclavian artery, and the common, internal and external carotid arteries. In addition the student will obtain diagnostic criteria pertinent to the scaling of diagnostic criteria. Lastly, the student will receive an introduction to transcranial Doppler and imaging as related to cerebrovascular disease.

Prerequisites: CVT1201C  Credit Hours: 4

CVT1329C  Venous Testing

Didactic: This course will be a study of the deep and superficial venous anatomy and the normal and abnormal physiology associated with the venous system. The student will learn scanning of the deep and superficial system of both upper and lower extremities. The student will review various diagnostic and treatment options while continuing scanning in the ultrasound-training laboratory.

Laboratory: After review of the deep and superficial anatomy of the upper and lower venous system, the student will then apply hands-on experience as related to venous testing. The student will learn how to obtain various scanning planes, and apply both color and Doppler spectral analysis for the veins. Scanning protocols will be practiced and pathological conditions will be displayed. The student will obtain diagnostic criteria pertinent to the scaling of diagnostic criteria.

Prerequisites: CVT1201C  Credit Hours: 4

CVT1502C  EKG

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

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

Prerequisites: CVT1201C  Credit Hours: 4

CVT1615C  Ultrasound Physics I

Didactic: This course will explain how mechanical principles are applied to ultrasound imaging. The student will learn how ultrasound images are generated, stored and manipulated. The course will focus on the basics of sound and ultrasound and how sound waves are measured and transmitted through various tissues in the body. Finally the student will learn how images are stored and what formats may be used for documenting images.

Laboratory: The ultrasound physics lab will be the first introduction of the ultrasound system and transducers. The student will learn the various components of the ultrasound system including the monitor, keyboard, track ball and transducers. They will learn the importance of care with transducers and cables. The student will learn how to turn on the system, select transducer and application, enter in “patient’s” name, DOB etc., and define the image orientation (Cephalad, Caudal, Trans, and Sagittal planes) and be able to make basic adjustments to the image quality.

Prerequisites: MAT1030  Credit Hours: 4
CVT1616C  Ultrasound Physics II

**Didactic:** This course will follow Ultrasound Physics I where the student will focus more on Doppler spectral analysis, color flow Doppler and power Doppler as well as storage display and ultrasound safety. The student will gain a basic level of comfort in setting up the ultrasound system for a basic examination. He or she will learn to identify and adjust the basic system controls including system set up, image zoom and magnification, and basic measurements. The student will also will learn to explain the issue of ultrasound safety and how to limit exposure to the patient.

**Laboratory:** The student will have hands-on experience in setting the system up, selecting transducers, specific application and properly identifying the various components of the system. The student will practice obtaining, optimizing, freezing and analyzing a Doppler spectrum. The student will practice obtaining and optimizing color and power Doppler images and identifying system controls that will help optimize the diagnostic image.

*Prerequisites: CVT1615C  Credit Hours: 4*

CVT1625C  Echocardiography I

**Didactic:** This course will introduce the student to echocardiography including a brief history of the echocardiography profession. The student will review physics and instrumentation as it is related specifically to echocardiography. In addition, the student will be provided an overview of echocardiographic techniques, which will be provided in the laboratory. The subject of contrast echocardiography will be discussed. This will be the student's formal introduction to the echocardiographic examination and will follow with lectures on the evaluation of the systolic function of the left ventricle.

**Laboratory:** After preliminary review of the echocardiography system, the student will then apply hands-on experience as related to echocardiography testing. The student will apply scanning technique with physical principles and learn the comprehensive cardiac imaging protocol. In the lab, the student will learn patient position and focus on transducer placement and the approach to transthoracic imaging. While in the lab and scanning fellow students the student will practice the technique in order to assess the systolic function of the left ventricle.

*Prerequisites: CVT1201C  Credit Hours: 4*

CVT1626C  Echocardiography II

**Didactic:** Echocardiography II is a course that brings greater depth of learning in cardiac anatomy and function, the role of hemodynamics and an introduction to cardiac disease. The student will initially focus on the cardiac atriums, ventricles and the atrial septum. The role of hemodynamics will review the method of quantifying cardiac blood flow by measuring blood flow including pressure gradients. Next the student will be introduced to pericardial disease, including cardiac tamponade and pericardial restriction. Lastly the student will focus on valvular disease.

**Laboratory:** The student will advance their skills in the laboratory practicing four chamber views and applying pre and post processing functions to optimize echocardiographic imaging. The student will also learn how to measure cardiac chambers dimensions and as well as cardiac functions including pressure gradients. An overview of M-Mode imaging will be applied at this segment of the laboratory training.

*Prerequisites: CVT1625C  Credit Hours: 4*

CVT1627C  Echocardiography III

**Didactic:** This course reviews the common pathologies associated with cardiac disease. Initially the student will study the pulmonary and mitral valve. The student will learn about pulmonary stenosis and regurgitation with emphasis on the right ventricular outflow tract. Next the student will be presented with clinical and echocardiographic findings of endocarditis and the evolution of diagnostic criteria to determine the various stages of disease. Prosthetic valves will be reviewed. The student will study echocardiography and coronary artery disease including detection and quantification of wall motion abnormalities. The physiologic basis of stress echocardiography will be discussed followed by the detection of coronary artery disease. The course will complete with a study of dilated cardiomyopathies and inflammatory diseases including Chagas myocarditis.

**Laboratory:** The student will continue to advance their skills in the laboratory with greater emphasis on performing examinations with minimal instructor supervision. The student will be expected to have a comprehensive understanding on prerequisites and image optimization controls. At this point of training the student must perform an examination within a specified time frame and be able to capture images for measurement and interpretation.

*Prerequisites: CVT1626C  Credit Hours: 4*

CVT2628C  Echocardiography IV

**Didactic:** This is the final echocardiography course in the program that completes an overview of echocardiography and pathologies. Echocardiography in systemic disease, various other cardiac diseases including hypertrophic and congenital heart disease. Aortic diseases of the large branches of the aorta both thoracic and abdominal will be reviewed. The student will also review the intensive Care Unit (ICU) and perioperative applications including, intra, and postoperative echocardiography. The student will learn about the various cardiac masses and tumors and review the source of emboli, which is covered in depth in Venous Testing.

**Laboratory:** The student will complete the echocardiography lab by demonstrating the ability to provide a comprehensive echocardiogram without supervision. This will include explaining the procedure to the patient, preparing the patient for the examination, setting up the equipment for a routine study, obtaining 1) parasternal 2) apical, 3) subternal and 4) suprasternal views. The student will be expected to make the necessary adjustments with the ultrasound system to optimize image, color and Doppler findings. The student will be able to freeze, make measurements, annotate.

*Prerequisites: CVT1627C  Credit Hours: 4*
CVT2191  Clinical Externship I
This course is the student's first introduction to clinical imaging in the cardiac and vascular setting. The student will be expected to learn the hospital and department structure, emergency codes and identify the key personnel. While the student should be proficient at scanning a patient without disease, he or she will be expected to "back-scan" patients upon the discretion of the clinical instructor. They will be expected to review findings and help prepare data for interpretation. The student will also assist in escorting the patient from the department and prepare the examination room for the next patient study. The student will be expected to research cases and discuss at a basic level the diagnostic study as it relates to the cardiovascular pathology.

Prerequisites: CVT1627C  Credit Hours: 10

CVT2192  Clinical Externship II
Once the student is oriented to the facility, department and protocols, he or she will advance to the intermediate stage of their training. After the successful conclusion of 300 hours in Clinical I, the student will be expected to take a more independent role in cardiovascular testing. This includes participating in testing with less supervision but always at the discretion of the clinical supervisor. In addition, the student should be able to complete a comprehensive uncomplicated examination by him or herself within a reasonable amount of time dictated by the clinical instructor. The student should be able to explain findings with patients' clinical symptoms and on a basic level discuss diagnostic and therapeutic options. Students will be expected to stay abreast of current clinical practices as outlined by professional societies and journals.

Prerequisites: CVT2191  Credit Hours: 10

CVT2193  Clinical Externship III
Clinical III represents the final term for clinical training. This course is designed to ensure the student has obtained basic competencies required for entry level cardiovascular employment. The student will be able to perform a variety of cardiovascular studies independently and only require assistance or direction on the most difficult or challenging cases. At this stage of training the student will have learned the ability to integrate clinical findings with cardiovascular testing results. In addition, the student will be able to comment on complimentary diagnostic studies and discuss various treatment options. He or she will also continue with professional journal reviews and communication with colleagues and the schools clinical coordinator.

Prerequisites: CVT2192  Credit Hours: 10

Developmental Psychology (DEP)

DEP2004  Human Growth and Development
Study of normal human growth and development from conception throughout the life span. Focus is on fundamental changes within an individual's domains of physical, cognitive and psychosocial development and of interrelationship between the environment and the individual.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

Economics (ECO)

ECO1000  Introduction to Economics
This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy, its strengths, its weaknesses, its history, and its current condition. Emphasis will be placed on economics as a societal and cultural phenomenon, focusing on how it affects daily life, current events, and the future.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

ECO2013  Principles of Macroeconomics
Topics in this course include the American economics system, production, income, consumption, and distribution as related to business.

Prerequisites: ENC1100 or ENC1201 or MTB1103 or ECO2027 or ECO1000  Credit Hours: 4

ECO2027  Principles of Microeconomics
Consumer behavior determining demands for good and services. This course introduces the student to the theory of the firm including production, costs and pricing, and distribution to production factors.

Prerequisites: ENC1100 or ENC1201 or MTB1103 or ECO2027 or ECO1000  Credit Hours: 4

Emergency Medical Services (EM or EMS)

EMS1010  Anatomy and Physiology for EMS
Comprehensive course presenting basic information on structure and function of the human body. The course applies principles of anatomy and physiology to show interaction of body systems as they approach homeostasis. Each body system is presented with emphasis on cardiovascular, respiratory and the nervous system. This course meets the student Anatomy and Physiology objectives found in the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum.

Prerequisites: None  Credit Hours: 4

EMS1010  Anatomy and Physiology for EMS
Comprehensive course presenting basic information on structure and function of the human body. The course applies principles of anatomy and physiology to show interaction of body systems as they approach homeostasis. Each body system is presented with emphasis on cardiovascular, respiratory and the nervous system. This course meets the student Anatomy and Physiology objectives found in the National Standard DOT Paramedic Curriculum.

Prerequisites: None  Credit Hours: 4
EMS1153 Introduction to Emergency Medical Technician

This course is an introduction to EMT. The course is an introduction to the National Education Standards topics of Emergency medical care services systems; Roles, responsibilities and professionalism of EMS personnel; Workforce safety and wellness; Documentation; EMS system communication; Medical/legal and ethics; lifting and moving patients. In addition medical terminology essential to the EMT will be introduced. Students will complete American Heart Association training in Basic Life Support.

Prerequisites: None
Corequisites: EMS1010

Credit Hours: 4

EMS1059 First Responder

The First Responder is a vital part of the Pre-Hospital, Emergency Medical Services System. First Responders are trained to reach patients, find out what is wrong, provide emergency care and, when necessary, move patients without causing further injury. These individuals are usually the first trained personnel to reach the patients. The First Responder is an integral part of the Emergency Medical Services (EMS) System. The term First Responder has been applied to the first individual who arrives at the scene regardless of the individuals type of credentials. The course provides students with the core knowledge, skills and attitude to function in the capacity of a First Responder. Upon successful completion of this course, students are qualified to take the National Registry of EMT’s First Responder certifying exam.

Prerequisites: None

Credit Hours: 4

EMS1154C Emergency Medical Technician I

This course introduces the EMT student to the pre-hospital environment which includes emergency medical services systems; EMT safety; medical, legal, and ethical issues. The course is an in-depth study of anatomy, physiology, lifting, moving patients, airway management, patient assessment; general pharmacology; respiratory, cardiac, diabetic emergencies and allergic reactions as well as communication; scene size up; and documentation. This is an interactive course including lecture, skills laboratory, and an externship.

Prerequisites: Physical examination by a licensed physician, and VECHS (voluntary employment criminal history search).

Credit Hours: 7

EMS1155C Emergency Medical Technician II

This course is an in-depth study of medical emergencies including poisoning, overdose, obstetrics and gynecological emergencies, infants, children, environmental and behavioral emergencies. Skills required to handle advanced airway management, trauma emergencies, hazardous materials and on scene operations will be taught. This is an interactive course based on the National Emergency Medical Services Education Standards including lecture, skills laboratory, and an externship.

Prerequisites: EMS1154C

Credit Hours: 8

EMS1671 Paramedic I

This course consists of the preparatory phase of the National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. It includes Anatomy & Physiology, Preparatory, Pathophysiology, Patent Assessment, Airway Management, Respirations and Artificial Ventilation, Pharmacology, Medication Administration, Medicine: Respiratory and Gynecology, Obstetrics and Neonatal Care. This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS1155C
Corequisites: EMS1090L and EMS2690

Credit Hours: 8
EMS1671  Paramedic I

Course version for students who began the program before 2/15/2017

This course consists of the preparatory phase of the USDOT National Standard Paramedic Curriculum. It includes EMS systems, roles and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethics, general principles of pathophysiology, pharmacology, venous access and medication administration, therapeutic communications and life span development. This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS1155C
Corequisites: EMS1090L and EMS2690

Credit Hours: 6

EMS1090L  Paramedic I Laboratory

Course version for students who began the program after 2/15/2017

Lab skills will be introduced and practiced in conjunction with the cognitive standards being explored each week. The Paramedic I through IV Lab class objectives are to prepare the student for application of skills in the clinical and field experiences. The lab classes will also include the required National Registry portfolio psychomotor skills and scenarios. Scenarios will be formative and summative Scenario Lab evaluations for pediatric, adult, and geriatric patients covering the following Scenario Topic Areas: Respiratory Distress/Failure, Chest Pain, Cardiac Rhythm Disturbance, Stroke, Overdose, Abdominal Pain, Allergic Reaction/Anaphylaxis, Diabetic Emergency, Psychiatric Condition, Seizure, OB/GYN, Blunt Trauma, Penetrating Trauma, Burns, and Hemorrhage.

Prerequisites: EMS1155C
Corequisites: EMS1671 and EMS2690

Credit Hours: 4

EMS1090L  Paramedic I Laboratory

Course version for students who began the program before 2/15/2017

This course presents paramedic psychomotor skills from the USDOT curriculum. Basic life support, patient lifting and moving, IV skills, medication administration, blood glucose measurement along with oral and written reporting are presented. A review of EMT-level physical examination will be presented to prepare the student for field and clinical experiences. This is a laboratory course and will involved hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1155C
Corequisites: EMS1671 and EMS2690

Credit Hours: 3

EMS2690  Paramedic I Externship

Course version for students who began the program before 2/15/2017

This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1155C
Corequisites: EMS1671 and EMS1090L

Credit Hours: 2

EMS2690  Paramedic I Externship

Course version for students who began the program after 2/15/2017

This course consists of the preparatory phase of the National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Educations Standards Paramedic curriculum. It includes Medicine: Medical Overview, Neurology, Abdominal and Gastrointestinal Disorders, Immunology, Infectious Diseases, Endocrine Disorders, Psychiatric, Cardiovascular, Toxicology, Respiratory, Hematology, Genitourinary/Renal, Non-Traumatic, Musculoskeletal Disorders, Diseases of the Eyes, Ears, Nose, and Throat, Shock and Resuscitation, Special Patient Populations: Pediatrics, Geriatrics, Patients with Special Challenges, This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS1671, EMS2690, and EMS1090L
Corequisites: EMS2091L and EMS2691

Credit Hours: 7
EMS2672  Paramedic II

This course presents the Patient Assessment and Airway phases of the US DOT National Standard Paramedic Curriculum. It presents the comprehensive patient assessment, anatomy and physiology of the respiratory system, airway management and ventilation, pathophysiology of shock, automatic nervous system, and pharmacology including indications, contraindications and administration of pre-hospital drugs.

Prerequisites: EMS1671, EMS2690, and EMS1090L  Credit Hours: 6
Corequisites: EMS2672 and EMS2691

EMS2672  Paramedic II

This course presents the Patient Assessment and Airway phases of the US DOT National Standard Paramedic Curriculum. It presents the comprehensive patient assessment, anatomy and physiology of the respiratory system, airway management and ventilation, pathophysiology of shock, automatic nervous system, and pharmacology including indications, contraindications and administration of pre-hospital drugs.

Prerequisites: EMS1671, EMS2690, and EMS1090L  Credit Hours: 6
Corequisites: EMS2672 and EMS2691

EMS2673  Paramedic III

This course continues Paramedic psychomotor skills related to patient assessment and management, including ALL paramedic patient care skills. This is a clinical course in which students will provide patient care to human patients under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student must have adequate transportation to the patient care facility and must report to the assigned preceptor on time (15 minutes before the start of the session). The student will progress from initially observing to serving as a team leader directing patient care. Emphasis is on safety of the care provider, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1671  Credit Hours: 3
Corequisites: EMS2691L and EMS2692

EMS2673  Paramedic III

This course continues Paramedic psychomotor skills related to patient assessment and management, including ALL paramedic patient care skills. This is a clinical course in which students will provide patient care to human patients under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student must have adequate transportation to the patient care facility and must report to the assigned preceptor on time (15 minutes before the start of the session). The student will progress from initially observing to serving as a team leader directing patient care. Emphasis is on safety of the care provider, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1671  Credit Hours: 3
Corequisites: EMS2691L and EMS2692

EMS2673  Paramedic III

This course continues Paramedic psychomotor skills related to patient assessment and management, including ALL paramedic patient care skills. This is a clinical course in which students will provide patient care to human patients under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student must have adequate transportation to the patient care facility and must report to the assigned preceptor on time (15 minutes before the start of the session). The student will progress from initially observing to serving as a team leader directing patient care. Emphasis is on safety of the care provider, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1671  Credit Hours: 3
Corequisites: EMS2691L and EMS2692

EMS2673  Paramedic III

This course presents the Medical phase of the US DOT National Standard Paramedic Curriculum. This course is an in-depth study of medical emergencies including pulmonology, cardiology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, toxicology and substance abuse, hematology, environmental emergencies, infectious diseases, psychiatric and behavioral emergencies, gynecology and obstetrics. All course topics are in accordance with the USDOT National Standard Paramedic Curriculum.

Prerequisites: EMS2672, EMS2690L, and a licensed EMT  Credit Hours: 5
Corequisites: EMS2692L and EMS2692

EMS2673  Paramedic III

This course presents the Medical phase of the US DOT National Standard Paramedic Curriculum. This course is an in-depth study of medical emergencies including pulmonology, cardiology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, toxicology and substance abuse, hematology, environmental emergencies, infectious diseases, psychiatric and behavioral emergencies, gynecology and obstetrics. All course topics are in accordance with the USDOT National Standard Paramedic Curriculum.

Prerequisites: EMS2672, EMS2690L, and a licensed EMT  Credit Hours: 5
Corequisites: EMS2692L and EMS2692
EMS2092L  Paramedic III Laboratory

Course version for students who began the program after 2/15/2017

This course continues paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2672 and be a licensed EMT
Corequisites: EMS2673 and EMS2692

Credit Hours: 3

EMS2092L  Paramedic III Laboratory

Course version for students who began the program before 2/15/2017

This course presents paramedic psychomotor skills from the US DOT curriculum. Patient assessment and management including respiratory, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology, toxicology, hematology, environmental and infectious disease presentations are covered. Also included are cardiac monitoring and defibrillation, dysrhythmia recognition, evaluation of the 12 lead electrocardiogram, and management of the cardiac patient are key elements. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2672 and EMS2091L
Corequisites: EMS2673 and EMS2692

Credit Hours: 3

EMS2692  Paramedic III Externship

Course version for students who began the program before 2/15/2017

This course continues Paramedic psychomotor skills related to patient assessment and management, including ALL paramedic patient care skills. This is a clinical course in which students will provide patient care to human patients under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student must have adequate transportation to the patient care facility and must report to the assigned preceptor on time (15 minutes before the start of the session). The student will progress from initially observing to serving as a team leader directing patient care. Emphasis is on safety of the care provider, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2672 and be a licensed EMT
Corequisites: EMS2673 and EMS2692

Credit Hours: 4

EMS2692  Paramedic III Externship

Course version for students who began the program after 2/15/2017

This course covers the Trauma section of the USDOT National Standard Paramedic Curriculum and includes trauma and trauma systems, blunt trauma, penetrating trauma, hemorrhage and shock, soft tissue trauma, burns, musculoskeletal trauma, head, face and neck trauma, spinal trauma, thoracic trauma and abdominal trauma. The beginning of the Special Considerations section of the curriculum is also taught and includes neonatology, pediatric emergencies and sudden infant death syndrome.

Prerequisites: EMS2673, EMS2692, and EMS2092L
Corequisites: EMS2093L and EMS2693

Credit Hours: 6
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>EMS2093L</td>
<td>Paramedic IV Laboratory</td>
<td>This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship. Prerequisites: EMS2673 Credit Hours: 3 Corequisites: EMS2674 and EMS2693</td>
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<tr>
<td>EMS2675</td>
<td>Paramedic V</td>
<td>This is the capstone course for the Paramedic portion of the program. Students will complete certification or recertification courses in BLS, ACLS, and PALS. Additional certifications such as PHTLS, NALS etc. may be offered. The final weeks of the course will be a National Registry EMT-P exam preparation and review. This is an interactive course that coincides with lecture, skills laboratory and an externship program. Prerequisites: EMS2674, EMS2693, and EMS2093L Credit Hours: 3 Corequisites: EMS2094L and EMS2694</td>
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<tr>
<td>EMS2675</td>
<td>Paramedic V</td>
<td>This course covers the Special Considerations, Assessment-Based Management and Operations phases of the USDOT National Standard Paramedic Curriculum and includes a specialized pediatric course, obstetrical and gynecological emergencies and management of the neonate and newborn infant. Behavioral and psychiatric emergencies, recognition and handling of potentially violent situations, the terminally ill and chronic care patient emergencies including the pathological changes are covered in-depth. Medical Incident Command, rescue operations, safety, specialized trauma course and an advanced cardiac life support course are completed. An extensive study of the evolution and role of the paramedic practitioner in public health, education, prevention and customer service is given. Prerequisites: EMS2674 Credit Hours: 6 Corequisites: EMS2094L and EMS2694</td>
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<tr>
<td>EMS2693</td>
<td>Paramedic IV Externship</td>
<td>This course continues Paramedic psychomotor skills related to patient assessment and management, including ALL paramedic patient care skills. This is a clinical course in which students will provide patient care to human patients under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student must have adequate transportation to the patient care facility and must report to the assigned preceptor on time (15 minutes before the start of the session). The student will progress from initially observing to serving as a team leader directing patient care. Emphasis is on safety of the care provider, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship. Prerequisites: EMS2673 Credit Hours: 3 Corequisites: EMS2674 and EMS2693</td>
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</table>
EMS2094L  Paramedic V Laboratory

This course presents paramedic psychomotor skills from the US DOT, National highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2674
Corequisites: EMS2675 and EMS2694
Credit Hours: 3
Course version for students who began the program before 2/15/2017

EMS2094L  Paramedic V Laboratory

This course is the final segment of the paramedic psychomotor skills of the USDOT curriculum. Patient assessment and management for the terminally ill and chronic care patient, including the pathological changes, are covered in-depth. Medical Incident Command, rescue operations, safety, specialized trauma course and an advanced cardiac life support course are completed. An extensive study of the evolution and role of the paramedic practitioner in public health, education, prevention and customer service is given. This is a laboratory course and will involved hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to a patient emergency scenario in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering.

Prerequisites: EMS2674
Corequisites: EMS2675 and EMS2694
Credit Hours: 3
Course version for students who began the program after 2/15/2017

EMS2694  Paramedic V Externship

This course completes the Paramedic psychomotor skills related to patient assessment and management in the clinical setting. It is a capstone course where students will be spending their field experiences as team leaders. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2674
Corequisites: EMS2675 and EMS2694L
Credit Hours: 4
Course version for students who began the program after 2/15/2017

English Composition (EN or ENC)

ENC0010C  Essential English I

This course provides an overview of the functions of the parts of speech, sentence types, capitalization, punctuation, and spelling; it gives an introduction to paragraph development in composition/written English. Course methods include a combination of individual tutoring, conferences, classroom and lab activities. Lab hours required: 20.

Prerequisites: Placement through entrance testing
Credit Hours: 4

ENC0012C  Essential English II

This course is designed principally to guide the student to the mastery of sentence structure and paragraph writing. Emphasis is given to clear and logical development of ideas. Students apply grammar skills and precise vocabulary usage to composition/written English. Course methods include a combination of individual tutoring, conferences, classroom and lab activities. Lab hours required: 20.

Prerequisites: Placement through entrance testing
Credit Hours: 4

ENC1100  College English

This course provides a review of English grammar, mechanics, and paragraph development. The parts of speech are applied to the written communication process. Additional readings are included to highlight elements of composition.

Prerequisites: None
Credit Hours: 4

ENC1101  Composition I

In this course, paragraph development leading to the standard 5-part essay is introduced as students achieve clear and effective writing skills. Topics discussed include grammatical instruction, the writing process, and various essay modes.

Prerequisites: ENC1100 or ENC1201
Credit Hours: 4
Offered Online: Yes
ENC1102  Composition II
The principles of composition are studied and applied. Students obtain experience in expository writing. Methods of research and proper documentation are introduced for the preparation of reports and term papers.

Prerequisites: ENC1101 Credit Hours: 4

ENC1201  Business English
This course concentrates on proper English usage for business correspondence. Business terminology, common punctuation errors, English usage, and format will be discussed. At the end of this course, the student will be able to compose effective business correspondence including memos, letters and short reports. Special consideration is placed on purpose, scope, and audience analysis and adaptation.

Prerequisites: None Credit Hours: 4

ENC4263  Writing for Management
Students learn to communicate more effectively in writing in a wide range of technical and professional situations. Students will examine the variables at work in all writing tasks-writer, reader, information, purpose, and context-and discuss how understanding of these variables works in creating written messages with an appropriate format, tone, and level of detail. Secondary objectives include learning how to respond effectively to and edit documents produced by others.

Prerequisites: ENC1100 Credit Hours: 4

Finance (FI or FIN)

FIN3105  Investments/Insurance
This course will introduce different types of security investments available to the institutional and private sector. Students will learn to evaluate individual securities by applying risk analysis, as well as fundamental and technical research. Topics will include bond investments, stock investments, commodities, futures, IRA, pension funds, and mutual funds. This course will also emphasize on how to evaluate the risks you face when buying insurance, how to use insurance to manage these risks, how to choose appropriate auto insurance, property insurance, small business insurance, and liability insurance. How to evaluate health care risks and choosing the best health care insurance policy. This course will offer how to evaluate the financial risks posed by disability and early death, and estimate the amount of disability and life insurance coverage you need.

Prerequisites: GEB1011 or STA2014 Credit Hours: 4

FIN3400  Corporate Finance
This course reviews the techniques corporations use to access a firm’s financial health, evaluate and plan its future development and make decisions that enhance its chances of survival and success.

Prerequisites: APA2121 Credit Hours: 4

Geography (GEA)

GEA1000  Geography
The study of the earth and its features, and of the distribution of life on the earth, including human life and the effects of human activity are discussed.

Prerequisites: None Credit Hours: 4

GEA4191  World Environments
This course will provide a survey of physical, economic, political, and social systems that give unique character to the relationships among world regions. Through analysis of nine world regions and the countries in each, political, demographic, economic, cultural, and environmental themes will be considered in their geographic context. The course is organized to emphasize the comparisons among world regions and the interdependent relationships that are increasing through globalization.

Prerequisites: ENC1100 Credit Hours: 4
**General Business (GEB)**

**GEB1011  Business Principles**

An overview of the American business system is presented in order to help the student understand the interrelationships among the functional areas of business organization, management, personnel, finance, data processing, marketing, and production. Forms of business ownership, governmental influences and ethical responsibilities of those in business are also reviewed.

*Prerequisites: None  Credit Hours: 4*

**GEB2941  Industry Practicum**

This course is a practical application course through which students work in an industry setting for a minimum of 90 hours, acquiring exposure to and experience in the area of business or industry for which they are preparing.

*Prerequisites: Approval of the Director of Education  Credit Hours: 3*

**GEB3444  Business Trends and Issues**

This course is designed to give students a view of the current issues that are being discussed in the business world. Students will be talking and learning about many hot-button issues in business, in addition to learning the importance of keeping up-to-date on information in their field of study. It is a bridge for students who are not already involved in business as part of their academic career to receive a great deal of information on the current environment in business.

*Prerequisites: Junior Standing  Credit Hours: 4*

**Health Information Management (HIM)**

**HIM2000  Medical Records Management**

This course introduces the student to Electronic Health Records a current industry standard application such as Medcin. This course is designed to teach students a comprehensive understanding of the history, theory and functional benefits of Electronic Health Records (EHR) via textbook and software package, practical applications and guided exercises. Areas studied include instruction on electronic filing methods, processing, charting and analysis. Confidentiality of patient records is emphasized.

*Prerequisites: HSC1531  Credit Hours: 4*

**HIM2222  Basic ICD Coding**

This course concentrates on the guidelines used for disease classification and coding. The student learns to accurately assign diagnosis codes using the ICD coding (International Classification of Diseases, most current revision). Topics discussed include reimbursement and claim submission for medicare and third party payers.

*Prerequisites: HIM2270  Credit Hours: 4*

**HIM2253  CPT-Current Procedural Terminology**

The importance of understanding and applying Current Procedural Terminology (CPT) coding is emphasized. Students will learn how to code and classify procedures using CPT.

*Prerequisites: HIM2270  Credit Hours: 4*

**HIM2270  Medical Insurance**

This course offers a broad overview of various types of insurance and introduces specialized insurance forms related to the medical profession. Special emphasis is on insurance vocabulary and the proper completion of forms.

*Prerequisites: HSC1531  Credit Hours: 4*

**HIM2280  Medical Coding and Billing Practicum**

This course is 10 hours of lecture and 90 hours of supervised, practical hands-on experience in a medical office, hospital, and/or clinic. Additional hands-on experience may be obtained in a simulated medical office classroom on campus in which the student practices direct application of all medical insurance billing and coding skills and any other administrative functions of a medical insurance billing/coding professional.

*Prerequisites: All classes in the Medical Insurance Billing/Coding Core must be completed prior to enrollment in this course*

**HIM2800  Medical Billing and Coding Externship**

This course is 10 hours of lecture and 150 hours of supervised, practical hands-on experience in a medical office, hospital, and/or clinic. Additional hands-on experience may be obtained in a simulated medical office classroom on campus in which the student practices direct application of all medical insurance billing and coding skills and any other administrative functions of a medical insurance billing/coding professional.

*Prerequisites: Students must complete all major core requirements  Credit Hours: 6*

**Health Care Administration (HSA)**

**HSA1100  Basics of the US Health Care System**

This course provides students with a broad, fundamental introduction to the workings of the US Healthcare industry, including the economic, social, political and technological forces that shape the industry. The role of state and federal government and regulatory agencies in healthcare delivery is examined.

*Prerequisites: None  Credit Hours: 4*
HSA3160 Health Care Marketing
This course is an introduction to marketing concepts and how they are applied in the health care industry. Students will develop and apply strategies for management and marketing of health care services.
Prerequisites: HSA1100
Credit Hours: 4
Offered Online: Yes

HSA3173 Health Care Accounting
This course serves as an introduction to financial accounting in the health care industry.
Prerequisites: APA1111
Credit Hours: 4
Offered Online: Yes

HSA3180 Health Care Management and Leadership
This course is an in-depth examination of the application of management and organizational theory and concepts in health care institutions.
Prerequisite: MAN4151 and HSA1100
Credit Hours: 4
Offered Online: Yes

HSA4140 Health Care Strategy
This course is a study of the organizational functions of health care facilities. Students will explore strategic planning and management within the unique context of organizations concerned with the delivery and financing of Health Care.
Prerequisites: Final Term
Corequisites: HSA4850 (CAPSTONE)
Offered Online: Yes

HSA4170 Health Care Finance
This course focuses on financial management knowledge and an understanding of healthcare finance as it relates to health care organizations inclusive of hospitals, long term care facilities and home health agencies.
Prerequisites: HSA3173
Credit Hours: 4
Offered Online: Yes

HSA4191 Health Information Systems Management
This course serves to train students in effective planning, design, management, execution and use of various information system resources. Students will learn how to plan strategically and build the appropriate health management information technology infrastructure and understand implementation challenges to transform the way information is used and shared within and outside healthcare organizations.
Prerequisites: HSA3180
Credit Hours: 4
Offered Online: Yes

HSA423 Health Care Law
This course serves as an overview of health care law. Students will focus on legal issues that affect health care organizations. Topics include presentation of the legal responsibilities and constraints of health administration, nursing and allied health practice at all levels. There will be an emphasis on health licensure, privileged communication, risk management and contemporary legal issues in health care administration.
Prerequisites: MNA1100
Credit Hours: 4
Offered Online: Yes

HSA4502 Risk Management and Patient Safety
This course provides students with basic knowledge in the implementation of quality improvement, risk management and organizational activities and responsibilities related to quality improvement in health care delivery systems. The course examines the issues of claims management, risk financing and proactive loss control; and the integration between risk management and patient safety functions.
Prerequisites: HSA3180
Credit Hours: 4
Offered Online: Yes

HSA4850 Health Care Administration Capstone
In this course students will use (a) directed research (b) client interviews and (c) observations to construct a thesis/term paper on a selected approved topic within health care. Students must demonstrate a thorough understanding and synthesis of the ethical, legal, social, political, socioeconomic and business issues which impact health care and health care organizations within the United States. This thesis may be (1) based on a case study of an organization and must address a specific issue; or (2) a research paper on a specific health care issue with recommendations on causes and solutions to the defined research problem.
Prerequisites: Completion of all Health Care Administration Core Classes
Credit Hours: 4
Offered Online: Yes

Health Sciences/Resources (HSC)

HSC1000 Orientation to the Health Sciences
This course provides information needed to build a foundation to those students pursuing a career in a health, medical or science related field. Topics include medical terminology, basic anatomy and physiology, disease prevention and health promotion, cultural diversity, leadership and ethical responsibilities of healthcare workers. This course also introduces the student to medical math, infection control and OSHA Bloodborne Pathogens standards.
Prerequisites: None
Credit Hours: 4
HSC1403C Medical Emergencies
This course is designed to prepare the student to handle emergency situations and procedures. Certification in Cardiopulmonary Resuscitation (CPR) is also completed in this course.

Prerequisites: None  Credit Hours: 2

HSC1531 Medical Terminology
This course is designed to instruct students in basic principles of medical word building. The interrelationships of body structures and functions including their related terminology are stressed.

Prerequisites: None  Credit Hours: 4

HSC2149 Pharmacology
This survey of drug classifications and calculations provides the student with an overview of how prescription drugs are administered to patients. In addition to learning general guidelines, students will be exposed to confidentiality issues and ethical considerations as they relate to administration and the use of prescription drugs.

Prerequisites: HSC1531 and BSC1093 or BSC1094  Offered Online: Yes  Credit Hours: 4

HSC3032 Community Health
This course examines the application of epidemiological and community health concepts in health services management. Additionally, the concepts of community organization, program planning, minority health, health care, mental health, environmental health, drugs, safety and occupational health are also discussed.

Prerequisites: None  Offered Online: Yes  Credit Hours: 4

HSC3661 Health Care Communication
This course focuses on health care communication and informatics. Students will analyze key health care issues with an emphasis on health care policies and initiatives that shape health care delivery. This course prepares students to contribute to health communication research, patient counseling, materials design, program management and community relations.

Prerequisites: None  Offered Online: Yes  Credit Hours: 4

Human Services (HUS)

HUS1003 Introduction to Mental Health Technology
Introduces the concepts of the therapeutic process and critical thinking for the mental health paraprofessional. Emphasizes fundamental skills, ethical/legal and biopsychosocial implications. Functions and responsibilities of the mental health specialist in promoting and maintaining mental health of individuals and families through the use of the therapeutic relationship and psychosocial strategies are introduced.

Prerequisites: None  Credit Hours: 4

HUS1302 Basic Counseling Skills

Prerequisites: None  Credit Hours: 4

HUS2111 Individual and Group Therapeutic Approaches
This course emphasized individual and group process dynamics and theory. Topics discussed include assessment, case planning/management and professional ethics. Students study various types of groups and activities, skills used in mental health environments both inpatient and community based. The focus of this course is on design, principles, procedures and applications of various techniques.

Prerequisites: DEP2004 or HUS1003 or HUS1302 or PSY1012  Credit Hours: 4

HUS2331 Assessment and Interventions in Mental Health
Study of skills in conducting initial clinical assessments and making appropriate referrals to inpatient or outpatient treatment. Client issues include depression, suicide, eating disorders, sexual abuse, mental illness. Assessment techniques for both youth and adults, treatment planning/placement, clinical interventions, psychopharmacology, continuing care and relapse potential.

Prerequisites: DEP2004 or HUS1003 or HUS1302 or PSY1012  Credit Hours: 4

HUS2400 Abused Substances and Their Effects
This course is a study of physiological and sociological aspects of alcohol/drug use and abuse. Students learn classification and basic pharmacology of drugs and their effects, assessment and drug testing, etiological, behavioral, cultural, demographic and spiritual aspects and belief systems concerning alcohol/drug use. Processes of dependence and addiction are emphasized, as well as signs, symptoms and behavioral patterns of substance abusers.

Prerequisites: DEP2004 or HUS1302  Credit Hours: 4

HUS2405 Substance Abuse Issues in Mental Health
Intensive counseling experience in the field of alcoholism/drug abuse. Under Supervision, students perform core functions required for State of Florida Substance Abuse Specialist certification.

Prerequisites: DEP2004 or HUS1003 or HUS1302 or PSY1012  Credit Hours: 4
HUS2420  Evaluation and the Treatment Environment
Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Codependency and dysfunctional family systems. Evaluation and assessment, treatment and self-help groups will be discussed.
Prerequisites: DEP2004 or PSY1012 and HUS1302  Credit Hours: 4

HUS2424  Identification and Intervention in Substance Abuse
The focus of this course is the study of treatment issues specific to alcohol/drug abuse. Diagnosis, adult children of alcoholics, denial, family disease concepts and cultural dimensions are addressed. Treatment issues with adolescents, women, elderly, gay/lesbian/bisexual clients are emphasized. Other topics discussed include treatment modalities, strengths and weaknesses, and selection of appropriate modality.
Prerequisites: DEP2004 and HUS1302  Credit Hours: 4

HUS2520  Abnormal Psychology
This course is an introduction to the etiology, treatment and prevention of abnormal behavior. Specialized terminology in the field of abnormal psychology is introduced. Topics studied include the use of DSM as a diagnostic tool. The impact of mental illness on the family is stressed. Students will study symptoms of schizophrenia, bipolar disorder, and other forms of psychopathology. Emphasis is placed on community resources, medications, stressors, risk, recognizing decompensation signs, when to seek professional help and effective ways of communicating with a person who has mental illness.
Prerequisites: DEP2004 or HUS1003 or HUS1302 or PSY1012  Credit Hours: 4

HUS2540  Marriage and Family
Develops a broad knowledge base of the dynamics and functioning of different family forms: single-parent, nuclear, post-divorce, remarriage, intergenerational families, and alternative family groups. Course will cover the life cycle of the family and the process and modification of family structures over time (e.g., birth of the first child, adolescent sexual development, leaving home, etc.). This course will also cover individual development from birth to death.
Prerequisites: DEP2004 or HUS1003 or HUS1302 or PSY1012  Credit Hours: 4

HUS2841  Mental Health Externship
The student is placed in community agencies relevant to mental health and work in a role related to the function of a mental health technician under the guidance of a supervisor. Under supervision, the student will work with selected clients and apply acquired skills and principles studied in the classroom. The College's Allied Health Program Chair will place each student in the extern site and supervise the student’s progress. The student is required to complete a minimum of 150 hours of externship and 10 hours of classroom lecture.
Prerequisites: Completion of all Psychology (HUS) courses and approval of Director of Education.  Credit Hours: 6

Humanities (HUM)

HUM1020  Humanities
This course examines Eastern and Western humanities, focusing on arts and ideas, with the objective of creating a greater awareness of the world community. This course examines the various cultures of the Near East, Far East, and Africa relative to the Western tradition. The cultural and aesthetic perspectives in Western humanities is also examined, with the objective of facilitating the development of personal aesthetic sensibilities.
Prerequisites: ENC1100  Credit Hours: 4  Offered Online: Yes

Information Systems Management (ISM)

ISM4011  Management of Information Systems
This course introduces the students to Management Information Systems (MIS) and the appropriate use of MIS tools to gain a strategic and competitive advantage in the marketplace. As tomorrow's managers, entrepreneurs, or business specialists, the students need to know how to use and manage information technology in today's networked enterprises and global markets, such as the Internet, Intranet, and Extranet. In this dynamic environment, they will rely on interconnected networks of information systems for end user collaboration, including communications and computing among end user work groups and teams, and enterprise wide computing, including communications and information processing for business operations, managerial decision making, and strategic advantage.
Prerequisites: Senior Standing  Credit Hours: 4  Offered Online: Yes

Interdisciplinary Studies (IDS)

IDS2306  Contemporary American Issues
This course is designed to provide an interdisciplinary study of the major issues facing America. Topics include the environment, population, minorities, cities, crime poverty, drugs, religion, values, and foreign policy.
Prerequisites: None  Credit Hours: 4  Offered Online: Yes
IDS2350  Critical Thinking
This is a course in practical reasoning, designed to sharpen the student’s ability to analyze, evaluate, and construct arguments. There will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability to understand how these approaches assist in decision-making. Included among these strategies will be examining assumptions, Socratic questioning, analyzing experiences, and evaluation perspectives. These strategies will be applied to a number of real life situations.

Prerequisites: None  Credit Hours: 4
Offered Online: Yes

IDS2901  Special Topics Directed Independent Study
This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Director of Education.  Credit Hours: 1

IDS2902  Special Topics Directed Independent Study
This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Director of Education.  Credit Hours: 2

IDS2903  Special Topics Directed Independent Study
This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Director of Education.  Credit Hours: 3

IDS2904  Special Topics Directed Independent Study
This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Department Chair/Program Chair approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Director of Education.  Credit Hours: 1

IDS2940  Industry Practicum
This course is a practical application course through which students work in an industry setting for a minimum of 90 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.

Prerequisites: Approval from the Director of Education.  Credit Hours: 3

IDS4940  Professional Practicum
This course is a practical application course through which students work in an industry setting for a minimum of 120 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.

Prerequisites: Student must complete ALL Major Core requirements. Approval from the Program Chair and the Director of Education is required prior to registration.  Credit Hours: 4

IDS4914  Research Methods
This course is designed to teach students qualitative and quantitative research methods of educational research. Students will learn to read research reports including experimental, descriptive, qualitative, and historical approaches. Students submit a research proposal as part of the course requirements.

Prerequisites: STA2014, ENC1101, and Senior Standing  Credit Hours: 4
Offered Online: Yes

Literature (LIT)

LIT2000  Introduction to Literature
This is a basic course in the appreciation of good literature, which is designed to help the student learn the elements, characteristics, and terminology necessary to study poetry, drama, and the short story. Students are required to keep an extensive reading journal and to write a research paper using analytical skills acquired in the course. A variety of films is used to illustrate various techniques employed by authors.

Prerequisites: None  Credit Hours: 4
Offered Online: Yes

Management (MAN)

MAN2021  Principles of Management
This course introduces students to the essential foundations of the supervisory/management experience. These include management schools of thought, the differences between supervision, management and leadership, effective communication, theories of motivation techniques and teamwork. The functions of management, including planning, organizing, staffing, leading and controlling are also introduced.

Prerequisites: None  Credit Hours: 4
Offered Online: Yes
MAN2202  Organizational Theory
This course examines the responsibilities and skills of management within the organization. Topics covered include the role of human resources in development of the organization and the employee. Motivating techniques, organizational change, team building, and trends in current organizations will also be covered. Case studies will assist in the process.

Prerequisites: GEB1011 or MAN2021  Credit Hours: 4
Offered Online: Yes

MAN2942  Business Industry Practicum
This course is a practical application course through which students work in an industry setting for a minimum of 90 hours acquiring exposure to and experience in the area of business or industry for which they are preparing.

Prerequisites: GEB1011, MAN2021, and approval of the Director of Education

MAN3605  Cross Cultural Human Relations
This is a skill-based course, which focuses on the impact of culture on business relationships, including negotiations.

Prerequisites: Junior Standing  Credit Hours: 4
Offered Online: Yes

MAN4151  Organizational Behavior and Human Resource Development
This course studies the behavior, structure, and processes of organizations. Topics such as group inter-group behavior, teamwork, motivation, communication, cultural diversity, global cultural considerations, and reward systems are studied as it relates to human resource development and training.

Prerequisites: MAN2021 or MAN2202 or GEB3444 or MNA3037  Credit Hours: 4
Offered Online: Yes

MAN4504  Operations Management
This course will examine applications that range from high-tech manufacturing to high-tech service in a review of the traditional topics of the field. Students will learn that operations management is best done with significant cross-functional integration and requires a global perspective for many of the topics. Accounting, finance, marketing, human resources, management, purchasing, logistics, and engineering impact how firms are run operationally. An emphasis will be placed on services, globalization, and cross-functional integration.

Prerequisites: MAN2021  Credit Hours: 4
Offered Online: Yes

MAN4720  Business Policy and Strategy
A study of long term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Particular attention will be paid to independent development of corporate objectives and a concise mission statement for a company.

Prerequisites: SBM1000 or MAN2021 or GEB3444 or MNA3037, and Senior standing  Credit Hours: 4
Offered Online: Yes

Management-Applied (MNA)

MNA1100  Principles of Human Resources
This course is designed to familiarize students with employment laws including the Americans with Disabilities Act, the Equal Pay Act, Worker’s Compensation, general provisions of OSHA, personnel practices, the hiring process, performance appraisal, employee rights and discipline, employee retention, and employee unions.

Prerequisites: None  Credit Hours: 4
Offered Online: Yes

MNA3037  Project Management and Planning
This class is a general introduction class in project management designed to give students an exposure in the general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge that relates to their own specific subset of knowledge. The class will give students a platform on which to rest the knowledge that they gain throughout the rest of the program.

Prerequisites: Junior Standing  Credit Hours: 4

MNA3038  Project Estimation and Budgeting
The content of this class deals with two of the most important components of project management, the need for on-time and within budget completion. This class will familiarize students with these concepts and develop a set of skills that the students can use to ensure that these vital goals are attained. They will be able to work with limitations to achieve the goals of the project.

Prerequisites: Junior Standing  Credit Hours: 4

MNA3521  Quality Assurance and Evaluation
This course is designed to teach how aspects of the quality management framework apply to the conduct of a project as well as the product, process, or service developed as a result of the project. The class will give students the skills it takes to apply a quality philosophy and standard to the projects in which they will be involved. The course will also start to prepare students for the rigorous standards of customer service, both internal and external, that are expected in project management.

Prerequisites: Junior Standing  Credit Hours: 4
MNA4039  Project Risk Management
This course is designed to give insight into the problems that may arise in a project setting. This course will also give students the needed skills to identify risks and make preparations to diffuse and solve conflicts. This course will also allow students to become familiar in the preparation and skills used to diffuse risk in the project management setting.
Prerequisites: Junior Standing  Credit Hours: 4

MNA4574  Contracts and Procurement
This course will familiarize students with the cost side of project management. Students will be given a thorough overview of estimating project costs through discussion of contracts and procurement. Students will learn how to negotiate contracts for goods or services associated with projects as well as accurately identify and summarize the cost involved in a project. In addition there will be a focus on developing the skills necessary for students to be able to successfully negotiate a variety of aspects of a project such as resources, timing, scope, etc.
Prerequisites: Junior Standing  Credit Hours: 4

MNA4920  Project Management Seminar
To allow students to have a concrete first-hand experience in guiding a project from start to finish. The course is meant to deliver a real life project to students with the help of community organizations and allow students to participate in all aspects of the project while gaining experience in the field of project management. The experience is meant to allow them to have some exposure through real experience to the field in which they are to receive their degrees. As a capstone course, this class will provide a key assessment of the students' preparedness to apply their skills in a real world situation.
Prerequisites: Junior Standing  Credit Hours: 4

Marketing (MAR)

MAR1011  Principles of Marketing
The fundamental concepts of marketing principles and their functions are examined. Marketing dynamics and strategic planning are explored in the marketing environment.
Prerequisites: None  Credit Hours: 4  Offered Online: Yes

MAR2141  International Business
This course explains the fundamentals of international business in the challenging global environment. It explores and analyzes trade, investment, cultural and legal forces of international markets.
Prerequisites: GEB1011 or MAR1011  Credit Hours: 4  Offered Online: Yes

MAR2405  Principles of Sales
Presented in this course are the basic principles and techniques of selling. Emphasis is placed on effective presentations and communication skills. Selling is studied as a marketing process in retail and industrial markets.
Prerequisites: None  Credit Hours: 4

MAR3414  Sales Strategies
A study of various aspects of the salesperson's job, including fundamental sales skills, the buying process, principles of communicating effectively, adapting to the needs and unique styles of each customer, prospecting, planning, discovering needs, using visual aids, conducting effective demonstrations, responding to objections, obtaining commitment, and providing after-sale service. Students in this course should learn sales strategies and principles of selling so that they will have enough self-confidence to begin making calls if provided with no additional training by their employers.
Prerequisites: MAR1011 or MAR2405 or MAN2021  Credit Hours: 4  Offered Online: Yes

MAR4053  Consumer Behavior
This course examines cultural, social, and individual variables and how they are incorporated into buyer decisions processes and marketing practices.
Prerequisites: MAR1011  Credit Hours: 4  Offered Online: Yes

MAR4156  Global Marketing
An overview of the essential issues and the unique considerations confronting the marketing decision-makers in a global environment. The study will include comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions. Special attention will be directed toward the issues and differences confronting a domestic company wishing to do business in another country.

MAR4333  Integrated Advertising
An in-depth review of the shift from the conventional methods of advertising to the more widely recognized approach of implementing an integrated marketing communications strategy. This course conveys that one must recognize how a firm uses all of the promotional tools available to deliver a unified message to the consumer. The IMC perspective represents one of the most influential changes in business practices for the 21st century.
MAR4403  Sales Management

A study of various aspects of the sales manager’s job, including fundamental sales skills, management skills, and the ability to train, lead, inspire and supervise salespeople. Students in this course should learn sales forecasting, public relations, advertising, sales promotions, planning, motivation, and what is needed to effectively and successfully manage and lead a sales team.

Prerequisites: MAN2021 or MAR3414  Credit Hours: 4

Mathematics (MAT)

MAT0002C  Essential Math I

This course deals with the four basic mathematics functions: addition, subtraction, multiplication, and division. Students enrolled in this course will have demonstrated a need for training in and development of the above skills. Lab hours required: 20.

Prerequisites: Placement through entrance testing.  Credit Hours: 4

MAT0012C  Essential Math II

This course covers basic math skills such as percents, graphs, units of measurement, the metric system, rational numbers. It also includes an introduction to algebra and geometry.

Prerequisites: MAT0002C or placement through entrance testing.  Credit Hours: 4

MAT1030  College Algebra

This course provides the student with an opportunity to experience Algebra as a process that enhances logical thinking and a discipline that has real world applications. Skills such as operations with Real Numbers, Linear Equations and Inequalities, Polynomials, Exponents, Quadratic Equations, Roots, Radicals, and Cross Multiplication of algebraic expressions are practiced.

Prerequisites: None  Credit Hours: 4

Mathematics - Technical and Business (MTB)

MTB1103  Business Math

This course provides a review of the basic applications of mathematics relating to such calculations as bank and sales records, interest, promissory notes and interest variables, percentages, commission, cash and trade discounts, markup and other typical business calculations.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

MTB1344  Algebra and Trigonometry

This course is the study of the concepts and practice of algebra and trigonometry skills. Factoring, algebraic fractions, logarithmic and exponential equations, vectoring and graphing functions are practiced.

Prerequisites: None  Credit Hours: 4

MTB2324  Calculus I

This course is designed to provide the students with the concepts of limits and differential and integral calculus in the context of practical problems.

Prerequisites: MTB1344  Credit Hours: 4

Medical Assisting Technology (MEA)

MEA1226C  Examining Room Procedures

This course introduces the student to noninvasive medical office procedures. Included are studies of general pharmacology, vital signs, electrocardiography, patient examination preparation and procedures, identification and care of instruments and equipment, asepsis, sterilization, and radiology.

Prerequisites: HSC1531 and BSC1093 or BSC1094  Credit Hours: 4

MEA1245C  Phlebotomy Procedures

This course provides students with an opportunity to learn principles of sterile and aseptic technique, criteria for selection of site for fingerstick and/or phlebotomy withdrawal techniques. Emphasis is placed on the proper handling and processing of laboratory specimens. This course includes four hours of AIDS/HIV training.

Prerequisites: HSC1531  Credit Hours: 4

MEA1346C  Computerized Medical Office Management

This course introduces the student to computerized medical office management using a current industry standard application such as Medisoft or Medical Manager. The student will learn how to set up support files and maintain patient information. The course includes instruction in accounting, communications, insurance claims processing, practice management, office management, appointments, clinical histories, billing and report generating.

Prerequisites: OST1142C or CGS1100C  Credit Hours: 4
ME2235 Medical Law and Ethics
This is a study of the interrelationship of law and medicine. Emphasis is placed on law of torts, administrative agencies, and consumer protection, as well as classes of contracts, breach of contract and remedies available under the law. Special emphasis is placed on ethics for a health care delivery team member. This course includes four hours of AIDS/HIV Awareness Training and two hours of HIPAA Training.
Prerequisites: None
Credit Hours: 4

ME2257C Basic X-Ray Machine Operation
This course is a combination of lecture and demonstration of the use of radiographic equipment as related to patient care.
Prerequisites: None
Credit Hours: 4

ME2260C Clinical Laboratory Procedures
This course introduces the techniques for performing routine laboratory tests. These include physical, chemical, and microscopic examinations of urine and urine test interpretation; techniques for obtaining blood samples for hemoglobins, hematocrits, and differential counts from blood smears; agglutination and coagulation tests for pregnancy; and other common conditions tested in the physician's office. This course includes four hours of AIDS/HIV training.
Prerequisites: HSC1531 and BSC1093 or BSC1094
Credit Hours: 4

ME2803 Medical Assisting Externship
The student applies skills obtained through classroom and laboratory instruction to actual work situations. Medical Assistant students are placed with a physician's office or other suitable facility to provide a broad training experience and on-the-job performance evaluation. The student is required to complete a minimum of 160 contact hours.
Prerequisites: Completion of all Medical Assisting core courses and approval of the Director of Education/Director of Health Sciences Education.
Credit Hours: 6

Nursing (NU/NUR/NSP)

NSP3858 Principles of Teaching and Learning
This course covers fundamental information related to teaching and learning with adults. Concepts of adult learning theory are applied to the nursing clinical learning environment. Application activities present the opportunity to develop a personal philosophy of teaching and learning.
Prerequisites: NUR3805
Credit Hours: 4

NSP4859 Evaluation of Clinical Learning
This course examines methods for evaluation of learning outcomes in the clinical learning setting. The student learns to select or design evaluation tools appropriate to learning goals and practice environment.
Prerequisites: NSP3858
Credit Hours: 4

NUR1020C Fundamentals of Nursing
This course explores the normal foundations of nursing that form the model or template for the application of critical thinking processes in the presence of client self care or self care limitations. Areas discussed include: assessment, diagnostic resources, documentation, medication math, and foundational concepts for normal human functioning with a focus on the older adult. In the lab portion of the course, students practice and demonstrate beginning competence in essential fundamental psychomotor skills. The focus is on assessment, use of basic nursing skills, and promotion of wellness.
Prerequisites: BSC1086, NUR1110 and ENC1100
Credit Hours: 7

NUR1110 Concepts of Nursing Practice
The Concepts of Nursing Practice introduces nursing as a holistic and caring profession. Through a study of historical nursing perspectives, Nightingale through contemporary holistics, the theory of Dorothea Orem will be introduced as a method of organizing nursing thought. Other concepts pertaining to values, professional behavior, ethical considerations and healthcare delivery systems will be explored. This conceptual process will provide a foundation for understanding the relationships, interactions and influences that exist within the nursing environment and the healthcare world. Students will have the opportunity, through the creation of "learning environments," to identify their own learning styles and begin to create an environment of positive learning and personal wellness.
Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004
Corequisites: BSC1086, BSC1086L, MCB2010, and MCB2010L
Credit Hours: 3
NUR1310C  Child Care Nursing

Child Care Nursing considers the stressors that affect an individual child's level of wellness by imposing transitional or permanent self care physical, social, developmental and/or emotional limitations. The critical thinking models for human functioning, initial nursing interventions, the detailed nursing process and developmental assessments will be used to explore nursing care for children and their families. Clinical experiences provide opportunities for students to integrate concepts from the classroom into the nursing care of children and their families. The focus is the implementation of the holistic nursing process, with accompanying technical skill sets, for children with common occurring health limitations.

Prerequisites: NUR2210C and DEP2004  Credit Hours: 6

NUR1421C  Maternal-Child Health Nursing

Maternal/Child Health nursing examines the child-bearing family's level of wellness when self care limitations imposed by pregnancy and childbirth engage individuals in change. Critical thinking models for human functioning, initial nursing interventions, detailed nursing process and developmental assessments will be used to provide comprehensive, holistic nursing care to the woman and her developing family. During pregnancy, childbirth and postpartum, common normal stressors and selected high risk challenges that create therapeutic self-care demand(s) which require partnering will be considered. Clinical experiences assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families and will occur in out-patient clinics, physician's offices, health department clinics, birthing centers and hospitals.

Prerequisites: NUR2210C and DEP2004  Credit Hours: 6

NUR1520C  Mental Health Nursing

This course considers stressors that affect an individual's level of wellness by imposing transitional self care mental and/or social limitations. Critical thinking models for human functioning and initial nursing interventions will be explored with the use of the detailed nursing process. Clinical provides selected client experiences in mental health settings that assist the students to integrate content from the classroom with client care. The client care focus and accompanying technical skill sets are utilized by the student to implement the nursing process for clients with common occurring mental health limitations that lead to therapeutic self care demands that require partnering.

Prerequisites: NUR2210C, SYG2000, ENC1101 or HUM1020  Credit Hours: 5

NUR2141  Pharmacology and Nursing Practice

Pharmacology and Nursing Practice introduces the beginning level nursing student to pharmacotherapeutic concepts as they are applied to nursing practice. The major drug classifications are discussed in accordance with concepts of human functioning. For each classification, students will consider data collection, dosage/administration, evaluating and promoting therapeutic effects, minimizing adverse effects and interactions, managing toxicity and client education.

Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004  Corequisites: BSC1086, MCB2010, and NUR1110  Credit Hours: 3

NUR2210C  Beginning Medical/Surgical Nursing

This course examines stressors that affect an individual's level of wellness by imposing transitional self care physical and/or mental limitations. The critical thinking models for human functioning and initial nursing interventions will be further developed and expanded with the use of the detailed nursing process. Selected stressors include, but are not limited to, commonly occurring health limitations that lead to therapeutic self care demand(s). The learning lab provides students with opportunities to practice and demonstrate competence in the beginning medical/surgical technical nursing skills sets that are either utilized or delegated by the nurse to implement the nursing process. Clinical experiences provide planned client experiences in a variety of settings that assist the student to integrate content from the classroom and lab learning environments.

Prerequisites: NUR1020C, BSC1086, BSC1086L, MCB2010, MCB2010L, and NUR2141  Credit Hours: 8

NUR2243C  Medical Surgical Nursing

This course continues to examine stressors that affect an individual's level of wellness by imposing transitional self care, physical and/or mental limitations. The critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process. Selected stressors include, but are not limited to, those causing an altered state of wellness that requires adjustments to self care and a different state of wellness. The learning lab builds on knowledge obtained in previous courses and provides students with opportunities to practice and demonstrate more complex technical skills required by today's nurse to implement the nursing process for clients with transitional physical or mental limitations. The lab is a supportive and supervised environment for students to gain confidence and competence while practicing medical/surgical skills for clients who are facing altered states of wellness and self care adjustment. Clinical experiences are planned to provide opportunities to apply new and previous knowledge facing altered states of wellness and self care adjustment.

Prerequisites: NUR2210C  Credit Hours: 8

NUR2291C  Critical Care Nursing

This course focuses on adults experiencing medically complex alterations in health and highly technical skills required by today's nurse for care of an individual's body-mind-spirit. Critical thinking models for human functioning and initial nursing interventions will be used and practiced in conjunction with the nursing process. Medical/surgical nursing care concepts are revisited in the context of concepts of critical care nursing. Selected stressors include, but are not limited to, those causing an altered state of wellness that requires complex adjustments to self-care and a resulting difference in one's state of wellness. Lab experiences focus on developing and demonstrating competency in technical skills and integrating skills into complex client care scenarios.

Prerequisites: NUR2243C, NUR1310C, and NUR1421C  Credit Hours: 4
NUR2811C  Professional Nursing Roles and Leadership

This course examines the assimilation of professional nursing roles with emphasis on the integration of theories of organizational development and culture, beginning leadership and management skills, such as delegation and priority setting, into the practice of nursing. Professional issues are explored to provide a foundation for independent practice by assisting the student to prepare for employment as a registered nurse. Laboratory and clinical experiences provide the students with opportunities to demonstrate the attainment of expected clinical and educational skills and competencies.

Prerequisites: NUR2243C, NUR1310C, NUR1421C, and NUR1520C  Credit Hours: 7  Offered Online: Yes

NUR3065  Assessment of Health and Wellness

This course assists registered nurses in the integration of prior knowledge to develop interviewing skills, physical assessment skills and preventative health interventions when working with diverse populations. The importance of therapeutic communication skills in the assessment of client needs is emphasized. The patterns of healthy individuals will be examined and used as a reference point for health promotion, health maintenance, and health education. Practice activities provide opportunities for application of theory.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

NUR3169  Nursing Research and Evidence-Based Practice

This course prepares the student for professional accountability and responsibility in the practice of nursing. Students learn to use knowledge and experience to "interpret" the evidence for nursing practice. Research methods are used to pursue such questions as "Why do we do it this way?" or "How could we do this better?" and "Was the change in practice effective in improving outcomes?" or "Was the difference worth any extra cost or time?"

Prerequisites: IDS4914 and NUR3871  Credit Hours: 4  Offered Online: Yes

NUR3636  Nursing a Diverse Community

This course focuses on the professional role of the community/public health nurse working in collaboration with community partners and health officials within the community as part of an interdisciplinary team in order to promote a healthier community. Primary, secondary and tertiary prevention activities are emphasized as they relate to individuals, families, groups and aggregates. Health policy development related to community and global health issues, health care systems and its effects on selected populations are explored. The student uses skills in community assessment; program planning and nursing interventions to help identified populations within the community attain and maintain their optimum level of health. Selected measures for evaluating the outcomes of community health nursing programs are discussed as well as those that may be broader in scope.

Prerequisites: NUR3871, MAN3605, and IDS4914  Credit Hours: 4  Offered Online: Yes

NUR3805  Nursing in a Diverse and Changing Healthcare Environment

This course focuses on professional development and the critical assessment of nursing as a professional discipline. Issues affecting the dynamic health care environment and the practice of professional nursing are explored. Critical thinking concepts, group dynamics, effective communication, legal and ethical responsibilities of maintaining competence and resource management are discussed as responsibilities of professional practice.

Prerequisites: NUR3871, MAN3605, and IDS4914  Credit Hours: 4  Offered Online: Yes

NUR3871  Healthcare Informatics

This course introduces nursing informatics as an integration of nursing, computer, and information sciences for the support of evidence-based nursing practice. The management of data through information systems, expert systems and telecommunications and the impact of these technologies on nursing administration, education, practice and research are addressed in the context of health care informatics. Actual problem-solving and mini-design projects on how computerization and automation can improve the efficiency of nursing care delivery will be emphasized.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

NUR4827  Professional Leadership and Management in Healthcare

This course allows students to integrate the responsibility for creating a caring environment into the management of client care. The student will apply evidence-based nursing strategies to client care management activities.

Prerequisites: NUR3805 and NUR3871  Credit Hours: 4  Offered Online: Yes

NUR4836  Health Care and Professional Nursing Issues for Today and the Future

This course continues the exploration of issues specific to the practice of professional nursing in a dynamic and diverse world. Topics include the role of nurse as advocate, professional and political activism, models of healthcare systems, high quality, cost-effective outcomes, trends in health care delivery, and the impact of technological on nursing practice. Students are encouraged to explore larger global trends in health care and consider disparities from a systems approach. Issues related to the scope of practice and differentiated practice are also considered.

Prerequisites: NUR4827  Credit Hours: 4  Offered Online: Yes
NUR4945 Nursing Capstone
In this course the student plans a project to demonstrate achievement of program outcomes and competencies. This project will integrate the academic and practical knowledge acquired during the curriculum and professional experience. Students will use current professional literature to support nursing practice. Students will develop objectives relevant to the project, critique the literature and present a plan for implementation.

Prerequisites: Eligibility for graduation
Credit Hours: 4
Offered Online: Yes

Nutrition (HUN)

HUN1206 Nutrition
This course introduces the student to the basic fundamentals of nutrition, including the micro and macronutrients found in food and how the body processes them. The relationship between diet and health is also discussed. Students will learn principles of planning a balanced diet and how to make healthier food choices.

Prerequisites: None
Credit Hours: 4

Office Systems Technology (OST)

OST1142C Keyboarding I
This course is designed for the beginning student, and its major objectives are to develop touch control of the keyboard, proper typing techniques, build speed and accuracy, and provide practice in applying those basic skills to the formatting of reports and letters. This course includes a lab component that provides the student with additional opportunities to strengthen computer skills.

Prerequisites: None
Credit Hours: 4

OST1143C Keyboarding II
This course is a continuation of Keyboarding I with added emphasis on basic speed and accuracy development. The course provides additional practice in formatting letters, tables, memos and other kinds of personal and business communication. This course includes a lab component that provides the student with additional opportunities to strengthen computer skills.

Prerequisites: OST1142C or CSG1100C
Credit Hours: 4

OST1144C Keyboarding III
This course is a continuation Keyboarding II with added emphasis on the development of basic typing skills and advanced formatting of various kinds of specialized business correspondence, reports and tables. This course includes a lab component that provides the student with additional opportunities to strengthen computer skills.

Prerequisites: OST1143C
Credit Hours: 4

OST2471 Medical Transcription Externship
This externship is designed to give the student practical exposure to, and experience in, the professional environment of medical transcription. The externship is organized as a cooperative effort between The College and local health care facilities. Students are required to spend 90 hours in a medical transcription setting.

Prerequisites: Completion of all other major component courses and approval of Director of Education.
Credit Hours: 3

OST2611C Medical Transcription I
This course prepares the student to successfully fill the role of a medical transcriber. Emphasis is placed on preparing medical records (including complete case histories), and familiarizing the student with current desk references. Tapes consist of both general medicine and general surgical modules. This course includes a lab component that provides the student with additional opportunities to strengthen computer skills.

Prerequisites: OST1143C and HSC1531
Credit Hours: 4

OST2612C Medical Transcription II
This is a continuation of Medical Transcription I. This course consists of dictation, for speed and accuracy improvement. Tapes are designed to give the student experience with actual case histories dictated by physicians with various accents. This course includes a lab component that provides the student with additional opportunities to strengthen computer skills.

Prerequisites: OST2611C
Credit Hours: 4

OST2621C Legal Transcription
This course prepares students to successfully fill the role of a Legal Assistant in transcription. Emphasis will be placed on preparing legal records, including complete case transcripts, and familiarizing the student with current desk references. A variety of tapes will be used with emphasis placed on specific areas of the legal profession.

Prerequisites: OST1143C
Credit Hours: 4

Philosophy (PHI)

PHI2014 Introduction to Philosophy
This course is designed as an introduction for students having no previous college work in comparative belief systems with the focus being the perennial issues of human existence. The fundamental assumptions, terminology, and schools of thought used to address issues in metaphysics, epistemology, ethics, and aesthetics will be examined. Major philosophical problems will be explored with emphasis placed on establishing relevance to personal philosophy.

Prerequisites: None
Credit Hours: 4
Offered Online: Yes
PHI4609  Ethics

Students will become familiar with the philosophy of ethics and moral theology. Emphasis will be on applying moral theory to practical moral questions of the twentieth century.

Prerequisites: None  Credit Hours: 4  Offered Online: Yes

Paralegal/Legal Assisting (PLA)

PLA1003  Introduction to Legal Assisting

This course is designed to introduce the student to the purpose of legal assistants and the training required. It examines the role of the attorney and legal assistant in the modern legal practice; the ethical and professional practice standards applicable to both the attorney and the legal assistant; and surveys the various areas of law that are covered in the legal assistant program.

Prerequisites: None  Credit Hours: 4

PLA1058  General Law

This course covers the various fields of law related to persons, such as tort, criminal law, workers’ compensation, etc. Also covered are the areas of commercial law, laws of personal property transactions, contract, and insurance law.

Prerequisites: None  Credit Hours: 4

PLA1103  Legal Writing and Research I

This course provides the student with information on how to write legal memoranda and briefs for both trial and appellate work. Emphasis is placed on in-depth examination of the law library and the process of legal research.

Prerequisites: PLA1003 or PLA1058 and ENC1101  Credit Hours: 4

PLA1273  Torts

This course investigates civil "wrongs" based upon general tort principles of negligence, strict liability, vicarious liability and products liability.

Prerequisites: PLA1003 or PLA1058  Credit Hours: 4

PLA1303  Criminal Law and Criminal Procedures

This course is designed to introduce the student to criminal law and criminal procedure. The course examines criminal law including the elements of a crime, types of crimes both in common law and by statute. The course reviews criminal procedure including the judicial process from charge to verdict as well as basic American Constitutional guarantees and protection.

Prerequisites: None  Credit Hours: 4

PLA2114  Legal Writing and Research II

A continuation of Legal Writing and Research I, this advanced course places emphasis on the use of the legal library and the process of legal research.

Prerequisites: PLA1103  Credit Hours: 4

PLA2401  Contracts and Commercial Transactions

This course offers procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. The course examines the fundamental principles of the law applicable to each area. The law of bankruptcy is also taught.

Prerequisites: PLA1003 or PLA1058  Credit Hours: 4

PLA2460  Bankruptcy Law

This course will cover the Federal Bankruptcy Code with emphasis on Chapters 7, 11 and 13. The student will become familiar with the different forms and procedures for filing in the State of Florida.

Prerequisites: PLA2740  Credit Hours: 4

PLA2610  Real Estate Law

This course provides an in-depth knowledge of real property and a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, deeds of trust, etc., and the problems encountered in drafting these conveyances and closing statements.

Prerequisites: PLA1003 or PLA1058  Credit Hours: 4

PLA2740  Court Proceeding and Litigation

This course examines the court systems of the State of Florida and the related courts of the federal system. It also covers the civil and criminal procedures involved in practice before these courts.

Prerequisites: PLA1003 or PLA1058  Credit Hours: 4

PLA2800  Family Law

This course covers such topics as divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, court procedures, and separation agreements. Legal aspects of the drawing of wills, trusts, etc., and probating estates are presented. Procedures involved in accounting, administration, gifts, life insurance, and estate planning are addressed.

Prerequisites: PLA1003 or PLA1058  Credit Hours: 4

PLA2841  Immigration Law

This course covers a broad survey of immigration laws and procedures including the preparation of all forms and documents required to file with the immigration and naturalization service.

Prerequisites: None  Credit Hours: 4
PLA2950 Certified Paralegal Examination Review
This course prepares the paralegal student for the Certified Paralegal Examination which will include a comprehensive review of subject material that will be included in the exam.
Prerequisites: Completion of all Legal Assisting (PLA) courses. Credit Hours: 4

PLA2940 Legal Assistant Externship
Legal assistant competencies are practiced and observed in an off campus professional legal environment. Externship is an integral part of the curriculum. The student receives a review and professional sequence of practical experiences in offices of professional attorneys, government agencies, and accredited legal clinics selected by the program coordinator and approved by the director of the College. This aspect of the student’s training includes an opportunity to perform various legal tasks and procedures under supervision.
Prerequisites: Completion of all Legal Assisting (PLA) courses and approval of the Director of Education. Credit Hours: 5

Political Science (POS)

POS1041 American National Government
This course is designed to provide a comprehensive examination of the American political system. Through this course, students will become familiar with the theory, organization, principles, and functions of the American national government and various elements within the political system that work to shape policy outcomes.
Prerequisites: None Credit Hours: 4

Private Investigation (PI)

PI100 Interviews and Statements
This course is an in-depth study of the proper methods used by private investigators while conducting civil interviews and interrogations. The student will learn how to prepare the interview format. Methods of using human psychology and observations of non-verbal language are studied and learned. The student will learn the taking of face to face and mechanical statements and practice taking declarations and interrogatories from claimants, plaintiffs, defendants, and witnesses.
Prerequisites: None Credit Hours: 4

PI101 Principles of Private Investigation
In this course, the student will design, and initiate all components of the basic structure of civil investigation. The student will identify, plan, and implement the type of investigation needed for any given situation.
Prerequisites: None Credit Hours: 4

PI103 Legal Investigations
The students in this course will learn the foundations of civil and criminal law. Trial activities will be closely studied including claims of the plaintiff, defense strategies, including those of insurance companies. The functions of administrators and litigators will be studied. The student will learn nomenclature of trial law relative to many pertinent legal issues and lawsuits.
Prerequisites: None Credit Hours: 4

PI104 Investigative Report Writing
This course will prepare the student to produce well written investigative reports for a variety of investigation types. The student will be able to compile accurate factual reports that document the results of their investigation using several standard report formats and correct investigative phraseology. The importance on correct punctuation, capitalization and spelling will be addressed.
Prerequisites: None Credit Hours: 4

PI106 Background Investigations
Background investigations introduces a variety of research tools, utilizing current investigative technology in addition to fact finding for businesses and individuals. This course is designed for students to master the pre-employment screening process to operate successful private investigative agencies. Competency in this field would provide comprehensive skills for careers as Background Investigators with state, local and government agencies.
Prerequisites: CGS1571C and PI101 Credit Hours: 4

PI110 Asset Protection and Undercover Investigations
This course will prepare the investigator who has the additional duties of asset protection and corporate undercover investigations. The student will learn the necessary measures to protect the company and personnel from internal and external property loss.
Prerequisites: None Credit Hours: 4

PI200 Criminal Defense Investigations
This course will introduce students to the components of criminal and civil litigation. Students will learn the basic components of a legal investigation in these types of cases.
Prerequisites: PI100, PI101, PI103 or PI110 Credit Hours: 4

PI205 Fraud Investigation
During this course, students perform an intense and in-depth study of the recognition, preparation and investigation of all forms of fraudulent activity. The student will learn to solve problems dealing with inflated and fraudulent claims relating to vehicular and personal injury claims; vehicular theft and stripping; medical fraud; consumer fraud; bank and financial fraud including identity theft.
Prerequisites: PI100 or PI101 or PI103 Credit Hours: 4
PI208  Insurance Investigation

Insurance investigation introduces the student to the largest, most complex category of professional investigations. The student learns to conduct the investigation of vehicular accidents and insurance claims. This includes personal injury claims, property damage, workers' compensation claims and third party claims.

Prerequisites: PI100 or PI101 or PI103  Credit Hours: 4

PI215  Private Investigation Management

This course guides the student through the steps of opening and operating a private investigative agency. Students will learn how and where to obtain the necessary licenses, permits and state required insurance coverage. Students will plan and organize the opening of office space including finding location, leasing, furnishing, and staffing. Students will be provided with numerous forms that will be required for office operation. The course will include the most economical methods of advertising and the proven methods of obtaining and retaining clients.

Prerequisites: PI101 or PI103  Credit Hours: 4

PI220  Criminal Investigations

This course will prepare the investigator to understand criminal legal terminology, forensic evaluations of crime scenes, types of criminal offenses, and procedural techniques of law enforcement investigators. The student will review common criminal events such as homicide and suicide, larceny, burglary and robbery, auto theft and arson, and physical and sexual assault.

Prerequisites: PI100 or PI101 or PI103  Credit Hours: 4

PI274  Surveillance Investigation

In this course the student learns the care, use, and operation of still and video cameras. The following situations are studied and executed: crime scene photography, accident scene photography, surveillance and sub rosa photography and video taping. Emphasis will be placed on photographic documentation applying the basic principles of investigation.

Prerequisites: PI101 or PI103 or PI110  Credit Hours: 4

PI275  Private Investigation Capstone

Private Investigations Capstone has students apply all components of Florida Statutes Chapter 493 in readiness to become a working professional through completing a course project that applies the skills they have acquired throughout the program.

Prerequisites: Final Term and Program Chair Approval  Credit Hours: 4

PI280  Private Investigation Externship

For a minimum of 180 hours, students will work in a licensed private investigation agency; in-house for an attorney; in an insurance company claim department; in a business entity; or in a financial institution under the supervision of a licensed or trained investigator who will submit written reports on the externship experience. This experience is considered college coursework and will, as such, be recognized by the Division of Licensing toward the attainment of licensure.

Prerequisites: Student must be in their final term of the program  Credit Hours: 6

Psychology (PSY)

PSY1012  Principles of Psychology

This course is an introduction to the field of psychology as the scientific study of the behavior of man. Specialized terminology in the field of psychology is introduced. Topics studied include the principles of behavior, the scientific method in psychology, perception, learning, thinking and problem solving techniques.

Prerequisites: None  Credit Hours: 4

Offered Online: Yes

Radio-Television (RTV)

RTV1000  Introduction to Broadcasting

Students are introduced to one of the fundamental qualities of a good broadcaster: a clear, articulate, animated delivery. The voice and diction portion of the course offers an overview of the mechanics of speech. The industry orientation portion of the course includes a complete examination of the structure of radio stations, the functions and qualities of various station staff members, regulatory agencies and industry terminology.

Prerequisites: None  Credit Hours: 4

RTV1567C  Radio Studio I

In this introduction to radio, programming theory, industry terminology, the use of station logs, FCC requirements and broadcast law are discussed in a lecture setting. Additionally programming and on-air technique are introduced and explored through hands-on approaches to the mechanics of board operations and on-air announcing in a lab setting.

Prerequisites: None  Credit Hours: 4

RTV1513  Introduction to TV

This introductory course exposes students to the operations of television stations and video production companies, examining the various responsibilities of staff members and techniques employed within the programming and production departments.

Prerequisites: None  Credit Hours: 4
RTV2102  Broadcast Journalism
In this course, students are exposed to the writing style used by broadcast news writers. In addition to writing and style guidelines, students will be presented with instruction in gathering news, reporting news and editing newscasts.

Prerequisites: None
Credit Hours: 4

RTV2568C  Radio Studio II
In this continuation of Radio Studio I, students continue to apply technical and programming skills in a lab setting while obtaining valuable instruction in personality development, one-to-one communication, commercial and news delivery and remote broadcasting techniques

Prerequisites: RTV1567C
Credit Hours: 3

RTV2510C  TV Production
This course explores the practical concepts of television and video production. Students will study industry terminology and techniques in a lecture setting. Practice and experience in studio and location camera operations, on-camera reporting and interviewing, editing, directing, master control operations, teleprompter operations, titling, and script writing are gained in a lab setting.

Prerequisites: None
Credit Hours: 3

RTV2530C  TV Production II
In this continuation of TV Production I, students will expand their knowledge of and skill level in television and video production techniques through application of extensive field production and post production. In the lab setting students will learn new techniques for camera work and elements of the post-production process. Emphasis is placed on the conceptualization, planning, and execution of television productions, specifically news magazines structures.

Prerequisites: RTV1513 or RTV2510C
Credit Hours: 6

RTV2402  All News Broadcasting
This course will emphasize the two programming formats All News Radio and All News TV. Discussions of programming theory and programming elements will contribute to the students' understanding of news and public affairs programming as a commercial venture. The students will solidify their understanding of basic journalistic techniques and principles developed in Broadcast Journalism, including AP style through in-depth experience with journalistic methods including interviewing, research, backgrounding, attaining balance, and upholding ethical standards. Students will also continue to develop critical skills relating to critiquing all media messages including traditional news and its associated news gathering techniques.

Prerequisites: RTV1567C or RTV2102
Credit Hours: 4

RTV3569C  Radio Studio III
In this continuation of previous Radio Studio courses, students will focus on polishing both technical and news reporting/on-air announcing skills while studying new material including multi-track audio production and commercial production. In addition, students will create a series of professionally produced audition tapes and realistic air-check tapes.

Prerequisites: RTV2568C
Credit Hours: 6

Reading (RD)

REA0010C  Essential Reading I
This is a comprehensive activity-oriented course designed to teach basic vocabulary, reading and study skills. Emphasis will be on efficient reading abilities for comprehending college level reading material. Includes a combination of individual tutoring, conferences, classroom and lab activities. Lab hours required: 20.

Prerequisites: Placement through entrance test
Credit Hours: 4

REA0011C  Essential Reading II
This course emphasizes critical reading strategies for mastering college level reading material. This is an activity-oriented course designed to increase analytical and inferential reading skills, reading speed, vocabulary development, and advanced study techniques. Includes a combination of individual tutoring, conferences, and classroom and lab activities. Lab hours required: 20.

Prerequisites: Placement through entrance testing
Credit Hours: 4

Small Business Management (SBM)

SBM1000  Small Business Management
A study of management concepts underlying the operation of a small business including: planning, operating, evaluating and controlling the enterprise. Fundamentals of financing, budgeting, marketing, promotion and profit analysis are examined.

Prerequisites: GEB1011 or MAN2021
Credit Hours: 4
Offered Online: Yes

Student Life Skills (SLS)

SLS1201  Personal Development
This course provides the student with the dynamics to effectively implement behavioral changes, while developing the soft skills needed to reach more of the unlimited personal potential. This is accomplished with the guidance of Dr. Lou Tice and the Pacific Institute using the proven method as described in the course workbook “Thought Patterns for A Successful Career”. Students also will develop college success skills including time management, test taking, and goal setting using the College Success Factors Index.

Prerequisites: None
Credit Hours: 4
Offered Online: Yes
SLS2301  Professional Strategies
This course prepares each student for obtaining career positions through proven professional strategies. Resume writing, interviewing techniques, job lead researching, communication skills and career planning are studied in detail. The application of the principles taught in this innovative course provides invaluable tools for professional career planning.

Prerequisites: None  Credit Hours: 4

Speech Communication (SPC)

SPC1017  Oral Communication
This course is designed to equip the student with better speaking skills, whether in business, social, or civic life. The student will develop the ability to speak clearly and effectively; to think and express ideas effectively; and to plan, compose and deliver speeches of various kinds. Special consideration is placed on purpose, scope and audience analysis and adaptation.

Prerequisites: None  Credit Hours: 4

Spanish (SPN)

SPN1120  Spanish
This course will emphasize communicative skills, listening, speaking, reading, and writing. Students will make oral presentations, read short texts, and write brief Spanish compositions. Basic grammar skills will be introduced.

Prerequisites: None  Credit Hours: 4

Statistics (STA)

STA2014  Statistics
This course examines the essential issues and methods used to employ statistical techniques. The unique considerations of describing, summarizing, and analyzing statistical data are presented.

Prerequisites: MTB1103 or MAT1030 or MGF1106 or MTB1344  Credit Hours: 4

Surgical Technology (STS)

STS1021  Surgical Observation
This course provides the student with an opportunity to experience the clinical setting as a prelude to the didactic program. Students will spend time weekly within the operating room observing a wide variety of surgical procedures. Prior to the initial extern placement the students will receive training in CPR, HIPAA compliance, and patient confidentiality.

Prerequisites: None  Credit Hours: 1

STS1302  Introduction to Surgical Technology
This course focuses on the basic fundamentals of Surgical Technology by introducing students to the surgical arena. Key concepts include scope of practice, physical environment, hospital organization, standards of conduct, professionalism, interpersonal communication, and teamwork skills.

Prerequisites: None  Credit Hours: 4

STS1307C  Operating Room Technique I - Instrumentation
This course will focus on the fundamental concepts of surgical technology in regards to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the uses of the instrumentation themselves. During the course the student will have the opportunity to learn the relationship between instrument type and usage. This course also focuses on the function, assembly, and care of specialty and accessory equipment used in a surgical setting. Finally, the course will review the various supplies used in the operating room.

Prerequisites: HSC1531  Credit Hours: 2

STS1304C  Operating Room Technique II
This course will focus on the fundamental concepts of surgical technology. Topics covered will include equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, case selection, instrumentation, room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. The student will also learn the importance of the consent and preference card.

Prerequisites: STS1307C  Credit Hours: 4

STS1340C  Surgical Pharmacology and Aseptic Technique
This course focuses on the principles of asepsis and sterile technique, as well as the medications used in the surgical setting. Key concepts include surgical conscience, disinfection, sterilization, hemostasis, emergency situations, radiological and chemical injuries, biological warfare, basic principles of pharmacology as it relates the operating room and the fundamental principles of asepsis and the practice of sterile technique.

Prerequisites: STS1302 or HSC1531  Credit Hours: 4

Corequisites: STS1304C
STS2270  Clinical Aspects I

This course serves as the first of three externship experiences, with a focus on the integration of theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in a wide variety of surgical procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2270 and STS1304C  Credit Hours: 8

STS2271  Clinical Aspects II

This course serves as the second of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in general, genitourinary, gynecologic, otorhinolaryngologic, ophthalmic, and maxillofacial surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering: general, obstetrics and gynecology, ophthalmic, otorhinolaryngologic, oral and maxillofacial, and genitourinary surgery. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2270  Credit Hours: 8

STS2272  Clinical Aspects III

This is the final of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2271  Credit Hours: 8

STS2325C  Surgical Procedures I

This course introduces the student to the specific steps during basic, intermediate, and advanced surgical procedures. Topics covered will include anatomy, etiology and the disease processes necessitating surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering: general, obstetrics and gynecology, ophthalmic, otorhinolaryngologic, oral and maxillofacial, and genitourinary surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention.

Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1086L, and BSC1086L  Credit Hours: 4

STS2326  Surgical Procedures II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include floor plan design, the various support departments, equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, and case selection, instrumentation, and room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. Students perform “mock surgery” and will demonstrate surgical procedure set ups for Orthopedic, Neuro, Plastic, Vascular, and Cardio-thoracic surgery.

Prerequisites: STS2325C  Credit Hours: 4

STS2936  Exam Prep

Upon completion of this course, the student shall be ready to attempt the national CST exam. This course will provide the student with the necessary review in order to give the best possibility of successfully attempting the national certifying exam. Materials covered will include a comprehensive review of all body systems, instrumentation, procedural methods, supplies, medications, as well as test-taking techniques.

Prerequisites: STS2271  Credit Hours: 1

Sociology of Demography (SYG)

SYD4700  Race and Ethnic Relations

In this class, we will look at minority groups in the U.S. (racial, ethnic, cultural, and religious); discuss the relationship of minority status to socioeconomic and political stratification; compare U.S. ethnic social relations to that of minority groups in other societies and contexts; look at what anthropological and sociological theory tell us about the sociocultural processes of ethnic formation, maintenance, and interrelationship; try to understand ethnic prejudice and discrimination and their causes; and look in depth on how these “global” processes act out locally in our community.

Prerequisites: None  Credit Hours: 4

Sociology (SYG)

SYG2000  Sociology

This is an integrated survey of the fundamental sociological concepts of culture, forms of collective behavior, community and social organization, social interaction and social change. Students write a research paper based on some facet of sociology presented in class.

Prerequisites: None  Credit Hours: 4
SYG2430  Marriage and The Family

This course will examine families in terms of structure, roles and functions. Emphasis will be placed on understanding the family life cycle; change in motivation to marry, divorce, and remarriage; nontraditional relationships, parenting roles, and sex education.

Prerequisites: SYG2000  Credit Hours: 4
Campus Information

- Administration and Professional Staff
- Faculty
Academic Calendars
- Campus Locations
### Administration and Professional Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. Esther Curry</td>
<td>President</td>
</tr>
<tr>
<td>Jeff Clayton</td>
<td>Vice President of Technologies</td>
</tr>
<tr>
<td>Suzanne Morrison-Williams</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Lisa Fendell</td>
<td>Vice President of Accounting and Finance</td>
</tr>
<tr>
<td>Virginia Llano</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Alan Bushkin</td>
<td>Director of Information Technology</td>
</tr>
<tr>
<td>Ginger Ruback</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Heather Payne</td>
<td>Director of Institutional Effectiveness</td>
</tr>
<tr>
<td>Donna Varela</td>
<td>Director of Facilities</td>
</tr>
<tr>
<td>Eaton O’Connor</td>
<td>Accounting Supervisor</td>
</tr>
<tr>
<td>Carl Rhoades</td>
<td>Financial Analyst</td>
</tr>
<tr>
<td>Giovanny Gutierrez</td>
<td>Digital Communications Specialist</td>
</tr>
<tr>
<td>Shondra Saunders-Russell</td>
<td>Human Resources Assistant/Title IX Coordinator</td>
</tr>
<tr>
<td>Christine Gonzalez</td>
<td>Accounts Payable Associate</td>
</tr>
<tr>
<td>Claire Persichelli</td>
<td>Default Management Coordinator</td>
</tr>
</tbody>
</table>
## Administration/Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Steven Brooks</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Dr. Anie Bonilla</td>
</tr>
<tr>
<td>LAN Administrator</td>
<td>David O'Conell Jr.</td>
</tr>
<tr>
<td>Director of Admissions*</td>
<td></td>
</tr>
<tr>
<td>Assistant Director of Admissions</td>
<td>Layfremia Fowler</td>
</tr>
<tr>
<td>Assistant Director of Financial Aid</td>
<td>Patty Patterson</td>
</tr>
<tr>
<td>Senior Financial Aid Officer</td>
<td>Ingrid Germain</td>
</tr>
<tr>
<td>Financial Aid Officer/Student Accounts</td>
<td>Kelly Catlyn</td>
</tr>
<tr>
<td>Financial Aid Officer/Default Management</td>
<td>Kim Smith</td>
</tr>
<tr>
<td>Director of Career Services</td>
<td>Holly McFadden</td>
</tr>
<tr>
<td>Career Service Associate</td>
<td>Eartha Carey</td>
</tr>
<tr>
<td>Career Service Associate</td>
<td>Daniel Alfonzo</td>
</tr>
<tr>
<td>Registrar</td>
<td>Sanchia Williams</td>
</tr>
<tr>
<td>Assistant Registrar</td>
<td>Denise Edwards</td>
</tr>
<tr>
<td>Library Director*</td>
<td></td>
</tr>
<tr>
<td>Emergency Medical Services Administrative Assistant</td>
<td>Brenda Wan</td>
</tr>
<tr>
<td>Test Proctor</td>
<td>Jackie Thomas</td>
</tr>
<tr>
<td>Academic Clerk</td>
<td>Gabrielle Gramazio</td>
</tr>
</tbody>
</table>

* Indicates open positions as of the date of this publication

See insert for a full list of Program Chairs and Faculty
<table>
<thead>
<tr>
<th>Department/Title</th>
<th>Full Name</th>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Online Education</td>
<td>Dr. Suzanne Morrison-Williams</td>
<td>- E.D., Argosy University</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- M.B.A., Florida International University</td>
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<tr>
<td></td>
<td></td>
<td>- B.S., Florida International University</td>
</tr>
<tr>
<td>Academic Student Services Coordinator</td>
<td>Natarsha Davis</td>
<td>- M.A., Interpersonal Communication, University of Central Florida</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- B.S., Psychology, University of Central Florida</td>
</tr>
<tr>
<td>Instructional Designer</td>
<td>Elizabeth Leiba</td>
<td></td>
</tr>
<tr>
<td>Assistant to Instructional Designer</td>
<td>Sheila Weston</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Officer/Default Management</td>
<td>Kim Smith</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Full Name</td>
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<tr>
<td>Executive Director</td>
<td>Brian Quirk</td>
<td></td>
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<tr>
<td>Director of Education</td>
<td>Diane Jasper</td>
<td></td>
</tr>
<tr>
<td>LAN Administrator</td>
<td>Richard Lorenzo</td>
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<tr>
<td>Director of Admissions</td>
<td>Sammie Cooper</td>
<td></td>
</tr>
<tr>
<td>Senior Admissions Representative</td>
<td>Jessica Taylor</td>
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<tr>
<td>Director of Financial Aid</td>
<td>Kathy Johnson</td>
<td></td>
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<tr>
<td>Senior Financial Aid Officer</td>
<td>Pamela Devine</td>
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<tr>
<td>Financial Aid Officer</td>
<td>Alicia Aikens</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Tremayne Pearson</td>
<td></td>
</tr>
<tr>
<td>Director of Career Assistance and Development</td>
<td>Thomas Valukevich</td>
<td></td>
</tr>
<tr>
<td>Career Services Associate</td>
<td>Jaime Haynes</td>
<td></td>
</tr>
<tr>
<td>Career Services Associate</td>
<td>Gloria Ashley</td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>Danielle Brown</td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>Diane Colson</td>
<td></td>
</tr>
<tr>
<td>Academic Clerk</td>
<td>Theresa Dobbins</td>
<td></td>
</tr>
</tbody>
</table>
**Hollywood - Branch Campus**

*See insert for a full list of Program Chairs and Faculty*

*Indicates open positions as of the date of this publication*

<table>
<thead>
<tr>
<th>Title</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>Steven Brooks</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Kristin Berkey-Abbott</td>
</tr>
<tr>
<td>Desktop Support Specialist</td>
<td>Claudio Puig</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Laura Strong</td>
</tr>
<tr>
<td>Master Admissions Representative</td>
<td>Chivonne Henry</td>
</tr>
<tr>
<td>Senior Admissions Representative</td>
<td>Marvin Chin</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>Mark Varrato</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Shanti Seerattansingh</td>
</tr>
<tr>
<td>Career Service Associate</td>
<td>Katrelle Staten</td>
</tr>
<tr>
<td>Registrar</td>
<td>Michelle Sanchez</td>
</tr>
<tr>
<td>Librarian*</td>
<td></td>
</tr>
<tr>
<td>Librarian Assistant</td>
<td>Katrina Walczak-Reuter</td>
</tr>
</tbody>
</table>
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<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>Executive Director</td>
<td>Armando Rios</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Carmel White</td>
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<tr>
<td>Desktop Support Specialist</td>
<td>Claudio Puig</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Yinet Vento</td>
</tr>
<tr>
<td>Senior Admissions Advisor</td>
<td>Katherine Imbert</td>
</tr>
<tr>
<td>Director of Financial Aid*</td>
<td>Sherika Menzie</td>
</tr>
<tr>
<td>Assistant Director of Financial Aid Officer</td>
<td>Graciela Lacombre</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td></td>
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<tr>
<td>Director of Career Assistance and Development</td>
<td>Juan Medina</td>
</tr>
<tr>
<td>Career Services Associate</td>
<td>Hazel Garcia</td>
</tr>
<tr>
<td>Registrar</td>
<td>Maria Suarez</td>
</tr>
<tr>
<td>Center for Academic Excellence</td>
<td>Norma Weathers</td>
</tr>
<tr>
<td>Librarian</td>
<td>Juan Figueroa</td>
</tr>
<tr>
<td>Academic Clerk</td>
<td>Ivania Morazan</td>
</tr>
</tbody>
</table>

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See insert for a full list of Program Chairs and Faculty
### Winter Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 5</td>
<td>Hollywood Winter quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Hollywood Winter quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Fort Lauderdale, Gainesville, and Miami Winter quarter orientation/registration</td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Martin Luther King Day (No classes)*</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Continuing student registration for Spring begins</td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Feb. 15</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>Presidents Day (No classes)*</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Mar. 25</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Mar. 26 – Apr. 2</td>
<td>Spring break</td>
</tr>
</tbody>
</table>

### Spring Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 30</td>
<td>Hollywood Spring quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Hollywood Spring quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>Fort Lauderdale, Gainesville, and Miami Spring quarter orientation and new student registration</td>
</tr>
<tr>
<td>Apr. 3</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Apr. 9</td>
<td>Last day of add/drop</td>
</tr>
<tr>
<td>Apr. 24</td>
<td>Continuing student registration for Summer begins</td>
</tr>
<tr>
<td>May 8</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>May 8</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>May 10</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>May 16</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day (No Classes)*</td>
</tr>
<tr>
<td>June 17</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>June 18 – 27</td>
<td>Summer ends</td>
</tr>
</tbody>
</table>

### Summer Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 24</td>
<td>Miami Summer quarter orientation/registration</td>
</tr>
<tr>
<td>June 26</td>
<td>Fort Lauderdale, Gainesville, and Hollywood Summer quarter orientation/registration</td>
</tr>
<tr>
<td>June 28</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (No classes)*</td>
</tr>
<tr>
<td>July 19</td>
<td>Continuing student registration for Fall begins</td>
</tr>
<tr>
<td>July 31</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Aug. 2</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>Aug. 7</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Labor Day (No classes)*</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Sept. 14 - Oct. 1</td>
<td>Fall break</td>
</tr>
</tbody>
</table>

### Fall Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 28</td>
<td>Hollywood Fall quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Sept. 29</td>
<td>Hollywood Fall quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Sept. 30</td>
<td>Fort Lauderdale, Gainesville, and Miami Fall quarter orientation/registration</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Continuing student registration for Winter begins</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Veterans Day (No classes)*</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Nov. 23 - 24</td>
<td>Thanksgiving (No classes)*</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Dec. 17 - Jan. 7, 2018</td>
<td>Winter break</td>
</tr>
</tbody>
</table>

### Bookstore

- The bookstore will be open on campus week 11 (buyback and sales) and week 1 (sales).
- The bookstore is available 24/7 at [http://mybookstore.citycollege.edu](http://mybookstore.citycollege.edu)

### Holidays

- Holiday class times may be made up on Fridays and/or Saturdays prior to the week of final exams.
- All EMS classes that occur on a Holiday will be made up.
- Holidays may not apply to clinical and externships.
- Campus hours may change - check the website for holiday hours.
## 2018 Academic Calendar

### Winter Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4</td>
<td>Miami Winter quarter orientation/registration</td>
</tr>
<tr>
<td>Jan. 4</td>
<td>Hollywood Winter quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Jan. 5</td>
<td>Hollywood Winter quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Fort Lauderdale and Gainesville Winter quarter orientation/registration</td>
</tr>
<tr>
<td>Jan. 8</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Jan. 14</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Martin Luther King Day (No classes)*</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Continuing student registration for Spring begins</td>
</tr>
<tr>
<td>Feb. 12</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>Feb. 19</td>
<td>Presidents Day (No classes)*</td>
</tr>
<tr>
<td>Feb. 19</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Mar. 24</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Mar. 25 - Apr. 1</td>
<td>Spring break</td>
</tr>
</tbody>
</table>

### Spring Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 29</td>
<td>Miami Spring quarter orientation new/registration</td>
</tr>
<tr>
<td>Mar. 29</td>
<td>Hollywood Spring quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Mar. 30</td>
<td>Hollywood Spring quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>Fort Lauderdale, Gainesville, and Miami Spring quarter orientation and new student registration</td>
</tr>
<tr>
<td>Apr. 2</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Apr. 8</td>
<td>Last day of add/drop</td>
</tr>
<tr>
<td>Apr. 30</td>
<td>Continuing student registration for Summer begins</td>
</tr>
<tr>
<td>May 7</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>May 7</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>May 9</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>May 15</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day (No Classes)*</td>
</tr>
<tr>
<td>June 16</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>June 17 – 26</td>
<td>Summer break</td>
</tr>
</tbody>
</table>

### Summer Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Summer quarter orientation/registration</td>
</tr>
<tr>
<td>June 27</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 3</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (No classes)*</td>
</tr>
<tr>
<td>July 25</td>
<td>Continuing student registration for Fall begins</td>
</tr>
<tr>
<td>July 28</td>
<td>Mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Aug. 6</td>
<td>Mid-quarter classes begin</td>
</tr>
<tr>
<td>Aug. 8</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>Aug. 12</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Labor Day (No classes)*</td>
</tr>
<tr>
<td>Sept. 12</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Sept. 12 - Sept. 30</td>
<td>Fall break</td>
</tr>
</tbody>
</table>

### Fall Term

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
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<tbody>
<tr>
<td>Sept. 27</td>
<td>Miami Fall quarter orientation/registration</td>
</tr>
<tr>
<td>Sept. 27</td>
<td>Hollywood Fall quarter orientation/registration - Night Students</td>
</tr>
<tr>
<td>Sept. 28</td>
<td>Hollywood Fall quarter orientation/registration - Day Students</td>
</tr>
<tr>
<td>Sept. 29</td>
<td>Fort Lauderdale, Gainesville, and Miami Fall quarter orientation/registration</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Classes begin</td>
</tr>
<tr>
<td>Oct. 7</td>
<td>Last day of drop/add</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>Continuing student registration for Winter begins</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Hollywood mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Fort Lauderdale, Gainesville, and Miami mid-quarter orientation/registration</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>Mid-quarter classes begin</td>
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<tr>
<td>Nov. 11</td>
<td>Veterans Day (No classes)*</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Student schedules ready to be confirmed and signed</td>
</tr>
<tr>
<td>Nov. 13</td>
<td>Last day of mid-quarter drop/add</td>
</tr>
<tr>
<td>Nov. 22 - 23</td>
<td>Thanksgiving (No classes)*</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Quarter ends</td>
</tr>
<tr>
<td>Dec. 16 - Jan. 7, 2019</td>
<td>Winter break</td>
</tr>
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Campus Locations

Fort Lauderdale - Main Campus

Address: 2000 W. Commercial Blvd., Suite 200, Fort Lauderdale, FL 33309 Toll Free: 1 (866) 314-5681 Phone: (954) 492-5353 Fax: (954) 491-1965
Gainesville - Branch Campus

Address: 7001 N.W. 4th Blvd., Gainesville, FL 32607 Toll Free: 1 (866) 314-5681 Phone: (352) 335-4000 Fax: (352) 335-4303

Veterinary Technology Lab (Separate Classroom): 2400 SW 13th St., Gainesville, FL 32608
Hollywood - Branch Campus

Address: 6565 Taft St., Suite 200 Hollywood, FL 33024 Toll Free: 1 (866) 314-5681 Phone: (954) 744-1777 Fax: (954) 983-0118
Miami - Branch Campus

Address: 9300 S. Dadeland Blvd., Suite 200, Miami, FL 33156
Toll Free: 1 (866) 314-5681
Phone: (305) 666-9242
Fax: (305) 666-9243
Tuition and Fees
(Effective Fall Term, 10/1/2018)

1. APPLICATION FEE: This fee is assessed prior to enrollment and is non-refundable.
2. REGISTRATION FEE: This fee is assessed upon enrollment and is non-refundable unless the student is not accepted by the College, or the student meets the conditions of cancellation as outlined in the REFUND POLICY.
3. TUITION: Tuition charges are assessed by the quarter and are payable quarterly before the beginning of classes. The Tuition and Fee Schedule details the specific tuition and program fee for each quarter of each program.
4. PROGRAM FEES: Program fees cover such items as labs, supplies, materials, parking, student awards, workshops, and career days. Program fees are assessed each quarter for every program. Program fees are payable on a quarterly basis and are not refundable after the beginning of classes.
5. TEXTBOOKS: Textbooks can be purchased through the online book store located at http://mybookstore.citycollege.edu OR on campus during the last few weeks and the first few weeks of each quarter. The cost of textbooks is not included in any of the stated tuition and fees.
6. CITY COLLEGE TRANSCRIPT FEE: The first transcript requested is free. Subsequent transcript requests are $5.00 each.

| Application Fee (non-refundable)       | $25.00 |
| Registration Fee                      | $75.00 |
| Restart Fee                           | $100.00|
| Tuition                               | $348.00 per credit hour |
| Graduation Fee                        | $150.00 |
| Pinning Fee (Associate of Science in Nursing Students) | $50.00 |

**Program Fees**

| Program Fee – Allied Health (MA/BC/MHT/PHLEB) | $63.00 per credit hour |
| Program Fee – Anesthesia Technology          | $68.00 per credit hour |
| Program Fee – Broadcasting                   | $53.00 per credit hour |
| Program Fee - Cardiovascular Sonography (Associate of Science) | $68.00 per credit hour |
| Program Fee – EMS                            | $68.00 per credit hour |
| Program Fee – Surgical Technology            | $68.00 per credit hour |
| Program Fee - Veterinary Technology (Associate of Science) | $68.00 per credit hour |
| All other program fees (including Single Subject)… | $43.00 per credit hour |
| Program Fee - Health Care Administration (Bachelor of Science) | $43.00 per credit hour |
| Program Fee – Nursing (Bachelor of Science) - online | $43.00 per credit hour |
| Program Fee – Business Management (Bachelor of Science) – online | $43.00 per credit hour |

Online programs and courses do not incur additional fees.

**Other items a student may be required to purchase (amounts are approximate):**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health, EMS, Anesthesia Technology, Nursing, and Surgical Technology students are required to submit results of a physical examination, PPD (Tuberculosis Screen) and Hepatitis vaccine</td>
<td>$245.00</td>
</tr>
<tr>
<td>Level I Background check</td>
<td>$50.00</td>
</tr>
<tr>
<td>Level II Background Check is required for Clinical Site (if applicable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>10 panel drug test is required for Clinical Site (if applicable)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Allied Health uniforms and supplies</td>
<td>$300.00</td>
</tr>
<tr>
<td>Anesthesia Technology uniforms and supplies</td>
<td>$200.00</td>
</tr>
<tr>
<td>EMS uniforms and supplies</td>
<td>$350.00</td>
</tr>
<tr>
<td>Private Investigation Services (Associate of Science) supplies/equipment</td>
<td>$550.00</td>
</tr>
<tr>
<td>Surgical Technology uniforms and supplies</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

The amounts above do not include text book costs. The cost for text books varies from $500.00 to $1500.00 depending on the program of study.
### Testing and Other Fees a student may incur:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Standing/Credit by Examination Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Credit by Examination Re-scheduling Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Credit for Prior Learning and Life Experience Portfolio Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Allied Health NCMAA or NCICS</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

#### Licensure Examination Fees

<table>
<thead>
<tr>
<th>Examination</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;CC&quot; Private Investigator Intern Licensure Examination</td>
<td>$162.75</td>
</tr>
<tr>
<td>Cardiovascular Sonography Registry (ARDMS SPI):Physics</td>
<td>$225.00</td>
</tr>
<tr>
<td>Certified Anesthesia Technologist exam</td>
<td>$400.00</td>
</tr>
<tr>
<td>Certified Surgical Technologist (CST) exam</td>
<td>$290.00</td>
</tr>
<tr>
<td>National Registry EMT Licensure Exam (NREMT)</td>
<td>$115.00</td>
</tr>
<tr>
<td>Florida State Paramedic Licensure Exam or</td>
<td>$115.00</td>
</tr>
<tr>
<td>National Registry Paramedic Licensure Exam (NREMT-P)</td>
<td>$170.00</td>
</tr>
<tr>
<td>Veterinary Technician National Exam (VTNE)</td>
<td>$315.00</td>
</tr>
</tbody>
</table>

The College reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies. A current schedule of tuition and fees can be found on the inside back cover of this catalog.