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, 177 Montgomery Rd., Altamonte Springs; FL 32714, 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.
A Message From the President

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
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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 program is 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.

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

History

The Institute Of Specialized Training & Management, Inc. (ISTM) was established in Casselberry, Florida, in December of 1988, under Chapter 617 F.S. and Internal Revenue Code 1969 Section 501(c)(3). The Institute was originally established to address the need for education and further enhancement of individuals entering the private investigation field.

In 1989, ISTM was licensed by the State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools, license No. 1008. In 1991, ISTM received authorization from the State Board of Independent Postsecondary Vocational, Technical, Trade and Business Schools to offer vocational programs. In 1992, ISTM was accredited by the Commission on Occupational Education Institutes (COEI/SACS).

The Board of Directors changed the focus of ISTM from a vocational institution to that of a collegiate level entity by offering Associate's degree programs in 1996. In 1997, the Institute received approval from the State Board of Independent Colleges and Universities to offer Associate of Science/Applied Science degrees and changed its name to ISTM, Inc. d/b/a City College. In 2000, ISTM d/b/a City College was granted accreditation as a Junior College by the Accrediting Council for Independent Colleges and Schools (ACICS).

On April 1, 2010, ISTM d/b/a City College Casselberry was purchased by City College Inc. Quality Education continues to be the goal of City College. On August 3, 2011, the college moved to a new building at 177 Montgomery Rd., Altamonte Springs, Florida.

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 degrees based on the student’s successful completion of required coursework.

Goals and Objectives

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

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

Facility

City College is located at 177 Montgomery Road in Altamonte Springs Florida the campus consists of approximately 24,000 square feet of classrooms, laboratories, and administrative offices. 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.

Surgical Technology lab has a “sub-sterile” room where a 3 bay sink is in place that emulates actual OR 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 number is (407) 831-9816.
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.
   a. Anesthesia Technology, Cardiovascular Sonography, EMS, or Surgical Technology: Placement exam scores of 267 in Verbal and Quantitative and 60% or above in Information Retrieval and Reading Comprehension.
   b. Nursing: Students must meet the minimum standard on the Kaplan Admissions Exam in math, reading, science, and writing. 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.

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 National Association of Credential Evaluation Services (NACES) approved organization. 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:
  a. Evidence of an equivalent degree
  b. 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.

Applicants to City College may be exempted from Language and Reading testing if they can provide evidence of any of the following scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Test</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>SAT Written</td>
<td>500 and above</td>
<td>ACT English</td>
<td>19 and above</td>
</tr>
<tr>
<td>SAT Reading</td>
<td>500 and above</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOEFL by hand</td>
<td>500 and above</td>
<td>TOEFL by Computer</td>
<td>173 and above</td>
</tr>
<tr>
<td>iBT</td>
<td>61 and above</td>
<td>CLEP</td>
<td>50 and above</td>
</tr>
<tr>
<td>AP</td>
<td>3 and above</td>
<td>IB</td>
<td>4 and above</td>
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Applicants to City College may be exempted from Math testing if they can provide the following:

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<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT Math</td>
<td>500 and above</td>
<td>ACT Math</td>
<td>19 and above</td>
</tr>
<tr>
<td>TOEFL by hand</td>
<td>500 and above</td>
<td>TOEFL by Computer</td>
<td>173 and above</td>
</tr>
<tr>
<td>iBT</td>
<td>61 and above</td>
<td>CLEP</td>
<td>50 and above</td>
</tr>
<tr>
<td>AP</td>
<td>3 and above</td>
<td>IB</td>
<td>4 and above</td>
</tr>
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Programmatic Entry Requirements
In addition to the regular admission requirements, students applying to the Associate of Science in Anesthesia Technology, Emergency Medical Services (EMS), Nursing, or Surgical Technology program have the following admissions requirements:

1. Specific test scores that must be achieved:
   a. Anesthesia Technology, EMS, Nursing, 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. Nursing: Students must meet the minimum standard on the Kaplan Admissions Exam in math, reading, science, and writing. 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 any of these programs 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 urinalysis 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 complete an Acknowledgement of Florida Statute Section 456.0635.
5. Student must have a VECHS background check.

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, 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, Emergency Medical Services, Nursing, and Surgical Technology should expect the following process.

1. Student enrolls into Associate of Science program in Anesthesia Technology, Emergency Medical Services, Nursing, and Surgical 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 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 Program 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.

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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 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.

Criteria for acceptance 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.
e. The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as 70% or better). Nursing and EMS core courses require a "B" or better.
f. **Transfer Credits for Associate of Science in Nursing**
   a. Students requesting transfer of credit for BSC1085, BSC1085L, BSC1086, BSC1086L, MCB2010, and MCB2010L must have:
   b. Earned those credits within 5 years of entry into the requested program
   - 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 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 transfer the general education courses. 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 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.

### 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.

a. Meet all Admissions criteria (with the exception of Background check and Medical documentation).
b. 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."

c. 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.

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**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.
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 REPAYED)

William D. Ford Direct Federal 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.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Number of Payments</th>
<th>Monthly Payment</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 3,500</td>
<td>120</td>
<td>$ 50.00</td>
<td>$ 4,471.00</td>
</tr>
<tr>
<td>$ 5,000</td>
<td>120</td>
<td>$ 80.00</td>
<td>$ 6,905.00</td>
</tr>
<tr>
<td>$ 7,500</td>
<td>120</td>
<td>$ 110.00</td>
<td>$10,357.00</td>
</tr>
<tr>
<td>$10,500</td>
<td>120</td>
<td>$121.00</td>
<td>$14,500.00</td>
</tr>
<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.
- 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.

The grant will be disbursed on or about the 3rd week of the quarter.
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 of 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

Scholarship applications can be found on our website.

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 approval 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

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.
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 fees 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 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that 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, HEA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45 day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student’s eligibility.

**Designated Office to Contact for Withdrawal** - The student must contact the 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: 8:30 AM – 8:00 PM
Friday: 8:30 AM – 5:00 PM
Saturday – 9:00 AM – 1:00 PM

Classes may be held during the following hours:
Monday - Friday: 9:00 AM - 9:50 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
Any student who has an academic grievance must follow this procedure:

**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 infraction 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.

**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 web site, 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 continue to 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
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>4.0</td>
</tr>
<tr>
<td>B (80-89)</td>
<td>3.0</td>
</tr>
<tr>
<td>C (70-79)</td>
<td>2.0</td>
</tr>
<tr>
<td>D (60-69)</td>
<td>1.0</td>
</tr>
<tr>
<td>F (below 60)</td>
<td>0.0</td>
</tr>
<tr>
<td>EP (Essentials Pass)</td>
<td>0.0</td>
</tr>
<tr>
<td>ENP (Essentials No Pass)</td>
<td>0.0</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0.0</td>
</tr>
<tr>
<td>W (Withdrawal)</td>
<td>0.0</td>
</tr>
<tr>
<td>S (Satisfactory)</td>
<td>0.0</td>
</tr>
<tr>
<td>T (Transfer Credit)</td>
<td>0.0</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>0.0</td>
</tr>
<tr>
<td>NP (No Pass)</td>
<td>0.0</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

A minimum of a "B" is required to pass ALL core courses in the Emergency Medical Services program. 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 program. 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. 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 Nursing

1. A minimum of a "B" is required to pass ALL core courses in the Nursing programs. A grade of "C," "D," "F," or "NP" is considered unsatisfactory and therefore non-passing. No more than one (1) core course may be repeated in the Nursing program. Nursing students cannot advance in their programs with a grade of NP. Receiving an unsatisfactory or non-passing grade will affect the student's progression to any course for which that course is a prerequisite.
2. Only one repetition of any core course may be attempted. A second failure of the same course will result in academic dismissal.
3. Failure of a second core course will result in dismissal from the program.
   a. NUR2210 Beginning Medical Surgical Nursing: A student must receive a satisfactory grade of "A" or "B" in first attempt of course, the course may not be repeated. A grade of "C," "D," "F" or "NP" is considered unsatisfactory and will result in dismissal
Students who are dismissed for a violation of the two strike rule are not assigned by Florida’s Statewide Course Numbering System (SCNS). This Courses in this catalog are identified by prefixes and numbers that were Florida’s Statewide Course Numbering System followed by a four-digit course number. System (SCNS). SCNS courses have a standardized three-letter prefix City College participates in the Florida Statewide Course Numbering number. “C” indicates combined lab/lecture course. 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 Last withdrawal date or known educational activity is recorded 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 followed by a four-digit course number.

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></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Composition</th>
<th>Lower (Freshmen) Level at this institution</th>
<th>Freshman Composition Skills</th>
<th>Freshman Composition Skills I</th>
<th>No laboratory component in this course</th>
</tr>
</thead>
</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 previous 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
30 | Academic Policies and Procedures

(T) and Advanced standing (S) courses which count towards the new program completion requirements will be transferred. All credits attempted and grades earned in the student’s new program of study will count towards determining satisfactory academic progress and will be calculated within Maximum Time Frame.

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

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 test 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

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 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>Grade Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90-4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.70-3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.50-3.69</td>
<td>Cum Laude</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 track 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</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 fails 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 “F,” “D,” “C,” or “W” was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the student’s cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student’s Maximum Time Frame (MTF) for completion and remain on a student’s transcript. 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 is 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 earn the required Cumulative Grade Point Average (CGPA) and/or the required completion percentage of credit hours will be counseled and placed 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, his/her 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 Strike Rules**

**Repeated Courses in EMS**

A minimum of a “B” is required to pass ALL core courses in the Emergency Medical Services program. 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 program. Only one repeat of any core course may be attempted. A second failure of the same core 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. 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 Nursing**

1. A minimum of a “B” is required to pass ALL core courses in the Nursing programs. A grade of “C”, “D”, “F”, or “NP” is considered unsatisfactory and therefore non-passing. No more than one (1) core course may be repeated in the Nursing program. Nursing students cannot advance in their programs with a grade of NP. Receiving an unsatisfactory or non-passing grade will affect the student’s progression to any course for which that course is a prerequisite.
2. Only one repetition of any core course may be attempted. A second failure of the same course will result in academic dismissal.
3. Failure of a second core course will result in dismissal from the program.
   a. NUR2210 Beginning Medical Surgical Nursing: A student must receive a satisfactory grade of “A” or “B” in first attempt of course, the course may not be repeated. A grade of “C”, “D”, “F”, or “NP” is considered unsatisfactory and will result in dismissal from the program. Students may withdraw from the course by Week 6 and receive a grade of W. Students may only register for this course twice.
   b. NUR2811 Professional Nursing Roles and Leadership: A student may repeat one (1) time, even if it is the second core class failed on first attempt. A grade of “C”, “D”, “F”, or “NP” is considered unsatisfactory and therefore non-passing. A second failure of the same course will result in dismissal from the program.

Students who are dismissed for a violation of the two strike rule are not eligible for extended enrollment status.

**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 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 retake courses previously failed or upgrade the skills applicable to the student’s educational objective, so that the recalculated 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 recalculated 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 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
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.
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 the first half of the quarter 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 the second half of the quarter will earn an F on their transcript. An "F" will have an impact on 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 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. 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.

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 student's 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:
- a. The student may either fail the assignment and lose the grade for that assignment without the possibility of replacing that grade or
- b. 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:
   a. Suspension from the College or
   b. 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 -
Academic Associate Degrees

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

Program Delivery

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 off-campus learning opportunities, and integrating distance learning techniques and technology. Online courses are not required but are an option. Some on-ground courses are not offered every term. Occasionally, to stay on track in a program, a student may need to take an online course.

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.

Note: 3000 and 4000 level courses are not offered on ground. Through our consortium agreement with the Fort Lauderdale Campus, 3000 and 4000 level courses are available to students in General Education.

<table>
<thead>
<tr>
<th>English</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1100 College English</td>
<td>4</td>
</tr>
<tr>
<td>ENC1101 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENC1102 Composition II</td>
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<tr>
<td>LIT2000 Introduction to Literature</td>
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<tr>
<th>Humanities</th>
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<tbody>
<tr>
<td>HUM1020 Humanities</td>
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<tr>
<td>IDS2350 Critical Thinking</td>
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<tr>
<td>PHI2014 Introduction to Philosophy</td>
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<td>PHI4609 Ethics</td>
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<td>SPC1017 Oral Communications</td>
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<td>SPN1120 Spanish</td>
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<th>Sciences</th>
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<tr>
<td>CHM1020 Introduction to Chemistry</td>
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<tr>
<td>CHM1033 Chemistry for Health Sciences</td>
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<tr>
<td>CHM1033L Chemistry for Health Sciences/Lab</td>
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<tr>
<td>EVR1001 Living in the Environment</td>
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<tr>
<td>GEA1000 Geography</td>
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<tr>
<td>GEA4191 World Environments</td>
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<tr>
<td>HUN1206 Nutrition</td>
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<tr>
<td>MCB2010 Microbiology</td>
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<td>MCB2010L Microbiology Lab</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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<tr>
<td>MTB1344</td>
<td>Algebra and Trigonometry</td>
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<td>MTB2324</td>
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<td>STA2014</td>
<td>Statistics</td>
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<th>Behavioral Sciences</th>
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<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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<td>ECO1000</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>
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Associate of Science Programs

Associate of Science in Allied Health

The Associate of Science Degree is comprised of technical training in a given field combined with a General Education component. General Education courses allow for further development of listening, speaking, reading and writing skills while technical training will aid the student in achieving his/her full potential for promotion and advancement within a chosen field. City College offers several majors under the Associate of Science Allied Health Degree. These majors include Medical Assisting and Medical Office Administration with a track in Insurance Billing and Coding. Courses under these majors are comprised of a Major component, Concentration Core, General Education unit and required electives to complete degree requirements. 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

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.

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. This curriculum is comprised of a total of ninety-two (92) credit hours presented over eight (8) quarters.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
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<tr>
<td>HSCI403C</td>
<td>Medical Emergencies</td>
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<tr>
<td></td>
<td>2</td>
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<tr>
<td>BSC1093</td>
<td>Anatomy and Physiology of Structural Systems</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BSC1094</td>
<td>Anatomy and Physiology of Organ Systems</td>
</tr>
<tr>
<td></td>
<td>4</td>
</tr>
<tr>
<td>MEA1346C</td>
<td>Computerized Medical Office Management</td>
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<td></td>
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<tr>
<td>MEA2235</td>
<td>Medical Law and Ethics</td>
</tr>
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<tr>
<td>HIM2270</td>
<td>Medical Insurance</td>
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<td></td>
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<tr>
<td>MEA1245C</td>
<td>Phlebotomy Procedures</td>
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<tr>
<td>MEA1226C</td>
<td>Examining Room Procedures</td>
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<tr>
<td>MEA2260C</td>
<td>Clinical Laboratory Procedures</td>
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<td>MEA2803</td>
<td>Medical Assisting Externship</td>
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<tr>
<td>HSC2149</td>
<td>Pharmacology</td>
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<td></td>
<td>4</td>
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<tr>
<td>CGS1100C</td>
<td>Computer Applications I</td>
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<td></td>
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</tr>
<tr>
<td>Electives</td>
<td>(2 courses)</td>
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<tr>
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Total Major Core Requirements: 60

Program table continues on next page.
<table>
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<td>SLS1201 Personal Development</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>
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<tbody>
<tr>
<td>ENC1100 College English</td>
<td>4</td>
</tr>
<tr>
<td>ENC1101 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>Humanities (1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Math (1 course)</td>
<td>4</td>
</tr>
<tr>
<td>Social Science (1 course)</td>
<td>4</td>
</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
Medical Office Administration Major with a Track in Insurance Billing and Coding

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. 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. The curriculum consists of a total of ninety-six (96) credit hours presented over eight (8) quarters.

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

Program 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.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>APA1111 Accounting I</td>
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<tr>
<td>HSC1531 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>HSC1403C Medical Emergencies</td>
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<tr>
<td>BSC1093 Anatomy and Physiology of Structural Systems</td>
<td>4</td>
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<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>HSC2149 Pharmacology</td>
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</tr>
<tr>
<td>HIM2000 Medical Records Management</td>
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</tr>
<tr>
<td>HIM2222 Basic ICD Coding</td>
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</tr>
<tr>
<td>HIM2253 CPT-Current Procedural Terminology</td>
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</tr>
<tr>
<td>HIM2800 Medical Billing and Coding Externship</td>
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<tr>
<td>CGS1100C Computer Applications I</td>
<td>4</td>
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<tr>
<td>CGS1571C Computer Applications II</td>
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<tr>
<td>Electives (1 course)</td>
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Total Major Core Requirements: 64

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<td>SLS1201 Personal Development</td>
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Total Related Requirements: 8

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<thead>
<tr>
<th>General Education</th>
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<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>Humanities (1 course)</td>
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<tr>
<td>Math (1 course)</td>
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<tr>
<td>Social Science (1 course)</td>
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<tr>
<td>General Education Elective (1 course)</td>
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Total General Education Requirements: 24

Total Credits Required for Graduation: 96
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.

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 VECCH background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

<table>
<thead>
<tr>
<th>Major Core</th>
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<tbody>
<tr>
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<td>AT110 Introduction to Anesthesia Technology</td>
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<tr>
<td>AT111 Anesthesia Technician Fundamentals I</td>
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<tr>
<td>AT112 Anesthesia Technician Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>AT113 Anesthesia Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>AT114 Anesthesia Technician Instrumentation I</td>
<td>3</td>
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<tr>
<td>AT115 Anesthesia Technician Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>AT116 Anesthesia Technician Clinical Experience I</td>
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<td>AT117 Anesthesia Technician Clinical Experience II</td>
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<tr>
<td>AT118 Anesthesia Capstone</td>
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<td>AT201 Exam Prep</td>
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<tr>
<td>AT202 Anesthesia Technician Externship</td>
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<tr>
<td>BSC1093 Anatomy and Physiology of Structural Systems</td>
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<td>BSC1094 Anatomy and Physiology of Organ Systems</td>
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<tr>
<td>MCB2010 Microbiology</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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Total Major Core Requirements: 67

Program table continues on next page.
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<td>SLS2301 Professional Strategies</td>
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Total Related Requirements: 8

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<th>General Education</th>
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<td>ENC1100 College English</td>
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<tr>
<td>ENC1101 Composition I</td>
<td>4</td>
</tr>
<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>
</tr>
<tr>
<td>Behavioral Science (1 course)</td>
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Total General Education Requirements: 24

Total Credits Required for Graduation: 99
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. 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.

Management Major

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.

Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>CGS1100C</td>
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<td>GEB1011</td>
<td>Business Principles</td>
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<td>MAN2021</td>
<td>Principles of Management</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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Total Major Core Requirements: 24

Concentration Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>APA1111</td>
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<tr>
<td>APA2121</td>
<td>Accounting II</td>
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<tr>
<td>SBM1000</td>
<td>Small Business Management</td>
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<tr>
<td>MAR1011</td>
<td>Principles of Marketing</td>
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<tr>
<td>MAR 2141</td>
<td>International Business</td>
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<tr>
<td>BUL2131</td>
<td>Business Law and Ethics</td>
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Total Concentration Core Requirements: 24

Related Requirements

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<tr>
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<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLS1201</td>
<td>Personal Development</td>
<td>4</td>
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<tr>
<td>SLS2301</td>
<td>Professional Strategies</td>
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Total Related Requirements: 8

Business Electives (3 courses)

Program table continues on next page.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tr>
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</tr>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>4</td>
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<tr>
<td>Humanities (1 course)</td>
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<tr>
<td>Math (1 course)</td>
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<tr>
<td>Social Science (1 course)</td>
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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
Associate of Science in Emergency Medical Services

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.
     - 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 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.

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

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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.

<table>
<thead>
<tr>
<th>Major Core</th>
<th>Quarter Credit Hours</th>
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<tbody>
<tr>
<td>EMS1010 Anatomy and Physiology For EMS</td>
<td>4</td>
</tr>
<tr>
<td>EMS1153 Introduction to Emergency Medical Technician</td>
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<td>EMS1154C Emergency Medical Technician I</td>
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<td>EMS1155C Emergency Medical Technician II</td>
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<tr>
<td>EMS1671 Paramedic I</td>
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<tr>
<td>EMS1090L Paramedic I Laboratory</td>
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<tr>
<td>EMS2690 Paramedic I Externship</td>
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<td>EMS2672 Paramedic II</td>
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<td>EMS2091L Paramedic II Laboratory</td>
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<td>EMS2691 Paramedic II Externship</td>
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<td>EMS2673 Paramedic III</td>
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<td>EMS2092L Paramedic III Laboratory</td>
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<td>EMS2692 Paramedic III Externship</td>
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<td>EMS2674 Paramedic IV</td>
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<td>EMS2093L Paramedic IV Laboratory</td>
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<tr>
<td>EMS2693 Paramedic IV Externship</td>
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<tr>
<td>EMS2675 Paramedic V</td>
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<tr>
<td>EMS2094L Paramedic V Laboratory</td>
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<td>EMS2694 Paramedic V Externship</td>
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**Total Major Core Requirements: 83**

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<tr>
<th>Related Requirements</th>
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<td>SLS1201 Personal Development</td>
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**Total Related Requirements: 4**

<table>
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<tr>
<th>General Education</th>
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<tr>
<td>ENC1100 College English</td>
<td>4</td>
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<tr>
<td>ENC1101 Composition I</td>
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</tr>
<tr>
<td>MAT1030 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PSY1012 Principles of Psychology</td>
<td>4</td>
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<tr>
<td>Humanities (1 course)</td>
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<tr>
<td>Social Science (1 course)</td>
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</tbody>
</table>

**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 to assume certain duties, which are routinely performed by attorneys, under the supervision of an attorney, 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 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>
</tr>
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<tbody>
<tr>
<td>CGS1100C</td>
<td>Computer Applications I</td>
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<tr>
<td>CGS1571C</td>
<td>Computer Applications II</td>
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<td>PLA1003</td>
<td>Introduction to Legal Assisting</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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<tr>
<td>PLA1103</td>
<td>Legal Writing and Research I</td>
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<tr>
<td>PLA2114</td>
<td>Legal Writing and Research II</td>
<td>4</td>
</tr>
<tr>
<td>PLA1303</td>
<td>Criminal Law and Criminal Procedures</td>
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</tr>
<tr>
<td>PLA2740</td>
<td>Court Proceedings and Litigation</td>
<td>4</td>
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<tr>
<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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<tr>
<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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<tr>
<th>Course Code</th>
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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

### General Education

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<tr>
<th>Course Code</th>
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<td>ENC1101</td>
<td>Composition I</td>
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<tr>
<td>Math</td>
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<tr>
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<tr>
<td>General Education Elective</td>
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Total General Education Requirements: 24

Total Credits Required for Graduation: 97
Associate of Science in Nursing

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 weakness 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

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.
     - 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.


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>
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<tbody>
<tr>
<td>BSC1085 Anatomy and Physiology I</td>
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<tr>
<td>BSC1085L Anatomy and Physiology I Lab</td>
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<tr>
<td>BSC1086 Anatomy and Physiology II</td>
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<td>BSC1086L Anatomy and Physiology II Lab</td>
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<tr>
<td>HUN1206 Nutrition</td>
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<tr>
<td>MCB2010 Microbiology</td>
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<td>MCB2010L Microbiology Lab</td>
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<tr>
<td>NUR1020C Fundamentals of Nursing</td>
<td>7</td>
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<tr>
<td>NUR1110 Concepts of Nursing Practice</td>
<td>3</td>
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<tr>
<td>NUR2141 Pharmacology and Nursing Practice</td>
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<tr>
<td>NUR2210C Beginning Medical Surgical Nursing</td>
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<tr>
<td>NUR2243C Medical Surgical Nursing</td>
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<tr>
<td>NUR1310C Child Care Nursing</td>
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<tr>
<td>NUR1421C Maternal Child Health Nursing</td>
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<tr>
<td>NUR1520C Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR2291C Critical Care Nursing</td>
<td>4</td>
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<tr>
<td>NUR2811C Professional Nursing Roles and Leadership</td>
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Total Major Core Requirements (a minimum grade of B must be earned in each Major Core Course): 76

<table>
<thead>
<tr>
<th>General Education</th>
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<tbody>
<tr>
<td>ENC1100 College English</td>
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<td>ENC1101 Composition I</td>
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<tr>
<td>DEP2004 Human Growth and Development</td>
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<td>MAT1030 College Algebra</td>
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<td>HUM1020 Humanities</td>
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<td>SYG2000 Sociology</td>
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</table>

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

Total Credits Required for Graduation: 100
The Associate of Science degree 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 curriculum 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-six (96) 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 a 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.

### Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>CGS2500C</td>
<td>Word Processing or Computer Applications II</td>
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<td>CGS1571C</td>
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<td>ENCI100</td>
<td>College English</td>
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<td>OST1142C</td>
<td>Keyboarding I or Computer Applications I</td>
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<td>CGS1100C</td>
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<td>PI101</td>
<td>Principles of Private Investigation</td>
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<td>PI100</td>
<td>Interviews and Statements</td>
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<td>PI103</td>
<td>Legal Investigations</td>
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<td>PI104</td>
<td>Investigative Report Writing</td>
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<tr>
<td>PI110</td>
<td>Asset Protection and Undercover Investigations</td>
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<tr>
<td>PI205</td>
<td>Fraud Investigation</td>
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<tr>
<td>PI208</td>
<td>Insurance Investigation</td>
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<td>PI215</td>
<td>Private Investigation Management</td>
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<td>PI280</td>
<td>Private Investigation Externship</td>
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<td>SLS2301</td>
<td>Professional Strategies</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Major Core Requirements:** 72

### General Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>Composition I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Education (2 courses)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Humanities (1 course)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Math (1 course)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Social Science (1 course)</td>
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</tbody>
</table>

**Total General Education Requirements:** 24

**Total Credits Required for Graduation:** 96
Associate of Science in Surgical Technology

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 - Academic Associate Degrees

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

### Related Requirements
- **SLS1201** Personal Development 4
- **SLS2301** Professional Strategies 4

### Major Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</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>
<td>Anatomy and Physiology I Lab</td>
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<td>BSC1086</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BSC1086L</td>
<td>Anatomy and Physiology II Lab</td>
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<td>MCB2010</td>
<td>Microbiology</td>
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<td>MCB2010L</td>
<td>Microbiology Lab</td>
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<tr>
<td>HSC1531</td>
<td>Medical Terminology</td>
<td>4</td>
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<tr>
<td>MEA2235</td>
<td>Medical Law and Ethics</td>
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<tr>
<td>STS1302</td>
<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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<td>STS1340C</td>
<td>Surgical Pharmacology and Aseptic Technique</td>
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<td>STS2325C</td>
<td>Surgical Procedures I</td>
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<td>STS2326</td>
<td>Surgical Procedures II</td>
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<td>STS2270</td>
<td>Clinical Aspects I</td>
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<td>STS2271</td>
<td>Clinical Aspects II</td>
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<td>STS2272</td>
<td>Clinical Aspects III</td>
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<tr>
<td>STS2936</td>
<td>Exam Prep</td>
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</tbody>
</table>

**Total Major Core Requirements: 71**

### Total Related Requirements: 8

### Total General Education Requirements: 24

**Total Credits Required for Graduation: 103**
Continuing Education/Professional Enhancement Courses

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 vascular 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)

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

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

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

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

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

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: 3

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

Prerequisites: AT111
Credit Hours: 3

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

Prerequisites: 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 externship 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*

*Offered Online: Yes*

*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  Credit Hours: 1
Corequisites: BSC1085

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  Credit Hours: 4
Corequisites: BSC1086L

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  Credit Hours: 1
Corequisites: BSC1086

MCB2010 Microbiology

The purpose of this course is to provide the student with a general overview of the field of microbiology. Specifically, the student will learn about cell biology, bacteria, viruses and the components of the immune system.

Prerequisites: None  Credit Hours: 4
Corequisite: MCB2010L

MCB2010L Microbiology Lab

The purpose of this course is to provide the student with laboratory exercises in anatomy and physiology. The course is intended to enhance the topics covered in the lecture course. Students will use laboratory equipment (microscope, slides, stains, etc.) and materials (Petri dish, cultures, etc) to examine microorganisms.

Prerequisites: None  Credit Hours: 1
Corequisite: MCB2010

Business Law (BUL)

BUL2131 Business Law and Ethics

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

Prerequisites: None  Credit Hours: 4
Offered Online: Yes

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

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 ECO2013 or ECO1000  Credit Hours: 4
Emergency Medical Services (EM or EMS)

EMS1010  Anatomy and Physiology for EMS
Course version for students who began the program after 2/15/2017
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
Course version for students who began the program before 2/15/2017
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 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
Course version for students who began the program after 2/15/2017
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 based on the National Emergency Medical Services Education Standards including lecture, skills laboratory, and an externship.

Prerequisites: Physical examination by a licensed  
Credit Hours: 7  
physician, and VECHS (voluntary employment criminal history search) and BLS Provider certification.

EMS1154C  Emergency Medical Technician I
Course version for students who began the program before 2/15/2017
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  
Credit Hours: 7  
physician, and VECHS (voluntary employment criminal history search).

EMS1154C  Emergency Medical Technician II
Course version for students who begin the program after 2/15/2017
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

EMS1155C  Emergency Medical Technician II
Course version for students who began the program before 2/15/2017
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 Educations 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

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

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

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

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

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 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: 3
EMS2672  Paramedic II

*Course version for students who begin 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 Education 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: 6

EMS2672  Paramedic II

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

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. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care.

Prerequisites: EMS1671, EMS2690, and EMS1090L  
Corequisites: EMS2091L and EMS2691  
Credit Hours: 6

EMS2091L  Paramedic II Laboratory

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

This course presents paramedic psychomotor skills from the US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. This is a laboratory course and will involve hands-on skills with manikins and other teaching tools. The student must be able to physically kneel, lift other persons to place them on a stretcher, and direct patient care. The laboratory will use training sessions and will progress to patient emergency scenarios in which the student will direct patient care. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS1671, EMS2690, and EMS1090L  
Corequisites: EMS2091L and EMS2691  
Credit Hours: 3

EMS2091L  Paramedic II Laboratory

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

This course continues the paramedic psychomotor skills contained in the USDOT curriculum. Patient assessment and management, anatomy and physiology of the respiratory system, airway management and ventilation will be covered in this section. 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.

Prerequisites: EMS1671, EMS2690, and EMS1090L  
Corequisites: EMS2091L and EMS2691  
Credit Hours: 3

EMS2691  Paramedic II Externship

*Course version for students who began the program after 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: EMS1671  
Corequisites: EMS2091L and EMS2672  
Credit Hours: 2

EMS2691  Paramedic II 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: EMS1671  
Corequisites: EMS2091L and EMS2672  
Credit Hours: 3

EMS2673  Paramedic III

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

This course consists of US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. The following areas are covered in this course: Trauma Overview, Bleeding, Chest Trauma, Abdominal and Genitourinary Trauma, Orthopedic Trauma, Soft Tissue Trauma, Head, Facial, Neck, and Spine Trauma, Special Considerations in Trauma, Multi-System Trauma, Environmental Emergencies, Pathophysiology, assessment, and management of Multi-System Trauma; Preparatory: Workforce Safety and Wellness; EMS Operations: Incident Management, Multiple Casualty Incidents, Vehicle Extrication, Hazardous Materials. This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS2672, EMS2091L and be a licensed EMT  
Corequisites: EMS2092L and EMS2692  
Credit Hours: 5

EMS2673  Paramedic III

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

This course consists of the USDOT curriculum. Patient assessment and management, anatomy and physiology of the respiratory system, airway management and ventilation will be covered in this section. 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.

Prerequisites: EMS1671, EMS2690, and EMS1090L  
Corequisites: EMS2091L and EMS2691  
Credit Hours: 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS2673</td>
<td>Paramedic III</td>
<td>This course presents the Medical phase of the USDOT 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, EMS2091L, and be a licensed EMT Credit Hours: 3</td>
</tr>
<tr>
<td>EMS2092L</td>
<td>Paramedic III 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: EMS2672 and be a licensed EMT Corequisites: EMS2673 and EMS2692 Credit Hours: 3</td>
</tr>
<tr>
<td>EMS2692</td>
<td>Paramedic III Externship</td>
<td>This course continues Paramedic psychomotor skills related to patient assessment and management in the clinical setting. Skills that have been practiced in the laboratory setting, and in which students have obtained competence, will be practiced in a clinical setting under the direct supervision of an instructor or preceptor in both pre-hospital and in-hospital settings. The student will progress from initially observing (in Paramedic I) to serving as a team leader (in Paramedic V) directing patient care. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship. Prerequisites: EMS2672 and be a licensed EMT Corequisites: EMS2673 and EMS2092L Credit Hours: 4</td>
</tr>
<tr>
<td>EMS2674</td>
<td>Paramedic IV</td>
<td>This course consists of US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. The areas covered are Preparatory: Medical/Legal and Ethics, EMS Systems; Life Span Development; Public Health; EMS Operations: Principles of Safely Operating a Ground Ambulance, Air Medical, Terrorism and Disaster. This is an interactive course that coincides with lecture, skills laboratory and an externship program. Prerequisites: EMS2673, EMS2692, and EMS2092L Corequisites: EMS2093L and EMS2693 Credit Hours: 4</td>
</tr>
</tbody>
</table>
EMS2674  Paramedic IV

Course version for students who began the program before 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, EMS2092, and EMS2092L
Corequisites: EMS2093L and EMS2693
Credit Hours: 6

EMS2093L  Paramedic IV Laboratory

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

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
Corequisites: EMS2674 and EMS2693
Credit Hours: 3

EMS2675  Paramedic V

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

This is the capstone course for the Paramedic portion of the program. Students will complete certification or recertification courses in BLS, ACLS, and PALS. Additional certifications such as PHTLS, NALS etc. may be offered. The final weeks of the course will be a National Registry EMT-P exam preparation and review. This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS2674, EMS2693, and EMS2093L
Corequisites: EMS2094L and EMS2694
Credit Hours: 3
EMS2675  Paramedic V

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

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
Corequisites: EMS2694L and EMS2694
Credit Hours: 3

EMS2675  Paramedic V

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

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
Corequisites: EMS2694L and EMS2694
Credit Hours: 3

EMS2094L  Paramedic V Laboratory

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

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: 6

EMS2094L  Paramedic V Laboratory

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

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: 6

EMS2694  Paramedic V Externship

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

This course completes the Paramedic psychomotor skills related to patient assessment and management in the clinical setting. It is a capstone course where students will be spending their field experiences as team leads. Emphasis is on safety of the care providers, safety of the patient, and observing all parameters of paramedic patient care including patient confidentiality. Laboratory skills must be mastered prior to the student entering any field or clinical externship.

Prerequisites: EMS2674
Corequisites: EMS2675 and EMS2094L
Credit Hours: 4

EMS2694  Paramedic V Externship

Course version for students who begin the program after 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: EMS2674, EMS2693, and EMS2093L
Corequisites: EMS2675 and EMS2094L
Credit Hours: 3

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

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

Environmental Studies (EVR)

EVR1001  Living in the Environment
This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth, world hunger, energy resources, environmental regulations and water/air/noise pollution. It explores distribution and abundance of renewable and non-renewable resources, both biological and non-biological, and emphasizes an understanding of environmental problems and their impact on people and society.

Prerequisites: None  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
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.
Credit Hours: 4

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 Sciences/Resources (HSC)

HSC1000 Orientation to the Health Sciences
This course provides information needed to build a foundation to those students pursuing a career in a health, medical or science related field. Topics include medical terminology, basic anatomy and physiology, disease prevention and health promotion, cultural diversity, leadership and ethical responsibilities of healthcare workers. This course also introduces the student to medical math, infection control and OSHA Bloodborne Pathogens standards.

Prerequisites: None
Credit Hours: 4

HSC1403C Medical Emergencies
This course is designed to prepare the student to handle emergency situations and procedures. In addition, students will take an American Heart Association BLS provider course.

Prerequisites: None
Credit Hours: 2

HSC1531 Medical Terminology
This course is designed to instruct students in basic principles of medical word building. The interrelationships of body structures and functions including their related terminology are stressed.

Prerequisites: None
Credit Hours: 4

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
Credit Hours: 4
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  
Offered Online: Yes  
Credit Hours: 4

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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  
Offered Online: Yes  
Credit Hours: 4

**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  
Offered Online: Yes  
Credit Hours: 4

**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

**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 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: 4

**IDS2940  Industry Practicum**

This course is a practical application course through which students work in an industry setting for a minimum of 90 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.

Prerequisites: Approval from the 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  Credit Hours: 4

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

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

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

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. Lab hours required: 20.
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
Offered Online: Yes
Credit Hours: 4

Mathematics - General and Finite (MGF)

MGF1106  Topics in College Mathematics
Through a unique problem-solving approach, this course provides an insight into what mathematics is and what it accomplishes. Topics include logic, estimation, numeration systems, number theory, algebra, functions and graphs, geometry mathematical systems, probability, and statistics.
Prerequisites: None
Offered Online: Yes
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
Offered Online: Yes
Credit Hours: 4

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
Offered Online: Yes
Credit Hours: 4

MEA2235  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

MEA2257C  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

MEA2260C  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
MEA2803 Medical Assisting Externship
The student applies skills obtained through classroom and laboratory instruction to actual work situations. Medical Assistant students are placed with a physician's office or other suitable facility to provide a broad training experience and on-the-job performance evaluation. The student is required to complete a minimum of 160 contact hours.

**Prerequisites:** Completion of all Medical Assisting core courses and approval of the Director of Education/Director of Health Sciences Education.

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

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

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.

**Prerequisites:** NUR2210C and DEP2004

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

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 commonly occurring mental health limitations that lead to therapeutic self care demands that require partnering.

**Prerequisites:** NUR2210C, SYG2000, ENC1101, or HUM1020

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
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 used by the 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

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 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: 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

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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.

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

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

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

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

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

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

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

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
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, 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

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 on 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

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 principles of behavior, the scientific method in psychology, perception, learning, thinking and problem solving techniques.

Prerequisites: DEP2004 or PSY1012  
Credit Hours: 4

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 testing.  
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

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

SLS2301  Professional Strategies

This course prepares each student for obtaining career positions through proven professional strategies. Resumé 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
Offered Online: Yes
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
Corequisites: STS1304C
Credit Hours: 4

STS2270 Clinical Aspects I
This course serves as the first of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in a wide variety of surgical procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2326 and STS1304C
Credit Hours: 8

STS2271 Clinical Aspects II
This course serves as the second of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. Students become familiarized with facilities, procedures, and practices of the working surgical environment. Students observe and begin participating in general, genitourinary, gynecologic, otorhinolaryngologic, ophthalmic, oral and maxillofacial, plastic and reconstructive, neurologic, and orthopedic procedures. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2270
Credit Hours: 8
STS2272  Clinical Aspects III

This is the final of three externship experiences, with a focus on the integration of the theory and practical skills applied to the clinical setting. The student is expected to demonstrate the required skills of the surgical technology profession with little to no supervision. Students are expected to maintain a weekly case log of all procedures, as well as detailed case reports of procedures where the student scrubbed in. All scrubbed cases are applied towards the 120 documented cases required for successful completion of the program.

Prerequisites: STS2271  Credit Hours: 8

STS2325C  Surgical Procedures I

This course introduces the student to the specific steps during basic, intermediate, and advanced surgical procedures. Topics covered will include anatomy, etiology and the disease processes necessitating surgical intervention in addition to the individual procedures. Key concepts include diagnostic examinations, wound healing, sutures, needles, and stapling devices, surgical procedures covering: general, obstetrics and gynecology, ophthalmic, otolaryngologic, oral and maxillofacial, and genitourinary surgery. The student will gain a better understanding of relating the pathological disease to the course of surgical intervention.

Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1085L, and BSC1086L  Credit Hours: 4

STS2326  Surgical Procedures II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include floor plan design, the various support departments, equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, and case selection, instrumentation, and room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. Students perform "mock surgery" and will demonstrate surgical procedure set ups for Orthopedic, Neuro, Plastic, Vascular, and Cardio-thoracic surgery.

Prerequisites: STS2325C  Credit Hours: 4

STS2936  Exam Prep

Upon completion of this course, the student shall be ready to attempt the national CST exam. This course will provide the student with the necessary review in order to give the best possibility of successfully attempting the national certifying exam. Materials covered will include a comprehensive review of all body systems, instrumentation, procedural methods, supplies, medications, as well as test-taking techniques.

Prerequisites: STS2271  Credit Hours: 1

Sociology of Demography (SYD)

SYD4700  Race and Ethnic Relations

In this class, we will look at minority groups in the U.S. (racial, ethnic, cultural, and religious); discuss the relationship of minority status to socioeconomic and political stratification; compare U.S. ethnic social relations to that of minority groups in other societies and contexts; look at what anthropological and sociological theory tell us about the sociocultural processes of ethnic formation, maintenance, and inter-relationship; 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 Location
<table>
<thead>
<tr>
<th><strong>Administration/Staff</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Full Name</strong></td>
</tr>
<tr>
<td>President</td>
<td>R. Esther Fike Curry</td>
</tr>
<tr>
<td>Executive Director</td>
<td>Dr. P. Michael Lanouette</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Ayisha Gray</td>
</tr>
<tr>
<td>Desktop Support Specialist</td>
<td>Farena Hatya</td>
</tr>
<tr>
<td>Director of Admissions</td>
<td>Tara Dorsey</td>
</tr>
<tr>
<td>Director of Financial Aid</td>
<td>Latoya Arthur</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Wayne Carter</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Geomar Chiclana-Diaz</td>
</tr>
<tr>
<td>Director of Career Assistance and Development</td>
<td>Amy Pelland</td>
</tr>
<tr>
<td>Career Services Associate</td>
<td>Kendall Mirville</td>
</tr>
<tr>
<td>Registrar</td>
<td>Jacqueline Morales</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

### 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

Jan. 4  Winter quarter orientation/registration - Night Students
Jan. 5  Winter quarter orientation/registration - Day Students
Jan. 8  Classes begin
Jan. 14  Last day of drop/add
Jan. 15  Martin Luther King Day (No classes)*
Feb. 5  Continuing student registration for Spring begins
Feb. 13  Mid-quarter orientation/registration
Feb. 14  Mid-quarter classes begin
Feb. 19  Presidents Day (No classes)*
Feb. 19  Student schedules ready to be confirmed and signed
Feb. 20  Last day of mid-quarter drop/add
Mar. 24  Quarter ends
Mar. 25 – Apr. 1  Spring break

Spring Term

Mar. 29  Spring quarter orientation/registration - Night Students
Mar. 30  Spring quarter orientation/registration - Day Students
Apr. 2  Classes begin
Apr. 8  Last day of add/drop
Apr. 30  Continuing student registration for Summer begins
May 8  Mid-quarter orientation/registration
May 7  Student schedules ready to be confirmed and signed
May 9  Mid-quarter classes begin
May 15  Last day of mid-quarter drop/add
May 28  Memorial Day (No Classes)*
June 16  Quarter ends
June 17 – 26  Summer break

Sumner Term

June 21  Fall quarter orientation/registration - Night Students
June 22  Fall quarter orientation/registration - Day Students
June 27  Classes begin
July 3  Last day of drop/add
July 4  Independence Day (No classes)*
July 25  Continuing student registration for Fall begins
July 28  Mid-quarter orientation/registration
July 26  Summer quarter orientation/registration - Night Students
July 27  Summer quarter orientation/registration - Day Students
Aug. 6  Mid-quarter classes begin
Aug. 8  Student schedules ready to be confirmed and signed
Aug. 12  Last day of mid-quarter drop/add
Sept. 3  Labor Day (No classes)*
Sept. 12  Quarter ends
Sept. 12 - Sept. 30  Fall break

Fall Term

Sept. 27  Fall quarter orientation/registration - Night Students
Sept. 28  Fall quarter orientation/registration - Day Students
Oct. 1  Classes begin
Oct. 7  Last day of drop/add
Oct. 29  Continuing student registration for Winter begins
Nov. 2  Hollywood mid-quarter orientation/registration
Nov. 6  Mid-quarter classes begin
Nov. 7  Veterans Day (No classes)*
Nov. 11  Student schedules ready to be confirmed and signed
Nov. 13  Last day of mid-quarter drop/add
Nov. 22 - 23  Thanksgiving (No classes)*
Dec. 15  Quarter ends
Dec. 16 - Jan. 7, 2019  Winter break

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*Holidays

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- Campus hours may change - check the website for holiday hours.
Address: 177 Montgomery Rd., Altamonte Springs, FL 32714 Toll Free: 1 (866) 314-5681 Phone: (407) 831-9816 Fax: (407) 831-1147
Tuition and Fees
Altamonte Springs

(Effective Fall Term, 10/1/2018)

1. APPLICATION FEE: - This fee is assessed prior to enrollment and is non-refundable.
   - This fee is waived for Veterans who produce a copy of their DD214 at the time of enrollment.
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 – EMS $68.00 per credit hour
- Program Fee – Nursing (Associate of Science) $113.00 per credit hour
- Program Fee – Surgical Technology $68.00 per credit hour
- All other program fees (including Single Subject) $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):**

- 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 $245.00
- Level I Background check $50.00
- Level II Background Check is required for Clinical Site (if applicable) $200.00
- 10 panel drug test is required for Clinical Site (if applicable) $40.00
- Allied Health uniforms and supplies $300.00
- Anesthesia Technology uniforms and supplies $200.00
- EMS uniforms and supplies $350.00
- Nursing uniform, kit and supplies $500.00
- Private Investigation Services (Associate of Science) supplies/equipment $550.00
- Surgical Technology uniforms and supplies $350.00

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.
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NACE Testing Fee (LPNs)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Advanced Standing/Credit by Examination Fee</td>
<td>$150.00</td>
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<tr>
<td>Credit by Examination Re-scheduling Fee</td>
<td>$25.00</td>
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<tr>
<td>Credit for Prior Learning and Life Experience Portfolio Fee</td>
<td>$75.00</td>
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<tr>
<td>Allied Health NCMAO or NCICS</td>
<td>$90.00</td>
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<tr>
<td>Kaplan Testing Fee-Nursing</td>
<td>$350.00</td>
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<tr>
<td>Health Education Systems, Inc (HESI) - Nursing</td>
<td>$37.00</td>
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**Licensure Examination Fees**

<table>
<thead>
<tr>
<th>Fee Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>“CC” Private Investigator Intern Licensure Examination</td>
<td>$162.75</td>
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<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>
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<tr>
<td>Certified Surgical Technologist (CST) exam</td>
<td>$290.00</td>
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<tr>
<td>National Registry EMT Licensure Exam (NREMT)</td>
<td>$115.00</td>
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<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>
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</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.