



Academic
catalog
2021 / 2022

Altamonte Springs



MAIN CAMPUS

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<http://www.citycollege.edu>

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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 Administration

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!

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About City College

Statement of Control

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

Board of Directors

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

Accreditation

Accrediting Bureau of Health Education Schools (ABHES)

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

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 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

Commission on Accreditation of Allied Health Schools (CAAHEP)

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
9355 - 113th St. N, #7709
Seminole, FL 33775
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 Accreditation Commission for Education in Nursing (ACEN)

The nursing education program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 404-975-5000
www.acenursing.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 Nursing degree program in Altamonte Springs is approved by the Florida Board of Nursing; 4052 Bald Cypress Way, BIN CO2, Tallahassee, FL 32399, (850) 245-4125.

State Authorization Reciprocity Agreement (“SARA”)

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

Non-discrimination Statement

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

Note: 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) to offer Associate of Science degrees.

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.

In March 2021, City College locations were purchased by Allied Health Programs FL, LLC.

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 Diplomas and 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.

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

01

- *Application Procedures*
- *Entrance Requirements*
- *International Students*
- *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:** In order to ensure a successful experience at City College, a placement test is mandatory for most programs for applicants 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. Emergency Medical Services or Surgical Technology require minimum placement-scores for entry. Please refer to the program page for required minimum scores.
 - 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.

Entrance testing: Wonderlic SLE and WBST Minimum Scores for Entry

Program	SLE Min	WBST Verbal	WBST Quantitative
Allied Health: Medical Assisting	14	193	214
Medical Assistant	14	193	214
Allied Health: Medical Office Administration	14	193	214
Emergency Medical Services	17	267	267
Surgical Technology	17	267	267

Note: WBST Verbal scores from 193-229 and WBST Quantitative scores from 214-239 Essentials 2 courses will be required.

Homeschooling

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

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

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

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

International Students

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

International High School and College Transcripts

Applicants to City College who completed high school and or college outside of the United States must have their transcripts translated by a recognized translator and should be signed and notarized by the translator. Transcripts must be evaluated by a NACES or AICE approved organization. A list of NACES organizations may be found at <http://www.naces.org/members.htm> and a list of AICE organizations may be found at <http://aice-eval.org/endorsed-members>. 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 and Math. 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:

SAT Written and SAT Reading	500 and above	ACT English	19 and above
TOEFL by hand	500 and above	TOEFL by Computer	173 and above
iBT	61 and above	CLEP	50 and above
AP	3 and above	IB	4 and above
IELTS	Overall band score of 6.0		

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

SAT Math	500 and above	ACT Math	19 and above
TOEFL by hand	500 and above	TOEFL by Computer	173 and above
iBT	61 and above	CLEP	50 and above
AP	3 and above	IB	4 and above
IELTS	Overall band score of 6.0		

Programmatic Entry Requirements

In addition to the regular admission requirements, students applying to the Associate of Science in Emergency Medical Services (EMS), Nursing, or Surgical Technology program have the following admissions requirements:

1. Specific test scores that must be achieved:
 - a. EMS or Surgical Technology require specific placement scores for entry. Please see the program page for minimum scores.
 - 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 and in EMT (Diploma) 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 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 Emergency Medical Services, Surgical Technology and the EMT (Diploma) to be subject to criminal background screening at the time of their application.

While Private Investigation Services is not subject to the Florida 2009 law it will also be required to have a background check and should expect the same process.

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 one of the programs listed above should expect the following process.

1. Student enrolls into the program at City College.
2. Student completes the process of submitting their personal information and/or fingerprints to the college's background screening partner. This information is processed as follows:
 - Emergency Medical Services/EMT and Surgical Technology the information is sent to the VECHS criminal history program, for the purpose of obtaining a Level II background screening (criminal background report) on the enrolled student.
 - Private Investigation Services the information is used to complete a National Criminal Background Search (without fingerprints)
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 Campus Director). 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 a externship or clinical rotation as part of their educational program, or from sitting for the state licensing examination, the College will dismiss the student from the program and will retain all charged tuition. The student may seek admission into another program that does not require compliance with criminal background criteria.

Advanced Placement/Transfer Credit

Advanced Placement Through Credit by Examination

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

These conditions include:

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

Advanced Placement Through Credit for Prior Learning/Life Experience

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

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

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

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

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

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 from the last field 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 achieve a passing score prior to the start of the first term.

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 a passing (minimum decision) score, achieved prior to the start of the first term, may receive advanced standing in the form of transfer of credit for the following courses.

NUR1020C	Fundamentals of Nursing
BSC1085	Anatomy and Physiology I
BSC1086	Anatomy and Physiology II
BSC1085L	Anatomy and Physiology I Lab
BSC1086L	Anatomy and Physiology II Lab
NUR1110	Concepts of Nursing Practice

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 programmatically 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 Campus Director 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 Campus Director.

Transfer Credit for Students with Associate Degrees

Associate of Arts

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

Associate of Science

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

complete specific general education courses where required by degree program.

Transfer of Active Florida Emergency Medical Technician License

The college will accept persons with an active Florida Emergency Medical Technician (EMT) license into the Associate of Science (AS), Emergency Medical Services program. The prospective student must meet all Admissions criteria.

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

Transfer of Active Florida Paramedic License

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

- 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.
 - 2 additional courses. One course from each of the following disciplines: Humanities and Fine Arts, Social Science.
- 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.

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

Transfer of Current Certified Surgical Technologist Certification

City College will accept persons with a current certified Surgical Technologist Certification into the Associate of Science in Surgical Technology program. These students will be required to do the following in order to earn an Associate of Science degree.

- a. Meets all Admissions criteria – (with the exception of the Wonderlic, Background Check, Medical Documents, Health Insurance or Drug test)
- b. Register for the following courses
 - BSC1085/L Anatomy & Physiology I and BCS1086/L Anatomy & Physiology II (with labs),
 - MCB2010/L Microbiology with Lab,
 - SLS1201 Personal Development
 - SLS2301 Professional Strategies
 - MEA2235 Medical Law and Ethics,General Education Courses:
 - ENC1100 College English
 - ENC1101 Composition I
 - MAT1030 College Algebra
 - Humanities (1 course)
 - Social Science (1 course)
 - Behavioral Science (1 course)

- they have GE credit, then they may transfer that in through the usual process.

This totals 51 credits which is 50% of the program: however, the 50% residency requirement can be waived for those who are transferring in General Education credits.

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

02

- *Types of Aid Available*
- *Sample Loan Repayment Plan*
- *Scholarships and Grants*
- *Useful Websites*
- *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 Federal Direct Loan Programs

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

Sample Loan Repayment Plan

Total Loan Amount	Number of Payments	Monthly Payment	Total Repaid
\$ 3,500	120	\$ 50.00	\$ 4,471.00
\$ 5,000	120	\$ 58.00	\$ 6,905.00
\$ 7,500	120	\$ 83.00	\$10,357.00
\$10,500	120	\$121.00	\$14,500.00
\$15,000	120	\$173.00	\$20,714.00

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, 2020, and before July 1, 2021 are 2.75% for Direct Subsidized and Direct Unsubsidized, and 5.30% for Direct Plus.

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

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

Scholarships and Grants

Florida Bright Future Scholarship Program

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

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.

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)
- 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 and/or articulation 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 or affiliated with 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 or be affiliated with or 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
- Be enrolled for 8 or more credits each term
- Maintain satisfactory academic progress
- Maintain continuous enrollment without interruptions

Must provide proof of continued employment with partner organization each academic year in order to remain eligible to receive the grant. A current pay check or current letter from employer verifying employment status can be submitted to the financial aid department.

Federal Pell Grant

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

Florida Student Assistance Grant

The Florida Student Assistance Grant program (FSAG) is a financial aid program available to students who meet all eligibility criteria and demonstrate substantial financial "need." An FSAG award can range from

\$200 - \$2,610 per academic year. Eligibility for an FSAG is determined by the institution. The application deadline is September 15.

To be eligible for FSAG, you must:

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

Federal Supplemental Educational Opportunity Grant

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

Federal Work-Study

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

Useful Web Sites

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

Policies and Procedures Verification

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

1. Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
 2. All students will be notified on a timely basis, if they have been selected for verification and the supporting documentation that is required of them. The student will be notified via the Student Portal, email, or a phone call. The institution will use as its reference the most recent verification guide supplied by the Department of Education. At that time, the student will be informed of the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student by making any corrections to any information that is inaccurate.
 3. If there is a change to the students eligibility the student will be contacted and a new estimated award letter will be presented to the student explaining the difference in their eligibility.
 4. A Federal Direct Stafford Loan application may be certified by the College prior to the completion of verification.
 5. No Federal or Campus-Based funds will be disbursed prior to the completion of verification.
 6. The student will have 60 days after his/her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the College for payment of all tuition and fees due or risk termination at the option of the College. After 60 days, all financial aid that might have been due is forfeited.
 7. If the student supplies inaccurate information on any application and refuses to correct same after being counseled by the institution, the College must refer this case to the Department of Education for resolution. Unless required by the Department of Education, no financial aid will be disbursed to the student.
- a. of his/her intent to withdraw, a full refund of tuition and fees will be made.
 - b. If a student withdraws before completing 25% of the (mid-) quarter the College will refund 25% of the tuition and fee charges for the (mid-) quarter; thereafter,
 - c. If a student withdraws after completing 25% of the (mid-) quarter there will be no refund of tuition or fees.
 - d. Tuition and fees shall also be refunded in full, for the current term, under the following circumstances
 - i. Credit hours dropped during the drop/add period;
 - ii. Course canceled by the college
 - iii. Involuntary call to active military duty;
 - iv. Documented death of the student;
 - v. Exceptional circumstances, with approval by the President of the College.
 5. There is no refund or adjustment in tuition charges for a reduction in credit hours after the last date of the drop/add period for a (mid-) quarter as specified in the catalog.
 6. Percentage of completion is computed from the published (mid-) quarter start date to last date of actual attendance, rather than credit earned. The last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
 7. Any amounts determined to be owed the College as a result of these calculations are due and payable in full on the effective date of the withdrawal.

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

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 non-refundable 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 (drop/add period) and notifies the Registrar's office, in writing,

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, HA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45 day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student's eligibility.

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

Refund Distribution Policy for Federal Title IV Programs

Any refund will be made as follows:

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

General College Information

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

General College Information

Office/Class Hours

Administrative Offices

Monday – Thursday 8:00 AM – 8:00 PM

Friday 8:00 AM – 3:00 PM

Sunday 9:00 AM – 5:00 PM

Classes may be held during the following hours:

Monday – Thursday 8:00 AM – 11:00 PM

Friday 8:00 AM – 5:00 PM

Sunday 9:00 AM – 5:00 PM

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

Change of Name or Address

Any change of name or address should be submitted via the online form: <https://cahe.jotform.com/Admin/personal-information-citycollege>.

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 submitted via the following form:

<https://cahe.jotform.com/Admin/change-of-name-citycollege>.

Handbooks-Student and Program

City College, in addition to the Catalog, provides students in all programs with a City College Student handbook. Students enrolled in EMS, Surgical Technology, and Nursing receive a program specific handbook. These specialized handbooks provide additional programmatic rules and regulations for enrolled students. Students sign to receipt of the handbooks for their Academic file.

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 Campus Director for approval. Upon approval, the notice will be posted on the bulletin board(s).

Professional Dress Code

Appropriate attire is essential to being a professional in today's work environment. Students are encouraged to dress in appropriate school attire. Some educational programs/departments have specific dress requirements which are detailed in 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 substitute site. In the event the school closes the term may be extended in order to provide sufficient time to complete course/hour requirements.

Alcohol/Drug Possession, Usage and Distribution Policy

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

No employee or student of this College shall have in his or her possession, use or distribute any alcoholic beverage or controlled substance (illicit drugs) on College property or in any College activity. Any 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>.

Medical Marijuana Policy

City College prohibits the possession and use of marijuana on all of its campuses. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus. In addition, many of the externship opportunities are at medical facilities and/or fire stations who may also view marijuana as a prohibited drug.

Drug tests are a program entry requirement in some programs and marijuana is included in the definition of a positive drug test. A positive drug test will preclude the potential student from matriculation in the college

Students who violate the college's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana can be subjected to disciplinary action as detailed in the catalog and/or program handbooks.

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
- 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 (see catalog and/or student handbook for student code of conduct policy).

If the grievance is not resolved, the College's Vice President of Academic Affairs will review it with all parties concerned. The College's Vice President of Academic Affairs' 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 314N, Falls Church, Virginia 22043 Tel: 703.917.9503; FAX 703.917.4109.

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page.

Student Services

Career Assistance and Development

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

The Career Assistance and Development Office staff provides the following services to graduates and current students:

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

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

Learning Center

City College has established a Learning Center to address the needs of students requiring academic assistance or remediation in their efforts to achieve and maintain satisfactory academic progress. The Learning Center is staffed with faculty members who are available to assist students with their academic needs. If a faculty member feels that a student needs additional assistance outside the scope of the Learning Center, they may recommend that the student seek additional tutorial services beyond those provided by the Learning Center. Students who wish to utilize the Learning Center must register at least one week prior to the requested date, by completing the Learning Center Request form (<https://cahe.jotform.com/Admin/learning-center-request-citycollege>) which includes the following information:

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

ABK Honor Society

City College is Kappa Iota of the Florida Chapter of Alpha Beta Kappa Honor Society.

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

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

Library

The mission of the City College Library Staff is to support and foster intellectual discovery, critical thinking, and lifelong learning.

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

Orientation

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

In addition to the College's general student orientation, students enrolled in the **Emergency Medical Services/EMT, Nursing, and Surgical Technology** programs are required to attend a separate programmatic orientation.

Housing

Housing is not provided by City College.

Services Available for Students with Disabilities

In compliance with the Americans with Disabilities Act (ADA), City College provides reasonable accommodations to students with professionally diagnosed and documented disabilities. The Vice President of Academic Affairs 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 Vice President of Academic Affairs will remain confidential and will not be included in the student's academic file. The Vice President of Academic Affairs is available to consult with diagnosticians regarding these guidelines.

The report should:

- **Be prepared by a professional, within the last three years**, (e.g. licensed psychiatrist, psychologist, 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

04

- *Attendance Policy*
- *Leave of Absence*
- *Students Receiving VA Educational Benefits*
 - ***Standards of Satisfactory Progress***
- *Academic Changes that will Impact Calculations to Satisfactory Academic Progress (SAP)*
 - *EMS and Nursing Repeated Courses*
 - *Academic Withdrawal, Probation and Dismissal Policies*
 - *Reentry Policies*
 - *Academic Appeals Process*
 - *Privacy Rights of Students*
- *City College Online Policies and Procedures*
 - ***Student Code of Conduct Policy and Academic Integrity***

Academic Policies and Procedures

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

(Section 1007.24, Florida Statutes)

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

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshmen) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

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

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

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

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

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses

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

Exceptions to the General Rule for Equivalency

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

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

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fl DOE.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 the Vice President of Academic Affairs, City College, 2000 West Commercial Blvd. Fort Lauderdale FL 33309 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fl DOE.org>.

Unit of Credit

City College awards credit on a quarter system. One quarter credit hour is equivalent to ten (10) class hours of instruction, twenty (20) hours of

laboratory study, thirty (30) hours of externship, or a combination of the three with appropriate homework and study. A class hour is fifty (50) minutes.

Grading System

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

A (90-100)	equals 4.0 quality points
B (80-89)	equals 3.0 quality points
C (70-79)	equals 2.0 quality points
D (60-69)	equals 1.0 quality points
F (below 60)	equals 0.0 quality points
EP (Essentials Pass)	equals 0.0 quality points
ENP (Essentials No Pass)	equals 0.0 quality points
I (incomplete)	equals 0.0 quality points
W (withdrawal)	equals 0.0 quality points
S (satisfactory)	equals 0.0 quality points
T (transfer credit)	equals 0.0 quality points
P (pass)	equals 0.0 quality points
NP (no pass)	equals 0.0 quality points

The number of quality points awarded in a course is determined by multiplying the number of credit hours for that subject by the number of quality points earned in the course. The grade point average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted. Grades of "W," "S," "P," "NP," "I," 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 Prerequisites

Courses may have prerequisites. Prerequisites may be waived by the Vice President of Academic Affairs 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 Campus Director and documented in writing in the student's permanent file.

Auditing Classes

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

Residency Requirement

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

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

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/EMT 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:

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

Complete Status

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

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

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

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.

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 last day of Week 6 will earn a W on their transcript. A "W" will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 6 will earn an F on their transcript. An "F" will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for

failure to attend classes for 14 consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

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. The Leave of Absence must be approved by the college officials as designated on the request form.

The Registrar and/or the Program Chair 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. The leave of absence may not exceed one (1) quarter.

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

Students Receiving VA Educational Benefits

Veterans Attendance Policy

Students receiving VA Educational benefits 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 once a week.

Any students receiving VA Educational benefits who does not attend classes for 14 consecutive calendar days will be terminated from using VA educational benefits, and may also be dropped from all courses for that quarter.

Students who are removed from enrollment prior to the last day of Week 6 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 for satisfactory academic progress. Students receiving VA Educational benefits who are removed from class after week 6 will earn an F on their transcript. An "F" will have an impact on both the student's CGPA

and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status.

A student Veteran who is withdrawn from enrollment by the institution for violating the attendance policy may be permitted to apply for re-entry in the subsequent quarter provided the student is in good academic standing. Students removed from enrollment who seek re-entry will be required to follow all re-entry guidelines.

Mid-quarter start attendance – Students receiving VA Educational benefits must attend classes no later than the start of the second week of each mid-quarter.

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

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

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0. Students using veteran benefits must consult with the Campus Director for advisement prior to changing programs of study.

Veterans Credit for Previous Education or Training

City College maintains a written record of the previous education and training of all students receiving VA Educational benefits. City College also documents that appropriate credit has been given for previous education and training in accordance with the City College transfer of credit standards, (see Transfer of Credit policy) with the length of program adjusted accordingly. Students receiving VA Educational benefits will receive transfer of credit (provided that the college can obtain those transcripts from those institutions), regardless of whether or not the student wants that credit transferred; and, provided that it falls within the acceptable City College transfer of credit timeframes for specific programs and courses (core program courses must have been taken within the last five years to qualify for transfer of credit).

Veteran Advising, Scheduling and Registration

Priority is given to Students receiving VA Educational benefits for academic advising, registration and scheduling.

Veteran Payment

In accordance with Title 38 US Code 3679 subsection (e), this college adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. The college will not:

- Prevent the student's enrollment;

- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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.

EMS Program

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

Nursing Program

In addition to adhering to the general Standards of Satisfactory Progress, (CGPA and MTF), students majoring in 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 must also adhere to the rules for repeated courses, "Two Strike Rule". Extended Enrollment does NOT apply to students in Nursing who violate the Strike Rule.

Evaluation Points

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

Academic Year (AY)

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

Maximum Time Frame

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

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 Campus Director. Essential courses may be taken no more than two times.

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

Term	Minimum Required CGPA	Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)
1	1.5	40
2	1.65	40
3 ¹	1.8	50
4-5	1.8	55
6 ² -9 ²	2.0	60
Each Subsequent Term ²	2.0	60

¹ Student not meeting standards does not have to be dismissed; probation is required.

² A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

Minimum Standards of Academic Progress for Diploma Programs

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

¹ Student not meeting standards does not have to be dismissed; probation is required.

² A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

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).

Standards of Satisfactory Progress for Students Receiving VA Educational Benefits

In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits

(VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0. Students using veteran benefits must consult with the Campus Director for advisement prior to changing programs of study.

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

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.

Grade Penalty

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

Transfer Courses

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

Course Incompletes

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

Change of Program

Any City College student who desires to change educational goals and change from one degree program to another must submit a Change of

Program Request Form together with a new Enrollment Agreement and application to the Campus Director and Director of Financial Aid. A student wishing to enter a program for which a degree would be granted must meet the programmatic entry requirements and qualifications specifically intended for the granting of a degree. A request for a change of program will be approved if the student:

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

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

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

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

Punitive grades earned under the previous program which do not apply to the current program will no longer be calculated within the students CGPA or Maximum Time frame and the student will be allowed to re-set both their 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 Campus Director on the campus, stating why they should be allowed to have a 2nd change. A committee consisting of the Campus Director, 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's recommended, however, that the course be repeated if it is in the student's major area of study. Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student's CGPA.

EMS and Nursing Repeated Courses

Repeated Courses in EMS - "Three Strike Rule"

A minimum of a "B" is required to pass ALL core courses in the Emergency Medical Services program/EMT. 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 – "Two Strike Rule"

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.

Second 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 Withdrawal, Probation and Dismissal Policies

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.

Hybrid students must contact the Registrar of their 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.

Voluntary Withdrawal from City College

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. 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.

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 Campus Director 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.

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).

EMT Licensure and EMS Academic Dismissal

Any EMS student who fails to attain Florida State EMT licensure prior to enrollment in Paramedic II 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 Florida State 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 EMS1153). 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.

Reentry Policies: Re-Entry, Extended Enrollment, Financial Aid Probation Reentry

Students who left the institution in good standing and wish to reenter in the same program or a different program must meet the current requirements for entry into the program.

EMS Reentry

A student who wishes to reenter the EMS program after previously withdrawing must:

- Have an active, clear EMT license to start the Paramedic portion of the curriculum
- An EMS student who has been out of school for an academic year is required to re-start the incomplete segment of the EMS program.
 - a. If the student stopped attending prior to completing EMT1 or EMT2, the student must start again at EMT1.
 - b. If the student stopped attending in any of the Paramedic I-V classes, the student is required to begin again at Paramedic I

Reestablishing Eligibility for Reentry After Academic Dismissal

There are two ways in which a student may return to enrollment status after Academic Dismissal: Extended Enrollment or Financial Aid Probation.

Extended Enrollment Status

Students not achieving the minimum standards of satisfactory academic progress or who fail to meet the minimum standards at the end of the

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

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

Nursing students who are dismissed for a violation of the two strike rule are not eligible for either extended enrollment or financial aid probation status.

Financial Aid Probation

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 Financial Aid Probation.

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

Upon applying for readmission, the student must have the approval of, and have been counseled by the Campus Director. 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.

Academic Dismissal Appeal Procedure

Students wishing to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Campus Director or Vice President of Academic Affairs 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.

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

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

Academic Appeals Process

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 Campus Director 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).

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 Campus Director may waive dismissal and extend probation for mitigating circumstances.

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.

MyCity Online Policies and Procedures

City College is authorized under State Authorization Reciprocity Agreement ("SARA"). SARA pertains to approval of distance education courses and programs offered across state lines by postsecondary institutions that already have degree authorization in at least one state. SARA centralizes the authorization process for each institution in a single state called the institution's "home state." Colleges or universities in a SARA state therefore only need their home state authorization to offer distance education to students in any other SARA member state, subject to certain limitations. Colleges and universities that are SARA members may provide online education to residents of SARA member state. Currently California, is not part of SARA and students residing in California will not be eligible to apply for City College courses/programs.

City College offers online and blended programs. For fully Online programs, City College only accepts students who reside in SARA member states. For our hybrid students (on-campus students taking an online course), we are able to supplement our traditional campus-based curriculum and programs with online courses. All General Education, Student Life Sciences and some Program based courses are offered in online format only. As such all City College students should have access

to a computer and internet access for successful program completion. Students who wish to complete courses online 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. Students may take online courses in their first term and so will be required to meet online proficiencies upon matriculation.

None of the City Colleges' current online programs require certification and there are no barriers based on online education which preclude students of SARA member states from completing their education or gaining employment. However, if students move to a non-SARA approved state, this may adversely impact the student's ability to complete the program or gain employment in field.

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. MyCity Online courses require a broadband connection.
4. Students must have an e-mail address.

Course Cancellation

MyCity 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 or some other eventuality. The College will notify the student with what the new course or status will be created by the course cancellation. 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

1. Students must complete an online orientation.
2. Students should work collaboratively with the online team if they have difficulties in online classes; either technology or curriculum. The College does have campus-based faculty who can assist students enrolled in Online courses.

Students Enrolled in Online Programs

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

International Student Policies

International Students are required to adhere to the SEVP governing regulations. As such, pursuant to 8 CFR 214.1 Requirements for admission, extension and maintenance of status International Students in an F-1 status are limited in the on line classes that they may take. Only one (1) online course may be taken in a term that counts toward the full course of study that is required to maintain F-1 status.

MyCity Online Classroom Policies

MyCity Online Weekly Schedule

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 MyCity 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

No assignment is considered late for the first 14 days of the term. This correlates to City College's 14-day attendance window. Students have 14 days to submit the first two weeks of work without it being considered late. The late policy will commence on Day 15 of the term. MyCity 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

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

Technology Requirements for MyCity Online Courses

Computer Operating Systems

- Operating System: Windows 7 and newer, Mac OSX 10.6 and newer or Linux – ChromeOS
- Speed and Processor: 1GB of RAM and 2GHz processor
- Internet Speed: Minimum of 512kbps

Mobile

- Android App: 5.0 or later
- iOS App: 11 or later

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 Vice President of Academic Affairs 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 Campus Director 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 Campus Director, Vice President of Academic Affairs 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 Campus Director 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 Campus Director, 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 Vice President of Academic Affairs.

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

05

- *Program Delivery*
- *General Education*
- *Associate of Science Programs*
- *Diploma Programs*
- *Continuing Education/Professional
Enhancement Courses*

Programs of Study - Academic Associate Degrees

Program Delivery

City College offers Blended programs.

All programs will be taken in Blended format. Blended occurs when students take some of their courses via distance learning instructional delivery mode.

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

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

General Education

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

Specific General Education requirements are listed under each program.

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

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

English		Quarter Credit Hours
ENC1100	College English	4
ENC1101	Composition I	4
ENC1102	Composition II	4
LIT2000	Introduction to Literature	4
Humanities		
HUM1020	Humanities	4
IDS2350	Critical Thinking	4
PHI2014	Introduction to Philosophy	4
PHI4609	Ethics	4
SPC1017	Oral Communication	4
SPN1120	Spanish	4

Table continues on next page.

Sciences		Quarter Credit Hours
BSC1020	Biology and The Human Experience	4
CHM1020	Introduction to Chemistry	4
CHM1033	Chemistry for Health Sciences	4
CHM1033L	Chemistry for Health Sciences/Lab	1
EVR1001	Living in the Environment	4
GEA1000	Geography	4
GEA4191	World Environments	4
HUN1206	Nutrition	4
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
Mathematics		
IDS4914	Research Methods	4
MAT1030	College Algebra	4
MGF1106	Topics in College Mathematics	4
MTB1344	Algebra and Trigonometry	4
MTB2324	Calculus I	4
STA2014	Statistics	4
Behavioral Sciences		
DEP2004	Human Growth and Development	4
HUS2520	Abnormal Psychology	4
PSY1012	Principles of Psychology	4
Social Sciences		
ECO1000	Introduction to Economics	4
ECO2013	Principles of Macroeconomics	4
ECO2027	Principles of Microeconomics	4
IDS2306	Contemporary American Issues	4
POS1041	American National Government	4
SYD4700	Race and Ethnic Relations	4
SYG2000	Sociology	4
SYG2430	Marriage and The Family	4

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, Medical Office Administration with a track in Insurance Billing and Coding

and Mental Health Technology. Courses under these majors are comprised of a Major component, Concentration Core, General Education unit and required electives to complete degree requirements.

Students are eligible to sit for The National Board Certifications in medical specialties including Medical Assistant, Phlebotomy Technician, and Medical Office Assistant which are offered at City College by arrangement with the National Center for Competency Testing (NCCT).

Medical Assisting Major

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. The curriculum consists of a total of ninety-two (92) credit hours presented over eight (8) quarters.

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

Program Delivery: Residential, Blended

Program Outcomes

- Communicate verbally, non-verbally, and in writing with the patient and other health care team members in an appropriate and effective manner.
- Demonstrate knowledge and model professional skills and behavior by applying the ethical principles, legal principles, safety measures, and regulations affecting the profession.
- Demonstrate competency in administrative skills such as patient

account management, insurance pre-authorization, referral management, phone protocols, and conducting front desk tasks.

- Demonstrate proficiency of phlebotomy procedures, and patient care procedures on the clinical level including examining room procedures, clinical laboratory procedures and emergency care, (including inpatient care, injection room procedures, and trauma care).
- Appropriately apply medical terminology in patient care, services and all aspects of workplace management.

Programmatic Requirements

Students enrolling in this program must 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.

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

Program table continues on next page.

Related Requirements		Quarter Credit Hours
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Related Requirements: 8
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
Humanities (1 course)		4
Math (1 course)		4
Social Science (1 course)		4
General Education Elective (1 course)		4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 92

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

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

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

Program Delivery: Residential, Blended

Program Outcomes

- Demonstrate competency in using industry software to enter, retrieve or modify medical data.
- Demonstrate written as well as verbal and nonverbal communication skills with the patient and other health care team members in a professional and effective manner.
- Demonstrate knowledge and model professional skills and behavior

by applying the ethical principles, legal principles, and regulations affecting the profession.

- Demonstrate skill in claims preparation, dealing with denied claims, and explaining EOB and billing process and procedures to the patient for a variety of government and private insurance companies.
- Effectively use medical terminology and pathophysiology knowledge in a variety of billing and coding scenarios.
- Demonstrate competency in utilizing ICD-X, CPT, and HCPCS coding resources as well as competence in traditional paper/manual and electronic health records.

Programmatic Requirements

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.

Major Core		Quarter Credit Hours
APA1111	Accounting I	4
HSC1531	Medical Terminology	4
HSC1403C	Medical Emergencies	2
BSC1093	Anatomy and Physiology of Structural Systems	4
BSC1094	Anatomy and Physiology of Organ Systems	4
MEA1346C	Computerized Medical Office Management	4
MEA2235	Medical Law and Ethics	4
HIM2270	Medical Insurance	4
HSC2149	Pharmacology	4
HIM2000	Medical Records Management	4
HIM2222	Basic ICD Coding	4
HIM2253	CPT-Current Procedural Terminology	4
HIM2800	Medical Billing and Coding Externship	6
CGS1100C	Computer Applications I	4
CGS1571C	Computer Applications II	4
Electives (1 course)		4
		Total Major Core Requirements: 64
Related Requirements		
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Related Requirements: 8

Program table continues on next page.

General Education

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

Total General Education Requirements: 24

Total Credits Required for Graduation: 96

Associate of Science in Diagnostic Medical Sonography

The Associate of Science Diagnostic Medical Sonography is a comprehensive entry-level program designed to prepare competent entry-level general and adult cardiac sonographers and vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to include practical didactic lectures integrated with hands-on laboratory in the ultrasound training center. The students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students in order to develop skills prior to the 700 hours of clinical training. The curriculum consists of a total of one hundred twenty five (125) credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 985 lecture, 180 lab and 700 extern contact hours.

Program Delivery: Blended

Program Outcomes

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

- Obtain relevant patient history by oral interview and/or chart review for clinical data such as lab tests or previous imaging scans to enable optimum diagnostic sonograms.
- Operate ultrasound equipment safely and accurately to obtain sonographic images of diagnostic quality.
- Maintain strict hygienic practices in the lab, including hand washing, wearing gloves, cleaning the transducers, etc.
- Perform appropriate exam protocols to record normal anatomy or pathology in the body.
- Perform appropriate exam protocols when executing Doppler scans for evaluation of physiologic data.
- Perform appropriate exam protocols for each area of specialization: obstetrics and gynecology; abdomen and superficial structures; vascular; and adult echocardiography.
- Record data for interpretation and analysis for the supervising physician
- Analyze sonograms using critical thinking skills to compose a preliminary report.
- Demonstrate excellent therapeutic communication skills with patients and with others in the health care setting.
- Respect the privacy of the patients by adhering to HIPAA regulations at all times.
- Conduct oneself in an ethical and legal manner in accordance with the Code of Professional Conduct of the Society of Diagnostic Medical Sonographers. which includes the following in its preamble:
 - Sonographers shall act in the best interests of the patient.
 - Sonographers shall provide sonographic services with compassion, respect for human dignity, honesty and integrity.
 - Sonographers shall respect the patient's right to privacy, safeguarding confidential information within the constraints of the law.
 - Sonographers shall maintain competence in their field.
 - Sonographers shall assume responsibility for their actions.

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
 - SLE a minimum score of 17 or
 - WBST a minimum score of 267 in verbal and quantitative skills
2. Students enrolling in this program must submit proof of having completed the following **medical requirements**:
 - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
 - Proof of immunity via documentation of immunization or titers for the following:
 - Hepatitis B series. The first of three injections must be completed prior to admission.
 - MMR (Measles, Rubella, and Mumps) Series.
 - VZV (Varicella) vaccine – 2 injections.
 - Absence of Tuberculosis (TB)
 - Negative PPD skin test within the last 6 months (2-step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
 - A negative urinary drug screen indicating a 10 panel drug screen.
 - A tetanus (Td) booster within the last ten years.
 - Results of a Health Clearance Form and PPD must be updated yearly.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Major Core		Quarter Credit Hours
DS1200	Ethics and Law in Medical Imaging	1
DS1100	Fundamentals of Ultrasound	2
DS1110	Cross-Sectional Anatomy	3
DS1210	Abdominal Sonography I	3
DS1210L	Abdominal Sonography I Lab	1
DS1220	Obstetric and Gynecologic Sonography I	3
DS1220L	Obstetric and Gynecologic Sonography I Lab	1
DS1230	Sonographic Physics and Instrumentation I	6
DS1250	Patient Care	1
DS1310	Abdominal Sonography II	3
DS1310L	Abdominal Sonography II Lab	1
DS1330	Sonographic Physics and Instrumentation II	6
DS1350	Ethics and Law in Medical Imaging	1
DS1390	Clinical Education I	4
DS1420	Obstetric and Gynecological Sonography II	4
DS1420L	Obstetric and Gynecological Sonography II Lab	1
DS1490	Clinical Education II	7
DS1550	Quality Management and Operational Issues	1
DS1590	Clinical Education III	7
DS1670	Echocardiography I	3
DS1670L	Echocardiography I Lab	1
DS1680	Vascular Ultrasound I	3
DS1680L	Vascular Ultrasound I Lab	1
DS1690	Clinical Education IV	4
DS1750	Case Studies Critiques	2
DS1760	Career Development	1
DS1770	Echocardiography II	3
DS1770L	Echocardiography II Lab	1
DS1780	Vascular Ultrasound II	3
DS1780L	Vascular Ultrasound II Lab	1
DS1800	Registry review	6
Electives Choose one lecture/lab		
DS1870	Echocardiography III	3
DS1870L	Echocardiography III lab	1
OR		
DS1540	Sonography of Superficial Structures	3
DS1540L	Sonography of Superficial Structures Lab	1
		Total Elective Credits: 4
		Total Major Core Requirements: 89

Program table continues on next page.

Related Requirements

BSC1093	Anatomy & Physiology of Structural Systems	4
BSC1094	Anatomy & Physiology of Organ Systems	4
HSC1531	Medical Terminology	4

Total Related Requirements: 12

General Education

ENC1100	College English	4
ENC1101	English Composition	4
MAT1030	College Algebra	4
PHY1020	Physics	4
Elective	General Education Elective	4
Elective	General Education Elective	4

Total General Education Requirements: 24

Total Credits Required for Graduation: 125

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 or National Registry certification testing upon successful completion of the EMT and paramedic programs, including successful performance on comprehensive written and practical exams inclusive of all training, skills, and completion of the general education component. 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.

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

Program Delivery: Residential, Blended

Program Outcomes

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
 - SLE a minimum score of 17 or
 - WBST a minimum score of 267 in verbal and quantitative skills
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.

Course Certification Requirements

Prior to beginning Emergency Medical Technician I:

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

Prior to beginning the Paramedic I:

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

Prior to entry into Paramedic II:

The student must be EMT Florida state certified in accordance with 64J FAC and provide proof of current Florida State EMT certification. In addition, Florida State EMT certification must be maintained throughout the program.

Graduation Requirements

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

Major Core		Quarter Credit Hours
EMS1010	Anatomy and Physiology For EMS	4
EMS1153	Introduction to Emergency Medical Technician	4
EMS1154C	Emergency Medical Technician I	7
EMS1155C	Emergency Medical Technician II	8
EMS1671	Paramedic I	8
EMS1090L	Paramedic I Laboratory	4
EMS2690	Paramedic I Externship	2
EMS2672	Paramedic II	7
EMS2091L	Paramedic II Laboratory	4
EMS2691	Paramedic II Externship	2
EMS2673	Paramedic III	5
EMS2092L	Paramedic III Laboratory	3
EMS2692	Paramedic III Externship	4
EMS2674	Paramedic IV	4
EMS2093L	Paramedic IV Laboratory	3
EMS2693	Paramedic IV Externship	4
EMS2675	Paramedic V	3
EMS2094L	Paramedic V Laboratory	3
EMS2694	Paramedic V Externship	4
Total Major Core Requirements (a minimum of B must be earned in each major core course):		83
Related Requirements		
SLS1201	Personal Development	4
Total Related Requirements:		4
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
MAT1030	College Algebra	4
PSY1012	Principles of Psychology	4
Humanities (1 course)		4
Social Science (1 course)		4
Total General Education Requirements:		24
Total Credits Required for Graduation: 111		

Associate of Science in Legal Assisting/Paralegal

(The campus has ceased enrolling in this program)

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

Program Delivery: Residential, Blended

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		Quarter Credit Hours
CGS1100C	Computer Applications I	4
CGS1571C	Computer Applications II	4
PLA1003	Introduction to Legal Assisting	4
PLA1058	General Law	4
PLA1273	Torts	4
PLA2401	Contracts and Commercial Transactions	4
PLA2610	Real Estate Law	4
PLA2800	Family Law	4
PLA1103	Legal Writing and Research I	4
PLA2114	Legal Writing and Research II	4
PLA1303	Criminal Law and Criminal Procedures	4
PLA2740	Court Proceedings and Litigation	4
PLA2460	Bankruptcy Law	4
PLA2950	Certified Paralegal Examination Review	4
PLA2940	Legal Assistant Externship	5
PLA2841	Immigration Law	4
Related Requirements		Total Major Core Requirements: 65
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Related Requirements: 8
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
Humanities (1 course)		4
Math (1 course)		4
Social Science (1 course)		4
General Education Elective (1 course)		4
		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.

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

Program Delivery: Residential, Blended

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.

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
- Science
- Writing

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

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

- Results of a Health Clearance Form and PPD must be updated yearly
3. Student must hold personal health insurance.
 4. 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.
 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.

Major Core		Quarter Credit Hours
BSC1085	Anatomy and Physiology I	4
BSC1085L	Anatomy and Physiology I Lab	1
BSC1086	Anatomy and Physiology II	4
BSC1086L	Anatomy and Physiology II Lab	1
HUN1206	Nutrition	4
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
NUR1020C	Fundamentals of Nursing	7
NUR1110	Concepts of Nursing Practice	3
NUR2141	Pharmacology and Nursing Practice	3
NUR2210C	Beginning Medical Surgical Nursing	8
NUR2243C	Medical Surgical Nursing	8
NUR1310C	Child Care Nursing	6
NUR1421C	Maternal Child Health Nursing	6
NUR1520C	Mental Health Nursing	5
NUR2291C	Critical Care Nursing	4
NUR2811C	Professional Nursing Roles and Leadership	7
Total Major Core Requirements (a minimum grade of B must be earned in each Major Core Course): 76		
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
DEP2004	Human Growth and Development	4
MAT1030	College Algebra	4
HUM1020	Humanities	4
SYG2000	Sociology	4
Total General Education Requirements (a minimum grade of C must be earned in each Gen. Ed. Course): 24		
Total Credits Required for Graduation: 100		

Associate of Science in Private Investigation Services

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 schedule based on full-time enrollment: 88 weeks; 790 lecture, 220 lab and 180 extern contact hours.

Program Delivery: Residential, Blended

Program Outcomes

- Understand ethical behavior within their discipline.
- Understand a broad base of private investigation practices, vocabulary, and tools and can appropriately apply this knowledge to 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.

Programmatic Entry Requirements

1. Student will undergo a National Criminal Background search

Major Core		
CGS1170C	Internet Fundamentals	4
CGS1571C	Computer Applications II	4
ENC1100	College English	4
CGS1100C	Computer Applications I	4
PI101	Principles of Private Investigation	4
PI100	Interviews and Statements	4
PI103	Legal Investigations	4
PI104	Investigative Report Writing	4
PI110	Asset Protection and Undercover Investigations	4
PI205	Fraud Investigation	4
PI208	Insurance Investigation	4
PI215	Private Investigation Management	4
PI220	Criminal Investigations	4
PI274	Surveillance Investigation	6
PI280	Private Investigation Externship	6
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
		Total Major Core Requirements: 72
General Education		
ENC1101	Composition I	4
General Education (2 courses)		8
Humanities (1 course)		4
Math (1 course)		4
Social Science (1 course)		4
		Total General Education Requirements: 24
Total Credits Required for Graduation: 96		

Associate of Science in Radiologic Technology

The Associate of Science Radiologic Technology program is a comprehensive entry-level program designed to prepare competent entry-level radiologic technologists to perform diagnostic imaging examinations on patients in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to include practical didactic lectures integrated with hands-on laboratory in the ultrasound training center. Here the students will learn the operation of various equipment and have the opportunity to practice scanning on fellow students in order to develop skills prior to the 1102 hours of clinical training. The curriculum consists of a total of 134 credit hours presented over seven (7) quarters.

Program schedule based on full-time enrollment: 74 weeks; 960 lecture, 140 lab and 1102 externship/clinical contact hours.

Program Delivery: Blended

Program Outcomes

Upon completion of the program, graduates will:

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

The program identifies benchmarks to provide a standard by which the effectiveness of the program in achieving its goals can be evaluated. An assessment plan is in place and can be obtained from the program director.

Program Objectives

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

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

Student Learning Outcomes

- Students will apply positioning skills
- Students will demonstrate appropriate use of equipment
- Students will practice radiation protection
- Students will employ proper techniques

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
 - SLE a minimum score of 17 or
 - WBST a minimum score of 267 in verbal and quantitative skills
2. Students enrolling in this program must submit proof of having completed the following Medical requirements:
 - Current physical examination performed by an MD, DO or ARNP with a signed Health Clearance Form.
 - Proof of immunity via documentation of immunization or titers for the following: - Hepatitis B series. The first of three injections must be completed prior to admission.
 - MMR (Measles, Rubella, and Mumps) Series. - VZV (Varicella) vaccine – 2 injections.
 - Absence of Tuberculosis (TB) - Negative PPD skin test within the last 6 months (2- step PPD or single step PPD as part of an annual series) or a negative chest x-ray.
 - A negative urinary drug screen indicating a 10 panel drug screen.
 - A tetanus (Td) booster within the last ten years.
 - Results of a Health Clearance Form and PPD must be updated yearly.
3. Student must hold personal health insurance.
4. Student must have a VECHS background check.
5. Student must complete an Acknowledgement of Florida Statute Section 456.0635.

Major Core		Quarter Credit Hours
MEA2235	Medical Law and Ethics	4
HSC1531	Medical Terminology	4
RT1100	Fundamentals of Radiologic Sciences	1
BSC1093	Anatomy and Physiology of Structural Systems	4
RT1130	Introduction to Principles of Radiographic Exposure	4
RT1140	Patient Care I	2
RT1150	Radiographic Procedures I	2
RT1150L	Radiographic Procedures I Lab	1
RT1160	Image Analysis I	1
RT1190	Introduction to Clinical Education	3
BSC1094	Anatomy and Physiology Organ Systems	4
RT1240	Patient Care II	2
RT1250	Radiographic Procedures II	2
RT1250L	Radiographic Procedures II Lab	1
RT1260	Image Analysis II	1
RT1290	Clinical Education I	4
RT1330	Principles of Radiographic Exposure I	4
RT1350	Radiographic Procedures III	2
RT1350L	Radiographic Procedures III Lab	1
RT1360	Image Analysis III	1
RT1390	Clinical Education II	4
RT1450	Radiographic Procedures IV	2
RT1450L	Radiographic Procedures IV Lab	1
RT1460	Image Analysis IV	1
RT1490	Clinical Education III	6
RT1510	Special Procedures	1
RT1520	Radiographic Pathology	2
RT1550	Radiographic Procedures V	2
RT1550L	Radiographic Procedures V Lab	1
RT1560	Image Analysis V	1
RT1590	Clinical Education IV	6
RT1610	Advanced Imaging Modalities	1
RT1630	Principles of Radiographic Exposure II	4
RT1650	Radiographic Procedures VI	2
RT1650L	Radiographic Procedures VI Lab	1
RT1660	Image Analysis VI	1
RT1690	Clinical Education V	6
RT1720	Radiation Biology and Advanced Protection	3
RT1750	Radiographic Procedures VII	2
RT1750L	Radiographic Procedures VII Lab	1
RT1760	Image Analysis VII	1
RT1780	Career Development	1
RT1790	Clinical Education VI	6
RT1800	Registry Review	4

Program table continues on next page.

Elective (Choose one) Quarter Credit Hours		Quarter Credit Hours
RT1710	Mammography (Elective)	2
	OR	
RT1711	Computed Tomography (Elective)	2
		Total Elective Credits: 2
		Total Major Core Requirements: 110
General Education		
BSC1020	Biology and the Human Experience	4
PSY1012	Principles of Psychology	4
ENC1101	English Composition I	4
SYG2000	Sociology	4
MAT1030	College Algebra	4
PHY1020	Physics	4
		Total General Education Requirements: 24
		Total Credits Required for Graduation: 134

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 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 Delivery: Residential, Blended

Program Outcomes

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

Program Goals

Cognitive Domain The student will:

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

Psychomotor Domain The student will:

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

Affective Domain The student will:

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:

- SLE a minimum score of 17 or
 - WBST a minimum score of 267 in verbal and quantitative skills
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.

Transfer of Current Certified Surgical Technologist Certification

City College will accept persons with a current certified Surgical Technologist Certification into the Associate of Science in Surgical Technology program. These students will be required to do the following in order to earn an Associate of Science degree. program will be approved if the student:

- a. Meet all Admissions criteria – (with the exception of the Wonderlic, Background Check, Medical Documents, Health Insurance or Drug test)
- b. Register for the following course
 - A&P 1 and 2 (with labs),
 - Microbiology with Lab,
 - SLS1201 and SLS2301
 - Med Law and Ethics,
 - Gen Ed Courses
 - Transfer Credit: If they have GE credit, then they may transfer that in through the usual process.

This totals 51 credits which is 50% of the program: however, the 50% residency requirement can be waived for those who are transferring in General Education credits.

Major Core		Quarter Credit Hours
STS1302	Introduction to Surgical Technology	4
STS1021	Surgical Observation	1
STS1307C	Operating Room Technique I - Instrumentation	2
STS1304C	Operating Room Technique II	4
STS1340C	Surgical Pharmacology and Aseptic Technique	4
STS2325C	Surgical Procedures I	4
STS2326	Surgical Procedures II	4
STS2270	Clinical Aspects I	8
STS2271	Clinical Aspects II	8
STS2272	Clinical Aspects III	8
STS2936	Exam Prep	1
		Total Major Core Requirements: 48
Related Requirements		Quarter Credit Hours
SLS1201	Personal Development	4
SLS2301	Professional Strategies	4
BSC1085	Anatomy and Physiology I	4
BSC1085L	Anatomy and Physiology I Lab	1
BSC1086	Anatomy and Physiology II	4
BSC1086L	Anatomy and Physiology II Lab	1
MCB2010	Microbiology	4
MCB2010L	Microbiology Lab	1
HSC1531	Medical Terminology	4
MEA2235	Medical Law and Ethics	4
		Total Related Requirements: 31
General Education		
ENC1100	College English	4
ENC1101	Composition I	4
MAT1030	College Algebra	4
Humanities (1 course)		4
Social Science (1 course)		4
Behavioral Science (1 course)		4
		Total General Education Requirements: 24
Total Credits Required for Graduation: 103		

Diploma Programs

Emergency Medical Technician

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

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

This program is comprised of twenty-seven (27) credit hours presented over twenty eight (28) weeks.

Program schedule based on full-time enrollment: 28 weeks; 190 lecture, 100 lab and 96 extern contact hours.

Program Delivery: Residential

Program Outcome

- 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 settings.
- Demonstrate application of professional standards to the affective learning domains, integrity, empathy, self-motivation, appearance, personal hygiene, self-confidence, communications, time management, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, and cultural competence.
- Be certified in Basic Life Support for healthcare providers
- Demonstrate that they are competent team leaders directing patient care.
- Demonstrate competence in using body substance isolation equipment.

- Demonstrate knowledge of appropriate scene safety for all care providers, the patient, and bystanders.
- Demonstrate knowledge of the body, how it works, and how medication affects it.

Programmatic Entry Requirements

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

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

Major Core		Quarter Credit Hours
EMS1153	Introduction to Emergency Medical Technician	4
EMS1154C	Emergency Medical Technician I	7
EMS1155C	Emergency Medical Technician II	8
Total Major Core Requirements (a minimum of B must be earned in each major core course): 19		
Related Requirements		
SLS1201	Personal Development	4
PSY1012	Principles of Psychology	4
Total Credits Required for Graduation: 27		

Medical Assistant

The Medical Assistant Diploma program provides students with opportunities to develop secretarial, laboratory, and clinical skills required to work closely with physicians and other health care professionals. Students apply their classroom knowledge to actual work experiences while on externship at a College approved health care facility.

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

The curriculum consists of a total of forty-four (44) credit hours presented over four (4) quarters.

Program schedule based on full-time enrollment: 44 weeks; 280 lecture, 220 lab and 160 extern contact hours.

Program Delivery: Residential

Program Outcome

- Communicate verbally, non-verbally, and in writing with the patient and other health care team members in an appropriate and effective manner.
- Demonstrate knowledge and model professional skills and behavior

by applying the ethical principles, legal principles, safety measures, and regulations affecting the profession.

- Demonstrate competency in administrative skills such as patient account management, insurance pre-authorization, referral management, phone protocols, and conducting front desk tasks.
- Demonstrate proficiency of phlebotomy procedures, and patient care procedures on the clinical level including examining room procedures, clinical laboratory procedures and emergency care, (including inpatient care, injection room procedures, and trauma care).
- Appropriately apply medical terminology in patient care, services and all aspects of workplace management.

Programmatic Requirements

Students 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.

Major Core		Quarter Credit Hours
CGS1100C	Computer Applications I	4
HSC1403C	Medical Emergencies	2
HSC1531	Medical Terminology	4
HSC2149	Pharmacology	4
MEA1226C	Examining Room Procedures	4
MEA1245C	Phlebotomy Procedures	4
MEA1346C	Computerized Medical Office Management	4
MEA2203	Pathophysiology	4
MEA2235	Medical Law and Ethics	4
MEA2260C	Clinical Lab Procedures	4
MEA2803	Medical Assisting Externship	6
Total Credits Required for Graduation:		44

Paramedic

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

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

The curriculum is comprised of sixty one (61) credit hours presented over five (5) quarters.

Program schedule based on full-time enrollment: 55 weeks; 280 lecture, 340 lab and 492 extern contact hours.

Program Delivery: Residential, Blended

Program Outcomes

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

Programmatic Entry Requirements

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

1. Students wishing to enroll in this program must take a placement test and achieve a minimum score indicated below:
 - SLE a minimum score of 17 or
 - WBST a minimum score of 267 in verbal and quantitative skills
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.

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.

A letter certifying completion of training will be available for pick up on campus in the EMS office within 14 days of completion of the Paramedic requirements.

Major Core		Quarter Credit Hours
EMS1671	Paramedic I	8
EMS1090L	Paramedic I Laboratory	4
EMS2690	Paramedic I Externship	2
EMS2672	Paramedic II	8
EMS2091L	Paramedic II Laboratory	4
EMS2691	Paramedic II Externship	2
EMS2673	Paramedic III	5
EMS2092L	Paramedic III Laboratory	3
EMS2692	Paramedic III Externship	4
EMS2674	Paramedic IV	4
EMS2093L	Paramedic IV Laboratory	3
EMS2693	Paramedic IV Externship	4
EMS2675	Paramedic V	3
EMS2094L	Paramedic V Laboratory	3
EMS2694	Paramedic V Externship	4
		Total Credits Required for Graduation: 61

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)

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

06

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

Course Descriptions

Advertising (ADV)

ADV1002 Advertising

This course provides an overview of the promotional activities within business. Promotional calendars, public relations techniques, advertising methods, and procedures are explored and analyzed.

Prerequisites: None

Credit Hours: 4

Applied Accounting (APA)

APA1111 Accounting I

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

Prerequisites: None

Credit Hours: 4

 *Offered Online:* Yes

APA2121 Accounting II

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

Prerequisites: APA1111

Credit Hours: 4

 *Offered Online:* Yes

APA2132 Accounting III

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

Prerequisites: APA2121

Credit Hours: 4

APA2501 Payroll Accounting

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

Prerequisites: APA1111

Credit Hours: 4

APA4803 Corporate Federal Income Taxation

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

Prerequisites: APA2121

Credit Hours: 4

Biological Sciences (BSC or MC)

BSC1020 Biology and The Human Experience

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

Prerequisites: None

Credit Hours: 4

 *Offered Online:* Yes

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


 *Blended:* Yes

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

 *Blended:* Yes

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

Credit Hours: 4

Corequisites: BSC1085L

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

BSC1093 Anatomy & Physiology of Structural Systems

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

Prerequisites: HSC1531 or BSC1094

Credit Hours: 4

 *Offered Online:* Yes

BSC1094 Anatomy & 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 BSC1094

Credit Hours: 4

 *Offered Online:* Yes

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 microbiology. The course is intended to enhance the topics covered in the lecture course. Students will use laboratory equipment (microscope, slides, stains, etc.) and materials (Petri dish, cultures, etc) to examine microorganisms.

Prerequisites: None

Credit Hours: 1

Corequisite: MCB2010

 *Blended:* Yes

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

BUL4247 Business Law and Ethics II

The course examines the legal concepts of personal property and the sale of personal property; negotiable instruments; agency and employment; business organizations risk-bearing devices; and real property in the contemporary business environment. This includes the methods of acquiring personal property, formalities of a sale, various negotiable instruments, employee and employer relationships, the types of business forms, principles and types of insurance, and real property including mortgages and landlord/tenant relationships.

Prerequisites: BUL2131

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

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*

CGS1170C Internet Fundamentals

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

Prerequisites: None

Credit Hours: 4

CGS1571C Computer Applications II

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

Prerequisites: CGS1100C

Credit Hours: 4

 *Offered Online: Yes*

CGS2510C Computerized Spreadsheets

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

Prerequisites: CGS1100C

Credit Hours: 4

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*

Diagnostic Sonography (DS)

DS1100 Fundamentals of Ultrasound

This course is designed to provide the student with an introduction of basic concepts that will prepare the student for the ultrasound field. Sonographic concepts and terminologies, patient care, clinical practices; radiation safety; HIPAA training, and clinical policies and procedures will be introduced. In addition, they will receive instruction on case reports, competencies and necessary evaluation forms. CPR and Blood Borne Pathogens will be covered.

Prerequisites: None

Credit Hours: 2

DS1110 Cross-Sectional Anatomy

This course is designed to enable the student to conceptualize the major organs and vessels in the thoracic and abdominopelvic cavities in tomographic sections, using transverse (axial), sagittal, coronal, and oblique sections. Portions of the neck and brain will also be studied. Emphasis will be placed on the anatomic relationships between the organs commonly scanned by sonography.

Prerequisites: None

Credit Hours: 3

DS1200 Ethics and Law in Medical Imaging

Content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

Prerequisites: None

Credit Hours: 1

DS1210 Abdominal Sonography I

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

Prerequisites: BSC1093, BSC1094, ENC1100, MAT1030, and PHY1020

Credit Hours: 3

DS1330 Sonographic Physics and Instrumentation II

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

Prerequisites: DS1230

Credit Hours: 6

DS1350 Law and Ethics in Diagnostic Sonography

This course is designed to present to the student the legal and ethical implications of working in medical facilities. The student should learn basic legal principles and doctrines such as torts, professional liability insurance, and informed consent. Ethical issues that health educators, students, and clinicians are faced with in daily practice will be covered. Liability, especially related to the imaging professions, will be emphasized.

Prerequisites: None

Credit Hours: 1

DS1390 Clinical Education I

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

Prerequisites: None

Credit Hours: 4

DS1420 Obstetric and Gynecological Sonography II

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

Prerequisites: DS1120 and DS1330

Credit Hours: 4

DS1420L Obstetric and Gynecological Sonography II Lab

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

Prerequisites: DS1330

Credit Hours: 1

DS1490 Clinical Education II

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

Prerequisites: DS1330

Credit Hours: 7

DS1540 Sonography of Superficial Structures

This course is designed to provide the student with a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate and scrotum. It will also include the neonatal head as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal anatomy and sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures. Lecture time may be complemented with instructor directed hands-on scanning in the student scanning laboratory.

Prerequisites: None

Credit Hours: 3

DS1540L Sonography of Superficial Structures Lab

This "hands-on" scanning laboratory course is designed to complement the Sonography of Superficial Structures lecture material. This course should provide a basic foundation for ultrasound scanning of the thyroid glands, breast, prostate and scrotum. It will also include the neonatal head, as well as new applications in the field of musculoskeletal ultrasound, consisting of the rotator cuff of the shoulder, developmental dysplasia of the infant hip and carpal tunnel imaging. Normal sonographic appearance of these structures will be covered, as well as common pathologic states found in these structures.

Prerequisites: None

Credit Hours: 1

DS1550 Quality Management and Operational Issues

This course is designed to focus on the components of quality leadership and operational issues in healthcare, specific to Ultrasound. The role of the various ultrasound and healthcare team members in continuous quality improvement, including quality control, process improvement, operational and leadership issues, will be discussed, as well as the legal and regulatory implications for maintaining compliance.

Prerequisites: None

Credit Hours: 1

DS1590 Clinical Education III

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center, or a private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance and dress code. In addition, they will receive instruction on case reports, competencies and necessary evaluation forms.

Prerequisites: None

Credit Hours: 7

DS1670 Echocardiography I

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.

Prerequisites: BSC1093, BSC1094, ENC1100, MAT1030, and PHY1020

Credit Hours: 3

DS1670L Echocardiography I Lab

This "hands-on" scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles and the surrounding great vessels. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.

Prerequisites: BSC1093, BSC1094, ENC1100, MAT1030, and PHY1020

Credit Hours: 1

DS1680 Vascular Ultrasound I

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed "hands-on" scanning in the scanning laboratory.

Prerequisites: BSC1093, BSC1094, ENC1100, MAT1030, and PHY1020

Credit Hours: 3

DS1680L Vascular Ultrasound I Lab

This “hands-on” scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: BSC1093, BSC1094, ENC1100, MAT1030, and PHY1020

Credit Hours: 1

DS1690 Clinical Education IV

This course is designed to provide the student with additional exposure to scanning for those who are focusing on either General, Obstetric and Gynecologic, Echocardiography or Vascular ultrasound, in the clinical setting. Students will be honing their scanning skills and completing all scanning objectives that were not achieved in their previous clinical experience. The clinical site may be a laboratory in a hospital, outpatient imaging center and /or private office setting. Students will be instructed on professional behavior expected at a clinical site, including attendance, and dress code. In addition, they will receive instruction on case studies, competencies and necessary evaluation forms.

Prerequisites: None

Credit Hours: 4

DS1750 Case Studies Critiques

This course is designed to educate the student about the components of a case study in ultrasound. The goal of a case study is to accurately describe the details of a patient’s ultrasound examination findings. Students will learn to critically analyze anatomical variants, normal, and pathological sonographic findings in images. The study should begin with the patient history derived from an oral interview and patient chart information including, results of relevant lab tests, imaging exams, and possible surgical procedures. The case study should describe the patient preparation for the exam, positioning on the exam table, and the imaging protocols used by the sonographer. The student will research the pathologic findings of each case and will detail the etiology and pathogenesis of the pathology and/or disease, including sonographic manifestations and prognosis. The student will present their case studies to their peers.

Prerequisites: None

Credit Hours: 2

DS1760 Career Development

This course is designed to introduce the student to a comprehensive approach to career development & planning. Students will examine self-awareness and career exploration which should then be incorporated into self-marketing techniques leading to long term effective career decision making. Students will be exposed to useful job searching techniques necessary in today's job marketplace.

Prerequisites: None

Credit Hours: 1

DS1770 Echocardiography II

This course is designed to provide the student with a basic rudimentary foundation for clinical echocardiography of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles and the surrounding great vessels. Common heart and valvular diseases, as well as cardiomyopathies will be introduced. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Lecture time may be complemented with instructor directed “hands-on” scanning in the scanning laboratory.

Prerequisites: DS1670

Credit Hours: 3

DS1770L Echocardiography II Lab

This “hands-on” scanning laboratory course is designed to complement the Echocardiography lecture material. This course is intended to provide a foundation for clinical echocardiography scanning of the adult heart. A review of normal anatomy and physiology of the heart will be presented. The student should learn the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles and the surrounding great vessels. They should learn adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. Imaging critique may be performed throughout the course.

Prerequisites: None

Credit Hours: 1

DS1780 Vascular Ultrasound II

This course is designed to provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Didactic lectures may be complemented by instructor directed “hands-on” scanning in the scanning laboratory.

Prerequisites: DS1680, DS1330

Credit Hours: 3

DS1780L Vascular Ultrasound II Lab

This “hands-on” scanning laboratory course is designed to complement the Vascular Ultrasound lecture material. This course should provide the student with content on the use of duplex Doppler Ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be discussed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: DS1330

Credit Hours: 1

DS1800 Registry Review

This course is designed to provide an extensive review to prepare the student to take the American Registry for Diagnostic Medical Sonography (ARDMS) examination for those who are focusing on either Abdomen (General), OB/GYN, Echocardiography, or Vascular specialties. Students will be given practice (mock) exams. In addition, an array of topics on professionalism will be covered. The role of professional organizations, medical journals, continuing education, interviewing skills and ergonomics at the workplace are among the topics discussed.

Prerequisites

*General Focus - DS1210, DS1310, DS1220, DS1420
Cardiovascular Focus - DS1670, DS1770, DS1870,
DS1680, DS1780*

Credit Hours: 6

DS1870 Echocardiography III

This course is designed to provide the student with an extensive foundation for clinical Echocardiography of the adult heart. Expounded cardiac pathology and various cardiac procedures will be presented. Emergency Cardiac cases as well as basic Pharmacology will be introduced. The student will become familiar with the Fundamentals of Pediatric Echocardiography and Congenital heart diseases. Cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler as it pertains to the diseases covered, will be instituted. Lecture time may be complemented with instructor directed "hands-on" scanning in the scanning laboratory.

Prerequisites: DS1770

Credit Hours: 3

DS1870L Echocardiography III Lab

This "hands-on" scanning laboratory course is designed to provide the students with additional clinical Echocardiography scanning of the adult heart as well as vascular ultrasound scanning. A review of normal anatomy and physiology of the heart will be presented. The student should reinforce their knowledge of the elements of a normal echocardiogram, including standard echocardiographic views of the heart chambers, valves, muscles and the surrounding great vessels. They should practice adult cardiac scanning protocols, and how pathology manifests on an echocardiographic scan. Students will become more familiar with various modes of cardiac scanning, including M-Mode, color flow Doppler, power Doppler and continuous wave Doppler. In addition, this course should provide the student with further practice on the use of duplex Doppler ultrasound to interrogate the extra-cranial circulation of the brain, including the carotid arteries. It will also cover interrogation of the arterial and venous circulation of the upper and lower extremities, as well as abdominal vasculature. Normal and pathological conditions will be reviewed in correlation with physical findings. Imaging critique may be performed throughout the course.

Prerequisites: None

Credit Hours: 1

Economics (ECO)

ECO1000 Introduction to Economics

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

Prerequisites: None

Credit Hours: 4

 *Offered Online: 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

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

EMS1153 Introduction to Emergency Medical Technician

This course is an introduction to EMT. The course introduces 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

Credit Hours: 4

EMS1154C Emergency Medical Technician I

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

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


EMS1155C Emergency Medical Technician II

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

Prerequisites: EMS1154C Credit Hours: 8

EMS1671 Paramedic I

This course consists of the preparatory phase of the National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Education Standards Paramedic curriculum. It includes Anatomy and Physiology, Preparatory, Pathophysiology, Patient 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 Credit Hours: 8
Corequisites: EMS1090L and EMS2690
 Offered Online: Yes

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 Credit Hours: 4
Corequisites: EMS1671 and EMS2690

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 Credit Hours: 2
Corequisites: EMS1671 and EMS1090L

EMS2672 Paramedic II

This course consists of the preparatory phase of the National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and 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, EMS1090L, Credit Hours: 7
and be a Florida State Licensed EMT
Corequisites: EMS2091L and EMS2691
 Offered Online: Yes

EMS2091L Paramedic II Laboratory

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

Prerequisites: EMS1671 and be a Florida State Licensed EMT Credit Hours: 4
Corequisites: EMS2672 and EMS2691


EMS2691 Paramedic II Externship

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

Prerequisites: EMS1671 and be a Florida State Licensed EMT
Credit Hours: 2
Corequisites: EMS2091L and EMS2672

EMS2673 Paramedic III

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

Prerequisites: EMS2672, and EMS2691, and EMS2091L
Credit Hours: 5
Corequisites: EMS2092L and EMS2692
 Offered Online: Yes

EMS2092L Paramedic III Laboratory

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

Prerequisites: EMS2672
Credit Hours: 3
Corequisites: EMS2673 and EMS2692


EMS2692 Paramedic III Externship

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

Prerequisites: EMS2672
Credit Hours: 4
Corequisites: EMS2673 and EMS2092L

EMS2674 Paramedic IV

This course consists of US DOT, National Highway Traffic Safety Administration, National Emergency Medical Services Core Content, Scope of Practice Model, and Educations Standards Paramedic curriculum. The areas covered are Preparatory: Medical/Legal and Ethics, EMS Systems; Life Span Development; Public Health; EMS Operations: Principles of Safely Operating a Ground Ambulance, Air Medical, Terrorism and Disaster. This is an interactive course that coincides with lecture, skills laboratory and an externship program.

Prerequisites: EMS2673, EMS2692, and EMS2092L
Credit Hours: 4
Corequisites: EMS2093L and EMS2693
 Offered Online: Yes

EMS2093L Paramedic IV Laboratory

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

Prerequisites: EMS2673
Credit Hours: 3
Corequisites: EMS2674 and EMS2693


EMS2693 Paramedic IV Externship

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

Prerequisites: EMS2673
Credit Hours: 4
Corequisites: EMS2674 and EMS2093L

EMS2675 Paramedic V

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

Prerequisites: EMS2674, EMS2693, and EMS2093L Credit Hours: 3
Corequisites: EMS2094L and EMS2694
 Offered Online: Yes

EMS2094L Paramedic V Laboratory

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

Prerequisites: EMS2674 Credit Hours: 3
Corequisites: EMS2675 and EMS2694

EMS2694 Paramedic V Externship

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

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

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
 Offered Online: Yes

ENC1101 Composition I

In this course, paragraph development leading to the standard 5-part essay is introduced as students achieve clear and effective writing skills. Topics discussed include grammatical instruction, the writing process, and various essay modes.

Prerequisites: ENC1100 or ENC1201 Credit Hours: 4
 Offered Online: Yes

ENC1102 Composition II

The principles of composition are studied and applied. Students obtain experience in expository writing. Methods of research and proper documentation are introduced for the preparation of reports and term papers.

Prerequisites: ENC1101 Credit Hours: 4
 Offered Online: Yes

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
 Offered Online: Yes

Environmental Studies (EVR)

EVR1001 Living in the Environment

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth, world health and hunger, energy resources, pollution, environmental regulations and, and Global Climate Change. It explores distribution and abundance of renewable and non-renewable resources, and emphasizes an understanding of environmental problems and their impact on people and society.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

General Business (GEB)

GEB1011 Business Principles

An overview of the American business system is presented in order to help the student understand the interrelationships among the functional areas of business organization, management, personnel, finance, data processing, marketing, and production. Forms of business ownership, governmental influences and ethical responsibilities of those in business are also reviewed.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

GEB2941 Industry Practicum

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

Prerequisites: Approval of the Program Chair

Credit Hours: 3

Geography (GEA)

GEA1000 Geography

The study of the earth and its features, and of the distribution of life on the earth, including human life and the effects of human activity are discussed.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

GEA4191 World Environments

This course will provide a survey of physical, economic, political, and social systems that give unique character to the relationships among world regions. Through analysis of nine world regions and the countries in each, political, demographic, economic, cultural, and environmental themes will be considered in their geographic context. The course is organized to emphasize the comparisons among world regions and the interdependent relationships that are increasing through globalization.

Prerequisites: ENC1100

Credit Hours: 4

 Offered Online: Yes

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
 Offered Online: Yes

HSC2149 Pharmacology

This survey of drug classifications and calculations provides the student with an overview of how prescription drugs are administered to patients. In addition to learning general guidelines, students will be exposed to confidentiality issues and ethical considerations as they relate to administration and the use of prescription drugs.

Prerequisites: HSC1531 and BSC1093 or BSC1094 or MEA2203 Credit Hours: 4
 Offered Online: Yes

Humanities (HUM)

HUM1020 Humanities

This course examines Eastern and Western humanities, focusing on arts and ideas, with the objective of creating a greater awareness of the world community. This course examines the various cultures of the Near East, Far East, and Africa relative to the Western tradition. The cultural and aesthetic perspectives in Western humanities is also examined, with the objective of facilitating the development of personal aesthetic sensibilities.

Prerequisites: ENC1100 Credit Hours: 4
 Offered Online: Yes

Interdisciplinary Studies (IDS)

IDS2306 Contemporary American Issues

This course is designed to provide an interdisciplinary study of the major issues facing America. Topics include the environment, population, minorities, cities, crime poverty, drugs, religion, values, and foreign policy.

Prerequisites: None Credit Hours: 4
 Offered Online: Yes

IDS2350 Critical Thinking

This is a course in practical reasoning, designed to sharpen the student's ability to analyze, evaluate, and construct arguments. There will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability to understand how these approaches assist in decision-making. Included among these strategies will be examining assumptions, Socratic questioning, analyzing experiences, and evaluation perspectives. These strategies will be applied to a number of real life situations.

Prerequisites: None Credit Hours: 4
 Offered Online: Yes

IDS2901 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair. Credit Hours: 1

IDS2902 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair. Credit Hours: 2

IDS2903 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Program Chair/Special Topics Advisor approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair. Credit Hours: 3

IDS2904 Special Topics Directed Independent Study

This course is an open-enrollment special topics course used to cover special subject matters not presently offered. Subjects will vary based on discipline and are subject to Department Chair/Program Chair approval.

Prerequisites: Candidates must have completed a minimum of five quarters or 60 credits and must have the approval of the Program Chair. Credit Hours: 4

IDS2940 Industry Practicum

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

Prerequisites: Approval from the Program Chair. Credit Hours: 3


IDS4940 Professional Practicum

This course is a practical application course through which students work in an industry setting for a minimum of 120 hours, acquiring exposure to, and experience in, the area of business or industry for which they are preparing.

Prerequisites: Student must complete ALL Major Core requirements. Approval from the Program Chair is required prior to registration. Credit Hours: 4

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 Program Chair 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

Credit Hours: 4

 Offered Online: Yes

Mathematics - General and Finite (MGF)

MGF1106 Topics in College Mathematics

Through a unique problem-solving approach, this course provides an insight into what mathematics is and what it accomplishes. Topics include logic, estimation, numeration systems, number theory, algebra, functions and graphs, geometry mathematical systems, probability, and statistics.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

Mathematics - Technical and Business (MTB)

MTB1103 Business Math

This course provides a review of the basic applications of mathematics relating to such calculations as bank and sales records, interest, promissory notes and interest variables, percentages, commission, cash and trade discounts, markup and other typical business calculations.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

MTB1344 Algebra and Trigonometry

This course is the study of the concepts and practice of algebra and trigonometry skills. Factoring, algebraic fractions, logarithmic and exponential equations, vectoring and graphing functions are practiced.

Prerequisites: None

Credit Hours: 4

MTB2324 Calculus I

This course is designed to provide the students with the concepts of limits and differential and integral calculus in the context of practical problems.

Prerequisites: MTB1344

Credit Hours: 4

Medical Assisting Technology (MEA)

MEA1226C Examining Room Procedures

This course introduces the student to medical office procedures. Included are studies of general pharmacology, vital signs, electrocardiography, patient examination preparation and procedures, identification and care of instruments and equipment, asepsis, sterilization, and radiology.

Prerequisites: HSC1531 and BSC1093 or BSC1094 or MEA2203 Credit Hours: 4

MEA1245C Phlebotomy Procedures

This course provides students with an opportunity to learn principles of sterile and aseptic 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: CGS1100C Credit Hours: 4


MEA2203 Pathophysiology

This course is a study of the diseases and disorders of the human body, including signs and symptoms, physical manifestations, anatomical abnormalities, etiology, diagnosis and treatment.

Prerequisites: None Credit Hours: 4

MEA2235 Medical Law and Ethics

This is a study of the interrelationship of law and medicine. Emphasis is placed on law of torts, administrative agencies, and consumer protection, as well as classes of contracts, breach of contract and remedies available under the law. Special emphasis is placed on ethics for a health care delivery team member. This course includes four hours of AIDS/HIV Awareness Training and two hours of HIPAA Training.

Prerequisites: None Credit Hours: 4
 Offered Online: Yes

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 or MEA2203 Credit Hours: 4

MEA2803 Medical Assisting Externship

The student applies skills obtained through classroom and laboratory instruction to actual work situations. Medical Assistant students are placed with a physician's office or other suitable facility to provide a broad training experience and on-the-job performance evaluation. The student is required to complete a minimum of 160 hours externship and 10 hours of classroom lecture.

Prerequisites: Completion of all Medical Assisting core courses and approval of the Program Chair/Director of Health Sciences Education. Credit Hours: 6

Nursing (NU/NUR/NSP)

NUR1020C Fundamentals of Nursing

This course explores the normal foundations of nursing that form the model or template for the application of critical thinking processes in the presence of client self care or self care limitations. Areas discussed include: assessment, diagnostic resources, documentation, medication math, and foundational concepts for normal human functioning with a focus on the older adult. In the lab portion of the course, students practice and demonstrate beginning competence in essential fundamental psychomotor skills. The focus is on assessment, use of basic nursing skills, and promotion of wellness.

Prerequisites: BSC1086, NUR1110 and ENC1100 Credit Hours: 7

NUR1110 Concepts of Nursing Practice

The Concepts of Nursing Practice introduces nursing as a holistic and caring profession. Through a study of historical nursing perspectives, Nightingale through contemporary holistics, the theory of Dorothea Orem will be introduced as a method of organizing nursing thought. Other concepts pertaining to values, professional behavior, ethical considerations and healthcare delivery systems will be explored. This conceptual process will provide a foundation for understanding the relationships, interactions and influences that exist within the nursing environment and the healthcare world. Students will have the opportunity, through the creation of "learning environments," to identify their own learning styles and begin to create an environment of positive learning and personal wellness.

Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004 Credit Hours: 3

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. The focus is the implementation of the holistic nursing process, with accompanying technical skill sets, for children with common occurring health limitations.

Prerequisites: NUR2210C and DEP2004

Credit Hours: 6

NUR1421C Maternal-Child Health Nursing

Maternal/Child Health nursing examines the child-bearing family's level of wellness when self care limitations imposed by pregnancy and childbirth engage individuals in change. Critical thinking models for human functioning, initial nursing interventions, detailed nursing process and developmental assessments will be used to provide comprehensive, holistic nursing care to the woman and her developing family. During pregnancy, childbirth and postpartum, common normal stressors and selected high risk challenges that create therapeutic self-care demand(s) which require partnering will be considered. Clinical experiences assist the student to integrate content from the classroom with the nursing care of child-bearing women and their families and will occur in out-patient clinics, physician's offices, health department clinics, birthing centers and hospitals.

Prerequisites: NUR2210C and DEP2004

Credit Hours: 6

NUR1520C Mental Health Nursing

This course considers stressors that affect an individual's level of wellness by imposing transitional self care mental and/or social limitations. Critical thinking models for human functioning and initial nursing interventions will be explored with the use of the detailed nursing process. Clinical provides selected client experiences in mental health settings that assist the students to integrate content from the classroom with client care. The client care focus and accompanying technical skill sets are utilized by the student to implement the nursing process for clients with commonly occurring mental health limitations that lead to therapeutic self care demands that require partnering.

Prerequisites: NUR2210C, SYG2000, ENC1101, or HUM1020

Credit Hours: 5

NUR2141 Pharmacology and Nursing Practice

Pharmacology and Nursing Practice introduces the beginning level nursing student to pharmacotherapeutic concepts as they are applied to nursing practice. The major drug classifications are discussed in accordance with concepts of human functioning. For each classification, students will consider data collection, dosage/administration, evaluating and promoting therapeutic effects, minimizing adverse effects and interactions, managing toxicity and client education.

Prerequisites: BSC1085, BSC1085L, MAT1030, and DEP2004

Credit Hours: 3

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, NUR1520C, and NUR2210C 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

Paralegal/Legal Assisting (PLA)

PLA1003 Introduction to Legal Assisting

This course is designed to introduce the student to the purpose of legal assistants and the training required. It examines the role of the attorney and legal assistant in the modern legal practice; the ethical and professional practice standards applicable to both the attorney and the legal assistant; and surveys the various areas of law that are covered in the legal assistant program.

Prerequisites: None Credit Hours: 4

PLA1058 General Law

This course covers the various fields of law related to persons, such as tort, criminal law, workers' compensation, etc. Also covered are the areas of commercial law, laws of personal property transactions, contract, and insurance law.

Prerequisites: None Credit Hours: 4

PLA1103 Legal Writing and Research I

This course provides the student with information on how to write legal memoranda and briefs for both trial and appellate work. Emphasis is placed on in-depth examination of the law library and the process of legal research.

Prerequisites: PLA1003 or PLA1058 and ENC1101 Credit Hours: 4

PLA1273 Torts

This course investigates civil "wrongs" based upon general tort principles of negligence, strict liability, vicarious liability and products liability.

Prerequisites: PLA1003 or PLA1058 Credit Hours: 4

PLA1303 Criminal Law and Criminal Procedures

This course is designed to introduce the student to criminal law and criminal procedure. The course examines criminal law including the elements of a crime, types of crimes both in common law and by statute. The course reviews criminal procedure including the judicial process from charge to verdict as well as basic American Constitutional guarantees and protection.

Prerequisites: None Credit Hours: 4

PLA2114 Legal Writing and Research II

A continuation of Legal Writing and Research I, this advanced course places emphasis on the use of the legal library and the process of legal research.

Prerequisites: PLA1103 Credit Hours: 4

PLA2401 Contracts and Commercial Transactions

This course offers procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. The course examines the fundamental principles of the law applicable to each area. The law of bankruptcy is also taught.

Prerequisites: PLA1003 or PLA1058 Credit Hours: 4

PLA2460 Bankruptcy Law

This course will cover the Federal Bankruptcy Code with emphasis on Chapters 7, 11 and 13. The student will become familiar with the different forms and procedures for filing in the State of Florida.

Prerequisites: PLA2740 Credit Hours: 4

PLA2610 Real Estate Law

This course provides an in-depth knowledge of real property and a survey of the more common types of real estate transactions and conveyances, such as deeds, contracts, leases, deeds of trust, etc., and the problems encountered in drafting these conveyances and closing statements.

Prerequisites: PLA1003 or PLA1058 Credit Hours: 4

PLA2740 Court Proceeding and Litigation

This course examines the court systems of the State of Florida and the related courts of the federal system. It also covers the civil and criminal procedures involved in practice before these courts.

Prerequisites: PLA1003 or PLA1058 Credit Hours: 4

PLA2800 Family Law

This course covers such topics as divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, court procedures, and separation agreements. Legal aspects of the drawing of wills, trusts, and probating estates are presented. Procedures involved in accounting, administration, gifts, life insurance, and estate planning are addressed.

Prerequisites: PLA1003 or PLA1058

Credit Hours: 4

PLA2841 Immigration law

This course covers a broad survey of immigration laws and procedures including the preparation of all forms and documents required to file with the immigration and naturalization service.

Prerequisites: None

Credit Hours: 4

PLA2950 Certified Paralegal Examination Review

This course prepares the paralegal student for the Certified Paralegal Examination which will include a comprehensive review of subject material that will be included in the exam.

Prerequisites: Completion of all Legal Assisting (PLA) courses.

Credit Hours: 4

PLA2940 Legal Assistant Externship

Legal assistant competencies are practiced and observed in an off campus professional legal environment. Externship is an integral part of the curriculum. The student receives a review and professional sequence of practical experiences in offices of professional attorneys, government agencies, and accredited legal clinics selected by the program coordinator and approved by the director of the College. This aspect of the student's training includes an opportunity to perform various legal tasks and procedures under supervision.

Prerequisites: Completion of all Legal Assisting (PLA) courses and approval of the Program Chair.

Credit Hours: 5

Philosophy (PHI)

PHI2014 Introduction to Philosophy

This course is designed as an introduction for students having no previous college work in comparative belief systems with the focus being the perennial issues of human existence. The fundamental assumptions, terminology, and schools of thought used to address issues in metaphysics, epistemology, ethics, and aesthetics will be examined. Major philosophical problems will be explored with emphasis placed on establishing relevance to personal philosophy.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

PHI4609 Ethics

Students will become familiar with the philosophy of ethics and moral theology. Emphasis will be on applying moral theory to practical moral questions of the twentieth century.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

Physics (PHY)

PHY1020 Physics

This course is designed to introduce the student to the laws, fundamental principles, and problem solving methods of modern physics. This course will deal with the basic concepts that surround us in the physical world such as, mechanics, electromagnetism, waves, sound, light and astronomy.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

Political Science (POS)

POS1041 American National Government

This course is designed to provide a comprehensive examination of the American political system. Through this course, students will become familiar with the theory, organization, principles, and functions of the American national government and various elements within the political system that work to shape policy outcomes.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

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 statements. 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 interviews and practice taking declarations and statements 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: 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 or PI101 or 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 or PI220

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: 6

PI275 Private Investigation Capstone

Private Investigations Capstone has students apply all components of Florida Statutes Chapter 493 in readiness to become a working professional through completing a course project that applies the skills they have acquired throughout the program.

Prerequisites: Final Term and Program Chair Approval

Credit Hours: 4

PI280 Private Investigation Externship

For a minimum of 180 hours, students will work in a licensed private investigation agency; in-house for an attorney; in an insurance company claim department; in a business entity; or in a financial institution under the supervision of a licensed or trained investigator who will submit written reports on the externship experience. This experience is considered college coursework and will, as such, be recognized by the Division of Licensing toward the attainment of licensure.

Prerequisites: Student must be in their final term of the program Credit Hours: 6

Psychology (PSY)

PSY1012 Principles of Psychology

This course is an introduction to the field of psychology as the scientific study of the behavior of man. Specialized terminology in the field of psychology is introduced. Topics studied include the principles of behavior, the scientific method in psychology, perception, learning, thinking and problem solving techniques.

Prerequisites: None Credit Hours: 4
 Offered Online: Yes

HUS2520 Abnormal Psychology

This course is an introduction to the etiology, treatment and prevention of abnormal behavior. Specialized terminology in the field of abnormal psychology is introduced. Topics studied include the use of DSM as a diagnostic tool. The impact of mental illness on the family is stressed. Students will study symptoms of schizophrenia, bipolar disorder, and other forms of psychopathology. Emphasis is placed on community resources, medications, stressors, risk, recognizing decompensation signs, when to seek professional help and effective ways of communicating with a person who has mental illness.

Prerequisites: DEP2004 or PSY1012 Credit Hours: 4

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

Radiologic Technology (RT)

RT1100 Fundamentals of Radiologic Sciences

A course of study designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of the health care organization are examined and discussed, in addition to the professional responsibilities of the radiographer.

Prerequisites: None Credit Hours: 1

RT1130 Introduction to Principles of Radiographic Exposure

This introductory course provides students with the basic knowledge of atomic structure, electricity, and electromagnetism. The foundations for radiation-producing equipment; the production of radiation; radiation safety; and radiation interaction with matter will be established.

Prerequisites: None Credit Hours: 4

RT1140 Patient Care I

This course is the first in a two part series that equips students with the knowledge to care for patients in the healthcare setting. Students will learn how to safely and effectively deliver care to a diverse patient population.

Prerequisites: None Credit Hours: 2

RT1150 Radiographic Procedures I

This course is the first of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: None Credit Hours: 2

RT1150L Radiographic Procedures I Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: None Credit Hours: 1

RT1160 Image Analysis I

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None Credit Hours: 1

RT1190 Introduction to Clinical Education

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. The first portion of the course is designed to provide the student an introduction to patient care and clinical practices; radiation safety; clinical policies and procedures; and an overview of clinical progression required to complete the program. The remaining portion of the course will enable the student to utilize didactic concepts in the clinical setting. Through structured, sequential, competency-based clinical assignments, concepts of team practice; patient care and assessment; professional development; and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated.

Prerequisites: None

Credit Hours: 3

RT1240 Patient Care II

This course is designed to provide the advanced concepts of patient care. Trauma, mobile and surgical radiography are described. Basic concepts of pharmacology are discussed. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisites: None

Credit Hours: 2

RT1250 Radiographic Procedures II

This course is the second of four that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: None

Credit Hours: 2

RT1250L Radiographic Procedures II Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1150L

Credit Hours: 1

RT1260 Image Analysis II

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

RT1290 Clinical Education I

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Students will utilize didactic concepts in the clinical setting. Through structured, sequential, competency-based clinical assignments, concepts of team practice; patient care and assessment; professional development; and competent performance of radiologic imaging and total quality management are discussed, examined, and evaluated

Prerequisites: RT1150 and RT1250

Credit Hours: 4

RT1330 Principles of Radiographic Exposure I

This course establishes the foundation of image production, quality, and equipment. Concepts of radiation safety and protection are reinforced.

Prerequisites: RT1130

Credit Hours: 4

RT1350 Radiographic Procedures III

This course is the third of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. This is a course of radiographic positions building on the basic procedures learned in RT1150 and RT1250.

Prerequisites: RT1250

Credit Hours: 1

RT1350L Radiographic Procedures III Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1250L

Credit Hours: 1

RT1360 Image Analysis III

This course is designed to provide additional instruction when analyzing advanced radiographic images. Students will be able to determine if a radiograph has an adequate level of contrast and density, and what factors to adjust if a radiograph is inadequately exposed. The processes for properly evaluating radiographic images with a higher degree of critical thinking will be taught. Actual images will be used for demonstration and analysis.

Prerequisites: None

Credit Hours: 1

RT1390 Clinical Education II

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined and evaluated.

Prerequisites: RT1250L

Credit Hours: 4

RT1450 Radiographic Procedures IV

This course is the fourth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1350

Credit Hours: 2

RT1450L Radiographic Procedures IV Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1350L

Credit Hours: 1

RT1460 Image Analysis IV

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

RT1490 Clinical Education III

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined and evaluated.

Prerequisites: RT1350L

Credit Hours: 6

RT1510 Special Procedures

This course is designed to concentrate on the advanced studies performed in the radiology department, such as procedures of the urinary and digestive systems, and those performed in the interventional suite. Students will learn about injection instrumentation, as well as contrast indications and safety.

Prerequisites: None

Credit Hours: 1

RT1520 Radiographic Pathology

Course is designed to introduce concepts related to disease and etiological consideration with emphasis on radiologic appearance of disease and impact on exposure factor selection. It also presents basic information on the pathologic process; signs and symptoms; and diagnosis and prognosis of various diseases.

Prerequisites: None

Credit Hours: 2

RT1550 Radiographic Procedures V

This course is the fifth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1450

Credit Hours: 2

RT1550L Radiographic Procedures V Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1450L

Credit Hours: 1

RT1560 Image Analysis V

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

RT1590 Clinical Education IV

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined and evaluated.

Prerequisites: RT1450L

Credit Hours: 6

RT1610 Advanced Imaging Modalities

This is a specialized course of study designed to enhance knowledge of radiologic imaging by introducing the student to advanced imaging modalities. Modalities that can be pursued as post- primary pathways will be discussed. Additionally, career opportunities and salaries will be explored.

Prerequisites: None

Credit Hours: 1

RT1630 Principles of Radiographic Exposure II

Content imparts an understanding of the components, principles and operation of computed radiography and digital imaging systems found in diagnostic radiology. Image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Students will learn advanced concepts in digital imaging acquisition to enable them to apply those concepts in clinic.

Prerequisites: RT1330

Credit Hours: 4

RT1650 Radiographic Procedures VI

This course is the sixth of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1550

Credit Hours: 2

RT1650L Radiographic Procedures VI Lab

Utilizing the non-energized laboratories, students are provided the instruction to perform advanced imaging procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1550L

Credit Hours: 1

RT1660 Image Analysis VI

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

RT1690 Clinical Education V

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined and evaluated.

Prerequisites: RT1550L

Credit Hours: 6

RT1720 Radiation Biology and Advanced Protection

The Radiation Biology content of the course provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. The Advanced Protection content of the course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and healthcare organizations are incorporated.

Prerequisites: None

Credit Hours: 3

RT1750 Radiographic Procedures VII

This course is the seventh of seven that reviews anatomy, patient positioning, and projections of essential radiography procedures. Students are concurrently enrolled in Image Analysis and Laboratory courses that correspond with the Procedures course.

Prerequisites: RT1650

Credit Hours: 2

RT1750L Radiographic Procedures VII Lab

Utilizing the non-energized laboratories, students are instructed on how to perform essential procedures. Student practice and subsequent procedure testing are included in this course.

Prerequisites: RT1650L

Credit Hours: 1

RT1760 Image Analysis VII

This course prepares students to evaluate radiographic images to ensure quality assurance standards are met. Image analysis guidelines, including characteristics of optimal images; image display; and terminology will be discussed.

Prerequisites: None

Credit Hours: 1

RT1780 Career Development

This course is designed to introduce the student to a comprehensive approach to career development & planning. Students will be exposed to useful self-marketing strategies, effective interviewing techniques and job searching skills necessary in today's job marketplace. Upcoming graduates will also be given an in-depth understanding of Human Resources within the Healthcare/Medical field and apply trusted techniques to assist in their successful transition from education to employment.

Prerequisites: None

Credit Hours: 1

RT1790 Clinical Education VI

Content and clinical educational experiences are designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments concepts of team practice, patient care and assessment, professional development, and competent performance of radiologic imaging and total quality management are discussed, examined and evaluated.

Prerequisites: RT1650L

Credit Hours: 6

RT1800 Registry Review

This course is a comprehensive review of radiography. It is designed to be both a review and detailed guide, with questions and answers, for students preparing to successfully pass the Registry examination administered by the ARRT. All subject areas will be reviewed and test taking strategies discussed.

Prerequisites: RT1150, RT1250, RT1330, RT1350, RT1450, RT1550, RT1630, RT1650, RT1750

Credit Hours: 4

RT1710 Mammography (Elective)

This is a specialized course of study detailing the radiographic examination of the breasts and related positioning and pathology. This course will provide both a historical view of mammography, including breast anatomy and physiology, positioning, compression, technique selection, patient education, quality control, and advanced imaging, including implants and studies related to breast pathology and specialized views. The student will learn quality control, optimal functioning of dedicated mammography equipment including stereotactic needle biopsies and digital mammography.

Prerequisites: None

Credit Hours: 2

RT1711 Computed Tomography (Elective)

Content provides entry-level radiography students with the principles related to computed tomography (CT) imaging

Prerequisites: None

Credit Hours: 2

Small Business Management (SBM)

SBM1000 Small Business Management

A study of management concepts underlying the operation of a small business including: planning, operating, evaluating and controlling the enterprise. Fundamentals of financing, budgeting, marketing, promotion and profit analysis are examined.

Prerequisites: GEB1011 or MAN2021

Credit Hours: 4

 Offered Online: Yes

Sociology (SYG)

SYG2000 Sociology

This is an integrated survey of the fundamental sociological concepts of culture, forms of collective behavior, community and social organization, social interaction and social change. Students write a research paper based on some facet of sociology presented in class.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

SYG2430 Marriage and The Family

This course will examine families in terms of structure, roles and functions. Emphasis will be placed on understanding the family life cycle; change in motivation to marry, divorce, and remarriage; nontraditional relationships, parenting roles, and sex education.

Prerequisites: SYG2000

Credit Hours: 4

Sociology of Demography (SYD)

SYD4700 Race and Ethnic Relations

In this class, we will look at minority groups in the U.S. (racial, ethnic, cultural, and religious); discuss the relationship of minority status to socioeconomic and political stratification; compare U.S. ethnic social relations to that of minority groups in other societies and contexts; look at what anthropological and sociological theory tell us about the sociocultural processes of ethnic formation, maintenance, and 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

 Offered Online: Yes

Spanish (SPN)

SPN1120 Spanish

This course will emphasize communicative skills, listening, speaking, reading, and writing. Students will make oral presentations, read short texts, and write brief Spanish compositions. Basic grammar skills will be introduced.

Prerequisites: None

Credit Hours: 4

Speech Communication (SPC)

SPC1017 Oral Communication

This course is designed to equip the student with better speaking skills, whether in business, social, or civic life. The student will develop the ability to speak clearly and effectively; to think and express ideas effectively; and to plan, compose and deliver speeches of various kinds. Special consideration is placed on purpose, scope and audience analysis and adaptation.

Prerequisites: None

Credit Hours: 4

Statistics (STA)

STA2014 Statistics

This course examines the essential issues and methods used to employ statistical techniques. The unique considerations of describing, summarizing, and analyzing statistical data are presented.

Prerequisites: MTB1103 or MAT1030 or MGF1106 or MTB1344

Credit Hours: 4

 Offered Online: Yes

Student Life Skills (SLS)

SLS1201 Personal Development

This course is designed to give students exposure to concepts and skills that can help the student make changes in their academic performance and their lives. These lessons are facilitated towards student issues, challenges while attending school and transitioning long-term career goals for success upon graduation.

Prerequisites: None

Credit Hours: 4

 Offered Online: Yes

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

 Offered Online: Yes

Surgical Technology (STS)

STS1021 Surgical Observation

This course provides the student with an opportunity to experience the clinical setting as a prelude to the didactic program. Students will spend time weekly within the operating room observing a wide variety of surgical procedures. Prior to the initial extern placement the students will receive training in CPR, HIPAA compliance, and patient confidentiality.

Prerequisites: None

Credit Hours: 1

STS1302 Introduction to Surgical Technology

This course focuses on the basic fundamentals of Surgical Technology by introducing students to the surgical arena. Key concepts include scope of practice, physical environment, hospital organization, standards of conduct, professionalism, interpersonal communication, and teamwork skills.

Prerequisites: None

Credit Hours: 4

STS1307C Operating Room Technique I - Instrumentation

This course will focus on the fundamental concepts of surgical technology in regards to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the uses of the instrumentation themselves. During the course the student will have the opportunity to learn the relationship between instrument type and usage. This course also focuses on the function, assembly, and care of specialty and accessory equipment used in a surgical setting. Finally, the course will review the various supplies used in the operating room.

Prerequisites: HSC1531

Credit Hours: 2

STS1304C Operating Room Technique II

This course will focus on the fundamental concepts of surgical technology. Topics covered will include equipment and supplies used during surgery, instrumentation, patient positioning, proper techniques for setting up a surgical case, and circulating the sterile field. Key concepts include surgical asepsis, consent, case selection, instrumentation, room preparation, preparation of the sterile field, performing the surgical count, and monitoring the sterile field. The student will also learn the importance of the consent and preference card.

Prerequisites: STS1307C

Credit Hours: 4

STS1340C Surgical Pharmacology and Aseptic Technique

This course focuses on the principles of asepsis and sterile technique, as well as the medications used in the surgical setting. Key concepts include surgical conscience, disinfection, sterilization, hemostasis, emergency situations, radiological and chemical injuries, biological warfare, basic principles of pharmacology as it relates the operating room and the fundamental principles of asepsis and the practice of sterile technique.

Prerequisites: STS1302 or HSC1531

Credit Hours: 4

Corequisites: STS1304C

STS2270 Clinical Aspects I

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

Prerequisites: STS2326 and STS1304C

Credit Hours: 8

STS2271 Clinical Aspects II

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

Prerequisites: STS2270

Credit Hours: 8

STS2272 Clinical Aspects III

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

Prerequisites: STS2271

Credit Hours: 8

STS2325C Surgical Procedures I

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

Prerequisites: STS1302, HSC1531, BSC1085, BSC1086, BSC1085L, and BSC1086L

Credit Hours: 4

STS2326 Surgical Procedures II

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

Prerequisites: STS2325C

Credit Hours: 4

STS2936 Exam Prep

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

Prerequisites: STS2271

Credit Hours: 1

Campus Information

07

- *Administration and
Professional Staff*
- *Academic Calendars*
- *Campus Location*

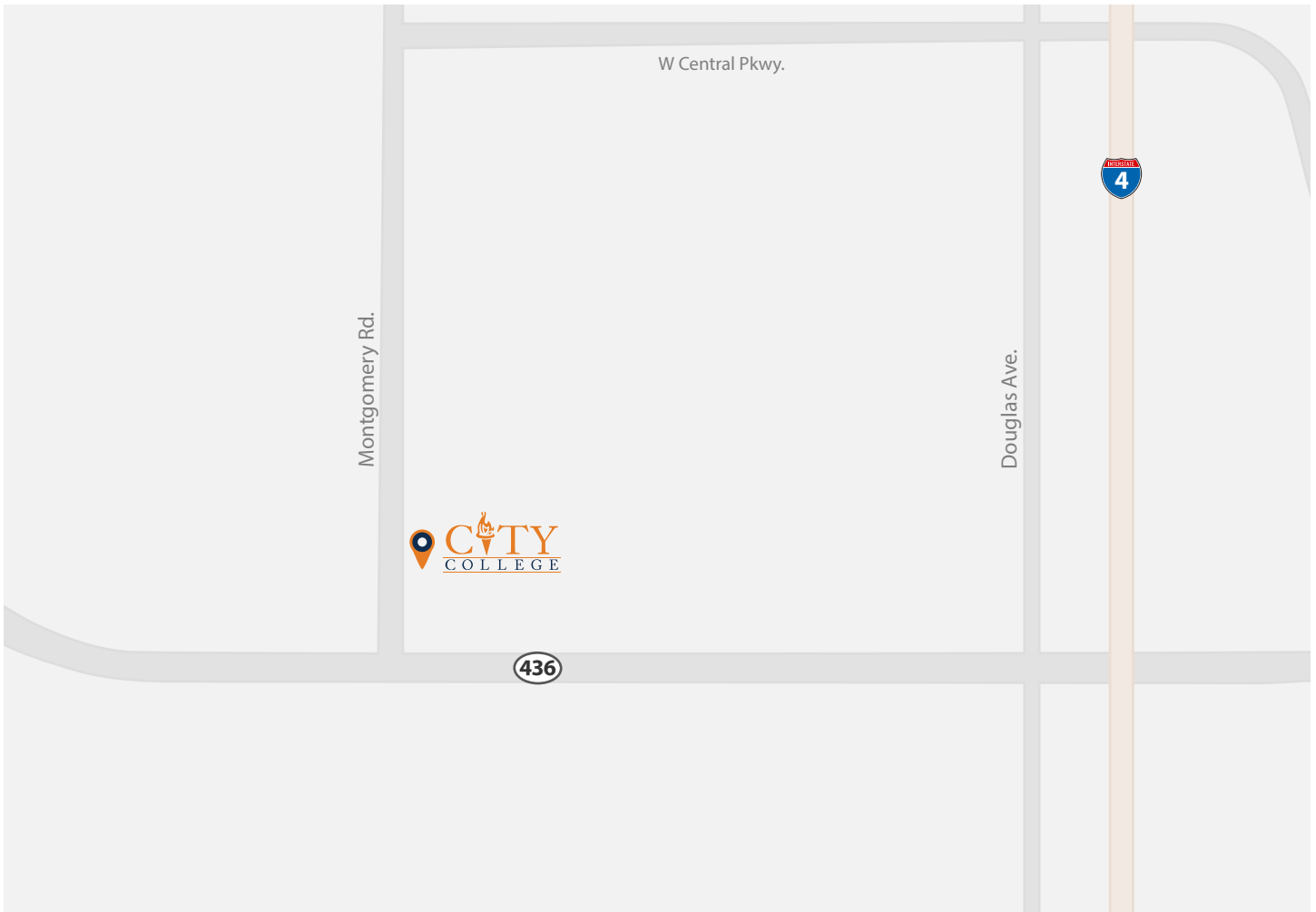
Administration and Professional Staff

See insert for a full list of Administrative Staff and Faculty Listing

Campus Location



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 Winter Term, 1/8/2020)

- 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 DD Form 214 at the time of enrollment.
- 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.
- 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.
- 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.
- 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.
- 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	\$358.00 per credit hour
Tuition-Diploma-EMT	\$230.00 per credit hour
Graduation Fee	\$150.00
Pinning Fee (Associate of Science in Nursing Students)	\$50.00
Program Fees	
Diploma	
Program Fee – EMT	\$20.00 per credit hour
Program Fee – Medical Assistant	\$63.00 per credit hour
Program Fee – Paramedic	\$68.00 per credit hour
Associate of Science	
Program Fee – Allied Health (MA/BC/MHT)	\$63.00 per credit hour
Program Fee – Diagnostic Medical Sonography	\$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 – Radiologic Technology	\$68.00 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, Diagnostic Medical Sonography, EMS, Nursing, Radiologic Technology, Surgical Technology students are required to submit results of a physical examination, PPD (Tuberculosis Screen) and Hepatitis vaccine.	up to \$600
Level I Background check	\$50.00
Level II Background Check is required for clinical Site (if applicable)*	\$225.00 per instance
*Applicants from US territories whose entry requirements include a background check will incur the additional charge for an International criminal history search.	\$40.00
10 panel drug test is required for Clinical Site (if applicable)	\$40.00
Allied Health uniforms and supplies	\$300.00
EMS uniforms and supplies	\$350.00

Program Fees continues on next page.

Other items a student may be required to purchase (amounts are approximate):

EMT uniforms and supplies	\$150.00
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.

Testing and Other Fees a student may incur:

NACE Testing Fee (LPNs)	\$200.00
Advanced Standing/Credit by Examination Fee	\$150.00
Credit by Examination Re-scheduling Fee	\$25.00
Credit for Prior Learning and Life Experience Portfolio Fee	\$75.00
Kaplan Testing Fee-Nursing	\$350.00
Health Education Systems, Inc (HESI) - Nursing	\$37.00

Certification/Licensure Examination Fees

Allied Health (NCCT Certifications) NCMOA or NCICS	\$90.00
"CC" Private Investigator Intern Licensure Examination	\$162.75
Certified Surgical Technologist (CST) exam	\$290.00
National Registry EMT Licensure Exam (NREMT)	\$115.00
National Registry Paramedic Licensure (NR-P) and FL State fee	\$170.00

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.

2021 Academic Calendar

WINTER TERM

Jan. 6	Wednesday	Classes begin
Jan. 12	Tuesday	Last day of drop/add
Mar. 23	Tuesday	Quarter ends
Mar. 24 - 30	Wednesday - Tuesday	Break

SPRING TERM

Mar. 31	Wednesday	Classes begin
Apr. 6	Tuesday	Last day of add/drop
June 15	Tuesday	Quarter ends
June 16-20	Wednesday - Sunday	Break (continuing students)

SUMMER TERM

*-Programs offered in Term A: A.S. Diagnostic Medical Sonography, A.S. Radiologic Technology, Paramedic Diploma.
-All other programs will use the TERM B calendar in Summer.*

TERM A

May 23	Sunday	Classes begin
June 5	Saturday	Last day of drop/add
Aug. 10	Tuesday	Quarter Ends

TERM B

June 21	Monday	Classes begin
June 27	Sunday	Last day of drop/add
Sept. 3	Friday	Quarter ends
Sept. 4-8	Saturday - Wednesday	Break

FALL TERM

-The schedules below are for all students in all programs

Sept. 9	Thursday	Classes begin
Sept. 15	Wednesday	Last day of drop/add
Nov. 30	Tuesday	Quarter ends
Dec. 1- 4	Wednesday - Saturday	Break

Holidays (No Classes)*

Jan. 18	Martin Luther King Day
Feb. 15	Presidents Day
April 1 - 2	Passover
April 4	Easter Sunday
May 17-18	Shavuot
May 31	Memorial Day
July 4-5	Independence Day
July 18	Administrative Day
Sept. 6	Labor Day
Sept. 7-9	Rosh Hashanah
Sept. 15 (pm)-16	Yom Kippur
Sept. 20 (pm), 21-22 and 27(pm), 28-29	Sukkot
Nov. 25 - 26	Thanksgiving

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.
- Drop/Add ends at midnight on the date listed in the calendar above

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#MYCITYCOLLEGE

www.citycollege.edu

Altamonte Springs - Main Campus

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Altamonte Springs, FL 32714

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