

CAMBRIDGE
COLLEGE OF HEALTHCARE & TECHNOLOGY



2026-2027 CATALOG

VOLUME VIII

WWW.CAMBRIDGEHEALTH.EDU

REVISED 08/27/2026





PRESIDENT'S WELCOME

I personally welcome you to Cambridge!

We are excited about your interest in being part of Cambridge and your desire to know more about our health care and information technology training college. Cambridge's commitment to be the very best "student-centered" college is deeply engrained within our culture. We are extremely proud of our faculty, students and alumni. We would enjoy you visiting us soon, so you can experience a sense of our college's values and traditions and learn about our many student successes.

Healthcare, nursing, information technology and their related fields are at a crossroads. The field's shortage of professionals has forced schools to "think outside the box" and explore different venues and technologies for meeting the challenges of today's healthcare and IT workforce. At Cambridge, we are committed to taking advantage of this technological and digital revolution. We have structured our programs to meet the employment needs not only where we have in-residence campuses, but also with our online programs. Cambridge's integrated platform helps address the national healthcare personnel shortages, and related cyber security and IT job market demands.

I promise each student that Cambridge is committed to your personal growth by teaching, nurturing and mentoring each of you.

Let's continue to grow together!

A handwritten signature in blue ink that reads "Terrence LaPier". The signature is fluid and cursive, with a light blue circular seal or watermark visible in the background.

Dr. Terrence LaPier
Chancellor & CEO

Dr. LaPier is a first-generation college graduate, who received his Ph.D. from the London School of Economics, his AMP from the University of Pennsylvania's Wharton School and his bachelor's degree from Syracuse University's Maxwell School. He was a faculty member at the University of Pennsylvania's Wharton School for 17 years. He is a Board member and Trustee of several organizations. Dr. LaPier is a Roman Catholic and Knight of the Sovereign Order of Malta, a lay religious order of the Catholic Church, whose charism is to serve the poor and sick. To learn more about the Sovereign Order of Malta, please visit <https://www.orderofmalta.int>.

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GENERAL INFORMATION

NATIONAL OVERVIEW

Cambridge College of Healthcare & Technology provides live lecture and remote lecture classrooms, while utilizing wide-ranging learning resource center / library, multiple program laboratories, student lounges, and faculty, administration offices to assist students and Global Campus (hybrid and full distant online education platform) in developing and becoming quality professionals capable of meeting the demands of the related Health Care and Information Technology industries.

HISTORY OF THE INSTITUTION

Cambridge College of Healthcare & Technology has a long history of academic and student career successes.

Cambridge College of Healthcare & Technology was initially founded in 2001 as Cambridge Institute of Allied Health and Technology located in Altamonte Springs (Orlando), Florida; being established and licensed by the Commission for Independent Education (license # 2453). The institution was nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES) in 2004, and changed to the existing ownership in October of 2009 from a local nursing related professional school to Cambridge Health Education I, LLC. In 2010, Cambridge Health Education I, LLC acquired the Delray Beach Main campus with its Atlanta, Georgia branch campus. Commencing in January 2016, for name consistency across all campuses, a name change took place to Cambridge College of Healthcare & Technology. In January, 2020, the Cambridge College Delray Beach Main opened an additional branch campus located in Miami Gardens, FL (license #6244).

In January of 2021, the initial Altamonte Springs (Orlando) Main location had a name change to come fully into name alignment with the other three Cambridge College of Healthcare & Technology campuses. Cambridge has transformed itself from initially providing diplomas / certificates for health-related programs only in Altamonte Springs (Orlando), Florida into a diversified healthcare and technology multi-campus and online platform that now offers certificates/diplomas, associates and bachelors degrees with the goal of offering higher level degrees to serve the various campus communities.

STATEMENT OF OWNERSHIP

Dr. Terrence LaPier and Mr. Stephen Garchik are the two voting Board of Directors. They each have 50 / 50% Voting rights. Dr. Terrence LaPier is a Managing Member and Chief Executive Officer ("CEO"), he is responsible for setting the strategy and managing the college's leadership team and operation. He approves the employee compensation, and sets and monitors the performance of the corporate strategy and objectives directed at maximizing the College's value. Mr. Stephen Garchik is a Managing Member and is the Chief Financial Officer ("CFO"), where he is responsible for all financial systems, audits, managing of the third party accounting and tax firm. He works closely with Dr. LaPier on all College decisions. The Cambridge Board of Director's has one Observer that does not have any voting rights.

BOARD OF DIRECTORS CAMBRIDGE HEALTH EDUCATION I, LLC

Dr. Terrence LaPier
Stephen Garchik



MISSION STATEMENT

Cambridge College of Healthcare & Technology is a private, academic and student-centered institution of higher education that is dedicated to providing excellent pedagogical teaching and hands on training to traditional and nontraditional students. With Cambridge's significant history, the emphasis on an outstanding student culture continues with focusing on in demand programs, dynamic curriculum, general education skills and a strong commitment to being a leader in the field of career-focused education.

Cambridge offers professional and career-focused curricula designed to cultivate students' successful learning and the ability to apply knowledge, think critically, and communicate effectively. Through comprehensive academic programs, innovative and contemporary in content and mode of delivery, students are exposed to skills essential to become a professional in the healthcare and technology fields. Because academic programs are professional and career focused, Cambridge responds to local, regional, national and global employment needs and supports current workforce trends. Cambridge's mission guides its strategic planning and decision making at all levels of the institution.

GOALS AND OBJECTIVES

Cambridge College aims to enrich student education through comprehensive training, which is essential to meet the demands of medical offices, hospitals, medical centers and clinics. An integral part of achieving our goals is through:

- The promotion of self- discipline and self-motivation
- Attracting and retaining effective and qualified instructors
- Offering sound diploma and degree programs
- The development of students individual & professional growth which includes interpersonal communication, critical thinking and problem solving competencies

SCHOOL LOCATIONS



ALTAMONTE SPRINGS MAIN CAMPUS

Cambridge College of Healthcare & Technology is conveniently located on Douglas Avenue just a half mile north of Interstate 4 in Altamonte Springs. Convenient access to public transportation is available. This two-story location has elevator access as well as stairways. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

555 Douglas Avenue, Suite 1100
Altamonte Springs, FL 32714
407-265-8383



DELRAY BEACH MAIN CAMPUS

This campus is located on the grounds of Delray Medical Center. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

5150 Linton Blvd, Suite 340
Delray Beach, FL 33484
561-381-4990



ATLANTA ADDITIONAL LOCATION TO DELRAY BEACH

The campus is located on the campus of Emory St. Joseph's Hospital of Atlanta. The campus has easy and convenient access to the I-285 and GA 400 Highways. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

5669 Peachtree Dunwoody Rd, Suite 100
Atlanta, GA 30342
404-255-4500



MIAMI GARDENS ADDITIONAL LOCATION TO DELRAY BEACH

The Miami Gardens campus of Cambridge College of Healthcare & Technology is located centrally for easy access in Miami on Park Centre Boulevard. Easy accessible highways with connections to all cities and counties in South Florida. All the equipment used at Cambridge College of Healthcare & Technology is compatible with industry standards and effectively meets the objectives of the programs. This is a non-smoking facility.

1000 Park Centre Blvd, Suite 112
Miami Gardens, FL 33169
305-627-3001

ACCREDITATION & LICENSURE

ACCREDITATION

Institutional

Cambridge College of Healthcare & Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Boulevard, Suite 730 North Bethesda, MD 20852 - Tel: 301-291-7550 Email: info@abhес.org, a national accrediting agency recognized by the United States Department of Education under provisions of Chapter 33, Title 38, U.S. Code, and subsequent legislation. All Locations.

*The IV Infusion Therapy Course and the Computed Tomography Review do not fall under the grant of accreditation for the Accrediting Bureau of Health Education Schools (ABHES).

Programmatic



Delray Beach Location

The Associate of Science Nursing program at Cambridge College of Healthcare & Technology, located in Delray Beach Florida is accredited by Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate of science, nursing program is Initial Accreditation. Visit the public information disclosed by the ACEN regarding this program at: [acenursing.org/search-programs](https://www.acenursing.org/search-programs).

The Diagnostic Medical Sonography programs are accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of JRCDSM Committee on Accreditation.

Effective June 29, 2026, the Practical Nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires in Spring 2028.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 - (404) 975-5000 - <https://www.acenursing.org/search-programs?status=Candidate>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Altamonte Springs Location

The Associate of Science in Nursing program at Cambridge College of Healthcare & Technology at the Altamonte Springs, Florida campus is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

Accreditation Commission for Education in Nursing (ACEN) - 3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326 - (404) 975-5000

The Baccalaureate of Science in Nursing program at Cambridge College of Healthcare & Technology at the Altamonte Springs, Florida campus is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

Accreditation Commission for Education in Nursing (ACEN) - 3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326 - (404) 975-5000

Effective June 29, 2026, the Practical Nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires in Spring 2028.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 - (404) 975-5000 - <https://www.acenursing.org/search-programs?status=Candidate>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Atlanta Location

ACEN Candidacy Effective July 30, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 30, 2026.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 - (404) 975-5000 - <https://www.acenursing.org/search-programs?status=Candidate>

Miami Gardens Location

The Associate of Science in Nursing program at Cambridge College of Healthcare & Technology at the Miami Gardens Location, Florida campus is accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science in Nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website.

Accreditation Commission for Education in Nursing (ACEN) - 3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326 - (404) 975-5000.

Effective July 27, 2026, the Practical Nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires in Fall 2028.

Accreditation Commission for Education in Nursing (ACEN) - 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 - (404) 975-5000
[acenursing.org/search-programs?status=Candidate](https://www.acenursing.org/search-programs?status=Candidate)

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

ACCREDITATION & LICENSURE

ACCREDITATION



CAAHEP
9355 – 113th ST N #7709
Seminole FL 33775
Phone# 727-210-2350 - caahep.org



Joint Review Committee on Education in Diagnostic Medical Sonography
P.O. Box 2050 - Ellicott City, MD 21041
Phone# 443-973-3251 - jrcdms.org



Cambridge College of Healthcare & Technology has reached Serious Applicant Status with the National Accrediting Agency for Clinical Laboratory Sciences.
5600 N. River Rd. Suite 720 Rosemont, IL
60018-5119 - 773.714.8880

Campus Approval Locations

Altamonte Springs, FL location Delray Beach, FL location Atlanta, GA location Miami Gardens, location



CAHIIM

The Health Information Management/Health Informatics accreditor of Cambridge College of Healthcare and Technology is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The College's accreditation for the Associate degree in Health Information Technology has been affirmed through 2029-2030. All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at (312) 235-3255; or by email at (info@cahiim.org). The program is offered out of Atlanta, GA.

Candidacy Status with CAHIIM

The Bachelor of Science in Health Information Management program at Cambridge College of Healthcare & Technology has been granted **Candidacy Status** by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Candidacy Status is a pre-accreditation status that indicates the program has demonstrated readiness to proceed in the CAHIIM accreditation process. Candidacy Status does not assure that accreditation will be granted.

The Master of Science in Health Informatics program at Cambridge College of Healthcare & Technology has been granted **Candidacy Status** by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Candidacy Status is a pre-accreditation status that indicates the program has demonstrated readiness to proceed in the CAHIIM accreditation process. Candidacy Status does not assure that accreditation will be granted.

LICENSING

Florida

Cambridge College of Healthcare & Technology in Altamonte Springs, Florida is licensed by the Commission for Independent Education, Florida Department of Education (license # 2453).

Cambridge College of Healthcare & Technology Delray Beach, FL and Miami Gardens, FL is licensed by the Commission for Independent Education, Florida Department of Education (license # 2453 and #6244).

Commission for Independent Education (CIE)
325 W. Gaines St, Suite 1414
Tallahassee, Florida 32399-0400
Phone: 850-245-3200
Fax: 850-245-3233
<http://www.fldoe.org/cie>

Georgia

Cambridge College of Healthcare & Technology in Atlanta, Georgia is "authorized" by Georgia Nonpublic Postsecondary Education Commission (GNPEC).

2082 East Exchange Place
Suite 220
Tucker, Georgia 30084
Phone 770-414-3300
Fax 770-414-3309
<https://gnpec.georgia.gov>

*The IV Infusion Therapy Course does not fall under the purview of the Commission.

ADDITIONAL OVERVIEW

PROGRAM AND POLICY CHANGES

Cambridge College reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as deemed necessary. When size and curriculum permit, classes may be combined. Students are expected to be familiar with the information presented in this catalog and applicable student handbooks. Cambridge College obtains the right to make changes to the admissions requirements, tuition, fees and degree requirements. Students will be notified of any changes.

NOTIFICATION AND PROCEDURES FOR PROGRAM TERMINATION BY INSTITUTION

Advance Notification: Cambridge College will provide formal written notice before terminating the program. Who must be notified: Current students enrolled in the program, Faculty and staff involved in the program, Accrediting bodies or regulatory agencies, Government education departments (if applicable), Prospective students who applied but have not yet started, and Typical notice timeframe Often 60-90 days before termination, depending on regulations or accreditation requirements. **Teach-Out:** Cambridge Colleges will provide a teach-out plan to ensure currently enrolled students can complete their education. A teach-out plan may include: Allowing students to finish the program before it closes, Transferring students to another equivalent program, Agreements with partner Cambridge Colleges to accept students and Ensuring course availability until completion **Regulatory Approval:** Before terminating a program, Cambridge College may need approval from: Accrediting agencies, State or national education authorities, and Program licensing boards (for professional programs) Cambridge College normally submits: A program termination request, Impact analysis on students and staff, and Teach-out agreement or plan **Student Protection Measures:** Cambridge Colleges must protect students through: Refund policies if students cannot complete the program, Transfer assistance, and Access to academic records and transcripts **Public Disclosure:** Update the Cambridge College's website, Remove the program from marketing materials, and Inform prospective applicants **Documentation and Records:** Cambridge College must maintain records such as: Official termination notice, Teach-out agreements, Student communication, and Regulatory approvals These records are usually retained for several years for compliance purposes.

HOUSING

Cambridge College does not have dormitory or housing facilities.

PARKING

Student parking varies by location.

STUDENT HEALTH AND SAFETY

Cambridge College will attempt to provide safe facilities and a workplace free of recognized hazards. Each program has specific guidelines that will be explained by the individual program dean/instructors. Please understand that while the College strives to provide a safe environment, the College cannot guarantee that you will not be exposed to COVID-19 while on campus. The College does not require vaccinations but encourages all students to receive the dose/doses. If the student is fully vaccinated, then the student must submit a copy of the vaccination card to their Campus President. Students are expected to use common sense at all times to prevent injury to themselves and others. The school maintains first aid kits for emergencies. All accidents and injuries must be reported to a Dean or Administrative Staff immediately.

NONDISCRIMINATION STATEMENT

Cambridge College does not discriminate on the basis of race, religion, national origin, sex or handicap of qualified persons in the recruitment and admission of students, the operation of any of its education programs and activities and the recruitment and employment of faculty and staff.

CRIME AWARENESS AND CAMPUS SECURITY

Cambridge College provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Campus Security Report is available on our web page. It should be noted that this report is updated annually. Information on Crime Statistics is also available on the National Center for Education Statistics' College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, in the judgment of the CEO, constitutes a serious and/or continuing threat, a campus wide "timely warning" will be issued. Notices will be posted in each common area. Students will be notified of locations for public notice during orientation.

CONFIDENTIAL REPORTING PROCEDURES

If you are a victim of a crime and unsure if you want to pursue action within the College system or the criminal justice system, you may still make a confidential report. The Regional Campus President may be told of the details of the incident in confidence. The purpose of confidential reporting is to comply with your wish to keep the matter confidential, while taking steps to ensure your future safety and the safety of others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crimes statistics for the institution with no identifying information.

SMOKE FREE FACILITIES

Florida Statue 386.205 2(a) states that smoking is not permitted inside educational facilities where the public attends class. It is the policy of Cambridge College that it is smoke-free and that all designated smoking areas be located outdoors. Any member of the College community found to be in violation of this policy will be subject to suspension and/or permanent dismissal.

INSURANCE

The school does not provide personal, medical, or liability insurance against fire, theft, or vandalism of students' personal property. Students are covered by professional liability insurance during the clinical courses of their program. Students are encouraged to obtain their own personal health coverage. Please note that some clinical sites may require students to provide proof of individual insurance as a condition of participation in clinical training.

ACADEMICS

PROGRAM LOCATIONS

Altamonte Springs - Orlando, FL Campus

Bachelor of Science in Nursing (BSN)
Diagnostic Medical Sonography
Medical Assistant
Nursing (ASN)
Nursing Assistant
Phlebotomy
Practical Nursing
Radiologic Technology
Radiation Therapy

Atlanta, GA Campus

Diagnostic Medical Sonography
Medical Laboratory Technician
Medical Assistant
Nursing
Nursing Assistant
Phlebotomy
Radiologic Technology
Radiation Therapy

Delray Beach, FL Campus

Diagnostic Medical Sonography
Nursing
Phlebotomy
Practical Nursing
Radiologic Technology
Radiation Therapy

Miami Gardens, FL Campus

Diagnostic Medical Sonography
Medical Assistant
Nursing
Nursing Assistant
Phlebotomy
Practical Nursing
Radiologic Technology
Radiation Therapy

Online Division - Atlanta, GA Only

Cyber and Network Security (Certificate, AS, and BS)
Medical Billing and Coding (Certificate - Revenue Cycle Management Track)
Health Informatics (Masters)
Health Information Management (Bachelors)
Health Information Technology (Associate)
Healthcare Administration
Healthcare Cybersecurity & Privacy
Healthcare Cyber Specialist
Registered Nurse to Bachelor of Science in Nursing (RN to BSN)
Master of Science in Nursing - Family Nurse Practitioner

HOURS OF OPERATION

Business Operations are Monday-Friday 8:30 a.m. to 5 p.m.

CLASS SCHEDULES

Residential Classes Meet Monday - Friday 8:00 am – 10:00pm • Distance Education taught through Blackboard® • Externship Hours S M T W TH F S 6:00am – 11:59pm - Actual times for externships are set by the externship sites.

PERSONAL APPEARANCE

All students are expected to be neat, clean, and dressed in Cambridge uniform. The student's footwear should consist of clean white sneakers or medical clogs. While assigned to an externship site, the student must adhere to that facility's dress code in addition to the program's policy. If such rules are not followed, the school will take disciplinary action. Please refer to your program handbook for more details on the dress code.

CREDIT HOURS

Semester Credit Programs: The units of measure used are standard semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours of laboratory or 45 clock hours of clinical/externship. Additional time will be calculated for outside work.

Diploma Programs: A clock hour means a period of 60 minutes, with a minimum of 50 minutes of instruction in the presence of an instructor.

GRADE LEVEL PROMOTION

Grade Level Credits Required

Freshman 0-30

Sophomore 31-60

Junior 61 or more

Senior 90 or more

CLASS SIZES

Radiology Lab 10:1

DMS Lab 10:1

MLT Lab 10:1

Clinical Rotation 10:1 (ASN)

Distant Education 25:1

Lecture 35:1

Lab 20:1

Nursing Lab 12:1

GRADUATION REQUIREMENTS

In order to graduate from a program, students must meet the following requirements:

- CGPA of 2.0 or higher (3.0 or higher for Masters Degree programs)
- 90% didactic attendance (clock hour programs)
- 100% Clinical completed in all programs if applicable
- Fulfillment of all financial obligations



COURSE NUMBERING SYSTEM

The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion. All one series numbers are for first year and all two series numbers are for second year students.

The following prefixes represents the various course codes.

DMS	Diagnostic Medical Sonography
CNS	Cyber and Network Security
HCA	Healthcare Administration
HCP	Healthcare Cybersecurity & Privacy
HIM	Health Information Management
HIT	Health Information Technology
MA	Medical Assistant
MBC	Medical Billing and Coding
MHI	Health Informatics
MLT	Medical Laboratory Technician
NA	Nursing Assistant
NURSG	ASN/BSN/MSN
PH	Phlebotomy
PN	Practical Nursing
RAD	Radiation Therapy
RTE	Radiologic Technology
RVC	Revenue Cycle

TRANSCRIPTS

Student transcripts are permanently maintained at the institution and are available from the Registrar. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts from the Registrar for a fee of \$7.00 each.

ADMISSIONS PROCESS

ADMISSIONS REQUIREMENTS

Applicants must complete and submit an application for admissions that includes:

- Admission Interview
- Distance Education Questionnaire
- Personal Statement
- Residency Disclosure
- Vaccination Waiver Form
- Proof of High School Graduation*

Application fee of \$50.00. Once paid paperwork for Drug Screen & Background Check

Acknowledgment to be completed for the following programs:

- Nursing (NA/PN/ASN/BSN/MSN)
- Radiologic Technology
- Diagnostic Medical Sonography
- Medical Laboratory Technician
- Radiation Therapy

A clear background and negative drug screening test is required for the above programs

Program Dean Overview – Degree Programs

- Nursing (PN/ASN/BSN/MSN)
- Radiologic Technology
- Diagnostic Medical Sonography
- Medical Laboratory Technician
- Radiation Therapy

Any applicant who is under the age of 18 and applying for admissions to Cambridge College of Healthcare & Technology must acquire a parent or guardian's signature on any contractual papers (i.e., Enrollment Agreement), and must verify that they will be 18 years or older at the time they begin their clinical rotations.

Nursing/Nursing Assistant Disclosure forms required for NCLEX/PROMETRICS pass rate and nursing status with the Board of Nursing (Florida Schools ONLY).

*Proof of High School Graduation

Procedure

Acceptable proof of high school graduation are as follows:

- Standard High School Diploma:
 - From a public or non-public high school in the United States or United States territories
- High School Equivalency: State issued from within the United States or United States territories:
 - General Educational Development (GED) diploma (e.g., <https://www.ged.com/>)
 - High School Equivalency Test (HiSET) (<https://hiset.org/about-hiset/>)
- Foreign High School or College:
 - Graduates of an institution located outside of the United States and its territories, must submit an evaluation and translation (if not in English) of its diploma and/or transcript conducted by an agency which attests to the qualitative and quantitative equivalency of the foreign education, including the specific courses. The agency conducting the foreign education equivalency must have published standards for membership, hold affiliations to international higher education associations, and be frequently linked to and used by federal agencies, educational institutions, and employers. Agency examples:
 - Members of NACES - <https://naces.org/members/>
 - Members of AICE - <https://aice-eval.org/endorsed-members/>
- Home Schooling:
 - Cambridge College accepts applicants who have completed a home education program recognized under applicable state law.
 - Applicants who were homeschooled must provide documentation evidencing completion of secondary education, which may include a homeschool diploma, homeschool transcript, completion affidavit, or other documentation required or recognized by the state in which the home education program was completed.

Cases that Require Additional Validation

For applicants whose diploma does not meet the criteria above, validation is mandatory in cases where either Cambridge College, the United States Department of Education (USDOE) and/or Florida/Georgia has reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

In compliance with 34 CFR 668.16(p) reasons that the high school diploma may not be accepted or may require additional validation include:

- The issuance of the high school diploma was based on a test and/or payment fees.
- Virtual and Online High School:
 - Cambridge College accepts diplomas earned through virtual, online, distance education, or correspondence high school programs provided the institution has determined that the diploma was issued by a legitimate secondary school recognized under applicable state law.
 - Additional validation may be required when Cambridge College, a state regulatory agency, an accrediting body, or the United States Department of Education has reason to question the validity of the diploma or whether the issuing entity provides secondary school education.
 - In evaluating a virtual or online high school diploma, the College may consider factors including, but not limited to:
 - Recognition, licensure, approval, or authorization by the applicable state educational authority;
 - Accreditation by an accrediting agency recognized by the United States Department of Education or otherwise accepted by the College;
 - Official transcripts and academic records;
 - The school's curriculum and educational delivery model; and
 - Any other documentation necessary to establish the validity of the credential.
- There is conflicting high school information.
- The high school is not listed in the U.S. Department of Education's National Center for Education Statistics (NCES) database. The list of public high schools is accessible at <http://nces.ed.gov/ccd/schoolsearch/> and the list of private high schools is at <http://nces.ed.gov/surveys/pss/privateschoolsearch/>. While NCES listings may be used as a reference resource, the absence or inclusion of a high school from an NCES database alone does not indicate that the institution is valid or invalid, unrecognized, or that the diploma was not legitimately earned. Additional review and verification of the institution's authorization, accreditation, recognition, or educational status may be required through other reliable sources.
- Other evidence provides reason to believe that the diploma is not valid or was not earned from an entity that provides secondary school education.

The College reserves the right to request additional documentation (e.g., high school transcripts, etc.) or verification when the authenticity or validity of the credential cannot be reasonably established. Any exceptions or unusual circumstances shall be reviewed by the Vice President of Regulatory & Compliance or designee.

Once Cambridge renders a decision on the validity of a high school diploma, the decision is final and not subject to appeal.



ADMISSION REQUIREMENTS FOR NURSING PROGRAMS

Bachelor of Science in Nursing Program – Altamonte Springs Location Only

- Students must show a permanent Florida address to be admitted into the program.
- Bachelor of Science in Nursing (BSN) Admission Criteria for the Traditional track:
- A high school or college grade point average (GPA) of 2.5 or higher.
- Achieve at least a composite score of 62 on the most current version of the Test of Essential Academic Skills (TEAS); The test is free of charge to applicants. Applicants testing a second time will be charged a fee of \$40.00.
- A student's TEAS score must have been earned within 24 months of the date the enrollment agreement is signed.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Applicants must show a grade of "B" in all science and math courses for transferability.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

Bachelor of Science in Nursing (BSN) Second-Degree, Accelerated track:

- A college grade point average (GPA) of 3.0 or higher
- The accelerated BSN track is designed for individuals that have earned a non-nursing baccalaureate/master's degree from a postsecondary institution that is accredited by an agency recognized by the U.S. Department of Education or from a foreign college or university whose degree is recognized as equivalent to a U.S. bachelor's degree.
- Students are eligible for 49 general education credits that will transfer in based on prior education. Any general education courses that have not been completed via prior education will be completed before entering the core nursing courses.
- Applicants must show a grade of "B" in all science and math courses for transferability.
- Achieve at least a composite score of 66 on the most current version of the Test of Essential Academic Skills (TEAS); The test is free of charge to applicants. Applicants testing a second time will be charged a fee of \$40.00
- A student's TEAS score must have been earned within 24 months of the date the enrollment agreement is signed.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

Bachelor of Science in Nursing (BSN) Bridge Track:

- College grade point average (GPA) of 2.5 or higher
- Achieve at least a composite TEAS score of 62 on the most current version of the Test of Essential Academic Skills (TEAS); The test is free of charge to applicants. Applicants testing a second time will be charged a fee of \$40.00.
- A student's TEAS score must have been earned within 24 months of the date the enrollment agreement is signed.
- Applicants eligible for admission will complete an interview with the Nursing Program Dean.
- Students are eligible for 14 credits that will transfer in based on evidence of a valid, unencumbered license as an LPN, RT, or Paramedic, that is active and valid for the state in which the campus of enrollment is located.
- Applicants must show a grade of "B" in all science and math courses for transferability.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)

Associate of Science in Nursing Program – All Locations

Nursing Program Prerequisite Grade Requirement Policy

- Achieve at least a composite score of 62 on the most current version of the Test of Essential Academic Skills (TEAS); The test is free of charge to applicants. Applicants testing a second time will be charged a fee of \$40.00.
- Students may take the TEAS test only twice in any 6-month period.
- All attempts count toward the number of attempts, including those transferred from other institutions. A student's TEAS score must have been earned within 24 months of the date the enrollment agreement is signed.
- Review and sign Nursing Disclosure Form 609a (Florida Schools Only)
- "B" in Sciences and Math
- Program Dean Interview

Practical Nursing Program – Miami, Altamonte, and Delray

- Achieve at least a composite score of 48 on the most current version of the Test of Essential Academic Skills (TEAS); The test is free of charge to applicants. Applications testing a second time will be charged a fee of \$40.00.
- Students may take the TEAS test only twice in any 6-month period.
- All attempts count toward the number of attempts, including those transferred from other institutions. A student's TEAS score must have been earned within 24 months of the date the enrollment agreement is signed.
- Evidence of the regular high school diploma or its recognized equivalent must be received prior to the first day of attendance.
- Application fee of \$50.00. Once paid paperwork for Drug Screen & Background Check Acknowledgment to be completed.
- Requirement: The following general education course must be completed with a grade of "B" (80%) or better. Body Structure and Function with Lab. All other non-nursing courses must be passed with a grade of "C" or better.
- Program Dean Interview

TRANSFER OF CREDIT

Cambridge College is a Member of the Statewide Course Numbering System through the FL Department of Education.

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving college. Accreditation does not guarantee transfer of credits.

Applicants requesting credit earned for previous training at another post-secondary institution must submit sealed official transcripts to the Registrar within 30 days of starting a program. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education and/or the Commission for Higher Education Accreditation (CHEA). At a minimum, 25% of the credits or the recognized clock-hour equivalent required for completion of a program must be earned through coursework offered by Cambridge College.

Transfer Credit CLEP/Advanced Standing/Proficiencies A proficiency exam may be administered for those students with a valid and current credential in the field for the: PH 101 (Phlebotomy) for the Medical Assistant program PHL1000 Phlebotomy/Specimen Collection for the Medical Laboratory Technician program.

The College does award credit for Advanced Standing, for the following courses through College Board AP Central only (apcentral.collegeboard.org/courses) :

- AP Art History – HUM 1020/1101
- AP United States Government and Politics – GOV 2101
- AP English Literature and Composition – ENC 1101 or ENC 1201
- AP World History: Modern – HIS 1101
- BOTH REQUIRED: AP Physics 1: Algebra-Based AND AP Physics 2: Algebra-Based – MAC 1105
- AP Music Theory – HUM 1020/1101
- AP English Language and Composition – ENC 1101 or ENC 1201
- AP United States History – HIS 1101
- AP Psychology – PSY 1012

The College does award credit for College-Level Examination Program (CLEP), for the following courses through College Board CLEP only (clep.collegeboard.org/clep-exams) :

- College Composition – ENC 1101
- American Government – GOV 2101
- College Algebra – MAC 1105
- Introductory Psychology – PSY 1012
- Financial Accounting – ACC 201
- Humanities – HUM 1020/1101
- History of the United States II: 1865 to the Present– HIS 1101
- College Mathematics – MAC 1105
- Introductory Sociology – SOCI 1101

Effective 06/14/2024 - Cambridge College of Healthcare & Technology will no longer accept transfer credits from Straighterline and Sofia Learning. Credits for transfer will only be accepted if the course was started on or before 06/14/2024. Any courses from Straighterline and Sofia Learning started after 06/14/2024 will not be accepted for transfer of credit.

Transferability of Credit to Other Institutions

Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another Institution of the student's choice. Cambridge does not guarantee that any credits earned at Cambridge will be transferable or accepted by any other institution. Each institution as its own policies governing the acceptance of credit from other institutions.

Students should inquire as to policies on credit transfer at any institution to which they seek admission.

Transfer of Credit (Nursing Only)

The following courses require a grade of B or higher and must have been completed within the last 10 years to be eligible for transfer:

- Anatomy & Physiology I
- Anatomy & Physiology II
- Anatomy & Physiology I Lab
- Anatomy & Physiology II Lab

Bridge Program Exception: Students entering the Bridge Program who hold an active LPN, Paramedic, or Respiratory Therapist license in the state where they are enrolling, and who have at least 10 years of professional experience in the field, may be eligible for transfer credit for the above courses. To qualify, the courses must have been completed within the past 15 years with a minimum grade of B or higher.

Background Check/ Drug Screening/Proof of Vaccination

Cambridge College of Healthcare & Technology is committed to a drug free and safe learning environment for all students. The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards, similar to employees, for criminal offenses, use of illegal substances, and COVID-19 vaccinations. Therefore, all students will be required, at their own expense, to be screened for background checks, and substance abuse screens prior to clinical assignments.

For Clinical Assignment, students will be required to show proof of vaccination otherwise the college cannot confirm that the student's clinical assignment will be completed. The program reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student dismissed from Cambridge College because of violation of the alcohol/drug or illegal substances will not be considered for readmission to the school until the student has undergone drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to the school. It is the sole discretion of the school as to whether or not the student will be readmitted.

Felony Disclosure

Please be advised that if you have been convicted of a felony or DUI you may not be eligible for certain clinical experiences, externships or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

GRIEVANCE PROCEDURES

Grievance Defined

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee.

Appeals for Students

A student has the right to appeal all matters with respect to:

- Admissions decisions
- Tuition and fees matters
- Academic matters General Policy

Students are permitted to submit one appeal based on Academic dismissal.

Before submitting an appeal:

Step 1: Any student with a grievance may request an individual conference with the instructor or administrative staff to address the matter.

Step 2: If unable to resolve the grievance, the student can request a conference with the Program Dean or Department Manager.

Step 3: If the grievance remains unresolved, the student must schedule a conference with the Campus President, or with the Academic Dean at the Atlanta and Online campuses.

Step 4: If still unable to resolve the grievance, the student shall file an appeal with the appropriate documentation to the office of the Registrar.

Appeal Submission Process:

Appeal Form: Required

- Submit a completed appeal form addressed to the appeals Committee.
- Include reasons for the appeal and why it should be considered.
- Supporting Documentation:
- Attach all relevant documents that support the appeal (e.g., medical documents, personal hardship evidence).

Submission Deadline:

Grade appeals must be submitted with supporting documents within 30 days of dismissal notification.

Virtual Meeting with the Reinstatement Committee:

Scheduling Presentation:

Once the appeal is reviewed, eligible students will be invited to a virtual meeting with the appeals Committee.

Committee Composition:

The committee includes the Academic Dean or designee of the student's program and members of the institution as the committee members.

Virtual meeting presentation:

- The student will have the opportunity to verbally present their appeal.
- Present clear and concise arguments for reinstatement.

Question and Answer Session:

Following the presentation, the committee may ask questions for clarification.

Decision Process:

- The Appeals Committee will review the appeal and make a decision based on the presentation and submitted documents.
- The student will be notified of the decision via email within 7 days of the meeting.

Conditions for Reinstatement:

If the appeal is successful, specific conditions for reinstatement may be imposed (e.g., academic probation, counseling, limited course load).

Right to Final Appeal:

Students may have the right to a final appeal if the initial reinstatement request is denied, following specific guidelines outlined by the college. If, in the judgment of the student, there is no satisfactory resolution, the student may contact the Compliance Department via email at jorloff@cambridgehealth.edu. If, in the judgment of the student, there is still no satisfactory resolution, the student may contact:

Commission for Independent Education Florida (Florida Schools Only)

Department of Education 325 West Gaines St., Ste. 1414

Tallahassee, Florida 32399-0400

Phone 888-224-6684

<https://www.fldoe.org/policy/cie/>

Georgia Nonpublic Postsecondary Education Commission (Georgia School Only)

2082 East Exchange Place - Suite 220

Tucker, Georgia 30084

Phone 770-414-3300 Fax 770-414-3309

<https://gnpec.georgia.gov>

Any complaints to GNPEC must be completed using the required link below:

<https://gnpec.georgia.gov/student-resources/complaints-against-institution/gnpec-complaint-form>

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd Suite 730 North Bethesda, MD 20852

Phone (301) 291-7550

www.abhes.org

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 – 113th ST N #7709 Seminole, FL 33775

Phone (727) 210-2350

caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography (JRCEDMS)

P.O. Box 2050

Ellicott City, MD 21041

Phone (443) 973-3251

JRCEDMS.org

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Rd, NE Suite 1400 Atlanta, Georgia 30326

404-975-5000

www.acenursing.org

Commission on Accreditation for Health Informatics and Information

Management (CAHIIM)

200 East Randolph Street, Suite 5100

Chicago, IL 60601

312-235-3255

cahiim.org

PROGRAMS

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CERTIFICATE/DIPLOMA PROGRAM LISTINGS

NURSING ASSISTANT

Offered at our Altamonte Springs, Atlanta (currently inactive), and Miami Gardens locations

Diploma Program

Method of Delivery: Residential

5 weeks /120 clock hours

Program Objective

The program objective is to provide a student with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting. Specific Course objectives: Demonstrate knowledge of patient care, nutritional needs, safety and comfort measures, and competency in providing personal patient care, applying infection control principles, and assisting with rehabilitative activities. A 40- hour externship in a long- term care facility is required for program completion. Students are required to present a negative TB report from a doctor prior to attending clinical externship. Students that have completed the Nursing Assistant programs are eligible to make application to take the Florida Certified Nursing Assistant (CNA) Examination and the Georgia Certified Nursing Assistant (CNA). A level-2- FBI background screening will be conducted on all candidates. A criminal record may keep a student from obtaining a license or certification in some medical programs. Therefore, a criminal record may affect the student's ability to gain employment in the field of training. Nursing Assistant graduates may work for up to 120 days without certification. Graduates must make application and pass the certification examination before the expiration of the 120 days to become employed.

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class and their clinical rotations, studied, and practiced their skills will have the ability to make successful application for state licensure through Prometrics (Florida) and the Georgia Certified Nursing Assistant (CNA) Examination through <https://credentia.com/>. During the program, students receive practice exams, prep study groups and one-on-one support for success. Upon passing the required state examination, seek entry-level employment as a Certified Nursing Assistant.

Program Description

The program description is to provide students with career training for employment as a basic Nursing Assistant in a long-term care facility, hospital or other related healthcare setting.

Program Outline

Mon. – Thur. 8:30 am - 1:30 pm

Externship - Fri. 7:00 am-3:00pm (day)

Miami Campus Schedule is:

Mon. – Thur. 9:00 am – 2 pm

Externship – Fri. 8:30 am – 5 pm

Schedules may vary depending on location.

Required Courses Clock Hours – *Miami and Altamonte Curriculum*

Course Code	Course Title	Clock hours
NA101	Nursing Assistant	80
NA102	Nursing Assistant Externship	40
Total Hours		120

Course Descriptions – *Miami and Altamonte Curriculum*

NA101 Nursing Assistant 80 clock hours

This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.

Prerequisite: None

NA102 Nursing Assistant Externship 40 clock hours

In this course students will practice skills learned in NA101 in a clinical acute care setting. Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisite: NA101

Required Courses Clock Hours – *Atlanta Location ONLY*

Course Code	Course Title	Clock hours
NA1001	Nursing Assistant	85
NA1002	Nursing Assistant Externship	35
Total Hours		120

Course Descriptions

NA1001 Nursing Assistant 85 clock hours

This course instructs students in the role of nursing assistant, personal care skills and basic nursing skills as related to long term care.

Prerequisite: None

NA1002 Nursing Assistant Externship 35 clock hours

In this course students will practice skills learned in NA1001 in a clinical acute care setting.

Students will engage in the role of the nursing assistant, personal care skills, and basic nursing skills as related to extended care facilities and hospital care.

Prerequisite: NA101

PHLEBOTOMY TECHNICIAN

Offered at All Locations

Diploma program 11 weeks/220 clock hours

Method of Delivery: Residential

Program Objective

Perform blood collection by venipuncture and skin puncture to obtain high quality specimens for clinical laboratory analysis. Collect and process blood specimens in a safe manner and according to laboratory protocol.

Program Description

The Phlebotomy Technician program is designed to prepare students for employment in a hospital laboratory, blood center, or other health care facility to draw blood by venipuncture and capillary puncture

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, practiced their skills, and have the required number of venipuncture and capillary sticks will have the ability to make successful application for national certification through National Healthcareer Association (NHA) and, upon passing the national examination, seek entry-level employment as a Certified Phlebotomy Technician.

Program Outline

Course Code	Course Title	Clock hours
HSC110	Health Science Core	100
PHL110	Principles and Practice of Phlebotomy	120

Course Descriptions

HSC110 Heath Science Core 100 clock hours

This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, HIV/AIDS, Domestic Violence and OSHA are also included. *Prerequisites: None*

PHL110 Principles and Practice of Phlebotomy 120 clock hours

This course is designed to prepare the entry-level phlebotomist or those individuals seeking a medical career pathway with the knowledge, skills and attitudes necessary to perform in a medical laboratory environment, blood center, or other health care facility. The phlebotomy student gains confidence and professionalism in the art of obtaining blood samples for laboratory analysis through repeated hands-on practice and instructor feedback. Students are provided instruction in the areas of communication, medical terminology, proper specimen collection, basic anatomy & physiology, as well as complications and variables surrounding venipuncture. This course will prepare the student to take the Certified Phlebotomy Technician (CPT) exam. The CPT is a national credential for the Phlebotomy Technician profession through the National Health Career Association. *Prerequisites: HSC110*

PRACTICAL NURSING

Offered only at our Florida Locations

1380 Clock hours

Diploma Program

Method of Delivery: Blended 45 weeks /1380 clock hours

Admissions Requirements

Applicants must complete and submit an application for admissions that includes: • Admission Interview • Personal Statement • Vaccination Waiver Form Proof of High School Graduation • Distance Education Questionnaire

The requirements of High School Graduation (POG) consist of one of the following: Diploma from high school • GED • Official college transcript confirming associate, bachelors or master's degree • Evaluated and translated Foreign High School Any student submitting proof of high school from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education • Transcripts (If Applicable)

• Homeschooling documentation (Florida Schools Only)

PN Nursing Entrance Requirements:

TEAS Exam with a least 48 comprehensive score Program Dean Interview

Evidence of the regular high school diploma or its recognized equivalent must be received prior to the first day of attendance.

Application fee of \$50.00.

Once paid paperwork for Drug Screen & Background Check Acknowledgment to be completed.

Requirement: The following general education course must be completed with a grade of "B" (80%) or better. Body Structure and Function with Lab All other non-nursing courses must be passed with a grade of "C" or better.

Program Description

The practical nursing program prepares students to integrate nursing knowledge, critical thinking, and nursing skills in the healthcare environment while coordinating care for multiple clients with complex conditions. Theoretical and practical instruction is complemented with clinical experience in a variety of healthcare settings to provide a broad, holistic, and concept-based understanding of the roles and responsibilities of a practical nurse. Students will participate in planned clinical and laboratory experiences that will complement classroom learning and develop application of nursing concepts across the health continuum. The Diploma in Practical Nursing program (DPN) is approved by the given state regulatory agency and prepares students to take the National Council Licensing Exam for Practical Nurses (NCLEX-PN).

Program Outcomes (EPSLO)

The graduate of the PN program will:

- Coordinate quality, safe, evidence-based, skilled, and patient-centered care utilizing the nursing process.
- Demonstrate nursing behaviors as defined by the practical nurse scope of practice. Develop proficiencies in basic nursing skills.
- Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making along with critical thinking.
- Incorporate ethical and legal principles into entry-level practical nursing performance.

COURSE OUTLINE

BCS101	Body Structure and Function with Lab
MEA1239	Medical Terminology
MAT110	Basic Math
PSY101	Basic Psychology
ENG101	Basic English

PN101	Introduction to Practical Nursing
PN102	Nursing Fundamentals
PN103	Medical/Surgical Nursing I
PN104	Obstetrics, Pediatrics, and Leadership
PN105	Medical/Surgical Nursing II
PN106	Practicum
PN107	PN Concepts Review

Course Descriptions

BCS101 Body Structure and Function with Lab

75 Clock Hours

Introduction to the structure and function of the human body with emphasis on both the physiological mechanisms in health and disease, as well as concepts and current issues in human biology. Topics include: the molecules of life, cells, tissues, and organ system homeostasis; the skeleton, muscles, the heart, blood, skin, the sensory mechanisms of the eye, ear, taste, touch, and perception; nervous, endocrine, respiratory systems, the brain, genetics, & the immune system, infectious diseases, cancer and nutrition.

Prerequisites: None

ENG101 Basic English

30 Clock Hours

The course introduces students to academic writing. Students completing ENG 101 will have mastered the fundamentals of college-level reading and writing, including developing a thesis-driven response to the writing of others and following the basic conventions of citation and documentation. They will have practiced what Mike Rose calls the “habits of mind” necessary for success in college and in the larger world: summarizing, classifying, comparing, contrasting, and analyzing. Students will learn basic research methods and APA documentation, demonstrated through a final project that includes a 500-word thesis-driven essay on two designated texts. Prerequisites: None

MAT110 Basic Math

30 Clock Hours

This course covers computations and measurements essential in the health science professional fields with an emphasis on nursing. Topics include units and systems of measurement, reconstitution of powdered medications, oral and parenteral dosage calculations, adult and pediatric dosage calculations based on body weight, intravenous calculations, and pediatric medication calculations. Prerequisites: None

MEA1239 Medical Terminology

30 Clock Hours

This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included. Prerequisites: None

PSY101 Basic Psychology

30 Clock Hours

The course introduces students to the scientific study of behavior and mental processes.

Students will learn about current perspectives, historical roots and scientific methods in psychology. Topics within major areas of psychology may include biopsychology, human development, learning, cognition, social processes, personality and psychological disorders. Prerequisites: None

PN101 Introduction to Practical Nursing

150 Clock Hours

This course introduces basic concepts which provide an overview of the health profession and healthcare delivery systems. Nursing behaviors, such as the nursing process, communication techniques, and legal and ethical responsibilities, are introduced. Concepts such as health promotion, safety, self, sleep, and stress are explained. Cultural diversity and spirituality across the lifespan of populations will be emphasized. The lab experience will focus on vital signs and documentation.

Prerequisites: None

PN102 Fundamentals

174 Clock Hours

This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize nursing skills, and medication administration is integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care in the clinical setting.

Prerequisites: None

PN103 Medical/Surgical Nursing I

205 Clock Hours

This course is designed to further develop and enhance concepts related to the nursing care of ill patients. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, nursing behaviors, communication, and collaboration of care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care, long-term, or community settings.

Prerequisites: PN 102: Fundamentals, MAT110 Basic Math

Corequisites: PSY101 Basic Psychology

PN104 Obstetrics, Pediatrics, and Leadership

Clock Hours 196

This course is designed to augment previously learned concepts and introduce care of the family unit. The nursing process is utilized to emphasize critical thinking, learning, professional behaviors, communication, collaboration, lifespan development, family, and health as a continuum. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit throughout the wellness/illness cycle. Prerequisites: PN 103- Medical Surgical I

PN105 Medical/Surgical Nursing II

Clock Hours 200

This course is designed to further develop and enhance concepts related to the nursing care of ill patients. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, nursing behaviors, communication, and

collaboration of care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care, long-term, or community settings.

Prerequisites: PN 104: Obstetrics, Pediatrics, Leadership, Basic English

PN106 Practicum

Clock Hours 220

This course provides a clinical practicum for the application of concepts learned throughout the program. Critical thinking, teaching/learning, nursing behaviors, communication, collaboration, coordination of care, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care for a practical nurse.

Prerequisites: PN 105: Medical/Surgical II - *Corequisites:* PN 107 PN Concept Review

PN107 PN Concepts Review

Clock Hours 40

This course provides the student with the opportunity to assess his/her strengths and areas for improvement in preparation for the NCLEX-PN®. Utilizing critical thinking and the nursing process, integration of all previous concepts will be emphasized using case studies, integrated testing, and directed study.

Prerequisites All prior courses in the curriculum - *Co-requisites* PN Practicum

Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and completion of a practice NCLEX-PN exam with a minimum passing score of 75%. If below 75%, evidence of remediation in identified areas is necessary, and should have the ability to make successful application for state licensure exam NCLEX-RN and, upon passing the required state examination seek entry-level employment as a registered nurse.

MEDICAL ASSISTANT

Offered at Altamonte and Atlanta

Certificate/Diploma Program

Method of Delivery: Blended

Day/Evening Classes – Evening Classes Altamonte Springs Location Only

36 weeks/ 900 clock hours

Program Description

More and more medical offices desire to hire medical assistants who possess diverse skill sets. A Medical Assistant can seek entry level employment in physician's offices, outpatient medical facilities, hospital, clinics, and other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling. Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician's office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 220-hour externship in an ambulatory care medical facility. At the completion of the Medical Assistant program, a student is prepared to enter the work force as an entry level Medical Assistant.

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for Registered Medical Assistant (RMA) through the American Medical Technologists (AMT), CCMA from the National Healthcareer Associate or Certified Medical Assistant exam (CMA through the American Association of Medical Assistants.

Program Outline

Course Code	Course Description	Clock Hours
HC101	Health Care and Body Systems	100
MA101	Medical Office Process	60
MA102	Financial & Insurance Office	60
MA103	Anatomy/Physiology/Related Diseases	80
MA104	Electrocardiography	80
MA105	Pharmacology/ Medication	80
PH101	Phlebotomy	120
MA106	Clinical Procedures	100
MA107	Medical Assisting Externship	220
Total Hours		900

Course Descriptions

HC101 Heath Care and Body Systems 100 clock hours

This course includes health care delivery system, health occupations, communication, interpersonal skills, computer literacy, infection control, and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA.

Prerequisites: None

MA101 Medical Office Process 60 clock hours

This course introduces the student to the characteristics, responsibilities, and job opportunities of the Medical Assistant. It also introduces the student to the office environment and initial front office procedures. Ethical and legal issues are discussed. Principles of oral and written communications are introduced. The student is introduced to computerized practice management, electronic health records, and appointment scheduling system software as they learn about scheduling, referrals, and office communications.

Prerequisites: None

MA102 Financial & Insurance Office Process 60 clock hours

This course is designed to introduce the student to the patient's medical record. Included is knowledge of insurance, preparing claims, billing, coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab.

Prerequisites: None

MA103 Anatomy & Physiology 80 clock hours

This course includes fundamental Anatomy and Physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, special senses, integumentary, skeletal and muscular, and respiratory systems.

Prerequisites: None

MA104 Electrocardiography 80 clock hours

This course includes basic principles of the cardiovascular system, the normal electrocardiograms, lead systems, identifying rhythms, performing the ECG, and quality assurance and continual quality improvement.

Prerequisites : None

MA105 Pharmacology/ Medication Administration 80 clock hour

This course covers pharmacology, dosage calculations using the metric system and IV

dosage calculations for the administration of prescription and non-prescription medications, injections and immunizations. Patient teaching and communication are emphasized.

Prerequisites: None

PH101 Phlebotomy 120 clock hours

This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: None

MA106 Clinical Procedures 100 clock hours

This course instructs the students in the following clinical duties and responsibilities clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.

Prerequisites: None

MA107 Medical Assisting Externship 220 clock hours

The medical assisting externship will be completed in a physician's office, Outpatient medical facility, or other healthcare setting.

Prerequisites: All prior courses

DEGREE PROGRAM LISTINGS

DIAGNOSTIC MEDICAL SONOGRAPHY

Offered at All Locations

98 Semester Credits

2378 Clock Hours

105 Weeks

Credential awarded – Associate of Science

Method of Delivery: Blended

Program Objectives

The mission of the Diagnostic Medical Sonography program is to provide a comprehensive education that will prepare students to become sonographers. The program is structured to provide intellectual stimulation and learning in the didactic and clinical settings using psychomotor, affective and cognitive domains. It is necessary to prepare students to assume the responsibilities of a sonographer, provide quality patient care and to contribute to their profession by a commitment to professional organizations and lifelong learning. These beliefs are the foundation of the sonography profession and are realized through commitment to the education of sonographers in the community. At the completion of the Diagnostic Medical Sonography program, a student is prepared to enter the sonography work force as an entry level sonographer in Abdomen-extended, OB/GYN, and Adult Cardiac sonography concentrations. Upon graduation, clinical employment opportunities can range from hospital settings, out-patient clinics, private practice and specialty centers, mobile and agency services all throughout the domestic United States and International markets.

Program Description

The Associate of Science Degree in Diagnostic Medical Sonography is an educationally broad based postsecondary full-time program. This 90-week program is designed to provide the essentials of entry level sonographic medical imaging. The curriculum leads the student through primary sonographic education in the specialties of Abdomen, including full abdominal and small smarts, Obstetrics & Gynecology, including female pelvis and 1st, 2nd and 3rd trimester Obstetrics imaging, and Cardiovascular including the application and techniques in cardiac imaging and cardiac Doppler studies, cardiac anatomy and function. The course also provides an introduction to the principles of Vascular Sonography, introducing the two common vascular examinations most widely used by sonographers; Lower Extremity Venous Doppler and Carotid Doppler examinations. In addition to Medical Terminology, Pharmacology, and an introduction to Health Science, Sonographic Anatomy and Sonographic Physics are covered. The core curriculum devotes significant “hands-on” laboratory and clinical education skills components. The program requires general education courses in General Physics, Anatomy & Physiology, Algebra, Psychology, English and Speech. Students receive consistent sequential didactic and scheduled laboratory

instruction throughout the program. Students complete one thousand two hundred ninety (1290) didactic hours of classroom and laboratory education and one thousand eighty-eight (1088) hours of clinical training within an approved clinical facility. Assessments take place at regular intervals throughout the program evaluating the student's progress towards specific levels of competency. Students must complete each course with a 2.0 or higher to remain in the program.

Program Goals

Diagnostic Medical Sonography Program Goals

- To Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Abdominal Sonography- Extended Concentration.
- To Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Obstetrics and Gynecological concentration. •
- To Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the Adult Cardiac concentration.

Student Learning Outcomes:

- Provide competent, safe practice of diagnostic medical sonography.
- Demonstrate professional behavior, theoretical knowledge and clinical performance.
- Possess the ability to maneuver various medical equipment to carry out safe medical sonography exams, while practicing safe and proper sonography ergonomics.
- Demonstrate practice that is consistent with the scope of practice and code of ethics.
- Display critical thinking and problem-solving skills.

Didactic Objectives:

Upon successful completion of the DMS program, the student will be able to:

1. Perform the tasks of a qualified entry-level sonographer with minimal supervision.
2. Possess the initiative to learn more about the field of ultrasound, to build higher professional standards and to pursue personal professional growth;
3. Be aware of his/her obligations to the patients, physicians, and medical facilities;
4. Be aware of the responsibilities of a sonographer;
5. Recognize and work satisfactorily in all areas of ultrasound; and
6. Be efficient and accurate in adjusting instrument controls and transducer selection.

Clinical Objectives:

1. Produce medical images of any given anatomical region with optimal diagnostic quality;
2. Perform the necessary diagnostic procedures with a minimal amount of discomfort to the patient; and
3. Apply didactic knowledge in the clinical setting under the guidance of the Clinical Instructor.

Program Prerequisites: DMSA1003 and DMSA2009 will now require the following courses be successfully completed before entering into them:

BSC1085, BSC1085L, BSC1086, BSC1086L, MAC1105, SPEC1017, ENC1101, PHY2053, DMSA2008, and MEA1239

DMS Graduation Requirements

In order to graduate from the DMS program, students must meet the following requirements:

- CGPA of 2.0 or higher
- 90% didactic attendance (clock hour programs)
- 100% Clinical hours completed
- 100% Clinical Competencies completed
- 100% Lab Competencies completed
- Successfully pass the SPI (Sonography Principals & Instrumentation) registry exam via the ARDMS (American Registry for Diagnostic Medical Sonography)
- Successful completion of at least one (1) of the following specialty board exams: RDMS (AB), RDMS (OBGYN) RDCS (AE) via ARDMS (American Registry for Diagnostic Medical Sonography) or RCS via CCI.
- Fulfillment of all Career Services obligations
- Fulfillment of all financial obligations

The Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (jrcdms.org).

The Abdomen-Extended, Obstetrics & Gynecology, and Adult Cardiac DMS program at Cambridge College of Healthcare & Technology-All Locations is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP
9355 – 113th ST N #7709
Seminole, FL 33775
727-210-2350
caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography
P.O. Box 2050
Ellicott City, MD 21041
443-973-3251

Prerequisite updates for students currently completing the 6 semester program.

	6th SEMESTER TRACK	
	CORE COURSES	PREREQUISITES
Semester 2	DMSA 1003, DMSA 2009	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008
Semester 3	DMSA 2001, DMSA 1002, DMSA 2010 (Clinical I)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009
Semester 4	DMSA 2002, DMSA 2003, DMSA 2006, DMSA 2011 (Clinical II)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA

		2009, DMSA 2001, DMSA 1002, DMSA 2010
Semester 5	DMSA 2004, DMSA 2007, DMSA 2012 (Clinical III)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002, DMSA 2010, DMSA 2011, DMSA 2002, DMSA 2003, DMSA 2006
Semester 6	DMSA 2005, DMSA 2014, DMSA 2013 (Clinical IV)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002, DMSA 2010, DMSA 2011, DMSA 2012, DMSA 2002, DMSA 2003, DMSA 2006, DMSA 2004, DMSA 2007

Prerequisite updates for students currently completing the 7 semester program.

	7th SEMESTER TRACK	
	CORE COURSES	PREREQUISITES
Semester 2	DMSA 1003, DMSA 2009	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008

Semester 3	DMSA 2001, DMSA 1002	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009
Semester 4	DMSA 2002, DMSA 2006, DMSA 2010 (Clinical I)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002
Semester 5	DMSA 2003, DMSA 2007, DMSA 2011 (Clinical II)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002, DMSA 2010, DMSA 2002, DMSA 2006
Semester 6	DMSA 2005, DMSA 2004, DMSA 2012 (Clinical III)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002, DMSA 2010, DMSA 2011, DMSA 2002, DMSA 2006, DMSA 2003, DMSA 2007
Semester 7	DMSA 2014, DMSA 2013 (Clinical IV)	BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, ENC 1101, MAC 1105, SPC 1016, PHY 2053, MEA 1239, DMSA 2008, DMSA 1003, DMSA 2009, DMSA 2001, DMSA 1002, DMSA 2010, DMSA 2011, DMSA 2012, DMSA 2002, DMSA 2006, DMSA 2003, DMSA 2007, DMSA 2004, DMSA 2005

Program Listing

Course Number	Course Title	Semester Credits	Clock Hours
BSC1085C	Anatomy & Physiology I	4	75
BSC1086C	Anatomy & Physiology II	4	75
DMSA 1002	Principles of Sonographic Physics and Instrumentation	5	90
DMSA 1003	Sonographic Anatomy	3	60
DMSA 2001	Principles of Abdominal Sonography I	4	75
DMSA 2002	Principles of Abdominal Sonography II	4	75
DMSA 2003	Principles of OB/GYN Sonography I	4	75
DMSA 2004	Principles of OB/GYN Sonography II	4	75
DMSA 2005	Introduction to Vascular Sonography	4	75
DMSA 2006	Echocardiographic Pathology I	4	75
DMSA 2007	Echocardiographic Pathology II	4	75
DMSA 2008	Pharmacology	3	45
DMSA 2009	Introduction to Echocardiographic Anatomy	4	75
DMSA 2010	Clinical Externship I	6	272
DMSA 2011	Clinical Externship II	6	272
DMSA 2012	Clinical Externship III	6	272
DMSA 2013	Clinical Externship IV	6	272
DMSA 2014	Seminar	3	45
ENC 1101	English Composition	3	45
HUM1020	Humanities I	3	45
MAC 1105	College Algebra	3	45
MEA 1239	Medical Terminology	2	30
PSY 1012	Introduction to Psychology	3	45
PHY 2053	General Physics	3	45
SPC 1017	Fundamentals of Speech	3	45
Grand Total		98	2378

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab 4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord

& peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. PREREQUISITES: None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. PREREQUISITES: BSC1085C

ENC1101 – English Composition

3 Credits 45 Clock Hours

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 College Algebra

3 Credits 45 Clock Hours

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

HUM 1020 Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisites: None

MEA 1239 Medical Terminology

2 Credits 30 Clock Hours

This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included.

Prerequisites: None

PSY 1012 Introduction to Psychology

3 Credits 45 Clock Hours

In this course, students will gain an introduction to the scientific study of human behavior

and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

PHY 2053 General Physics

3 Credits 45 Clock Hours

This course is designed to cover a broad range of physics topics. As these topics are applied to various problem situations, the student will develop critical thinking skills and through the use of group activities which the student will enhance cooperative attitudes. In addition to the knowledge base development in physics the use of computer technologies are integrated throughout the entire course. Topics include technical math calculations, units of measurements, mechanics, heat, fluid, and gas laws, atomic structures and nuclear physics, electromagnetic, light and sound. *Prerequisites: MAC1105*

SPC 1017 Fundamentals of Speech

3 Credits 45 Clock Hours

Students will learn the foundations of communications including public presentations and interviewing skills. *Prerequisites: None*

**DMSA 1002 Principles of Sonographic
Physics and Instrumentation**

5 Credits 90 Clock Hours

Presents in-depth training in the properties of ultrasound and Doppler physics, instrumentation, equipment operations, display systems, recording devices, image artifacts, biological effects of ultrasound and quality assurance methods. Student will apply sonographic physics and instrumentation principles in an ultrasound laboratory setting. *Prerequisites: See Table above*

DMSA 1003 Sonographic Anatomy

3 Credits 60 Clock Hours

Introduces ultrasound scanning principles and protocols. Topics include scanning criteria and standardization of image documentation for physician interpretation, normal anatomy, physiology and sonographic appearance of the abdomen, OB/GYN, vascular, and cardiac structures. Students will apply sonographic anatomy principles in an ultrasound laboratory setting. *Prerequisites: See above Table*

DMSA 2001 Principles of Abdominal Sonography I

4 Credits 75 Clock Hours

Presents cross-sectional anatomy of the abdomen, normal and abnormal sonographic findings of the intra-abdominal organs, peritoneal spaces and retroperitoneal structures. The relationship of abnormal findings to patient history, physical examination and laboratory findings are stressed. Students will learn and perform abdomen exam protocols in an ultrasound laboratory. *Prerequisites: See Table above*

DMSA 2002 Principles of Abdominal Sonography II

4 Credits 75 Clock Hours

This course is a continuation of Principles of Abdominal Sonography I containing a comprehensive approach to in-depth studies of the organs contained within the human abdominal cavity in both normal and abnormal states. This course further explores small parts including: breast, testicular, prostate, and thyroid in addition to an introduction to

musculoskeletal, neonatal brain, spine, hips and interventional sonography. Students will continue to learn and perform abdomen exam protocols in an ultrasound laboratory including phantom scanning of various small parts. *Prerequisites: See Table above*

DMS A 2003 Principles of OBGYN Sonography I

4 Credits 75 Clock Hours

Presents cross sectional anatomy of the female pelvis, normal and abnormal sonographic features of the non-gravid pelvis, as well as normal and abnormal anatomy of the first trimester. Embryology, early fetal development and the relationship of abnormal findings of the patient history, physical examination and laboratory findings are emphasized.

Students will learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory. *Prerequisites: See Table above*

DMS A 2004 Principles of OBGYN Sonography II

4 Credits 75 Clock Hours

Presents normal and abnormal anatomy and sonographic features of the second and third trimester pregnancies. The relationship of patient history, physical examination, and laboratory findings with abnormal fetal and maternal findings is emphasized. Students will continue to learn and perform transabdominal pelvic exam protocols in an ultrasound laboratory including phantom scanning for second and third trimester pregnancies.

Prerequisites: See Table above

DMS A 2005 Introduction to Vascular Sonography

4 Credits 75 Clock Hours

This section of the course provides hands on experience in the application of the two most common vascular examinations: the lower extremity venous doppler exam and the carotid doppler exam. The student will also participate in the application and technique studied in the didactic section of the course. The laboratory sessions also emphasize and encourage the student to recognize the normal anatomy and normal ultrasonic findings while learning and performing exam protocols for lower extremity venous Doppler and carotid Doppler ultrasound exams. After completion of the basic principles, the course focuses on pathology and dysfunction and the disease process. *Prerequisites: See Table above*

DMS A 2006 Echocardiographic Pathology I

4 Credits 75 Clock Hours

After the basic principles, the course will be focusing on pathology and dysfunction and the disease process. Cardiac pathology covered includes: left ventricular dysfunction, coronary artery diseases, valvular heart disease, Doppler-(Color, PW, and CW), diseases of the aorta & pulmonary hypertension. Coordination of the patient's history, physical findings and Sonographic images are evaluated for presentation. Discussions will be both detailed and concise for understanding and comprehension. Students will learn and perform echo ultrasound exam protocols in an ultrasound laboratory.

Prerequisites: See Table above

DMS A 2007 Echocardiographic Pathology II

4 Credits 75 Clock Hours

This course provides a foundation for cardiomyopathies and IHD, evaluation of pericardia and intra cardiac tumors, anomalies of the aorta and great vessels, congenital heart diseases, pericardial pathologies, tumors and diseased valves. Each section of disease will

be discussed in detail regarding causes, signs symptoms, echocardiographic findings and complications. This course also discusses wall motion abnormalities in relation to pathologic situation. Discussion is both detailed and concise for understanding and comprehension. Students will continue to learn and perform echo ultrasound exam protocols in an ultrasound laboratory.

Prerequisites: See Table above

DMS A 2008 Pharmacology

3 Credits 45 Clock Hours

This course involves understanding of clinical pharmacology including theory, effects of drugs used in Echocardiography and pharmacology of provocative stress agents and their uses and adverse effects. This course also discusses potential side effects of cardiac medications on the Echo findings and involves understanding the indications, utility of advances in echocardiography such as Stress echocardiography Transesophageal echocardiography, Intraoperative echocardiography, & Contrast echocardiography.

Prerequisites: BSC 1085/1085L, BSC 1086/1086L, MAC 1105

DMS A 2009 Introduction to Echocardiographic Anatomy 4 Credits 75 Clock Hours

This course provides a foundation in the principle of echocardiography, the most effective non-invasive method for use in cardiac diagnosis. This course involves understanding of the normal cardiac anatomy, coronary anatomy, and the relationship of chambers and the great vessels. An understanding of EKG, Electrophysiology, conduction system and mechanical events of the cardiac cycle in relation to electrical events will be stressed. This course provides the application and techniques in 2D cardiac imaging, M-mode, cardiac studies, cardiac anatomy and function. Students will learn and perform EKG exam protocols in an ultrasound laboratory.

Prerequisites: See Table above

DMS A 2010 Clinical Externship I

6 Credits 272 Clock Hours

This course introduces students to the clinical setting and provides an opportunity for students to observe and participate in Sonographic procedures, at the clinical site's discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to Abdomen in the clinical setting.

Prerequisites: See Table above

DMS A 2011 Clinical Externship II

6 Credits 272 Clock Hours

This course, a continuation of the clinical setting in Clinical Externship I, allows students to continue in the clinical setting and provides additional opportunity to observe and have in depth participate in Sonographic procedures, at the clinical site's discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to OBGYN in the clinical setting. Students will continue building oral skills to communicate clearly, concisely, and intelligently to medical professionals and patients and will begin using written skills to communicate clearly, concisely, and

intelligently. Student will begin to possess the ability to demonstrate critical thinking and problem-solving skills. The course also supports student's ability to better understand and apply allied health occupational information as well as encourage occupational attitudes and work ethic desired of allied health employers and members of the specific profession.

Prerequisites: See Table above

DMS A 2012 Clinical Externship III

6 Credits 272 Clock Hours

This course introduces students to the clinical setting and provides an opportunity for students to observe and participate in Sonographic procedures, at the clinical site's discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to vascular examinations such as lower extremity venous and carotid doppler examinations in addition to an introduction to cardiac echo examinations in the clinical setting. The student will continue to build upon proper oral skills and will have the ability to communicate clearly, concisely, and intelligently with medical professionals and patients. Also, the student will have the opportunity to build upon written skills to communicate clearly, concisely, and intelligently along with the ability to demonstrate critical thinking and problem solving. This course continues to support the student's ability to demonstrate occupational attitudes and work ethic desired of allied health employers and members of the specific profession.

Prerequisites: See Table above

DMS A 2013 Clinical Externship IV

6 Semester Credits 272 Clock Hours

This course, a continuation of the clinical setting in Clinical Externship III, allows students to continue in the clinical setting and provides additional opportunity to observe and future participate in Sonographic procedures, at the clinical sites discretion. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required competencies related to but not exclusive to echocardiography examinations in the clinical setting. The course continues to encourage the students to communicate clearly, concisely, and intelligently with medical professionals and patients as well as continuing to build upon critical thinking and problem-solving skills in an independent manner. This course will present to the student the correct way to function as a productive team member. The course will facilitate the ability to understand and apply allied health occupational information and build upon the student's ability to demonstrate occupational attitudes and work ethics.

Prerequisites: See Table above

DMS A 2014 Seminar

3 Credits 45 Clock Hours

In this course the student is prepared for the real world of work via assistance with resume writing, interviewing techniques and job placement. In addition, the student will elect which registry concentration they are interested in (Abdomen vs OBGYN vs Echo) and review registry exam questions and materials along with a mock specialty registry exam in preparation for passing the ARDMS or CCI specialty concentration registry board.

Prerequisites: See Table above

RADIATION THERAPY PROGRAM

Offered at All Locations

2175 Hours

89 Credits

90 weeks

Credential Awarded: Associate of Science Degree

Type of Instructional Delivery: Blended

Program Description

The Radiation Therapy Program is 90 weeks in length. It is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level radiation therapists upon graduation.

Program Objective

The objective of the Radiation Therapy program curriculum is it has been developed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

Withdrawals

Students will not be eligible for re-entry after two withdrawals. Student with two failures in any didactic radiation therapy course will be dismissed from the Radiation Therapy program.

Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for State Licensure through the American Registry of Radiologic Technologist (ARRT) examination for certification.

Program Outline

Course Code	Course Description	Credits	Clock Hours
BSC 1085C	Anatomy & Physiology I with Lab	4	75
HUM1020	Humanities I	3	45
BSC 1086C	Anatomy & Physiology II with lab	3	45
ENC 1101	English Composition	3	45
PSY 1012	Introduction to Psychology	3	45
SPC 1017	Fundamentals of Speech	3	45

MAC 1105	College Algebra	3	45
MEA 1239	Medical Terminology	2	30
RAD 1006A	Clinical Externship I A	5	240
RAD 1007A	Clinical Externship II A	5	240
RAD 2007A	Clinical Externship III A	8	360
RAD 2008A	Clinical Externship IV A	8	360
RAD 1001A	Introduction to Clinical Radiation Therapy & Operations	4	60
RAD 1015A	Orientation to Radiation Therapy & Patient Care	3	45
RAD 1003A	Radiation Therapy Physics I	4	60
RAD 1004A	Radiation Therapy Physics II & Quality Management	4	60
RAD 1025A	Radiation Biology & Protection	4	60
RAD 1009A	Principles & Practice of Radiation Therapy I	4	60
RAD 1010A	Principles & Practice of Radiation Therapy II	3	45
RAD 2010A	Treatment Planning	4	60
RAD 2003A	Radiation Therapy Review Seminar	4	60
RAD 1018A	Sectional Anatomy & Imaging Principles	4	60
Total Credits		89	2175

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. PREREQUISITES: None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive

systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. PREREQUISITES: BSC1085C

ENC 1101 – English Composition

3 Credits 45 Clock Hours

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 College Algebra

3 Credits 45 Clock Hours

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

Prerequisites: None

MEA 1239 - Medical Terminology

2 credits 30 clock hours

This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included.

Prerequisites: None

PSY 1012 - Introduction to Psychology

3 credits 45 clock hours

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

SPC 1017 Fundamentals of Speech

3 credits 45 clock hours

Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking. *Prerequisites: None*

HUM1020 – Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisite: None

**RAD 1001A - Introduction to Clinical Radiation
Therapy & Operations**

4 credits 60 clock hours

This course will introduce the students to the clinical setting. Personnel and responsibilities will be discussed with regard to each person involved with patients and their care. Equipment utilized and safe operation of equipment will be discussed. The proper and ethical behaviors of students and personnel in the clinical setting will be demonstrated via role play and discussion groups. The psychological aspects of patient reactions and fears will be discussed with regard to the waiting room, treatment room and personnel they will meet. This course will prepare students for clinical externships beginning the second semester of the program. This course also focuses on various Radiation Therapy operational issues. Continued quality improvement issues are discussed and evaluated and assessment techniques will be emphasized. Human resource regulations impacting the radiation therapist will be examined. Accreditation agencies and the radiation therapist's role in the accreditation process will be discussed. Billing and reimbursement issues pertinent to the radiation therapy department will be presented. Basic Cardiac Life Support for the Health Care Provider will also be provided involving training in risk factors of heart disease, recognition of a heart attack and choking victim. Activating the emergency medical services system and managing the unconscious victim with rescue breathing using airway adjuncts/ventilation devices along with the automated external defibrillator educational course. Adult, child and infant cardio pulmonary resuscitation and obstructed airway instruction for the one-rescuer and two-rescuer team will be covered.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 1020, BSC 1086, BSC 1086L, MAC 1105 RAD 1018A

RAD 1015A – Orientation to Radiation Therapy & Patient Care

3 credits 45 clock hours

The student will be provided with concepts in assessment and evaluation of the patient for delivery of radiation therapy. Psychological and physical needs and factors affecting treatment outcome will be presented and examined. Routine and emergency care procedures will be presented. An overview of the foundations in radiation therapy and the therapist's role in the health care delivery system will be reviewed. The principles, practices, and policies of Cambridge College of Healthcare & Technology, health care organizations, principles of radiation and health safety and professional responsibilities of the radiation therapist will be covered in this course. Problem-solving will be utilized along with critical thinking skills in discussion of the source of law, causes of action and litigation processes related to the professional practice of radiation therapy and the ethical standards and standard of law will be compared and examined.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 1020, BSC 1086, BSC 1086L, MAC 1105

RAD 1003A - Radiation Therapy Physics I

4 credits 60 clock hours

This course provides students with an understanding of the concepts of general physics. It then develops into an understanding of radiations used in the clinical setting. Fundamental physical units, measurements, principles, atomic structure and types of radiation are emphasized. Also presented are the fundamentals of x-ray generating equipment, x-ray production and its interactions with matter.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM 1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001

**RAD 1004A - Radiation Therapy Physics II
& Quality Management**

4 credits 60 clock hours

This course is a continuation of RAD 1003A and is designed to review and expand concepts and theories in the radiation physics I course. Detailed analysis of the structure of matter, properties of radiation, nuclear transformations, x-ray production and interactions of ionizing radiations are emphasized. The student is also presented with treatment units used in external beam radiation therapy, measurement and quality of ionizing radiation produced, absorbed dose measurement, dose distribution and scatter analysis. This course is also designed to focus on the evolution of quality management programs and continuing quality improvement in radiation oncology. Students will examine the need for quality assurance checks, quality assurance of the clinical aspects and chart checks, film checks, the various types of evaluations and tests performed on simulators, megavoltage therapy equipment and therapy planning units, the role of radiation therapists in quality management programs. Legal and regulatory implications for maintaining appropriate quality management guidelines as well as the role of computers and information systems are discussed as they serve within the radiation oncology department. As part of this course, students will be required to document competency in performing daily treatment machine checks as part of their clinical competency requirements.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006

RAD 1025A - Radiation Biology & Protection

4 credits 60 clock hours

This course will present the basic principles of radiation protection and safety for the radiation therapist. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are included. The specific responsibilities of the radiation therapist are discussed, examined, performed and evaluated. The student will also be presented with basic concepts and principles of radiation biology; the interactions of radiation with cells, tissues and the body as whole and resultant biophysical events will be presented. Discussion of the theories and principles of tolerance dose, time-dose relationships, fractionation schemes and the relationship to the clinical practice of radiation therapy will be discussed, examined and evaluated.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001

RAD 1018A - Sectional Anatomy & Principles of Imaging

4 credits 60 clock hours

The student is introduced to a knowledge base in factors that govern and influence the production and recording of radiographic images for patient simulation, treatment planning, and treatment verification in radiation oncology. Radiation oncology imaging equipment and related devices will be emphasized. This course will also provide the student the opportunity to study normal anatomical structures via a variety of imaging

formats. Basic anatomical relationships will be compared using topographical and cross-sectional images.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105,

RAD 1009A - Principles and Practice of Radiation Therapy I 4 credits 60 clock hours

In this course the student is provided with an overview of cancer and the specialty of radiation therapy. The medical, biological and pathological aspect as well as the physical and technical aspects will be discussed. The role and responsibility of the radiation therapist, the treatment prescription, the documentation of treatment parameters and delivery will also be discussed.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006

RAD 1010A - Principles and Practice of Radiation Therapy II 3 credits 45 clock hours

This course is a continuation of RAD 1009A. The course is designed to examine and evaluate the management of neoplastic disease while promoting critical thinking skills and the basis of ethical clinical decision-making. The epidemiology, etiology, detection, diagnosis, patient condition, treatment and prognosis of neoplastic disease will be presented for each organ and system. This will be discussed and evaluated in relationship to histology, anatomical site and patterns of spread. The radiation therapist's role in the management of neoplastic disease will also be examined and linked to the skills required to analyze complex issues and make informed decisions while appreciating the character of the profession.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A, MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001,

RAD 2010A - Treatment Planning

4 credits 60 clock hours

The content of this course is designed to establish factors that influence and govern clinical treatment planning of patient treatment. Encompassed are isodose distributions, patient contouring, and radiobiologic considerations. Students will be required to make dosimetric calculations utilizing compensating filters, blocking considerations with various field angles and other treatment accessories.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A, MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001

RAD 2003A - Radiation Therapy Review Seminar

4 credits 60 clock hours

Course is designed to synthesize previous coursework and integrate didactic and clinical concepts. Various Instructors will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the two-year program. Instructors will emphasize the application process, completion of the programmatic requirements and practice computerized simulations of the registry exam based on the outline in the Radiation Therapy Certification Handbook

Prerequisites: ENC 1101, PSY 1012, SPC1017, MAC 1105, MEA 1239, BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, HUM1020, RAD 1006A, RAD 1007A, RAD 2007A, RAD 1001A, RAD 1015A, RAD 1003A, RAD1004A, RAD 1025A, RAD 1009A, RAD 1010A, RAD 2010A, RAD 1018A, RAD 2007A

RAD 1006A - Clinical Externship I A

5 credits 240 clock hours

The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001

RAD 1007A - Clinical Externship II A

5 credits 240 clock hours

The student will rotate through nursing, simulation and treatment. The student will participate in routine procedures under the direct supervision of a registered radiation therapist. The student will develop competence in basic patient care skills as well as basic simulation and treatment setups.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, HUM1020, BSC 1086, BSC 1086L, MAC 1105, RAD 1015A, RAD 1018, RAD 1001, RAD 1025, RAD 1003, RAD 1006

RAD 2007A - Clinical Externship III A

8 credits 360 clock hours

The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff.

Prerequisites: BSC 1085, BSC 1085L, MEA 1239, BSC 1086, BSC 1086L, MSC 1105, RAD 1015A, MAC 1105, RAD 1018A, RAD 1003A, RAD 1004A, RAD 1009A, RAD 1006A, RAD 1007A, RAD 1025, RAD 1015, RAD 1001

RAD 2008A - Clinical Externship IV A

8 credits 360 clock hours

The student will be introduced to the general operations of a radiation oncology department including equipment used for simulation and treatment, patient flow, and roles and responsibilities of the healthcare team that comprises the staff. The student will develop competence in basic patient care skills, as well as, dosimetry, simulation and treatment setups.

RAD 2008A - Clinical Externship IV A

8 credits 360 clock hours

Prerequisites: ENC 1101, PSY 1012, SPC1017, MAC 1105, MEA 1239, BSC 1085, BSC 1085L, BSC1086, BSC 1086L, HUM1020, RAD 1006A, RAD 1007A, RAD 2007A, RAD 1001A, RAD 1015A, RAD 1003A, RAD1004A, RAD 1025A, RAD 1009A, RAD 1010A, RAD 2010A, RAD 1018A, RAD 2007A

RADIOLOGIC TECHNOLOGY

Offered at All Locations

2640 Clock Hours

99 Credits

90 Weeks

Credential Awarded Associate of Science Degree

Type of Instructional Delivery: Blended

Program Description

The program is 90 weeks in length. The program is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level professionals upon graduation.

Program Objectives

At the completion of the Radiologic Technology program, a student is prepared to enter the work force as an entry level Radiologic Technologist.

The curriculum has been developed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

Note: BCLS Training will be provided to students prior to the first clinical rotation.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for State Licensure through the American Registry of Radiologic Technologist (ARRT) examination for certification.

Radiologic Technology Program Goals

- **Goal 1:** Demonstrate clinical competence in the care of patients. Students will apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on image receptors. Students will deliver appropriate patient care while maintaining a safe environment according to OSHA and ALARA principles.
- **Goal 2:** Demonstrate problem solving and critical thinking skills Students will evaluate radiographic images for appropriate positioning and image quality. Students will manipulate technical factors for non-routine exams.

- **Goal 3:** Model professional and ethical behavior as a member of the healthcare team. Students will maintain ethical and professional values. Students will attend a society meeting.
- **Goal 4:** Demonstrate written and oral communication skills within the healthcare setting. Students will demonstrate effective written communication skills. Students will demonstrate effective oral communication skills.

Program Courses

Course Number	Course Name	Credits	Clock Hours
CTS 1050	Introduction to Computers	3	45
ENC1101	English Composition	3	45
HUM1020	Humanities	3	45
MAC1105	College Algebra	3	45
MEA1239	Medical Terminology	2	30
PSY1012	Introduction to Psychology	3	45
SPEC1017	Fundamentals of Speech	3	45
BSC1085C	Anatomy & Physiology I with Lab	4	75
BSC1086C	Anatomy & Physiology II with Lab	4	75
RTE1025	Principles of Image Production I	2	30
RTE1026	Principles of Image Production II	2	30
RTE1030	Radiographic Physics	4	60
RTE1202	Radiographic Procedures I	3	45
RTE1202L	Radiographic Procedures I Lab	1	30
RTE1203	Radiographic Procedures II	3	45
RTE1203L	Radiographic Procedures II Lab	1	30
RTE1204	Radiographic Procedures III	2	30
RTE1204L	Radiographic Procedures III Lab	1	30
RTE1205	Radiographic Procedures IV	2	30
RTE1205L	Radiographic Procedures IV Lab	1	30
RTE1206	Radiographic Procedures V	2	30
RTE1206L	Radiographic Procedures V Lab	1	30
RTE2015	Radiographic Biology and Protection	3	45
RTE2025	Cross Sectional Anatomy/Advanced Modalities	3	45
RTE1270	Clinical I	5	240
RTE1280	Clinical II	5	240
RTE2005	Clinical III	8	360
RTE2010	Clinical IV	8	360
RTE2020	Clinical V	8	360
RTE2500	Senior Registry Review	3	45

RTE1201	Introduction to Radiologic Sciences	3	45
Total		99	2640

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. PREREQUISITES: None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. PREREQUISITES: BSC1085C

CTS 1050 - Introduction to Computers

3 Credits 45 clock hours

Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.

Prerequisites: None

ENC 1101 – English Composition

3 Credits 45 Clock Hours

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisite: None

MAC 1105 - College Algebra

3 Credits 45 Clock Hours

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions,

composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

Prerequisites: None

HUM1020 – Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisites: None

MEA 1239 - Medical Terminology

2 Credits 30 clock hours

This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included.

Prerequisites: None

PSY 1012 - Introduction to Psychology

3 Credits 45 clock hours

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisite: None*

SPC 1017 - Fundamentals of Speech

3 Credits 45 clock hours

Students will learn the foundations of communications including public presentations and interviewing skills.

Prerequisites: None

RTE 1201 - Introduction to Radiologic Sciences

3 Credits 45 clock hours

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. Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified

Prerequisites: BSC1086, BSC1086L, MAC1105

RTE 1025 - Principles of Image Production I

2 Credits 30 clock hours

This course is about the knowledge of the factors that govern and influence the production

of radiographic images. Content establishes a knowledge base in radiographic and mobile equipment requirements and design. Content imparts an understanding of the components, principles and operation of digital imaging systems.

Prerequisites: RTE 1030

RTE 1026 - Principles of Image Production II

2 Credits 30 Clock Hours

This course continues with the knowledge of the factors that govern and influence the production of radiographic images. Image-intensified and digital fluoroscopy will be discussed. Image quality and the technical factors that affect it will be covered in this course. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Grids and grid applications will be presented as well as the calculations of technique problems.

Prerequisites: RTE 1025

RTE 1030 - Radiographic Physics

4 Credits 60 clock hours

Students in this course will receive a working knowledge of radiologic physics as it relates to the field of radiography. This will include the make-up of the Bohr atom, electromagnetic radiation, electricity and magnetism and electromagnetism. They will become familiar with equipment used in medical imaging for general x-rays and their production, as well as for special procedures. The student will understand how the x-ray beam is produced as well as the radiographic image. They will also be introduced to the equipment utilized for film processing and the equipment needed to improve the quality of the x-ray image. Students will learn about the components involved in quality improvement, assessment and assurance regarding all aspects of the radiology department. Equipment quality control is included, as well as tests to evaluate specific components of radiographic imaging systems.

Prerequisites: MAC 1105

RTE 1202 - Radiographic Procedures I

3 Credits 45 clock hours

This course will cover the discovery of x-rays and the use of radiation in medicine. The course provides an introduction to radiological science and familiarizes students with the different terms that are used within the profession. Students will learn the anatomic structures and topographic landmarks of the abdomen, chest, and parts of skeletal assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.

Prerequisites: BSC1086, BSC1086L

RTE 1202L - Radiographic Procedures I Lab

1 Credit 30 clock hours

This course is designed to provide instruction in the proper positioning methods in the

laboratory setting to prepare the student to perform these methods competently in the clinical setting. This course will include positioning terminology of abdomen and chest radiography as well as positioning terminology of the upper extremity and lower extremity (foot and ankle). Students will master practical experience in positioning patients, exercising independent judgment, creativity, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique

Prerequisites: BSC1086, BSC1086L

RTE 1203 - Radiographic Procedures II

3 Credits 45 clock hours

This course is designed to expand students' knowledge and understanding of the ARRT Code Ethics. Students will learn the different types of consent and its appropriate use. The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.

Prerequisites: RTE 1202, RTE 1202L

RTE 1203L - Radiographic Procedures II Lab

1 Credit 30 clock hours

This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.

Prerequisites: RTE 1202, RTE 1202L

RTE 1204 - Radiographic Procedures III

2 Credits 30 clock hours

The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also

learn how different pathology affects the radiographic image and technique.

Prerequisites: RTE 1203, RTE 1203L

RTE 1204L - Radiographic Procedures III Lab

1 Credit 30 clock hours

This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.

Prerequisites: RTE 1203, RTE 1203L

RTE 1205 - Radiographic Procedures IV

2 Credits 30 clock hours

This course will include positioning terminology and radiographic positioning and procedures for fluoroscopy studies. The course will cover several patient care topics that are important to the profession. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Pharmacologic terminology, drug classifications, pharmacokinetics, and drugs used in imaging are also studied. It also offers comprehensive coverage of diagnostic contrast agents, along with drug administration procedures, emergency responses to drug reactions, and legal and ethical aspects of medication administration. The theory and practice of basic venipuncture techniques and the administration of diagnostic contrast agents are also practiced and mastered.

Prerequisites: RTE1204, RTE 1204L

RTE 1205L - Radiographic Procedures IV Lab

1 Credit 30 clock hours

This course is designed to provide instructions on proper positioning methods within the laboratory setting so students are prepared to perform these methods competently in the clinical setting. The course will include fluoroscopy studies. Image critique covering the elements of diagnostic radiographs is emphasized. Students will master practical experience in positioning patients, critical thinking, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role- playing patient and technologist. Pathology and disease as they relate to various radiographic procedures are discussed and viewed on radiographs or images viewed on power points. Students will also learn how different pathology affects the radiographic image and technique.

Prerequisites: RTE1204, RTE 1204L

RTE 1206 - Radiographic Procedures V

2 Credits 30 clock hours

The course will include positioning terminology, radiographic positioning, and procedures of the skull and facial structures. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. The course also reviews avenues for professional within the profession and continuing education requirements. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique.

Prerequisites: RTE 1205, RTE 1205L

RTE 1206L - Radiographic Procedures V Lab

1 Credit 30 clock hours

This course is designed to allow students to perform simulations on radiographic positions covered in the didactic course. By the end of the course students will be more competent and confident within the clinical setting. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique.

Prerequisites: RTE 1205, RTE 1205L

RTE 2015 - Radiographic Biology and Protection

3 Credits 45 clock hours

The course is designed to educate students on the principles of radiation protection. Students will be lectured on the responsibilities of the radiographer to patients, other personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies are incorporated. The course is also designed to provide students with an overview of the principles of the interaction of radiation to the body systems. Fundamental principles of molecular and cellular responses to radiation will be learned, including acute and chronic effects of radiation.

Prerequisites: RTE1026

RTE 2025 - Cross Sectional Anatomy/Advanced Modalities

3 Credits 45 clock hours

Students will learn sectional anatomy to develop a realistic understanding of 3-dimensional sense of anatomy of the head, neck, thorax, abdomen, and pelvis. Students will acquire basic principles, image appearance and education/certificate for Ultrasound, MRI, Nuclear Medicine/PET, Angiography and Radiation Therapy. Students will also acquire a basic understanding of Computed Tomography.

Prerequisites: RTE 1026

RTE 1270 - Clinical I

5 Credits 240 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or

designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area of abdomen, chest and upper extremity.

Prerequisites: BSC 1086/1086L, RTE 1202 & RTE 1202L

RTE 1280 - Clinical II

5 Credits 240 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the content covered in the prior semester.

Prerequisites: RTE 1270, RTE 1203 & RTE 1203L

RTE 2005 - Clinical III

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area covered in the prior semester.

Prerequisites: RTE 1204, RTE 1204L, RTE 1280

RTE 2010 Clinical IV

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required in the content covered in the prior semester. *Prerequisites: RTE 1205, RTE 1205L, RTE 2005*

RTE 2020 Clinical V

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the prior semester. *Prerequisites: RTE 1206, RTE 1206L, RTE 2010*

RTE 2500 Senior Registry Review

3 Credits 45 clock hours

This Course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examination for radiographers. Topics include: principles of radiographic exposure, radiographic procedures, anatomy, physiology, pathology, terminology, radiographic equipment, radiation protection, and patient care techniques. *Prerequisites: RTE 1206, RTE 1206L, RTE2015 & RTE 1026*

NURSING PROGRAMS

NURSING PROGRAM

This Concept Based Curriculum is offered at all of our locations.

Traditional Track

1437 Clock Hours

66 Semester Credits

90 Instructional Weeks

Credential Awarded: Associate of Science Degree

Type of Instructional Delivery: Blended

Bridge Track:

***66 Semester Credit**

1140 Clock Hours

75 weeks

Type of Instructional Delivery- Blended

***Students receive 12 credits for licensure**

Nursing Program Mission Statement

The mission of the nursing program is to prepare quality nursing professionals to effectively function as an integral part of an interdisciplinary client-centered team in a complex healthcare delivery system.

Nursing Program Philosophy

Cambridge College of Healthcare & Technology Nursing Department's philosophy is based on the premise that nursing is unique and independent in its concerns for the individual's need for help in an immediate situation. The Nursing Faculty believes that an individual is a holistic being with basic human needs. Basic human needs are defined as physiologic, psychosocial, and spiritual requirements for the well-being and health of the individual (Maslow Theory, 1943).

The nursing faculty understands that health is a dynamic state in which individuals adapt to internal and external environments to strive for optimal well-being and quality of life. The Nursing faculty embraces the values of caring, uniqueness, diversity, integrity, humility, mutual trust, self-determination, respect, dignity and empathy. The philosophy and terminal objectives of the nursing program are congruent with and integrate the concepts of the mission and goals of Cambridge College.

- Nursing Knowledge is a specific body of nursing theory and applied knowledge from the biological, behavioral and social sciences. Nursing knowledge provides the basis of practical nursing care and is integrated into the processes of critical thinking and clinical problem solving. The clinical application of nursing knowledge enables the

nurse to collect basic health data and to participate (assist) in the development, implementation and evaluation of the plan of care with members of the health care team.

- Client Safety refers to the provision of nursing care that minimizes the risk of harm to clients and providers by the effective use of technology and standardized (institution specific) practices that support safety and quality. Client safety includes both physical and psychosocial safety.
- Collaboration is a process which uses communication (verbal and non-verbal) skills, critical thinking skills and knowledge sharing among and between health care providers and the client/family unit. The purpose of collaboration is to address the unique (individual) health care needs, priorities and preferences of the client/family unit.
- Health Promotion encompasses nursing interventions that address risk reduction and the maintenance and restoration of health. The teaching-learning process is a means of providing for holistic care that addresses cultural and spiritual influences and assists the client/family unit in achieving an optimal level of health, wellness, and functioning.
- Nursing Practice is a reflection of nursing knowledge, collaboration, health promotion and client safety.

Program Description

This program prepares the graduate to integrate nursing knowledge, critical thinking, and nursing skills while managing care for multiple clients with complex conditions. The curriculum is concept and competency based and moves from simple to complex. Theoretical, laboratory, and simulation instruction is complemented with planned clinical experiences in a variety of healthcare settings (acute, long-term care and community) to provide a broad, holistic, and concept-based understanding of the roles and responsibilities of a professional nurse. The ASN program has two tracks:

Traditional pre-licensure

Bridge (for student who is licensed as an LPN, Paramedic, or Respiratory Therapist)

This nursing program is approved by the Board of Nursing and prepares graduates to sit for the National Council Licensing Exam for Registered Nurses (NCLEX-RN®).

Program Objective

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

- Manage quality, safe, evidence-based, and patient-centered care utilizing the nursing process.
- Engage in critical thinking/clinical judgement to provide quality nursing care.

- Establish an individualized teaching plan incorporating the patient and care giver.
- Participate in collaborative relationships with patients, families, and members of the interdisciplinary team to provide and improve patient care.
- Demonstrate leadership in a variety of healthcare settings for diverse patient populations.
- Use information technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Incorporate professional, ethical, and legal principles into entry-level nursing performance.

The ASN END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs) are:

- Prioritize safe, quality, evidence-based, client-centered care utilizing critical thinking and the nursing process
- Establish a unique teaching plan for culturally diverse client populations across the lifespan
- Collaborate effectively with clients, families, and members of the interdisciplinary team fostering communication, professionalism, and mutual respect to achieve quality outcomes
- Integrate principles of management of care across healthcare settings for culturally diverse client populations
- Manage available information technology to effectively communicate, mitigate errors, and support clinical decision-making
- Incorporate the legal standards and ethical guidelines of the nursing profession upholding client-centered care

The graduation criteria requirements include but not limited to:

- Course completion. All nursing courses must be completed with a minimum grade of 75%, and completion of all required clinical and lab hours. Degree audit will be completed.
- GPA, Cumulative CGPA of 2.0 and above for nursing or better
- Exit Counseling with Financial aid
- Graduate Exit Survey. Completion of graduate survey and career services information
- Financial Standing. Financial obligations are met
- NCLEX Readiness. Working on readiness to successfully pass NCLEX-RN

Nursing Program Prerequisite Grade Requirement Policy

Students enrolled in Nursing programs must earn a grade of **B or higher** in the following prerequisite courses in order to be eligible to enter the Nursing core courses:

- Anatomy & Physiology I and Lab
- Anatomy & Physiology II and Lab
- College Algebra
- Microbiology
- Microbiology Lab

Students who do not achieve the required minimum grade must successfully repeat the course(s) before progressing into the Nursing core curriculum.

Program Outline

Course Number	Course Title	Credits	Clock Hours
NURSG 1101	Health Assessment	6.00	120.00
NURSG 1102	Fundamentals	6.00	132.00
NURSG 1103	Medical/Surgical I	6.00	150.00
NURSG 1104	*Transition to RN Practice (Bridge Track only)	6.00	105.00
NURSG 1201	Obstetrics/Leadership	6.00	120.00
NURSG 1202	Medical/Surgical II	6.00	150.00
NURSG 1203	Pediatrics/Emergency Care	6.00	150.00
NURSG 1204	Clinical Practicum for ASN	4.00	180.00
NURSG 1205	Nursing Concepts Integration	2.00	30.00
BSC 1085C	Anatomy & Physiology I with Lab	4.00	75.00
BSC 1086C	Anatomy and Physiology II with lab	4.00	75.00

Course Number	Course Title	Credits	Clock Hours
MIC 150	Microbiology	3.00	45.00
MIC 150L	Microbiology Lab	1.00	30.00
ENC 1101	English Composition	3.00	45.00
PSY 1012	Introduction to Psychology	3.00	45.00
HUM 1020	Humanities I	3.00	45.00
MAC 1105	College Algebra	3.00	45.00
Totals		66.00	1437.00

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. **PREREQUISITES:** None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. **PREREQUISITES:** BSC1085C

ENC 1101 – English Composition

3 Credits

45 Clock Hours

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 - College Algebra**3 Credits****45 Clock Hours**

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

PSY 1012 - Introduction to Psychology**3 Credits****45 clock hours**

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

MIC150 – Microbiology**3 Credits****45 Clock Hours**

This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms. *Prerequisites: None*

MIC150L – Microbiology Lab**1 Credits****30 Clock Hours**

Students will explore the classification, physiology, and pathology of various microorganisms. *Prerequisites: None; Co-requisites: MIC150*

NURSG 1101- Health Assessment**6 credits****120 Clock Hours**

This course introduces basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations. The nursing process, communication techniques, and legal and ethical responsibilities of the nurse are introduced. Basic nursing skills and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide nursing care, incorporating the concepts identified in this course. *Prerequisites: All General Education Courses*

NURSG 1102- Fundamentals**6 credits****132 Clock Hours**

This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize evidence-based practice, quality improvement, critical thinking, communication, collaboration, technology, and skills. Nursing skills and medication administration are integrated and applied in the nursing laboratory and clinical setting. Upon successful completion, the student will be able to provide quality basic nursing care in the clinical setting. *Prerequisites: NURSG 1101*

NURSG 1103 – Medical/Surgical I**6 credits****150 Clock Hours**

This course is designed to further develop and enhance concepts related to the nursing management of ill clients. A nursing process approach is utilized to emphasize critical thinking, teaching & learning, and managing care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and

culturally diverse populations in the acute care or community settings.

Prerequisites: NURSG 1102

NURSG 1104 - Transition to RN Practice 6 credits 105 Clock Hours

This course is designed to introduce the LPN, Paramedic or Respiratory Therapist bridge student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course.

Prerequisites: All General Education Courses

NURSG 1201 – Obstetrics and Leadership 6 credits 120 Clock Hours

This course is designed to augment previously learned concepts, introduces care of the family unit and incorporate concepts related to leadership and professionalism. The nursing process is utilized to emphasize the concepts of family, health as a continuum, critical thinking, teaching/learning, communication, and advocacy. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit. *Prerequisites: NURSG 1103 or NURSG 1104*

NURSG 1202- Medical/Surgical II 6 credits 150 Clock Hours

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

Prerequisites: NURSG 1201

NURSG 1203 – Pediatrics/Emergency Care 6 credits 150 Clock Hours

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

Prerequisites: NURSG 1202

NURSG 1204 – Clinical Practicum for ASN 4 credits 180 Clock Hours

This course provides a clinical practicum for the application of concepts and nursing skills

learned throughout the program. Evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, management/leadership, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the RN preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized AS entry-level nursing care.

Prerequisites: NURSG 1203 and Corequisite: NURSG 1205

NURSG 1205 – Nursing Concepts Integration 2 credits 30 clock Hours

This course provides the student with the opportunity to evaluate his/her strengths and weaknesses in preparation for the NCLEX-RN® exam. Utilization of the nursing process and integration of all previous concepts will be emphasized through the use of integrated testing, remediation and predictive testing of NCLEX success.

Prerequisites: NURSG 1203 and Corequisite: NURSG 1204

BACHELOR OF SCIENCE IN NURSING

This Curriculum is offered only at Our Altamonte Springs, FL Location.

Traditional program:

120 semester credits

135 weeks

2322 clock hours including gen eds, nursing core didactic, lab and clinical.

Bridge Track

120 semester credits

120 weeks

Accelerated Track

120 semester credits

60 weeks

Program Description

The Bachelor of Science in Nursing (BSN) professional program builds on a foundation of knowledge in science, humanities, and mathematics. The BSN degree program has three tracks:

The traditional pre-licensure.

The Bridge for students who are licensed as an LPN, Paramedic or Respiratory Therapist and Accelerated (students who have already earned a Bachelor of Arts or Science degree in another field).

Graduates will be prepared for entry-level positions as a baccalaureate-prepared nurse. Students graduating from this program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The curriculum is concept and competency based, moves from simple to complex learning, application to analysis utilizing critical thinking, the nursing process, and evidence-based practice. The curriculum is designed to facilitate complex thinking and deeper understanding of nursing concepts. The curriculum actively engages students and faculty, leading to discovery, reflection, and thoughtful application of nursing knowledge across the lifespan and in culturally diverse populations.

The BSN curriculum framework encompasses The Essentials of Baccalaureate Education for Professional Nursing Practice, QSEN Competencies, and incorporates adult learning theory. Graduates will be primary providers of direct and indirect care in many different settings, including acute care, long-term, and community health. Graduates will also be prepared to assume first-line management positions.

Program Objectives

The graduate of the BSN program will:

Synthesize knowledge from liberal arts education into professional nursing.

Apply leadership concepts, skills and decision making in the provision of high-quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.

Integrate evidence-based practice, clinical judgment, interprofessional perspectives, and patient preferences in planning, implementing, and evaluating nursing practice.

Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe and effective nursing practice.

Explore the impact of sociocultural, economic, legal, and political factors influencing quality patient care, workplace safety, and nursing practice.

Incorporate effective communication skills to contribute the nursing perspective to interprofessional teams to optimize patient outcomes.

Collaborate with members of the interprofessional team to develop an assessment and intervention plan that takes into account determinants of health and available resources that contribute to clinical prevention and population health.

Assume accountability for personal and professional behaviors that demonstrate the nursing standards of moral, ethical, and legal conduct.

Implement holistic, evidence-based, safe patient-centered care across the health/illness continuum, across the lifespan, and in all healthcare settings.

The BSN END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs) are:

1. Incorporate evidence-based practice and clinical judgment across the health-illness continuum when planning, implementing, and evaluating nursing practice
2. Synthesize knowledge from multiple disciplines to provide safe, holistic, evidence-based and client-centered care including health promotion and risk reduction
3. Collaborate with interprofessional teams in developing a preventative plan of care that contributes to the improvement of equitable population health outcomes
4. Integrate systems leadership principles to improve health outcomes of culturally diverse populations in a variety of healthcare settings
5. Utilize technology to synthesize theory, research, and practice data to support and evaluate clinical decisions and quality improvement in nursing practice
6. Strengthen one's own professional identity by upholding the standards of moral, ethical, and legal conduct, and committing to lifelong learning

BSN Program Mission

The mission of Cambridge College of Healthcare & Technology Bachelor of Science in Nursing program is to provide quality theoretical instruction and clinical experiences to build and shape the professional entry level nurse generalist. The program is designed to enhance graduate potential for leadership roles within the community and life-long learning.

BSN Program Goals

Provide graduates with a liberal education necessary to develop intellectual abilities and integration of concepts covering the natural sciences, arts, diversity within the community, and a personal value system.

Engage students in the pursuit of knowledge based on theories of general nursing practice to develop safe, ethical, legal, and effective nursing practices.

Encourage scholarship and research strategies to increase graduate application of care technologies, decision-making skills, leadership, and quality improvement.

Increase awareness of patient advocacy in the generalist nurse to promote participation in global policy development and healthcare reform.

Prepare competent, responsible nursing graduates for entry level generalist practice in a variety of health care settings within the community.

The graduation criteria requirements include but not limited to:

- Course completion. All nursing courses must be completed with a minimum grade of 75%, and completion of all required clinical and lab hours. Degree audit will be completed.
- GPA, Cumulative CGPA of 2.0 and above for nursing or better
- Exit Counseling with Financial aid
- Graduate Exit Survey. Completion of graduate survey and career services information
- Financial Standing. Financial obligations are met
- NCLEX Readiness. Working on readiness to successfully pass NCLEX-RN

Nursing Program Prerequisite Grade Requirement Policy

Students enrolled in Nursing programs must earn a grade of B or higher in the following prerequisite courses in order to be eligible to enter the Nursing core courses:

- Anatomy & Physiology I with lab
- Anatomy & Physiology II with Lab
- College Algebra
- Microbiology
- Microbiology Lab

Students who do not achieve the required minimum grade must successfully repeat the course(s) before progressing into the Nursing core curriculum.

Program Content

General Education Courses for all Tracks

Course# & Title	Theory Clock Hours	Lab Hours
ENC 1101 English Composition I	45	
ENC 1201 English Composition II	45	

COM 301 Microcomputer Application	45	
NUT 180 Nutrition	45	
BSC 1085C Anatomy & Physiology I with Lab	75	
BSC 1086C Anatomy & Physiology II with Lab	75	
MIC 150 Microbiology	45	
MIC 150L Microbiology Lab		30
ENC 1103 Information Literacy	30	
MAC 1105 College Algebra	45	
MAC 310 Statistics	45	
CHEM 1045 General Chemistry	30	
CHEM 1101L General Chemistry Lab		30
SPC 1017 Fundamentals of Speech	45	
MEA 1239 Medical Terminology	30	
CS 1001 Professional Development	15	
PSY 1012 Introduction to Psychology	45	
HUM 1020 Humanities I	45	
PHI 301 Critical Thinking	45	
Column Total	690	120

Nursing Courses for Traditional and Accelerated BSN Tracks

Course# & Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours
NURSG 1101 Health Assessment	60	60	0
NURSG 1102 Fundamentals	60	36	36
NURSG 1103 Medical/Surgical I	60		90

NURSG 1201 Obstetrics/Leadership	75		45
NURSG 1202 Medical/Surgical II	60		90
NURSG 1203 Pediatrics/Emergency Care	60		90
NURSG 1301 Nursing Pathophysiology	45		0
NURSG 1302 Advanced Leadership	75		0
NURSG 1303 Community Health	60		90
NURSG 1304 Global Health	60		0
NURSG 1401 Nursing Informatics	60		0
NURSG 1402 Research/Evidence Based Practice	90		0
NURSG 1403 Clinical Practicum	0		180
NURSG 1404 Integration of Nursing Concepts	30		0
Column Total	855	96	621

Nursing Courses for Bridge (LPN, Paramedic & Respiratory Therapist) BSN Track*

Course# & Title	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours
NURSG 1104 Transition to RN Practice*	75	30	0
NURSG 1201 Obstetrics/Leadership	75		45
NURSG 1202 Medical/Surgical II	60		90
NURSG 1203 Pediatrics/Emergency Care	60		90
NURSG 1301 Nursing Pathophysiology	45		0

NURSG 1302 Advanced Leadership	75		0
NURSG 1303 Community Health	60		90
NURSG 1304 Global Health	60		0
NURSG 1401 Nursing Informatics	60		0
NURSG 1402 Research/Evidence Based Practice	90		0
NURSG 1403 Clinical Practicum	0		180
NURSG 1404 Integration of Nursing Concepts	30		0
Column Total	690	30	495

*Bridge students receive 14 credit hours for licensure toward 120 total BSN credits

Course Descriptions

General Education Courses

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. PREREQUISITES: None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. PREREQUISITES: BSC1085C

ENC 1101 – English Composition**3 Credits****45 Clock Hours**

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 - College Algebra**3 Credits****45 Clock Hours**

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

ENC1201 - English Composition II**3 credits****45 clock hours**

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy. *Prerequisites: None*

COM301 - Microcomputer Applications**3 credits****45 clock hours**

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

Prerequisites: None

NUT180 - Nutrition**3 credits****45 clock hours**

This is an introduction to the fundamentals of nutrition and how they relate to the promotion and maintenance of optimal health. This course includes a presentation of the practical applications of the current principles of nutrition and diet therapy in the prevention and treatment of nutrition-related pathologies, as well as a discussion of socioeconomic, religious, and cultural influences on nutrition.

Prerequisites: None

MIC150 Microbiology**3 credits****45 clock hours**

This is an introduction course emphasizing the classification, physiology, and pathology of microorganisms.

MIC150L Microbiology**1 credit****30 clock hours**

Students will explore the classification, physiology, and pathology of various microorganisms in a laboratory setting.

Prerequisites: None; Co-requisites: MIC150

ENC1103 Information Literacy **2 credits** **30 clock hours**

This course covers the basic concepts and skills of information literacy, the research process, critical thinking skills, and ethical aspects of information. Students are introduced to characteristics, formats, and organization of information, and are provided with practical experience in the use of the academic library. Course content also introduces electronic resources such as journal databases, search engines, and directories. *Prerequisites: None*

MAC310 Statistics **3 credits** **45 clock hours**

This course provides the essentials of statistics with new and interesting data sets, examples, and exercises in statistics. The course fosters personal growth of students through critical thinking, use of technology, collaborative work, and development of communication skills. The course incorporates the latest and best methods used by professional statisticians. *Prerequisites: MAC1105*

CHEM1045 General Chemistry **2 credits** **30 clock hours**

This course is designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry, bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases. *Prerequisites: None*

CHEM1101L General Chemistry Lab **1 credit** **30 clock hours**

This course is a continuation of the General Chemistry course to introduce the laboratory elements for the class. *Co-requisites: CHEM1045*

SPC1017 Fundamentals of Speech **3 credits** **45 clock hours**

Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking. *Prerequisites: None*

MEA1239 Medical Terminology **2 credits** **30 clock hours**

This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included. *Prerequisites: None*

PSY1012 Introduction to Psychology **3 credits** **45 clock hours**

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

HUM1020 Humanities I **3 credits** **45 clock hours**

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from

the western canon and may also include expressions from around the globe.

Prerequisites: None

PHI301 Critical Thinking

3 credits

45 clock hours

This course guides students in improving critical thinking skills through careful analysis, reasoned inference, and thoughtful evaluation of contemporary culture and ideas.

Prerequisites: None

CS1001 Professional Development

1 credit

15 clock hours

This course is designed to synthesize previous coursework concepts. The instructor will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the program. The instructor will emphasize the application process, completion of the requirements and practice computerized simulations of the exam. A career service session will take place to demonstrate proper resume writing, job interview techniques, continuing education and the importance to passing the certification exam. *Prerequisite: All course work*

Nursing Courses Traditional and Accelerated BSN Tracks

NURSG1101 Health Assessment

6 credits

120 clock hours

This course introduces basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations. The nursing process, communication techniques, and legal and ethical responsibilities of the nurse are introduced. Basic nursing skills and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide nursing care, incorporating the concepts identified in this course. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L, MAC1105*

NURSG1102 Fundamentals

6 credits

142 clock hours

This course introduces additional basic concepts necessary for the provision of safe, patient-centered nursing care to diverse populations across the lifespan. A nursing process approach is used to emphasize evidence-based practice, quality improvement, critical thinking, communication, collaboration, technology, and skills. Nursing skills and medication administration are integrated and applied in the nursing laboratory and clinical setting. Upon successful completion, the student will be able to provide quality basic nursing care in the clinical setting. *Prerequisites: NURSG1101*

NURSG1103 Medical/Surgical I

6 credits

150 clock hours

This course is designed to further develop and enhance concepts related to the nursing management of ill clients. A nursing process approach is utilized to emphasize critical thinking, teaching & learning, and managing care. Upon successful completion, the student will be able to provide safe, patient-centered nursing care to developmentally and culturally diverse populations in the acute care or community settings. *Prerequisites: NURSG1102*

NURSG1201 Obstetrics/Leadership**6 credits 120 clock hours**

This course is designed to augment previously learned concepts, introduce care of the family unit, and incorporate concepts related to leadership and professionalism. The nursing process is utilized to emphasize the concepts of family, health promotion, critical thinking, teaching/learning, communication, and advocacy. Upon successful completion, the student will be able to provide safe community and acute nursing care to the family unit. *Prerequisites: NURSG 1103 or 1104*

NURSG1202 Medical/Surgical II**6 credits 150 clock hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care or community setting.

Prerequisites: NURSG 1201

NURSG1203 Pediatrics/Emergency Care**6 credits 150 clock hours**

This course is designed to broaden concepts related to nursing management of ill clients. The nursing process is used to expand upon previously learned concepts for the provision of safe, patient-centered nursing care to developmentally and culturally diverse populations. This course emphasizes evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, and managing care. Upon successful completion, the student will be able to provide safe, holistic nursing care for one or more ill clients in the acute care for community setting.

Prerequisites: NURSG 1202

NURSG1301 Nursing Pathophysiology**3 credits 45 clock hours**

This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Alterations in pathophysiological functions of cells and the interrelationships of body systems are explored. Physiological theory and treatment are discussed using case situations and discussion questions that exemplify the content. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L*

NURSG1302 Advanced Leadership**5 credits 75 clock hours**

This course teaches advanced concepts underlying professional career development in nursing. The role as a nurse manager, an integral part of a healthcare institution hierarchy, is explored. Emphasis will be placed on the role of the nurse as a frontline manager, utilizing inter-professional communication skills and collaboration. The goal of these conceptual applications is to achieve excellence in the administration of healthcare

organizations and in the provision of healthcare. Concentration on the acquisition of leadership behaviors, values, and the roles of planner, coordinator, provider, and evaluator of care are emphasized. The course focuses on concepts and tools required to provide safe care with evidence-based leadership. Focus of the nurse as educator, including principles and theories of teaching and learning, will be identified. Strategies for nurses to teach in staff development, as well as their role as a preceptor and in academic programs will be explored. Students are introduced to quality improvement, case management, utilization review, staff development, peer review, and competency evaluation in healthcare.

Prerequisites: NURSG 1201

NURSG1303 Community Health

6 credits 150 clock hours

This course analyzes public health concepts, trends, theories, and issues for community health nursing practice. Aggregates, stakeholders, high-risk populations, public health functions, domestic and national healthcare delivery systems, and conceptual and scientific frameworks for community/public health nursing practice are incorporated. Guided practice in the development and refinement of specific assessment knowledge, techniques, and skills are explored to assist in recognizing normal and deviated health patterns and at-risk behaviors in multicultural clients and populations across the lifespan.

Prerequisites: NURSG 1103

1104 NURSG1304 Global Health

4 credits 60 clock hours

This course analyzes the impact of educational, legal, ethical, political, and social issues on global health policy and healthcare as well as rising liability insurance costs and perspectives on healthcare system level. Healthcare policies at the local, regional, state, national, and global levels will be discussed, including similarities and differences. Global differences and their relationship to American healthcare practice are explored. Issues of funding methods, resource allocation, access to care, and disparities impacting the healthcare system are addressed from a policy perspective. Emphasis will be placed on evaluation of the effects of practice and healthcare laws and policies related to practice, consumer health, and the profession of nursing associated with the cultural differences, current legislation, political and religious controversy, economic constraints, and technology. Factors will be defined that may influence a proactive response to achieve safety, prevention of errors, and quality patient outcomes.

Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L

NURSG1401 Nursing Informatics

4 credits 60 clock hours

This course will focus on healthcare information systems, database management, data quality, workload, quality improvement, resource utilization, and system design. General computer office applications and healthcare-specific technology applications are presented. Technology that supports patient care and the benefits of healthcare technology are emphasized. Students will learn about emerging information sources and communication technology and their impact on healthcare. Emphasis will be placed on

trends and issues in clinical technology as well as security and the use of databases. Students collaborate with a faculty mentor to create a portfolio demonstrating the progress made toward individual and program goals and outcomes. The portfolio is designed to demonstrate evidence of mastery of program and course learning outcomes and serves as an assessment of student learning. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L*

NURSG1402 Research/Evidence Based Practice 6 credits 90 clock hours

This course introduces the methods of scientific inquiry, with a focus on research methodologies, nursing theory, and the application of an evidence-based practice approach in providing quality patient care. Emphasis is placed on the development of decision-making skills required to critically appraise published investigations and to utilize research findings to effect positive change in healthcare through evidence-based practice. Students will utilize various databases and enhance their ability to analyze and synthesize research findings appropriate to clinical practice. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239, CHEM1101, CHEM1101L, MIC150, MIC150L, MAC1105, MAC310*

NURSG1403 Clinical Practicum 4 credits 180 clock hours

This course provides a clinical practicum for the application of concepts learned throughout the program. Evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, management/leadership, skills/technology, and professional development are embodied and exhibited. The student engages in the application of the nursing process in collaboration with the RN preceptor who guides the clinical experience. Upon successful completion, the student will be able to demonstrate the knowledge, skills, and behaviors necessary to provide safe, individualized entry-level nursing care. *Co-requisite: NURSG 1404*

NURSG1404 Integration of Nursing Concepts 2 credits 30 clock hours

This course provides the student with the opportunity to evaluate his/her strengths and weaknesses in preparation for the NCLEX-RN® exam. Utilization of the nursing process and integration of all previous concepts will be emphasized through the use of integrated testing, remediation and predictive testing of NCLEX success. (co-requisite) NURSG 1403

Nursing Courses for Bridge (LPN, Paramedic & Respiratory Therapist) BSN Track*

****Bridge students receive 14 credit hours for licensure toward 120 total BSN**

****The Accelerated BSN track allows the student to transfer in 49 gen ed credits out of 50. Any gen ed credits such as the sciences that have not been achieved, the student will take the courses before entering core nursing courses.**

All above courses are required with the additional course described below.

NURSG1104 Transition to RN Practice 6 credits 120 clock hours

This course is designed to introduce the LPN, Paramedic or Respiratory Therapist bridge

student to the concepts related to professional nursing care. Emphasis will be placed on the scope of practice of the registered nurse. A nursing process approach is utilized to emphasize evidence-based practice, critical thinking, teaching/learning, professional behaviors, communication, collaboration, managing care, technology, and skills. Nursing skills, medication administration, and health assessment are integrated and applied in the nursing laboratory. Upon successful completion, the student will be able to provide quality nursing care, incorporating the concepts identified in this course.

Prerequisites: NURSG 1102

MEDICAL LABORATORY TECHNICIAN

Currently offered at the Atlanta location Only

66 Semester Credits

1525 Clock Hours

75 Weeks

Credential awarded – Associate of Science

Method of Delivery: Blended

Program Objectives

- To develop a student's ability to perform proficiently on laboratory testing procedures
- To develop a student's ability to think critically and communicate effectively
- To prepare students for entry-level employment in clinical and reference laboratories or physicians' offices as a medical laboratory technician.

Program Goals

- Maintain a nationally accredited teaching program in medical laboratory science.
- Implement and promote the rules and regulations to maintain national accreditation for training programs for medical laboratory students.
- Design and implement a curriculum whereby upon completion of the program the students demonstrate competencies to gain employment in laboratory science.
- Provide a program to prepare well-trained laboratory scientists who will be eligible to sit for the national certification examinations.

- Display a commitment to the role and the development of the medical laboratory professional.
- Foster interpersonal and communication skills that elevate the profession of laboratory science in the interaction with patients, patients' families, physicians, members of the health care team and others in the community

Graduation Requirements

At the completion of the program, graduates will be required to have a CGPA of 2.0, have attended class and their clinical rotations, studied, and practiced their skills, and have the ability to make successful application for National Certification through the American Medical Technology (AMT) for Registered Medical Laboratory Technician (RMLT) examination for certification.

Curriculum

Course Code	Course Name	Credits	Hours
BCS 1085C	Anatomy & Physiology I	4	75
BCS 1086C	Anatomy & Physiology II	4	75
ENC1101	English Composition	3	45
MAC1105	College Algebra	3	45
PSY1012	Introduction to Psychology	3	45
SPC1017	Fundamentals of Speech	3	45
HUM1020	Humanities I	3	45
MEA1239	Medical Terminology	2	30
PH101	Phlebotomy/Specimen Collection	5	120
MLT1000	Laboratory Orientation/Quality Assurance	4	75
MLT1005	General Chemistry	3	45
MLT1010	Urinalysis	3	75
MLT1015	Hematology I	4	90
MLT2005	Hematology II	2	45
MLT1020	Immunohematology	3	75
MLT1025	Microbiology	3	75
MLT1030	Immunology/Serology	2	45
MLT1035	Clinical Chemistry	2	45
CS1000	Career Services/Credential Review	2	30
MLT2500	Clinical Practicum	8	400
Total		66	1525

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between

form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. **PREREQUISITES:** None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. **PREREQUISITES:** BSC1085C

ENC 1101 – English Composition

3 Credits 45 Clock Hours

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 - College Algebra

3 Credits 45 Clock Hours

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

HUM1020 – Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisites: None

MEA 1239 - Medical Terminology

2 Credits 30 clock hours

This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes;

spelling use and correct pronunciation. Medical abbreviations and symbols are included.

Prerequisites: None

PSY 1012 - Introduction to Psychology

3 Credits 45 clock hours

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

SPC 1017 - Fundamentals of Speech

3 Credits 45 clock hours

Students will learn the foundations of communications including public presentations and interviewing skills. *Prerequisites: None*

PHL1000 – Phlebotomy/Specimen Collection

5 Credits 120 hours

This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: BSC1085, 1085L, 1086, 1086L, MLT1000

MLT1000 – Laboratory Orientation/Quality Assurance

4 credits 75 hours

This course introduces the students to the laboratory setting and the process of operating and maintaining equipment. The student will learn the various methods of assurance/quality control to consist of instrument calibration, reference ranges, proficiency testing, and other quality control procedures. *Prerequisite: None*

MLT1005 – General Chemistry

3 credits 45 hours

Students will understand inorganic and organic chemical reactions and clinical methodologies performed using a chemistry analyzer. *Prerequisite: MLT1000*

MLT1010 – Urinalysis

3 credits 75 hours

This course introduces students to a didactic study and performance of physical, chemical, and microscopic analysis of urine. *Prerequisite: MLT1000*

MLT1015 – Hematology I

4 credits 90 hours

This course presents the didactic study of the origin and morphology of blood cells and the ability to interpret the clinical significance of test results. Topics include performance of phlebotomies; blood cell counts and coagulation procedures (both manually and automated). *Prerequisite: MLT1000*

MLT2005 – Hematology II

2 credits 45 hours

This course is a continuation of MLT1015. Topics include a didactic study of diseases related to erythrocytes, leukocytes, thrombocytes and coagulation factors as well as the clinical significance of test results by providing additional opportunities for the performance of phlebotomies, blood cell counts and coagulation procedures.

Prerequisite: MLT1015

MLT1020 - Immunohematology**3 credits 75 hours**

This course introduces the student to the study of blood group antigens and antibodies, the theory of genetics, the performance of basic blood bank procedures involving blood group and Rh typing, antibody screens and identification, and compatibility testing. The student will learn the didactic study of blood bank procedures involved in donor screening requirements, transfusion therapy, safety and quality controls, hemolytic disease of the newborn, blood component preparation, and the adverse effects of transfusions.

Prerequisite: MLT1000

MLT1025 - Microbiology**3 credits 75 hours**

This course is an introduction emphasizing the classification, physiology, and pathology of microorganisms. Students will explore the classification, physiology, and pathology of various microorganisms. *Prerequisite: MLT1000*

MLT1030 - Immunology/Serology**2 credits 45 hours**

This course examines theoretical concepts of the human immune system in health and disease and instructs students in serological procedures. *Prerequisite: MLT1000*

MLT1035 - Clinical Chemistry**2 credits 45 hours**

This course presents theoretical concepts, principles and the performance of procedures used for the measurement of carbohydrates, proteins, non-protein nitrogen-containing compounds, bilirubin and hemoglobin with emphasis on their relationships to various disease states, enzymes, lipids, electrolytes, trace elements, endocrinology, toxicology and therapeutic drug with emphasis on their relationships to various disease states

Prerequisite: MLT1000, MLT1005

CS1000 - Career Services/Credential Review**2 credits 30 hours**

This course is designed to synthesize previous coursework concepts. The instructor will present interactive lectures, reviews and comprehensive exams based on all course topics and materials covered throughout the program. The instructor will emphasize the application process, completion of the requirements and practice computerized simulations of the exam. A career service session will take place to demonstrate proper resume writing, job interview techniques, continuing education and the importance to passing the certification exam. *Prerequisite: All course work*

MLT2500 - Clinical Practicum**8 credits 400 hours**

The student will be introduced into a clinical laboratory setting that is CLIA approved which will provide an opportunity for students to observe and participate in various laboratory procedures with emphasis on specific structure. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies.

Prerequisite: All coursework

DISTANCE EDUCATION PROGRAMS

Cambridge College of Healthcare & Technology strives to provide students with the ability to adapt their skills and knowledge to meet the demands of a dynamic, team-based environment. The Online Distance Education Division focuses heavily on concept formation and skill development through collaborative learning. Our online courses offer flexibility to students.

The Blended Programs (Diagnostic Medical Sonography, Radiation Therapy, Medical Laboratory Technician, Medical Assistant, Nursing, and Radiologic Technology) at ***Cambridge College of Healthcare & Technology are ONLY offered in the state of Florida and Georgia and students must disclose if they leave the state during their enrollment which could affect their status in the program. Students will complete an acknowledgement form during the admissions process.***

The following courses may be offered on campus, on-line or a combination of both:

General Education

Anatomy & Physiology I
Anatomy & Physiology II
College Algebra
English Composition
English Composition II
Medical Terminology
Psychology
Humanities I
Fundamentals of Speech
Introduction to Computers
General Physics
Nutrition
Introduction to Sociology
History I & II
Accounting
American Government
Pathophysiology
Basic English
Basic Math
Basic Psychology
Body Structure and Function with Lab
Critical Thinking
General Chemistry and Lab
Microbiology and Lab

Statistics

Pharmacology (DMS and HIM programs)

Diagnostic Medical Sonography

Seminar (DMS)

Introduction to Echocardiographic Anatomy (DMS)

Radiologic Technology

Cross Sectional Anatomy/Advanced Modalities (Radiologic Technology program)

Principles of Image Production II (Radiologic Technology program)

Radiation Biology & Protection (Radiologic Technology program)

Radiographic Physics (Radiologic Technology program)

Introduction to Radiologic Technology Science (Radiologic Technology program)

Radiographic Procedures I (Radiologic Technology program)

Echocardiographic Pathology I

Echocardiographic Pathology II

Radiation Therapy

Introduction to Clinical Radiation Therapy & Operations

Radiation Therapy Physics I

Radiation Therapy Physics II & Quality Management

Principles & Practice of Radiation Therapy I

Principles & Practice of Radiation Therapy II

Orientation to Radiation Therapy & Patient Care

Radiation Biology & Protection

Radiation Therapy Review Seminar

Sectional Anatomy & Imaging Principles

Treatment Planning

Cambridge approved to participate in NC-SARA

Cambridge College of Healthcare & Technology has been approved by (Florida) to participate in the National Council for State Authorization Reciprocity Agreements.

NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

Attendance Policy for Online Programs

Students attending only online classes: If a student does not submit any coursework for 14 consecutive calendar days, the student will be automatically terminated without the opportunity to appeal.

Computer System Requirements – 2025-2026

The following comprehensive system requirements are the recommended minimum computer specifications for taking courses online at Cambridge College, where you will be using a number of integrated educational software delivery services, including Blackboard Learn™, Blackboard Collaborate Ultra™ among others.

Minimum Hardware Requirements

- Macintosh OS X (10.12 or higher) or Windows PC (7 or higher)
 - 4GB RAM (8GB RAM or more is highly recommended)
 - 20GB of available hard-drive space
 - Screen resolution set to 1280x1024
 - Broadband/high-speed uninterrupted Internet access; minimum speed of 1.5 Mbps download, 750 Kbps upload
 - Webcam, microphone and speakers (a wearable headset is highly recommended)
- Please note: Google Chromebook computers are not supported on some applications.

Browser Compatibility It is extremely important that you use a supported browser when using Blackboard Learn™ so that all course content and the course tools display properly. The very latest editions of Mozilla Firefox, and Google Chrome should work fine on most devices. We do not recommend using Apple Safari or Microsoft Edge, and Microsoft Internet Explorer is no longer a supported browser. We recommend installing both Chrome and Firefox browsers for use with our technologies, especially if one results in an error message. Please try using a different browser to see if you experience the same results before contacting the CCHT Blackboard Administrator.

Additional Browser Configuration Considerations

- Pop-up window blockers should be disabled, as they can conflict with online exams and assignments.
- The following domains should be added to your lists of trusted websites in your browsers:
- <https://cambridgehealth.blackboard.com/ultra/institution-page>

System Requirements for Additional Online Tools

Your instructors may elect to use a number of additional software services within your courses for online delivery. Please refer to the system requirements below for each of the services your instructors require you to access within your courses:

- Blackboard Collaborate™ Ultra
- Tutor.com
- Vital Source

*Microsoft Word is required to submit all assignments. In addition, some classes require the use of Excel, PowerPoint, and Access. Students are responsible for ensuring that they

have the software required and should not enroll in courses for which they do not have the necessary software.

Internet/Email

An internet service provider (ISP)

An e-mail address, once enrolled you will be given a Cambridge email.

Students will need an Internet Service Provider (ISP). An ISP supplies access to the Internet for a fee. In many areas, cable television and digital Internet services offer high-speed Internet access. Cambridge does not provide access to the Internet as part of its agreement.

Course Delivery Structure

Cambridge College of Healthcare & Technology is pleased to offer a user-friendly learning platform. Our courses offer diverse learning methodologies that enable students of all backgrounds to enjoy their experience online. Students are able to interact with instructors and peers in diverse learning experiences that facilitate the acquisition and application of knowledge. Our courses are offered in an asynchronous format but there are synchronous discussions for which students must be prepared to participate.

Security

Students are assigned a secure username and password for Blackboard.

Student Support Resources

Each Cambridge College of Healthcare & Technology course contains access to the following supportive resources:

Syllabus

Each course syllabus includes the course description, course outcomes, course materials list, general course policies, the grading scale, instructor contact information and other pertinent course level information.

Discussion Boards

Discussions are tied to specific course Learning Events for each course. Integrated Content Some Distance Education courses include integrated electronic content from a text companion web site, CD-ROM or other delivery device. This content is fully integrated into the related course of instruction or Learning Event with instructions for its use and purpose.

Online Course Survey

Students are given an opportunity to provide feedback on the courses taken online. These surveys are designed to assess the online content, learning management system, ease of

access, student services and faculty. Students are encouraged to complete online surveys at the completion of a course.

Web Resources

Every course includes links to additional web resources that serve as supplemental resources for the subject matter. These links are provided by the instructor and are not tied to a specific Presentation or Learning Event, but are identified as extra resources for the student's own use.

LIBRARY/VIRTUAL LIBRARY

Each campus location has a fully functioning library that is open each day.

The mission of the library is to provide academic support to students and to create a stimulating environment that will encourage academic achievement.

Students have access to a collection of books and electronic resources available for use in the building or remotely. The link to the Virtual Library is found in our online learning management system.

Students have access to research the library when logged into the online learning management system. The Virtual Library contains full-text articles from thousands of major newspapers, trade journals, academic periodicals, magazines and international publications. Discipline related databases furnish valuable industry information useful for course-related projects and job search opportunities as related to each program major. The library is an online learning resource center that is a web-enabled information center offering Microsoft Word, Excel and Power Point 2007, 2010, committed to facilitating lifelong learning and achievement of Cambridge College of Healthcare & Technology student and faculty community. The residential library services are available to all students during the time of campus operations or when students are on campus. There is a dedicated qualified librarian available to work with students on research, projects, homework, or testing prep.

DISCLOSURE

PHYSICAL LOCATION

Students are required to provide their physical location at the time of enrollment by providing the information on the Admissions Application.

Students are required to immediately notify the institution of a change to their physical location by notifying the Registrar in writing.

The basis for determining a student's physical location may include, but is not limited to, government issued identification, signed student documentation (e.g., Enrollment Agreement, admission application, student attestation), or other documentation of physical location. The policy applies to all students.

Currently under the NC-SARA Reciprocity agreement, California is the only state that does not participate. If a student relocates to the state of California this will adversely impact the student's ability to complete their program.

DISTANCE EDUCATION PROGRAMS

MEDICAL BILLING AND CODING PROGRAM

920 Clock Hours

37.5 weeks

Credential Awarded: Certificate

Type of Instructional Delivery: 100% Distant Education

Program Objective

In a Full Distant Education setting, the Medical Billing and Coding program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the medical billing and coding facilities.

Program Description

This program prepares students for the role of a medical biller and coder in an outpatient setting. Theory courses will cover essential skills such as medical terminology, anatomy, physiology, and computer applications. The program offers hands-on training in medical coding and billing, computerized practice management, and electronic health records. Students will also learn about healthcare regulations, privacy laws, and archival requirements related to patient records.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for National Certifications through National Healthcareer Association (NHA) for the Certified Billing and Coding Specialist and American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC). Upon passing the national certifications, seek entry-level employment as a Certified Billing and Coding Specialist or Certified Professional Coder.

Program Outline

Course Number	Course Title	Clock Hours
MBC105	Introduction to Medical Coding	45
BSC1085	Anatomy & Physiology I with Lab	75
BSC1086	Anatomy & Physiology II with Lab	75
MEA1239	Medical Terminology	30
MBC110	Computer in Healthcare	60
MBC130	Computerized Practice Management	45
MBC150	CPT 4	75
MBC160	HCPCS	75
MBC230	Certification Review and Exam (Capstone)	90

coding process, its role with patient and clinical data, and the significance of accurate coding for healthcare reimbursement.

MBC110 - Computers in Healthcare

60 Clock Hours

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will become familiar with using the features and capabilities of Microsoft Office Word, Excel & PowerPoint. Application based topics include email use, word processing, spreadsheets, presentation tools. Special attention is given to information technology and communication for the health profession. Prerequisites: None

MBC130 - Computerized Practice Management

45 Clock Hours

This course is dedicated to building upon the foundations learned in prior course work related to terminology, anatomy, physiology, medical office procedures, health sciences and computer sciences. In this course, students develop knowledge and base skills and understanding of the revenue models for healthcare facilities, their respective cycles, computerized practice management and cash flow management procedures. Emphasis on this course is placed upon the development, use and storage of electronic medical records (EMR). *Prerequisites: None*

MBC150 - CPT 4

75 Clock Hours

This course provides students with the knowledge base, and skill to perform CPT-4 coding procedures. In an online environment this course will emphasize the rules and guidelines of the CPT – 4 manuals. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual. *Prerequisites: None*

MBC160 - HCPCS

75 Clock Hours

This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS). *Prerequisites: None*

MBC140 - Fundamentals of ICD Coding

75 Clock Hours

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses. Students will gain an understanding of validating and determining diagnostic codes accordance to official guidelines. The student will evaluate and understand how ICD is used in an inpatient setting. Assignments will include practical examples of patient records to provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using encoder software tools. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

MBC170 - Insurance and Reimbursement Procedures

60 Clock Hours

This course provides an overview of the insurance, reimbursement and payment methodologies that apply to various healthcare settings. Various payment systems for healthcare services are explored. Topics related to insurance, third party, prospective

payment, revenue cycle processes and managed care capitation are also explored along with issues of policy, regulatory requirements, case mix, DRG's, severity of illnesses and data exchange among providers. The course also focuses on the components of revenue cycle management and clinical documentation improvement. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. *Prerequisites: MBC 140*

MBC145 - Fundamentals of Coding II

60 Clock Hours

This course, the second in a three-course sequence, introduces clinical vocabularies and classification systems. Principles and guidelines for using ICD-10-CM Clinical Modification (ICD-10-CM) system to code diagnosis are introduced. Patient records and exercises using coding manuals and software tools provide further practice in coding and sequencing diagnosis and procedures. Coding ethics, data quality and application of coding principles to electronic record systems are explored.

MBC185 – CPT 4 II

60 Clock Hours

This course builds upon the knowledge and skills gained in CPT 4 to further enhance student abilities of CPT-4 procedure coding. Emphasis will be placed on the rules and guidelines of the CPT-4 manual and is designed to provide a deeper understanding of outpatient procedure and service coding concepts.

MBC210 - Professional Development & Career Preparation

20 Clock Hours

This course provides students with the information and skills they need to develop and maintain a sense of professionalism. In doing so, students learn how professionalism can help you become the person you want to be to get the job you want, how it can help you excel at the job you have, and how it can help you advance in your career. The course analyzes the connection between ethics and professionalism and discusses other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Students will also build their workplace communication skills by examining best practices for writing emails and creating presentations. The course also includes discussions on participating in and leading workplace meetings, forming and participating in workplace teams, the importance of developing a customer focus, and the role of HR. Finally, the course will discuss the importance of managing career growth and change. Throughout, students will apply critical-thinking skills to solve problems and evaluate situations. *Prerequisites: None*

MBC220 - Advanced CPT and ICD10

75 Clock Hours

This course offers an advanced application of CPT and ICD-10-CM coding utilizing both coding systems and their guidelines appropriately.

Prerequisites: MBC140, MBC150

MBC230 - Certification Review and Exam (Capstone)**90 clock Hours**

This course offers a guided national coding certification exam preparation with certification testing.

Prerequisites: MBC220

Medical Billing and Coding Program – Revenue Cycle Management (additional Track)**Revenue Cycle Track Courses**

MBC105	Introduction to Medical Coding and Revenue Cycle Management	45
BSC1085C	Anatomy & Physiology I with Lab	45
BSC1086C	Anatomy & Physiology II with Lab	45
MEA1239	Medical Terminology	30
MBC110	Computer in Healthcare	60
MBC130	Computerized Practice Management	45
MBC140	Fundamentals of ICD Coding	75
MBC150	CPT 4	75
MBC160	HCPCS	75
MBC210	Professional Development and Career Preparation	20
RVC110	Medical Law and Ethics	60
RVC120	Healthcare Revenue Management	75
RVC130	Healthcare Billing and Compliance	45
RVC140	Patient Access and Front Office Operations	75
RVC200	Revenue Cycle Management	
	Review and Exam (Capstone)	90

Course Descriptions Revenue Cycle Track**MBC105 Introduction to Medical Coding and Revenue Cycle Management****45 Clock Hours**

This course provides students with a foundational overview of the medical coding and billing profession and introduces key concepts in revenue cycle management. Students will explore the roles and responsibilities of medical coders and billers, the importance of accurate clinical documentation, and the role of coding in healthcare reimbursement. The course also outlines the basic structure and purpose of commonly used coding systems and introduces students to the core steps of the healthcare revenue cycle, from patient registration through final payment. Emphasis is placed on compliance, professional ethics, and the significance of safeguarding patient health information.

Prerequisites: None

RVC110 Medical Law and Ethics**60 Clock Hours**

Medical Law and Ethics explores the legal and moral frameworks that guide decision-making in healthcare practice. Students will examine the evolving relationship between healthcare providers, patients, and the law, with a focus on patient rights, informed consent, confidentiality, and professional liability. This course emphasizes the ethical principles that support responsible conduct in diverse healthcare environments and addresses contemporary issues such as end-of-life decisions, genetic testing, and healthcare disparities. Students will apply legal and ethical reasoning to real-world scenarios, promoting critical thinking, cultural competence, and accountability in clinical and administrative roles.

Prerequisites: None

RVC120 Healthcare Revenue Management**75 Clock Hours**

Healthcare Revenue Management provides students with an in-depth understanding of the financial practices, policies, and systems that drive reimbursement in the U.S. healthcare system. This course explores the revenue cycle from patient intake to final payment, emphasizing coding accuracy, compliance, payer regulations, and reimbursement methodologies. Students will analyze current trends in value-based care, managed care contracting, and denials management while learning how to apply best practices in revenue integrity, patient billing, and financial reporting.

Prerequisites: None

RVC130 Healthcare and Billing and Compliance**45 Clock Hours**

Healthcare Billing and Compliance introduces students to the essential processes and regulatory frameworks governing medical billing in today's healthcare environment. This course focuses on accurate claim creation, timely submission, and the legal and ethical considerations that ensure compliance with healthcare laws and payer requirements. Students will explore real-world billing scenarios, analyze documentation standards, and examine key federal and state regulations such as HIPAA, the False Claims Act, and the Office of Inspector General (OIG) compliance guidelines. Emphasis is placed on fraud prevention, audit readiness, and the role of billing professionals in maintaining integrity and accountability in healthcare operations.

Prerequisites: None

RVC140 Patient Access and Front Office Operations**75 Clock Hours**

This course introduces students to the foundational principles of patient access services and front office operations within healthcare facilities. Topics include patient registration, insurance verification, scheduling, pre-authorization, financial counseling, customer service, and communication best practices. Emphasis is placed on the role of front-end processes in the revenue cycle and maintaining regulatory and ethical standards during patient interactions.

Prerequisites: None

RVC200 Revenue Cycle Management

Review and Exam (Capstone)

90 Clock Hours

This final course serves as the comprehensive capstone experience for the Revenue Cycle Management diploma program. Students will apply the knowledge and skills acquired throughout the program by engaging in real-world simulations, case studies, and interactive assessments designed to replicate healthcare revenue cycle environments. Emphasis is placed on demonstrating proficiency in coding, billing, compliance, patient access, and practice management functions. Students will complete a program-wide review and participate in a final exam that evaluates both technical and critical thinking competencies. This course prepares students for entry-level roles in the healthcare revenue cycle and supports those seeking to sit for industry-recognized certification exams.

Prerequisites: None

HEALTH INFORMATION TECHNOLOGY PROGRAM

68 Semester Credits

1185 Clock Hours

75 weeks

Credential Awarded: Associate of Science

Type of Instructional Delivery: 100% Distant Education

CAHIIM

The Health Information Management/Health Informatics accreditor of Cambridge College of Healthcare and Technology is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The College's accreditation for the Associate degree in Health Information Technology has been affirmed through 2029-2030.

All inquiries about the program's accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601 ; by phone at (312) 235-3255 ; or by email at (info@cahiim.org). The program is offered out of Atlanta, GA.

Program Objective

The objective of the Health Information Technology program is to prepare students with an understanding of analytical, technical and management skills associated with health information. Through different approaches and domains, students will acquire entry-level competencies to support the role of health information and technologies. This instruction occurs in a distance learning environment with 90 hours of a virtual lab practicum. Out-of-class work is required.

Program Description

Health information professionals manage medical records, coding and reimbursement and possess the skills to think critically and problem solve. These professionals also play a role in preparing, reviewing and maintaining health records and are considered experts in assuring the privacy and security of health data. Electronic health records, database management, and information privacy and security are a focus of the Health Information Technologist. Health Information Technicians play a critical role in ensuring the quality of medical records by utilizing systems that manage and store patient data. The Health Information Technician will utilize the different computer information systems used in health care settings and reimbursement procedures. In addition, the student will develop practical skills needed to manage and supervise medical records and healthcare reimbursement processes. In order to be successful in this profession the student will need Critical thinking and problem-solving abilities. There is a combination of general education and core curriculum which will provide the student with the opportunity to show proficiency in these skills. Upon successful completion of this program, the graduate will be awarded a Health Information Technology Associate of Science degree. Total Program: 1185 clock hours/ 68 credit hours.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application with the American Academy of Professional Coders exam (AAPC) Certified Professional Coder Exam (CPC).

Program Outline

Course Number	Course Title	Clock	Credits	Hours
HUM1020	Humanities I		3	45
BSC1085C	Anatomy & Physiology I with Lab		4	75
BSC1086C	Anatomy & Physiology II with Lab		4	75
MEA1239	Medical Terminology		3	30
ENC1101	English Composition		3	45
MAC1105	College Algebra		3	45
PSY1012	Introduction to Psychology		3	45
SPC1017	Fundamentals of Speech		3	45
MBC110	Computers in Healthcare		3	60
MBC140	Fundamentals of ICD Coding		4	75
MBC170	Insurance and Reimbursement Procedures		4	60
HIT110	Health Information Systems		3	45
HIT115	Health Data Content and Structure		3	45
HIT120	Pharmacology Essentials		2	30

Course Descriptions

4 Credits 75 Clock Hours

BSC1086C Anatomy & Physiology II with Lab

4 Credits 75 Clock hours

MEA 1239 - Medical Terminology

2 Credits 30 clock hours

100

HUM1020 – Humanities I**3 Credits 45 Clock Hours**

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisites: None

ENC 1101 – English Composition**3 Credits 45 Clock Hours**

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 - College Algebra**3 Credits 45 Clock Hours**

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

PSY 1012 - Introduction to Psychology**3 Credits 45 clock hours**

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

SPC 1017 - Fundamentals of Speech**3 Credits 45 clock hours**

Students will learn the foundations of communications including public presentations and interviewing skills.

Prerequisites: None

MBC110 - Computers in Healthcare**3 Credits 60 Clock Hours**

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will become familiar with using the features and capabilities of Microsoft Office Word, Excel & PowerPoint. Application based topics include email use, word processing, spreadsheets, presentation tools. Special attention is given to information technology and communication for the health profession. *Prerequisites: None*

MBC140 - Fundamentals of ICD Coding**4 Credits 75 Clock Hours**

This course covers clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD-10-CM to code diagnoses. Students will gain an understanding of validating and determining diagnostic codes accordance to official guidelines. The student will evaluate and understand how ICD is used in an inpatient setting. Assignments

will include practical examples of patient records to provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using encoder software tools. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

MBC170 - Insurance and Reimbursement Procedures **4 Credits 60 Clock Hours**

This course provides an overview of the insurance, reimbursement and payment methodologies that apply to various healthcare settings. Various payment systems for healthcare services are explored. Topics related to insurance, third party, prospective payment, revenue cycle processes and managed care capitation are also explored along with issues of policy, regulatory requirements, case mix, DRG's, severity of illnesses and data exchange among providers. The course also focuses on the components of revenue cycle management and clinical documentation improvement. In addition, roles, responsibilities, and processes to manage financial and physical resources are presented. The application of these functions will be explored in the inpatient, ambulatory, and physician office environments. *Prerequisites: MBC140*

HIT110 - Health Information Systems **3 Credits 45 Clock Hours**

This course introduces the health information management profession to the different health care delivery systems. Topics include looking at different health care settings, patient record, electronic health records (EHRs), information systems, databases and analytical tools to structure, analyze and present information and legal aspects of health information. Students gain hands-on experience with a virtual EHR and examine the impact of EHRs on healthcare. *Prerequisites: MBC110, ENC1101*

HIT115 - Health Data and Content Structure **3 Credits 45 Clock Hours**

This course addresses the transition from paper-based and hybrid medical records to electronic health records. Information Governance principles, concepts, and models are used to address the transition and management of electronic data. Topics include, but are not limited to, record retention, data architecture, data analytics, data integrity, and enterprise content management. *Prerequisites: ENC1101*

HIT120 - Pharmacology Essentials **2 Credits 30 Clock Hours**

This course includes an introduction to the principles of pharmacology and drug administration, including basic math skills. The course also covers ratio and proportion, drug names (brand, generic, and chemical) and classifications, the use of PDR, pharmaceutical preparations, drug storage and handling, controlled substances, the role of administering and dispensing drugs, and routes and methods of drug administration including topical, oral, rectal, sublingual, and injection. Proper documentation and factors influencing dosage and drug action are also covered. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

HIT125 - Healthcare Delivery Systems **2 Credits 30 Clock Hours**

This course provides an introduction to healthcare delivery in the United States from a systems theory perspective. Topics of study include the types of professionals employed in

healthcare, the institutions that provide services across the care continuum, and the effects of internal and external environments on the healthcare delivery system. Developments in the evolution of healthcare in the U.S. and changes in the current healthcare environment are also examined. *Prerequisites: ENC1101*

HIT130 - Health Information Technology

2 Credits 30 Clock Hours

This course focuses on the principles of computer technology related to health care with an emphasis on computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also introduce the students to the components and requirements of the electronic health record. *Prerequisites: ENC1101*

HIT140 - Principles of CPT/HCPCS

4 Credits 90 clock Hours

This course will expand on the knowledge of clinical classification systems through the use of Current Procedural Terminology (CPT) coding principles. Assignments, practice exercises and assessments of patient records will provide practice in coding and sequencing of procedure codes. Exercises allow students to apply guidelines for CPT codes and modifier assignment, in addition to the purpose and use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored through the use of encoding software tools. *Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239*

HIT150 - Legal Aspects of Healthcare

2 Credits 30 Clock Hours

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations, which affect the control, use, and release of health information, including HIPAA. I

HIT160 - Clinical Quality Assessment

2 Credits 30 Clock Hours

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization management, and risk management initiatives.

Prerequisites: ENC1101, HIT125

HIT170 - Comparative Health Records and Data Security

2 Credits 30 Clock Hours

This course explores the use of health information in the delivery of healthcare with an emphasis on its creation, storage, manipulation, reporting, and use in strategic decisions for clinical support. It also examines emerging information technologies. The

determination of information system needs, system implementation, system evaluation, and confidentiality/security are also addressed. The course will introduce students to healthcare data sets, secondary sources of data and healthcare statistics. Methods, tools, technologies, and processes for querying data, designing, generating, and analyzing reports are examined. In addition, we will provide methods to abstract, present, and maintain data for clinical indices/databases/registries.

Prerequisites ENC1101

HIT180 - Healthcare Statistics

3 Credits 45 Clock Hours

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making.

Prerequisites MAC1105

HIT200 - Intermediate Coding

4 Credits 90 clock Hours

This course will cover clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD to code diagnoses. Students will gain an understanding of ICD as it is used in an inpatient setting and the severity of illness and case mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored through the use of software tools.

Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MEA1239

HIT210 - Virtual Lab Practicum

3 Credits 90 clock Hours

This course includes a comprehensive review of all courses addressed within the health information management program. Application of current principles, concepts, regulations, rules and guidelines are bridged into the practicum experience in a hospital or related organization.

Prerequisites: All Core Courses

INFORMATION TECHNOLOGY PROGRAMS

CYBER AND NETWORK SECURITY

60 Credits 1080 Clock Hours – 75 Weeks

Credential Awarded: Associate of Science

Type of Instructional Delivery: Blended

Program Objectives

The Cyber and Network Security Associate Degree program offers preparation in the knowledge and skills for students to enter employment in a variety of entry-level occupations in the business and information technology industries including security professionals or enter additional training to meet the demands of various organizations, of various organizations, including health-related businesses. It includes an overview of the health information technology field and health information management field and includes an introduction to general education knowledge of science, technology, math, English, and psychology.

Program Description

This program focuses on cyber and network security through risk assessment and digital forensics to safeguard infrastructure and secure data through continuity planning and disaster recovery operations. It includes proven methods for information security using software analysis techniques and networking strategies to prevent, detect, and mitigate cyberattacks. In response to an increasing demand for network and security professionals, students will learn to apply knowledge and skills in network security and secure data through effective IT policies and procedures, to ensure uptime, performance, resources, and security of networks to meet the needs of the organization. Additionally, students will learn to describe the role of an information technology security specialist, demonstrate compliance and operational security, the use of ethical hacking, how to prevent IT attacks, the use of physical security, and the proficiency in network device security and access control models. The program develops attitudes and relationship skills required in organizations including the healthcare industry with a focus on technical skill sets required by local employers in the IT and related fields, including healthcare IT. The structure of this program is intended to prepare students to be ready for future certifications. The course content includes, but is not limited to, communication, leadership skills, human relations, employability skills, and safe and efficient work practices.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0, attended class, studied, and have the ability to make successful application for certifications in the field of study.

Program Outline

Course Number	Course Title Clock	Credits	Hours
CIT1000	Introduction to Information Technology Including Google IT Support Professional Certification Exam Preparation	3	60
CNT1200	Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation	3	60
CNT1300	Computer Software Fundamentals including CompTIA A+ Certification Exam Preparation	3	60
CNS1000	Fundamentals of Information Security in Healthcare	3 3	60 60
CNS1200	Designing Customized Security	3	60
CNS1400	CompTIA A+ Core 1 Certification Prep (Hardware)	3	60
CNS2000	Digital Forensics in Cybersecurity	3	60
CNS2100	Managing Information Security*	3	60
CNT2200	Network and Security Foundations	3	60
CNS2200	Network and Security Applications including CompTIA Security + Certification Exam Preparation	3 3	60 60
CNT2300	Network Applications	3	60
CNS2500	CompTIA A+ Core 2 Certification Prep (Software)	3	60
HIT2700	Legal Aspects of Healthcare	3	45
HIT2800	Health Information Technology	3	45
ENC 1101	English Composition	3	45
HUM1020	Humanities I	3	45
MAC 1105	College Algebra	3	45
CTS1050	Introduction to Computers	3	45
PSY 1012	Introduction to Psychology	3	45
SPC 1017	Fundamentals of Speech	3	45
Grand Total		60	1080

Course Descriptions

ENC 1101 – English Composition

3 Credits 45 Clock Hours

This course is designed to develop students writing skills to achieve career goals. The skills include writing clear, well-developed paragraphs, essays, and research papers. This course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

MAC 1105 College Algebra

3 Credits 45 Clock Hours

The student will be introduced to reviews of standard topics of algebra, and will study

linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations and matrix algebra.

Prerequisites: None

HUM1020 Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe.

Prerequisites: None

PSY 1012 Introduction to Psychology

3 Credits 45 Clock Hours

In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.

Prerequisites: None

SPC 1017 Fundamentals of Speech

3 Credits 45 Clock Hours

Students will learn the foundations of communications including public presentations and interviewing skills.

Prerequisites: None

CTS 1050 - Introduction to Computers

3 Credits 45 clock Hours

Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.

Prerequisites: None

Course: CIT1000: Introduction to Information Technology (IT)

3 Credits 60 Clock Hours

Introduction to IT examines information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business. May include the Google IT Support Professional Certification Exam Preparation or other similar certification exam preparation. *Prerequisites: None*

Course: CNT1200: Computer Hardware Fundamentals including CompTIA A+ Certification Exam Preparation

3 Credits 60 clock Hours

Computer Hardware Fundamentals is the foundation of IT and is the first course in a two-part series preparatory for the CompTIA A+ exam, Part I. Students will gain an understanding of personal computer components and their functions in a desktop system; computer data storage and retrieval; classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems,

networks, and system security; recommending appropriate tools, diagnostic procedures, preventative maintenance and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environments; and effective communication with colleagues and clients as well as job-related professional behavior. *Prerequisites: None*

**Course: CNT1300: Computer Software Fundamentals
including CompTIA A+ Certification Exam Preparation 3 Credits 60 Clock Hours**

Computer Software Fundamentals is the application of IT and is a continuation of the Computer Hardware Fundamentals course preparatory for the CompTIA A+ exam, Part II. Students will gain an understanding of personal computer components and their functions in a desktop system. Also covered is computer data storage and retrieval including classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security. Other areas include recommending appropriate tools, diagnostic procedures, preventative maintenance, and troubleshooting techniques for personal computer components in a desktop system. The course then finishes with strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environment, and effective communication with colleagues and clients as well as job-related professional behavior. This course builds on the understanding of hardware from Computer Hardware Fundamentals and is designed to build the skills to support 4 core components: Operating Systems, Security, Software Troubleshooting, and Operational Procedures. These are core skills for IT professionals from cloud engineers to data analysts, and will empower you with a better understanding of the tools used during your career.

Prerequisites: None

**CNS1000 Fundamentals of Information Security
in Healthcare 3 Credits 60 Clock Hours**

This course lays the foundation for understanding terminology, principles, processes, and best practices of information security at local and global levels including those in healthcare environments. It further provides an overview of basic security vulnerabilities and countermeasures for protecting information assets through planning and administrative controls within an organization.

Prerequisite: None

CNS1200 Designing Customized Security 3 Credits 60 Clock Hours

This course supports the assessments for Designing Customized Security. The assessment for this course is Cisco's Implementing Cisco Network Security (IINS) Exam, a certification exam valued by many employers. Learning resources provided include detailed videos from CBT Nuggets, the contents of the CCNA Security 210-260 Official Cert Guide book and practice activities from Cisco within the uCertify platform, and practice exams from Boson and Pearson that you can use to review the material for the exam and discover areas

where you are weaker for you to study further. A detailed pacing guide provides a roadmap for making your way through the course efficiently. *Prerequisites: None*

CNS1400 CompTIA A+ Core 1 Certification Prep (Hardware) 3 Credits 60 Clock Hours

This course prepares students for the first half of the CompTIA A+ certification exam, known as Core 1. Throughout this course, students will delve into the essential computer hardware concepts and skills required to excel in IT support roles. From hardware components and peripherals to troubleshooting and diagnostics, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 1 exam but will also be equipped with practical skills essential for success in real-world IT support roles. *Prerequisites: None*

CNS2000 Digital Forensics in Cybersecurity

3 Credits 60 Clock Hours

Digital forensics, the science of investigating cybercrimes, seeks evidence that reveals who, what, when, where, and how threats compromise information. This course examines the relationships between incident categories, evidence handling, and incident management. Students identify consequences associated with cyber threats and security laws using a variety of tools to recognize and recover from unauthorized, malicious activities.

Prerequisites: None

CNS2100 Managing Information Security*

3 Credits 60 Clock Hours

This course expands on fundamentals of information security by providing an in-depth analysis of the relationship between an information security program and broader business goals and objectives. Students develop knowledge and experience in the development and management of an information security program essential to ongoing education, career progression, and value delivery to enterprises. Students apply best practices to develop an information security governance framework, analyze mitigation in the context of compliance requirements, align security programs with security strategies and best practices, and recommend procedures for managing security strategies that minimize risk to an organization. *Prerequisites: None*

CNT2200 Network and Security Foundations

3 Credits 60 Clock Hours

Network and Security - Foundations introduces students to the components of a computer network and the concept and role of communication protocols. The course covers widely used categorical classifications of networks (e.g., LAN, MAN, WAN, WLAN, PAN, SAN, CAN, and VPN) as well as network topologies, physical devices, and layered abstraction. The course also introduces students to basic concepts of security covering vulnerabilities of networks and mitigation techniques, security of physical media, and security policies and procedures. *Prerequisites: None*

**CNS2200 Network and Security Applications including
CompTIA Security + Certification Exam Preparation**

3 Credits 60 Clock Hours

Network and Security - Applications prepares students for the CompTIA Security+

certification exam. Successfully completing the course ensures the student will demonstrate the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. *Prerequisites: None*

CNT2300 Network Applications

3 Credits 60 Clock Hours

In this course, students will demonstrate proficiency of switches, IP addressing schemes and IP services, routers, WLAN, servers, VPN, VOIP, and Virtualization. *Prerequisites: None*

CNS2500 CompTIA A+ Core2 Certification Prep (Software) 3 Credits 60 Clock Hours

This course prepares students for the second half of the CompTIA A+ certification exam, known as Core 2. Throughout this course, students will delve into the essential computer software concepts and skills required to excel in IT support roles. From operating systems to troubleshooting software issues, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 2 exam but will also be equipped with practical skills essential for success in real-world IT support roles. *Prerequisites: None*

BACHELOR OF SCIENCE DEGREE IN CYBER AND NETWORK SECURITY

Method of Delivery – 100% Online

135 weeks

120 semester hours

2115 clock hours

Program Description

The Cyber and Network Security program prepares students to enter a vast arena of the Information Technology Field. The Cyber and Network Security Program provides students with the opportunity to obtain the knowledge and skills needed to receive an entry level employment in the field of Cyber and Network Security. At the completion of the program the student will be eligible to take vast variety of certifications.

Program Objective

To meet an increasing demand for cybersecurity professionals, the Bachelor of Science in Cyber and Network Security degree program prepares IT professionals to apply knowledge

and experience in risk management and digital forensics to safeguard infrastructure and secure data through continuity planning and disaster recovery operations. Expand on this to reflect modernization.

PROGRAM OUTLINE

Course Number	Course Title	Clock	Credits	Hours
General Education				
ENC1101	English Composition I		3	45
ENC1201	English Composition II		3	45
CTS1050	Introduction to Computers		3	45
GOV2101	American Government		3	45
MAC1105	College Algebra		3	45
HUM1020	Humanities I		3	45
HIS1101	History I		3	45
HIS1201	History II		3	45
PSY1012	Introduction Psychology		3	45
SPC1017	Fundamentals of Speech		3	45
MAC310	Statistics		3	45
PSY401	Abnormal Psychology		3	45
CORE				
CIT1000	Introduction to Information Technology		3	60
CNT1200	Computer Hardware Fundamentals		3	60
CNS1000	Fundamentals of Information Security in Healthcare		3	60
CNT1300	Computer Software Fundamentals		3	60
CNT2300	Network Technician		3	60
CNT2200	Network and Security Foundations		3	60
HIT2700	Introduction to Health Information Management And Legal Aspects of Healthcare		3	60
CNS1200	Designing Customized Security		3	60
CNS1400	CompTIA A+ Core 1 Certification Preparation		3	60
CNS2100	Managing Information Security		3	60
CNS2300	Cyber Defense and Countermeasures		3	60
CNS2000	Digital Forensic in Cybersecurity		3	60
HIT2800	Healthcare Information Technology		3	60
CNS2200	Network and Security Applications		3	60
CNS2500	CompTIA A+ Core 2 Certification Preparation		3	60
DPM2000	Data Management Foundations and Applications			

DPM2400	Business of IT – Project Management	3	60
CNS3000	Information Technology Instructure, Development And Operations	3	60
CNS3100	Ethics in Technology	3	60
CNS3200	Scripting and Programming Foundations	3	60
CNS4000	Information Gathering and Vulnerability Analysis	3	60
CNS4100	Introduction to Cryptography	3	60
CNS4300	Information Systems Security	3	60
CNS4400	Legal Issues in Information Security	3	60
ITM4500	Information Technology Capstone Project	3	60
CNS5000	Managing Cloud Security	3	60
ITM5200	Technical Communications	3	60
CNS2400	Information Systems Security Technology Specialist	3	60
Total		120	

Course Descriptions

HUM1020 – Humanities I

3 Credits

45 Clock Hours

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

Prerequisites: None

ENC1101 - English Composition

3 Credits

45 clock hours

This course is designed to develop students writing skills to achieve career goals. The Skills include writing clear, well-developed paragraphs, essays, and research papers. This Course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods.

Prerequisites: None

MAC 1105 - College Algebra

3 Credits

45 clock hours

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential function, systems of equations and matrix algebra.

Prerequisites: None

PSY 1012 - Introduction to Psychology

3 Credits

45 clock hours

In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included.

Prerequisites: None

SPC1017 Fundamentals of Speech

3 credits

45 clock hours

Students will learn the foundations of communication including public presentations and

interviewing skills. Emphasis will be placed on motivational speaking.

Prerequisites: None

CTS1050 – Introduction to Computers

3 Credits

45 Clock Hours

Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.

Prerequisites: None

ENC1201 – English Composition II

3 Credits

45 Clock Hours

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy. *Prerequisites: None*

HIS1101 – History I

3 Credits

45 Clock Hours

Survey of the major developments in American history from the Columbian voyages to the Era of Reconstruction. Includes Colonial America, the Formative Years - 1776-1815, the Early National Period - 1815-1850, and the coming of the Civil War and its aftermath. Also includes the social, intellectual, and political aspects of early American life.

Prerequisites: None

HIS1201 – History II

3 Credits

45 Clock Hours

Survey of the major developments in American history from era of Reconstruction to the present. Includes the era of Reconstruction, the emergence of modern America, the Early 20th Century, and America as a world power. Also includes the social, intellectual, and political aspects of contemporary American life. *Prerequisites: None*

GOV2101 – American Government

3 Credits

45 Clock Hours

This course is designed to introduce students to the rich complexity of politics in the American political system. It involves analysis of current political institutions and their development within the cultural setting, as well as applications and problems of citizenship in the United States. In order to appreciate government and politics we will explore some of the major concepts, perspectives, policies and arguments within the sub-field of American Politics. You will also be encouraged to critically think about and discuss political issues. *Prerequisites: None*

MAC310 - Statistics

3 Credits

45 Clock Hours

In an online delivery, this course provides the essentials of statistics with new and interesting data sets, examples, and exercises in statistics. The course fosters personal growth of students through critical thinking, use of technology, collaborative work, and development of communication skills. The course incorporates the latest and best methods used by professional statisticians.

Prerequisites: None

PSY401 Abnormal Psychology**3 Credits 45 Clock Hours**

In an online delivery, this course offers students a researched, engaging, and up-to-date explanation of psychopathology, creating a learning experience that provokes thought and increases awareness. This course reflects the ever-changing field of abnormal psychology.

Prerequisites: None

Core**CIT1000: Introduction to Information****Technology (IT)****3 Credits 60 Clock Hours**

Introduction to IT examines information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business. May include the Google IT Support Professional Certification Exam Preparation or other similar certification exam preparation. *Prerequisites: None*

CNT1200 Computer Hardware Fundamentals**3 Credits 60 clock Hours**

Computer Hardware Fundamentals is the foundation of IT and is the first course in a two-part series preparatory for the CompTIA A+ exam, Part I. Students will gain an understanding of personal computer components and their functions in a desktop system; computer data storage and retrieval; classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security; recommending appropriate tools, diagnostic procedures, preventative maintenance and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environments; and effective communication with colleagues and clients as well as job-related professional behavior. *Prerequisites: None*

CNS1000 Fundamentals of Information**Security in Healthcare****3 Credits 60 Clock Hours**

This course lays the foundation for understanding terminology, principles, processes, and best practices of information security at local and global levels including those in healthcare environments. It further provides an overview of basic security vulnerabilities and countermeasures for protecting information assets through planning and administrative controls within an organization. *Prerequisite: None*

CNT1300 Computer Software Fundamentals**3 Credits 60 Clock Hours**

Computer Software Fundamentals is the application of IT and is a continuation of the Computer Hardware Fundamentals course preparatory for the CompTIA A+ exam, Part II. Students will gain an understanding of personal computer components and their functions in a desktop system. Also covered is computer data storage and retrieval including

Prerequisites: None

In this course, students will demonstrate proficiency of switches, IP addressing schemes and IP services, routers, WLAN, servers, VPN, VOIP, and Virtualization.

Network and Security - Foundations introduces students to the components of a computer network and the concept and role of communication protocols. The course covers widely used categorical classifications of networks (e.g., LAN, MAN, WAN, WLAN, PAN, SAN, CAN, and VPN) as well as network topologies, physical devices, and layered abstraction. The course also introduces students to basic concepts of security covering vulnerabilities of networks and mitigation techniques, security of physical media, and security policies and procedures. *Prerequisites: None*

This course introduces the health information management profession and departmental functions related to legal aspects. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. This course also emphasizes legal principles, procedures, and regulations which affect the control, use, and release of health information, including HIPAA.

This course supports the assessments for Designing Customized Security. The assessment for this course is Cisco's Implementing Cisco Network Security (IINS) Exam, a certification

exam valued by many employers. Learning resources provided include detailed videos from CBT Nuggets, the contents of the CCNA Security 210-260 Official Cert Guide book and practice activities from Cisco within the uCertify platform, and practice exams from Boson and Pearson that you can use to review the material for the exam and discover areas where you are weaker for you to study further. A detailed pacing guide provides a roadmap for making your way through the course efficiently. *Prerequisites: None*

CNS 1400 CompTIA A+ Core 1 Certification Preparation 3 Credits 60 Clock Hours

This course prepares students for the first half of the CompTIA A+ certification exam, known as Core 1. Throughout this course, students will delve into the essential computer hardware concepts and skills required to excel in IT support roles. From hardware components and peripherals to troubleshooting and diagnostics, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 1 exam but will also be equipped with practical skills essential for success in real-world IT support roles. *Prerequisites: None*

CNS2100 Managing Information Security 3 Credits 60 Clock Hours

This course expands on fundamentals of information security by providing an in-depth analysis of the relationship between an information security program and broader business goals and objectives. Students develop knowledge and experience in the development and management of an information security program essential to ongoing education, career progression, and value delivery to enterprises. Students apply best practices to develop an information security governance framework, analyze mitigation in the context of compliance requirements, align security programs with security strategies and best practices, and recommend procedures for managing security strategies that minimize risk to an organization. *Prerequisites: None*

CNS2000 Digital Forensics in Cybersecurity 3 Credits 60 Clock Hours

Digital forensics, the science of investigating cybercrimes, seeks evidence that reveals who, what, when, where, and how threats compromise information. This course examines the relationships between incident categories, evidence handling, and incident management. Students identify consequences associated with cyber threats and security laws using a variety of tools to recognize and recover from unauthorized, malicious activities. *Prerequisites: None*

CNT2200 Network and Security Foundations 3 Credits 60 Clock Hours

Network and Security Foundations introduces students to the components of a computer network and the concept and role of communication protocols. The course covers widely used categorical classifications of networks (e.g., LAN, MAN, WAN, WLAN, PAN, SAN, CAN, and VPN) as well as network topologies, physical devices, and layered abstraction. The course also introduces students to basic concepts of security covering vulnerabilities of networks and mitigation techniques, security of physical media, and security policies and procedures. *Prerequisites: None*

HIT2800 Healthcare Information Technology 3 Credits 60 Clock Hours

This course focuses on the principles of computer technology related to health care with an emphasis on computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also introduce the students to the components and requirements of the electronic health record. *Prerequisites: None*

**CNS2400 Information Systems Security
Technology Specialist 3 Credits 60 Clock Hours**

This course will provide an overview of the IT security field and the knowledge to prepare for the ISC2 SSCP and EC-Ethical Hacker certification exams. *Prerequisites: None*

CNS2500 CompTIA A+ Core 2 Certification Preparation 3 Credits 60 Clock Hours

This course prepares students for the second half of the CompTIA A+ certification exam, known as Core 2. Throughout this course, students will delve into the essential computer software concepts and skills required to excel in IT support roles. From operating systems to troubleshooting software issues, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 2 exam but will also be equipped with practical skills essential for success in real-world IT support roles. *Prerequisites: None*

CNS2300 Cyber Defense and Counter Measures 3 Credits 60 Clock Hours

Traditional defenses such as firewalls, security protocols, and encryption sometimes fail to stop attackers determined to access and compromise data. This course provides the fundamental skills to handle and respond to the computer security incidents in an information system. The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. Students learn how to handle various types of incidents, risk assessment methodologies, and various laws and policies related to incident handling. This course prepares students for the Certified Incident Handler (EC-Council ECIH) certification exam. *Prerequisites: None*

**DPM 2000 Data Management Foundations
and Applications 3 Credits 60 Clock Hours**

This course introduces students to the concepts and terminology used in the field of data management. Students will be introduced to Structured Query Language (SQL) and will learn how to use Data Definition Language (DDL) and Data Manipulation Language (DML) commands to define, retrieve, and manipulate data. This course covers differentiations of data—structured vs. unstructured and quasi-structured (relational, hierarchical, XML, textual, visual, etc); it also covers aspects of data management (quality, policy, storage methodologies). Foundational concepts of data security are included. This course also covers conceptual data modeling and provides an introduction to MySQL. Students will learn how to create simple to complex SELECT queries including subqueries and joins, and students will also learn how to use SQL to update and delete data. Topics covered in this

course include exposure to MySQL; developing physical schemas; creating and modifying databases, tables, views, foreign keys/primary keys (FKs/PKs), and indexes; populating tables; and developing simple Select-From-Where (SFW) queries to complex 3+ table join queries. *Prerequisites: None*

DPM 2400 Business of IT – Project Management

3 Credits 60 Clock Hours

In this course, students will build on industry standard concepts, techniques, and processes to develop a comprehensive foundation for project management activities. During a project's life cycle, students will develop the critical skills necessary to initiate, plan, execute, monitor, control, and close a project. Students will apply best practices in areas such as scope management, resource allocation, project planning, project scheduling, quality control, risk management, performance measurement, and project reporting. This course prepares students for the following certification exam: CompTIA Project+.

Prerequisites: None

CNS 3000 Information Technology Infrastructure, Development, and Operations

3 Credits 60 Clock Hours

This course examines Information Technology Infrastructure Library (ITIL®) terminology, structure, policies, and concepts. Focusing on the management of information technology (IT) infrastructure, development, and operations, students will explore the core principles of ITIL practices for service management to prepare them for careers as IT professionals, business managers, and business process owners. *Prerequisites: None*

CNS 3100 Ethics in Technology

3 Credits 60 Clock Hours

This course examines the ethical considerations of technology in each of four categories: privacy, accuracy, property, and access. The course presents a range of technologies and issues that challenge technologists in the field of information ethics. Students are introduced to a decision-making process as informed by ethical frameworks that outline key ethical considerations within the technologies presented. Students will study specific cases to help inform their professional responsibilities in how to navigate the important controversies in topics such as surveillance, social media, hacking, data manipulation, plagiarism and piracy, artificial intelligence, responsible innovation, and the digital divide.

Prerequisites: None

CNS 3200 Scripting and Programming Foundations

3 Credits 60 Clock Hours

This course provides an introduction to programming, covering basic elements such as variables, data types, flow control, and design concepts. The course is language-agnostic in nature, ending in a survey of languages and introduces the distinction between interpreted and compiled languages. *Prerequisites: None*

CNS 4000 Information Gathering and Vulnerability Analysis

3 Credits 60 Clock Hours

This course and Vulnerability Analysis introduces students to the skills necessary to perform penetration testing and vulnerability management within an organization. The

course covers widely used penetration testing techniques that focus on planning and scoping, information gathering, vulnerability identification, and attacks and exploits. The course also introduces students to tools that can be used for penetration testing and reporting and communication. *Prerequisites: None*

CNS 4100 Introduction to Cryptography

3 Credits 60 Clock Hours

This course provides students with knowledge of cryptographic algorithms, protocols, and their uses in the protection of information in various states. *Prerequisites: None*

CNS 4300 Information Systems Security

3 Credits 60 Clock Hours

IT security professionals must be prepared for the operational demands and responsibilities of security practitioners including authentication, security testing, intrusion detection and prevention, incident response and recovery, attacks and countermeasures, cryptography, and malicious code countermeasures. This course provides a comprehensive, up-to-date global body of knowledge that ensures students have the right information, security knowledge, and skills to be successful in IT operational roles to mitigate security concerns and guard against the impact of malicious activity. Students demonstrate how to manage and restrict access control systems; administer policies, procedures, and guidelines that are ethical and compliant with laws and regulations; implement risk management and incident handling processes; execute cryptographic systems to protect data; manage network security; and analyze common attack vectors and countermeasures to assure information integrity and confidentiality in various systems. This course prepares students for the Systems Security Certified Practitioner (ISC2 SSCP) certification exam. *Prerequisites: None*

CNS 4400 Legal Issues in Information Security

3 Credits 60 Clock Hours

Security information professionals have the role and responsibility for knowing and applying ethical and legal principles and processes that define specific needs and demands to assure data integrity within an organization. This course addresses the laws, regulations, authorities, and directives that inform the development of operational policies, best practices, and training to assure legal compliance and to minimize internal and external threats. Students analyze legal constraints and liability concerns that threaten information security within an organization and develop disaster recovery plans to assure business continuity. *Prerequisites: None*

ITM 4500 Information Technology Capstone Project

3 Credits 60 Clock Hours

The capstone project consists of a technical work proposal, the proposal's implementation, and a post implementation report that describes the graduate's experience in developing and implementing the capstone project. The capstone project should be presented and approved by the faculty in relation to the student's technical emphasis.

Prerequisites: None

CNS 5000 Managing Cloud Security

3 Credits 60 Clock Hours

This course will prepare students to design solutions for cloud-based platforms and

operations that maintain data availability while protecting the confidentiality and integrity of information. Many of today's companies and organizations have outsourced data management, availability, and operational processes through cloud computing. Topics include security controls, disaster recovery plans, and continuity management plans that address physical, logical, and human factors. *Prerequisites: None*

ITM 5200 Technical Communications

3 Credits 60 Clock Hours

This course covers basic elements of technical communication, including professional written communication proficiency; the ability to strategize approaches for different audiences; and technical style, grammar, and syntax proficiency. *Prerequisites: None*

HEALTHCARE CYBERSECURITY & PRIVACY

Associate of Science Degree

Method of Delivery – 100% Online

75 weeks

60 semester hours

1065 clock hours

Admissions Requirements

Applicants must complete and submit an application for admissions that includes:

- Admission interview
- Personal statement
- Proof of High School Graduation
- The requirements of High School Graduation (POG) consist of one of the following:
 - Diploma from high school
 - GED
 - Official college transcript confirming associate, bachelors or master's degree
 - Evaluated and translated Foreign High School
 - Transcripts (If Applicable)
 - Application fee of \$50.00

Any student submitting proof of high school from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education.

Program Description

The Healthcare Cybersecurity & Privacy associate degree is designed to equip students with the essential skills and knowledge required to safeguard healthcare information systems and ensure patient data privacy and security. This program integrates core principles of IT, cybersecurity, and healthcare preparing learners to address the unique challenges and threats faced by the healthcare industry.

Program Objectives

1. Define and understand fundamental concepts and principles of healthcare cybersecurity, including data protection, risk management, and regulatory compliance.
2. Recognize common cyber threats and vulnerabilities in healthcare settings and develop strategies to mitigate and respond to these threats effectively.
3. Interpret and apply relevant healthcare cybersecurity regulations and standards, such as HIPAA and HITECH, to ensure compliance and protect patient data.
4. Implement processes to secure communication networks within healthcare facilities, focusing on integrity and confidentiality of transmitted patient data.
5. Perform risk assessments and develop risk management plans tailored to the healthcare environment.
6. Design and interpret practical security measures and controls, such as use of encryption, access controls, and incident response plans, to enhance the cybersecurity resilience of healthcare systems.
7. Analyze real-world scenarios, synthesize information from various sources, develop, and present cybersecurity solutions that address complex healthcare challenges.

PROGRAM OUTLINE

Course	Course Title	Credits	Hours
ENC1101	English Composition I	3	45
CTS1050	Introduction to Computers	3	45
MAC1105	College Algebra	3	45
HUM1020	Humanities I	3	45
PSY1012	Introduction Psychology	3	45
SPC1017	Fundamentals of Speech	3	45
CIT1000	Introduction to Information Technology	3	60

CNS1000	Fundamentals of Information Security in Healthcare	3	60
CNT1200	Computer Hardware Fundamentals	3	60
CNS1000	Fundamentals of Information Security in Healthcare	3	45
CNT1300	Computer Software Fundamentals	3	60
CNT2300	Network Technician	3	60
CNS2500	CompTIA A+ Core 2 Certification Preparation	3	60
CNS2400	Information Systems Security Technology Specialist	3	60
HCP2200	Healthcare Data Protection and Privacy	3	45
HCP2400	Cyber threats in Healthcare	3	60
HCP2300	Secure Healthcare Communication Networks	3	45
HCP2500	Healthcare Information Systems Security	3	60
HCP2600	Cyber Security Policies and Governance in Healthcare	3	60
HCP2700	Risk Management and Assessment in Healthcare	3	60
HCP2950	Capstone	3	45
Total		60	1050

Course Descriptions

HUM1020 – Humanities I

3 Credits 45 Clock Hours

This course offers an interdisciplinary approach to the humanities. Students study major works in art, music, literature, and philosophy with historical framework.

Prerequisites: None

ENC1101 - English Composition

3 Credits 45 clock hours

This course is designed to develop students writing skills to achieve career goals. The Skills include writing clear, well-developed paragraphs, essays, and research papers. This Course teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. It includes basic research and documentation methods. *Prerequisites: None*

MAC 1105 - College Algebra

3 Credits 45 clock hours

The student will be introduced to reviews of standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential function, systems of equations and matrix algebra.

Prerequisites: None

PSY 1012 - Introduction to Psychology

3 Credits 45 clock hours

In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included. *Prerequisites: None*

SPC1017 Fundamentals of Speech

3 Credits 45 clock hours

Students will learn the foundations of communication including public presentations and interviewing skills. Emphasis will be placed on motivational speaking. *Prerequisites: None*

CTS1050 – Introduction to Computers**3 Credits 45 Clock Hours**

Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.

Prerequisites: None

CIT1000: Introduction to Information Technology (IT)**3 Credits 60 Clock Hours**

Introduction to IT examines information technology as a discipline and the various roles and functions of the IT department as business support. Students are presented with various IT disciplines including systems and services, network and security, scripting and programming, data management, and business of IT, with a survey of technologies in every area and how they relate to each other and to the business. May include the Google IT Support Professional Certification Exam Preparation or other similar certification exam preparation. *Prerequisites: None*

CNT1200 Computer Hardware Fundamentals**3 Credits 60 clock Hours**

Computer Hardware Fundamentals is the foundation of IT and is the first course in a two-part series preparatory for the CompTIA A+ exam, Part I. Students will gain an understanding of personal computer components and their functions in a desktop system; computer data storage and retrieval; classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security; recommending appropriate tools, diagnostic procedures, preventative maintenance and troubleshooting techniques for personal computer components in a desktop system; strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environments; and effective communication with colleagues and clients as well as job-related professional behavior. *Prerequisites: None*

**CNS1000 Fundamentals of Information Security
in Healthcare****3 Credits 45 Clock Hours**

This course lays the foundation for understanding terminology, principles, processes, and best practices of information security at local and global levels including those in healthcare environments. It further provides an overview of basic security vulnerabilities and countermeasures for protecting information assets through planning and administrative controls within an organization. *Prerequisite: None*

CNT1300 Computer Software Fundamentals**3 Credits 60 Clock Hours**

Computer Software Fundamentals is the application of IT and is a continuation of the Computer Hardware Fundamentals course preparatory for the CompTIA A+ exam, Part II. Students will gain an understanding of personal computer components and their functions in a desktop system. Also covered is computer data storage and retrieval including classifying, installing, configuring, optimizing, upgrading, and troubleshooting printers, laptops, portable devices, operating systems, networks, and system security. Other areas include recommending appropriate tools, diagnostic procedures, preventative maintenance, and troubleshooting techniques for personal computer components in a

desktop system. The course then finishes with strategies for identifying, preventing, and reporting safety hazards and environmental/human accidents in a technological environment, and effective communication with colleagues and clients as well as job related professional behavior. This course builds on the understanding of hardware from Computer Hardware Fundamentals and is designed to build the skills to support 4 core components: Operating Systems, Security, Software Troubleshooting, and Operational Procedures. These are core skills for IT professionals from cloud engineers to data analysts, and will empower you with a better understanding of the tools used during your career.

Prerequisites: None

CNT2300 Network Technician

3 Credits 60 Clock Hours

In this course, students will demonstrate proficiency of switches, IP addressing schemes and IP services, routers, WLAN, servers, VPN, VOIP, and Virtualization.

Prerequisites: None

CNS2400 Information Systems Security

Technology Specialist

3 Credits 60 Clock Hours

This course will provide an overview of the IT security field and the knowledge to prepare for the ISC2 SSCP and EC-Ethical Hacker certification exams. *Prerequisites: None*

CNS2500 CompTIA A+ Core 2 Certification Preparation

3 Credits 60 Clock Hours

This course prepares students for the second half of the CompTIA A+ certification exam, known as Core 2. Throughout this course, students will delve into the essential computer software concepts and skills required to excel in IT support roles. From operating systems to troubleshooting software issues, students will gain a profound understanding of the critical elements that form the backbone of modern computing systems. By the end of this course, students will learn the foundational knowledge required for the A+ Core 2 exam but will also be equipped with practical skills essential for success in real-world IT support roles. *Prerequisites: None*

HCP2200 Healthcare Data Protection and Privacy

3 Credits 45 Clock Hours

This course focuses on regulations and best practices for protecting patient privacy and data in healthcare. Topics include HIPAA compliance, patient consent management, data breach protocols, and the ethical handling of patient information. *Prerequisites: None*

HCP2400 Cyber threats in Healthcare

3 Credits 60 clock Hours

This class covers the identification and mitigation of various cyber threats targeting healthcare systems, such as malware, ransomware, and phishing. It also discussed proactive strategies and tools to prevent and response to these threats.

Prerequisites: None

HCP2300 Secure Healthcare Communication Networks

3 Credits 45 Clock Hours

Students will learn how to secure communication networks within healthcare facilities. This includes securing email, messaging, and telehealth platforms and ensuring the integrity and confidentiality of patient data during transmission. *Prerequisites: None*

HCP2500 Healthcare Information Systems Security **3 Credits 60 clock Hours**

Students will gain an understanding of the best practices for securing healthcare information systems. This includes protecting Electronic Health Records (EHRs) and hospital management systems and ensuring data integrity and availability.

Prerequisites: None

**HCP2600 Cyber Security Policies and Governance
in Healthcare**

3 Credits 60 Clock Hours

This course discusses developing, implementing, and managing cybersecurity policies and governance structures in healthcare organizations. Topics include regulatory compliance, policy development processes, and organizational cybersecurity culture. *Prerequisites: None*

HCP2700 Risk Management and Assessment in Healthcare **3 Credits 60 clock Hours**

Students will learn methods for assessing and managing cybersecurity risks in healthcare settings. The course covers risk identification, analysis, and mitigation strategies, along with the creation of risk management plans. *Prerequisites: None*

HCP2950 Capstone

3 Credits 45 Clock Hours

This comprehensive project integrates all of the concepts learned throughout the program. Students will work on a real-world scenario to apply their IT, cybersecurity, and healthcare knowledge, demonstrating their ability to assess risks, implement security measures, and develop cybersecurity policies.

Prerequisites: HCP_2700 taken concurrently, all other course work completed.

BACHELOR OF SCIENCE DEGREE HEALTH INFORMATION MANAGEMENT PROGRAM

120 Semester Credits

1950 Clock Hours

135 weeks

Type of Instructional Delivery: 100% Distant Education

Program Description

The Health Information Management Program prepares students to enter a vast arena of health care activities responsible for providing data to address population health, record integrity, and data management. The Health Information Management Program provides students with the opportunity to obtain the knowledge and skills needed to ensure that: Medical records are accessible to patients, physicians, and other ancillary teams, Accurate billing and coding is completed based on physician documentation, Information sharing

occurs to promote continuity of care, Critical and analytical skills are developed that support the decision-making process, Utilize health care applications and systems to complete daily tasks and improve the quality and performance within HIM, Support healthcare data analysis and management using applicable systems.

Program Objective

The objective of the Health Information Management program prepares graduates with the ability to achieve the skills necessary to perform the activities addressed in CAHIIM Domain/Competencies and bridge theoretical components of the student learning experience to the practical components of HIM by doing the following:

Develop and demonstrate the ability to respond to the changing informational needs of the patient, the providers of health care, researchers and educators.

Develop and demonstrate awareness of the technologies and equipment affecting information storage and retrieval and to develop the ability to utilize these resources appropriately.

Function as a member of the health team by development and acceptance of his/her responsibilities in the total health care of the patient.

Develop and demonstrate the ability to communicate with ease in a group setting in both the leadership and supportive roles and to communicate effectively in written form.

Develop and demonstrate an understanding of the history and evolution of health information management with particular emphasis on current and future developments in the profession.

Develop and demonstrate an understanding of the current scope and responsibilities of health information management and its relationship to other professions.

Develop an awareness of the need for continued professional education and growth.

Develop an interest in the promotion of health information management as a career and in the encouragement of potential candidates toward this goal.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.0.

Graduates of the Cambridge College of Healthcare & Technology Health Information Technology program are eligible to receive 56 transfer credits toward the Health Information Management program.

PROGRAM OUTLINE

Course Number	Course Title	Clock	Credits	Hours
HUM1020	Humanities I		3	45
BSC1085C	Anatomy & Physiology I with Lab		4	75
BSC1086C	Anatomy & Physiology II with Lab		4	75
MEA1239	Medical Terminology		2	30
ENC1101	English Composition		3	45
MAC1105	College Algebra		3	45
PSY1012	Introduction to Psychology		3	45
SPC1017	Fundamentals of Speech		3	45
CTS1050	Introduction to Computers		3	45
ENC1201	English Composition II		3	45
SOC1101	Introduction to Sociology		3	45
HIS1101	History I		3	45
ACC201	Accounting		3	45
PHA322	Pharmacology		4	60
HIS1201	History II		3	45
GOV2101	American Government		3	45
BSC401	Pathophysiology		4	60
HIM301	Introduction to Health Information Management		3	45
HIM302	Principles of Healthcare Management		3	45
HIM303	Legal & Ethical Aspects of Health Information Management		3	45
HIM304	CPT and HCPCS Coding		4	60
HIM311	Healthcare Records Data Management		4	75
HIM312	Electronic Health Records in Health Care Today		4	75
HIM313	Project Management for HIM Professionals		3	45
HIM314	Healthcare Finance		3	45
HIM401	Health Information Management Organizational Leadership		3	45
HIM402	Principles of Healthcare Compliance		3	45
HIM403	Coding and Classification Systems I		4	75
HIM404	Healthcare Research and Data Analysis		3	45
HIM405	Data Governance for the HIM Profession		3	45
HIM411	Quality Performance Improvement Concepts		3	45
HIM412	Human Resources in Health Information Management		3	45

HIM413	Coding and Classification Systems I	4	75
HIM414	Revenue Cycle Management for the HIM Professional	3	45
HIM422	HIM Seminar (Quality, CDI, Population Health)	2	30
HIM421	Practicum	6	135
Total		120	1950

Course Descriptions

BSC1085C Anatomy & Physiology I with Lab

4 Credits 75 Clock Hours

This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular and nervous systems. In this course, we will explore the complexities of the human body, directional terms, homeostatic mechanisms, the relationship of structure and function. Additionally, Anatomy and Physiology I will focus on cells, cell metabolism, integumentary system, skeletal system, muscular system, nervous system, including the brain, spinal cord & peripheral nerves, autonomic nervous system, and the human senses. Students will explore these topics in a virtual laboratory setting. **PREREQUISITES:** None

BSC1086C Anatomy & Physiology II with Lab

4 Credit 75 clock hours

This course is a continuation of BSC1085C lecture. Students will continue to explore the human body as a whole, its levels of organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Additionally, Anatomy and Physiology II will focus on the endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, urinary, and reproductive systems. Students will explore these topics through the utilization of anatomical models, PowerPoints and resource materials. **PREREQUISITES:** BSC1085C

MEA 1239 - Medical Terminology

2 credits 30 clock hours

This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes; spelling use and correct pronunciation. Medical abbreviations and symbols are included. *Prerequisites: None*

HUM1020 – Humanities I

3 Credits 45 Clock Hours

In this course, students will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the western canon and may also include expressions from around the globe. *Prerequisites: None*

ENC 1101 – English Composition**3 Credits 45 Clock Hours**

This course introduces students to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication.

Prerequisites: None

MAC 1105 College Algebra**3 Credits 45 Clock Hours**

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. *Prerequisites: None*

PSY 1012 - Introduction to Psychology**3 Credits 45 clock hours**

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. *Prerequisites: None*

SPC 1017 - Fundamentals of Speech**3 Credits 45 clock hours**

Students will learn the foundations of communications including public presentations and interviewing skills

Prerequisites: None

CTS1050 – Introduction to Computers**3 Credits 45 Clock Hours**

Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing.

Prerequisites: None

ENC1201 – English Composition II**3 Credits 45 Clock Hours**

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy.

Prerequisites: None

SOC_1101 Introduction to Sociology**3 Credits 45 clock Hours**

In this course, students will gain an understanding of the basic sociological concepts and vocabulary, including the methodological tools, sociological perspectives, and scientific procedures used by social scientists to collect data and conduct research. Topics generally include: society and culture, institutions, socialization, influences, crime, change, groups, sex, race and ethnicity, family, class, and population. *Prerequisites: None*

HIS1101 – History I**3 Credits 45 Clock Hours**

Survey of the major developments in American history from the Columbian voyages to the Era of Reconstruction. Includes Colonial America, the Formative Years - 1776-1815, the Early National Period - 1815-1850, and the coming of the Civil War and its aftermath. Also includes the social, intellectual, and political aspects of early American life.

Prerequisites: None

ACC201 – Accounting**3 Credits 45 Clock Hours**

A study of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll.

Prerequisites: None

PHA322 – Pharmacology**4 Credits 60 Clock Hours**

This course is a basic study of medications and their safe administration to patients. Aspects of drug administration included are basic pharmacology terminology; dosage calculations; and basic drug classifications, their therapeutic use, common adverse effects, and precautions related to administration.

Prerequisites: None

HIS1201 – History II**3 Credits 45 Clock Hours**

Survey of the major developments in American history from era of Reconstruction to the present. Includes the era of Reconstruction, the emergence of modern America, the Early 20th Century, and America as a world power. Also includes the social, intellectual, and political aspects of contemporary American life.

Prerequisites: None

GOV2101 – American Government**3 Credits 45 Clock Hours**

This course is designed to introduce students to the rich complexity of politics in the American political system. It involves analysis of current political institutions and their development within the cultural setting, as well as applications and problems of citizenship in the United States. In order to appreciate government and politics we will explore some of the major concepts, perspectives, policies and arguments within the sub-field of American Politics. You will also be encouraged to critically think about and discuss political issues

Prerequisites: None

BSC401 – Pathophysiology**4 Credits 60 Clock Hours**

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations

from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management. *Prerequisites: None*

HIM301 - Introduction to Health Information Management 3 Credits 45 Clock Hours

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. *Prerequisites: None*

HIM302 - Principles of Healthcare Management 3 Credits 45 Clock Hours

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. *Prerequisites: None*

HIM303 - Legal & Ethical Aspects of Health Information Management 3 Credits 45 Clock Hours

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. *Prerequisites: None*

HIM304 - CPT and HCPCS Coding 3 Credits 60 Clock Hours

This course will expand on the clinical classification systems using Current Procedural Terminology (CPT) coding principles. Assignments and practical examples of patient records will provide practice in coding and sequencing of CPT codes. Exercises allow students to apply guidelines for Evaluation and Management (E/M) coding, modifier assignment, and the use of the Healthcare Common Procedure Coding System (HCPCS). The applications of coding principles are also explored using software tools.

Prerequisites: None

HIM311 - Healthcare Records Data Management 4 Credits 75 Clock Hours

This course focuses on the methods to collect, access, and retrieve and retaining health data and patient medical records. Topics include, but are not limited to the master patient index, record identification, and filing systems. *Prerequisites: ENC1101, CTS1050*

HIM312 - Electronic Health Records in Health Care Today 4 Credits 75 Clock Hours

The course presents the principles, techniques, and concepts needed for managerial

analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility.

Prerequisites: ENC1101, CTS1050

HIM313 - Project Management for HIM Professionals **3 Credits 45 Clock Hours**

This course provides a systematic and thorough introduction to all aspects of project management. Projects are an increasingly important aspect of modern business. Therefore, the course underlines the importance of understanding the relation between projects and the strategic goals of the organization. The course also discusses the technical, cultural, and interpersonal skills necessary to successfully manage projects from start to finish. It emphasizes that project management is a professional discipline with its own tools, body of knowledge, and skills. Concepts are reinforced by case studies covering a wide variety of project types and industries. *Prerequisites: ENC1101*

HIM314 - Healthcare Finance **3 Credits 45 Clock Hours**

This web-based course is to prepare healthcare professionals for the responsibilities in maintaining a well-managed healthcare department/healthcare organization. This course provides a detailed understanding of health care financial management for decision-making. The course blends accounting and finance concepts to enhance the healthcare professional's decision-making skills. Topics covered include types of budgets; financial statements commonly used in healthcare environments; staffing; inventory and depreciation concepts; cost classifications; and trend analysis. The course will enhance the student's decision-making skills by utilizing case studies and practical applications to real world situations. *Prerequisites: ENC1101, ACC201*

HIM401 - Health Information Management Organizational Leadership

3 Credits 45 Clock Hours

This course provides an analysis of the health information management professional's role within the healthcare environment. In addition, the course addresses the application of current principles, concepts, and models used for strategic planning and forecasting, leadership, motivation, diversity and inclusion, and change management.

Prerequisites: ENC1101

HIM402 - Principles of Healthcare Compliance **3 Credits 45 Clock Hours**

This course focuses on compliance and regulatory trends that impact decisions made within health information management. Topics include, but are not limited to, HIPAA, fraud and abuse, coding auditing and compliance, and clinical documentation improvement practices. *Prerequisites: ENC1101, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314*

HIM403 - Coding and Classification Systems I **4 Credits 75 Clock Hours**

This course will cover clinical vocabularies and classification systems, as well as the principles and guidelines for using ICD to code diagnoses. Students will gain an understanding of ICD as it is used in an inpatient setting and the severity of illness and case

mix analysis systems. Assignments and practical examples of patient records will provide practice in coding and sequencing of diagnoses. The applications of coding principles are also explored using software tools.

Prerequisites: ENC101, CTS1050, HIM304, MEA1239, BSC401, PHA322

HIM404 - Healthcare Research and Data Analysis **3 Credits 45 Clock Hours**

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making.

Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314

HIM405 - Data Governance for the HIM Profession **3 Credits 45 Clock Hours**

This course addresses the use of data in health information management. In addition, the course focuses on decision making strategies for using data within health information management. *Prerequisites: ENC1101*

HIM411- Quality Performance Improvement Concepts **3 Credits 45 Clock Hours**

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization management, and risk management initiatives.

Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314, HIM401, HIM402, HIM404, HIM405

HIM412 - Human Resources in Health Information Management

3 Credits 45 Clock Hours

This course examines the role of the health information management professional as a strategic partner in managing healthcare organizations. Management and leadership functions such as recruitment, selection, development, appraisal, retention, and compensation are addressed. Current issues such as diversity training and sexual harassment policies are analyzed within the course. *Prerequisites: ENC1101, CTS1050*

HIM413 - Coding and Classification Systems II **4 Credits 75 Clock Hours**

This course provides an advanced overview of ICD-10 coding principles and concepts. This course provides emphasizes the use of proper assignment of codes for diagnoses and procedures. In addition, use of coding encoder systems is provided.

Prerequisites: ENC101, CTS1050, HIM304, MEA1239, HIM403, BSC401, PHA322

HIM414 - Revenue Cycle Management for the HIM Professional

3 Credits 45 Clock Hours

An introduction to electronic patient billing in ambulatory settings using various insurance

and reimbursement systems. Students prepare health insurance claim forms for various types of insurance plans and use this information as a practice management and outcomes assessment tool. Additional topics include billing and claims management issues.

Prerequisites: None

HIM422 - HIM Seminar (Quality, CDI, Population Health) 2 Credits 30 Clock Hours

This is a capstone course that allows students to focus on a HIM area (Quality, CDI, Revenue Cycle, Population Health). The course emphasizes the integration of the knowledge, skills, and abilities developed as part of the health information management program. Students will develop a resume and gain skills specific to their chosen concentration.

Prerequisites: ENC1101, CTS1050, HIM301, HIM302, HIM303, HIM311, HIM312, HIM313, HIM314, HIM401, HIM402, HIM404, HIM405

HIM421 – Practicum

6 Credits 135 Clock Hours

This course includes a comprehensive review of all courses addressed within the health information management program. Application of current principles, concepts, regulations, rules and guidelines are bridged into the practicum experience in a hospital or related organization. *Prerequisites: All courses in the degree plan*

BACHELORS OF SCIENCE - HEALTHCARE ADMINISTRATION

75 weeks- hours may vary

120 semester hours

60 semesters credits awarded for prior AS degree and admission requirements*

900 clock hours

Method of Delivery – 100% Online

Admission Requirements for the BS in Healthcare Administration

- Provide documentation of completion of an associate degree in healthcare, allied health, or business at an institution recognized by the U.S. Department of Education (foreign diploma must be evaluated as equivalent)
- Pay registration fee based on signed arrangement
- Complete appropriate documents
- Submit all required forms by the designated deadlines
- Attend online orientation session

Program Description

This online program of study will provide students with the academic preparation for entry-level work in healthcare administration and/or continued study in healthcare

administration at the graduate level.

Graduation Requirement

At the completion of the program, graduates will be required to have a CGPA of 2.5.

PROGRAM OUTLINE

Course Number	Course Title	Credits
PHI_301	Critical Thinking	3
SOC1101	Introduction to Sociology	3
MAC_310	Statistics	3
PSY_401	Abnormal Psychology	3
COM_301	Microcomputer Applications	3
ACC_201	Principles of Financial Accounting	3
HIM_301	Introduction to Health Information Management	3
HIM_303	Legal and Ethical Aspects of Healthcare	3
HIM_314	Healthcare Finance	3
HIM_401	Health Information Management Organizational Leadership	3
HIM_404	Healthcare Research and Data Analysis	3
HIM_412	Human Resources in Healthcare	3
HIM_414	Revenue Cycle Management for Healthcare	3
HSA_3210	Quality Performance & Patient Care (NEW)	3
HSA_3110	Business Communications in Healthcare Management	3
HSA_3310	Healthcare Strategies and Marketing	3
HSA_3220	Long Term Care and Administration	3
HSA_4110	Healthcare Policy and Politics	3
HSA_4200	Capstone project	3
HSA_4010	Supervision and Management	3
Total		60

Course Description

PHI_301 Critical Thinking 3 Credits 45 Clock Hours

This course guides students in improving critical thinking skills through careful analysis, reasoned inference, and thoughtful evaluation of contemporary culture and ideas.

Prerequisites: None

SOC1101 Introduction to Sociology 3 Credits 45 Clock Hours

This course is designed to introduce you to a range of basic sociological principles so that you can develop your own sociological imagination. You will learn about the origins of sociology as

a discipline and be introduced to major sociological theories and methods of research. You will also explore such topics as sex and gender, deviance, and racism. *Prerequisites: None*

MAC_310 Statistics

3 Credits 45 Clock Hours

In an online delivery, this course provides the essentials of statistics with new and interesting data sets, examples, and exercises in statistics. The course fosters personal growth of students through critical thinking, use of technology, collaborative work, and development of communication skills. The course incorporates the latest and best methods used by professional statisticians. *Prerequisites: None*

PSY_401 Abnormal Psychology

3 Credits 45 Clock Hours

In an online delivery, this course offers students a researched, engaging, and up-to-date explanation of psychopathology, creating a learning experience that provokes thought and increases awareness. This course reflects the ever-changing field of abnormal psychology. *Prerequisites: None*

COM_301 Microcomputers Applications

3 Credits 45 Clock Hours

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets. *Prerequisites: None*

ACC_201 Accounting

3 Credits 45 Clock Hours

A study of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. The student will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll. *Prerequisites: None*

**HIM_301 Introduction to Health Information
Management**

3 Credits 45 Clock Hours

This course introduces the health information management profession and departmental functions related to filing and numbering methods, records management, retention and storage, and forms design. It covers the basic functions, content, and structure of the healthcare record as well as paper and electronic medical record systems and management. Various aspects related to health record documentation guidelines and standards are explored as well as the influence of accreditation and regulatory bodies. Health information processes and relationships among organizational departments and healthcare providers are also addressed. *Prerequisites: None*

**HIM_303 Legal & Ethical Aspects of Health Information
Management**

3 Credits 45 Clock Hours

The course presents the principles, techniques, and concepts needed for managerial analysis and decision-making in a health care setting. It highlights the effective management of planning, organizing, influencing, and controlling related to the internal and external environment and issues of ethics and social responsibility. *Prerequisites: None*

HIM_314 Healthcare Finance

3 Credits 45 Clock Hours

This web-based course is to prepare healthcare professionals for the responsibilities in maintaining a well-managed healthcare department/healthcare organization. This course provides a detailed understanding of health care financial management for decision-making. The course blends accounting and finance concepts to enhance the healthcare professional's decision-making skills. Topics covered include types of budgets; financial statements commonly used in healthcare environments; staffing; inventory and depreciation concepts; cost classifications; and trend analysis. The course will enhance the student's decision-making skills by utilizing case studies and practical applications to real world situations. *Prerequisites: ENC402, ACC201*

**HIM_401 Health Information Management
Organizational Leadership**

3 Credits 45 Clock Hours

This course provides an analysis of the health information management professional's role within the healthcare environment. In addition, the course addresses the application of current principles, concepts, and models used for strategic planning and forecasting, leadership, motivation, diversity and inclusion, and change management. *Prerequisites: ENC402*

HIM_404 Healthcare Research and Data Analysis

3 Credits 45 Clock Hours

This course focuses on the compilation, the analysis, the presentation, and the maintenance of healthcare research and statistical techniques. Institutional Review Board (IRB) processes, research protocol monitoring, and knowledge-based research techniques are reviewed. Emphasis is placed on the use of basic statistical principles, indices, databases, registries, vital statistics, descriptive statistical models, and the use of data analysis for decision-making. *Prerequisites: ENC402, HIM301, HIM303, HIM314*

HIM_412 - Human Resources in Healthcare

3 Credits 45 Clock Hours

This course examines the role of the health information management professional as a strategic partner in managing healthcare organizations. Management and leadership functions such as recruitment, selection, development, appraisal, retention, and compensation are addressed. Current issues such as diversity training and sexual harassment policies are analyzed within the course. *Prerequisites: ENC1101*

HIM_414 - Revenue Cycle Management for Healthcare

3 Credits 45 Clock Hours

An introduction to electronic patient billing in ambulatory settings using various insurance and reimbursement systems. Students prepare health insurance claim forms for various types of insurance plans and use this information as a practice management and outcomes

assessment tool. Additional topics include billing and claims management issues.

Prerequisites: None

HSA_3210 - Quality Performance & Patient Care

3 Credits 45 Clock Hours

This course provides an overview of the rules and regulations that govern quality improvement within healthcare. The course reviews the integration of quality improvement models and strategies that assist with implementing quality improvement, utilization management, and risk management initiatives. Evaluating patient experience, including effectiveness and safety of care for a healthcare administrator.

HSA_3110 – Business Communications in Healthcare Management

3 Credits 45 Clock Hours

This course will focus on the basic writing and communication principles and practices for successful participation in organizational and professional activities. Emphasis will be on communicating professionally in written correspondence, interviewing, public relations, business presentations, and interpersonal/team work. Opportunities to recognize complex issues, organize ideas and thoughts in a consistently logical format, and communicate these ideas in a succinct and concise manner will be included. *Prerequisites: None*

HSA_3310 - Healthcare Strategies & Marketing

3 Credits 45 Clock Hours

Theories, methodologies, practices in health planning, institutional strategic planning, and health marketing. This course provides the student with a good understanding of the growing role of salespeople in the business world today. *Prerequisites: None*

HSA_4110 - Health Policy & Politics

3 Credits 45 Clock Hours

This course aims to familiarize students with the development of healthcare policies and explores the fundamental factors influencing present-day health policy challenges. It seeks to enhance the understanding of health administration students regarding the importance and determinants of contemporary health policy issues, the governmental role in the healthcare system, and to establish a solid knowledge base and analytical skills essential for policy analysis and implementation. *Prerequisites: None*

HSA_3220 - Long Term Care and Administration

3 Credits 4 Clock Hours

This course delves into the structure and operation of long-term care administration, encompassing aspects such as long-term care providers, interactions within the long-term care continuum, the management of long-term care, and anticipated future challenges in the field. *Prerequisites: None*

HSA_4200 Capstone

3 Credits 45 Clock Hours

This comprehensive course will synthesize knowledge and skills learned from prior coursework to address a real-world issue in healthcare administration. Students will complete a capstone project that requires research, strategic planning, practical and theoretical methodologies learned throughout the program. This project demonstrates the ability to integrate and apply knowledge that prepares students for success in the field of healthcare administration. *Prerequisites: all courses*

HSA_4010 Supervision and Management

3 Credits 45 Clock Hours

This course offers a comprehensive exploration of entry-level management, with a primary emphasis on overseeing personnel. It delves into supervisory procedures, dissecting the roles of planning, organizing, staffing, directing, and controlling, and their interplay with the day-to-day duties of a supervisor. Prerequisites: None

REGISTERED NURSE-BACHELOR OF SCIENCE IN NURSING

Program Title: Registered Nurse - Bachelor of Science in Nursing (RN-BSN)

Overview

The RN-BSN program aims to enhance the knowledge, skills, and competencies of registered nurses, preparing them for advanced roles in diverse healthcare settings. The program focuses on developing critical thinking, leadership, and evidence-based practice skills, empowering nurses to deliver high-quality, patient-centered care and contribute to the advancement of the nursing profession.

Program Structure

Duration: 60 weeks, 4 semesters – 810 Clock Hours

Credits: 120 credits

Clinical Hours: None

Delivery Mode: Online

Admissions Process

Admissions Requirements General

Applicants must complete and submit an application for admissions that includes:

- Admission Interview • Distance Education Questionnaire
- Personal Statement • Residency Disclosure

Application fee of \$50.00.

Proof of Graduation

RN-BSN Specific Entrance Requirements

- Active and unencumbered RN License

- Earned associate degree from a postsecondary institution that is accredited by an agency recognized by the US Department of Education or from a foreign college or university recognized as equivalent to a US bachelor's degree.
- Students are awarded 66 credits based on prior education and RN License

Program Courses

RN-BSN Program	Credit
Credits for AS Degree and RN License (66 Credits)	66
Upper-Level Gen Ed Courses (12 credits)	
GOV 2101 American Government	3
ENC 1201 English Composition	3
COM 301 Microcomputer Applications	3
PHI 301 Critical Thinking	3
NURSG 1301 Pathophysiology	3
NURSG 1302 Leadership	5
NURSG 1105 Population Health and Community-Based Nursing	6
NURSG 1304 Global Health	4
NURSG 1401 Informatics	4
NURSG 1402 Research	6
NURSG 4500 Theoretical Foundations of Nursing	3
NURSG 5002 Advanced Pathophysiology	3
NURSG 5003 Advanced Pharmacology	3
NURSG 5004 Advanced Health Assessment	3

NURSG 5050 RN-BSN Integration	2
Total	120

End of Program Student Learning Outcomes

Upon completion of the program. The graduate will be able to:

- Incorporate evidence-base practice and clinical judgment across the health-illness continuum when planning, implementing, and evaluating nursing practice
- Synthesize knowledge from multiple disciplines to provide safe, holistic, evidence-based and client-centered care including health promotion and risk reduction.
- Collaborate with interprofessional teams in developing a preventative plan of care that contributes to the improvement of equitable population health outcomes.
- Integrate systems leadership principles to improve health outcomes of culturally diverse populations in a variety of healthcare settings.
- Utilize technology to synthesize theory, research, and practice data to support and evaluate clinical decisions and quality improvement in nursing practice.
- Strengthen own professional identity by upholding to the standards of moral, ethical, and legal conduct, and committing to lifelong learning.

Course Descriptions

GOV 2101 American Government

3 Credits 45 Clock Hours

This course is designed to introduce students to the rich complexity of politics in the American political system. It involves analysis of current political institutions and their development within the cultural setting, as well as applications and problems of citizenship in the United States. In order to appreciate government and politics we will explore some of the major concepts, perspectives, policies and arguments within the sub-field of American Politics. You will also be encouraged to critically think about and discuss political issues. *Prerequisites: None*

ENC 1201 English Composition

3 Credits 45 Clock Hours

This course is an expository writing course that helps students develop more advanced writing skills than English Composition I. The course also reviews and incorporates some of the same skills. ... A major component of this course will be an emphasis on the research process and information literacy. *Prerequisites: None*

COM 301 Microcomputer Applications**3 Credits 45 Clock Hours**

This course prepares students to utilize Windows-based applications within the Windows environment. Through a hands-on approach, students will achieve advanced application knowledge of Windows, word processing, presentation software, and spreadsheets.

Prerequisites: None

PHI 301 Critical Thinking**3 Credits 45 Clock Hours**

This course guides students in improving critical thinking skills through careful analysis, reasoned inference, and thoughtful evaluation of contemporary culture and ideas.

Prerequisites: None

NURSG 1301 Pathophysiology**3 Credits 45 Clock Hours**

This course focuses on alterations of selected physiological functions that occur in response to a disease process or compensate for common stressors like inflammation or pain. The content builds upon previous understanding of anatomy, physiology, microbiology, basic chemistry, and the usual manifestations of common diseases. Alterations in pathophysiological functions of cells and the interrelationships of body systems are explored. Physiological theory and treatment are discussed using case situations and discussion questions that exemplify the content.

Prerequisites: All ASN courses

NURSG 1302 Advanced Leadership**5 Credits 75 Clock Hours**

This course teaches advanced concepts underlying professional career development in nursing. The role as a nurse manager, an integral part of a healthcare institution hierarchy, is explored. Emphasis will be placed on the role of the nurse as a frontline manager, utilizing inter-professional communication skills and collaboration. The goal of these conceptual applications is to achieve excellence in the administration of healthcare organizations and in the provision of healthcare. Concentration on the acquisition of leadership behaviors, values, and the roles of planner, coordinator, provider, and evaluator of care are emphasized. The course focuses on concepts and tools required to provide safe care with evidence-based leadership. Focus of the nurse as educator, including principles and theories of teaching and learning, will be identified. Strategies for nurses to teach in staff development, as well as their role as a preceptor and in academic programs will be explored. Students are introduced to quality improvement, case management, utilization review, staff development, peer review, and competency evaluation in healthcare.

Prerequisites: All ASN courses

**NURSG 1105 Population Health and
Community-Based Nursing****6 Credits 90 Clock Hours**

This course explores principles of population health, epidemiology, health promotion, and disease prevention across diverse populations. Emphasis is placed on social determinants of health, health equity, and community-based nursing interventions to improve outcomes for individuals, families, and communities. *Prerequisites: All ASN courses*

NURSG 1304 Global Health**4 Credits 60 Clock Hours**

This course analyzes the impact of educational, legal, ethical, political, and social issues on global health policy and healthcare as well as rising liability insurance costs and perspectives on healthcare system level. Healthcare policies at the local, regional, state, national, and global levels will be discussed, including similarities and differences. Global differences and their relationship to American healthcare practice are explored. Issues of funding methods, resource allocation, access to care, and disparities impacting the healthcare system are addressed from a policy perspective. Emphasis will be placed on evaluation of the effects of practice and healthcare laws and policies related to practice, consumer health, and the profession of nursing associated with the cultural differences, current legislation, political and religious controversy, economic constraints, and technology. Factors will be defined that may influence a proactive response to achieve safety, prevention of errors, and quality patient outcomes. *Prerequisites: All ASN courses*

NURSG 1401 Nursing Informatics**4 Credits 60 Clock Hours**

This course will focus on healthcare information systems, database management, data quality, workload, quality improvement, resource utilization, and system design. General computer office applications and healthcare-specific technology applications are presented. Technology that supports patient care and the benefits of healthcare technology are emphasized. Students will learn about emerging information sources and communication technology and their impact on healthcare. Emphasis will be placed on trends and issues in clinical technology as well as security and the use of databases. Students collaborate with a faculty mentor to create a portfolio demonstrating the progress made toward individual and program goals and outcomes. The portfolio is designed to demonstrate evidence of mastery of program and course learning outcomes and serves as an assessment of student learning. *Prerequisites: COM301*

NURSG 1402 Research / Evidence-Based Practice**6 Credits 90 Clock Hours**

This course introduces the methods of scientific inquiry, with a focus on research methodologies, nursing theory, and the application of an evidence-based practice approach in providing quality patient care. Emphasis is placed on the development of decision-making skills required to critically appraise published investigations and to utilize research findings to effect positive change in healthcare through evidence-based practice. Students will utilize various databases and enhance their ability to analyze and synthesize research findings appropriate to clinical practice. *Prerequisites: None*

NURSG 4500 Theoretical Foundations of Nursing**3 Credits 45 Clock Hours**

This course explores the theoretical foundations of nursing practice covering the development, analysis, and application of nursing theories through a concept-based learning approach to enhance critical thinking and clinical decision-making skills. Students will examine key nursing theories, their relevance to advanced practice and their application. *Prerequisites: All ASN courses*

NURSG 5002 Advanced Pathophysiology**3 Credits 45 Clock Hours**

This course provides an in-depth exploration of advanced pathophysiology with emphasis on the physiological changes and adaptations associated with various disease states. It will cover the mechanisms of disease, the body's response to these changes, and the implications for client care. It is designed to enhance the clinical reasoning and decision-making skills of Family Nurse Practitioners (FNPs) through a concept-based approach.

Prerequisites: NURSG1301

NURSG 5003 Advanced Pharmacology**3 Credits 45 Clock Hours**

This course provides an in-depth study of advanced pharmacology principles with a focus on pharmacokinetics, pharmacodynamics, and pharmacotherapeutics through a concept-based learning approach to enhance critical thinking and clinical decision-making skills. It is designed to prepare Family Nurse Practitioners (FNPs) with the knowledge and skills necessary to safely and effectively manage pharmacologic therapies for diverse client populations across the lifespan. *Prerequisites: NURSG1301*

NURSG 5004 Advanced Health Assessment**3 Credits 45 Clock Hours**

This course provides an in-depth exploration of advanced physical assessment techniques for Family Nurse Practitioners (FNPs). The course integrates theoretical knowledge with practical skills to enhance students' ability to perform comprehensive and focused physical assessments across the lifespan. Students will develop critical thinking and clinical decision-making skills necessary for effective client care. *Prerequisites: All ASN courses*

NURSG 5050 RN to BSN Integration: Capstone Course**2 Credits 30 Clock Hours**

This capstone course integrates knowledge and skills acquired throughout the RN to BSN program. Students will engage in a comprehensive scholarly project that addresses a current issue in nursing practice, focusing on evidence-based practice, healthcare policy, or leadership. The course culminates in a final presentation where students will showcase their projects to peers and faculty. Emphasis will be placed on critical thinking, clinical reasoning, and the application of nursing theories and models in real-world scenarios.

Prerequisites: All ASN courses

MASTER'S DEGREE PROGRAMS

MASTERS IN HEALTH INFORMATICS

Offered only at Our Atlanta, GA Location

570 Clock Hours 35 Semester Credits 75

Instructional Weeks Credential Awarded: Masters of Science

Type of Instructional Delivery: 100% Distance Education

GRADUATION REQUIREMENTS

In order to graduate from the Masters in Health Informatics a program, students must meet the following requirements: CGPA of **3.0 or higher for Master's Degree programs**. Please see page 10 of the College Catalog for the complete list of graduation requirements.

Program Description

The Master of Health Informatics (MS-HI) program is designed to prepare students with the advanced knowledge and skills that intersect healthcare and information technology. This comprehensive program focuses on the strategic and practice aspects of health informatics, enabling students to become leaders and change agents in the evolving healthcare landscape. Through a blend of theoretical foundations and industry collaborations, students will develop expertise in leveraging technology and data analytics to optimize healthcare delivery, enhance patient outcomes, and drive innovation.

Program Outcomes

1. Students will possess a thorough understanding of the principles, theories, and concepts in health informatics, including healthcare information systems, data management, interoperability, privacy, security, and ethical considerations.
2. Students will gain proficiency in utilizing cutting-edge technologies and data analytics tools relevant to health informatics. They will be able to effectively manage health information systems, analyze healthcare data, and employ data visualization techniques to derive meaningful insights and support evidence-based decision-making.
3. Students will build on their leadership abilities, enabling them to drive change, manage health informatics projects, and facilitate interdisciplinary collaborations. Graduates will be equipped with the skills to lead teams, influence stakeholders, and implement technology driven strategies to improve healthcare processes and outcomes.
4. Students will develop strategic thinking skills to address complex healthcare challenges through the integration of technology and informatics. They will learn to analyze organizational needs, assess risks and benefits, and design innovative solutions to optimize healthcare delivery, enhance patient safety, and improve quality of care.

5. Students will demonstrate a strong understanding of ethical and legal issues associated with health informatics. This includes being well versed in privacy regulations, security protocols, and data governance principles.

6. Students will enhance their communication skills, enabling them to effectively collaborate with diverse stakeholders, including healthcare professionals, IT specialists, administrators, and patients.

Program Outline and Curriculum

The Master of Science in Health Informatics program consists of a minimum of 35 credit hours. (See Admissions Requirements).

Upon successful completion of the program, individuals will be awarded the MS-HI degree.

Special Requirements to the MS-Health Informatics Program and Transfer Credit:

To ensure a cohesive learning experience, applicants should have an earned bachelor's degree in Health Informatics (BS-HI), bachelor's degree in Health Information Management (BS-HIM), bachelor's degree in Information Technology (BS-IT), a bachelor's degree in Information Systems (BS-IS), or similar degree in a closer related concentration. This requirement ensures students entering the program possess the necessary background knowledge and skills to excel in our rigorous curriculum.

A review of official transcripts will be conducted for course work completed for possibility of transfer of credits towards required pre-requisite courses.

Required Pre-Requisites:

Prospective students who do not possess a bachelor's degree in health informatics, health information management, information technology, or information systems are required to take the following two pre-requisite courses to acquire the foundational knowledge needed to be successful in the MS-Health Informatics program:

MHI5010: Information Systems in Health System 3 credits

MHI5020: Health Information Technology Foundations 2 credits

Prospective students with a Bachelors in Health Information, Bachelors in Health Information Management, Bachelors of Science in Information Technology or Bachelors in Information Security will receive 5 transfer credits for completing MHI5010 and MHI5020.

*Students that do not have the prerequisites completed prior to admission will be required to take 2 additional courses.

Course Title

Fundamentals of Health Informatics

Credits

3

Health Data Management and Governance	3
Foundations of Data Analytics	3
Database Architecture	3
Interoperability and Data Standards in Health Informatics	3
Usability and User Experience in Health Informatics	3
Health Informatics Ethics, Privacy, and Compliance	3
Managing Healthcare Initiatives	3
Strategic Leadership in Healthcare	3
Applied Health Informatics Capstone	3
Information Systems in Healthcare (Transfer Credit) *	3
Health Information Technology Foundations (Transfer Credit)	*2
Total credits	35

Course Descriptions

MHI5010 Information Systems in Healthcare

(Transfer Credit)

3 credits 45 clock hours

This course introduces the student to the profession of Information Systems. The student will learn the various health care delivery systems. Topics include looking at different health care settings, patient record, electronic health records (EHRs), information systems, databases and analytical tools to structure, analyze and present information and legal aspects of health information. Students gain hands-on experience with a virtual EHR and examine the impact of EHRs on healthcare. *Prerequisites: None*

MHI5020 Health Information Technology Foundations

(Transfer Credit)

2 credits 30 clock hours

The foundations of this course will focus on the principles of computer technology that will relate to health care with an emphasis on technology. Topics included in this course are computerized medical billing and coding, health care data collection, storage, retrieval, security arrangement, presentation, and verification. *Prerequisites: None*

MHI5100 Fundamentals of Health Informatics

3 credits 45 clock hours

This course provides students with a comprehensive introduction to the field of health informatics. Students will gain a solid understanding of the fundamental concepts, principles, and applications of health informatics within healthcare settings. Students will explore the role of informative technology in healthcare, health information systems, data management, privacy and security considerations, and the impact of health informatics on patient care and healthcare outcomes. *Prerequisites: None*

MHI5150 Health Data Management and Governance

3 credits 45 clock hours

This course provides students with an in-depth understanding of health data management and governance principles in the context of healthcare organizations. Students will explore the lifecycle of health data, from collection to storage, analysis, and dissemination, focusing

on strategies and best practices for effective data management and governance. Topics such as data quality, data standards, data privacy, security, and regulatory compliance will be reviewed. Students will also learn about data governance frameworks, data stewardship, and the role of data management in supporting evidence-based decision-making and improving healthcare outcomes. *Prerequisites: None*

MHI5200 Foundations of Data Analytics

3 credits 60 clock hours

This course introduces students to the fundamental concepts and techniques of data analytics within the context of healthcare. Students will learn how to extract meaningful insights and drive evidence based decision-making through the analysis of health data. The course covers data exploration, data visualization, statistical analysis, and predictive modeling techniques. Students will gain hands-on experience with popular data analytics tools and software, which allows for applying knowledge to real-world healthcare scenarios. (Recommended software: Tableau). *Prerequisites: None*

MHI5250 Database Architecture

3 credits 60 clock hours

The course delves into the principles and concepts of database architecture, focusing on designing and managing databases in healthcare settings. Students will explore the fundamental components of database systems, including data modeling, normalization techniques, indexing, and query optimization. Students will gain hands-on experience with database management systems (DBMS) and learn how to apply best practices for data storage, retrieval, and security. The course also addresses emerging trends and challenges in database architecture, such as distributed databases, big data, and cloud-based solutions (Recommended software: Microsoft SQL Server). *Prerequisites: None*

MHI5300 Interoperability and Data Standards in Health Informatics

3 credits 45 clock hours

This course explores the concepts and principles of interoperability and data standards within the field of health informatics. Students will examine the importance of seamless data exchange and integration across various healthcare systems, including electronic health records (EHRs), health information exchanges (HIEs), and other healthcare applications. Students will gain an understanding of data standards, such as HL7 and DICOM, and their role in ensuring the operability of health information.

Prerequisites: None

MHI5350 Usability and User Experience in Health Informatics

3 credits 45 clock hours

This course focuses on the principles and practices of usability and user experience design within the context of health informatics. Students will explore the role of effective design in healthcare systems, applications, and interfaces to enhance user satisfaction, efficiency, and patient safety. Applying human-centered design principles, usability testing methodologies, and user experience evaluation techniques to create intuitive and user-friendly health informatics solutions will be explored. *Prerequisites: None*

MHI5400 Health Informatics Ethics, Privacy, and Compliance**3 credits 45 clock hours**

This course explores ethical, privacy, and compliance considerations in the field of health informatics. Students will analyze the legal and ethical frameworks governing the collection, use, and disclosure of health information. They will examine privacy laws, regulations, and industry standards that guide the protection of sensitive patient data. The course will also cover ethical issues related to data security, confidentiality, informed consent, and the responsible use of health informatics technologies. *Prerequisites: None*

MHI5450 Managing Healthcare Initiatives**3 credits 60 clock hours**

This course provides students with the knowledge and skills necessary to effectively manage healthcare initiatives within complex healthcare settings. Students will explore the key principles of project management and leadership in the context of healthcare, focusing on planning, organizing, and executing healthcare projects. Students will learn techniques for stakeholder engagement, risk management, resource allocation, and quality assurance. Additional topics explored include change management, communication, and team dynamics emphasizing their relevance to successful healthcare initiatives. (Recommended software: Trello) *Prerequisites: None*

MHI5500 Strategic Leadership in Healthcare**3 credits 45 clock hours**

This course focuses on developing strategic leadership skills in the context of healthcare organizations. Students will explore theories and practices of strategic management, examining their application to the unique challenges and dynamics of the healthcare industry. Students will analyze strategic planning processes, organizational dynamics, and the role of leadership in driving strategic change. The course will also cover topics such as strategic thinking, decision-making, innovation, and performance management. *Prerequisites: None*

MHI5600 Applied Health Informatics Capstone**3 credits 45 clock hours**

This final course of the program is a hands-on course designed to provide students with practical experience in applying health informatics principles and skills to a real-world project. The student will collaborate with a healthcare organization to identify, analyze, and address informatics challenges. The student will apply knowledge gained through the program to design, develop, and implement health informatics solutions that improve healthcare delivery, patient outcomes, and organizational efficiency. Through a project-based learning approach, students will enhance their problem-solving, critical thinking, and project management skills, while gaining valuable experience in the application of health informatics in practice. *Prerequisites: None*

MASTERS OF SCIENCE IN NURSING – FAMILY NURSE PRACTITIONER

44 Credits

1170 Clock Hours

765 clinical/practicum hours

90 Weeks

Method of Delivery – Full Distance

Program Description

The MSN FNP program is designed to prepare registered nurses for advanced practice roles in family health care.

Program Objective

The curriculum is structured emphasizing advanced clinical practice, leadership, research, and evidence-based care. The program focuses on developing skills in clinical decision-making, client management, and evidence-based practice.

Program Goals

- Provide a solid foundation in advanced nursing practice, leadership, and research.
- Prepare graduates to improve healthcare delivery and client outcomes.
- Equip students with the skills needed for diverse roles in healthcare settings.

*Pre-Requisite Courses from CCHT BSN Program

NURSG 1302 Advanced Leadership (5 credits)

NURSG 1304 Global Health (4 credits)

NURSG 1402 Research/Evidence Based Practice (6 credits)

End of Program Student Learning Outcomes

- 1) Competence in Comprehensive Care. Synthesize advanced knowledge and skills in managing comprehensive, evidence-based, client-centered care in diverse healthcare settings.
- 2) Advanced Clinical Judgment. Incorporate advanced clinical reasoning and decision-making skills when caring for culturally diverse client populations across the lifespan.

- 3) **Effective Communication and Interprofessional Collaboration.** Manage information technology to effectively communicate, educate and counsel clients, facilitate informed decision-making, and collaborate with healthcare team to ensure coordinated and holistic care.
- 4) **Leadership and Advocacy in Advanced Practice Nursing.** Utilize leadership and advocacy skills in advanced practice nursing including ethical decision-making, policy engagement, and promotion of healthcare quality and safety.
- 5) **Lifelong Learning and Professional Development.** Strengthen own professional identity by maintaining competence and committing to lifelong learning.

Admission Requirements include

- Bachelor's degree in nursing (BSN) from an accredited institution
- Minimum GPA of 2.5 on a 4.0 scale
- Current, unencumbered RN license
- Completion of undergraduate courses in statistics, health assessment, and pathophysiology
- Two years of clinical experience as a registered nurse
- Two letters of recommendation (academic and professional)
- Personal statement of goals and objectives
- Current resume or CV
- Interview with program faculty

MSN FNP Course Breakdown

Course Code	Course Title	Semester Credits
NURSG 4500	Theoretical Foundations of Nursing	3
NURSG 5002	Advanced Pathophysiology	3
NURSG 5003	Advanced Pharmacology	3
NURSG 5004	Advanced Health Assessment	3
NURSG 5005	Diagnostic Reasoning	1
NURSG 5006	Primary Care FNP Role	3
NURSG 6001	Adult and Geriatric Family Care	3

NURSG 6001C	Adult and Geriatric Family Care Practicum* (180 hours)	4
NURSG 6002	Women's Health and Family Care	3
NURSG 6002C	Women's Health and Family Care Practicum* (180 hours)	4
NURSG 6003	Pediatric and Adolescent Family Care	3
NURSG 6003C	Pediatric and Adolescent Family Care Practicum* (180 hours)	4
NURSG 6004	FNP in Practice Practicum I* (135 hours)	3
NURSG 6005	FNP in Practice Practicum II* (90 hours)	2
NURSG 6006	FNP Integration	2
		44

Course Descriptions

NURSG 4500 Theoretical Foundations of Nursing

3 Credits 45 Clock Hours

This course explores the theoretical foundations of nursing practice covering the development, analysis, and application of nursing theories through a concept-based learning approach to enhance critical thinking and clinical decision-making skills. Students will examine key nursing theories, their relevance to advanced practice and their application in Family Nurse Practitioner (FNP) roles. *Prerequisites: All BSN Courses*

NURSG 5002 Advanced Pathophysiology

3 Credits 45 Clock Hours

This course provides an in-depth exploration of advanced pathophysiology with emphasis on the physiological changes and adaptations associated with various disease states. It will cover the mechanisms of disease, the body's response to these changes, and the implications for client care. It is designed to enhance the clinical reasoning and decision-making skills of Family Nurse Practitioners (FNPs) through a concept-based approach. *Prerequisites: All BSN Courses*

NURSG 5003 Advanced Pharmacology

3 Credits 45 Clock Hours

This course provides an in-depth study of advanced pharmacology principles with a focus on pharmacokinetics, pharmacodynamics, and pharmacotherapeutics through a concept-based learning approach to enhance critical thinking and clinical decision-making skills. It is designed to prepare Family Nurse Practitioners (FNPs) with the knowledge and skills necessary to safely and effectively manage pharmacologic therapies for diverse client populations across the lifespan. *Prerequisites: All BSN Courses*

NURSG 5004 Advanced Health Assessment

3 Credits 45 Clock Hours

This course provides an in-depth exploration of advanced physical assessment techniques for Family Nurse Practitioners (FNPs). The course integrates theoretical knowledge with practical skills to enhance students' ability to perform comprehensive and focused physical

assessments across the lifespan. Students will develop critical thinking and clinical decision-making skills necessary for effective client care. *Prerequisites: All BSN Courses*

NURSG 5005 Diagnostic Reasoning

1 Credit 15 Clock Hours

This course focuses on developing diagnostic reasoning skills. The course emphasizes the integration of theoretical knowledge with clinical practice to enhance critical thinking and decision-making abilities. It involves interactive learning experiences to apply diagnostic reasoning in real-world clinical scenarios. *Prerequisites: All BSN Courses*

NURSG 5006 Primary Care Family Nurse Practitioner Role

3 Credits 45 Clock Hours

This course focuses on the primary care role of the Family Nurse Practitioner (FNP). The course integrates theoretical knowledge with practical skills to prepare FNP students for comprehensive and holistic care of clients across the lifespan. Students will develop competencies in health promotion, disease prevention, and management of acute and chronic conditions within primary care settings. *Prerequisites: All BSN Courses*

NURSG 6001 Adult and Geriatric Family Care

3 Credits 45 clock Hours

This course focuses on the primary care management of adult and geriatric populations for Family Nurse Practitioners (FNPs). The course integrates theoretical knowledge with practical skills to prepare FNP students for comprehensive and holistic care of adult and geriatric clients. Students will develop competencies in health promotion, disease prevention, and management of acute and chronic conditions in these populations.

Prerequisites: NURSG5006 and Corequisite: NURSG6001C

NURSG 6001C Adult and Geriatric Family Care Practicum

4 Credits 180 Clock Hours

This clinical practicum course is designed to provide Family Nurse Practitioner (FNP) students with hands-on clinical experience in adult and geriatric primary care settings. The course integrates theoretical knowledge with practical skills to prepare FNP students for comprehensive care of adult and geriatric clients. Students will engage in clinical practice under the supervision of experienced preceptors, developing competencies in health assessment, diagnosis, management, and client education.

Prerequisites: NURSG5006 and Corequisite: NURSG6001C

NURSG 6002 Women's Health and Family Care

3 Credits 45 Clock Hours

This course focuses on the comprehensive care of women and families for Family Nurse Practitioners (FNPs). The course integrates theoretical knowledge with practical skills to prepare FNP students for providing holistic and evidence-based care across the lifespan. Students will develop competencies in health promotion, disease prevention, and management of acute and chronic conditions specific to women and families. *Prerequisites: NURSG5006 and Corequisite: NURSG6001C*

NURSG 6002C Women's Health and Family Care Practicum

4 Credits 180 clock Hours

This clinical practicum course provides Family Nurse Practitioner (FNP) students with hands-on clinical experience in women's health and family care settings. The course

integrates theoretical knowledge with practical skills to prepare FNP students for providing comprehensive and holistic care to women and families. Students will engage in clinical practice under the supervision of experienced preceptors, developing competencies in health assessment, diagnosis, management, and client education specific to women's health and family care. *Prerequisites: NURSG5006 and Corequisite: NURSG6001C*

NURSG 6003 Pediatric and Adolescent Family Care **3 Credits 45 Clock Hours**

This course focuses on the comprehensive care of pediatric and adolescent populations within the family context for Family Nurse Practitioners (FNPs). The course integrates theoretical knowledge with practical skills to prepare FNP students for providing holistic and evidence-based care to children and adolescents. Students will develop competencies in health promotion, disease prevention, and management of acute and chronic conditions specific to pediatric and adolescent clients. *Prerequisites: NURSG5006 and Corequisite: NURSG6001C*

**NURSG 6003C Pediatric and Adolescent Family
Care Practicum**

4 Credits 180 Clock Hours

This clinical practicum course is designed to provide Family Nurse Practitioner (FNP) students with hands-on clinical experience in pediatric and adolescent family care settings. Emphasizing a concept-based curriculum, the course integrates theoretical knowledge with practical skills to prepare FNP students for providing comprehensive and holistic care to children and adolescents within the family context. Students will engage in clinical practice under the supervision of experienced preceptors, developing competencies in health assessment, diagnosis, management, and patient education specific to pediatric and adolescent patients. *Prerequisites: NURSG6002, NURSG6002C Corequisites: NURSG6003*

NURSG 6004 FNP in Practice Practicum I

3 Credits 135 Clock Hours

FNP in Practice Practicum I is a supervised clinical experience in a family practice setting, designed to provide Family Nurse Practitioner (FNP) students with 90 hours of hands-on clinical practice. This course integrates theoretical knowledge with practical skills to prepare FNP students for providing comprehensive care to clients across the lifespan. Students will demonstrate competencies in health assessment, diagnosis, management, and client education under the supervision of experienced preceptors. *Prerequisites: NURSG6003, Corequisites: NURSG6006*

NURSG 6005 FNP in Practice Practicum II

2 Credits 90 Clock Hours

FNP in Practice Practicum II is a continued clinical practice experience with increased responsibility and complexity, designed to provide Family Nurse Practitioner (FNP) students with an additional 90 hours of hands-on clinical practice. Building on the foundational skills developed in Practicum I, this course focuses on the integration of all skills learned, enhancing the student's ability to provide comprehensive and advanced care to clients across the lifespan in a family practice setting. *Prerequisites: NURSG6004, Corequisites: NURSG6006*

NURSG 6006 FNP Integration**2 Credits 30 clock Hours**

The FNP Integration course serves as the capstone experience for the MSN Family Nurse Practitioner (FNP) program. This course is designed to synthesize and integrate knowledge, skills, and competencies acquired throughout the program. It emphasizes the transition from student to advanced practice clinician, preparing students for independent practice as FNP's. The course includes a combination of reflective practice, case study analysis, clinical simulation, and a comprehensive review of core content areas. Students will also develop a professional portfolio and prepare for national certification examinations.

Prerequisites: NURSG6003, Corequisites: NURSG6004 and NURSG6005

FINANCIAL ASSISTANCE

Financial Aid

Veterans Administration – All Locations

Cambridge believes that students and their families have the primary responsibility for educational costs. However, we realize that many families are unable to immediately fund the entire cost of education. To that end, Cambridge participates in Federal Title IV financial assistance programs to aid students who qualify in meeting the cost of attending school. Many Cambridge students supplement Title IV aid with other financial assistance programs such as employer reimbursement, veteran benefits, agency sponsorship, and other educational financing sources. A student can enlist the help of the financial aid department if assistance is needed to obtain supplemental aid. Cambridge College participates in the Federal Financial Aid (Title IV) Program which is available for those students who qualify.

Some of the frequently used financial aid programs are listed here and described below:

- Pell Grants
- Federal Work Study
- Direct Subsidized Stafford Loans
- Direct Unsubsidized Stafford Loans
- Direct PLUS loans for parents of qualified dependent students
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Grant
- Workforce Investment Act (WIA)
- 529 Prepaid College Plans
- Veteran Benefits
- Scholarships

Financial Aid Eligibility Requirements

A complete list of student eligibility standards and conditions may be found in The Student Guide, as published by the following U.S. Department of Education Financial Aid website at www.studentaid.ed.gov. All students must apply for financial assistance by completing a Free Application for Federal Student Aid (FAFSA) at FAFSA.ed.gov and by submitting appropriate documentation to the institution and Financial Aid Department. The Financial Aid Department maintains adequate records to ensure proper administration of aid funds through use of the campus management software system. This includes ensuring that aid given is not in excess of need and or the cost of attendance, annual and aggregate limits, limited to enrollment status and satisfactory academic progress. When a student completes the FAFSA and submits any required documents, the Financial Aid Officer will send the student an estimated award letter. Selection of students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status. Participation Requirements for the Federal Direct Loan Program

In order to participate in the Direct Loan or Direct PLUS Loan programs students must:

- Complete a Free Application for Federal Student Aid (FAFSA)
- Department of Education Financial Aid website at www.studentaid.ed.gov.
- Sign award letter
- Submit a Master Promissory Note (MPN)
- Complete Entrance Counseling at studentloans.gov
- For PLUS Loans, the parent borrower must complete application, credit check, and MPN at www.studentloans.gov.

In accordance with Title 38 US Code 3679 subsection (e), and effective August 1, 2019 ,this school 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. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school 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.

However, to qualify for this provision, students will be required to: Provide the College with: A copy of his/her VA Certification of Eligibility (COE) - A “certificate of eligibility” can also include a “Statement of Benefits” obtained from the U.S. Department of Veterans Affairs’ (VA) website; eBenefits; OR An approval letter for chapter 31 benefits, such as a VAF 28-1905 form.

Veteran Scholarship Program

Cambridge offers a College Scholarship for all campuses which is available for veterans accepted to Cambridge College. This scholarship award is granted in the amount of \$3,500 towards tuition in all programs. This scholarship may be used in conjunction with other funding sources. The Cambridge College Veteran Scholarship Program is not a cash scholarship directed to students, but a scholarship that pays down the cost of tuition for those who apply and are awarded this scholarship. There are a limited number of scholarships available annually. Determination of award is based on a first come first serve basis, contingent upon proving Veteran’s status and acceptance to Cambridge College.

Attendance Policy for Veterans

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in student files. Early departures, class cut, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Students exceeding three days unexcused absences in a calendar month, will be terminated from their VA benefits for unsatisfactory attendance. Regardless, all excused absences MUST be made up within the course period. Students with absences will be given a final grade of “I” (Incomplete) and granted up to two weeks after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified time frame, the faculty in conjunction with the Registrar’s office will rescind the “I” and award a final grade of “F” for the course.

Veterans Attendance Record Maintenance

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

Mandatory Entrance and Exit Loan Counseling

All borrowers must participate in Entrance Counseling at www.studentloans.gov. All first-time borrowers must complete an entrance counseling session on the Department of Education web site before any loan funds can be disbursed. All students who are nearing

program completion, leave the Institution, or drop below half time and who have borrowed (an) educational loan(s), are required to complete the exit loan counseling session on the Department of Education's web site, www.nslds.ed.gov.

Financial Aid Verification

The federal government has established an application review process called, Verification, to ensure that all data provided on the Federal Application for Student Aid (FAFSA) is correct and complete. All students are encouraged to use the IRS Data Retrieval Tool when originally completing the FAFSA. Students who fail to link with the IRS Data Retrieval Tool will be asked to return to the FAFSA.ed.gov website and link. If the student is unable to link to the IRS, the student is required to submit an IRS Tax Transcript as mandated by the Department of Education. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility.

Cost of Attendance

A school's cost of attendance figures can help in financial planning for your education by providing an estimate of what it costs to attend a specific school for a year. When awarding financial aid, schools must take this cost of attendance into account. Federal, state and institutional aid awarded to a student cannot exceed a school's cost of attendance. The official cost of attendance includes:

- Tuition and Fees
- Books and Supplies
- Room and Board
- Transportation
- Miscellaneous Expenses

Federal Direct Loans

The Federal Direct Loan Program provides low-interest student loans to postsecondary students (undergraduates and graduate students) and to their parents. The William D. Ford Federal Direct Loan Program is issued and managed by the U.S. Department of Education and is the only government-backed student loan program in the United States.

The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are based on financial need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Subsidized Loans

Direct Subsidized Loans are federal student loans available to undergrads that do not accrue interest while the student is in school or when loans are deferred after graduation.

The government sets the interest rates on Direct Subsidized Loans, there is no minimum credit score required to qualify, and rates are fixed. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Unsubsidized Loans

Direct Unsubsidized Loans are federal student loans available to undergrads that do accrue interest while the student is in school or when loans are deferred after graduation. The government sets the interest rates on Direct Unsubsidized Loans. There is no minimum credit score required to qualify, and rates are fixed. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

The Federal Direct PLUS loan is available to parents of dependent undergraduate students. These loans are not based on financial need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

Florida Bright Futures

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement.

The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- * Florida Academic Scholars (FAS) award (including Academic Top Scholars (ATS) award
- * Florida Medallion Scholars (FMS) award
- * Florida Gold Seal Vocational Scholars (GSV) award

Crossroads Scholarship Program

The purpose of this scholarship is to identify students who are having financial hardship. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors. The right candidate will show a passion in helping patients in the healthcare setting, but find they do not have the resources to make this transition.

Crossroads Medical Assistant Program Career Source Scholarship

The purpose of this scholarship is to identify students who are having financial hardship and have been approved for a Career Source Voucher. Financial Hardship as defined by this scholarship is an applicant who is having or had a downturn in employment or income due to current economic factors.

Alumni Scholarship

Cambridge College of Healthcare & Technology offers the Alumni Scholarship to eligible graduates of a qualifying program who enroll in a qualifying higher-level credential program within the institution. The purpose of this scholarship is to help reduce the student's overall loan burden while advancing their education.

Eligible recipients may receive a tuition scholarship of 10% applied toward one of the following programs:

Program student Graduated from:	Program scholarship can be applied to:	Scholarship Amount
Associate of Science in Nursing Diagnostic Medical Sonography Medical Laboratory Technician Radiation Therapy Radiologic Technology	BS in Healthcare Administration	\$2,748
Practical Nursing (PN)	Associate of Science in Nursing (ASN)	\$5,498
Associate of Science in Nursing (ASN)	ONLINE RN-BSN	\$2,446
Medical Billing & Coding	Health Information Technology	\$3,271
Health Information Technology Healthcare Cyber Specialist Diploma/Certificate Cyber & Network Security AS Degree	Health Information Management Healthcare Cyber Security & Privacy AS Degree Cyber & Network Security BS Degree	\$5,244 \$2,784 \$5,568

Eligibility Requirements

To qualify for the Alumni Scholarship, students must meet all of the following criteria:

- Graduate from one of the qualifying Cambridge programs listed above
- Enroll in an eligible associated higher-level Cambridge program listed above
- Maintain continuous enrollment through program completion.
- Remain in good standing, meeting Satisfactory Academic Progress (SAP) requirements
- Be current on all financial obligations to Cambridge College.

Scholarship Qualification Procedure

Cambridge College of Healthcare & Technology will evaluate eligibility for the Alumni Scholarship at the conclusion of each academic term.

- Scholarship funds are awarded upon successful completion of each term
- Funds are first applied to any outstanding balance on the student's account
- If a credit balance is created, funds will be applied to the student's loan with the highest interest rate, in accordance with applicable regulations.

Applications Procedure and Deadline

Applications for the Alumni Scholarship are available through the Financial Aid Department.

- Completed applications must be submitted prior to the end of the student's first term.
- Awards are contingent upon submission of the application and meeting all eligibility requirements.

For additional information, please contact the Financial Aid Department.

Note: Scholarship terms and eligibility requirements are subject to change. Students should refer to the most current College Catalog for updates.

Institutional Payment Plan

The purpose of the Institutional Payment Plan is to assist Associate Degree seeking students with cash balances that exceed \$5,000.00 after all other financial assistance has been applied to their account.

Eligibility Requirements:

- Student must be enrolled in an Associate Degree program.
- Cash balance exceeds \$5,000 after all other financial assistance applied to student account.
- Student must complete the Private Education Loan Applicant Self-Certification.
- Student must sign Retail Installment Contract and a copy of Driver's License or state issued ID must accompany contract.
- Student must complete Reference Form with four (4) valid references.

Policy:

- Student must make monthly payments in the minimum amount of \$200 while enrolled in program and four months past graduation.
- Student must make monthly payments in the minimum amount of \$400 beginning on the fifth month after graduation until balance is satisfied.
- Payments will not exceed 24 months past the date of graduation.
- If a student withdraws from a program a refund calculation will be completed and student will be billed for remaining balance.
- Account will be turned over to collections when it becomes 90 days past due and payment contract will be cancelled. Additionally, student will not have access to official transcripts or degree.

Disclosures:

- **Right to Cancel:** You have a right to cancel the transaction until midnight of the third business day following the date on the contract. You may cancel by email or by calling your campus Financial Aid office.
- **Rights of Consumer:** You have the right to accept the terms of this extension of credit anytime within 30 calendar days following the date of the contract. The terms of the contract will be available and will not change for 30 days except as permitted by law.
- **Federal Loan Alternatives:** You may qualify for Federal Student Loans. For additional information and interest rates contact your campus Financial Aid office.

Florida Schools – Effective August 1, 2019

In accordance with Title 38 US Code 3679 subsection (e), and effective August 1, 2019, this school 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. Within 90 days of the date when the school certifies the student's tuition and fees, following receipt of the student's VA Certificate of Eligibility, this school 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.

However, to qualify for this provision, students will be required to: Provide the College with: A copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; OR
An approval letter for chapter 31 benefits, such as a VAF 28-1905 form.

Collection Procedures for Student Receivables

Prompt collection of student accounts receivables ensures reduced liability and increases cash flow to the College. The following procedures are for controlling and collecting student debt.

General collection activity during the semester/payment period:

- Electronic bills are provided to students for each term/payment period specifying a due date.
- Students are offered a payment plan with zero interest and no penalties for late payments.
- Contact is made bi-weekly for accounts that are past due 30 days or more.

Collection activity on past due accounts – Collection agencies:

- Periodically students who have not paid their balance in full are sent

letters making them aware of the past due balance and requesting payment.

- Approximately 365 days after last account activity, students who have not paid their balance in full are sent to a collection agency.
- The debt will be considered paid in full, and Student Accounts holds will be removed when the college receives payment from the collection agency.

Recent changes to federal regulations, as outlined in the Federal Register under "[Financial Responsibility, Administrative Capability, Certification Procedures, Ability to Benefit](#)" (Docket ID: ED-2023-OPE-0089), have significant implications for institutions' use of transcript holds in cases of unpaid balances. These regulations are part of an institution's Program Participation Agreement (PPA). The new regulations, specifically C.F.R. 668.14(b) (33 & 34), prohibit institutions from withholding official transcripts for unpaid balances under specific conditions.

668.14(b)(33) To provide that an institution may not withhold official transcripts or take any other negative action against a student related to a balance owed by the student that resulted from an error in the institution's administration of the title IV, HEA programs, or any fraud or misconduct by the institution or its personnel;

668.14(b)(34) To require an institution to provide an official transcript that includes all the credit or clock hours for payment periods in which 1) the student received title IV, HEA funds; and (2) all institutional charges were paid, or included in an agreement to pay, at the time the request is made.

Cambridge College received clarification at the 2024 NASFAA National Conference in which the U.S Department of Education (ED) stated:

- If a student enters into a payment plan and is current on that plan, the amount covered by the payment plan must be considered paid in full for purposes of this provision
- If a student misses a payment on a payment plan or is not paying, the institution may consider the entire amount of the payment plan to not be paid until the student is once again in repayment
- Requirements ARE retroactive and will apply to transcript holds that were initiated prior to July 1, 2024

Graduate Programs Enrollment Status

- At Cambridge College of Healthcare & Technology, Master's degree program students are considered full time if they are enrolled for a minimum of 8 credits per

term (15 weeks), enrolled for a minimum of 6 credits are considered 3/4 time, and enrolled for a minimum of 4 credits are considered half time.

WITHDRAWAL

Policies for Withdrawal

A student who wishes to withdraw from a program must follow the withdrawal procedures described below:

A student who wishes to officially withdraw from Cambridge College must notify the office of the Registrar via email, certified mail or in person. Students who wish to withdraw must complete the appropriate paperwork.

If a student in a credit hour program misses fourteen (14) consecutive days, or a student in a clock hour program misses five (5) consecutive class days, the student will be automatically terminated from Cambridge College without any entitlement to appeal such termination to the Academic Affairs Committee.

Students attending only online classes: If a student does not submit any coursework for 14 consecutive calendar days, the student will be automatically terminated without the opportunity to appeal.

Official withdrawal from the course, no credit earned.

If a student's last date of attendance is at or less than the 20% point of attendance of a course, they will receive a grade of W. If a student's last date of attendance is after the 20% but before the 60% point of attendance of course, they will receive a grade of WF. If a student's last date of attendance is at or above the 60% point of attendance, they will receive a grade of an F.

Add/Drop

The add/drop period for all courses in the associate degree programs is one week from the start of the course.

Determined Date of Withdrawal

This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. The formula for the college's pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a program. Refunds will not be granted for books, supplies, materials or kits. Withdrawal after attendance has begun, through 60% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total

program hours. Withdrawal after completing more than 60% of the program will result in no refund. If a credit balance appears on the student's account as a result of the refund, this credit balance will be issued to the student within 14 days.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal. Accordingly, Students who are considering withdrawal from school are strongly advised to see a financial aid advisor to become familiar with the financial consequences of withdrawal

Last Day of Attendance

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. The determined date of withdrawal is the date the school made a determination that a student had withdrawn. Any remaining credit balance due to a student will be refunded within 14 days of the date the withdrawal is processed. If a student is less than 18 years of age, notice of withdrawal may be given only by the purchaser, parent or guardian.

TUITION REFUND POLICY (Clock hour programs)

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. This policy applies to students that voluntarily withdraw or have been terminated by the college from his/her program. The official withdrawal date is the last date of attendance or the date of determination that the student has withdrawn from the program. "The formula for the college's pro-rata tuition refund policy is based upon the length of time a student remains enrolled in a payment period, through 60% completion of the payment period. No tuition refund is due after 60% of the payment period is completed. Any non-Title IV refund will be issued to the student within 30 days.

TUITION REFUND POLICY (Credit hour programs)

The last day of attendance for refund computation purposes is the last date of activity or attendance by a student in a class. Students withdrawing from the College must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each course they are presently attending in addition to any prior account balance. Cambridge College charges students' tuition and fees by credits. All books, equipment, supplies one set of uniform and other miscellaneous items are included in tuition and non-refundable. A detailed schedule of fees and charges associated with the programs offered are included in the catalog.

Tuition retained is calculated as shown below:

Officially withdrawing at any time during the first week of the course (add/drop period) - 100% refund of tuition only.

Unofficially ("W" in transcript) withdrawing at any time during the first week of the course – 75% refund of tuition only

Withdrawing at any time during the second week of the course - 50% refund of tuition only

Withdrawing at any time during the third week of the course - 25% refund of tuition only

Withdrawing at any time after the fourth week of the course or after - no refund of tuition

Wk1	0%
WK2	25%
WK3	50%
Wk4	75%
Wk 5	100%

A detailed schedule of fees and charges associated with the programs offered are included in the catalog addendum.

RETURN OF TITLE IV FUNDS POLICY

Federal Law specifies how the school must determine the amount of FSA program assistance that a student earns if the student withdraws. The law requires that, when withdrawing during a payment period or period of enrollment, the amount of Student Financial Aid program assistance is earned up to that point is determined by a specific formula. Cambridge College defines a payment period by a semester. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination that a student has withdrawn and returns will be made according to Federal Guidelines. For all Florida campuses, the process must be completed within 30 days.

The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completed 30% of the payment period or period of enrollment, he/she earns 30% of the assistance originally scheduled to be received. Once a student completes more than 60% of the payment period or period of enrollment, all of the assistance is earned.

**Please note that as of 7/01/2021 the Department of Education implemented new regulations, which created exemptions for Return to Title IV purposes for non-clock hour programs. Based on federal guidelines scenarios that fall under Return to Title IV

exemptions are not required to have a Return to Title IV calculation done. All student withdrawals are reviewed with the new guidelines first to determine if they meet the exemption requirements.**

If a student received excess funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The collegial charges multiplied by the unearned percentage of the funds,
- Or the entire amount of the excess funds.

CANCELLATION POLICY

- Cancellation must be made in writing within 3 business days of signing the enrollment agreement. In this case, all monies will be refunded and the application fee will be retained.
- If a student is not accepted to the school or does not meet admissions requirements, the student's enrollment will be cancelled and the application fee will be retained.
- If a student is unable to meet their tuition obligations prior to beginning the program, the student's enrollment will be cancelled and the application fee will be retained.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal regulations, students participating in the federal financial aid program at Cambridge College of Healthcare & Technology must meet our Standards of Satisfactory Academic Progress (SAP). The SAP calculation uses cumulative credit/hour totals.

Definition and Purpose of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measured in both qualitative and quantitative components. SAP is defined as a method of determining student eligibility for assistance under a Title IV, HEA program, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

There are three standards that are used to measure academic progress for financial aid purposes:

Standard 1 - Qualitative: Cumulative grade point average (GPA) is at or above 2.0 for all students.

Standard 2 - Quantitative (Pace of Progression): Cumulative completion rate is at or above 67%. Students must successfully complete at least 67% of their cumulative attempted credit/clock hours to stay on pace with the Maximum Time Frame requirements. Anytime a student withdraws, fails, and/or repeats a class, it is counted as attempted but not completed for this measurement. For example, if a student has attempted 24 cumulative credit hours, but only completed 12 cumulative credit hours, this equates to a 50% completion rate.

Standard 3 - Maximum Timeframe: Credits/clock hours completed and/or attempted does not exceed 150% of the credits/clock hours required to complete the program. Financial aid recipients are required to complete their program within 150% of the published length of the program as measured by the cumulative number of credit/clock hours the student is required to complete and expressed in calendar time (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.). Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the length of the program, even when the student has not yet reached 150 percent.

Course Incompletes (I), Withdrawals (W/WF) and Repetitions

Grades including Incomplete (I), Fail (F), and Withdrawn (W/WF) are defined as unsuccessful completion. Accordingly, these courses count as the applicable credits/hours attempted and count as zero credits/hours earned in the SAP calculation. The grade of “F” additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of I and W/WF are not counted when the qualitative SAP standard is assessed. Grades of I and W/WF do not carry any quality points. Students who have a grade of incomplete that results in an unsatisfactory standing, may have their SAP status recalculated when they subsequently complete the course requirements those grades are later reported. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as all other eligibility criteria are met. The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for SAP.

Transfer Credits

Transfer credits that count toward the student’s current program are counted as both attempted and completed hours in the quantitative measures.

The SAP Review

A review of SAP requires that both the qualitative and quantitative measures be reviewed.

- We will count all credits/clock hours that appear on a student’s transcript as cumulative hours attempted and/or completed.
- If a student is enrolled in a credit granting program, we will calculate all standards at the end of each term.
- If a student is enrolled in a clock hour program, we will calculate all standards at the time he/she successfully completes the required hours in a payment period.

Notification

Students are notified via email when they have not met SAP requirements. The student is then required to meet with the Registrar and Program Official to discuss requirements for meeting SAP.

SAP Violations

If a satisfactory progress check shows that a student does not have the required GPA or is not maintaining the required pace, the following actions will occur:

- First violation: Student to be placed on SAP Warning status until the next check. During this time, the student will be eligible for aid. If the student is meeting SAP standards at the next checkpoint, the student will return to good standing.
- Second consecutive violation: At this time, the student will be placed on SAP Termination and will not be eligible for aid unless they successfully appeal. If appeal is successful, student will be placed on SAP Probation status until the next checkpoint.

SAP Termination - Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) that do not appeal, will not be eligible to receive aid, but may maintain enrollment. Student will be required to pay for their own classes until they have earned the minimum required GPA and/or completion rate. Students will not be reimbursed for courses taken while ineligible for aid. Eligibility will be regained once a student is found to be meeting both the Quantitative and Qualitative SAP standards, but while not exceeding the Maximum Time Frame.

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) may, in certain cases, appeal their suspension of eligibility. Circumstances that may be considered for this special review (appeal) include: illness of student and/or immediate family member (mother, father, sister, brother, spouse), death of immediate family member and relocation due to military duty or employment. If there are extenuating circumstances that caused the student to fail SAP, the student may file an appeal. A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for one payment period. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved improvement plan by the end of the Probationary Period. By the end of that term/payment period, your academic credentials must meet SAP standards. Appeals are not retroactive.

Procedure for SAP Appeal

Appeals are to be submitted to the Registrar's office. The Registrar will provide the appeal to the Academic Affairs Committee for a final decision. In order to appeal the decision on this basis; the following procedures must be used:

1. Complete SAP Appeals Form.
2. Type an appeal letter, or print legibly. Make sure to include a detailed explanation of the circumstances that occurred.
3. Provide documentation from a third party to support the appeal.
4. Be sure that the circumstances referenced apply to the term/payment period for which the student is claiming mitigating circumstances.
5. Once your appeal has been reviewed the student will be notified of the result by email.

Change of Program

Satisfactory Academic Progress starts over when a student enrolls in a new program.

Grade Quality Points – Core Courses

A equivalent	96 -100	4.0
A- equivalent	92 - 95	3.7
B+ equivalent to	89 - 91	3.3
B equivalent	85 - 88	3.0
B- equivalent	82 - 84	2.7
C+ equivalent to	78 - 81	2.3
C equivalent	75 - 77	2.0
F equivalent	74 and below	0.0

P – Pass; Satisfactory completion of course work where no letter grade is given. It is equivalent to a grade of C or higher and carries no quality points.

IP – In Progress; required work in the course is in progress. The method and time for completion of the work must be agreed upon, in writing, by student and instructor. IP work not completed by the end of the agreed upon time period will automatically change to a grade of F. If a student does not complete the requirements by the scheduled end date of the course, the student may receive a grade of In Progress (IP).

Grade Quality Points Online

Several of our programs are transitioning to a 10-point grading scale.

10-Point Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Programs Transitioning to the 10-Point Grading Scale:

- Medical Billing & Coding (MBC) – Effective February 10, 2025 start
- Health Information Technology (HIT) – Effective May 5, 2025 start
- Health Information Management (HIM) – Effective May 5, 2025 start
- Cyber Networking & Security (CNS) – Associate Degree – Effective May 5, 2025 start
- Cyber Networking & Security (CNS) – Diploma – Effective April 7, 2025 start
- Healthcare Administration BS
- Healthcare Cybersecurity & Privacy AS
- Bachelor of Science Degree in Cyber and Network Security
- Healthcare Cyber Specialist

Grade Quality Points – General Education Courses

The following course fall under General Education Courses:

- **Anatomy & Physiology I & II with Lab**
- **English Composition**
- **College Math**
- **Introduction to Computers**
- **Psychology/Introduction to Psychology**
- **Speech/Fundamentals of Speech**
- **Medical Terminology**
- **Humanities I**
- **General Physics**
- **English Composition II**
- **Introduction to Sociology**
- **History I & II**
- **Accounting**
- **American Government**
- **Pathophysiology**

A equivalent	90 -100	4.0
B equivalent	80 – 89.99	3.0
C equivalent	70 – 79.99	2.0
F equivalent	69.99 and below	0.0

MSN-FNP

Grade scale

- 96.00–100.00 = A = 4.0 grade points
- 92.00–95.99 = A– = 3.7 grade points
- 88.00–91.99 = B+ = 3.3 grade points
- 84.00–87.99 = B = 3.0 grade points
- 80.00–83.99 = B– = 2.7 grade points
- 0–79.99 = F = 0.0 grade points

LEAVE OF ABSENCE

A student may be granted an approved Leave of Absence (LOA) under the circumstances listed below:

- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Military Duty
- Jury Duty

In order to be eligible for a LOA, there must be a reasonable expectation that the student will be able to return to school within the maximum time allotted. The request must be submitted in writing with appropriate documentation and the Registrar or a designated official, must approve it. In addition, the student is recommended to have completed his/her most recent term and received academic grades (A-F) for that term. Students may request an additional LOA, for well-documented reasons, so long as combined they do not exceed a total of 180 days in a 12-month calendar period. There will be no additional tuition charges incurred due to a leave of absence, nor any charge for re-entry upon return from the leave of absence.

Students on a leave of absence may be required to complete additional financial documents, and failure to return from a leave of absence may affect a student's loan repayment obligations. A leave of absence may also affect the disbursements of student financial loans.

Requests for a leave of absence must be made prior to the start of the leave unless the student was physically unable to do so. Examples of documented exceptions to completing the request in advance are car accidents, hospitalization and unexpected emergencies.

****All leave of absence requests must be submitted with the following:**

- A written statement explaining the reason for the leave of absence
- Documentation such as a doctors 'note, jury summons, notice of childcare loss, etc.
- However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

In order to request a Leave of Absence, please contact the campus Registrar for the appropriate form.

STUDENT SERVICES

Orientation of New Students -- Orientation is conducted prior to the beginning of each program. Members of the administration and education department familiarize students with Cambridge's academic policies and procedures. ***Participation in orientation is mandatory.***

Academic Advising -- Cambridge College of Healthcare & Technology provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program. All academic advisement is provided by instructors and program staff.

The staff and faculty on each campus are available to assist students in academic and career guidance. The Program Team is available to answer questions concerning the student's individual major, provides academic advising and may also provide referral services to external agencies as necessary.

Library -- Cambridge College of Healthcare & Technology Library provides current reference materials, journals, computers with internet access and virtual resources, as well as other supplemental learning resources for student use. A librarian is available on campus during specific hours, if the librarian is unavailable, another designated staff member will assist with the library. The library also uses LIRN an online Library Database system that the students can utilize 24/7 for their library needs.

Tutoring -- Instructors are available by appointment to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge and we urge those who desire this service to take advantage of this assistance.

Students who experience difficulty in their coursework and have a need for academic support should first contact their instructor to determine an academic success plan. If further support is required, the instructor or the student should notify the Program Dean to arrange for tutoring.

School Uniform -- All programs include the cost of one uniform. Additional uniforms may be purchased at the Bursar's office for \$30. Students are required to wear closed-toe shoes.

Individuals With Disabilities: Cambridge College is an Equal Opportunity Educational Institution that does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services and academic adjustments, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden

or fundamentally alter the nature of the relevant program, benefit, or service provided by Cambridge College.

To request an auxiliary aid or service or academic adjustment please contact the ADA/504 Coordinator, at the campus. Applicants for admission or current students requesting an auxiliary aid, service or academic adjustment will need to complete an Application for Auxiliary Aid. The Application and information about the accommodation process is available from the Campus ADA/504 Coordinator. This form will enable Cambridge College of Healthcare & Technology to evaluate the student's needs and provide appropriate reasonable accommodations in a timely fashion. **Cambridge College requests that applicants or students complete and submit all required forms and documentation at least four (4) weeks before the first day of classes, or as soon as practicable.**

No applicant or student shall be prohibited from receiving auxiliary aids or services for failure to submit the required forms and documentation within the above requested timeframe. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Cambridge College of Healthcare & Technology's Grievance Procedures.

CAREER SERVICES

It is the policy of Cambridge College of Healthcare & Technology to provide job search assistance to all graduates in the field for which they are trained. Although Cambridge provides employment assistance, it cannot guarantee employment upon graduation.

Recognizing that career development is an ongoing process, the Career Services team strives to help students understand the importance of self-assessment, occupational exploration, decision making, goal setting, networking, the job search, and developing productive connections in the workplace. Career Services offers a collaborative link between students, faculty, and prospective employers within the global employment community. Career Services fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued and respected.

The Career Services staff will assist students in their job searches.

Many students choose to work on a part-time basis during their training to help with their education costs. Additional services include assistance with job search planning, resume and cover letter review, interview preparation, decision making, job offer negotiations, and various other job search and career-related issues.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- The school's accrediting and licensing agencies

- The Program's accrediting agencies
- The school's programs, facilities and faculty
- Curriculum Content
- The right to receive an Institutional Catalog
- The cost of attending Cambridge College
- The financial assistance available
- How to submit appeals under various school policies (See Grievance Policy)
- The school's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility

All students have the following responsibilities:

- To maintain professional behavior and conduct at all times
- To review and consider all aspects of the school programs before enrolling
- To provide additional documentation, verification, correction, etc. as requested by the school or agency
- To read, understand and keep copies of all forms received
- To notify the school of a name or address change
- To notify the school if you are transferring to another state
- To understand the School's Institutional Policies

Retake Course Policy and Fees:

Diploma and Certificate Programs

- Students are allowed **up to three (3) attempts** at **General Education courses**.
 - **Title IV financial aid** is only available for the **first attempt**.
- Students are allowed **up to two (2) attempts** at **CORE courses**.
 - This means a student may enroll in the same CORE course no more than twice.
 - An attempt includes **any instance** in which a student receives a grade of W (Withdrawal), WF (Withdrawal Fail), F (Fail), or any non-passing grade.
 - If a student does not pass **any CORE courses after two attempts**, they will be dismissed from the program.

- Any request for a third attempt must go through an appeals process and may not be approved.
 - If a third attempt is approved, Title IV financial aid will not be available for the third attempt.

Degree Programs - Associate (AS), Bachelor's (BS), Master's (MS)

- Students are allowed **up to three (3) attempts** at **General Education courses**.
 - **Title IV financial aid** will **not** be available for a **third attempt**.
- Students are allowed **up to two (2) attempts** at **ONLY TWO CORE courses**.
 - This means a student is permitted **two attempts** in a **maximum of two (2) different courses** throughout the entire program. Once a student **fails a third core course**, they will be **dismissed from the program**.
 - If a student fails **more than two core classes at one time**, they will be **dismissed from the program**.
 - An attempt includes **any instance** in which a student receives a grade of W (Withdrawal), WF (Withdrawal Fail), F (Fail), or any non-passing grade.
 - If a student does not pass **any CORE courses after two attempts**, they will be dismissed from the program.
 - Any request for a third attempt must go through an appeals process and may not be approved.
 - If a third attempt is approved, Title IV financial aid will not be available for the third attempt.

Nursing Program Course Attempts (Delray Beach Location Only)

The following **combined course sets** will be counted as **one course attempt** and one potential course failure:

- **NUR112, NUR112L, NUR112C** = One course failure
- **NUR123, NUR123L, NUR123C** = One course failure
- **NUR163, NUR163C** = One course failure
- **NUR212, NUR212L, NUR212C** = One course failure
- **NUR213, NUR213C** = One course failure
- **NUR220, NUR220C** = One course failure
- **NUR250, NUR250C** = One course failure

Payment Policy -- Tuition and fees are due at the start of the program. The College reserves the right to remove any student from class that has not satisfied his or her financial obligations. Students are welcome to make payments on tuition and fee charges using checks, money orders, or credit cards. Cambridge offers institutional payment plans to students during their enrollment.

Period of Obligation -- The length of the program shall determine the period of financial obligation for all courses. An application fee of \$50 is due on the day of enrollment. A predetermined initial payment is due on the first day of class in some programs. A student must pay his/her tuition payment according to an agreed upon financial schedule. A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current. Cambridge College reserves the right to change tuition and fees without notice. Students who are actively attending class will not be affected by any tuition changes. Cambridge College will withhold a student's diploma and official transcript until all academic and financial obligations are met. A student that fails or withdraws from his/her class, if re-instated, will be charged tuition and fees as stated in the current catalog. A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

Reentry Policy

Cambridge College of Healthcare & Technology is committed to supporting students who wish to resume their education after a withdrawal. This policy establishes the process, requirements, and conditions for reentry to ensure students are academically and clinically prepared to continue their studies.

Eligibility for Reentry

- Students who were dismissed or have withdrawn from a program may apply for reentry.
- Students who were dismissed or withdrawn from the program may be required to file an Appeal for policy violations.
- Students who were dismissed or denied enrollment for violation of the Background Check/ Drug Screening/Proof of Vaccination Policy prior to enrollment will not be eligible to apply for reentry for 12 months or greater from the drop date of their previous enrollment.
- Students who were dismissed for violation of the Background Check/ Drug Screening/Proof of Vaccination Policy while enrolled or active will not be eligible for reentry with no option to appeal.
- Students who are academically dismissed (fail out) from a program are not eligible to enroll in another program at a higher degree level.

- Students whose reentry date is 12 months or greater from the drop date of their previous enrollment must follow the full reentry process outlined below.
- Students will not be eligible for reentry after two (2) withdrawals, not eligible for appeal.

Reentry Application

Students whose reentry date is 12 months or greater from the drop date of their previous enrollment must complete a reentry application to be submitted to the Office of the Registrar at least four (4) weeks prior to the desired start date.

Competency Assessment

Upon submission of the reentry application, students may be required to complete a competency assessment administered by the Program Dean or Official.

This assessment is designed to evaluate current knowledge and skills in relation to program requirements and may include:

- Written exams
- Practical assessments
- Skills-based simulations

Results will determine whether the student may return at the same academic level or must complete remedial coursework.

Remediation Plan

- If knowledge or skills have declined, a remediation plan may be required. This may include retaking or auditing courses.
- Acceptance and completion of the remediation plan is required for reentry approval.

Didactic Coursework

Eligible students may resume didactic coursework immediately upon reentry, with access to academic support to ease the transition.

Clinical Site Assignment

- Due to the break in enrollment, clinical site placement is not guaranteed at the time of reentry.

- Students who maintained continuous enrollment are given priority in site assignments.
- A student's anticipated graduation date may be extended if a clinical site is not immediately available.

Program and Curriculum Changes

Student's reentering are required to meet the current program requirements in effect at the time of reentry, including any curriculum changes.

Financial Aid and Tuition

Returning students are subject to the current tuition and fee schedule at the time of reentry.

Students must meet with a financial aid officer to review and update their financial aid package, if applicable.

Reentry Advising Session

All returning students must participate in a reentry advising session with an Academic/Program Dean. This session reviews academic progress, program changes, clinical placement considerations, and an individualized academic plan for successful reintegration.

STUDENT CONDUCT

Cambridge College expects students to conduct themselves at all times in a professional manner. The forms of misconduct below are considered to be in conflict with the educational objectives of Cambridge College. Students who engage in such misconduct may be subject to dismissal by Cambridge College. Examples of such behavior are outlined below, but are not limited to:

- Information to Cambridge and forgery, alteration or use of;
- Cambridge documents or identification with intent to defraud;
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, meetings or other Cambridge College activities;
- Physical or verbal abuse of any person within the Cambridge College organization. This also includes affiliate's property, clinical site, or functions sponsored or supervised by Cambridge College.
- Sexual Harassment (as defined in the catalog and on the website; (Title IX);
- Theft or damage to any property belonging to or occupied by Cambridge College and/or any damage to the property or damage to equipment of any affiliate of Cambridge College;
- Students will be charged for the repair or replacement of any equipment lost or damaged through negligence or willful misconduct. This includes damage to any part of a building or its immediate surroundings or educational equipment where activities of Cambridge College (as well as a campus or clinical site or an affiliate's property) take place;
- Noncompliance with directions from employees, instructors, program deans, administrators, officers or management personnel of Cambridge College. This also includes medical or clinical facility supervisors acting in the performance of their respective duties; and
- Students in violation of the Student Conduct Policy may be suspended while the violation is reviewed by the Academic Affairs Committee. The Academic Affairs Committee decision is final, binding and conclusive.
- Students in violation of the Safety in Private Spaces Act Rule 6E-7.001 may be suspended while the violation is reviewed by College Review Committee. Once reviewed the decision is final, binding and conclusive.

Cambridge College expects students to conduct themselves at all times in a professional manner. Plagiarism is considered to be in conflict with the educational objectives of Cambridge College. Students who engage in such misconduct may be subject to dismissal by Cambridge College. Plagiarism is defined as:

- Direct quotation or paraphrasing from published sources that are not properly acknowledged through a bibliography.
- The use of other persons or services to prepare work that is submitted as one's own.
- The use of previously submitted papers, written by other students.
- Submission of the same or very similar papers by collaborating students.
- The use of artificial intelligence (AI) tools and applications (including, but not limited to, ChatGPT, DALL-E, and others) for the submission of course assignments, assessments and discussion board posts.

Students in violation of the Student Conduct Policy may be suspended while the Academic Affairs Committee reviews the violation. The Academic Affairs Committee decision is final, binding and conclusive.

CONSUMER INFORMATION

The Consumer Information is located on our website and can be found through the following links:

Consumer Reporting

<https://www.cambridgehealth.edu/financial-aid/consumer-information/>

Drug & Alcohol Prevention Program

<https://www.cambridgehealth.edu/wp-content/uploads/2014/01/Drug-Alcohol-Prevention-Program1.pdf>

Copyright Infringement

<https://www.cambridgehealth.edu/wp-content/uploads/2014/01/copyright-infringement-policies-sanctions1.pdf>

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<https://www.cambridgehealth.edu/wp-content/uploads/2024/09/ASR-2024-CY-2023-REV-09.2024.pdf>

FERPA

<https://www.cambridgehealth.edu/ferpa/>

Hazing

StopHazing.org

The main purpose of StopHazing.org is to serve as a resource for accurate, up-to-date hazing information for students, parents, and educators. StopHazing.org now helps to educate over 30,000 visitors/month.

Cambridge College of Healthcare & Technology has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes of, including, but not limited to, initiation or admission into or affiliation with any organization operating within the College.

Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating the institutions rules or local, state or federal law;

- Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements;
- Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student;
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation;
- Forced/encouraged exclusion from social contact;
- Forced/encouraged conduct that could result in extreme embarrassment;
- Forced/encouraged activity that could adversely affect the mental health or dignity of the student;
- Any other activity which is inconsistent with the regulations and policies of the Institution.

It is not considered a defense to a charge of hazing that:

- The consent of the alleged victim had been obtained;
- The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization;
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization;
- The conduct or activity was not done to intentionally cause physical or emotional harm;

To report any such intent of the Colleges Anti-Hazing Policy: Contact the Campus Dean at your specific campus.

Safety in Private Spaces Act (FLORIDA SCHOOLS ONLY)

<https://www.cambridgehealth.edu/wp-content/uploads/2023/12/Safety-in-Private-Spaces-Act.pdf>

Language: All classes are taught in English Only

NOTIFICATION AND PROCEDURES FOR PROGRAM TERMINATION BY INSTITUTION

1. Advance Notification

Cambridge College will provide formal written notice before terminating the program.

Who must be notified:

- Current students enrolled in the program
- Faculty and staff involved in the program
- Accrediting bodies or regulatory agencies
- Government education departments (if applicable)
- Prospective students who applied but have not yet started

Typical notice timeframe

- Often 60–90 days before termination, depending on regulations or accreditation requirements.

2. Teach-Out Plan

Cambridge Colleges will provide a teach-out plan to ensure currently enrolled students can complete their education.

A teach-out plan may include:

- Allowing students to finish the program before it closes
- Transferring students to another equivalent program
- Agreements with partner Cambridge Colleges to accept students
- Ensuring course availability until completion

3. Regulatory Approval

Before terminating a program, Cambridge College may need approval from:

- Accrediting agencies
- State or national education authorities

- Program licensing boards (for professional programs)

Cambridge College normally submits:

- A program termination request
- Impact analysis on students and staff
- Teach-out agreement or plan

4. Student Protection Measures

Cambridge Colleges must protect students through:

- Refund policies if students cannot complete the program
- Transfer assistance
- Access to academic records and transcripts

5. Public Disclosure

- Update the Cambridge College's website
- Remove the program from marketing materials
- Inform prospective applicants

6. Documentation and Records

Cambridge College must maintain records such as:

- Official termination notice
- Teach-out agreements
- Student communication
- Regulatory approvals

These records are usually retained for several years for compliance purposes.

See Catalog Addendum for:

Corporate Listing

Administrative Listing

Faculty Listing

Class Schedule

Holiday Breaks