



COMPU-MED VOCATIONAL CAREERS

Post Secondary
Vocational School

Compu-Med Vocational Careers



Locations Main

Campus – Hialeah

2900 W 12th Ave 3rd Floor,
Suite 28
Hialeah, Florida 33012
(305) 888 – 9200

Branch –Miami

11401 SW 40th St, 1st Floor, Suite150
Miami, Florida33165
(305) 553 – 2898

1. Compu-Med Vocational Careers is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399, Tel. (850) 245 - 3200, Toll Free (888) 224 – 6684. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education.
2. Compu-Med Vocational Careers (Hialeah and Miami) are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd; Suite # 302, Arlington, Virginia 22201. Tel. (703) 247-4212. Additional information regarding this institution may be obtained by contacting the Accrediting Commission of Career Schools and Colleges.
3. Compu-Med Vocational Careers (Hialeah and Miami) Associate of Science in Nursing program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037, Tel. (202) 909-2487.
4. Compu-Med Vocational Careers (Hialeah and Miami) are participating in Financial Aid programs supported by the U.S. Department of Education. (Title IV Programs)
5. Compu-Med Vocational Careers (Hialeah) is a participant of the State Authorization Reciprocity Agreement (SARA).

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Message from the Chairwoman Emeritus

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

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

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

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

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

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

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

Mayra Rodriguez
Chief Ambassador and Chairwoman Emeritus

Compu-Med Vocational Careers

Main Campus
2900 W 12th Ave, 3rd Floor, Suite 28
Hialeah FL 33012

Miami Branch
11401 SW 40th St, 1st Floor, Suite 150
Miami FL 33165

Governing Body

Pedro Pizarro
Mayra Rodriguez
Robert W. Bonds
Johanna Lane

Chairman of the Board
Chief Ambassador and Chairwoman Emeritus
Chief Executive Officer
Chief Operating Officer

Fiscal Department

Daisy Rodriguez

Senior Accountant

<u>Administrative Staff</u>	
Name	Position
Robert Bonds	Chief Executive Officer
Johanna Lane	Chief Operating Officer
Vanessa McClung	Associate Director of Compliance
Jesus Travieso	Campus Director (Hialeah) Director of Education
Arnold Thimons	Campus Director (Miami)
Yaly Soto	Regional Director of Education
Jessica Galindo	Executive Assistant
Tangela Andrews	Accounts Receivable Specialist
Marlene Liotti	Systems Registrar
Yoalmis Vierra	Front Desk (Hialeah)
Sheila Suarez	Front Desk (Miami)
Daymi Cruz	Front Desk (Miami)

<u>Student Services</u>	
Name	Position
Sandra Ibanez	Director of Student Services
Fabiola Pena Castillo	Student Services Coordinator
Ariadna Laza	Student Services Coordinator
Genesis Caceres	Student Services Coordinator
Fiorelly Loero	Director of Online Operations
Teri Molina	Regional Director of Career Services
Damaris Harmond	Director of Career Services
Yolanda Duenas	Director of Career Services
Carmen Ruiz	System Librarian
Yunielkys Guilarte	Director of Clinical Placement
Olivia Nazco	Associate Director of Clinical Rotations
Francis Banos	Senior Director of Admissions
Andrea Ortega	Director of Admissions
Yaymara Sanchez	Admissions Manager
Lorien Escoria	Admissions Manager
Karina Bouzas	Associate Director of Admissions
Oscar Rubino	Associate Director of Admissions
Maisy Velazquez	Associate Director of Admissions
Georgiana Jova	Associate Director of Admissions
Laura Fernandez	Associate Director of Admissions
Vielka Dayana Aguilar	Associate Director of Admissions
Jessica Gonzalez	Associate Director of Admissions
Jessica Martinez	Associate Director of Admissions
Monica Rey	Associate Director of Admissions
Daniel Fonseca	Associate Director of Admissions
Vicente Pacheco	Associate Director of Admissions
Illene Melissa Suero Matos	Associate Director of Admissions
Isarys Torres	Associate Director of Admissions
Zonia Gonzalez	Academic Coordinator

<u>Financial Aid Department</u>	
Name	Position
Jose Ramirez	Director of Financial Aid
Shirley Avila	Financial Aid Manager
Maria E. Sanchez	Financial Aid Manager
Maritza Cadiz	Financial Aid Advisor
Alvaro Plaza	Financial Aid Advisor
Katherine Hernandez	Financial Aid Advisor
Nesle Garcia	Financial Aid Advisor
Elena Fimia	Financial Aid Advisor
Amaury Reigosa	Financial Aid Advisor
Thalia Franco	Financial Aid Advisor

Faculty

Faculty Name & Credential	Degree Held	Awarding Institution	Position
Maritza del Castillo	Doctor of Dental Surgery	Institute of Medical Science, University of Havana Cuba	Dental Assisting Program Director
Blanca Lazaro	Doctor in Dental Medicine	Medical Science Institute, Cuba	Dental Assisting Program Director
Adriela Guzman	Doctor of Dental Surgery	Universidad Inca Garcilaso de la Vega	Dental Assisting Instructor
Edicson Rodriguez	Doctor in Psychiatry	University of Orient, Cuba	Medical Assisting Program Director
Ileana Duran, RN	Doctor of Medicine	Institute of Medical Science, University of Havana Cuba	Medical Assisting Director
Maria Machado	Bachelor Degree of Science	Central Florida University	Medical Assisting Instructor
Victoria Acosta	Doctor of Medicine	Universidad Nacional de San Marco, Peru	Medical Assisting Instructor
Nelson Jimenez	Doctor of Medicine	Institute of Medical Science, University of Havana Cuba	Patient Care Program Director
Victoria Mahler, MAE	Master of Arts in English	East Carolina University	Director of Online Education
Jenna Amaya, MPA	Master in Physician Assistant	Kettering College	General Education Faculty Member
Raymond Hahn, MSM	Master Degree in Mathematics	University of Wisconsin	General Education Faculty Member
Rose Anne Barnabe, MAE	Master of Arts in English	Nova Southeastern University	General Education Faculty Member
Rachel Schichtl, PhD	Family and Consumer Science, PhD; Master of Science in Nutrition	Texas Tech University; University of Central Arkansas	General Education Faculty Member
Amanda Neuman, MAC	Master of Arts in Communication	Central Michigan University	General Education Faculty Member
Jennifer Birchbauer, MA	Master of Arts in Psychology	Argosy University	General Education Faculty Member
Kathleen Macaluso, MSN	Master of Science in Nursing	Warden University	General Education Faculty Member
Alessandra Villarmosa	Doctor of Medicine	University of Zulia, Venezuela	General Education Faculty Member
Ashley Harlan, MEd	Master of Science in Education	Duquesne University	General Education Faculty Member
Alfonso Morales, MBA	Master Business Administration	University of Phoenix	General Education Faculty Member

Jorge Delgado, MSN	Master of Science in Nursing	Chamberlin University	Director of Nursing (ASN)
Diana Delgado, DNP	Doctor of Nursing Practice	Chamberlin University	Associate Director of Nursing
Ivon Hernandez	Master Science of Nursing	University of Phoenix	Associate Director of Nursing
Gala Gonzalez, MSN	Master of Science in Nursing	University of St. Louis	Nursing Instructor
Edgar Barahona, MSN	Master of Science in Nursing	Miami Regional University	Nursing Instructor
Nelson Gonzalez, MSN	Master of Science in Nursing	Ana G. Mendez University	Nursing Instructor
Dixania Soto, RN	Bachelor of Science in Nursing	Foreign Education	Nursing Instructor
Melissa Gilbert, MSN	Doctor of Nursing Practice	Chamberlain University	Nursing Instructor
Julie Gladstein, RN	Bachelor of Science in Nursing	University of Miami	Nursing Instructor
Lariza Ferrer, MSN	Master of Science in Nursing	Ana G. Mendez University	Nursing Instructor
Caleb Pineda, MSN	Master of Science in Nursing	Florida National University	Nursing Instructor

Statement of Control

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

History

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

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

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

In June of 2011, we made enhancements and modifications to our Medical Assistant, Dental Assistant, Patient Care Technician, and Computer Business Application programs. Both schools obtained renewal of accreditation in February of 2012 through February of 2017. In 2015, Compu-Med Vocational Careers was approved by the Florida Department of Health, Division of Medical Quality Assurance, and Board of Dentistry for Expanded Duties and Dental Radiology post graduated training only for graduated Dental Assistants. In August of 2016, Compu-Med Vocational Careers Branch School changed its location to 11401 SW 40th St, 1st Floor, Suite 150, Miami, FL 33165. In 2017, Compu-Med Vocational Careers was granted a renewal of accreditation for both schools, Main and Branch, for a period of 5 years. In November 2019, the Computer Business Application program was discontinued. In February 2020, the school incorporated Robert Bonds as Chief Executive Officer. In January 2021, Compu-Med Vocational Careers was granted approval to offer the Associate of Science in Nursing program at both campuses. In February 2022, Compu-Med was granted approval to offer the Associate of Science in Medical Assisting.

Compu-Med Vocational Careers has received the following awards:

2005 - The Florida Association of Postsecondary Schools and Colleges (FAPSC): School of the Year Award and Instructor of the Year Award

2007 – School of the Year Award from National Association for Health Professionals.

2017 –The National Association for Health Professionals has designed a special award The Lamp of Learning Acknowledgement of Academic Excellence for those exceptional schools that excel in students' academic achievements for a period of 10 consecutive years.

2018 – The Lamp of Learning Award was received for second consecutive year from The National Association for Health Professionals for the achievement of the tests. This is an excellent academic result that applied for the student certification.

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

Educational Philosophy / Mission Statement

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

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

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

Main Campus and Branch Locations

1. Hialeah-Main Campus is located at 2900 West 12th Avenue, 3rd Floor, Suite 28, Hialeah, Florida 33012, Tel. (305) 888-9200. In this building are included the main offices with the Central Administration and related areas. Hialeah Main Campus has more than 7,200 square footages of space, with five classrooms, four labs, two resource systems, seven offices, lobby and two bathrooms.
2. Miami-Branch is located at 11401 SW 40th St, 1st Floor, Suite 150, Miami, FL 33165, Tel. (305) 553-2898. Miami Branch School has more than 12,900 square footages of space, with four classrooms, three labs, resource system, three offices, four bathrooms, reception and lounge areas.

Technical Requirements

CMVC is currently using Moodle version 3.5 and Canvas LMS. The following are the minimum technical requirements:

- Access to a computer running a current operating system (for example: Windows: Windows 10 or Macintosh: Mac OS X 10.7+). Please note that Chromebooks are not compatible with all required software.
- Students in the Medical Assistant, Dental Assistant, Patient Care Technician, and Medical Billing & Coding Specialist program will need access to a computer running on a Windows operating system to use the software required for the computer course within their program.
- Access to the internet. DSL or Broadband access is recommended
- An up-to-date browser with Cookies enabled
- Anti-virus software with current updates
- Word processing software is needed to complete and submit assignments. Current CMVC students can install Microsoft Office for free via the cloud
- For Nursing Core courses in the ASN Program, students will need a Windows PC or MacBook laptop in order to test using the testing platform titled Exemplify.
- Some courses will require specific software, hardware, plugging, or applications such as Java, Flash, Shockwave Player, Windows Media Player, etc.

Admission Procedures

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

General Admission Requirements and Procedures

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

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:
 - 70 – Access to Technology
 - 70 – Life Balance
 - 70 – Digital Skills & Competencies

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

- a. Not having proof of High School diploma and/or its equivalent (GED).
- b. Does not meet the digital assessment exam testing score needed to enter the program.
- c. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Practical Nursing Admissions Requirements

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

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:
 - a. 70 – Access to Technology
 - b. 70 – Life Balance
 - c. 70 – Digital Skills & Competencies
6. Prospective Students must achieve a minimum TEAS score of 42 prior to starting PN 105.

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

- a. Not having proof of High School diploma and/or its equivalent (GED).
- b. Does not meet the digital assessment exam testing score needed to enter the program.
- c. Does not meet the entrance testing score needed to enter the program.
- d. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Home Health Aide Admissions Requirements

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:
 - 70 – Access to Technology
 - 70 – Life Balance
 - 70 – Digital Skills & Competencies
6. Prospective students must be beyond the age of compulsory education (18 years old) or have proof of emancipation.

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

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

Medical Billing & Coding Specialist Admissions Requirements

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass the Digital Assessment Exam with the following minimum scores:
 - 70 – Access to Technology
 - 70 – Life Balance
 - 70 – Digital Skills & Competencies
6. Prospective students must be beyond the age of compulsory education (18 years old) or have proof of emancipation.

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

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

Admission Requirements for Associate of Science in Nursing

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

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass a CMVC approved digital assessment exam with the following minimum scores
 - a. 70 – Life Ballance
 - b. 70 – Digital Skills and Competencies
 - c. 70 – Access to Technology
6. Achieve an entrance exam score of one of the following or provide proof of completed bachelor's degree:

The TEAS is Compu-Med Vocational Career's official entrance exam. Applicants may be granted acceptance into the nursing program based upon equivalent entrance test scores on other qualifying exams including ACT, SAT, HESI A2, and HEAT, or evidence of a previously earned bachelor's degree or higher from an accredited institution. Minimum Admission tests scores are below. Test scores must have been earned within the last five years of the student's school start date.	
HEAT	70
ACT	18
SAT	980
HESI A2 Exam	80
Kaplan	75
TEAS	Score 55 in Reading and Composite
Multilevel PAX	90

Compu-Med Vocational Careers reserves the right to deny admission to any applicant for the following reasons:

- a. Not having proof of High School diploma and/or its equivalent (GED).
- b. Does not meet the digital assessment exam testing score needed to enter the program.
- c. Does not meet the entrance exam or proof of degree needed to enter the program.
- d. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Admission Requirements for RN to BSN

An applicant must fulfill the following requirements to be enrolled as a regular student in the RN-BSN program:

1. High School Diploma, associate degree from an accredited school and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have high school diploma associate degree from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Meet CMVC's technical requirements.
5. Pass a CMVC approved digital assessment exam with the following minimum scores
 - a. 70 – Life Balance
 - b. 70 – Digital Skills and Competencies
 - c. 70 – Access to Technology
6. Provide proof of an active and unencumbered registered nurse license and provide transcripts with proof of completion of their Associate Degree in Nursing or equivalent prior to admission.

Compu-Med Vocational Careers reserves the right to deny admission to any applicant for the following reasons:

- a. Not having proof of High School diploma and/or its equivalent (GED).
- b. Does not meet the digital assessment exam testing score needed to enter the program.
- c. Does not meet the entrance exam or proof of degree needed to enter the program.
- d. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

Class Schedule

Diploma classes are held Monday through Thursday, between 8:30 A.M. to 12:30 P.M., 1:00 pm to 5:00 pm and 6:00 P.M. to 10:00 P.M. Clinical hours may vary. Classes are held on a continuing year – round basis.

Associate of Science in Nursing classes & labs are held two to three days a week on campus between 9:00 A.M to 2:00 P.M and 6:00 P.M. to 10:00 P.M. Clinical hours may vary. Classes are held on a continuing year – round basis.

Student Holidays

- | | |
|----------------------------|---|
| • New Year's Day | • Independence Day |
| • Martin Luther King's Day | • Veterans Day |
| • Memorial Day | • Thanksgiving Day |
| • Labor Day | • Christmas Holiday (Approximately two weeks at the end of December). |

Diploma Grading System (Excluding Practical Nursing)

The following value system is used for grading purposes:

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

Practical Nursing Diploma Grading System

The following value system is used for grading purposes:

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

General Education Grading System

The following value system is used for grading purposes:

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

Nursing Core Grading System

The following value system is used for grading purposes:

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

Repetitions and Withdrawals for Non-Degree Programs

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

A student who is denied Financial Aid due to unsatisfactory progress has the right to an explanation of basis for the denial. Appeals should be made in writing and submitted to the Director of Student Services, who shall review the appeal through an appeal committee, decide as to the merits of same, and inform the student about the results. A decision shall be made within seven (7) business days.

Associate of Science in Nursing Core Course Repetitions

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

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

The student may request the opportunity to appeal a dismissal; the student must submit a written request to the Director of Student Services on their campus. Students who repeat a course for which they have received a letter grade of “C” “D”, or “F”, must notify the Registrar’s Office for recalculation of their cumulative GPA.

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

Grade Point Average (GPA)

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

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

Satisfactory Progress for Non-Degree Programs

Credit and Clock hours are referenced. Satisfactory progress is based on credit semester hours completed and is checked three times during the program. The first check will be made at 33% of the program at which time the student must have a minimum of a 2.0 GPA. The second check is done at 66% of the program and the student must have a minimum grade point average of 2.0 GPA. The third check is done upon completion, where the student must achieve a minimum of a 2.0 GPA.

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

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

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

First check:	33% = 10.725 cr. hrs.	- Minimum of 2.0 G.P.A
Second check:	66% = 21.45 cr. hrs.	- Minimum of 2.0 G.P.A
Third check:	100% = 32.5 cr. hrs.	- Minimum of 2.0 G.P.A

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

First check:	33% = 10.065 cr. hrs.	- Minimum of 2.0 G.P.A
Second check:	66% = 20.13 cr. hrs.	- Minimum of 2.0 G.P.A
Third check:	100% = 30.5 cr. hrs.	- Minimum of 2.0 G.P.A

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

First check:	33% = 10.065 cr. hrs.	- Minimum of 2.0 G.P.A
Second check:	66% = 20.13 cr. hrs.	- Minimum of 2.0 G.P.A
Third check:	100% = 30.5 cr. hrs.	- Minimum of 2.0 G.P.A

Practical Nursing Program – 46 semester credit hours- 1350 clock Hrs.

First check:	33% = 15.18 cr. hrs.	- Minimum of 2.0 G.P.A
Second check:	66% = 30.36 cr. hrs.	- Minimum of 2.0 G.P.A
Third check:	100% = 46 cr. hrs.	- Minimum of 2.0 G.P.A

Medical Billing & Coding Specialist Program– 37semester credit hours- 930 clock Hrs.

First check:	33% = 12.21 cr. hrs.	- Minimum of 2.0 G.P.A
Second check:	66% = 24.42 cr. hrs.	- Minimum of 2.0 G.P.A
Third check:	100% = 37 cr. hrs.	- Minimum of 2.0 G.P.A

Home Health Aide Program– 75 clock Hrs.

First check:	100% = 75 clock hrs.	- Minimum of 2.0G.P.A.
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Maximum Time Frame for Non-Degree Programs

A student must complete his/her program within a specified time frame. The maximum time frame shall not exceed 1.5 times the normal duration required to complete the program. This time frame will be calculated according to the number of credits hours attempted by the student. If a student cannot complete the program within the maximum time frame, they will be terminated and unable to graduate.

Medical Assistant	67 Wks. – 32.5 Cr. Hrs. -915 Clk. Hrs.
Dental Assistant	67 Wks. – 30.5 Cr. Hrs. – 915 Clk. Hrs.
Patient Care Technician	67 Wks. – 30.5 Cr. Hrs. – 915 Clk. Hrs.
Practical Nursing	78 Wks. – 46 Cr. Hrs. – 1350 Clk. Hrs.
Medical Billing & Coding Specialist	87 Wks. – 37 Cr. Hrs. - 930 Clk. Hrs.
Home Health Aide	8 Wks. - 750 Clk. Hrs.

Satisfactory Academic Progress Policy (SAP) for Degree Programs

To demonstrate SAP toward completion of the degree program, a student must maintain the required CGPA and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Program (“Maximum Time Frame”).

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

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

There are two standards that must be met:

The qualitative standard for each program requires a student to achieve a minimum CGPA for each semester.

A semester is a fifteen-week period which includes two consecutive terms, except for the Nursing Core program semesters where courses are the full length of the semester. To demonstrate satisfactory progress toward completion, a student must maintain a specific cumulative grade point average. When evaluated at the end of each semester, the minimum CGPA required for the Associate of Science in Medical Assisting, Dental Assisting, and RN-BSN programs is 2.00. For the Associate of Science in Nursing program, when evaluated at the end of each semester, a student must achieve the CGPA listed in the diagram below at the end of the corresponding semester.

Semester(s) Attended	GPA Requirement
Semester 1	2.00
Semester 2	2.12
Semester 3	2.21
Semester 4	2.75
Semester 5	2.75
Semester 6	2.75

The quantitative standard requires students to complete their degree program within the program's Maximum Timeframe. Transfer credits accepted by CMVC for credit toward the student's program are included in the Maximum Time Frame calculation. The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits. Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters. The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired, the credits for that course will be included as credits attempted in the Completion Rate.

Nursing (A.S.) Clinical Assignment Disclosure

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

Student Financial Obligations

Student may have legal obligations to pay all charges assessed to his/her account by the due date including tuition and late payment fees.

Distance Education offering in Associate of Science in Nursing

Please note that the only classes Compu-Med Vocational Careers currently offers online for the Associate of Science in Nursing program are the General Education / Pre-requisite courses. Specifically, the classes listed below. For students to take these classes, students must meet all admissions requirements, pass a CMVC approved digital assessment exam & meet Compu-Med Vocational Careers' technical requirements as outlined in the catalog.

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

Appeal Procedures for Academic and/or Disciplinary Actions

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

The procedures to be utilized are:

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

Other disciplinary actions will be taken if the noncompliance persists. After the probationary period, a thorough analysis of the situation will be made. The actions taken could be temporary or permanent suspension.

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

Appeal Escalation Procedures

1. The student must submit a written appeal outlining their reasons for their appeal and a corrective action plan. This appeal must be sent to the Director of Student Services.
2. The Appeal process shall not take more than 30 days.
3. The Student Services Coordinator will communicate in writing to the student the final decision made, and the reason for that decision.

Incompletes

When a student is given an incomplete grade (I), for an extension to complete a portion of a course or program, due to extenuating circumstances. The timeframe given will be determined by the Program Director. If during this time the student does not comply, the incomplete grade will revert to a failure, and the student must retake the course.

Credit for Previous Training

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

Transferability of Credits

Students are advised that transferability of credit to another institution is at the discretion of the accepting school. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

Transfer of Credit by Examination

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

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

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

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

Class Size

All students are taught by individualized instruction. The average student teacher ratio is 25:1 for any lecture session. The maximum class size is 30 students per session except for bigger classrooms that fit or have room for up to 35 students. Labs are approximately 15:1 and externships are approximately 10:1.

Graduation Performance Requirements for Non-Degree Programs

A student is eligible for graduation when he/she has fulfilled the following requirements and is awarded

a Diploma upon:

1. Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher;
2. Meet or exceed the minimum standards of satisfactory academic progress (SAP);
3. Satisfy all programmatic requirements; and
4. Satisfy all financial obligations to the institution.

Graduation Performance Requirements for Degree Programs

A student must meet the following requirements to graduate from the RN to BSN, Associate of Science in Medical Assisting, or Dental Assisting program:

1. Successfully complete all courses in the program of study with a cumulative grade point average of 2.0 or higher;
2. Meet or exceed the minimum standards of satisfactory academic progress (SAP).
3. Satisfy all programmatic requirements; and
4. Satisfy all financial obligations to the institution.

A student must meet the following requirements to graduate from the Associate of Science in Nursing program:

1. Successfully complete all courses in the program of study with a cumulative grade point average of 2.75 or higher;
2. Meet or exceed the minimum standards of satisfactory academic progress (SAP).
3. Satisfy all programmatic requirements; and
4. Satisfy all financial obligations to the institution.

Awarding of a Diploma

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

Testing Policy for Associate of Science in Nursing Program

Admission Testing Policy (TEAS)

To gain admission to the Practical Nursing or Associate of Science in Nursing Program, a student must meet the admissions standards. Students who chose to take the TEAS and are not successful in the first attempt of the test will have another opportunity to take the test. No more than two attempts of the TEAS will be allowed in a one-year period when administered at CMVC.

End of Course Testing Policy

At the end of every Nursing Core course, students will be required as part of their grade to take a proctored test and receive the course minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course, if it allows within the course repeat and SAP policy.

End of Program Testing Policy

At the end of the program students will be required to take a proctored test and receive the published minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course if it allows within the course repeat and SAP policy.

Definition of Hours

Clock/Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. One semester credit is equal to 15 lecture hours; 30 laboratory hours; or 45 externship hours. Full time students must maintain a minimum of 12 credit hours per semester.

Outside Work

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

Dismissal

A student may be dismissed from school for the following:

1. Nonpayment of tuition.
2. Excessive absences.
3. Excessive tardiness.
4. Misconduct.
5. Violation of SAP or repeat course policies.

Before a student is dismissed, he/she may be placed on a probationary period. If during this period the student has not overcome the situation, he/she may be a candidate for dismissal.

Attendance

Regular attendance is an essential ingredient of academic success. However, the school understands students may have absences due to personal illness, death in the family, court appointments, etc. Students must advise the school of all intended absences. All missed work must be made up by the student. Students are reminded to govern themselves accordingly. If a student has more than fourteen (14) consecutive days of absences, the student will be dismissed.

Make-up Policy

All missed work must be made up by the student by contacting his/her instructor after an absence to identify what work needs to be made up. The instructor will provide make-up and assess work. Students are reminded to govern themselves accordingly.

Leave of Absence

Students must request a leave of absence in writing, and in advance of the leave. The student's request must be signed by the student and dated. The Director of Education grants leave of absences. Leave of absences will not exceed 180 calendar days, within any 12-month period. (Financial Aid will cease during this period. It will recommence once the students return to class). A student who does not return to school once leave of absence has ended will be considered terminated.

Tardiness

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

Conduct

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

Safety in Private Spaces Act

In accordance with the Safety in Private Spaces Act (2023), CMVC maintains restrooms at each of its facilities. The restrooms are labeled as male or female and are for the exclusive use based on the individual's sex as determined at birth. All students, staff, faculty, and visitors of the campus may only enter restrooms as designated above except under the following conditions:

- To accompany a minor, elderly, or disabled person that you are responsible for assisting or a guardian of.
- To comply with law enforcement or governmental regulations.
- To provide emergency medical care or in cases of emergency where the health or safety of another person is at risk.
- To maintain, clean, and inspect restrooms when not in use.
- The designated restroom is out of order; in this case, a person may use an undesignated restroom so long as it is not in current use and may be secured so that two individuals of the opposite sex are not using the restroom at the same time.

If an individual enters a restroom opposite their designated and is not in accordance with the policy above, they will be asked to exit the restroom and proceed to their appropriate restroom. Failure to comply will result in disciplinary action including potential program dismissal, employee termination, or involvement of law enforcement. If the individual still refuses to leave the restroom, the restroom will be secured, and no further usage will be allowed until the removal of the individual in violation of the policy.

Students, staff, faculty, or visitors of the campus have the right to file a complaint with the Attorney General if they find CMVC is in violation of the Safety in Private Spaces Act's minimum requirements.

Student Services

School Attire

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

Records and Transcripts

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

Student Advisement

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

Students needing these services will be directed to appropriate personnel. All other forms of counseling in areas such as domestic violence, childcare, other social services, will be referred to another service or agency that can better assist students with their specific needs. For childcare services required by students, the school will refer them to childcare centers that are near the school. Please contact Students Services for more information.

Career Services

Although no guarantee of employment can be made, the school provides the students with the necessary follow-up to help them find employment. The school has a Career Services program consisting of:

- a. Career Services advisors to orient and advise students on today's working world. Explain the importance for students to find a job after graduation. Students are instructed in job search techniques, job interviews and resume writing.
- b. Career Services advisors assist students in finding externship and placement sites. No guarantee of employment will be made.
- c. Conducting exit interviews.

Housing

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

Transportation

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

Parking

Parking facilities are available for student use.

Library and Resource System

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

Program Comparison Information

Students wishing to receive program comparison information related to tuition, fees, program length may contact:

The Accrediting Commission of Career Schools and Colleges (ACCSC) at 2101 Wilson Blvd; Suite # 302, Arlington, Virginia 22201, Tel. (703) 247-4212

Complaint Policy

STUDENT GRIEVANCE PROCEDURE

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

1. CMVC shall provide written notice to all students of the procedures for filing a grievance at the time of enrollment.
2. All grievances should be submitted to the Director of Student Services.
3. All time requirements for processing grievances shall commence upon receipt of a written grievance from the student.
4. CMVC shall meet with the student with the grievance individually or collectively to attempt to informally resolve the problem.
5. Students will receive communication in writing regarding the status of their grievance no later than 30 days from receipt of a written grievance from the student.
6. All notices and correspondence shall be maintained in the student's file.
7. All reported grievances will be logged.
8. CMVC will not retaliate against any student for lodging a complaint.
9. CMVC will not attempt to prevent a student from making a complaint or require students to complete CMVC's grievance process before filing a complaint to any accrediting or regulatory entities.

ACCSC Student Complaint/Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting: complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

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

Out-of-state students enrolled in distance education participating under SARA (State Authorization Reciprocity Agreement), who have completed the internal institutional grievance process and the state grievance process, may appeal to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at

<http://www.fldoe.org/sara/complaint-process.stml>

Crime Awareness Policies and Procedures

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

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

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

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

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

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

Non-Discriminatory Policy

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

FERPA School Policy

The Family Educational Rights and Privacy Act (FERPA)(U.S.C. 1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. It is the school's policy to fully comply with FERPA rules and regulations as follows:

1. School records are to be kept electronically, and older records are locked in fire protector cabinets for their safety.
2. Our Registrar is responsible for the safety of the records.
3. No original records can leave the school premises.
4. If a student's record is requested by a school officer other than the Registrar, a request must be signed and dated, and the same procedure must be followed at the time the record is returned.
5. Eligible students have the right to inspect and review their educational record maintained by the school.
6. CMVC will provide copies of student records when a written request is received by the student. CMVC reserves the right to charge a fee for copies.
7. Eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student then has the right to place a statement with the record setting forth his or her view about the contested information.
8. Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

Main Campus Hialeah

2900 W 12th Ave 3rd Floor, Hialeah, FL33012

1. Medical Assistant
2. Dental Assistant
3. Patient Care Technician
4. Practical Nursing
5. Medical Billing & Coding Specialist
6. Home Health Aide
7. Associate of Science in Nursing
8. Associate of Science in Medical Assisting
9. Associate of Science in Dental Assisting
10. RN to BSN

Miami Branch

11401 SW 40th St, 1st Floor, Suite 150 Miami, FL33165

1. Medical Assistant
2. Dental Assistant
3. Patient Care Technician
4. Practical Nursing
5. Medical Billing & Coding Specialist
6. Home Health Aide
7. Associate of Science in Nursing
8. Associate of Science in Medical Assisting
9. Associate of Science in Dental Assisting
10. RN to BSN

CMVC uses letters and numbers to identify program course numbering system. For core courses the abbreviated letters for program are used. For general education courses, abbreviations for the course are used. For example: The Medical Assistant Program is abbreviated MA - and the course number begins with 101.

The Medical Assistant Program – MA-101 through MA-114.

The Dental Assistant Program – DA-201 through DA-216.

The Patient Care Technician Program – PCT-301 through PCT-315.

The Practical Nursing Program – PN-101 through PN-113.

The Medical Billing & Coding Specialist Program- MBC101 through MBC114

The Home Health Aide Program – HHA100 through HHA140

The Associate of Science in Nursing – NUR-1100 through PSY-2012

The Associate of Science in Medical Assisting –MA-101 throughBSC2086L

The Associate of Science in Dental Assisting –DA-201 through BSC2086L

The RN to BSN Program- AML3000 through NUR4945

Medical Assistant Program Diploma Program

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

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

Program Courses

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

Medical Assistant Course Descriptions

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

MA – 102 Anatomy and Physiology Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance. **A minimum grade of “D” is required to pass this course.**

MA – 103 Medical Terminology This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary. **A minimum grade of “D” is required to pass this course.**

MA – 104 Physical Examination. Vital Signs This course explains the purpose of patient examination. List and describes areas in which the MA is responsible for recording information in the patient’s chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs. **A minimum grade of “D” is required to pass this course.**

MA – 105 Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. **A minimum grade of “D” is required to pass this course.**

MA – 106 Electrocardiography Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram. **A minimum grade of “D” is required to pass this course.**

MA – 107 Phlebotomy Learning the safety regulations used for the circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods. Explain the ABO and RH blood grouping system. Explain the structure and function of each component of blood and perform blood test. **A minimum grade of “D” is required to pass this course.**

MA – 108 Minor Office Surgery Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages. **A minimum grade of “D” is required to pass this course.**

MA – 109 Administration of Medication Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, intra-dermal, subcutaneous, and intra- muscular injections. Application of heat and cold and ultrasound. **A minimum grade of “D” is required to pass this course.**

MA – 110 Urinalysis This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine. **A minimum grade of “D” is required to pass this course.**

MA – 111 Radiology Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients’ positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography. **A minimum grade of “D” is required to pass this course.**

MA – 112 Patient’s Examination and Procedures in Medical Specialties This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation. **A minimum grade of “D” is required to pass this course.**

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

MA – 114 Externship Students are placed in doctor’s offices to gain actual experience as a Medical Assistant. Emphasis will be observed in terms of Medical Asepsis, vital signs, physical examination, sterilization and disinfection, use of medical office equipment, and general office procedures. **A minimum grade of “D” is required to pass this course.**

Dental Assistant Program Diploma Program

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

Graduation Minimum of 30.5 semester credit / hours (915 clock hours)

Requirements: Total: 2 semesters (Program is 45 weeks long)

Program Courses

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

Dental Assistant Course Descriptions

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

DA – 202 Introduction to Dental Profession / Dentistry Law and Ethics Definition of Dental Profession. Principles of ethics, laws and regulations. Pronounce, define, and spell the terms of ethics. Explain the difference between being “legal” and “ethical”. Steps involved in ethical decision making. Examples of ethical dilemmas for each principle of ethics. Definition of Dentistry Law.

As a Dental Assistant, they must understand the law in order to protect yourself, the dentist, and the patient. Explain the purpose of the state Dental Practice Act. Describe ways to prevent malpractice suits, types of dental auxiliary supervision. Know the duties of a Dental Assistant as a member of the dental teamwork. Know the Florida Board of Dentistry Rules and Regulations:

- Rule 64B5-16002 Florida Administrative Code

A minimum grade of “D” is required to pass this course.

DA – 203 Morphology of the Head, Teeth and Oral Cavity This course involves learning of the names and locations of bone of the skull and face, facial nerves, lymph nodes, and salivary glands. Muscles of the head and neck. Morphology of the teeth and oral cavity, identify location and specific features of each tooth in the dentition, identify the landmarks of the oral cavity, structures found in the vestibular region of the oral cavity. **A minimum grade of “D” is required to pass this course.**

DA – 204 Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS The student will be able to study microbiology and identify the types of bacteria and other kinds of microorganisms.

Infection Control: prevention of transmission. Safety measures to avoid cross-contamination. Body defense against diseases. Personal Protection Equipment (PPE). Definition of HIV/AIDS. The HIV/ AIDS portion of this course is a minimum of 4 clock hours. Explain the three goals of an infection control program, universal precautions. Types of Sterilization. This course explains OSHA, as a way to provide continual improvement in workplace safety and health. Also explain in dentistry Bloodborne Pathogens Standard. **A minimum grade of “D” is required to pass this course.**

DA – 205 Oral Pathology In this course the students should understand the terms used to describe pathology conditions and should record preliminary identification and descriptions of lesion. They learn about oral diseases, inflammation and dental cavities. **A minimum grade of “D” is required to pass this course.**

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

A minimum grade of “D” is required to pass this course.

DA – 207 Emergencies Management Student should describe the patient data gathering, measure vital signs, knowledge of the medical disorders and identify medical emergencies. **A minimum grade of “D” is required to pass this course.**

DA – 208 Dental Materials Student is introduced to the knowledge of the structure and properties of dental materials, also uses and manipulation. **A minimum grade of “D” is required to pass this course.**

DA – 209 Instrumentation and Delivery This course teaches admitting and dismissing patients, setting up operatory. Four handed dentistry, six handed dentistry and mixing materials. **A minimum grade of “D” is required to pass this course.**

DA – 210 Dental Specialties and Terminology This course introduces the student to the knowledge of dental terminology and the function of different specialists in the dental team. **A minimum grade of “D” is required to pass this course.**

DA – 211 Dental Radiology History of X-Rays. Physical properties of X-Ray Radiation. Radiation Biology and safety measures. Effects of radiation in human tissue. Terminology for dental radiography. Principles of radiographic techniques. Process to be followed in order to obtain dental radiographs. Developing, fixing, and mounting. Equipment used. **A minimum grade of “D” is required to pass this course.**

DA – 212 Psychology of Human Behavior and Communication Skills This course introduces the student to the knowledge of human behavior. Administrative fundamentals, business forms and letters, invoicing, emergency procedures and filling techniques. **A minimum grade of “D” is required to pass this course.**

DA – 213 Preventive Dentistry Explain the goal of preventive dentistry is to help people of all ages attain optimal oral health throughout their lives. The students as a dental assistant is to help patients understand what causes dental disease and how to prevent it. Use of fluorides, applications of dental sealants, nutrition and plaque control programs. **A minimum grade of “D” is required to pass this course.**

DA – 214 Pre – Employment Skills / Work Maturity In this course, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **A minimum grade of “D” is required to pass this course.**

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

DA – 216 Externship Students are placed in dental offices to gain actual experience as a Dental Assistant. Emphasis will be observed in terms of four handed sit down dental procedures, assisting and learning to anticipate and function, according to the dentist’s needs; proper restorative instrumentation, cementation techniques, dental specialties and extended duties techniques. **A minimum grade of “D” is required to pass this course.**

Patient Care Technician Program

Diploma Program

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

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

Program Courses

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

Patient Care Technician Course Descriptions

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

PCT – 302 Anatomy and Physiology Introduction to the structures of the body and its functions. **A minimum grade of “D” is required to pass this course.**

PCT – 303 Medical Terminology Definition of the medical terms used in health care and meanings. **A minimum grade of “D” is required to pass this course.**

PCT – 304 Home Health Aide Definition of Home Health Aide and proper procedures used with patients in the home. **A minimum grade of “D” is required to pass this course.**

PCT – 305 Nursing Procedures Definition of Nursing Procedures. The different procedures that Patient Care Technician should follow to take care of a patient. Student is also given an introduction to the definition of Patient Care Technician and to also its laws and ethics. **A minimum grade of “D” is required to pass this course.**

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

PCT – 307 Diet and Nutrition Definition of diet and nutrition. Describes the responsibility of the Patient Care Technician towards the nutritional state of the patient. **A minimum grade of “D” is required to pass this course.**

PCT – 308 Basic Emergency Care and Pathology The student will be capable of recognizing medical emergencies. Also, the student will learn the correct way to react to medical emergencies. In this course the student will also receive basic information about common diseases and presenting the measures that help improve the quality of life of their future patients. **A minimum grade of “D” is required to pass this course.**

PCT – 309 Alzheimer and Other Dementias Caring for the Cognitively Impaired Resident. Describe Alzheimer’s disease and related disorders. **A minimum grade of “D” is required to pass this course.**

PCT – 310 Administration of Medication Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication including standard precautions and legal implications. **A minimum grade of “D” is required to pass this course.**

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

PCT – 312 Phlebotomy Definition of Phlebotomy. Function of a Phlebotomist in a hospital or a work place. Learning the safety regulations used, circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens, and how phlebotomy applies to Nursing and or Home Health Care. **A minimum grade of "D" is required to pass this course.**

PCT – 313 Electrocardiography The students will be able to describe the Anatomy and the General Physiology of the heart. The student will learn how to place the electrodes in the different derivations, to obtain an electrocardiogram, to recognize the artifacts and to solve the frequent problems. Also, the student will learn basic notions of interpretation of the electric activity of the heart. **A minimum grade of "D" is required to pass this course.**

PCT – 314 Pre – Employment Skills / Work Maturity In this course, the students will be assessed in making career decisions, using labor market information, preparation of resumes, filling out job applications, interviewing, being punctual, and completing task effectively. **A minimum grade of "D" is required to pass this course.**

PCT – 315 Externship Students are placed in Nursing Homes, Health Care Centers, Rehabilitation facilities or extended care facilities. **A minimum grade of "D" is required to pass this course.**

Practical Nursing Program Diploma Program

Objective: This program prepares graduates for employment as a licensed practical nurse. The program includes but is not limited to theoretical instruction, clinical experience and clinical simulation in medical-surgical nursing, pharmacology and medication administration, geriatric and long-term care nursing, and obstetrical and pediatric nursing. Graduates are eligible to take the NCLEX-PN state board examination to become licensed practical nurses.

Graduation Requirements: Minimum of 46 semester credit hours
Total: 3 semesters (Program is approximately 52 weeks long)

Program Courses

Course	Title	Credit/Hours	Clock/Hours	Modality
PN101	Medical Terminology	2.0	45	On Ground
PN102	Introduction to Nursing	3.5	100	On Ground
PN103	Long Term Care Nursing Assistant	4.0	110	On Ground
PN104	Anatomy and Physiology	4.0	90	On Ground
PN105	Fundamentals of Nursing	5.5	160	On Ground
PN106	Pharmacology and Intravenous Therapy Skills	3.0	90	On Ground
PN107	Medical Surgical Nursing I	7.5	230	On Ground
PN108	Medical Surgical Nursing II	7.5	230	On Ground
PN109	Maternal Newborn Nursing	2.5	75	On Ground
PN110	Pediatric Nursing	2.5	75	On Ground
PN111	Mental Health Concepts	2.0	70	On Ground
PN112	Community Health	0.5	30	On Ground
PN113	Transition to Practice	1.5	45	On Ground
	Total	46.0	1350	

Course Descriptions – Practical Nursing

PN 101 Medical Terminology Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare. **45 Lecture Hours. Prerequisite: None. A minimum grade of "C" is required to pass this course.**

PN 102 Introduction into Nursing This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. In this course students will learn how to use interpersonal relationship skills to communicate effectively with other health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems. **50 Lecture Hours, 20 Clinical Simulation Hours, 30 Clinical Hours. Prerequisite: None. A minimum grade of "C" is required to pass this course.**

PN 103 Long Term Care Nursing Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. **75 Lecture Hours, 10 Clinical Simulation Hours, 25 Clinical Hours. Prerequisite: None. A minimum grade of "C" is required to pass this course.**

PN 104 Anatomy and Physiology Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences. **90 Lecture Hours. Prerequisite: None. A minimum grade of "C" is required to pass this course.**

PN 105 Fundamentals of Nursing This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, interpersonal relationships skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. **80 Lecture Hours, 20 Clinical Simulation Hours, 60 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104. A minimum grade of "C" is required to pass this course.**

PN 106 Pharmacology and Intravenous Therapy Skills This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course. **40 Lecture Hours, 50 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105. A minimum grade of "C" is required to pass this course.**

PN 107 Medical Surgical Nursing I The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **90 Lecture Hours, 40 Clinical Simulation Hours, 100 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106. A minimum grade of "C" is required to pass this course.**

PN 108 Medical Surgical Nursing II Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

90 Lecture Hours, 40 Clinical Simulation Hours, 100 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107. A minimum grade of "C" is required to pass this course.

PN 109 Maternal Newborn Nursing Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant. The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum. **30 Lecture Hours, 30 Clinical Simulation Hours, 15 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108. A minimum grade of "C" is required to pass this course.**

PN 110 Pediatric Nursing Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored. **30 Lecture Hours, 30 Clinical Simulation Hours, 15 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108, PN 109. A minimum grade of "C" is required to pass this course.**

PN 111 Mental Health Nursing This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental, and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered.**20 Lecture Hours, 10 Clinical Simulation Hours, 40 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108, PN 109, PN 110. A minimum grade of “C” is required to pass this course.**

PN 112 Community Health This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in either the hospital, community center, outpatient clinics as well as assisting in community health assessment.**10 Lecture Hours, 20 Clinical Hours. Prerequisite PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108, PN 109, PN 110, PN 111. A minimum grade of “C” is required to pass this course.**

PN 113 Transition to Practice This course provides concepts related to the transition from student licensed practical nurse. Leadership, interpersonal communication skills, and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.**20 Lecture Hours, 25 Clinical Hours. Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, PN 107, PN 108, PN 109, PN 110, PN 111, PN 112. A minimum grade of “C” is required to pass this course.**

Medical Billing & Coding Specialist Program

Diploma Program

Objective: The Medical Billing & Coding Specialist diploma program is designed to prepare students for entry-level employment in a medical facility as a valuable member of the healthcare administrative office team. Students will gain knowledge and skills in medical insurance, medical billing, medical coding, billing reimbursement, electronic medical records, and medical office support.

Graduation Requirements: Minimum of 37 credit hours and 930 Clock/Hours
Total: (Program is approximately 58 weeks long)

Program

Course	Title	Cr./ Hrs.	Clk. / Hrs.	Modality
MBC101	Computer Skills & Office Procedures	3.5	90	Ground or Online
MBC102	Anatomy, Physiology, and Medical Terminology for Coders	4.0	90	Ground or Online
MBC103	Coding Basics: ICD	2.5	60	Ground or Online
MBC104	Coding Basics: CPT/HCPCS	2.5	60	Ground or Online
MBC105	Medical Law & Ethics with HIPAA, OSHA, & Infection Control	1.0	30	Ground or Online
MBC106	Electronic Health Records	2.5	60	Ground or Online
MBC107	Coding for Systems: Integumentary & Musculoskeletal	2.5	60	Ground or Online
MBC108	Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction	2.5	60	Ground or Online
MBC109	Coding for Systems: Cardiovascular, Lymphatic, and Blood	2.5	60	Ground or Online
MBC110	Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic	2.5	60	Ground or Online
MBC111	Insurance and Reimbursement	2.5	60	Ground or Online
MBC112	Coding for Radiology, Laboratory, and Surgical Procedures	2.5	60	Ground or Online
MBC113	Career Preparation and Professionalism	1.0	30	Ground or Online
MBC114	Medical Billing & Coding Capstone	5.0	150	Ground or Online
TOTAL		37	930	

Medical Billing & Coding Specialist Course Descriptions

MBC101: Computer Skills & Office Procedures This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course will provide students with a basic understanding of their duties and responsibilities in the administrative front office and how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills. **30 Lecture Hours, 60 Lab Hours. Prerequisite(s): None. A minimum grade of “C” is required to pass this course.**

MBC102: Anatomy, Physiology, and Medical Terminology for Coders Students will learn and identify the human anatomy and physiology needed to correctly code including the structure and function of the human body including cells, tissues and organs of the following systems: integumentary, skeletal, muscular, nervous. This course also introduces the students to the knowledge of medical terminology and includes basic word structure and the use of medical and technical dictionary. **90 Lecture Hours. Prerequisite(s): None. A minimum grade of “C” is required to pass this course.**

MBC103: Coding Basics: ICD Students are introduced to the history and purpose of Medical Coding, basics concepts of coding, and the use of the ICD-10-CM. Upon completion of this course, students will be able to explain the development of the ICD-10-CM. The student will learn the format of the ICD-10-CM, identify the characteristics of the Alphabetic Index and the Tabular List. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102. A minimum grade of “C” is required to pass this course.**

MBC104: Coding Basics: CPT/HCPCS Students will be able to describe the development and indexing methodology for CPT and HCPCS, interpret coding guidelines and notes for CPT and HCPCS, interpret health care data to code and sequence procedure/service statements, case studies, and patient records. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102. A minimum grade of “C” is required to pass this course.**

MBC105: Medical Law & Ethics with HIPAA, OSHA, & Infection Control This course introduces legal and ethical issues that impact healthcare professionals. Laws and regulations related to the health care industry such as HIPAA, Patient Bill of Rights, and standard of care are addressed, and ethical and moral issues that healthcare professionals may encounter are presented. Students will learn about the transmission of disease, to recognize biohazards and the necessary infection control procedures and laboratory safety. **30 Lecture Hours. Prerequisite(s): None. A minimum grade of “C” is required to pass this course.**

MBC106: Electronic Health Records This course provides the framework for students to perform various chart related functions within the electronic health record (EHR). Students will learn the basic components, functions, and terminology essential to EHR systems. Students will learn how to complete tasks such as audits, entering data, and maintaining chart integrity. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102. A minimum grade of “C” is required to pass this course.**

MBC107: Coding for Systems: Integumentary & Musculoskeletal Students will use learned medical terminology and coding concepts applicable to the musculoskeletal and integumentary systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC108: Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction Students will use learned medical terminology and coding concepts applicable to the digestive, respiratory, urinary, and reproductive systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC109: Coding for Systems: Cardiovascular, Lymphatic, and Blood Students will use learned medical terminology and coding concepts applicable to the cardiovascular, blood and lymphatic systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC110: Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic Students will use learned medical terminology and coding concepts applicable to the nervous, auditory, ophthalmic and endocrine systems. The systems and related pathology are discussed and applied in coding assignments. Accurate coding procedures and techniques are learned and practiced. ICD-10-CM, CPT and HCPCS are discussed and utilized in coding cases. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC111: Insurance and Reimbursement This course focuses on health insurance and reimbursement, billing procedures used for physicians’ charges, accounts receivable, and payable tasks. This course is designed to increase efficiency and streamline administrative procedures for healthcare insurance billing and reimbursement. Topics include documentation in the medical record, types of insurance, Medicare compliance policies related to documentation and confidentiality. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC112: Coding for Radiology, Laboratory, and Surgical Procedures Students will analyze the elements of coding in reporting radiology services, understand the Radiology terminology, and identify elements of the global procedure. Students will also learn the pathology and laboratory guidelines and understand the pathology and laboratory terminology. Students will identify and interpret codes in urinalysis, molecular pathology, hematology, immunology and other related codes. Students will learn the basics of coding for surgical procedures including the format and notes, analysis of the surgical package and interpreting elements of the surgical report. **30 Lecture Hours, 30 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104. A minimum grade of “C” is required to pass this course.**

MBC113: Career Preparation and Professionalism In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **30 Lecture Hours. Prerequisite(s): None. A minimum grade of “C” is required to pass this course.**

MBC114: Medical Billing & Coding Capstone Students will apply the practical knowledge learned throughout the program. The student will demonstrate knowledge and skills in insurance billing, reimbursement, general office procedures and coding. Emphasis is placed on accuracy and electronic application and preparation to sit for a medical coder certification examination. **30 Lecture Hours. 120 Lab Hours. Prerequisite(s): MBC101, MBC102, MBC103, MBC104, MBC105, MBC106, MBC107, MBC108, MBC109, MBC110, MBC111, MBC112, MBC113. A minimum grade of “C” is required to pass this course.**

Home Health Aide Program Diploma Program

Objective: The Home Health Aide program prepares the students for entry-level work in a home care setting under the supervision of a licensed nurse. The student will be trained to work with the client, the family, and the home care team to provide home health care services including the development of effective communication skills, understanding body structure and function, the correct care of clients' nutritional needs, following a patient care plan, providing care for geriatric patients. The graduate will be able to demonstrate legal and ethical responsibilities specific to home health aides

Graduation Requirements: Minimum 75 Clock/Hours.
Total: (Program is approximately 6 weeks long)

Program

Course	Title	Clk. / Hrs.	Modality
HHA100	Introduction to Home Care and Home Care Basics	15	Ground
HHA110	Managing the Home Environment	20	Ground
HHA120	Home Care Procedures	22	Ground
HHA130	Special Needs in Home Care	15	Ground
HHA140	Professional Skills for the Home Health Care Aide	3	Ground
TOTAL		75	

Home Health Aide Course Descriptions

HHA100 Introduction to Home Care and Home Care Basics This course introduces students to the home care industry. Students will learn the types of clients who require home care, the needs of the clients, the home care team, client resources, and the role of the home care aide. Students will work on effective communication with the client, the family, and the home care team. Basic body structure and functions of body systems will be studied. Students will learn the home care aide's role in observing, reporting, and recording patient information and how to effectively and accurately keep these records. **15 Lecture Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

HHA110 Managing the Home Environment Students will learn to identify common hazards in the home environment and implement safety measures. The importance of a clean, well-maintained home and the role of the home care aide is discussed. Students will study the importance of nutrition in maintaining health and preventing illness. Student will be able to identify food groups, nutrients, and therapeutic diets and food preparation and safety. **10 Lecture Hours, 10 Lab Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

HHA120 Home Care Procedures Students will identify and practice techniques used to prevent infection and medical asepsis. Students will demonstrate correct practice of standard precautions in the client's home including body mechanics, immobility, and procedures for moving, positioning, and transferring the client. Students will learn and practice personal care of clients including bedmaking, measuring vital signs, and performing special procedures. **10 Lecture Hours, 12 Lab Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

HHA130 Special Needs in Home Care This course will train students to work with clients with special needs. Students will learn and practice working with older adults; mothers, infants, and children; clients with mental illness, end of life care, and handling emergencies. **10 Lecture Hours, 5 Lab Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

HHA140 Professional Skills for the Home Health Care Aide This course will teach students how to get and keep the job. Topics to be studied include the job search, interview skills, performance evaluations, and the importance of certification and continuing education. **3 Lecture Hours. Prerequisite(s): None. A minimum grade of "C" is required to pass this course.**

Associate of Science in Nursing

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

Graduation Requirements: Minimum of 76 semester credit / hours. (1680 clock hours)
Total: 6 semesters (Program is approximately 24 months long)

Program Courses

Course	Title	Credit/Hours	Clock/Hours	Modality
Technical Courses				
NUR1000	Fundamentals	4.0	60	On Ground
NUR1000L	Fundamentals Lab	1.0	30	On Ground
NUR1000C	Fundamental Clinical	3.0	135	On Ground
NUR1100	Pharmacology	2.0	30	On Ground
NUR1200	Medical – Surgical Nursing Lecture	6.0	90	On Ground
NUR1200L	Medical – Surgical Lab	1.0	30	On Ground
NUR1200C	Medical – Surgical Nursing Clinical	4.0	180	On Ground
NUR2100	Pharmacology II	1.0	15	On Ground
NUR2200	Maternal Lecture	3.0	45	On Ground
NUR 2200L	Maternal Lab	1.5	45	On Ground
NUR2200C	Maternal Clinical	1.5	67.5	On Ground
NUR2300	Pediatric Lecture	3.0	45	On Ground
NUR 2300L	Pediatric Lab	1.5	45	On Ground
NUR2300C	Pediatric Clinical	1.5	67.5	On Ground
NUR2500	Psychiatric Nursing	2.0	30	On Ground
NUR2500C	Psychiatric Nursing Clinical	1.0	45	On Ground
NUR2900	Nursing Leadership	3.0	45	On Ground
NUR2900C	Preceptorship/Practicum Clinical	4.0	150	On Ground
NUR2999	Nursing Capstone	2.0	30	On Ground

Course	Title	Credit/Hours	Clock/Hours	Modality
General Education Courses				
BSC2085	Human Anatomy & Physiology	3.0	45	Online
BSC2085L	Human Anatomy & Physiology I Lab	1.0	30	Online
ENC1101	English Composition I	3.0	45	Online
MAC1120	College Algebra	3.0	45	Online
MCB2010	Microbiology	3.0	45	Online
MCB2010L	Microbiology Lab	1.0	30	Online
HUN1201	Elements of Nutrition	3.0	45	Online
BSC2086	Human Anatomy & Physiology II	3.0	45	Online
BSC2086L	Human Anatomy & Physiology II Lab	1.0	30	Online
DEP2004	Human Growth & Development	3.0	45	Online
SPC2608	Speech	3.0	45	Online
PSY2012	General Psychology	3.0	45	Online
TOTAL		76	1680	

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

Licensure for Registered Nurse

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

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

Associate of Science in Nursing Course Descriptions

NUR1000 Fundamentals

Credits: 4

Clock Hours: 60

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

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

This course will also discuss how to conduct a nursing assessment, develop a nursing diagnosis, plan nursing care, implement a nursing care plan and evaluate patient outcomes. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

A minimum grade of “B” is required to pass this course.

NUR1000L Fundamentals Lab

Credits: 1

Clock Hours: 30

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

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

NUR1000C Fundamentals Clinical

Credits: 3

Clock Hours: 135

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

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

NUR1100 Pharmacology

Credits: 2

Clock Hours: 30

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608

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

NUR1200 Medical Surgical Lecture

Credits: 6

Clock Hours: 90

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100

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

NUR1200L Medical Surgical Lab

Credits: 1

Clock Hours: 30

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100

This Medical Surgical Lab introduces the application of the nursing processes and assessment in bridging student’s knowledge from theory to practice learned in NUR1200. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR1200L Medical Surgical Clinical

Credits: 4

Clock Hours: 180

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100

This course builds on the advanced concepts learned in NUR1200 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2100 Pharmacology II

Credits: 1

Clock Hours: 15

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100

This course builds on what students have already learned in NUR1100 and is used as a continuance on what the student have learned thus far in their nursing courses. NUR2100 will enhance what the students have learned in Pharmacology, Fundamentals, Psychiatric and Medical-Surgical nursing. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their advanced knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws. **A minimum grade of “B” is required to pass this course.**

NUR2200 Maternal Lecture

Credits: 3

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

The Maternal course introduces the nurse’s role in health promotion and disease prevention for the childbearing mothers and childrearing families. Topics include women’s health, nutrition, disease, disease prevention, and the normal processes of childbearing. A strong emphasis on promoting healthy fetal growth and development, coupled with proper prenatal nutrition and care. This opportunity for further integration in a variety of settings will increase the student nurse’s responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **A minimum grade of “B” is required to pass this course.**

NUR2200L Maternal Lab

Credits: 1.5

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

This Maternal Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR2200. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2200C Maternal Clinical

Credits: 1.5

Clock Hours: 67.5

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

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

NUR2300 Pediatric Lecture Course

Credits: 3

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

The Pediatric course introduces the nurse's role in health promotion and disease prevention for the pediatric population, and childrearing families. Topics include nutrition, disease, disease prevention, childhood illnesses, and the normal processes of child development. A strong emphasis on promoting healthy child growth and development, coupled with proper nutrition and care of children. Students will examine the role of the family in childbearing and the care of the child. This opportunity for further integration in a variety of settings will increase the student nurse's responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology. **A minimum grade of "B" is required to pass this course.**

NUR2300L Pediatric Lab

Credits: 1.5

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

This Pediatric Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR2300. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology. **This is a Pass/Fail course.**

NUR2300C Pediatric Clinical

Credits: 1.5

Clock Hours: 67.5

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100

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

NUR2500 Psychiatric Nursing

Clinical Credits: 2

Clock Hours: 30

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100, NUR2200, NUR2200L, NUR2200C, NUR2300, NUR2300L, NUR2300C

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

NUR2500C Psychiatric Nursing Clinical

Clinical Credits: 1

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010, MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100, NUR2200, NUR2200L, NUR2200C, NUR2300, NUR2300L, NUR2300C

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

NUR2900 Nursing Leadership

Credits: 3

Clock Hours: 45

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100, NUR2200, NUR2200L, NUR2200C, NUR2300, NUR2300L, NUR2300C

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

NUR2900C Preceptorship / Practicum Clinical

Credits: 4

Clock Hours: 150 (15 Lecture Hours, 135 Clinical Hours)

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100, NUR2200, NUR2200L, NUR2200C, NUR2300, NUR2300L, NUR2300C

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

NUR2999 Nursing Capstone

Credits: 2

Clock Hours: 30

Prerequisites: BCS2085, BCS2085L, ENC1101, MAC1120, MCB2010 MCB2010L, HUN1201, BSC2086, BSC2086L, DEP2004, PSY2012, SPC2608, NUR1000, NUR1000L, NUR1000C, NUR1100, NUR1200, NUR1200L, NUR1200C, NUR2100, NUR2200, NUR2200L, NUR2200C, NUR2300, NUR2300L, NUR2300C, NUR2500, NUR2500C

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

BSC2085 Human Anatomy & Physiology I

Credits: 3

Clock Hours: 45

Prerequisites: None

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs. **A minimum grade of “C” is required to pass this course.**

BSC2085L Human Anatomy & Physiology I Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

ENC1101 English Composition I

Credits: 3

Clock Hours: 45

Prerequisites: None

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

MAC1120 College Algebra

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations. **A minimum grade of “C” is required to pass this course.**

Associate of Science in Nursing Course Descriptions continued...

MCB2010 Microbiology

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections. **A minimum grade of “C” is required to pass this course.**

MCB2010L Microbiology Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

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

Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

HUN1201 Elements of Nutrition

Credits: 3

Clock Hours: 45

Prerequisites: None

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices. **A minimum grade of “C” is required to pass this course.**

BSC2086 Human Anatomy & Physiology II

Credits: 3

Clock Hours: 45

Prerequisites: BSC2085, BSC2085L

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics. **A minimum grade of “C” is required to pass this course.**

BSC2086L Human Anatomy & Physiology II Lab

Credits: 1

Clock Hours: 30

Prerequisites: BSC2085, BSC2085L

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

DEP2004 Human Growth & Development

Credits: 3

Clock Hours: 45

Prerequisites: None

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

SPC2608 Speech

Credits: 3

Clock Hours: 45

Prerequisites: None

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

PSY2012 General Psychology

Credits: 3

Clock Hours: 45

Prerequisites: None

Introduction to psychology as applied to human behavior including research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders, and therapies. These principles will be applied to the human experience. Additionally, history and the development of psychology are also discussed. **A minimum grade of “C” is required to pass this course.**

Associate of Science in Medical Assisting

Description and Objective

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

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

Graduation Requirements:

Minimum of 62.5 semester credit / hours. (1410 clock hours)

Total: 4 semesters (Program is approximately 20 months long)

Program Courses

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

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

Associate of Science in Medical Assisting Course Descriptions

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

MA – 102 Anatomy and Physiology Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance. **A minimum grade of “D” is required to pass this course.**

MA – 103 Medical Terminology This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary. **A minimum grade of “D” is required to pass this course.**

MA – 104 Physical Examination. Vital Signs This course explains the purpose of patient examination. List and describes areas in which the MA is responsible for recording information in the patient’s chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs. **A minimum grade of “D” is required to pass this course.**

MA – 105 Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. **A minimum grade of “D” is required to pass this course.**

MA – 106 Electrocardiography Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram. **A minimum grade of “D” is required to pass this course.**

MA – 107 Phlebotomy Learning the safety regulations used for the circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods. Explain the ABO and RH blood grouping system. Explain the structure and function of each component of blood and perform blood test. **A minimum grade of “D” is required to pass this course.**

MA – 108 Minor Office Surgery Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages. **A minimum grade of “D” is required to pass this course.**

MA – 109 Administration of Medication Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, intra-dermal, subcutaneous, and intra- muscular injections. Application of heat and cold and ultrasound. **A minimum grade of “D” is required to pass this course.**

MA – 110 Urinalysis This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine. **A minimum grade of “D” is required to pass this course.**

MA – 111 Radiology Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients’ positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography. **A minimum grade of “D” is required to pass this course.**

MA – 112 Patient’s Examination and Procedures in Medical Specialties This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation. **A minimum grade of “D” is required to pass this course.**

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

MA – 114 Externship Students are placed in doctor’s offices to gain actual experience as a Medical Assistant. Emphasis will be observed in terms of Medical Asepsis, vital signs, physical examination, sterilization and disinfection, use of medical office equipment, and general office procedure. **A minimum grade of “D” is required to pass this course.**

ENC1101 English Composition I

Credits: 3

Clock Hours: 45

Prerequisites: None

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student’s basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences. **A minimum grade of “C” is required to pass this course.**

MAC1120 College Algebra

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations. **A minimum grade of “C” is required to pass this course.**

GEB2214 Business Communications

Credits: 3

Clock Hours: 45

Prerequisites: None

In this course, students will learn effective written and oral communications skills necessary for success in the business environment. The course covers various areas of business communication with an emphasis on communicating professionally in written correspondence, electronic communications, and presentations. Through this course, students will enhance self-confidence, develop oratorical skills, critical thinking skills, and effective leadership communication. **A minimum grade of “C” is required to pass this course.**

PSY2111 Organizational Psychology

Credits: 3

Clock Hours: 45

Prerequisites: None

The course is an overview of psychological principles underlying individual and group behavior in organizational settings. The course covers topics associated with the field of organizational psychology including leadership, team effectiveness, intergroup behavior and work and family issues. Students will be exposed to a variety of theories in organizational psychology. **A minimum grade of “C” is required to pass this course.**

DEP2004 Human Growth & Development

Credits: 3

Clock Hours: 45

Prerequisites: None

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

BSC2085 Human Anatomy & Physiology I

Credits: 3

Clock Hours: 45

Prerequisites: None

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs. **A minimum grade of “C” is required to pass this course.**

BSC2085L Human Anatomy & Physiology I Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

MCB2010 Microbiology

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections. **A minimum grade of “C” is required to pass this course.**

MCB2010L Microbiology Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

HUN1201 Elements of Nutrition

Credits: 3

Clock Hours: 45

Prerequisites: None

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices. **A minimum grade of “C” is required to pass this course.**

BSC2086 Human Anatomy & Physiology II

Credits: 3

Clock Hours: 45

Prerequisites: BSC2085, BSC2085L

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics. **A minimum grade of “C” is required to pass this course.**

BSC2086L Human Anatomy & Physiology II Lab

Credits: 1

Clock Hours: 30

Prerequisites: BSC2085, BSC2085L

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

Associate of Science in Dental Assisting

Description and Objective

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

Graduation Requirements:

Minimum of 60.5 semester credit hours.

Total: 4 semesters (Program is approximately 20 months long)

Program Courses

Course	Title	Credit/Hours	Clock/Hours	Modality
DA – 201	Computers Skills and Office Procedures	3.5	90	Ground or Online
DA – 202	Introduction to Dental Profession / Dentistry Law and Ethics	1.0	30	Ground or Online
DA – 203	Morphology of the Head, Teeth and Oral Cavity	2.5	60	Ground or Online
DA – 204	Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS	1.0	30	Ground or Online
DA – 205	Oral Pathology	1.0	30	Ground or Online
DA – 206	Pharmacology	1.0	30	Ground or Online
DA – 207	Emergencies Management	1.5	45	Ground or Online
DA – 208	Dental Materials	2.0	60	Ground or Online
DA – 209	Instrumentation and Delivery	3.0	75	Ground or Online
DA – 210	Dental Specialties and Terminology	3.5	90	Ground or Online
DA – 211	Dental Radiology	1.5	45	Ground or Online
DA – 212	Psychology of Human Behavior and Communication Skills	1.0	30	Ground or Online

DA – 213	Preventive Dentistry	1.0	30	Ground or Online
DA – 214	Pre – Employment Skills / Work Maturity	1.0	30	Ground or Online
DA – 215	Expanded Duties	2.0	60	Ground or Online
DA – 216	Externship	4.0	180	On Ground
	Total Technical Courses	30.5	915	

General Education Courses				
ENC1101	English Composition I	3.0	45	Online
MAC1120	College Algebra	3.0	45	Online
GEB2214	Business Communications	3.0	45	Online
PSY2111	Organizational Psychology	3.0	45	Online
DEP2004	Human Growth & Development	3.0	45	Online
BSC2085	Human Anatomy & Physiology	3.0	45	Online
BSC2085L	Human Anatomy & Physiology I Lab	1.0	30	Online
MCB2010	Microbiology	3.0	45	Online
MCB2010L	Microbiology Lab	1.0	30	Online
HUN1201	Nutrition	3.0	45	Online
BSC2086	Human Anatomy & Physiology II	3.0	45	Online
BSC2086L	Human Anatomy & Physiology II Lab	1.0	30	Online
	Total General Education Courses	30	495	
	TOTAL	60.5	1410	

Course Descriptions – Associate of Science in Dental Assisting Program

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

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

A minimum grade of “D” is required to pass this course.

DA – 203 Morphology of the Head, Teeth and Oral Cavity This course involves learning of the names and locations of bone of the skull and face, facial nerves, lymph nodes, and salivary glands. Muscles of the head and neck. Morphology of the teeth and oral cavity, identify location and specific features of each tooth in the dentition, identify the landmarks of the oral cavity, structures found in the vestibular region of the oral cavity. **A minimum grade of “D” is required to pass this course.**

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

DA – 205 Oral Pathology In this course the students should understand the terms used to describe pathology conditions and should record preliminary identification and descriptions of lesion. They learn about oral diseases, inflammation and dental cavities. **A minimum grade of “D” is required to pass this course.**

DA – 206 Pharmacology Student is introduced to the knowledge and definition of pharmacology and drugs. Differentiate between a drug’s chemical, generic, and brand or trade names. You should understand pharmacology is to be familiar with the drugs used in dentistry, the drugs patients are taking for a medical condition, the terminology and use of prescriptions, and the drug reference materials that are available. **A minimum grade of “D” is required to pass this course.**

DA – 207 Emergencies Management Student should describe the patient data gathering, measure vital signs, knowledge of the medical disorders and identify medical emergencies. **A minimum grade of “D” is required to pass this course.**

DA – 208 Dental Materials Student is introduced to the knowledge of the structure and properties of dental materials, also uses and manipulation. **A minimum grade of “D” is required to pass this course.**

DA – 209 Instrumentation and Delivery This course teaches admitting and dismissing patients, setting up operatory. Four handed dentistry, six handed dentistry and mixing materials. **A minimum grade of “D” is required to pass this course.**

DA – 210 Dental Specialties and Terminology This course introduces the student to the knowledge of dental terminology and the function of different specialists in the dental team. **A minimum grade of “D” is required to pass this course.**

DA – 211 Dental Radiology History of X-Rays. Physical properties of X-Ray Radiation. Radiation Biology and safety measures. Effects of radiation in human tissue. Terminology for dental radiography. Principles of radiographic techniques. Process to be followed in order to obtain dental radiographs. Developing, fixing, and mounting. Equipment used. **A minimum grade of “D” is required to pass this course.**

DA – 212 Psychology of Human Behavior and Communication Skills This course introduces the student to the knowledge of human behavior. Administrative fundamentals, business forms and letters, invoicing, emergency procedures and filling techniques. **A minimum grade of “D” is required to pass this course.**

DA – 213 Preventive Dentistry Explain the goal of preventive dentistry is to help people of all ages attain optimal oral health throughout their lives. The students as a dental assistant is to help patients understand what causes dental disease and how to prevent it. Use of fluorides, applications of dental sealants, nutrition and plaque control programs. **A minimum grade of “D” is required to pass this course.**

DA – 214 Pre – Employment Skills / Work Maturity In this course, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **A minimum grade of “D” is required to pass this course.**

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

DA – 216 Externship Students are placed in dental offices to gain actual experience as a Dental Assistant. Emphasis will be observed in terms of four handed sit down dental procedures, assisting and learning to anticipate and function, according to the dentist’s needs; proper restorative instrumentation, cementation techniques, dental specialties and extended duties techniques. **A minimum grade of “D” is required to pass this course.**

ENC1101 English Composition I

Credits: 3

Clock Hours: 45

Prerequisites: None

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student’s basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences. **A minimum grade of “C” is required to pass this course.**

MAC1120 College Algebra

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations. **A minimum grade of “C” is required to pass this course.**

GEB2214 Business Communications

Credits: 3

Clock Hours: 45

Prerequisites: None

In this course, students will learn effective written and oral communications skills necessary for success in the business environment. The course covers various areas of business communication with an emphasis on communicating professionally in written correspondence, electronic communications, and presentations. Through this course, students will enhance self-confidence, develop oratorical skills, critical thinking skills, and effective leadership communication. **A minimum grade of “C” is required to pass this course.**

PSY2111 Organizational Psychology

Credits: 3

Clock Hours: 45

Prerequisites: None

The course is an overview of psychological principles underlying individual and group behavior in organizational settings. The course covers topics associated with the field of organizational psychology including leadership, team effectiveness, intergroup behavior and work and family issues. Students will be exposed to a variety of theories in organizational psychology. **A minimum grade of “C” is required to pass this course.**

DEP2004 Human Growth & Development

Credits: 3

Clock Hours: 45

Prerequisites: None

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

BSC2085 Human Anatomy & Physiology I

Credits: 3

Clock Hours: 45

Prerequisites: None

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs. **A minimum grade of “C” is required to pass this course.**

BSC2085L Human Anatomy & Physiology I Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

MCB2010 Microbiology

Credits: 3

Clock Hours: 45

Prerequisites: None

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections. **A minimum grade of “C” is required to pass this course.**

MCB2010L Microbiology Lab

Credits: 1

Clock Hours: 30

Prerequisites: None

This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

HUN1201 Elements of Nutrition

Credits: 3

Clock Hours: 45

Prerequisites: None

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices. **A minimum grade of “C” is required to pass this course.**

BSC2086 Human Anatomy & Physiology II

Credits: 3

Clock Hours: 45

Prerequisites: BSC2085, BSC2085L

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics. **A minimum grade of “C” is required to pass this course.**

BSC2086L Human Anatomy & Physiology II Lab

Credits: 1

Clock Hours: 30

Prerequisites: BSC2085, BSC2085L

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely. **A minimum grade of “C” is required to pass this course.**

RN to BSN Program

Description and Objective:

The nursing program at Compu-Med Vocational Careers is committed to providing education for students seeking a Bachelor of Science Degree in Nursing (BSN) online. This degree program focuses on wellness of self and others; continues to expand on technical nursing skills across the lifespan; critical care concepts; and professional development, including leadership and management. Upon graduation, the student is awarded a Bachelor of Science degree in nursing (BSN) and can subsequently seek a higher level of employment in the nursing field.

Graduation Requirements:

Minimum of 120 semester credit hours. The first 60 credits are obtained through transfer credit from successful completion of an ADN or equivalent program. Total: 5 semesters (Program is approximately 20 months long)

Program Courses

Course	Title	Credit/Hours	Clock/Hours	Modality
Technical Courses				
NUR3825	Transitional Nursing Role Perspectives	3.0	45	Online
NUR3125	Advanced Pathophysiology for Nursing	3.0	45	Online
NUR3119	Heritage of Nursing Concepts/Theories	3.0	45	Online
NUR3069	Advance Health Assessment	3.0	45	Online
NUR3678	Nursing Care for the Geriatric Patients	3.0	45	Online
NUR3164	Nursing Research and Informatics	3.0	45	Online
NUR4827	Leadership and Management in Professional Nursing	3.0	45	Online
NUR4636	Community Health Nursing	3.0	45	Online
NUR4107	Nursing Perspectives/Global Trends	3.0	45	Online
NUR4847	Clinical Decision Making/Critical Thinking	3.0	45	Online
NUR4655	Nursing in a Multicultural Society	3.0	45	Online
NUR4945	Capstone experience	4.0	60	Online
General Education Courses				
BIO3020	Human Biology	3.0	45	Online
BIO3020L	Human Biology Lab	1.0	30	Online
CHM3010	Organic Chemistry	3.0	45	Online
CHM3010L	Organic Chemistry Lab	1.0	30	Online
PHI3334	Philosophy & Critical Thinking	3.0	45	Online
SPC3301	Interpersonal Communication	3.0	45	Online
AML3000	American Literature	3.0	45	Online
PSY4070	Developmental Psychology	3.0	45	Online
STA3100	Statistics	3.0	45	Online
Total:		60	870	

RN-BSN Course Descriptions

NUR3825 Transitional Nursing Role Perspectives

Credits: 3

Role expectations for baccalaureate nurse; development of a professional self-concept; interface of personal and professional growth; transition from task to theory will be explored and real-world experience discussed. Legal issues in nursing will be discussed in detail as well as the historical and current issues affecting healthcare today. **A minimum grade of “C” is required to pass this course.**

NUR3125 Advanced Pathophysiology for Nursing

Credits: 3

This course teaches the advanced study of pathophysiology and symptomatology across the life span. The focus is on alterations in physiologic functions and manifestation of disease. Signs, symptoms and diagnostic findings of common alterations are presented. Students will also gain an understanding of nursing interventions to promote adaptation. **A minimum grade of “C” is required to pass this course.**

NUR3119 Heritage of Nursing Concepts/Theories

Credits: 3

Focus is on philosophical and theoretical foundations of nursing as a profession. The student is introduced to the history of nursing through defining concepts and the development of theories across the last century. Teaching strategies are designated to enhance students' abilities and skills to bridge the theory practice gap and expand their knowledge regarding theoretical concepts. **A minimum grade of “C” is required to pass this course.**

NUR3069 Advance Health Assessment

Credits: 3

The registered nurse student will learn a knowledge base which details the physiological, pathophysiological and psychological aspects of performing a complete and comprehensive health assessment in a variety of environments within diverse populations of health care clients. **A minimum grade of “C” is required to pass this course.**

NUR3678 Nursing Care for the Geriatric Patient

Credits: 3

The course implements topics that focus on the recommended competencies as developed by the American Association of Colleges of Nurses (AACN) for the baccalaureate nurse. Emphasis is placed on the aging population and the need for a transformational leadership in a health workforce that is capable of delivering competent care to older adults. The second half of the course emphasizes the growing vulnerable population focusing on the leadership role of the nurses in advocacy, cultural competence, and ethical issues specific to social justice and distribution of resources. **A minimum grade of “C” is required to pass this course.**

NUR3164 Nursing Research and Informatics

Credits: 3

Concepts in research, healthcare informatics, trends and exploring innovative strategies and applications are introduced and used to document in the electronic health record. Students learn the relationship between nursing research and utilization of evidence-based practice and how to apply it when documenting in the patient's record. This course also explores the research process as a foundation for acquiring skills needed to access, critically appraise and synthesize literature. **A minimum grade of “C” is required to pass this course.**

NUR4827 Leadership and Management in Professional Nursing

Credits: 3

Leadership and management theories will be explored incorporating critical thinking, conflict management, decision making, and problem-solving skills. A primary focus of this course is to enhance professional nurses' understanding of the concepts and skills needed to be effective leaders in today's health care arena. **A minimum grade of “C” is required to pass this course.**

RN-BSN Course Descriptions continued...

NUR4636 Community Health Nursing

Credits: 3

This course examines the role of the nurse in dealing with family crisis, gerontological problems, childbearing, child raising families, and medical-surgical conditions within the context of the community. Assessment of the community and its healthcare delivery system epidemiology is studied within the social structure of families and communities. **A minimum grade of “C” is required to pass this course.**

NUR4107 Nursing Perspectives/Global Trends

Credits: 3

This course is focused on the major challenges of health care on a global level. The role of the nursing profession within the global community is emphasized, centered on meeting Millennium Development Goals. Using the concepts of Transformational Leadership, this course assists the learner in recognizing and addressing the major challenges facing global health care. **A minimum grade of “C” is required to pass this course.**

NUR4847 Clinical Decision Making/Critical Thinking

Credits: 3

This course provides a conceptual understanding of the logical and critical thought processes required of the professional nurse. **A minimum grade of “C” is required to pass this course.**

NUR4655 Nursing in a Multicultural Society

Credits: 3

The course presents concepts in trans-cultural nursing focusing on the nurse leader developing cultural competency while learning more about the health/illness beliefs of patients. The course is developed to provide the cultural foundation of existing models related to trans-cultural nursing and allows the nurse leader to identify key components impacting the cultural diversity of identified sub-cultures. Health care delivery within the United States is also discussed with a focus on the Institute of Medicine report on Standards of Care as it applies to health disparities. **A minimum grade of “C” is required to pass this course.**

NUR4945 Capstone Experience

Credits: 4

This course allows the students to integrate, synthesize knowledge and skills from other courses completed in the BSN program. The course is designed to enhance students' awareness of the main challenges that face the healthcare system, with emphasis on their professional roles and potentials in improving the quality of care using research and leadership skills. **A minimum grade of “C” is required to pass this course.**

BIO 3020 & BIO 3020L - Human Biology with Lab

Credits: 4

This course examines human form and function and the relationship of humans to other living things. Fundamental biological principles as they apply to the human are explored. The course is intended for liberal arts students who do not currently plan to major in the biological or health sciences. The lab component compliments the theory. **A minimum grade of “C” is required to pass this course.**

CHM 3010 & CHM 3010L - Organic Chemistry with Lab

Credits: 4

This course consists of an introduction to the classification, structure, reactions, and reaction mechanisms of carbon compounds. The laboratory portion of the class represents the chemistry concepts. Using models, chemistry experiments and multimedia, the student will obtain a representative explanation of the conceptual lessons taught in the lecture component of this course. **A minimum grade of “C” is required to pass this course.**

PHI 3334 - Philosophy & Critical Thinking

Credits: 3

This course provides the fundamentals of effective problem solving both in theory and practice. This course covers problem solving, logical reasoning, critical analysis of information, and cooperative learning. Students will use research methods and evaluating any problems by applying a logical process to its solution. **A minimum grade of “C” is required to pass this course.**

SPC 3301 – Interpersonal Communication

Credits: 3

A study of interpersonal communication in informally structured settings with emphasis on the understanding, description, and analysis of human communication. **A minimum grade of “C” is required to pass this course.**

AML 3000 American Literature

Credits: 3

This course explores select American authors and literary texts. Topics include historical background, social forces, literary genres and elements. **A minimum grade of “C” is required to pass this course.**

PSY 4070 Developmental Psychology

Credits: 3

The focus of this course will be on individual development from early childhood to late adolescence. At a general level we will examine the genetic and biological contributions to individual development, the social contextual contributions, and the interaction between these two general sets of variables. Specific topics will include behavioral genetics, temperament, parent child relations, sibling relations, peer relations, the self, intelligence, emotional development, and problems of social development (antisocial behavior, depression). **A minimum grade of “C” is required to pass this course.**

STA 3100 Statistics

Credits: 3

The main objective of this course is to learn probability, discrete distributions, continuous distributions, bivariate distributions, and functions of random variables. **A minimum grade of “C” is required to pass this course.**

Fair Consumer Practices

Students Responsibilities

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

Consumer Rights

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

Student Financial Aid Information

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

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

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

Financial Aid Procedures

Financial Aid Officers assist the student with financial planning. Title IV Financial Aid is available for those students who qualify. Title IV supported by the United State Department of Education is designated to applicants who have limited financial resources. Payment schedule will be opened for discussion with the student at the time of enrollment. Finally, an enrollment agreement and an estimate cost sheet must be completed between the student and school. Disclosures are provided to the student regarding their responsibility toward the school attendance, conduct, academic achievements and financial responsibility. Student will be able to view their upcoming award year Funding Estimate (Award Letter) via the online financial aid system.

Additional Financial Aid Information

1. The refund policy of the school is stated in the school Enrollment Agreement and in the school catalog.
2. Budgets for financially dependent and independent students are available in the Financial Aid Office.
3. Financial Aid disbursements will be made electronically to the school. These disbursements will normally be made at the beginning of a semester/payment period if all Financial Aid paperwork has been completed as required.
4. Retention data of students enrolled in programs offered by the school is available in school's administrative offices.
5. Average starting salaries and percentage of students employed in specific fields of training, and any further information desired by an applicant may be obtained from either the Financial Aid Office or the Director of Career Services.
6. Students must notify the Financial Aid Office of the school if any of the following conditions occur: change of name or address, change of financial status, change of program / hours or withdrawal from school.

Reestablishing Title IV Eligibility

A student not meeting the cumulative GPA or the completion requirements will be automatically placed on financial aid warning for one review period. By the end of the following review period, the student must meet the SAP Policy to continue receiving aid. If a student fails to meet SAP after their warning period, the student can submit an appeal for SAP to be considered for financial aid probation status. In order to submit a SAP appeal, the student must submit a formal request in writing to the Director of Student Services. As part of the request the student must state what circumstances prevented them from meeting SAP, how these circumstances have changed, and how the student plans to meet SAP moving forward. The reason for failing SAP must be due to mitigating circumstances and the student must submit proof of mitigating circumstance along with the request. If an appeal has been approved, the student may continue to receive financial aid during the financial aid probation period. The student will be removed from the probation status once both cumulative GPA and completion rate requirements are met. If a student fails to abide by the policies set forth in their probation and fails their next review period, the student will lose their eligibility for financial aid.

Examples of mitigating circumstances include the following:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Other exceptional circumstances

Financial Aid Available

Federal Financial Aid Program

Title IV is an entitlement program, designed to assist those who need it to attend a post-secondary educational institution.

Federal Pell Grant

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

Federal Supplemental Educational Opportunities Grant (FSEOG)

This is a need-based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have exceptional financial need.

Federal Work Study Program

The Federal Work Study program provides part time jobs for undergraduate students with financial need allowing the students to earn money while attending CMVC. It is available to full-time or part-time students.

Federal Loans

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

- **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs. The government will pay the interest while you are enrolled in school.
- **Direct Unsubsidized Loans** are loans made to eligible undergraduate, but eligibility is not based on financial need. The student is responsible for paying the interest while in school and after.
- **Direct PLUS Loans** are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Parents of dependent students may borrow on behalf of their children. Parents loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

Entrance Loan Counseling

All students who are awarded Federal Direct Loans for the first time are required by federal regulations to complete Entrance Loan Counseling prior to receiving any loans. Students will be able to complete the Entrance Loan Counseling online at studentaid.gov/entrance-counseling.

Verification Procedures

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

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

State Financial Aid Programs

Florida Bright Future Scholarship – it is a state of Florida scholarship program with three different levels:

- Florida Academic Scholarship Award
- Florida Medallion Scholars Award
- Florida Gold Seal Vocational Scholars Award

For eligibility requirements, awards amount and deadlines, visit the Florida Department of Education website at www.floridastudentfinancialaid.org.

Florida Student Assistance Grant (FSAG)– is a need-based Florida grant. The student must meet all eligibility criteria and demonstrate substantial financial need to be eligible for FSAG. Eligibility requirements for FSAG areas follows meet Florida residency requirement, be enrolled as a full-time student (12 credit hours each term), be a degree-seeking undergraduate student, be a U.S. citizen or eligible non-citizen, cannot have a prior bachelor's degree, and cannot be in default.

Military Benefits

CMVC is approved to offer various funding programs to our military students and/or their qualifying dependents. Students may be eligible for VA education benefits to include the GI Bill (Chapter 33), and Veteran Readiness and Employment (Chapter 31) which are paid directly to the school or other VA education benefits such as Chapter 30, Chapter 32, Chapter 35, Chapter 1606, and Chapter 1607 that are paid to the student. The GI Bill provides educational funding to Veterans, Guardsmen, and Reservists as well as qualified dependents. The amount of money allotted to a student is determined by the Department of Veteran Affairs.

Satisfactory Progress

Satisfactory progress must be maintained according to the Satisfactory Academic Progress (SAP) standards defined for Financial Aid Recipients. Veteran students must meet the academic standards specified for the program of enrollment. If at any time during a student's enrollment the SAP standards are not being met, a request for a termination of benefits will be submitted to the appropriate VA office. If a student's benefit certification is terminated due to a violation of SAP standards the student will be eligible for a recertification of benefits once the SAP standards have been met.

Appeal procedures for a student receiving VA benefits are the same as those found under the Satisfactory

Academic Progress Policy for financial aid recipients.

Veteran Affairs Pending Payment Policy

In accordance with Title 38 US Code 3679 subsection (e), CMVC has adopted the following pending payment provisions for any students utilizing Post 9/11 G.I. Bill (Chapter 33) or Veteran Readiness and Employment (Chapter 31) benefits. Upon receipt of a student's Certificate of Eligibility (COE), if a Chapter 33 or Chapter 31 payment is pending to be sent to the school, CMVC will not

- Prevent the student from being enrolled
- Assess a late fee to the student's account
- Require the student to secure alternative funding to resolve the balance
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution.

Active-Duty Military

Active-duty military students are required to meet with their respective branch of service to ensure that Tuition Assistant (TA) funding is available prior to enrolling in a class.

Return of Federal Armed Forces Tuition Assistance

CMVC will return any unearned Federal Tuition Assistance (TA) funds on a prorated basis through 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned to the military service branch based upon a student's last date of attendance.

Unused TA Policy Active-Duty Military Students

CMVC will use a proration calculation based upon the number of weeks attended by the student to determine the appropriate amount of TA benefits to be refunded. The chart below details the calculation by week.

Proportion of semester	TA funds Refund Percentage
Weeks 1-2	100%
Weeks 3-4	75%
Weeks 5-8	50%
Week 9	40%
Week 10	0%

**At Week 9, 60% of the course is complete (15-week semester)*

**If an active duty/reserve service member stops attending due to a military obligation, CMVC will work with the impacted service member to identify solutions that will not result in a debt owed to the school for the returned portion.*

Scholarships

The Nereida Fuentes Progress Scholarship

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

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

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

The Progress Scholarship can be awarded to any student progressing from Phlebotomy to Medical Assistant or Patient Care Technician and is worth up to \$1,000.00. A student may also use this scholarship to progress from a diploma to an associate or bachelor’s degree with Compu-Med and is worth up to \$2,000.00. The scholarship was created to remind us of the progress others have made to help us progress ourselves.

In Loving Memory of Nery....

Try it Again Scholarship

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

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

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

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

To apply, students must submit their scholarship application to the Financial Aid department to be reviewed.

CMVC Associate in Nursing NCLEX First Time Scholarship

This scholarship is to encourage the timely application, preparation, testing, and success on the NCLEX-RN exam for first time testers.

To qualify, the candidate must provide the Director of Nursing with all the following documentation:

- Upon successfully fulfilling the graduation requirements and any assigned remediation the Director of Nursing will approve and release official transcripts to the Florida Board of Nursing for an Authorization to Test (ATT). The student is required to provide a copy of the e-mail with the ATT from the Florida Board of Nursing to the Director of Nursing within seven calendar days of receipt.
- The student is required to submit the e-mail confirmation of the Pearson Vue scheduled test date within seven calendar days of receipt.

- The student is required to provide a copy of their Nursing license, including the license number from the Florida Board of Nursing website.
- The student is required to provide verification of employment to the Director of Career Services, including employer name, employer address, supervisor name, and start date as an RN, if applicable. After verification of passing the NCLEX-RN on the first attempt, the student will receive a scholarship payment of \$1,000. The student must test within 45 days of receiving Authorization to Test (ATT) from the Board of Nursing to receive the \$1,000 payment.

Note: Scholarships are available to those who qualify. To receive tuition credit, the student must comply with all written requirements. Failure to comply will result in no tuition credit.

Foreign Doctorate Progress Scholarship

Any student who has earned a foreign Doctorate degree may apply for the Foreign Doctorate Progress Scholarship up to \$2000; not to exceed \$500 in any semester. The student must present their transcripts at the time they apply to the Nursing Program at Compu-Med Vocational Career. This scholarship cannot cause a credit balance on the account and will be only applied to cost of attendance.

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

Dr. Mike De Cardenas Scholarship

The Dr. Mike De Cardenas Scholarship is named in honor of the esteemed founder and first medical director of West Gables Rehabilitation Hospital. Dr. Mike De Cardenas, with nearly 40 years of experience, has contributed significantly to the development of rehabilitation hospitals, outpatient therapy centers, and skilled nursing facilities. His vision for creating a healing space, where the quality of care exceeds expectations and patients feel at home, has positively impacted the South Florida community.

The scholarship amount is up to \$20,000 annually. The Dr. Mike De Cardenas Scholarship is awarded based upon a student meeting the criteria listed below.

1. The applicant must submit their applications to Dr. Mike De Cardenas. Dr. De Cardenas & his team makes the final decision on who is awarded the scholarship and gives CMVC a letter of recommendation.
2. The applicant must be currently enrolled in any CMVC program.

Scholarship Restrictions

The scholarship cannot be used in excess of tuition and fees and does not have a cash value. If scholarship recipient(s) receive other aid the value of the scholarship will be decreased by the aid amount. The scholarship will be applied in two equal disbursements once the student successfully completes a semester or payment period in which the scholarship is scheduled. Students who violate the Student Code of Conduct may lose scholarship eligibility.

Return of Title IV Funds Policy

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

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

- a) The Title IV Aid disbursed or that could have been disbursed.
- b) The percentage of Title IV aid earned by the student.
- c) The amount of Title IV aid earned by the student.
- d) The total Title IV aid to be disbursed or returned.
- e) The amount of unearned Title IV aid to returned by the school.
- f) The amount of Title IV funds to be returned to each program by the school.
- g) The initial amount of unearned Title IV funds to be returned by the student.
- h) The amount of Title IV funds to be returned to each program by the student.

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

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

In the event a student receives Financial Aid, completes registration, and subsequently reduces his enrollment status or withdraws, the amount of funds to be returned to federal, state, private or institutional programs will be in accordance with regulations concerning refunds and repayments for the appropriate programs. A calculation will be made for all Financial Aid recipients to determine whether a student who completely withdraws during a payment period has earned all of the monies disbursed. A student earns aid based on the enrollment period.

During the first 60% of the payment period, a student earns Financial Aid funds in direct proportion to the enrollment period. Beyond the 60% point, all aid is considered earned. The responsibility to repay unearned aid is shared by the school and the student. Title IV funds must be returned within 30 days the institution determines the student withdrew.

(See Institutional Refund Policy)

Title IV Distribution

Any unearned amount of federal aid will be refunded to the source in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other federal aid

Refund Cancellation and Settlement Policy

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

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

Other Cancellation:

1. A student / applicant must visit the school prior to enrollment.
2. A Student / applicant may cancel his/her enrollment within the period specified in this policy. For refund computation purposes, the termination date will be considered the last date of actual attendance by the student.
3. The registration fee of \$150.00 is nonrefundable 3 days or more after signing the enrollment agreement.

CANCELLATION AFTER COMMENCEMENT OF CLASSES:

Effective July 1, 2024

Institutional Refund Diploma Level Policy:

- a. Student may cancel enrollment in person, by electronic mail, in writing, or by school determination.
- b. The school charges tuition and fees on a semester basis, on or before the start date of the semester.
- c. Withdrawal after attendance has begun through 20% completion of the semester will result in a pro rata refund computed on the number of hours completed to the total semester hours. The pro rata refund policy takes effect after three (3) days of signing the enrollment agreement.
- d. Withdrawal after completing more than 20% of the semester will result in no refund and the student will be responsible for the full cost of tuition for the current semester's billable charges.
- e. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.
- f. Rejection – An applicant rejected by the school is entitled to a refund of all monies paid, which must be refunded within 30 days of the rejection determination.
- g. For LPN students, Withdrawal after attendance has begun will result in a refund of tuition charges for unattended classes within the billing period. The student will be responsible for the full tuition charges of the class with attendance. The refund policy takes effect after three (3) days of attendance. Withdrawal prior to three (3) days of attendance in the first class of the billing period will result in a full tuition refund for the semester.

Institutional Refund Associate & Bachelor's Degree Policy:

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

- a. Students who withdraw during the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the nonrefundable application fee). The add/drop period only applies to the first semester of enrollment, continuing students will be responsible for 100% of tuition charges for classes with attendance beyond the first three (3) days of the semester.
- b. Students who attend beyond the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).
- c. The Withdrawal Date for refund computation will be one of the following:
 - a. The date Withdrawal/Cancellation Form signed by Student.
 - b. The date of withdrawal for unsatisfactory progress.
 - c. The date of withdrawal for excessive absences will be the last date of attendance.

Withdrawals

If a student withdraws (officially or unofficially) or is expelled before the first day of classes, the school will return to Title IV any funds that were paid on behalf of the student for the term the student will not be attending. A student who does not begin class attendance is deemed to have withdrawn. If a student drops out after receiving his or her Title IV, but before the end of the payment period, the school will determine the amount of any refund and repayment as discussed in the school's refund cancellation and settlement policy.

Withdrawal procedures

1. Notice of withdrawal should be done in person at the campus the student attends. Withdraw forms are located with the Registrar at each CMVC campus. The date of determination will be the date the student submits the withdrawal form.
2. If a student is withdrawn by CMVC for absenteeism based on the CMVC attendance policy, the student's last date of attendance will be the withdrawal date. The date of determination will be no later than 14 days after the student's last date of attendance.
3. If a student is withdrawn by CMVC for academic progress, failure to maintain required grades or passing rate, the date of determination will be no later than 14 days after the student's last date of attendance, which will be the same day as the last failed exam or make up exam.

Withdrawal Process/R2T4

The Registrar's office is responsible for withdrawing a student (officially or unofficially) and for providing notification via the Change of Status form to the Financial Aid office.

Once withdrawn students are identified, the Director of Financial Aid executes the R2T4 process. The process includes confirming the student's account using the following checks:

- The last date of attendance (LDA)
 - Attendance in all classes is reviewed to ensure last date of attendance is accurate.
 - This date is used as the withdrawal date for the Return to Title IV calculations.
 - The date of attendance is used in calculating any title IV funds that need to be returned.
- The date of determination (DOD)
 - This date is the date the withdrawal was determined.
 - This is the date the student notified the school of their intent to withdraw or no later than 14 days after the student's last date of attendance.
- Awards posted to the student's account and pending awards.

After the funds and dates of attendance are confirmed, the following actions are taken to complete the withdrawal.

1. Exit packets are completed and emailed to the student.
2. The status is updated in NSLDS
3. If applicable- refund request is completed by Campus Ivy, and sent to the Bursar's Office

Every Friday, the Registrar, Director of Financial Aid, Bursar meet to go over all student status changes for the week. During this meeting, each student is evaluated. The transcript is confirmed to match all charges on the student's account. The R2T4 refunds are ensured to be posted to the account correctly. The Bursar must verify that the funds have been taken and awarded to the student's account.

Time frame for return of Title IV Funds

A school will be considered to have returned funds timely if the school does one of the following as soon as possible but no later than 45 days after the date it determines that the student withdrew:

- Deposits or transfer the funds into the school's federal funds bank account, (once deposited excess cash rules apply, please see Volume 4);
- Initiates the return of funds to the Department electronically using the "Refund" function in G5 or;
- Issues a check to the Department.

A school is considered to have issued a check timely if the school's records show that the check was issued within 45 days of the date the school determined that the student withdrew and the date on the cancelled check shows that the bank endorsed that check no more than 60 days after the date the school determined that the student withdrew.

Fiscal Year 2024 – 2025

School Calendar

Medical Assistant, Dental Assistant, Patient Care Technician	
Start Date	End Date
7/1/2024	5/22/2025
7/29/2024	6/19/2025
8/26/2024	7/17/2025
9/23/2024	8/14/2025
10/21/2024	9/11/2025
11/18/2024	10/9/2025
12/16/2024	11/6/2025
Winter Break 12/22/2024-1/5/2025	

Medical Assistant (Hialeah & Kendall)	
Start Date	End Date
1/21/2025	11/30/2025
2/17/2025	1/11/2026
4/7/2025	3/1/2026
5/19/2025	4/12/2026
6/9/2025	5/3/2026

Medical Assistant (Kendall Ground only)	
Start Date	End Date
1/6/2025	11/16/2025
2/24/2025	1/18/2026
3/24/2025	2/15/2026
4/28/2025	3/22/2026
5/27/2025	4/19/2026

Dental Assistant	
Start Date	End Date
1/6/2025	11/16/2025
2/3/2025	12/14/2025
3/3/2025	1/25/2026
3/31/2025	2/22/2026
4/28/2025	3/22/2026
6/16/2025	5/10/2026

Fiscal Year 2024-2025 School Calendar

Patient Care Technician	
Start Date	End Date
1/21/2025	11/30/2025
2/10/2025	12/20/2025
3/31/2025	2/22/2026
4/21/2025	3/15/2026
5/19/2025	4/12/2026
6/23/2025	5/17/2026

Home Health Aide
Classes start every Monday
Winter Break 12/22/2024-1/5/2025

Practical Nursing	
Start date	End date
7/8/2024	7/24/2025
8/5/2024	8/21/2025
9/16/2024	9/25/2025
10/21/2024	10/30/2025
11/12/2024	11/20/2025
12/9/2024	12/18/2025
Winter Break 12/22/2024-1/5/2025	
1/6/2025	1/17/2026
3/10/2025	3/7/2026
5/12/2025	5/23/2026

Medical Billing & Coding Specialist	
Start Dates	End Dates
10/21/2024	12/13/2025
12/2/2024	2/7/2026
Winter Break 12/22/2024-1/5/2025	
1/27/2025	3/21/2026
3/10/2025	5/2/2026
4/21/2025	6/13/2026
6/2/2025	7/25/2026

Fiscal Year 2024-2025 School Calendar

Medical Assistant (National)	
Start date	End date
7/29/2024	6/19/2025
9/16/2024	8/7/2025
11/4/2024	9/25/2025
12/16/2024	11/6/2025
Winter Break 12/22/2024-1/5/2025	
1/21/2024	11/27/2025
3/3/2025	1/22/2026

Dental Assistant (National)	
Start date	End date
7/8/2024	5/29/2025
8/5/2024	6/26/2025
9/3/2024	7/24/2025
10/21/2024	9/11/2025
11/25/2024	10/16/2025
Winter Break 12/22/2024-1/5/2025	
1/6/2025	11/13/2025
2/17/2025	1/8/2026
3/17/2025	2/5/2026

Patient Care Technician (National)	
Start date	End date
8/12/2024	7/3/2025
9/16/2024	8/7/2025
10/14/2024	9/4/2025
11/4/2024	9/25/2025
Winter Break 12/22/2024-1/5/2025	
1/6/2025	11/13/2025
2/3/2025	12/11/2025

**Compu-Med Vocational Careers
(A.S. & B.S.) 2024 Academic Calendar**

Term Code	Start Date	End Date	Break	Holidays
Full Term	1/8/2024	4/27/2024	3/24/2024 - 3/31/2024 Spring Break	1/15/2024 - MLK Jr. Day
General Education- Term A	1/8/2024	2/24/2024		
General Education- Term B	3/4/2024	4/27/2024		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/6/2024	8/24/2024	6/30/2024 - 7/7/2024 Summer Break	5/27/2024 - Memorial Day
General Education- Term A	5/6/2024	6/22/2024		
General Education- Term B	7/8/2024	8/24/2024		

Term Code	Start Date	End Date	Break	Holidays
Full Term	9/3/2024	12/14/2024	11/28/2024	9/2/2024 - Labor Day 11/11/2024 - Veterans Day
General Education- Term A	9/3/2024	10/19/2024	- 11/29/2024	
General Education- Term B	10/28/2024	12/14/2024	Thanksgiving Break	
Winter Break 12/15/2024-1/5/2025				

**Compu-Med Vocational Careers
(A.S. & B.S.) 2025 Academic Calendar**

Term Code	Start Date	End Date	Break	Holidays
Full Term	1/6/2025	4/26/2025	3/23/2025 - 3/30/2025 Spring Break	1/20/2025 - MLK Jr. Day
General Education- Term A	1/6/2025	2/22/2025		
General Education- Term B	3/3/2025	4/26/2025		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/5/2025	8/23/2025	6/29/2025 - 7/6/2025 Summer Break	5/26/2025 - Memorial Day
General Education- Term A	5/5/2025	6/21/2025		
General Education- Term B	7/7/2025	8/23/2025		

Term Code	Start Date	End Date	Break	Holidays
Full Term	9/2/2025	12/13/2025	11/27/2025	9/1/2025 - Labor Day 11/11/2025 - Veterans Day
General Education- Term A	9/2/2025	10/18/2025	- 11/28/2025	
General Education- Term B	10/27/2025	12/13/2025	Thanksgiving Break	
Winter Break 12/14/2025-1/4/2026				

Compu-Med Vocational Careers (A.S. & B.S.) 2026 Academic Calendar				
Term Code	Start Date	End Date	Break	Holidays
Full Term	1/5/2026	4/25/2026	3/22/2026 - 3/29/2026 Spring Break	1/19/2026 - MLK Jr. Day
General Education- Term A	1/5/2026	2/21/2026		
General Education- Term B	3/2/2026	4/25/2026		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/4/2026	8/22/2026	6/28/2026 - 7/5/2026 Summer Break	5/25/2026 - Memorial Day
General Education- Term A	5/4/2026	6/20/2026		
General Education- Term B	7/6/2026	8/22/2026		

Term Code	Start Date	End Date	Break	Holidays
Full Term	8/31/2026	12/12/2026	11/26/2026	9/7/2026 - Labor Day 11/11/2026 - Veterans Day
General Education- Term A	8/31/2026	10/17/2026	- 11/27/2026	
General Education- Term B	10/26/2026	12/12/2026	Thanksgiving Break	
Winter Break 12/13/2026-1/3/2027				

**Compu-Med Vocational Careers
(A.S. & B.S.) 2027 Academic Calendar**

Term Code	Start Date	End Date	Break	Holidays
Full Term	1/4/2027	4/24/2027	3/21/2027 - 3/28/2027 Spring Break	1/18/2027 - MLK Jr. Day 3/26/2027 - Good Friday
General Education- Term A	1/4/2027	2/20/2027		
General Education- Term B	3/1/2027	4/24/2027		

Term Code	Start Date	End Date	Break	Holidays
Full Term	5/3/2027	8/21/2027	6/27/2027 - 7/5/2027 Summer Break	5/31/2027 - Memorial Day
General Education- Term A	5/3/2027	6/19/2027		
General Education- Term B	7/6/2027	8/21/2027		

Term Code	Start Date	End Date	Break	Holidays
Full Term	8/30/2027	12/18/2027	11/25/2027 - 11/26/2027 Thanksgiving Break	9/6/2027 - Labor Day 11/11/2027 - Veterans Day
General Education- Term A	8/30/2027	10/16/2027		
General Education- Term B	10/25/2027	12/18/2027		

Winter Break 12/19/2027-1/2/2028

Compu-Med Vocational Careers

Tuition Charges Starting 1/6/2025

Program	Registration Fee	Tuition per Term			Total
		1st Term	2nd Term	3rd Term	
Medical Assistant	\$150.00	\$5,038.00	\$5,038.00	\$1,224.00	\$11,450.00
Dental Assistant	\$150.00	\$4,585.00	\$4,585.00	\$1,380.00	\$10,700.00
Patient Care Technician	\$150.00	\$4,585.00	\$4,585.00	\$1,380.00	\$10,700.00
Medical Billing and Coding Specialist	\$150.00	\$5,081.00	\$5,081.00	\$3,488.00	\$13,800.00
Home Health Aide	\$150.00	\$900.00			\$1,050.00

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

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

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

Medical Assistant - Nationally Registered Certified Medical Assistant (NRCMA).

Dental Assistant - Nationally Registered Certified Dental Assistant (NRCDA).

Patient Care Technician - Nationally Registered Certified Patient Care Technician (NRCPCT)

Testing Fee amount for Registration and Certification with National Association for Health Professionals (NAHP) is seventy-five dollars (\$75.00).

Tuition Charges of Associate in Science in Nursing Starting 1/6/25

Semester	Credits	Total Tuition
Semester 1	14	\$7,350.00
Semester 2	16	\$8,400.00
Semester 3	13	\$9,425.00
Semester 4	12	\$8,700.00
Semester 5	12	\$8,700.00
Semester 6	9	\$6,525.00
TOTAL	76	\$49,100.00

The cost per credit for a General Education / Pre-Requisite is \$525.00. The cost for a Nursing credit is \$725.00. Also there is a registration fee of \$150.00 and a \$30.00 per credit text book fee that is due at the beginning of the program. Both fees are non- refundable.

Tuition Charges of RN to BSN Starting 1/6/25

Semester	Credits	Total Tuition
Semester 1	14	\$2,800.00
Semester 2	12	\$2,400.00
Semester 3	12	\$2,400.00
Semester 4	12	\$2,400.00
Semester 5	10	\$2,000.00
TOTAL	60	\$12,000.00

The cost per credit is \$200.00. Also, there is a registration fee of \$150.00 and a \$30.00 per credit textbook fee that is due at the beginning of the program. Both fees are non- refundable.

Tuition Charges of Associate in Science in Medical Assisting Starting 1/6/25

Semester	Credits	Total Tuition
Semester 1	16	\$5,650.00
Semester 2	16.5	\$5,650.00
Semester 3	14	\$7,350.00
Semester 4	16	\$8,400.00
TOTAL	62.5	\$27,050.00

There is a registration fee of \$150.00. The cost per credit for Medical Assistant core classes is \$347.70 per credit. The cost per credit for General Education is \$525.00 and a \$30.00 per credit textbook fee is charged for general education textbooks each semester.

Tuition Charges of Associate in Science in Dental Assisting Starting 1/6/25

Semester	Credits	Total Tuition
Semester 1	15	\$5,275.00
Semester 2	15.5	\$5,275.00
Semester 3	14	\$7,350.00
Semester 4	16	\$8,400.00
TOTAL	60.5	\$26,300.00

There is a registration fee of \$150.00. The cost per credit for Dental Assistant core class is \$345.91 per credit. The cost per credit for General Education is \$525.00 and a \$30.00 per credit textbook fee charged for general education textbooks each semester.

Tuition Charges for Practical Nursing

Semester	Credits	Total Tuition
Term 1	13.5	\$4,578.00
Term 2	16	\$5,425.00
Term 3	14.5	\$4,917.00
Term 4	2	\$680.00
TOTAL	46	\$15,600.00

There is a registration fee of \$150.00 and a \$250 per term textbook fee totaling \$1000.00 for the program.

Addendum:

Graduation and Placement Rates by Program
ACCSC Annual Report Placement Charts Reporting Date =2024

The calculation of our placement rates takes into consideration program completers of the Medical Assistant, Dental Assistant, and Patient Care Technician programs from December 2021 to November 2022. The placement rate is based on graduated students who were placed in a paid job for a reasonable period of time after completion aligned with a majority of the education and training objectives of the program.

Hialeah Main and Miami Branch Schools Combined Rates					
Program	Program Population	Graduate Students	Graduation Rates	Graduates Employed in field	Placement Rates
Medical Assistant	57	35	61%	23	74.5%
Dental Assistant	104	74	71%	50	71.5%
Nursing	7	2	28.5%	2	100%
Phlebotomy Technician	211	190	90%	21	12%

Hialeah Main School Rates					
Program	Program Population	Graduate Students	Graduation Rates	Graduates Employed in field	Placement Rates
Medical Assistant	37	20	54%	14	74%
Dental Assistant	60	43	72%	29	71%
Nursing (AS)	3	0	0%	0	0%
Phlebotomy Technician	211	190	90%	21	12%

Miami Branch School Rates					
Program	Program Population	Graduate Students	Graduation Rates	Graduates Employed in field	Placement Rates
Medical Assistant	20	15	75%	9	75%
Dental Assistant	44	31	70%	21	72%
Nursing (AS)	4	2	50%	2	100%

- **Medical Assistant**
- **Dental Assistant**
- **Patient Care Technic**
- **Practical Nursing**
- **Medical Billing & Coding Specialist**
- **Home Health Aide**
- **Associate of Science in Nursing**
- **Associate of Science in Medical
Assisting and Dental Assisting**
- **RN to BSN**

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