



Your School of Progress



COMPU-MED

VOCATIONAL CAREERS

CATALOG 2025
Dallas, TX Campus





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SECTION I: GENERAL INFORMATION

History

Compu-Med Vocational Careers was founded in May 1990 as the Medical and Dental Training Center and offered diploma programs in Medical Assistant and Dental Assistant. In July 2000, the name was changed to Compu-Med Vocational Careers. Compu-Med opened its doors in a small, two-classroom facility in Hialeah, Florida. In April 1993, the school moved to a larger facility and added a Patient Care Technician program. The school became accredited by the Accrediting Commission of Career Schools and Colleges as the main campus in 1994. As the school grew, it was necessary to relocate to a larger facility and is located at 2900 W. 12th Ave, Hialeah, Florida.

In April 1998, Compu-Med opened a branch campus in Miami, Florida and received its grant of accreditation in May 1999, and has been granted multi-year renewal of accreditation for both locations since. In August 2019, the Miami branch moved to its current location at 11401 SW 40th Street, Suite 150, Miami, Florida.

In February 2020, Mr. Robert Bonds was appointed as Chief Executive Officer to assist in the growth and development of the schools. Compu-Med continued to grow and enhance the program offered with the addition of the Associate in Science in Nursing program, Associate in Science in Dental Assisting, and Associate in Science in Medical Assisting at the Florida campuses. In mid-2023, due to the success of Compu-Med in student outcomes at the current locations and the population growth in the Dallas, Texas region, the Board of Directors decided to develop a new branch campus in North Texas.

Accreditation and Licensing

Branch Campus – Dallas, Texas

Compu-Med Vocational Careers Dallas branch campus is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas and is accredited by the Accrediting Commission of Career Schools and Colleges (“ACCSC”). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Main campus – Hialeah, Florida

Compu-Med Vocational Careers Main Campus is located in Hialeah, Florida and is accredited by the Accrediting Commission of Career Schools and Colleges (“ACCSC”). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

The Hialeah location is licensed by the Commission for Independent Education Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399.

Branch Campus – Miami, Florida

Compu-Med Vocational Careers’ branch campus is located in Miami, Florida and is accredited by the Accrediting Commission of Career Schools and Colleges (“ACCSC”). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

The Miami location is licensed by the Commission for Independent Education Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399.

In order for students to make an informed decision regarding the choice of a school, comparable program information related to tuition and program length is available by contacting the Accrediting Commission of Career Schools and Colleges: 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201: (703)247-4212 or visit their website at www.accsc.org.

Organization and Administration

Statement of Control

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

Governing Body

Pedro Pizarro	Chairman of the Board
Eric Wenke	Shareholder
Robert W. Bonds	Chief Executive Officer

Campus Locations

Branch Campus Dallas, TX	Main Campus Hialeah, FL	Branch Campus Miami, FL
8131 Lyndon B. Johnson Freeway	2900 West 12th Avenue	11401 SW 40th Street
Suite 300	3rd Floor, Suite 28	1st Floor, Suite 150
Dallas, Texas 75251	Hialeah, Florida 33012	Miami, Florida 33165
(972) 301-8459	(305) 888-9200	(305) 553-2898

NOTE: This catalog is for the Dallas, Texas campus. Florida campuses have a separate catalog.

Facilities and Equipment

Compu-Med Vocational Careers' Dallas Campus is located at 8131 Lyndon B. Johnson Freeway, Suite 300, Dallas, Texas. The school facility has 10,500 square feet of classrooms, laboratories, a learning resource center, student lounge, and office space located in a newly renovated building with ample parking, direct access to US-75 and Interstate 635, and close to public transportation. The school is in a well-maintained and spacious facility that complies with the Americans with Disabilities Act, the Occupational Health and Safety Administration, and state and federal regulations.

The campus is equipped with industry standards simulation equipment and instructional tools to enhance the students' learning environment. The facility is equipped with wireless internet access through stable and reliable networks that are password protected. All student areas are equipped with electrical access for use of laptops, tablets, and other electronic devices for educational purposes. This allows students to have access to required textbooks, online library resources, software applications, and other supplies necessary to succeed.

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. CMVC has recently invested in the Online library (OLIB). OLIB 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 OLIB 24/7. Contact the school librarian for further information.

Educational Philosophy

Mission Statement

Compu-Med Vocational Careers is dedicated to providing 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.

Value Statement

The school provides a comfortable and pleasant environment which is reflected through positive student 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 motivates us to work together to the best of their abilities and give the students our best services.

School Hours of Operation

The school is open from 8:00 am to 10:00 pm Monday through Thursday, and 9:00 am to 5:00 pm on Friday. Diploma classes are held Monday through Thursday from 9:00 am to 2:00 pm, and 5:00 pm to 10:00 pm. Degree courses are held Monday through Thursday from 9:00 am to 2:00 pm and 5:00 pm to 10:00 pm, and 9:00 am to 3:00 pm on Fridays. Externship hours may vary depending on the externship site.

Office Hours: All student services departments are open from 9:00 am to 7:00 pm to allow access by both day and evening students. Most offices operate with an open-door policy, however, appointments may also be made.

Class Time Hours: A clock hour of classroom time consists of 50 minutes of lecture and/or lab within a 60-minute period. Students will receive 10 minutes of break time for every 50 minutes of class time. Breaks and meal periods are scheduled accordingly using this 50-minute class time standard.

SECTION II: ACADEMIC PROGRAMS AND COURSES

Dental Assistant ~ Diploma

Program Credits/Hours: 30.5 Credits/915 Clock Hours

Program Length: 45 Weeks

Program Delivery: Hybrid

Credential Awarded: Diploma

Program Description: This program prepares students for an entry-level dental assisting position. Students are trained in clinical, radiographic, and preventive dentistry procedures. The program prepares learners for entry-level positions as a chair-side dental assistant. This program covers the history of dentistry,

introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity, and other areas. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

Course	Title	Credit Hours	Instructional Clock Hours		
			Lecture	Lab	Extern
DA201	Computers Skills and Office Procedures	3.5	30	60	0
DA202	Introduction to Dental Profession / Dentistry Law and Ethics	1	30	0	0
DA203	Morphology of the Head, Teeth and Oral Cavity	2.5	60	0	0
DA204	Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS	1	30	0	0
DA205	Oral Pathology	1	30	0	0
DA206	Pharmacology	1	30	0	0
DA207	Emergencies Management	1.5	15	30	0
DA208	Dental Materials	2	0	60	0
DA209	Instrumentation and Delivery	3	45	30	0
DA210	Dental Specialties and Terminology	3.5	30	60	0
DA211	Dental Radiology	1.5	15	30	0
DA212	Psychology of Human Behavior and Communication Skills	1	30	0	0
DA213	Preventive Dentistry	1	30	0	0
DA214	Pre – Employment Skills / Work Maturity	1	30	0	0
DA215	Expanded Duties	2	0	60	0
DA216	Dental Assistant Externship	4	0	0	180
TOTAL HOURS		30.5	405	330	180
TOTAL PROGRAM CLOCK HOURS		915			
TOTAL PROGRAM CREDIT HOURS		30.5			

Medical Assistant ~ Diploma

Program Credits/Hours: 32.5 Credits/915 Clock Hours

Program Length: 45 Weeks

Program Delivery: Hybrid

Credential Awarded: Diploma

Program Description: The Medical Assisting Program is an allied-health field program designed to prepare students with the entry-level technical knowledge and skill competencies needed for employment in the medical field as either an administrative medical assistant or a clinical medical assistant.

Students who complete the Medical Assisting program will be able to demonstrate performance of the medical and communication skills necessary in a medical office or clinic environment. Students will also be able to describe the legal and ethical principles that affect the role of a medical assistant while complying with safety practices. and be able to apply procedures while complying with established risk management and safety practices.

Course	Title	Credit Hours	Instructional Clock Hours			Modality
			Lecture	Lab	Extern	
MA101	Computer Skills and Office Procedures	3.5	30	60	0	Ground; Online
MA102	Anatomy and Physiology	2.5	60	0	0	Ground; Online
MA103	Medical Terminology	1	30	0	0	Ground; Online
MA104	Physical Examination. Vital Signs	2.5	30	30	0	Ground; Online
MA105	Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA	1	30	0	0	Ground; Online
MA106	Electrocardiography	1.5	15	30	0	Ground; Online
MA107	Phlebotomy	5	60	60	0	Ground; Online
MA108	Minor Office Surgery	2.5	30	30	0	Ground; Online
MA109	Administration of Medication	2.5	30	30	0	Ground; Online
MA110	Urinalysis	1	30	0	0	Ground; Online
MA111	Radiology	1	30	0	0	Ground; Online
MA112	Patient's Examination and Procedures in Medical Specialties	3.5	60	30	0	Ground; Online
MA 113	Law and Ethics, Pre-Employment Skills / Work Maturity	1	30	0	0	Ground; Online
MA114	Medical Assistant Externship	4	0	0	180	Ground
TOTAL HOURS		32.5	465	270	180	
TOTAL PROGRAM CLOCK HOURS		915				
TOTAL PROGRAM CREDIT HOURS		32.5				

Medical Billing & Coding Specialist – Diploma

Program Credits/Hours: 37 Credits/930 Clock Hours

Program Length: 58 Weeks

Program Delivery: Distance Learning

Credential Awarded: 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.

The program offers training in the billing and coding field that includes general computer skills in industry standard software for correspondence, spreadsheets, and electronic health systems. Students learn

communication skills, legal and ethical issues, basic anatomy and physiology as well as medical terminology. Once these basics are learned, the students will progress into the billing and coding processes for a variety body system functions learning the ICD Diagnostic Coding, CPT, HCPCS, and Evaluation and Management Systems.

Graduates are encouraged to sit for the Billing and Coding Specialist (CBCS) certification examination through the National Health Career Association (NHA) and/or the Certified Professional Coder (CPC) through the American Association of Professional Coders (AAPC).

Course	Title	Credit Hours	Instructional Clock Hours		Modality
			Lecture	Lab	
MBC101	Computer Skills and Office Procedures	3.50	30	60	Ground; Online
MBC102	Anatomy, Physiology, and Medical Terminology for Coders	4.00	90	0	Ground; Online
MBC103	Coding Basics: ICD	2.50	30	30	Ground; Online
MBC104	Coding Basics: CPT/HCPCS	2.50	30	30	Ground; Online
MBC105	Medical Law & Ethics with HIPAA, OSHA, & Infection Control	1.00	30	0	Ground; Online
MBC106	Electronic Health Records	2.50	30	30	Ground; Online
MBC107	Coding for Systems: Integumentary & Musculo	2.50	30	30	Ground; Online
MBC108	Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction	2.50	30	30	Ground; Online
MBC109	Coding for Systems: Cardiovascular, Lymphatic, and Blood	2.50	30	30	Ground; Online
MBC110	Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic	2.50	30	30	Ground; Online
MBC111	Insurance and Reimbursement	2.50	30	30	Ground; Online
MBC112	Coding for Radiology and Laboratory	2.50	30	30	Ground; Online
MBC113	Career Preparation and Professionalism	1.00	30	0	Ground; Online
MBC114	Medical Billing & Coding Capstone	5.00	30	120	Ground
TOTAL HOURS		37	480	450	
TOTAL PROGRAM CLOCK HOURS		930			
TOTAL PROGRAM CREDIT HOURS		37			

Home Health Aide ~ Diploma

Program Credits/Hours: 75 Clock Hours

Program Length: 4 Weeks

Program Delivery: Residential

Credential Awarded: 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.

The state of Texas does not have a state-administrated test of home health aides. There is no state law that requires the licensing or certification of home health aides in Texas. To work with Medicare or a Medicare home agency, a home health aide must complete at least 75 hours of training and/or successfully complete a competency evaluation given by the home health agency or nurse registry.

Course	Title	Instructional Clock Hours	
		Lecture	Lab
HHA100	Introduction to Home Care	15	0
HHA110	Managing the Home Environment	10	10
HHA120	Home Care Procedures	10	12
HHA130	Special Needs in Home Care	10	5
HHA140	Professional Skills	3	0
TOTAL HOURS		48	27
TOTAL PROGRAM CLOCK HOURS		75	

Dental Assisting ~ Associate in Science (AS)

Program Credits/Hours: 60.5 Credits/1410 Clock Hours

Program Length: 20 Months

Program Delivery: Hybrid

Credential Awarded: Associate in Science Degree*

NOTE: *This program will not be offered until approved by The Texas Higher Education Coordinating Board.

Program Description: The Dental Assisting program provides instruction on intra-oral dental procedures and direct patient care experiences. Students are trained in clinical, radiographic, and preventive dentistry procedures. The program prepares learners for entry-level positions as a chair-side dental assistant. This program covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, introduction to tooth structure (primary and permanent teeth), the oral cavity, and other areas. The purpose of this program is to familiarize learners with all areas of administrative and clinical dental assisting focusing on the responsibilities required to function as an assistant in a dental practice.

The Dental Assisting associate in science degree requires the same program courses as the Dental Assistant Diploma program with the inclusion of additional general education requirements to give students well-rounded skills and credentials.

Course	Title	Credit Hours	Instructional Clock Hours			Modality
			Lecture	Lab	Extern	
GENERAL EDUCATION COURSES						
ENC1101	English Composition I	3	45	0	0	Online
MAC1120	College Algebra	3	45	0	0	Online
SPC2608	Speech/Public Speaking	3	45	0	0	Online
PSY2111	Organizational Psychology	3	45	0	0	Online
DEP2004	Human Growth & Development	3	45	0	0	Online
BSC2085	Human Anatomy & Physiology	3	45	0	0	Online
BSC2085L	Human Anatomy & Physiology I Lab	1	0	30	0	Online
MCB2010	Microbiology	3	45	0	0	Online
MCB2010L	Microbiology Lab	1	0	30	0	Online
HUN1201	Nutrition	3	45	0	0	Online
BSC2086	Human Anatomy & Physiology II	3	45	0	0	Online
BSC2086L	Human Anatomy & Physiology II Lab	1	0	30	0	Online
Total General Education Courses		30	405	90	0	
TECHNICAL CORE COURSES						
DA201	Computers Skills and Office Procedures	3.5	30	60	0	Hybrid
DA202	Introduction to Dental Profession / Dentistry Law and Ethics	1	30	0	0	Hybrid
DA203	Morphology of the Head, Teeth and Oral Cavity	2.5	60	0	0	Hybrid
DA204	Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS	1	30	0	0	Hybrid
DA205	Oral Pathology	1	30	0	0	Hybrid
DA206	Pharmacology	1	30	0	0	Hybrid
DA207	Emergencies Management	1.5	15	30	0	Hybrid
DA208	Dental Materials	2	0	60	0	Hybrid
DA209	Instrumentation and Delivery	3	45	30	0	Hybrid
DA210	Dental Specialties and Terminology	3.5	30	60	0	Hybrid
DA211	Dental Radiology	1.5	15	30	0	Hybrid

DA212	Psychology of Human Behavior and Communication Skills	1	30	0	0	Hybrid
DA213	Preventive Dentistry	1	30	0	0	Hybrid
DA214	Pre – Employment Skills / Work Maturity	1	30	0	0	Hybrid
DA215	Expanded Duties	2	0	60	0	Hybrid
DA216	Dental Assistant Externship	4	0	0	180	Ground
Total Technical Core Courses		24.5	405	330	180	
TOTAL PROGRAM CLOCK HOURS		1410				
TOTAL PROGRAM CREDIT HOURS		60.5				

Medical Assisting ~ Associate in Science (AS)

Program Credits/Hours: 62.5 Credits/1410 Clock Hours

Program Length: 20 Months

Program Delivery: Hybrid

Credential Awarded: Associate in Science Degree*

NOTE: *This program will not be offered until approved by The Texas Higher Education Coordinating Board.

Program Description: The associate in science in Medical Assisting prepares individuals who are seeking career advancement and increased employment opportunities in the medical field. The inclusion of general education courses enables students to enhance their basic core skills increasing their opportunities in the allied health field.

This program prepares medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. The curriculum includes training in a variety of clinical and administrative duties to include assisting physicians and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications, collecting and processing specimens. Administrative duties may include scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections.

Course	Title	Credit Hours	Instructional Clock Hours			Modality
			Lecture	Lab	Extern	
GENERAL EDUCATION COURSES						
ENC1101	English Composition I	3	45	0	0	Online
MAC1120	College Algebra	3	45	0	0	Online
SPC2608	Speech/Public Speaking	3	45	0	0	Online
PSY2111	Organizational Psychology	3	45	0	0	Online
DEP2004	Human Growth & Development	3	45	0	0	Online

BSC2085	Human Anatomy & Physiology	3	45	0	0	Online
BSC2085L	Human Anatomy & Physiology I Lab	1	0	30	0	Online
MCB2010	Microbiology	3	45	0	0	Online
MCB2010L	Microbiology Lab	1	0	30	0	Online
HUN1201	Nutrition	3	45	0	0	Online
BSC2086	Human Anatomy & Physiology II	3	45	0	0	Online
BSC2086L	Human Anatomy & Physiology II Lab	1	0	30	0	Online
Total General Education Courses		30	405	90	0	
TECHNICAL CORE COURSES						
MA101	Computer Skills and Office Procedures	3.5	30	60	0	Hybrid
MA102	Anatomy and Physiology	2.5	60	0	0	Hybrid
MA103	Medical Terminology	1	30	0	0	Hybrid
MA104	Physical Examination. Vital Signs	2.5	30	30	0	Hybrid
MA105	Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA	1	30	0	0	Hybrid
MA106	Electrocardiography	1.5	15	30	0	Hybrid
MA107	Phlebotomy	5	60	60	0	Hybrid
MA108	Minor Office Surgery	2.5	30	30	0	Hybrid
MA109	Administration of Medication	2.5	30	30	0	Hybrid
MA110	Urinalysis	1	30	0	0	Hybrid
MA111	Radiology	1	30	0	0	Hybrid
MA112	Patient's Examination and Procedures in Medical Specialties	3.5	60	30	0	Hybrid
MA 113	Law and Ethics, Pre-Employment Skills / Work Maturity	1	30	0	0	Hybrid
MA114	Medical Assistant Externship	4	0	0	180	Ground
Total Technical Core Courses		32.5	465	270	180	
TOTAL PROGRAM CLOCK HOURS		1410				
TOTAL PROGRAM CREDIT HOURS		62.5				

RN to BSN Program ~ Bachelor of Science (BS)

Program Credits/Hours: 120 Credits/1830 Clock Hours

Program Length: 24 Months

Program Delivery: Distance Learning

Credential Awarded: Bachelor of Science Degree*

NOTE: *This program will not be offered until approved by The Texas Higher Education Coordinating Board.

Program Description: 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.

Program Objective:

After successful completion of the program, the student will obtain a Bachelor of Science in Nursing. The goals and objectives for Compu-Med Vocational Career's RN to BSN program are comprised from our mission statement and core values:

- Engage in learning, and professional development of others. Integrate knowledge, ethical principles, and clinical excellence in nursing.
- Integrate a holistic approach to patients.
- Show compassion, caring, and empathy at all times toward patients.
- Demonstrate the cognitive ability to comprehend, apply, and evaluate the clinical information relative to his/her role in Nursing.
- Demonstrate technical proficiency in all psychomotor skills necessary to fulfill his/her role in Nursing.
- Demonstrate affective personal behaviors consistent with professional demeanor.
- Familiarity with the hospital environment including (but not limited to) policies, practices, equipment, and skills as they relate directly and or indirectly to the field of Nursing

Course	Title	Credit Hours	Instructional Clock Hours		Modality
			Lecture	Lab	
GENERAL EDUCATION COURSES					
BIO3020	Human Biology	3	45	0	Online
BIO3020L	Human Biology Lab	1	0	30	Online
CHM3010	Organic Chemistry with Lab	3	45	0	Online
CHM3010L	Organic Chemistry with Lab	1	0	30	Online
PHI3334	Philosophy & Critical Thinking	3	45	0	Online
SPC3100	Interpersonal Communications	3	45	0	Online
AML3000	American Literature	3	45	0	Online
PSY4070	Developmental Psychology	3	45	0	Online
STA3100	Statistics	3	45	0	Online
	GenEd Transfer Credits awarded-RN License	15	225	0	
Total General Education Courses		38	540	60	
TECHNICAL CORE COURSES					
NUR3825	Transitional Nursing Role Perspectives	3	45	0	Online
NUR3125	Advanced Pathophysiology for Nursing	3	45	0	Online
NUR3119	Heritage of Nursing Concepts/Theories	3	45	0	Online
NUR3069	Advance Health Assessment	3	45	0	Online
NUR3164	Nursing Research and Informatics	3	45	0	Online
NUR3678	Nursing Care for the Geriatric Patients	3	45	0	Online

NUR4827	Leadership and Management in Professional Nursing	3	45	0	Online
NUR4636	Community Health Nursing	3	45	0	Online
NUR4107	Nursing Perspectives/Global Trends	3	45	0	Online
NUR4847	Clinical Decision Making/Critical Thinking	3	45	0	Online
NUR4655	Nursing in a Multicultural Society	3	45	0	Online
NUR4945	Capstone Experience	4	60	0	Online
	Core Transfer Credits awarded-RN License	45	675	0	
Total Technical Core Courses		82	1230	0	
TOTAL PROGRAM CLOCK HOURS		1830			
TOTAL PROGRAM CREDIT HOURS		120			

Course Information

Course Numbering System

The course numbering system is an independent system developed by the school's administration. The system uses a combination of alphanumeric modifiers which represent the program course title and numeric codes to classify courses within the program. The number designation may also allude to the levels of complexity within the program. The letter "L" at the end of a course indicates that it is a laboratory course. The letter "C" at the end of a course indicates that it is a clinical course.

Clock Hour Definition

One clock hour represents a period of 60 minutes including a minimum of 50 minutes of direct instruction. Time for out-of-class assignments may be calculated differently for certain types of instructional activities, including but not limited to laboratory instruction, clinical laboratory instruction, directed practice experience, and practicum experience.

Credit Hour Definition

The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Outside Work/Preparation

"Out-of-class work/preparation" is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and is detailed on the course syllabi. The student's work outside of class is consistent with the course educational goals and objectives.

Homework is required for students and will take place outside of class/ college hours. It is estimated that students will spend 2 hours for each 1 hour of in- class lecture and lab to complete homework, which includes, but is not limited to course readings, completion of projects and written assignments, exam preparation, discussions and other resources review.

Course Descriptions

General Education Courses

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. **Prerequisite(s): None**

BIO 3020 - Human Biology

Credits: 3

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. **Prerequisite(s): None**

BIO 3020L - Human Biology Lab

Credits: 1

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. **Prerequisite(s): None**

BSC2085L Human Anatomy & Physiology I Lab

Credits: 1

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. **Prerequisite(s): None**

BSC2086 Human Anatomy & Physiology II

Credits: 3

This course is a continuation of Anatomy & Physiology I. BSC2086 examines 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. **Prerequisite(s): BSC2085, BSC2085L**

BSC2086L Human Anatomy & Physiology II Lab

Credits: 1

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. **Prerequisite(s): BSC2085, BSC2085L**

CHM3010 - Organic Chemistry

Credits: 3

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. **Prerequisite(s): None**

CHM3010L - Organic Chemistry Lab

Credits: 1

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. **Prerequisite(s): None**

DEP2004 Human Growth & Development

Credits: 3

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. **Prerequisite(s):** None

ENC1101 English Composition I

Credits: 3

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. **Prerequisite(s):** None

HUN1201 Elements of Nutrition

Credits: 3

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. **Prerequisite(s):** None

MAC1120 College Algebra

Credits: 3

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. **Prerequisite(s):** None

MCB2010 Microbiology

Credits: 3

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. **Prerequisite(s):** None

MCB2010L Microbiology Lab

Credits: 1

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. **Prerequisite(s):** None

PHI3334 - 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. **Prerequisite(s):** None

PSY2111 Organizational Psychology

Credits: 3

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. **Prerequisite(s):** None

PSY4070 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). **Prerequisite(s):** None

SPC2608 Speech/Public Speaking**Credits: 3**

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. **Prerequisite(s):** None

SPC3301 Interpersonal Communications**Credits: 3**

This comprehensive course focuses on the essential aspects of interpersonal communication that are crucial for fostering positive relationships. Focusing on both verbal and non-verbal communication, as well as conflict management and cultural considerations. This course will help students navigate diverse interactions. Exploring various theories alongside practical skill development to become more competent communicators. **Prerequisite(s):** None

STA3100 Statistics**Credits: 3**

The main objective of this course is to learn probability, discrete distributions, continuous distributions, bivariate distributions, and functions of random variables. **Prerequisite(s):** None

Core Technical Courses

DA201 Computer Skills and Office Procedures**Credits: 3.5**

This course prepares students to use computers and provides students with a basic understanding of their duties and responsibilities in the administrative front office. Students will learn hardware usage and software including basic Windows concepts and functions. The students will also learn the use of medical administrative software, simulate 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. **Prerequisite(s):** None

DA202 Introduction to Dental Profession/Dentistry Law and Ethics**Credits: 1**

Students will learn the principles of ethics, laws, and regulations of the dental profession. Students will explain the difference between being “legal” and “ethical” and the steps involved in ethical decision making. The course examines examples of ethical dilemmas for each principle of ethics. Dental laws, including the Dental Practice Act and the Texas Board of Dental Examiners rules and regulations, will be explored. As a Dental Assistant, students must understand the law in order to protect themselves, the dentist, and the patient. Students will learn the duties of a Dental Assistant as a member of the dental teamwork. **Prerequisite(s):** None

DA203 Morphology of the Head, Teeth and Oral Cavity**Credits: 2.5**

Morphology is concerned with the internal structure of words and the rules for forming words from their subparts. This course emphasizes the names and locations of head and facial bones, facial nerves, lymph nodes, and salivary glands as well as the muscles in the head and neck. Students explore the development, eruption and individual characteristics of each tooth and surrounding structures. **Prerequisite(s):** None

DA204 Microbiology, Sterilization, Infection Control, OSHA and HIV/AIDS**Credits: 1**

The student will study microbiology and the identification of types of bacteria and other kinds of microorganisms. Students will learn about infections control in a dental setting, safety measures to avoid

transmission or contamination, the importance of Personal Protection Equipment (PPE), sterilization, and universal precautions. An overview of OSHA guidelines for workplace safety and Bloodborne Pathogens standards in dentistry is provided along with a 4-hour session on HIV/AIDS. **Prerequisite(s):** None

DA205 Oral Pathology

Credits: 1

This course presents a basic study of oral pathology, conditions, and common emergencies as related to the role of the dental assistant. Students will learn to record preliminary identification and descriptions in the patient record. They learn about oral diseases, inflammation, and dental cavities. **Prerequisite(s):** None

DA206 Pharmacology

Credits: 1

Students will gain knowledge in emergency drugs, allergic reactions and drug-related emergencies. Also emphasized are specific medical conditions related to treatment, management of medical emergencies, pharmacology related to dental practice, different types of anesthesia used in the dental office, the methods of administration and precautions during their use. **Prerequisite(s):** None

DA207 Emergencies Management

Credits: 1.5

Students will learn how to identify, respond to, and manage various medical emergencies that may arise in a dental setting. Students will gain the knowledge they need to properly manage emergency situations that may arise in a dental setting confidently and efficiently, ensuring the safety and well-being of the patients.

Prerequisite(s): None

DA208 Dental Materials

Credits: 2

This course is designed to provide students with basic knowledge of various dental materials and manipulation of materials and their role in making dental models. Students will gain laboratory experience in the handling, practical application, safe use of dental materials and laboratory equipment.

Prerequisite(s): None

DA209 Instrumentation and Delivery

Credits: 3

This course provides definitions, images, and common uses for dental instruments in areas of general and specialty dentistry. Students will learn tray set-ups by procedures, four handed dentistry, six handed dentistry and mixing materials. **Prerequisite(s):** None

DA210 Dental Specialties and Terminology

Credits: 3.5

This course covers the equipment and procedures related to dental specialties used in clinical experiences and includes the study of dental terminology and the function of different specialists in the dental team.

Prerequisite(s): None

DA211 Dental Radiology

Credits: 1.5

This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene. **Prerequisite(s):** None

DA212 Psychology of Human Behavior and Communication Skills

Credits: 1

The course covers various areas of office communication with an emphasis on communicating professionally in written correspondence, electronic communications, and presentations. It examines human behavior and how to best communicate with patients and coworkers. **Prerequisite(s):** None

DA213 Preventive Dentistry

Credits: 1

The course is designed to introduce and provide Dental students with an understanding of concepts, principles and methods of prevention in Dentistry. An emphasis is given to the causation and Epidemiology of common oral health problems such as Periodontal diseases. The course describes the effect of

Diet/Nutrition on oral health with a focus on primary preventive measures. **Prerequisite(s):** None

DA214 Pre – Employment Skills / Work Maturity

Credits: 1

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. **Prerequisite(s):** None

DA215 Expanded Duties

Credits: 2

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 The Dental Practice Act . **Prerequisite(s):** None

DA216 Dental Assisting Externship

Credits: 4

This course consists of 180 hours of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry. **Prerequisite(s):** DA201, DA202, DA203, DA204, DA205, DA206, DA207, DA208, DA209, DA210, DA211, DA213

HHA100 Introduction to Home Care and Home Care Basics

15 clock hours (15 theory hours)

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. **Prerequisite(s):** None

HHA110 Managing the Home Environment

20 clock hours (10 theory, 10 lab)

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. Students will be able to identify food groups, nutrients, and therapeutic diets and food preparation and safety. **Prerequisite(s):** None

HHA120 Home Care Procedures

22 clock hours (10 theory, 12 lab)

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. **Prerequisite(s):** None

HHA130 Special Needs in Home Care

15 clock hours (10 theory, 5 lab)

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. **Prerequisite(s):** None

HHA140 Professional Skills for the Home Health Care Aide**3 clock hours (3 theory)**

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.

Prerequisite(s): None

MA101 Computer Skills and Office Procedures**Credits: 3.5**

This course prepares students to use computers and provides students with a basic understanding of their duties and responsibilities in the administrative front office. Students will learn hardware usage and software including basic Windows concepts and functions and the use of medical administrative software. Students will simulate 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. **Prerequisite(s):** None

MA102 Anatomy and Physiology**Credits: 2.5**

This course introduces students to the structure and function of the human body and selected body systems as well as common diseases related to each. The course will enable students to develop an understanding of the relationships between the structures and functions of the human body. The curriculum provides a basis for students to develop a conceptual understanding of the following human body systems: integumentary, skeletal, muscular, nervous, cardiovascular, respiratory, digestive, urinary, and reproductive. **Prerequisite(s):** None

MA103 Medical Terminology**Credits: 1**

This course develops a student's understanding and use of medical terminology. It covers spelling, pronunciation, and abbreviations; the analysis of words based on their root, prefix, and suffix; the identification and description of the major functions and structures of body systems; and the identification of common mistakes in medical terminology. **Prerequisite(s):** None

MA104 Physical Examination. Vital Signs**Credits: 2.5**

This course prepares students to perform in their role assisting physicians and nurses by preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications; collecting and processing specimens. **Prerequisite(s):** None

MA105 Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA**Credits: 1**

The student will study microbiology and the identification of types of bacteria and other kinds of microorganisms. Students will learn about infections control in a health care setting, safety measures to avoid transmission or contamination, the importance of Personal Protection Equipment (PPE), sterilization, and universal precautions. An overview of OSHA guidelines for workplace safety and Bloodborne Pathogens standards in health care is provided along with a 4-hour session on HIV/AIDS and domestic violence training.

Prerequisite(s): None

MA106 Electrocardiography**Credits: 1.5**

This course presents the student with an introductory overview related to the anatomy and physiology of the heart. It also explores normal electrical conduction as well as common variations as evidenced by changes in the waveform on the cardiac monitoring device. The course will also focus on the student's ability to perform cardiac monitoring via 3, 5, and 12 lead monitoring. **Prerequisite(s):** None

MA107 Phlebotomy**Credits: 5**

Students learn how to draw blood using venipuncture and capillary puncture methods safely and effectively for adults and children, plus finger sticks or heel sticks for young children and infants. Students learn proper

infection control. They receive instruction on how to prepare the blood collection site, how to choose the proper collection tools and how to handle the transportation, processing, and management of collected samples. Medical and legal ethics as they relate to phlebotomy services are also taught. **Prerequisite(s):** None

MA108 Minor Office Surgery

Credits: 2.5

Students are introduced to the concepts and tasks involved in assisting in minor medical office surgeries. These concepts involve understanding surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages. **Prerequisite(s):** None

MA109 Administration of Medication

Credits: 2.5

This course introduces medical assistant students to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. Students learn basic methods of preparation and administration of medication including intra-dermal, subcutaneous, and intra- muscular injections. **Prerequisite(s):** None

MA110 Urinalysis

Credits: 1

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. **Prerequisite(s):** None

MA111 Radiology

Credits: 1

This course provides an introduction to Radiology for the Medical Assistant. This course will teach the student x-ray principles and safety practices, to position patients for basic x-rays, to understand x-ray equipment operation, how to process x-ray film and maintain film files, and to maintain a safe working environment in radiologic work areas. **Prerequisite(s):** None

MA112 Patient's Examination and Procedures in Medical Specialties

Credits: 3.5

This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Students learn the structure of the eye and ear, how to measure near and distant visual acuity, assess color vision, and the procedure for eye and ear instillation and irrigation. **Prerequisite(s):** None

MA113 Law and Ethics, Pre-Employment Skills / Work Maturity

Credits: 1

Students will learn effective communication, medical law and ethics, and compliance and regulatory issues affecting the role of the medical assistant. Students will develop the ability to identify key differences between law and ethics, and understand the specific rights that patients have in relation to health care. 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 and behaviors, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively. **Prerequisite(s):** None

MA114 Medical Assistant Externship

Credits: 4

Students will complete 180 externship hours in a physician's office, outpatient medical facility, or other healthcare setting to gain real experience as a Medical Assistant. Students will be observed working with medical staff in an office and clinical setting. 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. **Prerequisite(s):** MA101, MA102, MA103, MA104, MA105, MA106, MA107, MA108, MA109, MA110, MA111, MA112, MA113

MBC101: Computer Skills & Office Procedures

Credits: 3.5

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. **Prerequisite(s):** None

MBC102: Anatomy, Physiology, and Medical Terminology for Coders

Credits: 4

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.

Prerequisite(s): None

MBC103: Coding Basics: ICD

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102

MBC104: Coding Basics: CPT/HCPCS

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102

MBC105: Medical Law & Ethics with HIPAA, OSHA, & Infection Control

Credits: 1

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. **Prerequisite(s):** None

MBC106: Electronic Health Records

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC107: Coding for Systems: Integumentary & Musculoskeletal

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC108: Coding for Systems: Digestive, Respiratory, Urinary, & Reproduction

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC109: Coding for Systems: Cardiovascular, Lymphatic, and Blood

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC110: Coding for Systems: Endocrine, Nervous, Auditory, and Ophthalmic

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC111: Insurance and Reimbursement

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC112: Coding for Radiology, Laboratory, and Surgical Procedures

Credits: 2.5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104

MBC113: Career Preparation and Professionalism

Credits: 1

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. **Prerequisite(s):** None

MBC114: Medical Billing & Coding Capstone

Credits: 5

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. **Prerequisite(s):** MBC101, MBC102, MBC103, MBC104, MBC105, MBC106, MBC107, MBC108, MBC109, MBC110, MBC111, MBC112

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 grade of C or higher 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 grade of C or higher 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 grade of C or higher 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 grade of C or higher 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 grade of C or higher is required to pass this course.*

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 grade of C or higher 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 grade of C or higher is required to pass this course.*

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 grade of C or higher 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 grade of C or higher 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 grade of C or higher 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 grade of C or higher 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 grade of C or higher is required to pass this course.*

SECTION III: ADMISSION REQUIREMENTS

General Admission Requirements

Statement of Non-Discrimination

Compu-Med is open to all students who are qualified according to its published admission standards. CMVC is equal opportunity educational provider committed to a policy of non-discrimination for any member of the school's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and school policies, procedures, and processes. No discrimination is tolerated in any aspect of the educational process at CMVC. Any violations of this policy will be addressed immediately by campus administration.

General Entrance Requirements

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

- Prospective students must be beyond the age of compulsory education (18 years old) or have proof of emancipation.
- Provide valid photo identification.
- Provide proof of high school diploma or equivalent (General Equivalency Diploma GED).
- Students that have High School Diplomas from foreign, non-English speaking countries, are required to obtain a certified translation in English of the High School Diploma, and a certified document stating that the translated diploma is equivalent to the High School level in the United States. Applicants are responsible for all evaluation fees.
- Complete all required admissions application documents and pay non-refundable application fee.
- Meet CMVC's technical requirements noted in the Technical Requirements section.
- Pass the CMVC approved Digital Assessment Exam (DAX) with the following minimum scores:

Assessment Topic	Minimum Score Required
Life Balance	70%
Digital Skills and Competencies	70%
Access to Technology	70%

Additional program-specific admission requirements are detailed below.

Enrollment Procedures

Students interested in enrolling at CMVC are required to attend a personal interview with an admissions representative to review the program offerings and determine the student's eligibility for the program selected. At this time, the student will receive a tour of the school. Once the student has made the decision to attend CMVC, the student will sign an enrollment agreement and complete all of the necessary admissions requirements.

Additional Admissions Requirements by Program

RN to BSN

Students enrolling in the RN to BSN program must possess a current and valid Registered Nurse license and have completed an associate degree in Nursing. A copy of the student's license and transcripts with date of completion must be submitted prior to admission into the RN to BSN program.

Technical Requirements

CMVC is currently using Moodle version 3.5. 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+).
- 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.
- Some courses will require specific software, hardware, plugins, or applications such as Java, Flash, Shockwave Player, Windows Media Player, etc.

CMVC reserves the right to deny admission to students who do not meet the admission requirements or are unable to provide proof of meeting admissions criteria.

Language

All courses are offered only in English.

Transfer Credits

Credit for Previous Training

Credit will be permitted for previous education and/or training based on evaluation and tests set forth by our Institution. Applicants shall submit all college-level transcripts and certificates and provide official English-language translations for any transcripts that are not already in English. Credits earned at non-U.S. institutions must be evaluated for equivalence by an outside agency approved by the National Association of Credential Evaluation Services (NACES). Applicants are responsible for all evaluation fees. Foreign coursework must be evaluated with a course-by-course evaluation by an NACES-approved evaluation company. A complete list of NACES-approved evaluation companies can be found at naces.org/members.html.

At least 25% of the credits required for the program must be completed at CMVC. 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. The length and cost of the program will be adjusted based upon credits for previous training, depending upon the number of credits accepted.

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 (CLEP)

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	Sem. CR Hours	CLEP Exam Name	Min. Score Req'd
English Composition	3	College Composition	50
College Algebra	3	College Algebra	50
General Psychology	3	Introductory Psychology	50
Human Growth and Development	3	Human Growth and Development	50

Class Size

The average student teacher ratio is 25:1 for any lecture session. The maximum class size is 30 students per session. Labs are approximately 15:1 and externships are approximately 10:1.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), CMVC abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

CMVC is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Director. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Student Medical Coverage

Students are expected to have medical coverage while attending CMVC. Should the student have health concerns while attending class or during externship, it will be the responsibility of the student to seek medical services from their personal physician or medical provider. In the event of a medical emergency, it is the school’s responsibility to see that students obtain the most expedient medical help in an emergency health crisis. All fees incurred for such emergency treatments or services will be the student’s responsibility and not that of CMVC.

SECTION IV: ACADEMIC STANDARDS

Attendance Policy

Class attendance

Regular class attendance is essential for students to learn the skills needed to prepare for their careers. Students are expected to attend all classes whether in the classroom, a simulation laboratory, or an externship site. Each student should recognize prior to enrollment that attendance is a requisite for scholastic achievement.

Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days will be dropped from the training program. Students who miss 15% of the total program hours (including all attempted hours) will be advised that they are at risk of being dropped from the program.

Students who miss more than 20% of the total program hours (including all attempted hours) will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for re-entry. Students whose enrollments are terminated for violation of the attendance policy may not

reenter before the start of the next grading period. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

Tardiness

All students are expected to arrive to class on time and prepared to learn. As classes begin promptly, arriving late to class may cause students to miss valuable material. If a student is tardy for class, as defined below, time missed will be counted toward the total hours missed. A tardy is defined as arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments.

Distance Education (Online) Attendance

Attendance in an online course is crucial for academic success. Active participation and engagement contribute significantly to the learning experience. This attendance policy is designed to outline expectations, encourage consistent participation, and foster a collaborative learning environment. Regular attendance is expected for all scheduled online class sessions.

Attendance is not limited to live sessions; it also includes participation in discussions, completion of assignments, and engagement with course materials. The following items are considered academic activities:

Participation Requirements:

- Students are required to log in to the course platform regularly to stay updated on announcements, assignments, and discussions.
- Active participation in online discussions, group activities, and other collaborative elements of the course is essential.
- Students are required to complete a minimum of one academic activity each week to be marked in attendance. Attendance is recorded on the day of the submission regardless of the assignment due date. Students who fail to submit at least one academic activity per week will be marked absent for the respective week. An academic week starts on the first day of the course and runs in a seven-day cycle.

The following are considered academic activities:

- Participating in a faculty led threaded discussion, or blog;
- Participating in a course group within the online classroom;
- Submission of an assignment and/or posting comments to a drop box in the online classroom; Submission to the online classroom of an assessment, quiz, exam, pre-test, post-test, or practice exam.

Make-up Policy

Students are expected to attend all scheduled hours and complete all coursework for each class in their program. Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

Students who are absent due to extenuating circumstances on scheduled exam days may have the opportunity to make up the exam. However, if approved, the individual instructor has discretionary grading authority and may choose to deduct points off the exam for the student's absence on the scheduled exam day. A student making up an exam may be given an alternate version of the exam that was originally given in class.

Leave of Absence

If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, CMVC, at its' discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student's academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American's with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (*students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.*)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.

Withdrawal Procedures

Student withdrawals may be considered official or unofficial withdrawal. An *official withdrawal* occurs when the student initiates the withdrawal. Notice of withdrawal should be made in person at the campus the student attends. Withdraw forms are found with the Registrar at each CMVC campus. The date of determination will be the date the student submits the withdrawal form.

An *unofficial withdrawal* occurs when it is initiated by the school for violation of attendance, sap, or other school policies. 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. 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.

Grading System

Cumulative Grade Point Average (CGPA)

A permanent record of each student's achievement is kept on file permanently. All grades are used to determine the student's eligibility for graduation. Compu-Med uses a four-point grading system to measure student scholastic achievement. The following grades are used to calculate the grade point average (GPA):

Diploma/Core Grading Scale

Letter Grade	Numerical %	Description	GPA Point Value
A	90-100	Excellent	4

B	80-89	Good	3
C	70-79	Average	2
D	60-69	Passing	1
F	0-59	Failure - must repeat	0
I	N/A	Incomplete	N/A
W	N/A	Withdrawal from Course	N/A
WF	N/A	Withdrawal/Fail	0
R	N/A	Repeated Course	N/A
NS	N/A	No Show	N/A
T	N/A	Transfer of Credit	N/A
L	N/A	Leave of Absence	N/A

General Education Grading Scale

Letter Grade	Numerical %	Description	GPA Point Value
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Failure - must repeat	1
F	0-59	Failure - must repeat	0
I	N/A	Incomplete	N/A
W	N/A	Withdrawal from Course	N/A
WF	N/A	Withdrawal/Fail	0
R	N/A	Repeated Course	N/A
NS	N/A	No Show	N/A
T	N/A	Transfer of Credit	N/A
L	N/A	Leave of Absence	N/A

Withdrawal from a Course (W)

Students may withdraw from the program during the drop/add period (the first week of class) without punitive grades or financial obligations. If the student withdraws from a course after the drop/add period, but before the midpoint of the course, the student will receive a “W” grade in the course. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame. If the student withdraws from a course after the midpoint of the course, the student will receive a grade of “WF”. The grade of “WF” is included in the hours attempted and is calculated as a fail in the CGPA. *Students who withdraw and subsequently re-enter the program will have extended their expected graduation date and will be required to complete a new enrollment agreement. The new enrollment agreement will note the new expected graduation date and any additional tuition charges.*

Incomplete (I) Grade in a Course

A grade of Incomplete (noted "I" on the transcript) may be assigned, at the instructor’s discretion, when a student has completed and passed a majority of the work required for a course but, for reasons beyond the

student's control, cannot complete the entire course, but does NOT intend to withdraw. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than 14 days after the course ends in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. Upon completion of the agreed-upon work, the instructor submits a grade-change form that replaces the "I" with the final grade for the course. In the event the work is not submitted, the grade will be calculated and assigned based on the work submitted for the course. The grade of "I" has no effect on the student's cumulative grade point average or successful completion of courses. The student may not register into courses in which the course assigned the "I" grade is a pre-requisite until a passing grade is assigned.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

Students who withdraw and subsequently re-enter the program will have extended their expected graduation date and will be required to complete a new enrollment agreement. The new enrollment agreement will note the new expected graduation date and any additional tuition charges.

Course Repeats/Remedial Work

A student may repeat a course if they did not receive a passing grade. Example: If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

CMVC does not offer remedial work, however, tutoring is available upon request.

Additional Distance Learning (Online) Policies

The courses offered online are didactic and lab courses where virtual simulation is available. All courses are offered through the Moodle platform. Prior to starting classes, students must complete the DAX assessment to ensure they have the skills applicable for online classes. Additionally, students must meet CMVC's technical requirements (computer, internet access, etc.) as stated in the admissions section of this catalog.

CMVC provides e-textbooks for all the general education courses. All e-textbooks are embedded in the courses prior to students' access. Additionally, a link to the Olib Online Library is in each class to further online research databases. CMVC also provides free tutoring services using Tutor.com. Tutor.com's services are available free of charge 24 hours a day, seven days a week.

Identity Verification

The verification of a student's identity begins at the time of admission or initial course registration. Procedures related to student identity verification include registration, advising and transcript procedures as well as generation of a unique id for each student. When a student is initially registered, a unique login and password is created that provides access to the secure Moodle/McGraw-Hill platform and that information is e-mailed to the student through the address on file in the CMVC's student information system. If a student does not receive or misplaces this information, he/she is required to bring photo identification

to the Registrar's Office. Data transmission of login information is secured using standard encryption technology.

Students are given information regarding best practices related to setting up and maintaining the security of the passwords upon registration. Personally identifiable information collected by the school may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their login password be reset may be asked to provide two or more pieces of information for comparison with data in our student information system or Academic File records.

Online Course Attendance Policy

Attendance in an online course is crucial for academic success. Active participation and engagement contribute significantly to the learning experience. This attendance policy is designed to outline expectations, encourage consistent participation, and foster a collaborative learning environment.

Attendance Expectations

- Regular attendance is expected for all scheduled online class sessions.
- Attendance is not limited to live sessions; it also includes participation in discussions, completion of assignments, and engagement with course materials.

Participation Requirements

- Students are required to log in to the course platform regularly to stay updated on announcements, assignments, and discussions.
- Active participation in online discussions, group activities, and other collaborative elements of the course is essential.
- Students are required to complete a minimum of one academic activity each week to be marked in attendance. Attendance is recorded on the day of the submission regardless of the assignment due date. Students who fail to submit at least one academic activity per week will be marked absent for the respective week. An academic week starts on the first day of the course and runs in a seven-day cycle.

The following are considered academic activities:

- Participating in a faculty led threaded discussion, or Blog;
- Participating in a course group within the online classroom;
- Submission of an assignment and/or posting comments to a drop box in the online classroom;
- Submission to the online classroom of an assessment, quiz, exam, pre-test, post-test, or practice exam.

The distance education courses follow the same guidelines for timely and meaningful interactions as on campus courses and have full interaction with faculty, administrators and other students. The Moodle platform allows for immediate communication and feedback between the instructor and student. Once a student completes an assignment (quiz or uploaded assignment), the instructor is automatically notified via email. In addition, the Moodle platform allows for group discussions and chats between students to facilitate peer to peer learning.

Instructors monitor and provide timely feedback to students. Students and instructors have full communication with the staff and administrators and the campus. At orientation, students are introduced to staff and administrators. The Online Director of Education is main person of contact for distance education interaction and advising. The campus academic team are also heavily involved with interacting with students and assisting at the campus level.

Satisfactory Academic Progress (SAP) Policy

All students must maintain satisfactory academic progress to remain enrolled at CMVC .

To remain in good academic standing, students must meet the minimum Satisfactory Academic Progress (SAP) standards at the end of each evaluation period. The standards to be reviewed are as follows:

1. Minimum cumulative grade point average (CGPA).
2. Minimum cumulative rate of progress (ROP).
3. Ability to complete program within maximum time frame (MTF) of 150% of the published program length in clock or credit hours.

Cumulative Grade Point Average (CGPA) - Qualitative Standard

CGPA measures the quality of the student's work by assigning quality points to each letter grade and weighing the course by the credit hours. Only courses with earned grades required in the student's program of study are included in the CPGA calculation. In the case of repeated coursework, only the most recent attempt is counted toward the CGPA.

Rate of Progress (ROP) - Quantitative Standard

Students must maintain a satisfactory ROP toward successful completion of their program. ROP is defined as the credit hours completed divided by the credit hours attempted. All periods of the student's enrollment for the current program count when assessing progress.

Maximum Time Frame (MTF) - Quantitative Standard

Students must be able to successfully complete all the required course credit hours of their program within the Maximum Time Frame. To maintain SAP, the credit hours attempted cannot exceed one and one-half times (1.5) or 150% of the credit hours required to complete a program.

Non-Degree Programs (SAP)

Non-degree (diploma) programs consist of three (3) checkpoints during the program when they must meet the following standards:

Medical Assistant (32.5 credits)

Evaluation Checkpoint	Minimum CGPA	Minimum ROP
33% = 10.72 credits	2.0	67%
66% = 21.45 credits	2.0	67%
100% = 32.5 credits	2.0	67%

Dental Assistant (30.5 credits)

Evaluation Checkpoint	Minimum CGPA	Minimum ROP
33% = 10.06 credits	2.0	67%
66% = 20.13 credits	2.0	67%
100% = 30.5 credits	2.0	67%

Medical Billing & Coding (37 credits)

Evaluation Checkpoint	Minimum CGPA	Minimum ROP
33% = 12.21 credits	2.0	67%
66% = 24.42 credits	2.0	67%
100% = 37 credits	2.0	67%

*Note: Home Health Aide is only reviewed at course completion.

Maximum time frame: Students in the diploma programs must complete their program within 1.5x (or

150%) of the credit hours required to complete a program.

Program	Program Credits/ Hours	MTF Credits Attempted
Medical Assistant	32.5	48.75
Dental Assistant	30.5	45.75
Medical Billing & Coding	37	55.5

Degree Programs (SAP)

Degree programs have SAP evaluations at the end of each semester and must meet the following standards:

Medical Assistant - AS

Dental Assistant - AS

Evaluation Checkpoint	Minimum CGPA	Minimum ROP
1st Semester	2.00	67%
2nd Semester	2.12	67%
3rd Semester	2.21	67%
4th Semester	2.75	67%
5th Semester	2.75	67%
6th Semester	2.75	67%

Maximum time frame: Students in the Medical Assisting and Dental Assisting associate degree programs must complete their program within 1.5x (or 150%) of the credit hours required to complete a program.

Program	Program Credits	MTF Max. Credits Attempted
Medical Assistant- AS	62.5	93.75
Dental Assistant - AS	60.5	90.75
RN to BSN - BS	120	180

Academic Standing

Good Standing

A student remains in good academic standing unless he or she does not meet the minimum SAP requirements at each checkpoint. Students who do not meet the minimum SAP requirements will be assigned one of the following SAP statuses:

Academic Warning (1st term SAP not met)

Students who do not meet the SAP requirements (CGPA, ROP, or MTF) at the first evaluation point, are placed on Academic Warning. Academic Warning is the period of time during which a student is advised and monitored for progress for the subsequent term. During the Academic Warning period, the student can continue to attend class. SAP academic advising shall be documented kept in the student's permanent academic file.

Academic Dismissal (2nd consecutive SAP not met)

Academic Dismissal takes place when the student has not met the SAP requirements (CGPA, ROP, or MTF) at the second consecutive evaluation point. At this point, students are dismissed from the program. However, students who are academically dismissed may appeal the dismissal as detailed in the appeal process section of this catalog.

Should the appeal be approved, the student will be placed on academic probation. Students on academic probation will agree to the following responsibilities: 1) a mandatory meeting with their academic advisor, 2) completion of an academic improvement plan, 3) and demonstrating a continuing improvement of their SAP requirements. Students may continue to attend class and receive financial assistance while on academic probation. Students will be permitted to remain on academic probation for two SAP evaluation periods as long as academic progress improvement is achieved. The student will return to good standing once all SAP requirements have been met.

Academic Termination

A student on academic probation who does not meet the benchmarks detailed in the academic improvement plan shall be terminated from the program. A student on dismissal will receive a formal communication via email and a hard copy mailed to their permanent address. Students can no longer attend class.

Graduation Requirements

Non-Degree Programs

A student is eligible for graduation from a diploma program when he/she has fulfilled the following requirements:

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.
4. Satisfy all financial obligations to the institution.

Upon completion of all course requirements, students will be issued a diploma.

Degree Programs

A student must meet the following requirements to graduate from the **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.
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.

4. Satisfy all financial obligations to the institution.

Students graduating from the **RN to BSN bachelor's degree** program must meet the following requirements:

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.
4. Satisfy all financial obligations to the institution.

SECTION V: STANDARDS OF STUDENT CONDUCT

CMVC seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code of Conduct sets forth the standards of behavior expected of students. School standards of conduct are established to maintain conditions where all students, staff, and faculty act with professionalism, with respect for the rights and well-being of others. Therefore, enrollment in the Compu-Med Vocational Careers (CMVC) requires acceptance of the school standards of student conduct. Students must abide by these standards to remain enrolled in the program at CMVC.

The Student Code of Conduct applies to students when on campus (classrooms, laboratories, and common areas), externship or clinical site, and any CMVC-related functions. The procedure for disciplinary actions is to be used in cases of student noncompliance with the Student Code of Conduct.

Faculty, staff, and/or students may report any suspected code of conduct violations and those involved will be notified and all incidents documented accordingly. Due Process is applicable upon the written request (appeal) of the student after a disciplinary decision has been made and/or supported by the Campus Director.

Appropriate Conduct/Professionalism

Students are expected to act responsibly and to conduct themselves in a manner that demonstrates professionalism and does not disrupt the learning process when on campus, in the classroom, laboratory, clinical site and any IHC-related functions. A climate of mutual respect and courtesy should exist between faculty, staff, and students. However, students must recognize that instructors and staff, by virtue of their positions, must exert a measure of authority in the classroom and other campus areas. Students should respect this authority. Disciplinary problems may result in a student being withdrawn from class and, in extreme cases, dismissed from the school.

Disorderly Conduct

Disorderly conduct is prohibited and is defined as acting in a manner to annoy, disturb, interfere with, obstruct or be offensive to others, including, but not limited to, shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others; verbally abusing school officials (either on the phone, in person or via electronic communications) acting in performance of their duties; acting in a lewd or indecent manner; using foul language; making threats; harassing others.

Cell Phones

Cell phones are not to be used during class, labs, or clinicals at any time, unless expressly approved by the instructor for course related data. This includes texting, note-taking, and internet access on the phone. The expectation is that the phone will be completely turned off and put away.

Students should instruct family, friends, etc. to call the school in the event of an emergency. The school will contact the clinical site and/or instructor to relay the message.

Dress Code

Uniform

Students are required to wear uniform scrubs provided by the school and white shoes and socks.

Uniforms are to be:

1. Clean, well-maintained, and pressed. Uniforms that appear worn, dingy, stained or torn must be replaced at the student's expense.
2. Appropriately fitted (not too tight or too loose); fit must be conservative and not revealing in nature.
3. Cannot be altered in appearance (additional embroidery, patches, etc.).
4. An optional white, short, or long-sleeved t-shirt may be worn underneath the scrub top (scrub top must completely cover the t-shirt).
5. Any student who has chest hair exposed when wearing only a scrub top must wear the specified white T-shirt.
6. If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted).
8. Underwear must be worn and cannot be readily visible.

NOTE: Externship affiliate policies may require additional dress code requirements. Inappropriate attire may result in student dismissal from the academic or clinical setting.

Overall Appearance:

1. Clean, well-groomed appearance
2. Trimmed hair, beard, moustache, sideburns (some clinical facilities do not permit facial hair)
3. No visible tattoos: visible tattoos must be covered at all times.
4. Body piercing: One small stud permitted per ear lobe (no larger than ¼"); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.
5. Jewelry: Wedding or commitment band, watch with a second hand. No additional jewelry is permitted.
6. Nails: short, clean, and well-manicured (not beyond tip of finger); no nail polish, décor/jewelry, artificial or acrylic nails
7. Hair: Must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white. No headbands, bows, scarves, or bandanas. Due to the professional nature of the Nursing profession, hair color which occurs in nature and a conservative cut and style is required.
8. Make-up: Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. No artificial eyelashes are permitted.
9. Students are not permitted to wear perfume or present strong odors (e.g. cigarette smoke) in the classroom, lab or clinical placement.

Academic Integrity

Integrity is essential to an educational institution and to the entire educational experience. The importance of integrity and ethics will be portrayed by faculty in their course instruction and is an integral part of life at CMVC. The Academic Integrity Policy requires that everyone within the CMVC community conducts themselves honestly in all endeavors.

CMVC students are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards. Academic dishonesty is also destructive of the college community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility.

Examples of academic dishonesty include, but are not limited to, the following:

1. Cheating

- a) The unauthorized use of notes, books, electronic devices or other study aids while taking an examination or working on an assignment.
- b) Providing unauthorized assistance to or receiving assistance from another student during an examination or while working on an assignment.
- c) Having someone take an exam or complete an assignment in one's place.
- d) Securing an exam, receiving an unauthorized copy of an exam or sharing a copy of an exam.

2. Plagiarism

- a) The presentation of words from any other source or another person as one's own without proper quotation and citation.
- b) Putting someone else's ideas or facts into your own words (paraphrasing) without proper citation.
- c) Turning in someone else's work as one's own, including the buying and selling of term papers or assignments.

3. Other Forms of Dishonesty

- a) Falsifying or inventing information, data or citations.
- b) Failing to comply with examination regulations or failing to obey the instructions of an examination proctor.
- c) Any other form of academic cheating, plagiarism or dishonesty.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in the pursuit of their educational goals.

If the faculty member believes the student violated the academic standards (first offense), he/she can issue an appropriate academic grade penalty. These are often set within departments and vary from allowing a rewrite of an assignment to failure of an assignment or course.

The faculty member will also report the incident to the Program Director and Campus President, who will investigate the complaint. If a student is found to have engaged in academic dishonesty a second time, he/she may be subject to a campus conduct process which could include dismissal from CMVC.

Copyright Policy

CMVC's staff, faculty, and students are expected to comply with U.S. Copyright Law, Title 17 of the United States Code, and to respect the intellectual property rights of others. Students may not copy or distribute copyrighted material in any format including, but not limited to books, movies, music, paintings, photographs, and software without express permission to do so in compliance with U.S. Copyright Law.

Infringements of the copyright laws will be viewed as a violation of the Student Code of Conduct. As such, the student is subject to disciplinary actions in the Student Code of Conduct Policy. Those who disregard the copyright compliance guidelines of CMVC place themselves at risk for possible legal action and may incur personal liability. Under Federal law, there are both civil and criminal penalties for copyright infringement. Civil law allows the copyright owner to collect actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. Criminal penalties are up to five years in prison and up to \$250,000 in fines.

Substance Abuse Policy

CMVC is committed to maintaining an alcohol and drug-free environment for students and employees. Our campus prohibits the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

CMVC recognizes alcoholism and drug abuse as an illness or treatable disorder, and it is CMVC's policy to work with members of the CMVC community to provide channels of education and assistance. However, it is the individual's responsibility to seek assistance. For a complete copy of CMVC's Substance Abuse Policy, please contact the Campus Director or the Student Services Coordinator.

Smoking/Tobacco Use Policy

CMVC wants to promote a healthful and clean work environment for students, employees, staff, and visitors. Therefore, smoking and vaping is prohibited in the school facility. This includes, but is not limited to, any classroom, laboratory, library, faculty or administrative office, restroom, dining facility, or common areas within the building.

Anti-Harassment Policy

Any form of harassment is unacceptable at CMVC, and complaints or charges will not be tolerated and will be followed through with appropriate action. CMVC employees and students are individually responsible to ensure such harassment does not occur. Harassment may take place in person, in writing, through telephone, electronic mail, social media or instant messaging. Concerns should be directed to the Campus President.

Discrimination and Bullying

Discrimination and harassment are strictly forbidden on campus and in all school affiliated activities. This includes any form of bullying, inappropriate and offensive conduct against any person, student, staff member or school guest on the basis of race, color, religion, gender, national origin, creed, ancestry, familial status, age, disability, marital status, height, weight, sexual orientation, other protected status or reasons.

Sexual Harassment

Sexual harassment or related retaliation is strictly prohibited on campus and in school-affiliated activities. Prohibited conduct includes, but is not limited to, unwelcome verbal or physical acts that are sexual in nature, unrelated to the content or context, and sufficiently severe and/or pervasive as to objectively either (a) have the effect of unreasonably interfering with an individual's work or academic performance, or (b) create an intimidating, hostile or offensive learning or working environment. Sexual harassment includes but is not limited to, sexually based unwelcome verbal remarks or physical advances, request for sexual favors, inappropriate and unwelcome contact, and explicitly or implicitly stating that submission or rejection of sexual acts or advances will be a factor in one's employment, participation or evaluation within the school and/or its activities.

Sexual Misconduct Defined

Sexual Harassment – includes unwelcomed gender based verbal or physical conduct that sufficiently severe, persistent, and pervasive. It has the effect of unreasonably interfering with, and/or denying or limiting someone's ability to participate in or benefit from the school's educational program and/or activities (hostile environment). It is based on power differentials (quid pro quo - "this for that") and can be the creation of a hostile environment and/or that of retaliation.

Sexual Exploitation – obtaining a personal gain for oneself or for another by taking advantage of an individual in a sexual nature.

Any student who experiences sexual harassment, or harassment of any nature, at CMVC should report the incident to the Campus President. All allegations of harassment will be promptly and thoroughly investigated. Any individual found to have engaged in harassment shall be subject to disciplinary action up to and including termination from the program.

Anti-Hazing Policy

CMVC defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person. Hazing is inherently in conflict with the purpose and goals of CMVC. Therefore, such conduct will not be tolerated. Every effort will be made by CMVC to guarantee that students will not be victimized by hazing.

Other Policies

Assault and Threats

Violence of any kind will not be tolerated on School premises or at School-sponsored activities. Any student, group, or organization found to have committed misconduct is subject to disciplinary action and to sanctions including, but not limited to, those outlined in the code.

Assault and threats are prohibited, and include, but are not limited to, the following: committing physical abuse and/or battery or other behavior resulting in harm to any person; placing a person in fear of imminent physical danger or injury; making threats or engaging in behavior to harm self or others.

Possession of Weapons

The use, possession, storage or bringing any firearms, ammunition, knives, other weapons or objects that could be construed as weapons is strictly forbidden in any area on the school campus or affiliated locations. Items that pose a potential hazard to the safety or health of others (such as explosives in any form) also are prohibited.

Theft or Damage to Property

No student shall commit theft of any kind including property belonging to other students, staff, faculty, or the school. This includes tampering with coin-operated machines. Violators may be handled by the local law enforcement, the school disciplinary process, or both.

Destroying or damaging school property, such as equipment, library holdings, or the property of others is strictly prohibited.

Misuse of School Property

Misuse, tampering, theft or damage to any school property including lab or office equipment, fire safety equipment such as fire extinguishers, exit signs, first aid kits, automated external defibrillators (AEDs), or other emergency supplies is prohibited.

Dishonesty – Non-Academic

Non-academic dishonesty includes but is not limited to: Furnishing false information to the school or school personnel. Furnishing false information at disciplinary proceedings. Forgery; unauthorized alteration or unauthorized use of any school documents, records or identification cards, including computer records; and misuse of computer facilities and electronic mailing systems. Giving false or incomplete replies to questions, verbal or written, on applications, forms or other documents required by properly authorized representatives of the school.

Disciplinary Actions for Code of Conduct Violations

The school's policy is directed toward imposing disciplinary actions based on the nature of the incident. The school administration shall seek to determine the extent of the violation and attach disciplinary actions on a case-by-case basis. Students may appeal disciplinary actions through the appeals process.

Disciplinary actions may include but are not limited to:

- Verbal warning – Reported verbal reprimand.
- Behavioral Contract – Formal, written notice that the student respondent will be expected to adhere to school expectations regarding their conduct as may set forth in a behavior contract. Any violation of that contract may result in further disciplinary action.
- Grade adjustment – Violations of academic policy may result in loss of assignment or course credit.
- Restriction of courses attendance – Based on the violation, students may be temporarily or permanently restricted from class attendance or dropped from the class.
- Disciplinary probation –The school may limit and/or monitor student participation in academic, privileged or extracurricular activities for a specified period of time. Violation of the terms of disciplinary probation may result in suspension or expulsion from the school.
- Suspension – Exclusion from classes and other privileges or activities, including access to school premises or school-sponsored activities off campus, as set forth in the notice of suspension, for a specified period of time. Any student who is suspended shall not be entitled to any tuition or fee refund and is barred from school premises in accordance with the suspension.
- Expulsion/Dismissal – Termination of student status and exclusion from school privileges and activities, including access to school premises or school – sponsored activities off campus, in perpetuity. Any student who is expelled shall be subject to the school's refund policy to determine charges for time attended.

Dismissal

CMVC reserves the right to dismiss a student for violation of the Student Code of Conduct. Every effort is made to keep students in school. However, severe penalties and repeat offenses may warrant dismissal from the school. Student eligibility to re-enter the program after dismissal is dependent upon the reason for dismissal and is detailed in the dismissal letter.

Conduct that may warrant dismissal from CMVC includes, but is not limited to, the following:

- Violation of school code of conduct policies
- Unsatisfactory academic progress
- Violation of the attendance policy
- Failure to pay tuition and fees when due
- Academic Dishonesty
- Falsifying educational records (i.e. externship/clinical timesheet and grading sheets)
- Failure to abide by safety guidelines and protocols
- Possession of weapons on school property
- Threats to or harassment of others
- Theft or damage to school property or property of others
- Tampering with fire safety equipment
- Inappropriate use of school email or Internet
- Violation of externship/clinical site rules, including OSHA and HIPAA

Appeal Process

Students who have been dismissed from CMVC due to non-compliance with policies and procedures, attendance violations, and academic failure may be eligible to appeal the dismissal. To do so, the student must submit a written appeal within 48 hours to the Campus Director, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed and responded to within five (5) business days from the date the appeal was filed. Should the appeal be approved, the student may be placed on probation for a designated period to ensure the behavior does not continue. However, there are certain violations of conduct, such as those that threaten the health and safety of others, that are not eligible for appeal.

SECTION VI: FINANCIAL POLICIES

Tuition Costs

Diploma Programs

Program	Registration fee	Tuition Cost for Program	Total Costs	Estimated Book Costs*
Medical Assistant	\$150.00	\$11,300.00	\$11,450.00	\$250.00*
Medical Billing & Coding Specialist	\$150.00	\$13,650.00	\$13,800.00	\$250.00*
Dental Assistant	\$150.00	\$10,550.00	\$10,700.00	\$250.00*
Home Health Aide	\$150.00	\$900.00	\$1,050.00	\$50.00*

* Core course book costs are estimated. Students are required to purchase the required books.

Degree Programs

Program	Registration fee	Tuition Cost	Cost Per Credit	Total Costs	Estimated Book Costs
Medical Assisting - AS	\$150.00	\$27,050.00	Core: \$320 / CR Gened: \$525 / CR	\$27,200.00	Core: \$250.00* Gened: \$30.00/CR
Dental Assisting - AS	\$150.00	\$26,300.00	Core: \$316.40 / CR Gened: \$525 / CR	\$26,450.00	Core: \$250.00* Gened: \$30.00/CR
RN to BSN - BS	\$150.00	\$12,000.00	\$200/CR	\$12,150.00	Core: \$30 / CR Gened: \$30.00/CR

* Core course book costs are estimated. Students are required to purchase the required books.

** General education and Nursing E-books are charged at a rate of \$30 per credit each semester.

Additional fees and/or Charges

The cost of program-related certification exams is not included in the tuition and will be paid by the students directly to the testing agency.

Cancellation and Refund Policy

Compu-Med Dallas strictly adheres to the Texas Workforce Commission's Cancellation and Refund Policy for residential and distance education schools, as follows:

Residential and Synchronous Distance Education

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Asynchronous Distance Education

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed.

Refund Policy

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled

3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Refund Policy for Students Called to Active Military Service

1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
2. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Student Financial Aid

Compu-Med Vocational Careers is a participant in student financial aid programs supported by the United States Department of Education. However, at this time, the Dallas campus has applied but has not been approved to award federal student aid. Payment plans are available for all students.

SECTION VII: STUDENT SERVICES

Career Services

CMVC is dedicated to helping graduates find employment in their field of study, however, CMVC does not guarantee employment or a minimum starting salary. No one is authorized by the school to make such guarantees.

Career Services assists students and graduates with prospective job leads, provides employment skills training, resume and cover letter assistance, interviewing and job search strategies, access to community events, and assigns externships.

Students attending CMVC are required to complete all paperwork as directed by the Campus Director and to participate in all exit activities as arranged by the career services staff prior to the expected graduation date.

Records and Transcripts

The Registrar's Office maintains permanent academic records for all past and currently enrolled students at CMVC. The academic record contains, among other things, transcripts, enrollment agreements, and the application for admission.

All changes in permanent and local addresses, name, social security number, and/or residency status should be reported to the Registrar immediately. Students who have legally procured a name change must present legal proof of this change within two weeks after the date of the legal action to the Registrar's office.
Student Advisement

Housing

CMVC 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

Students are expected to arrange their own transportation to and from school, including externship or clinical sites. However, public transportation is available. Please see Student Services for information.

Parking

Parking is available on site for students. Compu-Med and the property landlord do not assume responsibility for the parking of any vehicles (including cars, trucks, bicycles, motorcycles) on its premises or adjacent streets. Parking is entirely at risk of the owner/ driver.

Student Grievance Process

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 Campus President.
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.

Texas Workforce Commission Complaint/Grievance Procedure

A student who is dissatisfied with the school director's response can file a complaint with the Texas Workforce Commission (TWC).

**Texas Workforce Commission
Career Schools and Colleges, Room 226T
Austin, Texas 78778-0001
Phone: (512) 936-3100**

Information on filing a complaint with TWC can be found on the TWC's Career Schools and Colleges website at texasworkforce.org/careerschools.

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

FERPA

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. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

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 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.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Campus Crime Awareness

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.

Emergency Preparedness Plan

Compu-Med prepares an annual Emergency Preparedness Plan. This Plan is available in the student resource center and is provided upon request from Student Services staff or the Campus President.

SECTION VIII: ADMINISTRATIVE STAFF & FACULTY

CORPORATE	
Robert Bonds	Chief Executive Officer
Johanna Lane	Chief Operating Officer
Orlando Bravo	Chief Financial Officer
Jose Ramirez	Director of Financial Aid
Teri Molina	Regional Director of Career Services
Victoria Mahler	Director of Online Education
Carmen Ruiz	System Librarian
Jesus Travieso	Campus Director, Main Campus - Hialeah, FL
Arnold Thimons	Campus Director, Branch Campus - Miami, FL
Jorge Delgado	Director of Nursing
Vanessa McClung	Associate Director of Compliance
Ana Rodriguez	Executive Assistant
Tangela Andrews	Accounts Receivable Specialist

CAMPUS ADMINISTRATION	
Audra Kinney	Campus President, Director of Education
Francis Banos	Director of Admissions
Jose Ramirez	Director of Financial Aid
Sandra Ibanez	Director of Student Services
Damaris Harmond	Director of Career Services
TBD	Receptionist/Executive Assistant

EDUCATION DEPARTMENT		
Director of Education	Audra Kinney	M.Ed. Adult Training & Development, Strayer University; M.B.A. Management & Leadership, New York Institute of Technology
FACULTY		

Dental Assistant-Diploma & Dental Assisting-AS Lead Instructor	Maritza DelCastillo	Doctor of Dental Surgery, University of Havana, Cuba
Home Health Aide-Deiploma Lead Instructor	Victoria Acosta	Doctor of Medicine, Universidad Nacional de San Marco, Peru
Medical Assistant-Diploma & Medical Assisting-AS Lead Instructor	Edicson Rodriguez	Doctor of Psychiatry, University of Orient, Cuba
Medical Billing & Coding-Diploma Lead Instructor	Ann Wilcher	B.S. Health Care Management, National American University
RN to BSN-BS Lead Instructor	Jorge Delgado, RN	M.S. Nursing, Chamberlain University

SECTION IX: ACADEMIC CALENDAR

Diploma Programs

Medical Assistant	
Program Start Date	Expected Grad Date
6/9/2025	5/3/2026
7/07/2025	5/31/2026
8/25/2025	5/19/2026
9/29/2025	8/23/2026
10/20/2025	9/13/2026
11/10/2025	10/04/2026
12/01/2025	10/25/2026
Medical Billing & Coding Specialist	
Program Start Date	Expected Grad Date
7/14/2025	9/5/2026
8/25/2025	10/17/2026

Dental Assistant	
Program Start Date	Expected Grad Date
6/16/2025	5/10/2026
7/07/2025	5/31/2026
8/04/2025	6/28/2026
9/01/2025	7/26/2026
9/29/2025	8/23/2026
10/27/2025	9/20/2026
11/24/2025	10/18/2026
Home Health Aide	
Program Start Date	Expected Grad Date
7/7/2025	7/30/2025
8/4/2025	8/27/2025

10/6/2025	11/28/2026
11/17/2025	1/23/2027
1/12/2026	3/6/2027
2/23/2026	4/17/2027
4/6/2026	5/29/2027
5/18/2026	7/10/2027
6/29/2026	8/21/2027

9/2/2025	9/25/2025
9/29/2026	10/22/2025
10/27/2025	11/20/2025
11/24/2025	12/18/2025

Degree Programs

Compu-Med Vocational Careers 2025 Academic Calendar (Degree Programs)				
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
General Education- Term A	9/2/2025	10/18/2025	-	

General Education- Term B	10/27/2025	12/13/2025	11/28/2025 Thanksgiving Break	11/11/2025 - Veterans Day
Winter Break 12/14/2025-1/4/2026				

Compu-Med Vocational Careers 2025 Academic Calendar (Degree Programs)				
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				

Observed Holidays

2025 School Holidays (School is Closed)	
Winter Holiday Break	December 22, 2024 - January 1, 2025
New Year's Day	January 1, 2025
Martin Luther King, Jr. Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025

Veteran's Day	November 11, 2025
Thanksgiving Holiday	November 27 - 28, 2025
Winter Holiday Break	December 19, 2025 - January 5, 2026

2026 School Holidays (School is Closed)	
Winter Holiday Break	December 18, 2025 - January 5, 2026
New Year's Day	January 1, 2025
Martin Luther King, Jr. Day	January 20, 2025
Memorial Day	May 26, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Thanksgiving Holiday	November 26 - 27, 2025
Winter Holiday Break	December 18, 2026 - January 4, 2027

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



Audra Kinney
Campus President