2014-2015 CATALOG
Volume II
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Welcome

Welcome to Antigua College International. As we begin our inaugural year we invite you to join our excitement and dedication to providing our students with an education that prepares them for professional careers.

Educations require dedication and commitment. Students need to be dedicated, study, work hard and commit to their future. The faculty is dedicated to prepare, direct and educate the students, and is committed to the successful future of the students and institution.

The difference offered by Antigua College International is an education that is focused on student potential and achievement. We take seriously our responsibility in preparing knowledgeable, dedicated, and proficient professionals.

Thank you for considering Antigua College International for your education and career opportunities. We look forward to working with you to change your life and the lives you touch.
Your Education is Our Commitment

Vision

Our commitment is to graduate prepared professionals who will provide leadership excellence in the communities they serve.

Mission

The mission of Antigua College International is to provide superior educational opportunities through innovation, enhanced knowledge, and first class service. We are committed to graduating students who are successfully prepared to meet the challenges of their chosen career and future.

Goals

- To develop and deliver degree programs that meet the demands of the job markets.
- Provide an academic experience that enhances the student’s general education foundation, and builds the skills necessary for a lifetime of learning.
- Promote student, faculty and administration commitments to personal and professional development, academic excellence and civic responsibilities.
- Encourage a culture that empowers, values, respects, promotes civility, responsibility, integrity, accountability, continuous improvement, teamwork, innovation, communication, collaboration, the freedom of inquiry and expression.
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Inquiries, applications, and student credentials should be addressed to:

Admissions Office
Antigua College International
7500 NW 25th Street #237
Miami, FL 33122
(305) ANTIGUA (268-4482), or (786) 391-1167
Fax: (786) 452-9265
Admissions@antiguacollegeinternational.com

Notice

The college will notify students of any changes in policies and procedures. The Board of Governors, administrative officers, and their agents, through appropriate action, reserve the right to change any provision as appropriate. The College will notify students of any changes in policies and procedures. Admission to, employment and promotion in Antigua College International shall be based on merit, and there shall be no discrimination based on ethnic background, sex, religion, national origin, age, or physical handicap

About Antigua College International

Our History
Antigua College International was founded in 2012 and began operations in 2013. ACI offers Nursing, Business and Legal career programs. The corporation Antigua College International, Inc. was formed under the laws of the State of Florida.

Ownership
Antigua College International, Inc. in South Florida is a privately owned and founded by The Antigua Family

BOARD OF GOVERNORS

Jamy Wiercz, BS, Chairman Diony Antigua, MD, BSN, MSN/Ed, RN Jose Antigua, MD, BSN, MSN/Ed, RN Wirlen Antigua, RN Nerquin Antigua, MD, MBA Marilin Douglas, BSN, MSN/Ed, RN Lois S. Marshall, PhD, RN, Consultant Oscar Delgado, Esq, Attorney Manuel Sicre, MBA, Consultant
Community Commitment
Antigua College International (ACI) is committed to improving the communities it serves through education initiative and outreach programs.

Campus Facilities
Antigua College International is located in the northwest area of Miami-Dade County. The campus occupies approximately 3,000 sq. ft. the facility includes classrooms, clinical lab, computer labs reception area, cafeteria, and administrative offices. There is adequate lighted parking, and the building is equipped with an elevator and wide aisles for accessibility by physically challenged persons. ACI student records are housed at the campus.

Bilingual Classes
Antigua College International offers courses in English and Spanish. Students are made aware prior to enrollment that classes may be conducted in a bilingual manner. Students will prepare throughout the program to complete English as a Second Language (ESOL) programs as needed.

Hours of Operation
Antigua College International’s hours of operation are as follows:

Classes
Monday through Friday
8 AM – 12 PM (Morning Session)
1 PM – 5 PM (Midday Session)
6 PM – 10 PM (Evening Session)

Office Hours
Monday through Friday 9 AM – 5 PM.
Saturday 10 AM – 1 PM*
(* Hours are subject to change.)

Library / Resource Center Hours of Operation
Monday through Friday 9 AM – 9 PM*
(* Hours may vary and are subject to change.)

Instructional Delivery Method
All programs offered by Antigua College International are campus based programs with applicable supervised externship components.

ACCREDITATION, LICENSES, APPROVALS

Antigua College International is not yet accredited.

The college is licensed by the Commission for Independent Education License #4390
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
(888) 224-6684
http://www.fldoe.org/cie
ADMINISTRATION, FACULTY AND STAFF

Administration
Jamye Wiercz, BS, Campus Director, Administrative Services
Nerquin Antigua, MD, MBA, Director of Finance
Wirlen Antigua, RN, Academic Services
Diony Antigua, MD, BSN, MSN/Ed, RN, Student Services
Sharon R. Argov, DEd, Librarian

Accounting and Business and Legal
Manuel Sicre, MBA
- Certificate in Accounting, UC Berkeley; BS Degree in Business Administration, Florida International University; MS Degree in Business Administration, St. Thomas University; Doctoral Candidate in Business Administration, Nova Southeastern University

Temante Leary, MBA
- CLIC Language School Seville Spain; BA in Political Science and BA in African-American Studies, University of North Carolina at Chapel Hill; Doctor of Jurisprudence and MBA, St. Thomas University School of Law, School of Business Miami, FL

Oscar Delgado, Esq.
- Doctor of Jurisprudence, University of Miami School of Law; Bachelor of Art in Political Science, minor in Spanish, Stetson University

Richard Delgado, Esq.
- Doctor of Jurisprudence, Florida International University; Bachelor of Science in Real Estate and Finance, Florida State University, Tallahasee, FL

Biologic Sciences
Sady Dominguez, MD
- Medical Doctor, Science Medical School, Harone City, Cuba,

Jonathan Robinson, MSA
- MS in Health Services Administration, Florida International University, Miami, FL; BS in Medical Laboratory Sciences, Florida International University, Miami, FL; BS in Microbiology, University of Florida, Gainsville, FL

Computers and Project Management
Domingo Castillo, MBA
- BS in Computer Science, APEC University, Dominican Republic; MBA, Nova Southeastern University, Miami, FL; Masters in Public Administration, DeVry University, Miami, FL; Masters in Project Management, DeVry University, Miami, FL
English

June Cole, MSA
- Master of Arts English Education, New York University, New York, NY; Master of Science in School Administration and Supervision, Mercy College, New York; Bachelor of Arts in Speech Communication, Pace University, New York; Certificates in: Educational Leadership, English Education 6-12, Elementary Education K-6, Reading Endorsement

Mathematics

Oksana Kos,MBA
- Post-graduate MBA internship and studies Wayne State University, Detroit, MI; MS in Mathematics Lviv State University, Ukraine; BS in Mathematics Lviv State University, Ukraine

Nursing

Marilin Douglas, BSN, MSN/Ed, RN Director of Nursing
- MSN/ED, Major in Nursing and Education University of Phoenix, Miami, FL; BS Degree in Nursing, State University, New York; AS Degree in Nursing, Borough of Manhattan Community College, New York

Diony Antigua, MD, BSN, MSN./Ed, RN
- Doctor of Medicine, CETEC University, Dominican Republic; MSN/ED Major in Nursing and Education, University of Phoenix, Miami, FL; AS Degree in Nursing, University of Sacred Heart, Puerto Rico

Jose Antigua, MD, BSN, MSN/Ed, RN
- Doctor of Medicine, UTESA University, Dominican Republic; MSN/ED, Major in Nursing and Education University of Phoenix, Miami, FL; AS Degree in Nursing, University of the Sacred Heart, Puerto Rico

Wirlen Antigua, RN
- AS Degree in Nursing, Univerisdad Adventista de Las Antillas, Puerto Rico; Master Degree Nursing Student at University of Phoenix, Miami, FL

Maria Maldonado, BSN, RN
- BSN Degree in Nursing, Miami Dade College, Miami, FL; RN Associate Degree, Miami Dade College Miami, FL; LPN Certificate, Lindsey Hopkins Technical, Miami, FL

Ania Mora, ARDMS, MSN, RN
- Registered Cardiac Sonographer; MSN Major in Nursing, University of Phoenix, Miami, FL

Jorge Gonzalez, ARDMS, MSN,RN
- Registered Cardiac Sonographer; MSN Major Nursing, University of Phoenix, Miami, FL

Anzardo-Calzadilla, Nelson, MSN, RN
- MSN Major in Nursing, University of Phoenix Miami, FL; Ultrasound Technician, Dade Medical Miami, FL
Political Science

Victor Uphaus, MBA
- BA in Political Science, University of Michigan, Ann Arbor, MI; Master of Science in Management MSM and Master of Business Administration MBA, St. Thomas University, Miami, FL

Social Sciences

Evangelina Alonso, PSY.D.
- Associate in Arts-Psychology, Miami-Dade Community College, Miami, FL; Master of Science in Psychology, Miami Institute of Psychology CCAS Miami, FL; Chief Intern Psychology, Goodman Psychology Services Center, Inc, Miami, FL; Doctor of Psychology in Clinical Psychology, Miami Institute of Psychology CCAS, Miami, FL

Nicole Attong, MA
- Associate of Art, Miami-Dade College, Miami, FL; BA in Psychology, Florida International University, Miami, FL; MA in Mental Health Counseling, Nova Southeastern University, Miami, FL; Infant Mental Health Training Linda Ray Early Intervention Center at the University of Miami, Miami, FL
Admissions

Admission Requirements
Programs are open to individuals who have the sincere desire for an education and career development. Antigua College International encourages applicants from all cultural, racial, religious and ethnic groups and does not deny admission or discriminate against students enrolled at the College on the basis of race, age, creed, gender, sexual orientation, ethnicity, disability or national origin to the extent of the law.

Applicants desiring to enroll at Antigua College International must fulfill the following requirements
1. Submit proof of high school graduation or GED*
2. Visit the campus for an admission interview
3. Submit a copy of photo identification card (ID)
4. Pay for registration fee based on signed agreement
5. Attend Orientation
6. Complete all appropriate documents (i.e., admission application, enrollment agreement, etc.)

Additional Admission Requirements for applicants seeking to enroll in the Nursing Programs must fulfill the following requirements:
1. Pass the nursing entrance exam.
2. Interview and acceptance letter from the DON
3. Level II background check
4. Negative Drug Test (10 panel)
5. Submit all required forms by the designated deadlines

Additional Admission Requirements for Advanced Placement in Nursing Programs
Applicants seeking to enroll in the Advanced Placement Nursing Program must fulfill the following requirements:
1. Submit official transcripts (Practical Nursing Program)
2. Must have a current LPN license in the State of Florida in good standing
3. Submit two typed letters of recommendation
4. Submit a typed, 750-word biographical essay stating professional goals.

Students are selected based on full compliance of requirements. Applicants who have a criminal record involving a felony may be permitted to enroll in the program. However, each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. The Board of Nursing will review applications for licensure and address criminal offenses on a case-by-case basis.

Additional Admission Requirements for the RN to BSN Bridge
1. Must have successfully completed an Associate’s in Nursing at an accredited institution with at least 70 transferable credits and submit official transcripts from that Associate program.
2. Must be licensed by the State of Florida as a Registered Nurse (RN).
3. Must submit two professional or educational letters of recommendation.
Admissions Procedures
Individuals interested in attending Antigua College International must meet with a college admissions representative. Applicants will receive a tour of the facilities at the time of the visit. If the person decides to enroll, he or she will complete an Enrollment Agreement and will be referred to the Financial Aid department. A student wishing to apply for registration in any program is permitted to attend one class session prior to completing an enrollment agreement.

The program curriculum is the same for the morning, mid-day and evening sessions. As a result, students receive the same information and orientation. However, the clinical externship component of the program may require a rotating schedule. This is designed to afford each student equal opportunities to benefit from the various clinical experiences.

It is recognized by this college that students choose their sessions in order to accommodate domestic obligations (family or work). However, certain examinations, events, externships/clinical and make-up days might be at times other than that of their preferred schedule and on weekends. Therefore students are advised to be prepared to adjust their personal schedules to comply with the demands of their chosen program of study and externship / clinical requirements.

Readmission
Former students whose education was voluntarily interrupted may apply for readmission. Students must complete a new enrollment agreement and will be charged tuition and fees according to the rates at the time of readmission.

Re-entering students must be in compliance with the college’s Satisfactory Progress policy in order to be eligible for student financial aid. Students who desire to be readmitted must interview with the college’s Re-entry Panel Committee which is comprised of the Campus Director, Director of Education, and Program Director. The Committee’s approval is required for readmission within a year of the withdrawal date and students are evaluated on a case by case basis. Students are required to pay a $50 fee upon readmission to the college.

Criminal Backgrounds
Applicants who have been convicted of a felony or other crimes may not be eligible to apply for state licensure in Florida or other states and/or certification by national and/or regional certifying/licensing entities upon graduating from certain programs offered by Antigua College International. Antigua College International’s application process requires applicants to disclose their criminal backgrounds. Applicants in this situation should check with the appropriate regulatory/licensing entities to determine their eligibility for licensure and/or certification. They may be admitted to a program, but with the understanding that program completion may not result in licensure, certification and/or employment. Antigua College International may require the applicant to submit proof of their eligibility for licensure and reserves the right to deny enrollment to an applicant. Antigua College International does not decide or determine an applicant’s eligibility for licensure and/or certification. Students enrolled at ACI will be asked to submit to a 7-year background check and drug test in order to complete their clinical hours at hospitals or other medical facilities.

Arbitration Agreement
Any controversy or claim arising out of or relating to the student’s Enrollment Agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance its Commercial Arbitration Rules and Supplementary Procedures for Consumer-Related Disputes, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.
Financial Aid/Assistance Information

The Financial Aid staff is responsible for ensuring smooth and efficient operation, create affordable financing plans for students, and maximize cash flow to the school. The staff also ensures adherences to internal, state and federal polices, and optimizes enrollment levels via strong customer service.

The staff guarantees the financial aid process is understandable to students and the students’ families. They provide accurate records in a timely manner while maintaining effective and efficient tracking and internal audit systems.

Financial Aid/ Assistance Offices

The Financial Aid/Assistance Offices at Antigua College International are dedicated to helping students find ways to finance their education. The offices are staffed by Financial Aid Representatives, who are available to all current and prospective students Monday through Friday from 9 AM to 5 PM. The Financial Aid/assistance staff can be reached by calling the campus and scheduling an appointment or on a walk-in basis.

Applying For Financial Aid/ Assistance

Financial assistance is available for those who qualify.

Institutional Loans

Antigua College International makes institutional loans available to students in order to defray tuition and education costs. Any student receiving this loan is required to make monthly in-school payments. See late payment policy below.

Late Payment Policy

If a student fails to make any part of an installment payment, which remains in default for more than 10 days, the student will pay a late charge in the amount of $10.00, or 10% of the installment payment, whichever is lesser.

Non-Sufficient Funds Policy

If a payment by check or draft is not honored by the drawee, then the student will be charged a fee up to $25 to the extent permitted by state law.

Net Price Calculator

The Net Price Calculator is intended to assist students with calculating their “estimated” educational costs. Please be advised that the calculator is for estimating purposes only and shall not be binding on Antigua College International. The Net Price Calculator is based on a single academic year period and does not reflect potential total program costs. Costs reflect all potential charges in this single period of time. Final eligibility for assistance aid is subject to students completing the application forms and loan requirements, meeting priority deadlines, and the availability of funds.

Cancellation and Refund Policy

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Withdrawal and Date of Determination
The student shall have the option to withdraw at any time by giving written notice – by certified mail or in person – to the Director of Education or assigned staff member. Should the student be under 18 years of age, notification must be accompanied by a letter from the parent or guardian consenting to the withdrawal. Students who withdraw from the college will be subject to a new enrollment agreement at the prevailing tuition rate at the time of readmission. The date of determination will be assigned as the day the student officially notified the college of the intent to withdraw. In the event that a student fails to officially notify the college, the date of determination will be designated as the last day of the payment period in which the student was most recently enrolled. All refunds will be processed as outlined in our refund policy.

STUDENT-RIGHT-TO-KNOW DISCLOSURE STATEMENT
Notice is hereby given that, in accordance with the Student- Right-to-Know Act (PL 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students from the Office of the Registrar and will be provided upon request.

Family Educational Rights and Privacy Act
Antigua College International is committed to the protection of students’ rights and privacy of information. In accordance with The Family Educational Rights and Privacy Act (Public Law 93-380; 20 U.S.C. § 1232g; 34 CFR Part 99) and § 1002.22, Florida Statutes (2011), the College allows students to access their educational records; challenge records they believe to be inaccurate, incomplete or misleading; and limit the release without the written consent of the student. A student will be notified whenever a court subpoenas the records. The parent(s) of a dependent student (as defined in 26 U.S.C. §152, Internal Revenue Code) has the right to inspect records that are maintained by the College on behalf of the student.

Campus Security
In compliance with the Student-Right-to-Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Antigua College International provides security statistics and procedures for reporting and deterring criminal activity. Students may obtain the statistics from the Campus Director’s office.

Completion/Graduation Data
Students may also secure the completion/graduation data from the Campus Directors office.

Non-Tuition Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Entrance Exams</td>
<td>$50 / $100</td>
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<tr>
<td>Background Check/ Drug Screen</td>
<td>$150</td>
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<tr>
<td>Bus Pass</td>
<td>$50</td>
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<tr>
<td>Graduation Fees</td>
<td>$150</td>
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<tr>
<td>Course Transfer</td>
<td>$50</td>
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<tr>
<td>Duplicate Diploma / Degree</td>
<td>$20</td>
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<tr>
<td>ID (replacement)</td>
<td>$5</td>
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<tr>
<td>Late Payment</td>
<td>$10</td>
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<tr>
<td>LPN Step (AP exam)</td>
<td>$50</td>
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<tr>
<td>Metro Parking Permits*</td>
<td>$10</td>
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<tr>
<td>NSF / UCF (returned check)</td>
<td>$25</td>
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<tr>
<td>Nursing Caps</td>
<td>$15</td>
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<td>Nursing Lamps of Knowledge</td>
<td>$10</td>
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<tr>
<td>Program Change Fee</td>
<td>$50</td>
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<tr>
<td>Readmission Fee</td>
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<td>TEAS Test (nursing exam)</td>
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<td>Transcript</td>
<td>$10</td>
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<tr>
<td>Translation/Evaluation (starting at)</td>
<td>$140</td>
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<tr>
<td>Uniform (additional)</td>
<td>$25</td>
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*Metro Parking permits must be purchase with bus pass.
Student Services

NEW STUDENT ORIENTATION
A day for orientation of new students is conducted for each academic start. New students will learn about procedures from ACI administration, receive their program schedules, and parking information; fulfill entrance test requirements; get acquainted with faculty, staff, facility and surrounding area and meet fellow students.

RECORDS AND TRANSCRIPTS
A permanent educational record consisting of all admission, academic and financial records is retained for each student. Transcripts are available to the student upon request. One official transcript is provided to students upon graduation.

PLACEMENT ASSISTANCE
ACI offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active, withdrawals, and graduate students in good standing. Students are strongly urged to maintain contact with ACI placement office when they obtain employment, change jobs, need further assistance, or relocate to another area. NOTE: Antigua College International cannot guarantee placement following graduation.

BOOKSTORE
All students will be supplied their textbooks by the first week of class. Other textbooks, workbooks, supplies and materials are available from the bookstore. Students are not, however, required to buy their books and supplies at the Antigua College International bookstore as this is only a service we provide to the students.

LOUNGE AREA
Soft drinks and snacks are available in vending machines in the lounge area.

HOUSING
ACI does not have residence halls. Assistance with local housing information will be provided upon request.

STUDENT IDENTIFICATION CARD
Students, faculty and staff are issued a picture identification card. This identification card must be worn at all times. If you are not wearing an identification card, you will not be allowed on the premises. In the event that a student is expelled or suspended from ACI, the student must immediately surrender his/her ACI identification card to the Campus Director. Students will be charged $5.00 for each replacement card.

TRANSPORTATION
ACI does not provide transportation for students, but is conveniently located for the Metrobus Route.

PARKING DECAL
For the safety and security of faculty, students, and staff, all motorized vehicles are required to have an ACI parking decal affixed to the vehicle's lower right/left back window. Faculty, staff, and students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit, must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required.

PERSONAL PROPERTY
ACI cannot be held responsible or liable of any kind for the loss, theft, damage, destruction or other casualty to personal property of students, visitors and others. Students must personally take responsibility for guarding and safekeeping of all personal property on school premises. All lost and found items are maintained by the receptionist. All items left more than 30 days will be discarded.
Information and Policies

GRIEVANCE POLICY
Any student with a grievance should schedule an appointment with his/her Program Director to verbally resolve any issues. If the student needs further assistance, a written grievance should be submitted to the program director and request a formal process hearing with the Program Director, Dean and Campus Director. Students will receive a written response from the Dean within 10 business day of the grievance process hearing.

APPEALS PROCESS
Should the aggrieved be dissatisfied with the outcome of the due process hearing, he or she can appeal the decision in writing.

- The written appeal should be sent to the Dean within five days of receiving the due process hearing decision.
- An Appeals Committee consisting of the Dean, Program Director, Compliance Officer, and Campus Director will review and discuss the student’s grievance letter and written appeal.
- The Appeals Committee will give the student a response in writing within 10 business days of the receipt of the written request for an appeal.
- Unresolved formal complaints that have followed due process may be submitted to the State of Florida’s Commission for Independent Education.

Please see page 6 of the Catalog for contact information.

EXTERNSHIP POLICY
ACI will attempt to accommodate students in externship sites. However, students must understand that externship hours or sites may not be chosen by the student but rather it is chosen by the college and the externship site. All externship hours must be completed as outlined by the course syllabus. Students must successfully complete all externship requirements in order to complete the program. Students must accommodate their schedules and personal lives in order to complete the externship course. Externships are a cooperative effort among the college, the students and the externship facilities. Students do not displace existing externship site personnel. The college maintains general liability insurance on all students and faculty while at externship sites.

EXTERNSHIP ASSIGNMENT
Externship assignments are typically made near the end of the didactic portion of the program. Students must be prepared to travel to their externship assignments. Based on externship site availability, students may be required to complete their externship at more than one site. Students who decline two sites may be required to withdraw from the program. In such an event, the school makes no assurance as to if or when other sites will be available. This may extend a student’s expected graduation date. Students must be in good academic standing and fulfill all financial obligations owed to ACI before a site will be assigned. Students will incur additional fees for externship placement to include charges for health records, background checks, etc.

Externship assignments are available at all hours of the day and night. Students are expected to make arrangements in order to complete hours during this timeframe. Students must attend the hours designated by the externship site. Days, nights or times of externship may not be rearranged without permission from the College’s Externship Coordinator and the assigned site supervisor. In the event that the student will be absent for externship, the student must call the assigned site and the college in advance. If the site or the college determines that the student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. In any case, if a student misses five or more consecutive days of externship without proper notification, the student may be dismissed from the program. Students are required to attend 100% of required externship hours.
ACI holidays, vacations and make-up days do not apply to students on externship. It is the responsibility of the student to provide the school with a time sheet signed by the site supervisor documenting externship hours completed for the week no later than Monday of the following week. If a student has missed any externship time, arrangements for make-up time must be made with the site supervisor. Students will not be considered to have completed their externship until the site supervisor has certified all required attendance hours.

**EXTERNSHIP PERFORMANCE STANDARDS**
A designated site supervisor will evaluate a student’s progress in the externship and submit an evaluation to the school. In addition, a faculty member will evaluate the student during the externship. The student is responsible for submitting evaluations, case studies and/or logs to the specific program Externship Coordinator or Program Director. These submissions are required for graduation. Externships are graded on a Pass (A) or Fail (F) basis. If a student fails to progress in the externship, the student may be subject to an extension of the program or termination from the school.

**EXTERNSHIP CONDUCT**
The externship site is a professional environment. Students must conduct themselves in a professional manner deemed appropriate for the workplace, including arriving on time, leaving on time and acting in a reliable and responsible manner. Students must demonstrate a professional image and demeanor and practice good personal hygiene at all times during the externship. Students will wear the designated college uniform unless the site requests otherwise. Students must adhere to site protocols and complete any assignments assigned by instructors. The student is never to reveal any confidential information regarding patients or clients. The student’s ability to complete externship at the designated site is at the sole discretion of the site supervisor. The site supervisor may at any time, for any reason, request that the college relocate the student to another site. Students that have been asked to leave the externship site by the supervisor may have to wait until another externship rotation becomes available to resume their programs. Therefore, students should make every effort to ensure that their externship experiences are successful. Students are expected to demonstrate the utmost integrity and honesty while on externship. Providing ACI with inaccurate data regarding externship attendance or performance is grounds for expulsion from the college.

**Academic Regulations**

**ACADEMIC INFORMATION**

**Definition of Credit Hour**
Credit and Hour calculations are as follows:

**Hours of Instruction Semester Credits**
- 15 Hours of Lecture 1 Credit
- 30 Hours of Laboratory 1 Credit
- 45 Hours of Externship/Clinical 1 Credit

A “class hour” (or contact hour) is defined as 50 minutes of supervised or direct instruction and 10 minutes of break.

**Class Participation**
Class participation is required. Attendance and participation are of utmost importance for student success. Student attendance may affect the completion timeframe and in turn affect a student’s progress. Students are expected to arrive to class on time.
Hours of Operation
Scheduled theory & clinical days and hours vary. The program hours are 8 AM to 10PM. Classes will meet Monday through Friday as scheduled except on holidays and faculty planning days. Clinical sessions may be scheduled on weekends. Class times will vary depending on course selection.

Absences and Tardiness
If for any reason a student is unable to attend class or clinical practice, a call must be made to the College at least one hour before class or to the clinical facility one hour before clinical rotation to inform the instructor of the nature of and/or reason for the absence. Each student must make these phone calls for him/herself. Phone calls of this nature cannot be made on behalf of the student by a third-party. All students should be made aware of their attendance records in a timely manner. Excessive absenteeism is not permitted, as the Florida Board of Nursing requires a specific number of hours for completion of a Program.

Students who miss more than 10% of unexcused class time will be required to repeat the course and will be placed on probation. A written advisement will be prepared stating the terms of the probation before the student may return to class. More than 10% of absences in a subsequent course will result in withdrawal from the nursing program, depending on the student’s circumstances. Violation of the probation will result in withdrawal from the program. Time for tardiness will be deducted by increments of one-half hour or one hour. Tardiness and partial days of absence will be converted when applicable to full days of absences as the time accumulates. If a student is absent for an exam, s/he will be permitted to makeup the exam the first day back after the absence unless otherwise arranged with the faculty. Ten points will be deducted from the final score of any make-up test due to an unexcused absence. Students are responsible for assignments missed while absent.

The course schedule and clinical assignments are subject to change at any time during the program. The staff will make every effort to notify students of any changes in a timely manner; however, flexibility is necessary in terms of class and clinical schedules. Children are not allowed on site during class or clinical assignments.

Leave of Absence Policy
A leave of absence may be granted in the case of a medical or personal emergency and must be approved by the Dean. Before requesting a leave of absence, students must make an appointment with the Program Director for advisement. A leave of absence must not exceed 180 days within a 12-month period. If the student does not return on the date designated by the Dean following a leave of absence, the published refund policy will be adhered to. Please refer to page 12 of this catalog. When students are on a leave of absence status, they are required to continue making their scheduled monthly payments. Nursing students returning from a leave of absence of 30 days or longer must be evaluated or tested by a Director of Nursing to determine the appropriate level of competency.

Grading System
Grades will be determined through quizzes, tests, projects, participation, assignments, examinations and/or task completion. Students are provided a final course grade at the end of each course or grading period. A permanent record of each student’s progress is maintained in the administrative office. Letter grades are assigned numeric equivalents so that each student’s progress may be reflected in terms of a cumulative grade point average (CGPA). The CGPA is a weighted average calculated by multiplying the term credit hours for each course by the grade point equivalent received for that course, summing the results, and dividing the sum by the total term credit hours.
Grades, grade point equivalents and sample GPA calculations are as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Grade Points</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
<td>Fail</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
<td>0.00</td>
<td>Incomplete</td>
</tr>
<tr>
<td>T</td>
<td>0</td>
<td>0.00</td>
<td>Transfer</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>0.00</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

Students must achieve a cumulative GPA of 2.0 or above to be eligible for graduation from their program of study.

The grading system for the Nursing Programs is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>*C</td>
<td>75-79</td>
</tr>
<tr>
<td>F</td>
<td>Below-75</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>WP</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*Passing grade for the Nursing Programs are 75% or higher.

**Cumulative Grade Point Average Calculation Example**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Letter Grade</th>
<th>Grade Points A</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 300</td>
<td>3.5 x A (4.0)</td>
<td>= 14</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>NUR 150</td>
<td>7.0 x C (2.0)</td>
<td>= 14.00</td>
<td></td>
<td>14.00</td>
</tr>
<tr>
<td>PHL 160</td>
<td>6.0 x A (4.0)</td>
<td>= 24</td>
<td></td>
<td>24.00</td>
</tr>
<tr>
<td>HCS 2377</td>
<td>6.5 x B (3.0)</td>
<td>= 19.5</td>
<td></td>
<td>19.5</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>23</strong></td>
<td><strong>71.5</strong></td>
<td><strong>71.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

Cumulative GPA: 71.5 divided by 23 = 3.1
Attempted credits are included in the calculation for CGPA.
Probation
Any student that has a disciplinary, academic or attendance issue may be placed on probation until he or she attains satisfactory improvement. Probation is intended to assist the student in achieving acceptable disciplinary, academic or attendance thresholds. Students will be advised by their instructors, via verbal or written form, of specific areas of improvement. If instructor warnings are disregarded, the student will not be allowed to remain in class or attend class until a meeting with the Dean and/or the Campus Director is achieved. Administration will follow the following procedures as needed:

Verbal Warning: A documented verbal warning will be issued to the student with specific instructions on corrective actions. If issue persists and corrective actions are not met, the situation will be escalated to a written warning.

Written Warning: A written warning will be issued to the student with specific instructions on corrective actions including a detailed timeframe. If issue persists and corrective actions are not met by the designated timeframe, the situation will be escalated to a probation status.

Probation: Student will be placed on probation with specific instructions on corrective actions, including a detailed timeframe (according to SAP evaluation periods). All contingencies must be met within the allotted timeframe in order to be removed from probation status. If the issue persists and corrective actions are not met by the designated timeframe, the student’s probation may be extended for an additional evaluation period. This extension will affect eligibility for Financial Aid. Students not meeting standards after the extension will be withdrawn from their program of study and will be processed as a drop and all refund policies will apply.

The steps outlined may not necessarily follow as outlined above. These steps are intended for a progressive escalation. However, steps may be skipped depending on the severity of the situation. Please note that probation will be measured according to the SAP policies, procedures and timeframes. All records will remain in the student’s permanent academic file.

Academic or Clinical Warning and Probation for the Nursing Programs
Depending on the severity of the incident report, the student may be placed on academic probation or clinical warning in the form of a contract. At this time, the faculty will review the incident to determine the length of probation. Please refer to the catalog’s probation policy. ACI reserves the right to withdraw students from the Nursing Program for reasons related to the inability to safely carry out professional responsibilities.

Dismissal from the Nursing Programs
Students may be dismissed from the Nursing Program for violating the attendance policy, participating in unsafe, dishonest, or unethical behavior, or for failure to comply with probation. ACI reserves the right to withdraw students from the Nursing Program for reasons related to the inability to safely carry out professional responsibilities.
Make Up Work Policy and Failing Grade
Students may be allowed to make-up missed or delayed class assignments or tests resulting from absence, tardiness or other situations at the instructor’s discretion. Make-up assignments must be pre-approved by the instructor and must be appropriately documented and recorded. A student needing to make-up work past the last day of a course must see the Program Director or instructor to request an (I) Incomplete grade prior to the last day of said course except for students on a leave of absence, which will be dealt with on a case-by-case basis. A letter grade of (I) for incomplete will be assigned during this time frame. However, if a final grade is not input by the given timeframe, the grade will automatically revert to the student’s average for said course before the incomplete was requested. If a non-passing grade is computed as a part of the student’s cumulative GPA, the course must be retaken. All attempts will be computed in the CGPA. Students will not be financially responsible for the initial retake of the failed course, but will be financially responsible for subsequent retakes. For Nursing Program make-up hour’s policy, see the Nursing Student Handbook.

Exit Interview
Any student who withdraws or graduates from any program is required to have an exit interview prior to the final processing of paperwork.

Transfer of Credits
ACI makes no representation or guarantee regarding the transfer of credits to other institutions. Acceptance of transfer of credits is always at the discretion of the receiving institution. Students planning to attend other institutions are encouraged to check that school’s policy regarding the transfer of credits.

Students seeking transfer of credit into ACI must submit an official transcript from the institution where the credits originated. Transcripts should be submitted directly from that institution to the Dean no later than 30 days before the expected start date.

The institution from which the student is requesting the transfer must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. The Dean will evaluate the official transcripts to determine which credits, if any, will be accepted. Transfer of credits may not exceed 25% of the total program length for Associate degree programs and may not exceed 50% of the total program length for Baccalaureate degree programs. Students will receive a Transfer (T) for any applicable courses on their ACI transcripts.

Credits will be considered for transfer using the following criteria:
1. Official transcripts are sent by mail from the institution to the ACI Director at least 30 days before the intended start date.
2. Credits intended for transfer were earned within five years of the intended start date.
3. Courses are deemed comparable in content and credits.
4. A grade of 2.0 or better was earned.
Rules and Regulations

Conduct
Students must conduct themselves in a manner that will enable the school to recommend them to prospective employers as courteous, considerate and well-mannered individuals. The student must adhere to conduct that will not interfere with the learning process. It is strictly prohibited to be on campus while under the influence of drugs or alcohol. Unlawful possession of drugs or narcotics of any kind is grounds for immediate dismissal. Smoking, eating, drinking (i.e. soda or coffee) or chewing gum is not allowed in classrooms, laboratories or Externship Sites other than in designated areas. Students will be responsible for all school property damaged or destroyed with or without intent. Intentional defacing or destruction of school property by any student will result in immediate dismissal. Students are required to keep their work areas clean and orderly and return all equipment and supplies to their proper storage area before they leave the classroom or laboratory for the day.

Anti-Hazing Policy
Hazing is any conduct or initiation into any organization which willfully or recklessly endangers the physical or mental health of any person. Its imposition or its use in any form of initiation is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator and will include counseling and possible expulsion from ANTIGUA COLLEGE INTERNATIONAL.

School Attire
Students are required to wear the college uniform while on campus attending classes and at externship sites, unless otherwise requested by the externship site. Since the primary objective of this college is to prepare students for employment, students are expected to be neat and clean in appearance while attending classes and clinical sites. The approved uniform of ANTIGUA COLLEGE INTERNATIONAL is a blue scrub with our logo affixed, closed-toe shoes and the student ID badge visibly displayed. The student shall appear well-groomed in both class and clinical settings. Female students shall not wear acrylic nails in order to avoid transmission of diseases to patients. Earrings are to be conservative in design – avoid large hoops, long, dangling earrings and multiple rings.

School Attire for the Nursing Programs: The health profession maintains high standards for personal appearance and grooming. It is essential that the school’s designated uniform be worn as described below by all students throughout the program, in the classroom and in the clinical setting. Good personal grooming must be maintained at all times.

THE INSTRUCTOR MAY DISMISS THE STUDENT FROM THE CLASSROOM OR CLINICAL AREA FOR FAILURE TO COMPLY WITH THESE REGULATIONS

Dress Code:
- Clean ironed nursing uniform, knee-length dress or two-piece pant suit (scrubs) as specified
- A solid matching short sleeve t-shirt or cotton turtleneck jersey may be worn under the uniform top
- White shoes and plain white stockings (shoes must have noiseless rubber heels)
- No open-toes, no sports or open-back shoes
- Identification badges: the college picture ID should be worn at all time in the clinical area and on college premises
- Plain white sweaters or white scrub jacket as assigned by the college are acceptable
- Fingernails must be clean and short; colorless or flesh tone polish may be worn; artificial nails are prohibited
- Makeup should be natural looking, moderate and attractive
- Students are required to bathe daily and apply deodorant
- Facial hair must be clean shaved and beards must be neatly trimmed
• Proper oral hygiene is required; dentures and caps must be white; gold, silver or designer caps are not permitted
• Heavy perfume and colognes are not permitted; the excessive odor of perfume, cologne, scented powders, tobacco, bad breath or other offensive body odors is unacceptable in the healthcare environment
• Men’s hair must not touch the collar of the uniform and styling must be professional and appropriate
• Women’s hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination
• Wigs must comply with the above
• Hair decorations are not permitted
• Jewelry is limited to the following: wedding band, watch, one pair of small stud earrings in the lower lobe of ear (women only) and medic alert
• Chewing gum is strictly prohibited in all clinical facilities and classroom

Adherence to the dress guidelines is mandatory. Students are representing ANTIGUA COLLEGE INTERNATIONAL and the nursing profession. Students violating these rules will be given one written warning the first time; a second incident will result in probation and / or dismissal from the program.

Photo ID Policy
Students, staff and faculty will be issued an ANTIGUA COLLEGE INTERNATIONAL photo ID card at no charge. ID cards must be worn within lanyards upon entrance to the campus and displayed photo-side facing forward. During certain hands-on class-room procedures, students may need to remove the ID for safety purposes; however, the ID card must be worn when leaving that classroom and moving about the campus. Anyone not wearing an ANTIGUA COLLEGE INTERNATIONAL ID card may not be admitted to the campus (classrooms, offices, library, etc.). Students are also required to wear their ID cards during off-campus events.

Replacement cards due to loss or damage will be issued at the student’s cost of $5. Externship students are required to wear their ID cards at their externship sites unless otherwise requested by the site supervisor.

Cell Phone Policy
Cell phone use is not permitted during class time. This rule extends to any form of communication using a cell phone, including text messaging and emailing. Placing and receiving calls or sending and receiving text messages or emails during class disrupts the learning process and is strictly prohibited. This represents a violation of the conduct policy as described in the student catalog and may result in disciplinary action, including being asked to leave class. Repeat offenders may be dismissed from the college altogether. Cell phones are not allowed under any circumstances during testing sessions. ANTIGUA COLLEGE INTERNATIONAL strives to create and maintain a positive learning environment and remains committed to preparing students for professional working environments.

Substance Abuse Policy
ANTIGUA COLLEGE INTERNATIONAL maintains a standard of conduct with regard to the unlawful possession, use or distribution of illegal drugs, controlled substances (drugs and alcohol) by its students. Students are to report to the campus and clinical sites free from the effects of any substances. Violation of this policy will result in disciplinary action by ANTIGUA COLLEGE INTERNATIONAL, up to and including expulsion.
Acceptable Internet Use Policy
Students must use the college’s computers responsibly and not engage in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work. Students may not use the college’s Internet connection to conduct business or download trial and promotional software. Deliberately infecting ANTIGUA COLLEGE INTERNATIONAL computers with a virus is also grounds for immediate dismissal.

Dismissal
ANTIGUA COLLEGE INTERNATIONAL reserves the right to dismiss or terminate a student for breach of the college’s rules and regulations or for any cause by which ANTIGUA COLLEGE INTERNATIONAL deems necessary for the good of the college. Student conduct in the classroom and on college premises must be professional at all times. The following list includes some, but not all, unacceptable behavior forms that can and may lead to dismissal:

- Obscene language
- Hostile arguing
- Failure to pay tuition
- Falsification of records
- Striking and physical fighting
- Physical or mental intimidation
- Theft of college or personal property
- Disrespectful behavior towards a staff member
- Violent behavior or threats of violence
- Behavior disruptive to teaching or learning
- Behavior deemed harassing of any nature and/or discriminatory
- Violating the Acceptable Internet Use Policy
- Failure to maintain acceptable Standards of Academic Progress (SAP)
- Failure to comply with all of ANTIGUA COLLEGE INTERNATIONAL’s policies and procedures

Academic Dishonesty
Students at ANTIGUA COLLEGE INTERNATIONAL are expected to maintain and uphold the college’s academic integrity standards. Honesty in academic matters, including program classroom, clinical and off-site activities, is part of this expectation.

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

Cheating – The unauthorized use of textbooks, notes, examinations and/or course materials, as well as giving or obtaining unauthorized assistance in academic exercises, such as examinations, quizzes, research papers, etc.

Forgery – The act of willful misrepresentation by means of adapting, changing, or creating any forms or documents for personal gain, or knowingly making false statements in writing with the intent to deceive.

Plagiarism – The use and appropriation of another writer’s work without any citation of the source material and the passing off of such work as the student’s own. Students are expected to cite their sources for any and all academic work submitted in completion of their respective programs.

Depending on the severity of the infraction, penalties for Academic Dishonesty range from an “F” in the course to being dismissed from the college. If a student receives a failing grade in a course, any and all subsequent infractions dealing with academic dishonesty will result in dismissal from the college.
Standards of Academic Progress

Measurement

Evaluation periods for measurement of Satisfactory Academic Progress are measured at 25%, 50%, 75% and 100% of the maximum program length (total credits allowable) for the program. Students failing to meet satisfactory progress after a period of probation may be dismissed from the college. An academic year is defined as 30 weeks or 36 semester credits.

Maximum Program Length

A student must complete his or her program in a period of time not to exceed 1.5 times the normal program length. For example, a student enrolled in a 40 credit program must complete all program requirements within 60 attempted credits. Hours attended in a class that a student fails count towards the maximum program length.

Quantitative Progress is defined as the credit hours achieved divided by the credit hours attempted. Please refer to the respective program SAP charts for the required Cumulative Completion Percentage.

Qualitative Progress is measured using a student’s cumulative grade point average. The minimum GPA required to graduate is 2.0. Please refer to the respective program SAP charts for required Cumulative GPA during program progression. Repeated courses may adversely affect a student’s Cumulative Grade Point Average (CGPA), as well as his/her academic progress in terms of the maximum time frame, which is 150% of the published program length. If a student’s CGPA is not meeting the minimum requirement for satisfactory progress, the student will be placed on probation. If satisfactory progress is not achieved by the end of the evaluation period, the student is subject to a second probation or dismissal from the College. Students not meeting CGPA minimum standards by the end of the first probation period will be dismissed from the college.

Withdrawals

If the student withdraws from the program, the student’s maximum time frame is not affected. However, the student’s status at the time of withdrawal could affect his/her financial aid eligibility. Students re-entering after withdrawing are subject to a new tuition and fees, as applicable.

Additional Graduation Requirements for the Nursing Programs

Students will be eligible for graduation only if their academic, laboratory and clinical progress in the program are satisfactory with a minimum final grade of 75%. Students must have a minimum attendance rate of 90% of the scheduled classroom/clinical time each calendar month after subtraction of excused and unexcused absences. Tuition accounts must be paid in full. Students enrolled in a Nursing program are required to successfully pass the Exit exam with a score of 75%. For further details, please refer to the Nursing program Handbook.
Post Graduate Exams

Program Regulatory Exams

Upon successful completion of the program and meeting all of the course requirements, a degree will be granted.

Students are required to take the following regulatory exams in order to work in their respective fields:

- **Nursing Programs**: National Council Licensure Examination (NCLEX), (NCLEXPN). Students must be licensed by the Nursing Board to work in the field.

The following exams/certifications are recommended but not required in order to work in their respective fields:

Antigua College International assists its graduates in enrolling to challenge such exams. Regulatory exams also apply to all Associate of Science Degrees. Antigua College International is not responsible for state licensure fees.
Academic Programs
Bachelor Degree Programs

Nursing (BSN), Bachelor of Science Degree

RN to BSN Bridge (BSN), Bachelor of Science Degree
Nursing PROGRAM
DETAILS Bachelor of Science Degree

Program Description: The Bachelor of Science in Nursing (BSN) degree program incorporates liberal arts and sciences and nursing coursework in a program that produces competencies for the practice of professional nursing. This is accomplished through an integration of theoretical knowledge, psychomotor skill acquisition and development of clinical judgment/reasoning. The curriculum integrates professional, ethical and legal standards with decision-making, problem-solving and leadership development. The curriculum is designed to promote life-long learning among the graduates.

Program Objectives: To prepare nurses who can:

- Provide individualized comprehensive care based on theories and principles of nursing and related disciplines to individuals, families, aggregates, and communities, from entry to the healthcare system through long-term planning.
- Demonstrate leadership and collaboration with consumers and other healthcare providers in providing care and/or delegating responsibilities for health promotion, illness prevention, health restoration, health maintenance and rehabilitative activities.
- Communicate effectively with patient populations and other healthcare providers in managing the healthcare of individuals, families, aggregates and communities.
- Integrates clinical judgment in professional decision-making and implementation of the nursing process.
- Demonstrate responsibility for continued personal and professional development through enrollment in graduate education, continuing education degree programs, professional reading and participation in professional organizations and community service.
- Implement professional nursing standards by practicing within the legal definitions of nursing practice and acts in accordance with the nursing code of ethics and American Nurses Association (ANA) standards of practice.

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The program core courses are taught in English.

Bachelor of Science Degree consist of 122 Semester credit hours 39 General and prerequisite requirements and 69 Nursing Courses

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Background/Drug Screen</th>
<th>Entrance Exam</th>
<th>Books</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Nursing</td>
<td>$41,480</td>
<td>$100</td>
<td>$150</td>
<td>$100</td>
<td>$3500</td>
<td>$45,330</td>
</tr>
</tbody>
</table>

All students must complete all General Education requirements successfully with a grade of “C” or higher and all Science courses with a “B” or higher before beginning core courses.
Medical students are required to wear medical attire at all times.
All students must have insurance in order to participate in the clinical rotations.
All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.
*General Education and Prerequisite Component
# Program Curriculum

## GRADUATION REQUIREMENTS (A MINIMUM OF 122 CREDITS)

### General Education Requirements (39 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Fundamentals of Oral Communication*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 310</td>
<td>Advanced Writing and Research*</td>
<td>3</td>
</tr>
</tbody>
</table>

### HUMANITIES (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 160</td>
<td>Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 102</td>
<td>Humanities*</td>
<td>3</td>
</tr>
</tbody>
</table>

### BEHAVIORAL / SOCIAL SCIENCE (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 110</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>DEV 240</td>
<td>Human Growth and Development*</td>
<td>3</td>
</tr>
</tbody>
</table>

### NATURAL SCIENCE (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANP 110 C</td>
<td>Anatomy and Physiology I w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>ANP 120 C</td>
<td>Anatomy and Physiology II w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>CHM 120 C</td>
<td>Introduction to Chemistry w/ Lab*</td>
<td>4</td>
</tr>
<tr>
<td>BSC 200 C</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 240</td>
<td>Principles of Nutrition</td>
<td>3</td>
</tr>
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</table>

### MATHEMATICS (7 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra I*</td>
<td>3</td>
</tr>
<tr>
<td>STA 201</td>
<td>Introduction to Statistics*</td>
<td>4</td>
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</tbody>
</table>

### COMPUTERS (4 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CMP 103 C</td>
<td>Introduction to Information Technology*</td>
<td>4</td>
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### CORE REQUIREMENTS (69 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>NUR 320 C</td>
<td>Fundamentals of Nursing</td>
<td>3.5</td>
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<tr>
<td>NUR 330 C</td>
<td>Fundamentals of Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 340 C</td>
<td>Physical Assessment in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>NUR 360</td>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 305 C</td>
<td>Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NUR 315</td>
<td>Pharmacology</td>
<td>5</td>
</tr>
<tr>
<td>NUR 390</td>
<td>Nursing Role and Scope</td>
<td>3</td>
</tr>
<tr>
<td>NUR 325 C</td>
<td>Adult Health Nursing II</td>
<td>6</td>
</tr>
<tr>
<td>NUR 370</td>
<td>Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 250 C</td>
<td>Psychiatric Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 310</td>
<td>Culture in Nursing</td>
<td>3</td>
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<tr>
<td>NUR 345 C</td>
<td>Pediatric Nursing</td>
<td>5.5</td>
</tr>
<tr>
<td>NUR 355 C</td>
<td>Maternity and Newborn Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 400</td>
<td>Nursing Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>NUR 450 C</td>
<td>Professional Nursing Practicum</td>
<td>6</td>
</tr>
<tr>
<td>NUR 410</td>
<td>Community Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total** 122
RN to BSN Bridge

PROGRAM DETAILS

Bachelor of Science Degree

Program Description: The nursing curriculum prepares the graduate for the practice of professional nursing. This is accomplished through an integration of theoretical knowledge, psychomotor skill acquisition and development of clinical judgment/reasoning. The curriculum integrates professional, ethical and legal standards with decision making, problem solving and leadership development. The curriculum is designed to promote life-long learning among the graduates. The Antigua College International Bachelor of Science in Nursing (BSN) degree program incorporates liberal arts and sciences and nursing coursework in a program that produces competencies for the practice of professional nursing. The liberal arts and science component of the curriculum provides students with a broad general education as well as a foundation for nursing coursework. The BSN program is a five semester, year round program where students complete one course a month. The student will be issued a Bachelor of Science in Nursing Degree upon successful completion of the program, meeting all course requirements and fulfilling all financial obligations to Antigua College International.

Program Objectives:

To prepare students who can:

- Provide individualized comprehensive care based on theories and principles of nursing and related disciplines to individuals, families, and communities, from entry to the healthcare system through long term planning.
- Demonstrate leadership and collaboration with consumers and other healthcare providers in providing care and/or delegating responsibilities for health promotion, illness prevention, health restoration, health maintenance and rehabilitative activities.
- Communicate effectively with patient populations and other healthcare providers in managing the healthcare of individuals, families and communities.
- Integrate clinical judgment in professional decision-making and implementation of nursing process.
- Demonstrate responsibility for continued personal and professional development through enrollment in graduate education, continuing education degree programs professional reading and participation in professional organizations and community service.
- Implement professional nursing standards by practicing within the legal definitions of nursing practice and acts in accordance with the nursing code and ethics and American Nursing Association (ANA) standards of practice.
- Practice in established professional roles consistent with entry-level BSN graduates to provide cost-effective quality healthcare to consumers in structured and unstructured settings.
- Incorporate evidence-based practice in the provision to professional nursing care to individuals, families, and communities.

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The Nursing program core courses are taught in English.

Bachelor of Science Degree consists of 120 Semester credit hours to include 19 additional General and prerequisite requirements, 39 Nursing courses, and 62 transfer credits for the Associate Degree in Nursing.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Background/Drug Screen</th>
<th>Books</th>
<th>Total</th>
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<td>$3500</td>
<td>$19,500</td>
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</tbody>
</table>
Program Curriculum

GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)

General Education Requirements (19 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 310 Advanced Writing and Research*</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES (6 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>PHL 160 Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103 Origins of Western Civilization*</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE / BUSINESS (6 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>ECO 201 Principles of Macroeconomics*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200 Principles of Sociology*</td>
<td>3</td>
</tr>
<tr>
<td>MATHEMATICS (4 CREDITS)</td>
<td></td>
</tr>
<tr>
<td>STA 201 Introduction to Statistics*</td>
<td>4</td>
</tr>
</tbody>
</table>

CORE REQUIREMENTS (39 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 350 Physical Assessment in Health Care</td>
<td>4</td>
</tr>
<tr>
<td>NUR 360 Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 310 Culture in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 380 Complementary / Alternative Health</td>
<td>3</td>
</tr>
<tr>
<td>NUR 370 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 400 Nursing Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>NUR 380 Nursing Role and Scope</td>
<td>3</td>
</tr>
<tr>
<td>NUR 410 Community Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NUR 420 Ethical / Legal Aspects of Nursing</td>
<td>2</td>
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<tr>
<td>NUR 430 Nursing and the Aging Family</td>
<td>3</td>
</tr>
<tr>
<td>NUR 440 Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>NUR 452 Professional Nursing Practicum</td>
<td>4</td>
</tr>
<tr>
<td>RN Licensure**</td>
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</tr>
</tbody>
</table>

Total Credits 120

All students must have completed all General Education requirements successfully with a grade of “C” or higher and all Science courses with a ‘B’ or higher before beginning core courses.

Medical students are required to wear medical attire at all times.

*General Education and Prerequisite Component
Associate of Science Degree Programs

Accounting, Associate of Science Degree

Business Administration, Associate of Science Degree

Nursing, Associate of Science Degree

Paralegal Studies, Associate of Science Degree
Accounting

PROGRAM DETAILS

Associate in Science Degree

Program Description

The program is designed for students planning to pursue a degree in Accounting as well as to prepare the student for employment as an entry-level accountant, bookkeeper or general accounting clerk. The program is designed to provide the student with an intensive background in general accounting procedures and principles, business principles and automated accounting procedures. The program includes a thirty-nine credit-hour component of general education/liberal arts courses. ACI awards an Associate of Science Degree in Accounting upon graduation. The pre-licensure Accounting program is a six semester, year round program where students complete one course a month. The student will be issued a degree upon successful completion of the program, meeting all course requirements and fulfilling all financial obligations to Antigua College International.

Program Objectives

The overall goal of the Accounting Associate in Science Degree Program is to prepare the student to assume employment in a position with accounting responsibilities. Specifically, the faculty:

- Gives the students a basic foundation in accounting principles so that they will be prepared to learn advanced theory, practices, and principles.
- Prepares students to be able to facilitate and/or evaluate internal accounting practices.
- Teaches students how to apply accounting theory, practices, and principles through the use of major accounting software.
- Provides the students with current accounting information so that they are able to apply this knowledge, especially with regard to tax theory and tax law.
- Ensures that students have a well-rounded background in business law, ethics, and communications.
- Ensures that all courses in the accounting degree plan contribute to the students' preparation to sit for and pass the ACAT Comprehensive Examination for Accreditation in Accountancy and Taxation administered by the National Society of Accountants.

*Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The program core courses are taught in English.*

Associate of Science Degree consists of 62 Semester credit hours to include 38 General and prerequisite requirements and 24 Accounting Core Courses

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Books</th>
<th>Entrance Exam</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS Accounting</td>
<td>$21,080</td>
<td>$100</td>
<td>$2100</td>
<td>$50</td>
<td>$23,330</td>
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</tbody>
</table>
Program Curriculum

GRADUATION REQUIREMENTS (A MINIMUM OF 62 CREDITS)

General Education Requirements (38 Credits)

<table>
<thead>
<tr>
<th>COMMERCIATION (9 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110  English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120  English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>COM 110  Fundamentals of Oral Communication*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES (6 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 102  Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103  Origins of Western Civilization*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 160  Ethics*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HISTORY &amp; POLITICAL SCIENCE (3 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 210  State and Local Governments*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS (7 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110  College Algebra I*</td>
<td>3</td>
</tr>
<tr>
<td>STA 201  Introduction to Statistics*</td>
<td>4</td>
</tr>
<tr>
<td>ECN 201  Principles of Macroeconomics*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTERS (7 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 103 C  Introduction to Information Technology*</td>
<td>4</td>
</tr>
<tr>
<td>CMP 160 C  Spreadsheet Applications*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE REQUIREMENTS (24 CREDITS)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 230 C  Principles of Accounting I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>ACC 240 C  Principles of Accounting II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>ACC 280  Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 260  Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 240  Ethics &amp; Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>TAX 200  Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BSL 210  Business Law</td>
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</tbody>
</table>

**Total Credit Hours: 62**

*General Education Component
Business Administration

PROGRAM DETAILS

Associate of Science Degree

Program Description

This program is designed for students planning to pursue a higher-level degree in business administration. It offers key introductory courses within the field of business management. The program includes a thirty-nine credit-hour component of general education/liberal arts courses. ACI awards an Associate of Science Degree in Business Administration upon graduation.

Program Objectives

The ACI Associate of Science degree program can provide a working knowledge of business fundamentals. In this industry-relevant curriculum, students can learn how to:

- Demonstrate broad knowledge and understanding of the principles and processes involved in the functional areas of business careers.
- Demonstrate broad knowledge and understanding of the principles and methods involved in marketing.
- Demonstrate broad knowledge and understanding of economic principles and practices, financial markets, banking, and the business economy.
- Demonstrate the ability to use knowledge of technology to adapt to a technologically advancing society and to use computer applications and systems as learning tools.

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The program core courses are taught in English.

Associate of Science Degree in Business Administration consists of 60 Semester credit hours 38 General and prerequisite requirements and 22 Business Core Courses

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
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<th>Registration</th>
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<th>Entrance Exam</th>
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<tbody>
<tr>
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<td>$2100</td>
<td>$50</td>
<td>$22,650</td>
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</table>
# Program Curriculum

## GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)

### REQUIRED COURSES

**General Education Requirements (38 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>COMMUNICATIONS (9 CREDITS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 110</td>
<td>English Composition I *</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English Composition II *</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Fundamentals of Oral Communication*</td>
<td>3</td>
</tr>
<tr>
<td><strong>HUMANITIES (6 CREDITS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 102</td>
<td>Humanities *</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103</td>
<td>Origins of Western Civilization*</td>
<td>3</td>
</tr>
<tr>
<td><strong>BEHAVIORAL/SOCIAL SCIENCE (6 CREDITS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECN 201</td>
<td>Principles of Macroeconomics *</td>
<td>3</td>
</tr>
<tr>
<td>PHL 160</td>
<td>Ethics *</td>
<td>3</td>
</tr>
<tr>
<td><strong>HISTORY &amp; POLITICAL SCIENCE (6 CREDITS)</strong></td>
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<td></td>
</tr>
<tr>
<td>POL 210</td>
<td>State and Local Governments *</td>
<td>3</td>
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<tr>
<td>AMH 120</td>
<td>History of the U.S. From 1865 to Present *</td>
<td>3</td>
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<tr>
<td><strong>MATHEMATICS (7 CREDITS)</strong></td>
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<td></td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra I *</td>
<td>3</td>
</tr>
<tr>
<td>STA 201</td>
<td>Introduction to Statistics*</td>
<td>4</td>
</tr>
<tr>
<td><strong>COMPUTERS (4 CREDITS)</strong></td>
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<td></td>
</tr>
<tr>
<td>CMP 103 C</td>
<td>Introduction to Information Technology *</td>
<td>4</td>
</tr>
<tr>
<td><strong>CORE REQUIREMENTS (22 CREDITS)</strong></td>
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<td></td>
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<tr>
<td>MAN 210</td>
<td>Principles of Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ECN 202</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>BUS 210</td>
<td>Business Law</td>
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</tr>
<tr>
<td>ACC 230 C</td>
<td>Principles of Accounting I w/Lab</td>
<td>4</td>
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<tr>
<td>MAR 110</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Ethics &amp; Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>CMP 160 C</td>
<td>Spreadsheet Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total Credit Hours | 60 |

*General Education Component

An Associate of Science (AS) program is a two-year course of study that covers the core materials needed to complete the first two years of a four-year bachelor's degree.
Nursing

PROGRAM DETAILS

Associate of Science Degree

Program Description: Antigua College International ADN program provides a comprehensive foundation of liberal arts and sciences and the nursing knowledge necessary for nursing practice and continuing professional education. It also provides the necessary skills and competencies for graduates to assume registered nurse practice positions in a broad base of healthcare agencies. Graduates of the Associates Degree in Nursing program are eligible to apply to take the NCLEX-RN exam. The pre-licensure ADN program is a six semester, year round program where students complete one course a month. The student will be issued a degree upon successful completion of the program, meeting all course requirements and fulfilling all financial obligations to Antigua College International.

Program Objectives

To prepare students who can:

• Provide holistic nursing care based on knowledge from nursing and related disciplines to individuals and support person in carried healthcare settings.
• Manage collaborative nursing care with health-tem members through the effective and cost-effective use of human, physical, financial and technological resources.
• Integrates communication principles and techniques with individuals, support persons and healthcare team members within professional practice.
• Employs nursing process and critical thinking as a basis for professional decision making in individualized nursing care delivery.
• Accepts responsibility and accountability for own nursing practice and for ongoing personal and professional development.
• Demonstrates behaviors consistent with moral, ethical, legal and regulatory principles and guidelines.
• Assumes professional nursing roles to resolve healthcare needs of individuals and support person in a variety of settings.
• Utilizes evidence-based information for healthcare and related disciplines to provide safe nursing care and the information and skills necessary for optimal health.

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The Nursing program core courses are taught in English.

Associate of Science Degree consists of 78 Semester credit hours to include 16 General and prerequisite requirements and 63 Nursing Core courses.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Background/ Drug Screen</th>
<th>Entrance Exam</th>
<th>Books/ Materials</th>
<th>Total</th>
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<tbody>
<tr>
<td>AS Nursing</td>
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<td>$100</td>
<td>$150</td>
<td>$50</td>
<td>$2100</td>
<td>$29,220</td>
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</tbody>
</table>
Program Curriculum
GRADUATION REQUIREMENTS (A MINIMUM OF 78 CREDITS)
REQUIRED COURSES
General Education Requirements (16 CREDITS)

COMMUNICATIONS (3 CREDITS)                                      Credit Hours
ENG 110                       English Composition I *                    3

BEHAVIORAL / SOCIAL SCIENCE (10 CREDITS)                         Credit Hours
PHL 160                       Ethics *                                              3
PSY 110                       General Psychology *                                       3
CHM 120 C                     Chemistry w/ Lab *                                            4

MATHEMATICS (3 CREDITS)                                          Credit Hours
MAT 110                       College Algebra *                                             3

NATURAL SCIENCE (14 credits)                                    Credit Hours
HSC 240                       Principles of Nutrition for Healthcare                      3
ANP 110 C                     Anatomy & Physiology I w/ Lab                                   4
ANP 120 C                     Anatomy & Physiology II w/Lab                                    4
BSC 200 C                     Microbiology w/Lab                                             3

CORE REQUIREMENTS (49 CREDITS)                                  Credit Hours
NUR 120                       Fundamentals of Nursing I                                             3
NUR 140 C                     Fundamentals of Nursing II                                            5
NUR 160 C                     Adult Health Assessment w/Lab                                    3
NUR 180                       Pharmacology                                                            5
NUR 210                       Community Health Nursing                                                3
NUR 220 C                     Medical Surgical Nursing I (HIV/AIDS)                                  6
NUR 230 C                     Medical Surgical Nursing II                                              5
NUR 240 C                     Maternal/Pediatric Nursing                                                5
NUR 250 C                     Psychiatric Nursing                                                      4
NUR 260 C                     Medical Surgical Nursing III                                             5
NUR 280 C                     Professional Nursing Leadership                                             4

Total                                                     78

All students must have completed all General Education requirements successfully with a grade of “C” or higher and all Science courses with a “B” or higher before beginning core courses.

Medical students are required to wear medical attire at all times.
All students must have insurance in order to participate in the clinical rotations.
All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.
*General Education Component
Paralegal Studies

PROGRAM DETAILS

Associate of Science Degree (PLS)

Program Description: This program has been designed for those students seeking a career in law. Students will take courses that survey the American legal system, as well as courses in communication, humanities, behavioral science, mathematics, natural science, and computers. ACI will award an Associate of Sciences in Paralegal upon graduation to those students who complete the necessary requirements. Upon graduating, students may pursue upper-level studies, or commence a career within the legal profession*. *Note: Employment within the legal profession may require the successful completion of a criminal background check, and character fitness (including credit-worthiness).

Program Objectives: The program of Paralegal Studies is designed:

- To provide students with the training and skills necessary to become competent paraprofessionals in the legal field.
- To prepare students with the ability to conduct legal research utilizing traditional and technology-based tools and legal writing
- To prepare students to draft documents and pleadings in a variety of legal settings.
- To provide students with an understanding of the legal system and the process of civil and criminal litigation as well as public and private law.
- To enable students with the tools to interview clients and witnesses and investigate cases.
- To develops students’ technology skills utilizing current litigation software packages and electronic discovery tools.
- To create an understanding of their ethical responsibility and role under the supervision of attorneys.
- To provide students with the skills to assist in real property closings by preparing documents, drafting memos, interviewing clients, title search, liens, judgments and foreclosures.
- To provide students with a well rounded legal education which includes various legal topics, competency in legal technology, and preparation for graduation.
- To assist in all phases of litigation including interviewing, discovery, depositions, pleadings, trial notebook as well as hand-on training in a “War Room”.
- To teach students active listening and effective communication skills.
- To assist in all phases of a criminal law case, including interviewing and investigation, discovery and pretrial motions.
- To assist in all phases of a health law cases including review and development of medical malpractice case files, chronologies, negligence-based claims vicarious and strict liability.
- To develop an understanding of various types of corporate law cases such as copyright and patent law, bankruptcy, corporate filings, limited liability companies, chancery court and partnerships.

Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The Nursing program core courses are taught in English.

Associate of Science Degree consists of 62 Semester credit hours to include 38 General and prerequisite requirements and 24 Paralegal Core Courses

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Books</th>
<th>Entrance Exam</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>AS Paralegal Studies</td>
<td>$20,400</td>
<td>$100</td>
<td>$2100</td>
<td>$50</td>
<td>$22,650</td>
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</tbody>
</table>

39
# Program Curriculum

**GRADUATION REQUIREMENTS (A MINIMUM OF 62 CREDITS)**

**General Education Requirements (38 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 110</td>
<td>English Composition I*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>COM 110</td>
<td>Fund. of Oral Communications*</td>
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<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>HUM 102</td>
<td>Humanities *</td>
<td>3</td>
</tr>
<tr>
<td>HUM 103</td>
<td>Origins of Western Civilization*</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>PHL 110</td>
<td>Logic*</td>
<td>3</td>
</tr>
<tr>
<td>SOC 200</td>
<td>Sociology*</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 210</td>
<td>State and Local Government*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 110</td>
<td>General Psychology*</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra I*</td>
<td>3</td>
</tr>
<tr>
<td>STA 201</td>
<td>Introduction to Statistics*</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMP 103C</td>
<td>Introduction to Information Technology*</td>
<td>4</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 130</td>
<td>Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 140</td>
<td>Legal Research and Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLA 280</td>
<td>Professional Ethics and Liability</td>
<td>3</td>
</tr>
<tr>
<td>PLA 210</td>
<td>Introduction to Civil Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PLA 120</td>
<td>Contracts and Business Entities</td>
<td>3</td>
</tr>
<tr>
<td>BSL 210</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA 230</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PLA 220</td>
<td>Introduction to Torts</td>
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</table>

**Total Credit Hours** 62

*General Education Component
CAREER EDUCATION
DIPLOMA PROGRAMS

Practical Nursing (PN), D
Nursing

PROGRAM DETAILS

Practical Nursing (PN), Diploma Program

Program Description
The purpose of this program is to prepare the student for employment as a practical nurse by providing the theoretical knowledge and clinical competence to obtain licensure and the standard of professionalism necessary for the successful practice of nursing. The college awards a certificate upon the successful completion of the program.

Program Objectives

- Demonstrate effective interpersonal relationships with members of the health care team, patients and the community;
- Applies the clinical competencies to function as a licensed practical Nurse;
- Uses the nursing process to safely meet the health needs of the individual;
- Incorporates the use of scientific principles in providing health care and promoting wellness;
- Performs as an ethical, accountable and responsible member of the health care team’
- Demonstrates behaviors and attitudes which contribute to successful employment;
- Participates in organizations which contribute to improvement of self, community in nursing
- Comprehends the necessity of participating in continuing education;
- Recognizes the dimension of cultural factors which influence nursing practice.

_Courses are not necessarily taught in the order presented. Antigua College International reserves the right to make changes to the programs in order to stay abreast of changing industry standards. The Nursing program core courses are taught in English._

Diploma consists of 1350 Clock Hours to include 1350 Clock Hours Practical Nursing courses.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Tuition</th>
<th>Registration</th>
<th>Background/Drug Screen</th>
<th>Entrance Exam</th>
<th>Books</th>
<th>Total</th>
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<tbody>
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<td>LPN</td>
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<td>$150</td>
<td>$100</td>
<td>$1500</td>
<td>$19,550</td>
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GRADUATION REQUIREMENTS (A MINIMUM OF 1350 CLOCK HOURS)

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 100C</td>
<td>Introduction to Health Care</td>
<td>60</td>
</tr>
<tr>
<td>PRN 022</td>
<td>Anatomy And Physiology And Medical Terminology</td>
<td>60</td>
</tr>
<tr>
<td>PRN 001C</td>
<td>Fundamentals of Practical Nursing I</td>
<td>120</td>
</tr>
<tr>
<td>PRN 002C</td>
<td>Fundamentals of Practical Nursing II</td>
<td>105</td>
</tr>
<tr>
<td>PRN 023</td>
<td>Growth &amp; Development and Nutrition</td>
<td>30</td>
</tr>
<tr>
<td>PRN 035C</td>
<td>Pharmacology</td>
<td>60</td>
</tr>
<tr>
<td>PRN 100C</td>
<td>Maternity And Newborn Nursing</td>
<td>112.5</td>
</tr>
<tr>
<td>PRN 110C</td>
<td>Pediatric Nursing</td>
<td>97.5</td>
</tr>
<tr>
<td>PRN 380AC</td>
<td>Medical-Surgical Nursing I-A</td>
<td>97.5</td>
</tr>
<tr>
<td>PRN 380BC</td>
<td>Medical-Surgical Nursing I-B</td>
<td>97.5</td>
</tr>
<tr>
<td>PRN 388AC</td>
<td>Medical-Surgical Nursing II-A</td>
<td>97.5</td>
</tr>
<tr>
<td>PRN 388BC</td>
<td>Medical-Surgical Nursing II-B</td>
<td>97.5</td>
</tr>
<tr>
<td>PRN 400</td>
<td>Practical Nursing Communications</td>
<td>30</td>
</tr>
<tr>
<td>PRN 933C</td>
<td>Transition to Graduate</td>
<td>210</td>
</tr>
<tr>
<td>PRN 934</td>
<td>NCLEX PN Review</td>
<td>75</td>
</tr>
</tbody>
</table>

Total: 1350

Nursing students are required to wear appropriate medical attire and white shoes at all times.

PRACTICAL NURSING PROGRAM ADMISSION AND ACADEMIC REQUIREMENTS

1. Entrance Requirements:
   1. High school diploma or GED.
   2. Attend one of the general orientations scheduled.
   3. Take the TEAS (Test of Essential Academic Skills) entrance exam.

Registration for the exam is completed directly with the school.

A picture ID is required to take the exam.

Cost: $50 (non-refundable; payment can be made by cash, credit card or personal checks at the Administrators Office).

Study guide: “TEAS Pre-Test Study Manual (Reading, Mathematics, Science and English)” is available for purchase at the school’s bookstore. Length of the test: Approximately 3 hours.

Retake: Maximum number of times the exam may be taken is 2 ($50.00 each time). If the applicant obtained low scores for both tests, he/she can retake after six months.

4. The selected applicant will complete a program application form, submit 2 letters of reference and obtain a local police background check. One of the references should be academic or employment related. Family members may not complete a reference letter.

5. Successful candidates will be notified and will continue with the enrollment procedures.

6. The student nurse must provide ACI with the following documents:
   a) Evidence of health records (immunization, health clearance).
   b) Medical and liability insurance.
A FDLE (FLORIDA DEPARTMENT OF LAW ENFORCEMENT) criminal background check and drug test is performed on all Practical Nursing students. Clinical facilities may have other specific requirements for its use as a clinical site, and those requisites would be additional for the students assigned to that facility. Information and forms will be provided.

II. Scholastic standards to be met by the students in the nursing program
Practical Nursing is an intensive, full time program, which requires 1350 clock hours a year.

Students are required to meet the following standards in every course:
- Successfully meet all course objectives.
- Complete the theory portion of the course with a grade of 77% or better (C).
- Complete all exams and final exam in the theory portion of the course with 77% and above.
- Complete all required assignments.
- Complete all required clinical hours and obtain a satisfactory evaluation.
- Complete all skills test with a satisfactory evaluation.
- Pass all evaluations.
- Pass all skills checks.
- Meets attendance standards of the Program.

A student receiving a failing unit exam grade or failing to meet clinical experience requirements will meet with the Program Director for advisement. Students must bring their performance to a satisfactory level within a specific time frame (determined by the Program Director) to remain in the program. At the end of the course, a student receiving a failing grade must repeat the course. He/She may not continue the program and will have to wait until the course is offered again. In addition, students must meet the College’s standards of satisfactory academic progress as listed in the catalog.

III. Requirements for graduation

Students must:
- Successfully pass all courses with a minimum cumulative grade point average of 2.0 (C).
- Successfully meet all clinical hours required.
- Satisfy all financial obligations to the school.
- After graduation, the student will qualify to take the NCLEX-PN exam. ACI will provide assistance to complete the application and to review for this exam.

IV. Diploma awarded
After completion of the program, the students will be awarded a Diploma in Practical Nursing.

V. Health Program for students
ACI does not provide health insurance for students. The college maintains an accident and injury policy to cover school related injuries or accidents not covered by the student’s own insurance. The students need to provide their own liability insurance to cover clinical practice. A list of local health departments, clinics and insurance providers is available upon request.
**COURSE CODES**

Courses are assigned according to the department in which they are offered.
The following list of prefixes indicates the corresponding department:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>AMH</td>
<td>History</td>
</tr>
<tr>
<td>BSC</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>CMP</td>
<td>Computer Sciences</td>
</tr>
<tr>
<td>DEV</td>
<td>Human Growth &amp; Development</td>
</tr>
<tr>
<td>ECN</td>
<td>Economics</td>
</tr>
<tr>
<td>ENG</td>
<td>English</td>
</tr>
<tr>
<td>HSC</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MAN</td>
<td>Management</td>
</tr>
<tr>
<td>MAR</td>
<td>Marketing</td>
</tr>
<tr>
<td>PHL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics</td>
</tr>
<tr>
<td>PLA</td>
<td>Paralegal / Legal</td>
</tr>
<tr>
<td>POL</td>
<td>Political Science</td>
</tr>
<tr>
<td>PRN</td>
<td>Practical Nursing</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
</tr>
<tr>
<td>SON</td>
<td>Sonography</td>
</tr>
<tr>
<td>STA</td>
<td>Statistics</td>
</tr>
<tr>
<td>SOC</td>
<td>Sociology</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

Course descriptions are shown by course heading in alphabetical order by course prefix. The total credit hours value of a course is calculated by adding the number of lecture credit hours with the lab credit hours.

CLASS LOAD, CREDIT HOUR AND CLOCK HOUR EQUIVALENCY

Class load refers to the number of credits a student carries in a semester. For degree and career programs, a student may carry a load of 17 credit hours maximum per semester. One credit hour equals 15 clock hours of lecture, 30 clock hours of Lab., 45 clock hours of pre-clinical or clinical. One clock hour is equivalent to 50 minutes of lecture and a 10 - minute break.

Certificate Programs: Since courses within a certificate program are not acceptable for credit toward a degree program within the institution, the conversion formula for certificate programs is as follows: one credit hour equals 30 clock hours of lecture, 30 clock hours of Lab., or 30 clock hours of externship.

Note: 1000 course codes are freshman courses; 2000 course codes are sophomore courses; 3000 course codes are junior courses; and 4000 course codes are senior courses.

ACCOUNTING

ACC 230 C  PRINCIPLES OF ACCOUNTING I w/Lab (4 credits)
This course is an introduction to the basic principles of financial accounting with emphasis on basic accounting procedures such as, the recording of transactions and the preparation of financial statements. Other topics include inventories, receivables, and cash. (3 hrs. lect., 1 hr lab).

ACC 240 C  PRINCIPLES OF ACCOUNTING II w/Lab (4 credits)
Accounting for owner's equity with emphasis on corporate financial statements. Other topics include plant assets, intangible assets, current and long-term liabilities. (3 hrs. lect., 1 hr lab)
Prerequisite: ACC 230C.

ACC 260  FINANCIAL ACCOUNTING (4 credits)
This course focuses on ways in which financial statements reflect business operations and emphasizes use of financial statements in the decision-making process. The course encompasses all business forms and various sectors such as merchandising, manufacturing, and services. Students make extensive use of spreadsheet applications to analyze accounting records and financial statements.
Prerequisites: CMP 100C and MAT 110 (4 hrs lecture)

ACC 280  MANAGERIAL ACCOUNTING (3 credits)
This course provides the student with the accounting education and training necessary to collect, prepare and analyze the objective data and subjective estimates used by management to conduct daily operations, plan future operations and develop overall business strategies. (3 hrs. lecture) Prerequisite: ACC 230C.

TAX 200  INCOME TAX ACCOUNTING (3 credits)
This course introduces students to Federal income tax fundamentals with emphasis on individual returns. Topics considered include gross income, capital gains and losses, deductions and exemptions, and tax credits. (3 hrs. lecture)
AMERICAN HISTORY

AMH 120 HISTORy OF THE U.S. FROM 1865 TO PRESENT (3 credits)
This course will cover the major events in the history of the United States of America since the end of the civil war (1861-1865) and the reconstruction period to the present. Students will examine U.S. history from several perspectives and will become familiar with the major economic, political, and social events that led to our nation's growth, expansion, and development into the world power that it is today. (3 hrs. lecture)

BIOLOGICAL SCIENCES

ANP 110 C ANATOMY & PHYSIOLOGY I (4 credits)
This course is the study of the structure and function of the cells and tissues, and the human body as a whole. It includes the integumentary, skeletal, muscular, circulatory, and respiratory systems. The Laboratory will be used for the macroscopic and microscopic study of the structures, and practical demonstration of some functions of these systems. (3 hrs. lect., 1 hrs. lab.)

ANP 120 C ANATOMY & PHYSIOLOGY II (4 credits)
The student reviews the study of the structure and function of the cells and tissues, and the human body as a whole. It includes the digestive, nervous, sensory, endocrine, urinary, and reproductive systems. The Laboratory will be used for the macroscopic and microscopic study of structures, and practical demonstration of some functions of these systems. (3 hrs. lect., 1 hrs. lab.)

BIO 120 C HUMAN BIOLOGY (4 credits)
An introduction to the study of human biology, including evolution, ecology, physiological regulations, nutrition, genetics, immune response, reproduction, development, aging, and cancer. (3 hrs. lect., 1 hrs. lab.)

BSC 200 C MICROBIOLOGY (3 credits)
This course is an introduction to the classification of microorganisms, transmission of infections, culturing techniques, isolation techniques, equipment decontamination, personal hygiene, and their applications to patient care and sterilization and disinfection methods. (2 hrs. lect., 1 hrs. lab.)

PHY 110 GENERAL PHYSICS (3 credits)
This course is an introduction to the topics that include physical mechanics applied to the skeletal frame, gravity and blood circulation, friction at body joints, hydrostatic change of blood pressure, heat transfer in humans, thermodynamics of biological systems, principles of electromagnetic radiation with respect to the inner body, and electrical hazards in patient care areas. (3 hrs. lecture)

BUSINESS LAW

BSL 210 BUSINESS LAW (3 credits)
This course presents the laws of business transactions. The course will introduce the student to business law through a comprehensive review of the general rules and concepts associated with business transactions, and application of them to factual situations. (3 hrs. lecture)

BUSINESS

BUS 240 ETHICS & SOCIAL RESPONSIBILITY (3 credits)
This course is designed to assist the students in developing sensitivity and awareness of the ethical and social issues related to the work environment. Topics include employer to employee relationships, the individual needs vs. productivity, economic justices, and social implications of capital investments, consumerism, advertising, and product safety as well as other issues. (3 hrs. Lecture)
CHEMISTRY

CHM 120 C   INTRODUCTION TO CHEMISTRY w/Lab   (4 credits)
This course presents the basic principles of chemistry including the concepts of the structure of atoms and molecules, chemical bonding, and properties of solutions. (3 hrs. Lect. 1 hr. Lab) Prerequisites: MAT 110.

COMMUNICATION

COM 110   FUNDAMENTALS OF ORAL COMMUNICATION   (3 credits)
This course provides the students with the oral communication skills necessary for success in personal, professional, and educational settings. Through the study and practice of interpersonal communication, presentational speaking, and group dynamics students will understand the concepts and principles of communication and be able to use them effectively. (3 hrs. Lect.)

COMPUTERS

CMP 103 C   INTRODUCTION TO INFORMATION TECHNOLOGY   (4 credits)
This course is designed to present basic computer terminology and functions to those with no prior computer experience. This subject covers the basic data processing cycle, history of data processing, hardware components and functions, number systems, and files. In addition, the students receive an introduction to the use of the Internet. (3 hrs. lect., 1 hr lab)

CMP 160 C   SPREADSHEET APPLICATION   (3 credits)
This is a comprehensive course in the use of a spreadsheet for microcomputers. The students will be prepared to apply the concepts, features and commands of a spreadsheet. Programming concepts will be introduced. (2 hrs. lect., 1 hrs. lab) Prerequisites: CMP 103

ENGLISH

ENG 100   BASIC WRITING SKILLS   (3 credits)
This course is designed to improve writing skills through exercises in basic grammar, spelling, mechanics, sentence structure, and paragraph structure. (2 hrs. lect., 1 hr. lab.) Prerequisites: a score of less than 6 on the TABE test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

ENG 110   ENGLISH COMPOSITION I   (3 credits)
This course is an introduction to college level writing, offering freshmen students training in the techniques and skills required to write unified, coherent paragraphs and essays, and in the use of library and electronic formats as a source of reference. Students receive instruction on the principles, practice and skills of argumentation and critical reading and thinking. (3 hrs. lecture) Prerequisites: Achievement of Level 10 on TABE or ENG 100. This course serves to meet the Gordon Rule writing requirements.
ENG 120 ENGLISH COMPOSITION II (3 credits)
Students will apply and refine their writing skills in various types of writing such as persuasive writing, argumentative writing, comparison and contrast writing, research papers, expository writing, writing about literature, and creative writing. (3 hrs. lecture) Prerequisites: ENG 110. This course serves to meet the Gordon Rule writing requirements.

ENG 200 BASIC WRITING SKILLS II (3 credits)
This writing/grammar course focuses on the skills designed to prepare students for English 110. It introduces students to the writing process so they can write well-organized and developed paragraphs and short essays. Students study grammar, basic sentence structure, mechanics, punctuation, and improve vocabulary and spelling. Students also read works that include various rhetorical structures and themes in order to improve critical reading and writing skills. (2 hrs. lect., 1 hr. lab.) Prerequisites: a score of 6 – 10 on the TABE test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

ENG 310 ADVANCED WRITING AND RESEARCH (3 credits)
This course is designed to give students an opportunity to learn, develop, and further practice forms of academic writing such as arguments and analyses, as well as to explore forms of the essay, such as the personal essay, the literary essay, political or social commentary, etc. Appropriate for any student in any discipline who would like to improve their writing skills. (3 hrs. lecture) Prerequisite: ENG 120. This course serves to meet the Gordon Rule writing requirements.

HEALTH SCIENCES

HSA LEGAL ISSUES IN HEALTH CARE REGULATION AND COMPLIANCE (3 credits)
This course a diverse introduction to the topics of health care law and regulation, in the areas of patient rights to corporate responsibilities. Public and private health care regulatory agencies are reviewed as well as their impact on the operation of health care as a business. Topics such as legal issues, professional malpractice and corporate wrongdoing are examined and discussed.

HSC 100 C INTRODUCTION TO HEALTH CARE (3 credits)
This course offers an introduction to the concepts of health and illness, healthcare system in the USA, and Allied Health careers, as well as the ethical and legal issues and the communication techniques in healthcare. An overview of the human body and the language for healthcare is also covered. (2 hrs. lecture, 1 hr. lab.)

HSC 110 C MEDICAL TERMINOLOGY (3 credits)
This course introduces the language of Medicine. The roots, prefixes and suffixes meanings, and their combination to build medical vocabulary. (2 hrs. lecture, 1 hr. lab.). Prerequisites: HSC 100 C

HSC 120 C PATIENT CARE PROCEDURES (2 credits)
This course is an introduction to the principles of infection control, knowledge of blood borne diseases, safety skills in patients transfer and assessment, security in medical facilities, and coping with medical emergencies. (2 hrs. lab) Prerequisites: HSC 100 C

HSC 240 PRINCIPLES OF NUTRITION FOR HEALTH CARE (3 credits)
This course introduces the allied health student into the principles of human nutrition and the relatedness of nutrition, health, wellness, and disease. It focuses on the dietary goals, food pyramid, and recommended allowances. Nutritional risk factors and related diseases are examined. The influence of psychosocial and cultural issues is also considered. The interaction of drugs and nutrients, and of nutrition and somatic diseases, is analyzed. (3 hrs. lecture)
HUMAN DEVELOPMENT

DEV 240  HUMAN GROWTH AND DEVELOPMENT  (3 credits)
The course focuses on the nature of human behavior as a dynamic developmental phenomenon. While the emphasis is psychological, an understanding of the physical aspects of development and their social implications is included. Observation and written analysis of principles of learning involved in human development are required. The course meets teacher certification requirements in the area of psychological foundations. (3 hrs. Lecture)

HUMANITIES

HUM 102  HUMANITIES  (3 credits)
This course offers a chronological survey of guiding ideas and trends within western culture, as reflected in the philosophy, literature, and fine arts of the ancient, medieval and modern times. The instructor will select a succession of periods that can be covered meaningfully within the term. The student will acquire knowledge of the cultural achievements falling within selected periods in the development of western civilization along with an understanding of how these achievements contribute to making the west’s present cultural inheritance. (3 hrs. lecture) Prerequisites: ENG 110. This course serves to meet the Gordon Rule writing requirements.

HUM 103  ORIGINS OF WESTERN CIVILIZATION  (3 credits)
This course explores the meaning of civilization as a stage in the development of culture and examines some of the considerable cultural achievements of the earliest civilizations that have contributed to the cultural legacy of the west. Of particular interest will be the religious and philosophical ideas concerning the world and the human condition, especially as revealed in its literature, architecture, and other fine arts produced by each civilization. The civilizations examined include those of Mesopotamia, Egypt, Crete, and of the archaic and classical Greece. (3 hrs. lecture) Prerequisites: ENG 110. This course serves to meet the Gordon Rule writing requirements.

MANAGEMENT

MAN 210  PRINCIPLES OF BUSINESS MANAGEMENT  (3 credits)
This course presents the nature and function of management; planning and decision making; organization structure and culture; leadership and team work; essentials of control; and managing for personal effectiveness essential to the management of a business enterprise. (3 hrs. lecture)

MARKETING

MAR 110  PRINCIPLES OF MARKETING  (3 credits)
This course instructs the student in the principles of marketing; movement of goods from producer to consumer, methods, functions, and price policies. (3 hrs. Lecture)

MATHEMATICS

MAT 096  COLLEGE PREPATORY ARITHMETIC  (3 credits)
This course includes a review of arithmetic skills, operations with real numbers, algebraic expressions, first degree equations and inequalities, operations with polynomials including addition, subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring are also included. Special emphasis is given in mathematics applications and problem solving. (2 hrs. lect., 1 hr. lab.) Prerequisites: a score of less than 10 on the Tabe test. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.
MAT 097  COLLEGE PREPARATORY MATHEMATICS  (3 credits)
To present an introductory Mathematics course, incorporating several learning tools and many exercises that
will help the students in his/her life. It includes a review of Arithmetic skills, operations with real numbers,
algebraic expressions, first degree equations and inequalities, operation with polynomials including addition,
subtraction, multiplication, and division. Factoring techniques and solution of quadratic equations by factoring
are also included. Special emphasis is given in mathematics applications and problem solving.  (2 hrs. lect., 1
hr. lab.) Prerequisites: TABE with a score greater than 8. Students who need a remedial course will not
complete their program in the number of semesters specified by the program. Remedial courses are not credited.

MAT 098  COLLEGE PREPARATORY ALGEBRA  (3 credits)
Through this course, students develop various concepts of Algebra. Topics include first degree equations and
inequalities, operations with polynomials including addition, subtraction, multiplication, and division including
factoring techniques and solution of quadratic equations by factoring. Linear, quadratic, rational, and radical
equations; graph linear equations in two variables; simplify rational expressions; simplify expressions
containing rational exponents; simplify complex numbers; solve related applications. (2 hrs. lect., 1 hr. lab.)
Prerequisites: TABE score below 10. Students taking a remedial course will be unable to complete their
program of study in the number of semesters specified in the program section of the catalog. Remedial courses
are not creditable.

MAT 110  COLLEGE ALGEBRA I  (3 credits)
The following topics are included in this course; functions; domain and range of a function; graphs of functions
and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions;
absolute value and radical functions and equations; exponential and logarithmic properties, functions and
equations; systems of equations and inequalities; mathematical modeling; and applications involving the able
listed topics. (2 hrs. lect., 1 hrs. lab.) Prerequisites: MAT 098 - PREPARATORY MATHEMATICS OR
LEVEL 10 ON TABE.

NURSING

NUR 120  FUNDAMENTALS OF NURSING I  (3 credits)
This course provides a foundation for the nursing program. It introduces the student to the history and practice
of nursing, including the standards of nursing practice. The nursing process is introduced and used as an
approach to nursing care with emphasis on assessment of basic human needs related to oxygenation, nutrition,
elimination, comfort and safety, security, and mobility. (3 hrs. lecture)

NUR 140 C  FUNDAMENTALS OF NURSING II  (5 credits)
This course provides the fundamentals to transit to the role of professional nursing student. It builds on the
professional attributes and prepares the student to assume the role of the RN. Critical thinking is utilized to
apply concepts of adaptation, nursing process, therapeutic interactions, and teaching/learning principles in the
care of the patient, emphasizing on assessment, communication, teaching/ learning principles, and use of the
nursing process, management skills, ethical/legal issues, pharmacology review, and the professional role of the
nurse. Theoretical knowledge and principles are applied in the clinical setting. (4 hrs. lect., 1 hr. clinical)

NUR 160 C  ADULT HEALTH ASSESSMENT  (3 credits)
This course is designed to assist the students with the application of the assessment component of the nursing
process. The student is introduced to evidence-based practice and the health wellness continuum. Critical
thinking and documentation skills are emphasized to assist the student in making appropriate nursing
judgments. Nursing laboratory sessions provides the opportunity for demonstration, supervised practice, and
return demonstration of physical assessment techniques. (2 hr. lect., 1 hr. lab)
NUR 180 PHARMACOLOGY (5 credits)
This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities, and nursing considerations for specific drugs affecting all body systems. By the end of the course, students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. (5 hrs. lecture)

NUR 210 COMMUNITY HEALTH NURSING (3 credits)
This course is designed to provide the student with information about the role of the community in health care including community health resources, environmental and occupational health, and the role of community health care in the management of communicable diseases and crisis prevention. The nurse's role in the assessment of the client and client's ability to access available community resources, the role of the family, and problems of families across the life span are included. (2 hrs. lect., 1 hr clinical)

NUR 220 C MEDICAL SURGICAL I (6 credits)
This adult-health nursing course focuses on the care of adults with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Prerequisites: NUR 120, NUR 160 C, NUR 140 C (4 hrs. lect., 2 hrs. clinical)

NUR 230 C MEDICAL SURGICAL NURSING II (5 credits)
The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis is placed on knowledge and skills related to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Prerequisites: NUR 120, NUR 160 C, NUR 140 C NUR 220 C (3 hrs. lect., 1 hr clinical, 1 hr. lab)

NUR 240 C MATERNAL/PEDIATRIC NURSING (4 credits)
This course focuses on the role of the professional nurse as a provider of care to the childbearing family in a variety of settings involving children and their families. The course begins with the focus on the client during the antenatal, intra-partal, post-partal, and neonatal periods are covered. Course content includes physiological, psychological, developmental, and socio-cultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provides the framework for clinical application and evaluation in maternal and pediatric settings. Prerequisites: NUR 120, NUR 160 C, NUR 140 C (3 hrs. lect., 1 hrs. clinical)
NUR 250 C PSYCHIATRIC NURSING  (4 credits)
This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic, and community-based psychiatric and mental health settings. Basic mental health concepts will be examined with emphasis on needs and disorders across the lifespan. Emphasis is placed on client advocacy and continuity of care with the mental healthcare team. Supervised clinical experiences at community and acute and chronic care facilities provide opportunities for the application of learned theory and integration of therapeutic communication skills in all interactions with clients, families, peers, and mental health team members. Prerequisites: NUR 12C, NUR 160 C, NUR 140 C (2hrs. lect.2 hrs. clinical)

NUR 260 C MEDICAL SURGICAL NURSING III  (4 credits)
This course is the final course in the program of study. It provides learning experiences in caring for patients of all ages with stressors of respiratory, cardiovascular, musculoskeletal, neurosensory and special sensory function. Concepts and principles of management, as well as various methods of delivery of nursing care, are included. The nursing process is the framework for theory and clinical practice. Specific alterations in health and their influence on basic needs, as described by Maslow, are identified. Attention is given to psychological, social, cultural, and physical contributions to the development of these alterations in health. Since alterations in health of each of these systems may result in life crisis and require changes in lifestyle patterns, attention is given to crisis intervention, coping with chronic illness, body image changes, and altered family patterns in illness. (2 hrs. lect., 2 hrs. clinical)

NUR 280 C PROFESSIONAL LEADERSHIP PRACTICUM  (4 credits)
This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student’s transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, and interpersonal relationships, through a broad in-depth application of the nursing process. Prerequisites: NUR 120, NUR 160 C, NUR 140 C, NUR 345 C, NUR 335 C (2 hr. lect., 2 hrs. clinical)

NUR 305 C ADULT HEALTH NURSING I  (6 credits)
This adult-health nursing course focuses on the care of adults with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. lect., 1 hr. lab, 2 hrs. clinical)

NUR 310 CULTURE IN NURSING  (3 credits)
Throughout the use of the nursing process this course provides cultural competent health care skills, including assessing and identifying cultural practices, values, and beliefs that affect nursing practice. The student will be introduced to the components of cultural competence and how to apply it. (3 hrs. lecture)

NUR 315 PHARMACOLOGY  (5 credits)
This course is an introduction to the basic principles of therapeutic pharmacology. The basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages are presented. It is designed to facilitate the student’s understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications along with principles and techniques of safe, effective administration of drugs & other therapeutic agents, drug interactions, legal responsibilities and nursing considerations. Students must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program. (5 hrs., lecture)
NUR 320 C  FUNDAMENTALS OF NURSING I  (3.5 credits)
This course introduces the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are applied in the skills in the clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences. (HIV/AIDS) (3 hrs. lect., 0.5 hr. clinical)

NUR 325 C  ADULT HEALTH NURSING II  (6 credits)
The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings. Students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. lect., 1 hr. lab, 2 hrs. clinical)

NUR 330 C  FUNDAMENTALS OF NURSING II  (4 credits)
This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. Critical thinking is embodied in the nursing process is emphasized and the concept of the nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. (3 hrs. lect., 1 hour clinical)

NUR 340 C  PHYSICAL ASSESSMENT IN HEALTH CARE  (4 credits)
The physical assessment provides the knowledge and skills necessary to accurately assess health status of clients. Topics include completion of a health history, communication skills, development of nursing diagnosis and body systems assessment. Cultural and sociological influences are explored. Interpretation of results provides the necessary tools for formulation of nursing diagnoses. (3 hrs. lect., 1 hour clinical)

NUR 345 C  PEDIATRIC NURSING  (5.5 credits)
This course focuses on the role of the professional nurse as a provider of care in a variety of settings involving children and their families. Course content includes physiological, psychological, developmental, and sociocultural needs of children and families presented within the framework of the wellness/illness continuum, including nutrition and human growth and development of the client from birth through adolescence. Emphasis is placed on the application of the nursing process utilizing critical thinking skills and a holistic plan of care for children and families from diverse cultures and environments. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric settings. (4 hrs. lect., 1.5 hrs. clinical)

NUR 350  PHYSICAL ASSESSMENT IN HEALTH CARE  (4 credits)
This course enhances the knowledge and skills necessary to accurately assess health status of clients. Topics include completion of a health history, communication skills, development of nursing diagnosis, and body systems assessment. Cultural and sociological influences are explored. Interpretation of results provides the necessary tools for formulation of nursing diagnoses. (HIV/AIDS) (4 hrs. lecture)
NUR 355 C MATERNITY AND NEWBORN NURSING (5.5 credits)
This course focuses on the role of the professional nurse as a provider of care to the childbearing family. The needs of the client during the antenatal, intra-partal, post-partal, and neonatal periods are covered and course content is presented within the framework of the wellness/illness continuum, including nutrition and human growth and development during the reproductive and post-reproductive years. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in childbearing settings. (4 hrs. lect., 1.5 hrs. clinical)

NUR 360 PATHOPHYSIOLOGY (4 credits)
Provides the facts of adaptive responses of cells, tissues, organs, and systems in the pathogenesis, clinical manifestations, and nursing management of common diseases across the life span. (4 hrs. lecture)

NUR 370 NURSING RESEARCH (3 credits)
This course presents nursing research as a basis for nursing practice. It provides theories and experiences in reviewing, analyzing, and interpreting research for nursing practice. (3 hrs. lecture)

NUR 380 COMPLEMENTARY AND ALTERNATIVE HEALTH CARE (3 credits)
Students will learn holistic aspects of care while evaluating complementary and alternative healthcare in diverse populations across the lifespan and around the globe. The course addresses different complementary and alternative treatment practices through evidence-based research. (3 hrs. lecture)

NUR 390 NURSING ROLE AND SCOPE (3 credits)
This course focuses in the history and evolution of the nursing profession, ethical imperatives, and current trends and legal aspects that impact the professional practice in an evolving healthcare delivery environment which are fundamental for the development of the professional nurse. The role of the BSN prepared graduate focuses on utilization of evidenced-based nursing practices and advanced leadership and management skills in a variety of settings within a global community. (3 hrs. lecture)

NUR 400 NURSING LEADERSHIP AND MANAGEMENT (3 credits)
In this course, the emphasis is on leadership communication, interpersonal relationships, client advocacy, management and change agent roles of the professional nurse. These skills are analyzed in a variety of health care settings. The application of decision making process is analyzed. (3 hrs. lecture)

NUR 410 COMMUNITY NURSING (4 credits)
This course focuses on the nursing skills for managing care of diverse communities, groups, and populations in a multicultural environment. The course involves the analysis of current knowledge and practice to illness prevention, status, and outcomes in the community environment. (3 hrs. lect., 1 hr clinical)

NUR 420 ETHICAL AND LEGAL ASPECTS OF NURSING PRACTICE (2 credits)
This course introduces contemporary bioethical and legal issues confronting healthcare providers in a variety of settings. It focuses on the critical analysis of ethical theories and principles that enable ethical decision making in nursing such as resolution of conflict, role of patient, role of nurse, and role of agency. Nursing situations will serve as the focus for analysis. (2 hrs. lecture)

NUR 430 NURSING AND THE AGING FAMILY (3 credits)
This course provides the skills for interventions, evaluation and managing care of diverse older adults/families in a multicultural global environment. (3 hrs. lecture)
NUR 440  CRISIS INTERVENTION  (3 credits)
This course focuses on the nursing skills for managing care of diverse communities, groups, and populations in a multicultural environment. The course involves the analysis of current knowledge and practice to illness and crisis intervention. (3 hrs. lecture)

NUR 450 C  PROFESSIONAL NURSING PRACTICUM  (6 credits)
This course focuses in the development of management skills for the professional nurse role by applying the principles of leadership theories and styles, management, and regulatory agencies that define boundaries of nursing practice in health care organizations. It teaches collaboration, conflict management, and effective communication skills through the use of group process, and teaching/learning strategies that emphasize the leadership and management roles of the nurse. It defines the role of the professional nurse in efficient patient care management in complex health care settings. Professional development and role transition of baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings. (4 hrs. lect., 2 hrs. lab) (4 hrs. lecture)

NUR 452 C  PROFESSIONAL NURSING PRACTICUM  (4 credits)
This course focuses in the development of management skills for the professional nurse role by applying the principles of leadership theories and styles, management, and regulatory agencies that define boundaries of nursing practice in health care organizations. It teaches collaboration, conflict management, and effective communication skills through the use of group process, and teaching/learning strategies that emphasize the leadership and management roles of the nurse. It defines the role of the professional nurse in efficient patient care management in complex health care settings. Professional development and role transition of baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings. (4 hrs. lecture)

PARALEGAL / LEGAL ASSISTANT

PLA 120  CONTRACTS AND BUSINESS ENTITIES  (3 credits)
This course presents a study of contracts, sales of goods, products liability, secured transactions, creditor rights, consumer protection, and bankruptcy. The students study ethics of business, basic principles of employment law, business entities, including sole proprietorships, partnerships, corporations, limited liability companies, and other business entities. Students learn the fundamental principles of law applicable to each entity type and how to prepare documents for these organization and operations. (3 hrs. lecture) Prerequisite: PLA 110

PLA 130  LEGAL RESEARCH AND WRITING I  (3 credits)
This course will introduce the student to the techniques of legal research with an emphasis on the research of a case law as it relates to the specific issue. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. The emphasis of this course will be on research. (3 hrs. lecture)

PLA 140  LEGAL RESEARCH AND WRITING II  (3 credits)
This course will introduce the student to legal terminology as well as the specific usage of such terminology in legal documents. Topics covered include: problem analysis, resource materials, research techniques, presentation of research, writing memoranda, and writing legal briefs. (3 hrs. lecture)

PLA 210  INTRODUCTION TO CIVIL PROCEDURE  (3 credits)
This course includes an overview of a civil lawsuit as well as an introduction to pleading and the most commonly used motions. It will also highlight the interface between civil procedure and substantive law. It will prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal Courts. Topics included are: substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, and preparing interrogatives and answers. (3 hrs. lecture)
PLA 220   INTRODUCTION TO TORTS   (3 credits)
This course is an overview of the laws of negligence, intentional wrongs, slander and libel, product liability, strict liability and other private wrongs. Topics covered include: theories governing tort law, system and procedures used in preparation for tort cases, trial procedures, and appeal procedures. (3 hrs. lecture)

PLA 230   CRIMINAL LAW AND PROCEDURE   (3 credits)
The law of criminal procedure governs the procedure whereby the government seeks to convict and punish a person for a criminal offense. It thus deals with the manner in which the police detect whether a criminal offense has been committed; the manner in which the evidence is presented to and evaluated by the guilt determining body; and if guilt is determined, the manner in which punishment is imposed. Topics covered include: offenses against persons, property, and habitation, statutory provisions, defenses, parties to crime and jurisdiction, Florida Rule of Criminal Procedure, arrest, search warrant and probable cause, exceptions to the search warrant, admissions and confessions, stop and frisk, pretrial identification procedures, preparation of a case for court, discovery procedures, motions, post trial motions and procedures, preparing the record on appeal, and habeas corpus petitions. (3 hrs. lecture)

PLA 280   PROFESSIONAL ETHICS AND LIABILITY   (3 credits)
This course provides the student an opportunity to examine and evaluate the ethical obligations and professional responsibilities of a legal assistant. The student who successfully completes this course will have a basic understanding of ethical legal conduct, a thorough comprehension of the importance of ethics to the law, a solid understanding of the major issues in ethics and the rules governing those issues, and the ability to apply that developing ethical sensitivity and knowledge to a variety of hypothetical and real-life situations. (3 hrs. lecture)

PHILOSOPHY

PHL 110 LOGIC   (3 credits)
This course is an introduction to the science of reasoning. It will examine such concepts as inference, validity, soundness, deduction, induction, counterexample, and fallacy (formal and informal). The discussion will use arguments in natural language, Aristotelian (categorical) logic and, optionally, propositional logic. Predicate logic will not be covered. (3 hrs. lecture) Prerequisites: ENG 101. This course serves to meet the Gordon Rule requirements.

PHL 160 ETHICS   (3 credits)
This course is an introduction to philosophical thinking about morals. The course examines a series of important texts in the history of philosophical ethics, representative of various ethical approaches. The student will be encouraged to employ the various philosophical (utilitarian and deontological) approaches to moral questions. Students are encouraged to apply ethical reasoning to moral dilemmas in various professional and personal areas and to engage in philosophical thinking about morality at least to the extent of comparing their own moral intuitions or beliefs against the major philosophical trends examined in this course. Students will gain some understanding of the methods and procedures of philosophy. (3 hrs. lecture) Prerequisites: ENG 101.

POLITICAL SCIENCE

POL 210 STATE AND LOCAL GOVERNMENTS   (3 credits)
This course examines the structure of state and local governments, the social and political influences on states and local governments, and the dynamics of administrative processes. (3 hrs. lecture)
PRACTICAL NURSING

PRN 001C FUNDAMENTALS OF PRACTICAL NURSING I (120 clock hours)
This course introduces the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethical responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. A review of disease and disease states for the health populations as well as the health care needs of the geriatric patients, and pre-operative and post-operative nursing care is discussed. Clinical skills are practiced in the nursing Lab. and the student has the opportunity to apply knowledge and skills in clinical setting. (45 hrs. lect., 30 hrs., lab, 45 hrs., clinical)

PRN 002C FUNDAMENTALS OF PRACTICAL NURSING II (105 clock hours)
This course is a continuation of practical nursing I. It prepares the student to provide basic personal patient care and perform patient care procedures in hospitals and long-term care facilities. Safety measures, emergencies, and organization of patient care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS, infection control procedures and domestic violence. (30 hrs. lect., 30 hrs., lab, 45 hrs., clinical)

PRN 022 ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY (60 clock hours)
This course is designed to provide the student with basic knowledge of normal human body structure and function. The student will learn major systems, organs, and terminologies necessary for the provision of safe and effective nursing care. (60 hrs. lecture)

PRN 023 GROWTH & DEVELOPMENT AND NUTRITION (30 clock hours)
This course outlines the characteristics of growth and development from conception to birth, birth through preschool, school age through adolescence, and adult through the human life span. It also focuses on the basic nutritional requirements necessary to support health. Economic practices in purchasing, storing, preparing, and serving food for the individual and the family will be discussed. Health care agency dietary service and therapeutic diets as they relate to disease and health will be elaborated upon. (30 hrs. lecture)

PRN 035C PHARMACOLOGY (60 clock hours)
This course includes an introduction to clinical pharmacology including drug classifications, the study of a large body of medications, drug mechanisms, dosage, safe medication administration, therapeutic uses, characteristics, action, dosage, contraindications, side effects, and the techniques used in administering them. (45 hrs. lect., 15 hrs lab)

PRN 100C MATERNITY AND NEWBORN NURSING (112.5 clock hours)
This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. (30 hrs. lect., 15 hrs. lab., 67.5 hrs. clinical)

PRN 110C PEDIATRIC NURSING (97.5 clock hours)
This course provides information regarding the general characteristics, needs, and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. The nursing skills related to the care of the pediatric patient are emphasized. (15 hrs. lect., 15 hrs. lab., 67.5 hrs. clinical)
PRN 380AC  MEDICAL-SURGICAL NURSING I A  (97.5 clock hours)
This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. (22.5 hrs. lect., 7.5 hrs. lab., 67.5 hrs. clinical).

PRN 380BC  MEDICAL-SURGICAL NURSING I B  (97.5 clock hours)
This course provides the student with information regarding common acute and chronic medical and surgical conditions related to the body systems including the management, needs, and specialized nursing care of patients with these conditions. The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult, and the clinical skills utilized in geriatric nursing care including the management, needs, and skills of caring for the geriatric patient. The emotional, mental, physiological, and social needs of the aging adult in a variety of settings are discussed. (22.5 hrs. lect., 7.5 hrs. lab., 67.5 hrs. clinical).

PRN 388AC  MEDICAL-SURGICAL NURSING II A  (97.5 clock hours)
This course provides the student with information regarding common acute and chronic medical and surgical conditions related to the body systems including the management, needs, and specialized nursing care of patients with these conditions. The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs, and skills of caring for the geriatric patient. The emotional, mental, physiological, and social needs of the aging adult in a variety of settings are discussed. (22.5 hrs. lect., 7.5 hrs. lab., 67.5 hrs. clinical).

PRN 388BC  MEDICAL-SURGICAL NURSING II B  (97.5 clock hours)
This course provides the student with information regarding common acute and chronic medical and surgical conditions related to the body systems including the management, needs and specialized nursing care of patients with these conditions. The course focuses on the care of the patients with diseases or disorders of the nervous system, sensory system, musculo-skeletal system, and reproductive system. Care of the patient with trauma or shock is also included. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. The specialized nursing skills to manage and provide nursing care for patients with these conditions are emphasized. This course also continues the study of the acute and chronic diseases and disorders of the geriatric patient, concerns of the aging adult and the clinical skills utilized in geriatric nursing care including the management, needs, and skills of caring for the geriatric patient. The emotional, mental, physiological, and social needs of the aging adult in a variety of settings are discussed. (22.5 hrs. lect., 7.5 hrs. lab., 67.5 hrs. clinical).
PRN 400  PRACTICAL NURSING COMMUNICATION  (30 clock hours)
This course prepares the practical nursing student to communicate and use interpersonal skills effectively. Basic listening and observational skills are covered as well as interaction with patient, family, and members of the health care team. Concepts of wellness and disease are covered including human needs throughout the life span, psychological reactions to illness, defense mechanisms as well as common alterations in patient with psychological disorders. (30 hrs. lecture)

PRN 933C  TRANSITION TO GRADUATE  (210 clock hours)
This course provides comprehensive on-site clinical experience for the nursing student that includes providing patient care as a member of the health care team in a health care facility as well as the community health care setting (under the supervision of nursing faculty). The student adds to the experience already acquired in applying knowledge and practicing skills that have been learned throughout the entire program. Students review the LPN role and scope of practice and define leadership roles in a healthcare team. During this course, the student returns to the campus at regular intervals for a clinical overview and summary and review of competency assessment. In addition, employability skills are reviewed and the transition from student to graduate nurse is discussed. (30 hrs. lect., 180 hr. clinical)

PRN 934  NCLEX PN REVIEW  (75 clock hours)
This course provides a comprehensive review of nursing theory, test preparation, test taking strategies, relaxation tips, with questions and practice exams in preparation of the NCLEX PN test. (75 hrs. lecture).

PSYCHOLOGY

PSY 110  GENERAL PSYCHOLOGY  (3 credits)
This course is a comprehensive survey of the diverse and rapidly expanding field of human psychological research. Emphasis is placed on understanding the dynamics of the human nervous system and how it affects our day-to-day behavior. (3 hrs. lecture)

READING

REA 010  COLLEGE READING SKILLS  (3 credits)
This is a developmental course designed to improve reading skills, spelling, vocabulary, and reading comprehension skills as needed for successful college work in English. The emphasis of this course is college reading skills, including discerning meaning of new words in context, identifying main idea, supporting details, and making inferences. (2 hrs. lect., 1 hrs. lab.). Prerequisites: a score of less than 10 on the TABE. Students taking a remedial course will be unable to complete their program of study in the number of semesters specified in the program section of the catalog. Remedial courses are not creditable.

SOCILOGY

SOC 200  PRINCIPLES OF SOCIOLOGY  (3 credits)
This course is an introduction to the study of sociology, its methods of research, the relationships between human culture and the individual, deviations from cultural norms, the organization of society, human behavior in groups, and social institutions. (3 hrs. lecture)

STATISTICS

STA 201  INTRODUCTION TO STATISTICS  (4 credits)
This course provides an introduction to the summarizing, tabulating, and analyzing of data using various statistical techniques. (4 hrs. lecture) Prerequisites: MAT 110.
Academic Calendar

Winter Semester 2013 (16 weeks)

**Term A (8 weeks)**
- Oct. 28, 2013 Start of WINTER Semester Term A
- Nov. 01, 2013 Last day for add-drop courses
- Nov. 11, 2013 Veteran’s Day (Faculty Work Day)
- Nov. 28, 2013 Thanksgiving Day – College Closed
- Dec. 19, 2013 End of WINTER Semester Term A
- Dec. 23 – Jan. 3, 2014 WINTER Recess – No Classes

**Term B (8 weeks)**
- Jan. 6, 2014 Start of WINTER Semester Term B
- Jan. 10, 2014 Last Day to Add or Drop classes
- Jan. 20, 2014 Martin Luther King Day College closed
- Feb. 17, 2014 Presidents Day (Faculty Work Day)
- Feb. 28, 2014 Last day of WINTER Semester Term B

Spring Semester 2014 (16 weeks)

**Term A (8 weeks)**
- March 3, 2014 Start of SPRING Semester Term A
- Mar. 07, 2014 Last day for add-drop courses
- Apr. 18, 2014 Good Friday – College Closed
- Apr. 25, 2014 End of SPRING Semester Term A

**Term B (8 weeks)**
- Apr 28, 2014 Start of SPRING Semester Term B
- May 02, 2014 Last day for add-drop courses
- May 26, 2014 Memorial Day – College Closed
- June 20, 2014 End of SPRING Semester Term B

Summer Semester 2014 (16 weeks)

**Term A (8 weeks)**
- June 23, 2014 Start of SUMMER Semester Term A
- June 27, 2014 Last day for add-drop courses
- July 04, 2014 Independence Day College Closed
- Aug. 15, 2014 End of SUMMER Semester Term A
- Aug. 18, 2014 **Planning and Evaluation Week**
- Aug. 18 – Sept 2, 2014 SUMMER Recess No Classes

**Term B (8 weeks)**
- Sept. 01, 2014 Labor Day –College Closed
- Sept. 02, 2014 Start of SUMMER Semester Term B
- Sept. 05, 2014 Last day for add-drop courses
- Oct. 13, 2014 Columbus Day – (Faculty Workday)
- Oct. 24, 2014 End of SUMMER Semester Term B