



**B**URNETT

**I**NTERNATIONAL

**C**ollege

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# BURNETT INTERNATIONAL COLLEGE

## WELCOME

### Dear Prospective Students:

On behalf of everyone at Burnett International College, I welcome you to our College. I am delighted that you are considering the Burnett International College (BIC) for your allied health education. The Board of Directors, faculty and staff of the Burnett International College would like to thank you for showing interest in choosing Burnett International College.

The BIC offers a unique opportunity for students who wish to pursue an allied health career at a faster pace than is traditionally offered. All BIC classes are taught in English. Our faculty includes qualified professors who bring real world experience to the classroom.

This Catalog provides basic information about Burnett International College; courses offered, admission process and tuition and fees. This should give you an overview of our programs and help you to recognize the benefits and advantages of studying at BIC.

The BIC staff members are here to help you from the first day of classes to the last day of graduation at BIC.

The Burnett International College offers you an excellent education at a very reasonable price in order to assist you in realizing your dream of becoming an allied health care provider.

BIC is committed to providing a working and learning environment for all students, faculty and staff. All members of the School are responsible for ensuring that you take advantage of this opportunity and that you are encouraged and supported in all perspectives throughout your career.

We wish you well and success in your future endeavors. I encourage you to file an application after reviewing all of our programs.

**The Rev. Fr. Burnet Moise, M.Div.**  
President of Burnett International College

# BURNETT INTERNATIONAL COLLEGE

## **Mission**

Burnett International College is dedicated to providing high quality post-secondary training in the allied health field which will prepare students to gain the necessary skills or enhanced skills to become employed in today's job market.

## **Vision**

The Burnett International College will be regionally recognized as a leader among academic health care organizations by cultivating a tradition of excellence and innovation in education, training, and service.

## **School Philosophy**

Burnett International College believes that the promotion of personal growth is important for an individual to obtain self-actualization. Culture, health, and education must be taken into consideration when addressing the basic needs of self-actualization. Burnett International College has taken a holistic and humanitarian approach when educating our students. Our students are taught to take this approach when caring for their patients and interacting with the people in our community. The Allied Healthcare Field is a charitable profession that enhances the quality of life by promoting health, preventing illness, supporting rehabilitation following illness, and providing care for persons at the end of life. We believe all individuals are entitled to health care and the right to participate in making health care decisions.

Burnett International College encourages students to acquire knowledge, develop their creativity, and strive for excellence. Our objective is to prepare the student to enter into a professional level career and be a productive person in this community.

The school was established to provide training according to the growing need in the health care industry and the community. We follow the required hours, the required method of teaching and utilize modern training equipment to teach our students. The institutions where our students complete their externships are involved in the learning process of our students. They are given the opportunity to acquire as much practice and experience as possible while on an externship rotation.

The institution offers students a stimulating, positive and supportive environment in which they can develop academically, intellectually, physically and emotionally. We offer resources to the students that allow them to utilize their inner talents and to reach their professional goal within their chosen field of study.

The faculty and the staff at Burnett International College believe that each student is an individual with inherent rights, privileges and dignity, which will be respected during the learning process.

We believe in students finding self-actualization, and self-pride when working in the field of their choice. We believe the healthcare providers offer much needed care to the ill, aging and handicapped persons within our community.

Education is a basic need to bring to realization the self-satisfaction in our lives. Education is a process that brings changes in the life of the learner and those he or she encounters. Students are responsible for their own learning: Our programs are designed to enable students to reach our planned objectives for the courses they are completing.

Learning is effective when it is reinforced with laboratory practice of the learned skills. The externships and clinical laboratory practice allow the students to reinforce the learned skills and to perfect the procedures for better understanding and implementation.

Evaluation is a necessary and continuous process in our institution. Its purpose is to make sure the student reaches his/her goal in a satisfactory and efficient manner. It is a useful tool in allowing us to make the proper adjustments to programs so as to allow the students to reach the highest level of education within our institution. Evaluation is an ongoing process in our institution and allows us to learn more about our community and its needs, the student and their needs, and the faculty and their needs. Quality of education is of the utmost importance at Burnett International College.

At Burnett International College we seek to accomplish our promised goal to the student in a satisfactory manner. We encourage students to continue, educating themselves. Education is valuable to the community; it prepares those in the community to fill the jobs that are made available within a growing community.

Finally, we believe everyone is entitled to an education. We extend our programs to everyone regardless of color, sex, race, religious beliefs or national background. We offer them the opportunity to reach their career goal when they are within our institution, and graduate to become a welcome addition to the healthcare system in our communities.

### **Legal Ownership**

Burnett International College, Inc. is a foreign corporation formed under the laws of the State of Florida to do business as Burnett International College. The Officers of the Corporation are Burnet Moise, President and Chief Executive Officer and Yolex Richardson, Secretary. The corporate office mailing address is 1903 South Congress Avenue, Suite 200, Boynton Beach, Florida 33426.



# BURNETT INTERNATIONAL COLLEGE

## Board of Trustees

The Board of Trustees of Burnett International University, Inc. consists of the following current members:

Father Burnet Moise, M.Div.  
Wiener Leblanc, MD  
Lavern Johnson, BSN, MSN  
Marie Carmel Laguerre, BS

President/Chief Executive Officer  
Academic Advisor  
Nursing Program Director  
Secretary-Treasurer

## School Administration

- |                                     |                           |
|-------------------------------------|---------------------------|
| • President/Chief Executive Officer | Father Burnet Moise, MDiv |
| • Campus Director                   | Father Burnet Moise, MDiv |
| • Nursing Program Director          | Lavern Johnson, BSN, MSN  |
| • Admissions Coordinator            | Paulette Firmin, BS       |
| • Financial Assistant               | Gladis Lopez              |

## Faculty

- Jesila Ameda: Practical Nursing; Medical Assisting  
Bachelor of Science – Nursing, Nova Southeastern University
- Milhenka Auguste: Microbiology  
Doctor of Medicine – American University of Antigua College of Medicine  
Bachelor of Science – Biology, Nova Southeastern University
- Jocelyn Augustin: Physical Therapy Classes  
Bachelor of Science – Physical Therapy, Florida International University  
Associates of Applied Science – LaGuardia Community College
- Patrick Boursiquot: Lifespan Psychology; General Psychology  
Master in Social Work – Boston University  
Bachelor of Science – Psychology, Worcester State College
- Norma Elisabeth Cain – Advanced Adult Healthcare; Medical/Surgical II;  
Leadership Management  
Master of Nursing – University of Phoenix  
Bachelor of Nursing – South University

- Carol Clarke – Basic & Advanced Adult Health care; Medical/Surgical I & II;  
Childbearing Families Clinical  
Master of Nursing – University of Phoenix  
License Practical Nursing – North Technical Vocational
- Deborah Constantine: Fundamentals of Nursing  
Bachelor of Science – Nursing, Florida International University
- Lemel Dorvilus: Basic Health Worker and Microbiology  
Master of Public Health, Walden University  
Master of Business Administration, University of Phoenix  
Bachelor of Arts - Business, Northwood University  
Associate of Science – Nursing, Palm Beach Community College
- Francis Dupiche: Microbiology  
Bachelor of Science - Nursing, Florida International University  
Medical Doctorate, State University of Haiti (Haiti)
- Roger Fimerlus: Anatomy & Physiology  
Medical Doctorate, Universidad Central Del Este (Dominican Republic)
- Paulette Firmin: Computer Concepts  
Bachelor of Science - Information Systems, Florida Career College
- Hochman, Kayla: Basic Health Worker and Lifespan and Development  
Doctor of Psychology, Nova Southeastern University  
Master of Science – Clinical Psychology, Nova Southeastern University  
Master of Science – Education, Long Island University
- Paul Hyacinth: Computer Concepts  
Bachelor of Arts – Management Information, Florida Career College  
Associates of Science – ATI Career Training Center
- Christine C. Johnson: Pharmacology; Mental Health  
Master of Nursing – Nursing Education, Walden University  
Bachelor of Nursing – Florida Hospital College of Health Sciences
- Lavern Johnson: Fundamentals of Nursing; Nursing Pharmacology  
Master of Science - Nursing, Florida International University  
Bachelor of Science - Nursing, Florida International University
- Peggy Joseph: Life Span Development  
Master of Science - Counseling, Saint Thomas University  
Bachelor of Arts - Secondary Education, Saint Thomas University  
Associate of Science – Nursing, Broward College

- Marie Carmel Laguerre: Pharmacy Management  
Bachelor of Science, Massachusetts College of Pharmacy
- Shirley Lamarre: Basic Adult Medical/Surgical  
Master of Science - Nursing, University of Phoenix  
Bachelor of Science - Nursing, University of Phoenix
- Reid Louise: Mental Health Clinical  
Bachelor of Science – Nursing, University of Arkansas Medical Sciences
- Barbara Miller: Basic & Advanced Adult Healthcare; Medical/Surgical I & II  
Master of Science in Administration – Central Michigan University  
Bachelor of Nursing – SUNY Down State University  
Associates of Applied Science: Long Island College
- Ann Morrison: Fundamentals of Nursing; Basic & Advanced Adult Healthcare  
Clinical  
Bachelor of Nursing – University of Tampa  
Registered Nursing – North Allenton School of Nursing (UK)
- Isabelle Sterlin-Dalla Pola: Career Development  
Medical Science, Dentistry – Miami Dade College
- Francoise Mendes Ramos: Fundamental Concepts Clinical; Basic Adult Healthcare  
Clinical  
Bachelor of Nursing – University of Rhode Island
- Ney Jose Rojas: Physical Therapy  
Master of Science – Physical Therapy, State University of New York  
Bachelor of Science – Physical Therapy, State University of New York
- Lawrence Siegel: General Psychology  
Master of Arts - Psychology, Florida Atlantic University  
Bachelor of Arts - Psychology, Eckerd College
- Richard Siegel: General Psychology  
Master of Science - Psychology, Nova Southeastern University  
Bachelor of Science - Pharmacology, University of the Sciences in Philadelphia
- Jose Stelle: English Composition  
Master of Arts - English, University of Iowa  
Master of Arts - Art, Brigham Young University  
Bachelor of Art - Art, Brigham Young University

- Louis Harry Toto: Intermediate Algebra  
Master of Science in Education – Walden University  
Bachelor of Science in Math – Walden University
- Sandra Vachon: Fundamentals of Nursing  
Master of Science - Nursing, University of Massachusetts  
Bachelor of Science - Nursing, University of Massachusetts

## HOLIDAYS AND BREAKS

### Winter Break

New Year's Day	January 1, 2013
Martin Luther King Day	January 21, 2013
President's Day	February 18, 2013

### Spring Break

Good Friday	April 6, 2013
Memorial Day	May 27, 2013
Independence Day	July 04, 2013

### Summer Break

Labor Day	September 02, 2013
Veteran's Day	November 11, 2013

### Fall Break

Thanksgiving Day & Day after	November 28-29, 2013
Christmas Day through January 1 <sup>st</sup>	December 23, 2013 – January 1, 2014

### Class Start & End Dates for Enrollment

A student may join the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is  $6 \times 1.5 = 9$  weeks.

## Program Schedule

### Associate In Science Degree Programs

Start Dates	Anticipated Graduation Dates			
	ADN	MEA	PHT	PTN
08/06/2012	06/27/2014	05/23/2014	06/27/2014	05/23/2014
09/10/2012	08/01/2014	06/27/2014	08/01/2014	06/27/2014
10/22/2012	09/05/2014	08/01/2014	09/05/2014	08/01/2014
11/19/2012	10/10/2014	09/05/2014	10/10/2014	09/05/2014
01/07/2013	11/14/2014	10/10/2014	11/14/2014	10/10/2014
03/04/2013	01/09/2015	11/28/2015	01/09/2015	11/28/2015
04/08/2013	02/13/2015	01/09/2015	02/13/2015	01/09/2015
05/13/2013	03/20/2015	02/13/2015	03/20/2015	02/13/2015
06/17/2013	04/24/2015	03/20/2015	04/24/2015	03/20/2015
08/06/2012	06/27/2014	05/23/2014	06/27/2014	05/23/2014

### Diploma Programs

Start Dates	Anticipated Graduation Dates	
	PRN	PTN
08/06/2012	08/16/2013	05/24/2013
09/10/2012	09/20/2013	06/28/2013
10/22/2012	10/25/2013	08/02/2013
11/19/2012	11/29/2013	09/06/2013
01/07/2013	01/17/2014	10/11/2013
03/04/2013	03/14/2014	12/06/2013
04/08/2013	04/18/2014	01/24/2014
05/13/2013	05/23/2014	02/28/2014
06/17/2013	06/27/2014	04/04/2014

The above information is subject to change and can be viewed in the addendum located in our website. Students are enrolled for a start date and will be assigned by the College to the class times.

### Hours of Operation

Burnett International College offers day, evening and Saturday Classes. Students may study on full or part-time basis depending on their career and family obligations. Day Classes are scheduled: Monday through Friday from 9:00 A.M. to 3:00 P.M. Evening Classes are scheduled Monday through Friday from 5:00 A.M. to 11:00 P.M. Saturday

Classes are scheduled from 9:00 A.M. to 3:00 P.M. (Clinical and externship only) The College's Office is open Monday through Thursday 9:00 A.M. – 10:00 P.M. and Friday and Saturday: 9:00 A.M. to 3:00 P.M.

## GENERAL ADMISSIONS REQUIREMENTS

Admission to Burnett International College is open to any qualified applicant. No qualified person will be excluded from enrollment based on age, race, gender, disability or national origin.

Applicants must meet the following requirements to be considered for admission into Burnett International College:

1. Be a minimum of 18 years of age; or, if under the age of 18, a parent or guardian must sign the enrollment application. Additionally, the applicant must turn 18 prior to entering externship.
2. Provide evidence of high school diploma, high school certification, or GED.
3. Complete and sign an Enrollment Agreement, provide photo identification and complete a 150-word essay.
4. Take the Wonderlic Test and pass with a minimum score of 11.0 to assess the student's math, reading and comprehension abilities. Additionally, the nursing program student must complete the TEAS test with the minimum following scores:  
  
Practical Nurse – 60  
Registered Nurse – 65
5. Provide a non-refundable registration fee of \$50 prior to enrollment.
6. Provide proof of health insurance. Students who do not possess health insurance upon applying to the College must be prepared to purchase health insurance through an approved Burnett International College provider upon commencement of studies

### **International/Non-U. S. Schools**

Transcripts from international/non U.S. schools written in a language other than English must be accompanied by a certified English translation. Certified translations must accompany the original documents. Originals and certified translation must be sent to the Admissions officer.

### **International Students**

All International applicants to the Burnett International College shall meet the same admissions requirements as aforementioned. International applicants must present evidence of graduation through an official educational transcript, along with a translation

into English by a certified translator that accurately reflects courses taken and related grades/evaluations for all educational programs attempted. Those courses must be at least the equivalent of the standard 12-year primary and secondary school programs provided in the United States.

Additionally, applicants whose first language is not English or who come from non-English speaking countries must be able to demonstrate competency in the English language as evidenced by the following:

Score 410 or higher on the Wonderlic Basic Skills test, or pass the Test of English as a Foreign Language (TOEFL). The only exception to this requirement is an oral evaluation of the applicant's English skills by the Admission's officer. The purpose of this test is to identify the appropriate level of English proficiency held by the applicant. The test results will determine if the student must complete ESL courses and the number and type of courses.

In order to qualify for the allied health programs, the applicant must be proficient in English at the level of training for Students Foreign Language or its equivalent, as determined by the school. The Burnett International College requires international students to complete ENG 100 Introduction to English Language as part of its commitment to facilitate the international student's integration in the program.

All students taking ENG 100 Introduction to English Language may also be scheduled for traditional coursework, excluding General Education courses, within the chosen program of study. All courses require students to earn a "C" or better grade to successfully complete the course. Any performance below a "C" results in failure, and the student will be required to retake the course.

Upon successful completion of ENG 100 Introduction to English Language coursework, the applicant should possess the necessary skills to take English Composition or ENG101.

To enroll, the international applicants must complete and submit to Burnett International College the following:

1. Proof of English language proficiency (see International Admissions Policy for acceptable proof)
2. Proof of graduation from a foreign institution comparable to a United States secondary school, if applicable. Documentation submitted must be translated into English by a certified translator.
3. Completed and signed Sponsor's Statement of Financial Support (this is not required if the student is self-sponsored).
4. For all applicants residing in the U. S. at the time of application in F, M, or J non-immigrant classification, written confirmation of nonimmigrant status at the previous school attended before transferring to Burnett International College.

## ACADEMIC POLICIES

### **Attendance**

Students are expected to attend all scheduled class meetings and to arrive on time. Attendance is mandatory for all laboratory sessions, and conferences. Daily attendance is also mandatory in all nursing skills in the clinical and/or simulated laboratory setting. Students are expected to inform faculty in advance of any future dates where a student may be absent. It is the responsibility of the student to make up work missed. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss ten consecutive days of classes will be terminated from the program. Students must complete 80% of the program; missing 20% or more will lead to termination from their program of study. After 3 unexcused absences, the student is counseled by the director or Administrator of the program and will be placed on probation. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance.

### **Clinical Externship Attendance**

Students performing any type of clinical component in their program of study may be absent no more than three times in their externship course. All clinical hours must be made up. Only mitigating circumstances, substantiated with supporting documentation pertaining to the reason why the student incurred the absence, will be considered acceptable for clearance for a make-up session. Students who violate this policy will not pass the clinical component of their program.

### **Tardiness**

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since Burnett International College (BIC) trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on his/her attendance record.

### **Leave Of Absence (LOA)**

Burnett International College requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Burnett International College (BIC) may grant the student's request for a leave of absence and document its decision in the student's file. Burnett International College will collect the written request within 30 days.

A student may be granted a Leave of Absence (LOA) for up to 180 days in any 12-month period. The number of days in a leave of absence commences the day after the student's last day of attendance. "A 12-month period" begins on the first day of the student's initial leave of absence.



Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be considered to have withdrawn from the program.

### **Make-Up Work**

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

### **Class Cuts**

The cutting of classes may result in disciplinary action that will be recorded as unexcused absences. Departure from classes before regular close of the school session is permitted only in case of previous arrangement with the school office.

### **Class Capacity**

Maximum class capacity is 40 students per lecture class and 20 students in the student laboratory. For the Practical Nursing program, there is one (1) instructor to every 12 students in the laboratory and clinical setting. The instructor to student ratio in lecture class is 1:36.

### **Tutoring**

Any student who feels that they need the assistance of a tutor should discuss the problem with the instructor of the course in question. The instructor and student will set up a convenient time for tutoring sessions.

### **Visitors and Guests**

Students must notify their instructor of visitors and guests who will be on the school's premises. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book. No visitors or guests may attend a class without prior permission from the instructor and campus Director.

### **Children on Campus**

Children are not permitted to attend any class with their parents, nor are they allowed on campus while parent is attending class, making up assignments, or receiving tutoring sessions. The School cannot be responsible for the safety of children at the campus premises.

## **Telephone Use**

Cell phone use is prohibited in the classroom, laboratory and clinical. Therefore, these phones must be turned off or kept in silent mode. Cellular phones may be used during breaks only and only in designated break areas. Students violating this policy during class or lab may be subject to disciplinary action.

## **Dress Code**

BIC prepares students for professional employment in Allied Health. The dress code requires that students to wear scrubs, a white lab coat (for labs and externships in designated programs), and white closed toed shoes with socks or hosiery. Each program of study has a designated school uniform. Students are provided two sets of scrubs in designated color for the program to which they are assigned. When buying scrubs, students are responsible for purchasing the color scrubs appropriate for their program. Shoes and clothing must be clean and in good condition. Hair on all students must be a natural color. Hair must also be neatly combed, clean and pulled away from the face so that it does not hang in the face when bending over. Hands must always be clean and fingernails must never extend more than 1/8 inch. Jewelry must be limited to a simple watch.

## **Graduation Requirements**

Upon successful completion of all requirements of their chosen program of study, students will be awarded either the degree, or diploma that they have earned. To be qualified and become eligible for graduation students must fulfill the following requirements:

1. Receive a passing Score-grade on all required coursework
2. Achieve a minimum GPA of 2.0 or higher
3. Maintain satisfactory academic progress standards
4. Satisfy all financial obligations to Burnett International College
5. Receive a passing grade on the portfolio or thesis, if required
6. Complete 100% of clinical externship hours and pass all competency check offs.

Please note: Portfolio courses require students to earn a “C” or better to exit the course. Any performance below a “C” results in failure and is calculated in the student’s GPA as an “F” grade.

## **Transfer of Program**

Any student, who began a program at Burnett International College (BIC) and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly.

## **Transfer of Credit**

Burnett International College reserves the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by Burnett International College (BIC).

Students who transfer out of Burnett International College (BIC) to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to BIC have been met by the student. The acceptance of the transferability of credits is the decision of the receiving institution.

## **Academic Challenge Credit**

A student may challenge the requirement to complete specific courses in the curriculum by requesting credit for the course based on the student's prior work or educational experience. Academic challenges must be completed prior to a student's start date of the program. To be eligible for Academic Challenge credit, the student must provide the School with official documentation (as determined by the School) to validate the prior experience.

For any student wishing to challenge a particular course, the Program Director for the desired program will administer an appropriate course examination to determine "retained knowledge" in both lecture and laboratory components. The student will receive academic credit for a course only if the Program Director determines that the student has passed both the lecture and laboratory portions of the examination with a minimum 85% grade, and the course will be presented on the student's transcript with a letter grade of 'PR'. If a student receives credit for previous training, the 'PR' credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation. Students receiving academic challenge credit will be granted tuition credit for that particular course. No more than 50 percent of the total program credits may be awarded as transfer credits or academic challenge credits, or combination thereof.

## **Independent Study Policy**

Students at Burnett International College may be allowed to take, on a very limited basis, courses through directed or independent study.

This option is available only to students with extenuating circumstances and students approaching graduation who find that a required course is not offered. Courses with a laboratory or externship component cannot be completed through directed or independent study. Students must have been making appropriate progress towards graduation to be considered for directed or independent study. The student must obtain permission from the Campus Dean to enroll in a directed or independent study course.

## Residency Requirements

Students are required to earn a minimum of 50 percent of their credits in residence at Burnett International College.

## Program Changes

Burnett International College (BIC) reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, and fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes.

## Examinations

The purpose of examinations is to monitor the progress of students and to evaluate the quality of instruction. Examinations are considered to be an integral part of the learning process and, as such, are designed to emphasize important concepts and to develop problem-solving abilities. BIC School of Health Sciences is authorized to provide students with both subject specific and comprehensive self-examinations.

Final exams will be given at the end of each semester for all courses. These exams will cover the old and new material taught by the instructor. They will last up to two hours. The final course grades will be available in about 24 hours.

**1. Missing Exams:** It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of "F" for that examination unless the absence is due to serious illness or a sudden emergency which must be documented by a physician or other evidence such as a death certificate.

**2. Retesting:** A student missing an examination due to reasonable circumstances described above is to be examined at the convenience of the instructor within two weeks after the student's return to class.

**3. Repetition/Re-examination:** Repetition of an examination for the record is a discretionary decision of the instructor; it shall not be in violation of the examination policy statement regarding absenteeism.

**A.** Should a student receive a failing grade on an exam an alternate, re-exam, may be given at the discretion of the department involved. The re-examination will be an alternate exam and the score will be averaged with the initial grade. The average of the two exam grades will be the final grade posted. Regulations concerning re-examinations will be issued in writing by the department at the start of each course. Based on a student's performance, a department may decide that the student may not be permitted to take a re-examination, but must repeat the entire course. The method which the department devises to arrive at this decision rests with the department involved.

**B.** Re-examinations of final exams are scheduled after the end of the first week of the following Semester. A schedule for re-examination will be approved by the Dean of Student Affairs in consultation with the appropriate departments to ensure coordination of re-examination procedures. No re-examination may be given at other times except with the approval of the Dean of Student Affairs. The initial examination score will be

averaged with the re-exam score to calculate the final exam grade. Passing the final exam does not guarantee passing the course. This policy simply allows students to show competency in the cognitive domain.

**C.** Only one re-examination is permitted in each course. Petitions for exceptions must be supported by both the student and the department and require specific approval of the Academic Standing Committee.

**D.** All re-examinations are to be given on the premises of the Burnett International College.

**E.** Students failing a course taken at the Burnett International College for the second time will not be allowed a re-examination and will be subject to dismissal. This rule applies also to those students who did not take a re-examination after the first failure.

### Grading System

Students must adhere to high standards of scholarship. The minimal average grade required for successful completion of said program is 70% for the quizzes and 70 – 100 % for the final examination. The students will receive a copy of their transcript at the end of each program. They will also receive individual counseling to keep them aware of their progress and achievement. Students are graded according to the following Grade Point Average (GPA) system:

### GRADING STRUCTURE

<b>Grade</b>	<b>Explanation</b>	<b>Numeric Grades</b>	<b>Grade Point</b>
<i>A</i>	<i>Excellent</i>	<i>90-100</i>	<i>4</i>
<i>B</i>	<i>Above Average</i>	<i>80-89</i>	<i>3</i>
<i>C</i>	<i>Average</i>	<i>70-79</i>	<i>2</i>
<i>D</i>	<i>Below Average</i>	<i>60-69</i>	<i>1</i>
<i>F</i>	<i>Failing</i>	<i>Below 60</i>	<i>0</i>
<i>I</i>	<i>Incomplete</i>	<i>Not computed</i>	<i>Not Computed</i>
<i>W</i>	<i>Withdrawn</i>	<i>Not computed</i>	<i>Not Computed</i>
<i>CR</i>	<i>Credit</i>	<i>Not computed</i>	<i>Not Computed</i>
<i>NC</i>	<i>Non-Credit</i>	<i>Not computed</i>	<i>Not Computed</i>
<i>T</i>	<i>Transfer Credit</i>	<i>Not computed</i>	<i>Not Computed</i>

## DEFINITION OF GRADES

The “F” means the student has not satisfactorily met course requirements and must repeat the course.

The “I” grade is assigned when a student has arranged an extension with an instructor to complete course requirements. For purposes of grade point and satisfactory progress, the “I” grade will not be computed. The student will have three weeks from the end of the grading period in which the “I” is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met within three weeks, the “I” will be converted to a final grade and the grade point average recalculated. In the event the “I” is not converted to a final grade, a course grade of “F” will be recorded as a final grade.

The “W” grade is assigned when a student withdraws from a class after the official census date (the sixth day of each grading period) and up to the midpoint of the class. Students receiving a “W” have not met the minimum objectives of the course and must **repeat** the course in order to receive credit.

## REPEAT OF COURSE CALCULATIONS FOR GRADE AVERAGE

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student’s transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours. If additional repeats are necessary, students will be charged accordingly. Note: Students should be aware that some colleges or universities may not accept a grade awarded to a repeated course or may not necessarily honor this policy.

## PROGRESS EVALUATIONS

Grades will be distributed to students at the end of each instructional period by the instructor or placed in the student’s academic file. Grades may be mailed to the address contained in the student’s academic file, if requested in writing to the School Director.

## BASIS FOR CALCULATION OF GRADE POINT AVERAGE

The cumulative grade point average (GPA) will be calculated at the end of each grading period. Student progress reports will be issued to students at the end of each grading period by the Registrar.

## Unit of Credit

The Unit of Credit used at Burnett International College (BIC) is a clock hour or credit hour. A clock hour is defined as no less than 50 minutes of any one contact hour in which students participate in learning activities on campus or at an approved externship facility.

## Credit Hours

Burnett International College courses are calculated on a semester credit hour basis.

15 lecture clock hours	= 1 semester credit hour
30 laboratory clock hours	= 1 semester credit hour
45 externship clock hours	= 1 semester credit hour

## Adding or Dropping Courses

Students may add or drop courses or clinic shifts with no fee until 15 days after the first day of class. After that date a \$15 add/drop fee will be charged for each class or clinic shift added or dropped. No class can be added after the third class session, since that would place the student in conflict with the BIC Attendance Policy. Students dropping courses after the 15-day grace period will be refunded tuition according to the BIC Refund Policy.

Students must fill out an add/drop form for each course to be added or dropped. This applies also to students transferring from one section to another of the same course and from one clinic shift to another.

**Grade Point Average (GPA):** Grade Point Average is awarded in accordance with the grade schedule at the previous page. Each letter grade has a point value. Students may determine the grade point average by multiplying the number of credits the course carries times (X) number of points a grade is worth: Students who earn an **A** in a three-credit course accumulate 4 points per credit for a total of 12 points [3 credits x 4 points = 12 pts] No grade points average are awarded for an F, I, R, U, W, WF, and WP.

**Grade Change Procedure:** Professors may change the grade (other than incomplete grades) awarded to a student for a course taught. Grades may be changed within one semester of the date they were assigned. Professors have the responsibility to turn in the grades of each student in their classes within 48 hours to the registrar's office.

## Standards of Academic Progress

The "Standards of Academic Progress" establish a formal process through which the administration and faculty of BIC can identify and provide assistance to students who experience academic difficulty.

A Student who experiences academic difficulty is alerted through the standards of academic weaknesses, so he/she may be supported by use of the standard weakness, at an early point. It is the goal of the institution to support students in every academic phase of their attendance at Burnett International College (BIC). When a student is not meeting the Standards of Academic Progress, faculty will conduct a formal meeting with the student in order to prepare a plan of improvement for the student and discuss the possible consequences that may occur if progress is not made.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standards reflect the commitment of Burnett International College (BIC) faculty and administration to provide



students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students who are experiencing academic difficulty and to increase public support for Burnett International College (BIC) efforts to provide sound educational programs.

Programs of the institution will measure satisfactory academic progress weekly. Students moving through the program must maintain a grade point average of 2.0 (“C”) or higher in order to be considered as making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students will be placed on academic probation for as long as it takes the student to return the average to 2.0 or higher. Students will not be sent to externship if their grade point average is not 2.0 or higher. In addition, if they have not been able to improve their academic progress to the minimum standard by the time they should begin their clinical externship, they will be academically dismissed.

Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

### **Academic Standards**

Consequences of sustained poor academic performance are summarized below:

<u>Cumulative GPA</u>	<u>Results</u>
0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading period. For programs under 240 clock hours these measures are applied both at the mid-point and at completion of the program.

### **Academic Probation**

Programs of the institution whose will measure satisfactory academic progress weekly. Students moving through the program must maintain a grade point average of 2.0 (“C”) or higher in order to be considered as making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students will be placed on academic probation for as long as it takes them to return the average to 2.0 or higher. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the students have not been able to improve their academic progress to the minimum standard, the students will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.



## **Academic Dismissal/Withdrawal**

“Academic Dismissal” represents a separation of students from Burnett International College for at least one semester of four (4) months. “Academic Dismissal” occurs after a student fails to meet the minimum requirements during academic probation. A student may be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules of conduct and policies of the institution

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

A student may be dismissed from the Burnett International College if:

1. He or she fails to maintain academic performance of 2.0 grade point average during any one academic year;
2. He or she fails two or more months of clinical or externship, or fails a clinical that he or she is repeating;
3. He or she cheats or demonstrates a legal, moral, behavioral, ethical or academic instability that impairs judgment;
4. He or she violates the laws of the State of Florida or the United States, or any state where the student is doing a clinical or externship;
5. The appropriate Dean determines if there are factors that would interfere with or prevent the student from practicing the highest quality of allied Health;
6. Failure to satisfy the conditions for removal from Academic Warning or suspension;
7. Deliberate falsification of admissions information or other official records.

Students are eligible to re-apply for enrollment to BIC after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstances. A withdrawn student may re-enter anytime.

## **Appeal for Dismissal**

The student is given an opportunity to appear before the Academic Review Committee (ARC) to discuss reason(s) for dismissal within fifteen (15) days after written notification. Appeals must be submitted in writing to the Administrator or the Academic Review Committee (ARC) of the College.

The written appeal must include an explanation for reconsideration of the decision. The appeal must include as much supporting information as possible, including substantiating documentation. Information may not be solicited from another student or staff. An appeal must be dated and signed by the student.

The Administrator or the ARC of the College will review and respond to the appeal within 72 hours, carefully considering all information provided and recorded. The Academic Review Committee (ARC) has the power to make a decision for or against recommending dismissal after consideration of all the facts.

If the Academic Review Committee (ARC) decides to recommend dismissal, a letter is forwarded to the Dean of the College.

The student may appeal the decision of the Academic Review Committee (ARC) to the Dean of the College. Student wishing to appeal must contact the Dean's Office within 72 hours of the date of the Committee's letter notifying the student of the Committee's decision to recommend dismissal.

The Dean will review and respond to the appeal within 72 hours, carefully considering all information provided and recorded. The Dean may hear the appeal directly or act upon the recommendation of a faculty committee appointed by the Dean. In either case, the hearing of the appeal is to establish whether the penalty was imposed in a manner consistent with the requirements and standards of the College.

The decision of the Dean of Burnett International College is final. Documentation of the appeal and the decision will be retained as part of the student's permanent file.

### **Suspension**

A student may be suspended from the academic enrollment with the revocation of all other privileges or activities and from the privilege of entering the campus for one to three months if he or she has not attained the academic level and or the standards of behavior established by the College.

### **Re-admission**

If a student is withdrawn, dismissed or suspended from the Burnett International College, he or she may reapply for admission by submitting a written request to the Academic Progress Committee at least two months prior to the semester in which the student wishes to enroll. He or she may submit a formal new application, including fees to the Admissions Office. If the dismissal was based on a failure to pay tuition, the amount owed must be paid prior to reinstatement. The committee will review all the requests for readmission. The admissions Office will inform the student of the decision of the Academic Review Committee with an official letter of readmission or denial. Students admitted will be re-evaluated by the Admission Committee and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director.

### **Student Health Insurance**

Health problems must be addressed by student's health provider. Health insurance is mandatory for all students who matriculate at Burnett International College School of Health Sciences. If students do not have health insurance through their parents, spouse or personal policy, they have the option of purchasing the College sponsored plan or have

and maintain other insurance coverage. All students must provide documentation of health insurance annually. If student is on medications, he/ she will be responsible for bringing their medications at the beginning of the school semester and ensuring they have a continuous supply.

### **Smoke Free Environment**

Smoking is prohibited in any Burnett International College's facility. Students are also expected to adhere to hospital smoking policies during the Introduction to Clinical and Clinical Externship.

### **Substance Abuse**

The BIC will assist any student who is at risk for substance abuse. A full-time staff of psychologist and psychiatrist will be available to contact for such case. It is illegal to use or distribute any drugs and alcohol on the campus, library and hospital facilities. Individuals who violate this policy will be subject to appropriate disciplinary action up to and including expulsion or termination from the College and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

### **Solicitation**

In order to protect the interest of all students, faculty and staff at Burnett International, It is absolutely prohibited to have outside soliciting in the classroom, for whatever reason. It will not be permitted without the express written consent of the Campus Director.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination which violates the Civil Right Act of 1964, Title IX of the Education Amendment of 1972. Burnett International College, School of Health Sciences, is committed to the policy that all members of the college community, including its faculty, students and staff have the right to be free from all unlawful discrimination in the form of sexual harassment by any other member of the college community.

#### **What is Sexual Harassment?**

Sexual harassment is a form of sex discrimination that is contrary to the most ethical laws in the academic environment. Sexual harassment violates the bond of intellectual dependence and trust between students, faculty, or counselor.

The College strongly prohibits sexual harassment and harassment on the basis of race, national origin, religion, disability, age, gender, sexual orientation, marital status and other impermissible factors in all educational, research, healthcare delivery and service components, and has established procedures to address and resolve allegations of harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature or communication of a sexual nature.

## Standards of Conduct

Students enrolling in Burnett International College (BIC) assume an obligation to conduct themselves in a manner compatible with Burnett International College (BIC)'s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Burnett International College (BIC) retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action is defined as follows:

- Substantial damage to Burnett International College (BIC)-owned or leased property, or to property belonging to Burnett International College (BIC) student, employee, faculty member or visitor, occurring on Burnett International College (BIC)-owned or leased property or at the residence of any student, faculty member or employee, or unauthorized entry into, or occupation of BIC's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student) for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Burnett International College (BIC).
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at Burnett International College (BIC) are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Burnett International College (BIC) will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent, or suggestive of, with drug abuse.

**Important Note:** Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application. Presence of criminal convictions on record may be cause to reject an applicant for state licensure.

## Non Discrimination Policy

Burnett International College (BIC) does not discriminate regarding race, sex, color, creed and/or religion. Burnett International College as an institution of higher learning is prepared to comply with all relevant laws enacted at every level of government. BIC's policy of equal opportunity, consistent with Federal Policy, is that no one shall, on the ground of race creed, color, handicap, national origin, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the college.

## **Grievance Procedures**

A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged. If that does not resolve the matter an appointment may be made with the director of the school. If the result of this level of discussion does not produce a fair resolution, the next step would be to notify:

**The Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
Telephone: 1-888-224-6684**

## **STUDENT SERVICES**

### **New Student Orientation**

The orientation program is conducted on the first day of each term for all new students. The goals of the program are designated to facilitate transition to College and to familiarize new students with the organization and operation of the College. This strategy encourages the development of friendship among students, and helps them in making associations necessary to remain connected to each other. During the orientation, students learn to identify campus resources, key administration staff and faculty and the College's rules and regulations, policies, procedures and academic standards.

The Office of Student Affairs employs and trains student leaders to help facilitate the programs and sessions offered on that day. The student orientation program is required for all new and transfer students and is conducted on the first day of classes.

### **Class Schedule**

Burnett International College (BIC) has opened registration for all programs. Class schedules and all materials needed to begin training are issued to every student on or before the first day of class. They are available in the Student Affairs Office.

### **Clinic Orientation**

Before entering the clinic as an Observer, students are introduced to clinic procedures and expectations, including patient intake, record keeping, different clinic levels and attendant responsibilities, and general rules of cleanliness and deportment.

### **Photo ID Policy**

Burnett International College will issue the first photo ID card to students, staff and faculty at no charge. If the ID card is lost or damaged, a replacement badge must be purchased from Student Services.

### **Academic Advisement**

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed.

## **Financial Advisement**

The Business Office will inform students of all options regarding private funding or payment plans.

## **Job Placement Services**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

## **Registration**

Registration is held in a continuous basis. Students may register for courses in person or by mail before classes start for each semester. A late registration fee is charged to students registering after the publicized registration period each semester. All financial obligations must be satisfied by the student before he or she may register for a succeeding semester. Registration is not complete until all tuition and fees for the semester are paid, and validated.

## **Student Records**

The Records Office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. Hard copy of Final Grade Reports is provided at the student's request from the Records Office. The Records Office is also responsible for processing applications for diplomas certificates and degrees.

The school retains student records in a fire-proof file cabinet or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

## **Parking**

At BIC parking and traffic regulations must be maintained for the protection of all. The speed limit in the parking lots and driveways is 10 miles per hour. One space is permitted per automobile. Students must not park in areas designated for the handicapped (unless possessing the appropriate licensure), on sidewalks or in "No Parking" areas. Violation of the traffic regulations or excessive speed or reckless driving may result in disciplinary action. A vehicle may be towed without prior notice at the expense of the vehicle owner.

## **Bursar's Office**

Burnett International College has a Bursar's Office to help students find ways to finance their education. The office is open to all students from Monday through Friday from 9:00 A.M. to 8:00 P.M. They also accept student payments of tuition and fees. They may be reached through the campus' receptionist.

## **Family Education Rights to Privacy Act**

Burnett International College (BIC) complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of students' records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order (student will be notified, whenever a court subpoena the records in which case written consent is not required), or
- c) Accreditation agency requirements.

However, the parent(s) or guardian(s) of a dependent (minor) student (as defined in 26 U.S.C. § 152, Internal Revenue Code) has (have) the right to inspect records that are maintained by the college on behalf of the student.

## **Drug-Free Workplace Act of 1988**

Burnett International College (BIC) is committed to maintaining a drug-free environment for staff, faculty and students, in accordance with the Drug-Free Workplace Act of 1988, and will not tolerate the unlawful possession or use of controlled substances on its campus. Any student or employee caught in possession, use, distribution of any illegal substances may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid programs. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers for Drug-Free Schools and Communities (1-502-588-0052)

## **Emergency Contacts**

Burnett International College (BIC) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid and emergency health services.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).



## **Malpractice Insurance**

Students in Allied Health Fields are required to have Malpractice Insurance coverage prior to starting externship at a clinical facility.

## **Housing**

Burnett International College (BIC) does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student who requests housing assistance at the time of enrollment.

## **Student Rights & Responsibilities**

Burnett International College (BIC) seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals, and organizations for purposes which do not infringe on the rights of others;
- Students can expect to fully participate in Burnett International College (BIC)'s community without discrimination, as defined by federal and state laws;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well being;
- Students have access to established procedures for respectfully lodging a grievance to Burnett International College (BIC);
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from Burnett International College (BIC)'s academic and administrative departments.
- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.



## TUITION, FEES, AND OTHERS COST

Tuition and fees are payable in full on or before the last day to complete registration. Checks and money orders should be drawn to the order of Burnett International College for the exact amount of the tuition and fee payment. A Student is not considered officially registered and may not attend classes until all matriculation fees, tuition fees and miscellaneous fees are paid in full or arrangements are made to pay the fees. A student will be withdrawn from classes if student's check is returned unpaid. If a Student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Any bank fee charged for a returned check will be paid by the student.

### TUITION FEES FOR ASSOCIATE DEGREE

#### Nursing

Six 15-week term = (90 weeks) (74.00 Semester Credits)  
\$ 275 per credit hours x 74 Semester Credits = \$ 20,350

#### Medical Assisting

Six 15-week terms (90 weeks) (63.00 Semester Credits)  
\$250 per credit hour x 63 Semester Credits = \$15,750

#### Pharmacy Management

Six 15-week term = (90 weeks) (70.00 Semester Credits)  
\$250 per credit hour x 70 Semester Credits = \$17,500

#### Physical Therapy Assistant

Six 15-week term = (90 weeks) (76.00 Semester Credits)  
\$ 275 per credit hours x 76 Semester Credits = \$ 20,900

### TUITION FEES FOR DIPLOMA AND CERTIFICATE

#### Pharmacy Management

Three 14-week terms (42 weeks)                      \$8,250

#### Practical Nursing

Three 16-week terms (48 weeks)                      \$13,520

All prices for programs are listed herein at each program description.

PROGRAM TITLE	REGIST	TUITION	BOOK	MATE RIALS	UNIFORM	TOTAL
<b>Nursing (Associate Degree)</b>	\$ 150.00	\$ 20,350.00	\$ 835	\$ 145	\$ 25	\$ 21,505.00
<b>Medical Assisting (Associate Degree)</b>	\$ 150.00	\$15,750.00	\$ 560	N/A	\$ 25	\$ 16,485.00
<b>Pharmacy Management (Associate Degree)</b>	\$ 150.00	\$17,500.00	\$ 560	N/A	\$ 25	\$ 18,235.00
<b>Pharmacy Management (Diploma)</b>	\$ 150.00	\$ 8,250.00	\$ 320	\$ 250	\$ 25	\$ 8,995.00
<b>Physical Therapy Assistant (Associate Degree)</b>	\$ 150.00	\$20,900.00	\$ 931	N/A	\$ 25	\$ 22,006.00
<b>Practical Nursing (Diploma)</b>	\$ 150.00	\$13,520.00	\$ 770	N/A	\$ 25	\$ 14,465.00

## BOOKS, UNIFORMS, AND SUPPLIES

Students should budget an estimated \$ 350.00 to \$ 835.00 per program.

1. Textbooks: Students are responsible for purchasing the required textbooks and others equipment needed;
2. Purchase of kits, laboratory coats, medical uniforms, and personal school supplies such as pencils, pens, erasers, calculators, notes books and dictionaries are also the students' responsibility;

## OTHER COSTS

### a. Application and Registration Fees:

- |  |           |
|--|-----------|
| 1. Application Fee (Non-refundable)    | \$ 150.00 |
| 2. Late Registration Fee               | \$ 25.00  |
| 3. Late Payment Fee                    | \$ 50.00  |
| 4. Transcript Fee                      | \$ 5.00   |
| 5. Lab Fees                            | \$ 35.00  |
| 6. Medical Laboratory Fee per Semester | \$ 150.00 |
| 7. Photo ID Badge Fee (Replacement)    | \$ 5.00   |
| 8. Student Activity Fee Per Semester   | \$ 50.00  |
| 9. Student Administrative Fee          | \$ 100.00 |

**Note:** The total cost does not include State License Examination or other Licensure fees or any other regulating agency fees, books and materials. All Physical examinations, background checks and drug testing costs will be borne by the student. Students will be given an optional list of where to purchase books and materials needed for the program in which they are enrolled.

## Tuition Fee Payment Plan (Methods of Payment)

Burnett International College offers eligible students a multi-payment plan for tuition and fees. More details on payment plan can be obtained at Bursar Office or the Admissions Office. It is suggested the books and materials be purchased prior to attending the first class. In the event that a student's account is sent to collections, Burnett International College (BIC), Inc shall be entitled to collection, attorney fees and cost on the account thereof.

## TUITION REFUND POLICY AND CANCELATION

### Withdrawals

Request for withdrawal from Burnett International College must be addressed to the office of the Dean or the office of the Campus Director and must be in writing. The effective date of withdrawal will be the last date of attendance by the student unless earlier written notice is received. The refund shall be given within 30 days of withdrawal. In case of withdrawal prior to matriculation, the College may assess an administrative charge of US \$150.

### Cancellation and Refund Policy

Students may add or drop courses or clinic shifts with no fee until 15 days after the first day of class. After that date a \$15 add/drop fee will be charged for each class or clinic shift added or dropped. No class can be added after the third class session, since that would place the student in conflict with the BIC Attendance Policy. Students dropping courses after the 15-day grace period will be refunded tuition according to the BIC Refund Policy.

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule: NON-REFUNDABLE ITEMS – Uniforms, Lab Supplies, and Books

1. Cancellation must be made in person or by certified mail.
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 business day, but before the first class, will result in a refund of all moneys paid with the exception of the application fee.
4. A student canceling after attendance has begun, but prior to 40% completion of the program, will result in a Pro-Rata refund computed on the numbers of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination date: the termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with rules.
9. If the school terminates a program for any reason, those who have paid will receive a 100% refund on monies paid to the school.
10. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

## Course Numbering

The course numbering system uses a three alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Courses at Burnett International College are identified by a prefix and number system. The major purpose of this system is to facilitate the transfer of courses amongst academic institutions.

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

Burnett International College is currently a clock hour and credit hour school. Courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 1000.

The course codes are based on programs and related topics. Those are defined as follows:

ASN: Nursing (Associates Degree)	MAC: Math or related Courses
CPR: Cardiopulmonary Resuscitation Course	MEA: Medical Assistant Courses
CGS: Computer Science	NUR: Nursing Courses
EKG: Electrocardiograph Courses	PBY: Phlebotomy Courses
HHA: Home Health Aide	PHT: Physical Therapy Assistant
HSC: Health Science Core	PRN: Practical Nursing
	PTN: Pharmacy

## Learning Resources Services

Burnett International College has a Learning Resource Area (LRA) where students or faculty can go to do research, prepare for classes or complete homework. Along with reference books, general books, magazines, journals and periodicals, the LRA houses eight (8) computers with access to the Internet. The center is opened to students, faculty, and staff during school hours. Information is provided to students regarding public libraries near the school and online resources recommended for research purpose, such as WebMD, Nurse.com, Health Central, CDC Health Topics A to Z, The Merck Manual, MayoClinic.com, Discovery Health, and program specific sites. The school also participates in LIRN (the Library and Information Resource Network) to provide safe and reliable sources. Instructions on how to access LIRN are posted in the Learning Resource Area.

## Description of School Facilities/Equipment

Burnett International College, located in the heart of Boynton Beach in Palm Beach County, offers seven (7) student classrooms/labs, outfitted with laboratory equipment, (a

skills laboratory equipped with hospital bed, wheel chair, weight and height scales, blood pressure equipment, Mannequin, visual Aid/Video, thermometer and other accessories used for the monitoring and the need of the patient). There are six (6) offices, a library and a reception area. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The classrooms and administrative offices occupy approximately 12,700 square feet of an air conditioned, plaza building. The physical plant is attractive and there are plenty of parking spaces available for the students. The building is located close to public transportation, the public library, local restaurants on Congress Avenue and is just minutes from 1-95 and the Florida Turnpike.

## ACADEMIC PROGRAMS

### ASSOCIATE DEGREE PROGRAMS

#### **Nursing**

This program is for people interested in performing the duties associated with being a Nurse. Graduates are prepared to practice as a nurse in primary, secondary, and tertiary care settings where policies and procedures are specified and guidance is available. The Associate of Science Degree in nursing program is accomplished in six semesters. The Associate of Science in Nursing is designed to provide educational and clinical experiences at the technical level and to contribute to the promotion of health care in the community.

Burnett International College offers an Associate in Science Degree in Nursing to both Licensed Practical Nurses (LPN) [transition student] and those who have no previous nursing education [generic student]. The LPN to RN Transition Track recognizes the LPN' s nursing knowledge and skills. This program is designed for the LPN who feels qualified to participate in an accelerated program. The Generic Program is for the applicants who have no previous nursing education or the LPN who does not wish to enroll in an accelerated program. Since nursing is a limited access program, entrance requirements are the same.

#### **Medical Assisting**

This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctors Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Students will be trained in the areas of communications, legal and ethical responsibilities, administrative and clinical duties, health and illness concept, anatomy and physiology, medications and will learn to perform basic nursing procedures under the doctors supervision. Students in the Medical Assisting Program receive a strong foundation in bioscience on which to build the skills and knowledge to provide patient care and physician support. The program also emphasizes communication skills that give graduates a competitive edge for entry into the health careers profession.

## **Pharmacy Management**

The Pharmacy Management program, at Burnett International College, is designed to help students obtain competencies and understanding that will allow them to be successful in entry-level Pharmacy Management positions in hospitals, nursing care facilities, private and public drug stores, drug manufacturing facilities, and wholesale drug houses. Students are taught how to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy. Additionally, students are taught how to identify medications by their trade and generic names, as well as understanding basic pharmacology. Graduates of the program will be well equipped with the necessary critical thinking, knowledge and communication skills to enter into the health care industry and succeed in this field.

This program offers a sequence of courses that include, but are not limited to, medical terminology, pharmaceutical compounding, sterile techniques, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, control records, data processing, computer application, human relation skills and health and safety.

## **Physical Therapy Assistant**

The student will learn Fundamental of Math, English, and Communications as General Study courses, Introduction to Physical Therapy Assistant, Disabilities and Therapeutic Procedures, Pharmacology, Wellness and Physical, Geriatric Rehabilitation, Disabilities and Therapeutic Procedures

## **DIPLOMA PROGRAMS**

### **Pharmacy Management**

The Diploma Program is designed to provide the background which enables students to work as Pharmacy Management. The Pharmacy Management program at Burnett International College is designed to help students obtain competencies and understanding that will allow them to be successful in entry-level Pharmacy Management positions in hospitals, nursing care facilities, private and public drug stores, drug manufacturing facilities, and wholesale drug houses. Students are taught how to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy. Additionally, students are taught how to identify medications by their trade and generic names, as well as understanding basic pharmacology. Graduates of the degree program will be well equipped with the necessary critical thinking, knowledge and communication skills to enter into the health care industry and succeed in this field.

This program offers a sequence of courses that include, but are not limited to, medical terminology, pharmaceutical compounding, sterile techniques, IV preparation, preparing purchase orders, receiving and checking supplies purchased, printing labels, typing prescription labels, delivering medications, control records, data processing, computer application, human relation skills and health and safety.

## **Practical Nursing**

To demonstrate an understanding of personal and professional ethics, effective communication with members of the health care team, patients and patient's families, student will learn medical procedures and skills performed by practical nursing, care of the elderly, care of patients with psychological disorders, care of patients who have surgery, care of patients in all stages of human development, assist patients with psychological and social growth, assist with rehabilitation, nutrition as part of healing, knowledge and understanding of disease and its process, signs and symptoms of illness and well being and education the patient and their family. The program focuses on caring for the patients emotional, physical, mental, and spiritual well being.

# ASSOCIATE OF SCIENCE DEGREES

## Nursing

**Course Title:** Nursing

**Credential Issued:** Associate in Science Degree

**Semester Credit Hours:** 74

**Program Duration:** 90 weeks

**Total Clock Hours:** 1590

**General Credit Hours:** 15

**Major Credit Hours:** 59

**Program Objective:** The following objectives are designed to meet Burnett International College's mission and its goals.

- To present a complete and up-to-date curriculum, whose scope, presentation, and implementation will focus on the achievement of academic excellence;
- To train nurses who will be sensitive to our health and social issues.
- To provide students with the necessary background for the healing and prevention of diseases those affect our communities;
- To challenge its students to attain academic excellence and appreciate the moral-ethical aspects of healthcare;
- To prepare students to utilize critical thinking in problem-solving situations;
- To promote a concern for interpersonal respect and professionalism;
- To offer graduates an enriched environment that will encourage them to pursue their career goals, and assist them in obtaining entry-level employment as nurses.

Course Number	Course Title	Clock Hours	Credit Hours
ENC 1101	English Composition	45	3
MAT 1033	Intermediate Algebra	45	3
PSY 2012	General Psychology	45	3
CGS 1061	Computer Concepts	45	3
DEP 2004	Life Span Development	30	2
SPC 1024	Speech Communication	45	3
HSC 2003	Basics Healthcare Worker and HIV/AIDS	45	3
BSC 2085	Anatomy and Physiology I & Lab	75	4
BSC 2086	Anatomy and Physiology II & Lab	75	4
MCB 2013	Microbiology & Lab	75	4
NUR 1022-A	Nursing I: Fundamentals of Nursing Concepts I Skills Lab	150	5
NUR 1022-B	Nursing I: Fundamentals of Nursing Concepts I	45	3
NUR 1022-C	Nursing I: Fundamentals of Nursing Concepts Clinical	0	0
NUR 1140	Nursing Pharmacology	90	4
NUR 1211-A	Nursing II – Basic Adult Healthcare Skills Lab	150	5
NUR 1211-B	Nursing II – Basic Adult Healthcare	45	3
NUR 1211-C	Nursing II – Basic Adult Healthcare Clinical	0	0
NUR 2463-A	Nursing III- Childbearing Families Skills Lab	150	5
NUR 2463-B	Nursing III- Childbearing Families	45	3
NUR:2463-C	Nursing III- Childbearing Families Clinical	0	0
NUR 2230-A	Nursing IV – Advanced Adult Health Care Skills Lab	150	5
NUR 2230-B	Nursing IV – Advanced Adult Health Care	45	3
NUR 2230-C	Nursing IV – Advanced Adult Health Care Clinical	0	0
NUR 2733-A	Nursing Leadership and Management	30	2
NUR 2733-B	Nursing Leadership and Management Lab	30	1
NUR 2811	Nursing Practicum	135	3
<b>Total Clock Hours and Credit</b>		<b>1,590</b>	<b>74</b>



## Nursing - Course Descriptions

### General Education Course Descriptions and Credit Hours

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENC 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MAT 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSY 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
CGS 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPC 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 <sup>st</sup> century, speech outlines.	45	3
<b>Total General Education Clock and Credit Hours</b>			<b>225 Credits</b>	<b>15 Hours</b>

## NURSING MAJOR COURSE DESCRIPTIONS AND CREDIT HOURS

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
BSC 2085	Anatomy and Physiology I	This course describes the relationship of body systems in providing client care. Emphasis is placed on the structure and function of the respiratory, cardiovascular, musculoskeletal, skin, and sensory, and reproductive systems. Students will learn how to teach the client how the body functions. Understanding the human development process and the different stages of human growth are included.	45	3
BSC 2085	Anatomy and Physiology I Lab	Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	30	1
BSC 2086	Anatomy and Physiology II	This course Continues BSC 2085 Anatomy and Physiology I. with emphasis on the circulatory, digestive, lymphatic, endocrine, immune, urinary and nervous systems. Topics include blood, sense of organs, nutrition, and metabolism, fluid and electrolyte balance and acid-base balance.	45	3
BSC 2086	Anatomy and Physiology II Lab	Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.	30	1
DEP 2004	Life Span Development	In this course students explore human development and examine theories and empirical studies dealing with human cognitive, social, emotional and physical development in the context of a lifespan. Additionally, students are introduced to emergent and controversial topics relevant to a student's home and work environment.	30	2
HSC 2003	Basics Healthcare Worker and HIV/AIDS	An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.	45	3
MCB 2013	Microbiology	This course is designed to explore the science of microbiology in the modern area. This course in microbiology treats the anatomy, physiology, and relationships of bacteria, fungi, viruses Rickettsiae and protozoa. Included are discussions of the role of microorganism I the industry, in the environment, and health.	45	3
MCB	Microbiology Lab	Laboratory of MCB 2013.	30	1

<p>NUR 1022 NUR 1022 A NUR 1022 B NUR 1022 C</p>	<p>Fundamental of Nursing</p>	<p>This course provides a foundation for the nursing program. It introduces the history and practice of nursing, including standards of nursing practice and concepts basic to nursing that are applied throughout the curriculum. Critical thinking as embodied in the nursing process is emphasized, including in depth study in a classroom setting and application in both skills laboratories and clinical settings. Normal functional health patterns are explored in the context of the physical, biological and social sciences. Laboratory components include practice in basic nursing assessment skills, such as completion of health history and physical assessment techniques and common nursing skill that support basic human needs such as hygiene, activity and exercise, nutrition, oxygenation, comfort, urinary and bowel elimination. Principles of safety, asepsis and infection control are emphasized throughout. Opportunities for application of basic nursing skills clinical experiences are provided in ambulatory and long term care setting.</p>	<p>195</p>	<p>8</p>
<p>NUR 1140</p>	<p>Nursing Pharmacology</p>	<p>This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course.</p>	<p>90</p>	<p>4</p>
<p>NUR II: NUR 1211A NUR 1211B NUR 1211C</p>	<p>Basic Adult Healthcare</p>	<p>This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. It builds upon concepts and skills introduced in prerequisite nursing and general education courses. The pathophysiologic basis for diseases and conditions are discussed. Secondary/acute settings, particularly hospital, are utilized in this course. Prerequisite: NUR 1022A-C.</p>	<p>195</p>	<p>8</p>
<p>NUR III: NUR2463A NUR2463B NUR 2463C</p>	<p>Nursing Care-Childbearing Families</p>	<p>This course focuses primarily on obstetrics and gynecology with total maternity care as well as pediatric nursing. Included are normal childbearing families, this course exposes students to common recurring and complex problems associated with the health of mother and child care. Concepts and skills reviewed in NUR 1022 are integral to this course, with emphasis on development theories as they relate to the care of women, infants and children. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care, hospitals, pediatric programs (which may include outpatient, inpatient, in-home and community care). Prerequisite NUR 1022 A-C and NUR 1211A-C.</p>	<p>195</p>	<p>8</p>

NUR IV: NUR 2230A NUR 2230B NUR 2230C	Advanced Adult Healthcare	This course continues the integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and mental health/psychiatry nursing care. Included is the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs. Mental health and psychiatric nursing care components further develop student's communication skills relating to the dynamics of normal and unusual human behavior and therapeutic responses to such behavior. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospital and community mental health centers. Prerequisite NUR 1022 A-C, NUR 1211A-C and NUR 2463A-C.	195	8
NUR V NUR 2733A NUR 2733B NUR 2733C	Nursing Leadership and Management	This course requires that students utilize knowledge and skills acquired in previous nursing courses in the context of caring for a group of patients in a leadership capacity. Didactic and clinical content includes such areas as development of first-line management and leadership skills in the context of an organizational structure; collaborative decision-making; prioritization and time management. Ability to safely and effectively complete basic nursing functions such as medication administration and a variety of nursing care skills while functioning as manager is emphasized. Clinical experiences include secondary and tertiary care setting such as hospital and long-term care facilities. Prerequisite: NUR 1022 A-C, NUR 1211A-C, NUR 2463A-C, and NUR 2230A-C.	60	3
NUR VI NUR 2811	Nursing Practicum	This course enables students to independently demonstrate critical competencies expected of an entry-level associate degree nurse. Classroom content relates to preparation of a student for assuming the role of a professional nurse. The clinical component is an individualized experience of a specific interest proposed by the student, selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. Prerequisite: All nursing didactic coursework.	135	3
<b>Total Major Courses Clock and Credit Hours</b>			<b>1365</b>	<b>59</b>
<b>Total Clock and Credit Hours Including General Education and Major Courses</b>			<b>1590</b>	<b>74</b>

## Medical Assisting – Associate Degree

<b>Course Title: Medical Assisting</b>			
<b>Credential Issued: Associate in Science</b>		<b>Semester Credit Hours: 63</b>	
<b>Program Duration: 90 Weeks</b>		<b>Total Clock Hours: 1275</b>	
<b>General Education Credit Hours: 15</b>		<b>Major Credit Hours: 48</b>	
<p><b>Program Objective:</b> This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctor's Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Medical Assistants are multi-skilled professionals who assist a doctor. Students learn to perform duties under the direction of a Doctor in all areas of the private office medical practice. Students learn clinical skills, ranging from vital signs, passing medication, perform phlebotomy and EKG. The student will learn how to function on an administrator capacity in the doctor's office. The student will learn office skills like billing, basic accounting, filing, computer and Insurance forms.</p>			
Course Number	Course Title	Clock Hours	Credit Hours
MAT 1033	Intermediate Algebra	45	3
ENC 1101	English Composition	45	3
PSY 2012	General Psychology	45	3
CGS 1061	Computer Concepts	45	3
SPC 1024	Speech Communication	45	3
BSC 2085	Anatomy & Physiology	60	4
HSC 2003	Basic Healthcare Worker and HIV/AIDS	45	3
MEA 2230	Medical Terminology	30	2
MEA 2310	Medical Office Procedures	60	3
MEA 2520	Phlebotomy for the Medical Assistant	60	3
MAE 2540	Electrocardiography Technique for Medical Assistant	60	3
MEA 2242	Pharmacology for Medical Assistant	60	3
MEA 2334	Diseases, disorders and treatment for the Medical Assistant I	60	3
MEA 2235	Diseases, disorders and treatment for the Medical Assistant II	60	3
MEA 2258	Radiology for the Medical Assistant	60	3
MEA 2254	Basic Medical Laboratory Techniques for the Medical Assistant	60	3
MEA 2322	Advanced Medical Office Procedures	60	3
MEA 2334	Medical Insurance and Coding	45	3
OTA 1100	Computers in Electronic Health Records	60	3
MEA 2801	Externship in Medical Assisting	270	6
<b>Total Clock and Credit Hours</b>		<b>1275</b>	<b>63</b>

## Medical Assisting – Associate Degree

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENC 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSY 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
CGS 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPC 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listening and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 <sup>st</sup> century, speech outlines.	45	3
<b>Total General Education Clock and Credit Hours</b>			<b>225</b>	<b>15</b>

## MEDICAL ASSISTING MAJOR COURSES AND CREDIT HOURS

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
BSC 2087	Anatomy & Physiology for Medical Assisting	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardiovascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	60	4
HSC2003	Basics Healthcare Worker and HIV/AIDS	Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, basic math skills, critical thinking skills and leadership skills within the health team.	45	3
MEA 2230	Medical Terminology	The student will learn to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.	30	2
MEA 2310	Medical Office Procedures	The student will learn appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures.	60	3
MEA 2520	Phlebotomy for the Medical Assistant	The student will learn the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear.	60	3
MEA 2540	Electro-cardiography Techniques for the Medical Assistant	This course will teach the student to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG.	60	3
MEA 2242	Pharmacology for the Medical Assistant	The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.	60	3

MEA 2234	Diseases, disorder and treat for the Medical Assistant I	This course provides a study of the cause, effect and treatment of infectious diseases, neoplasms, congenital diseases, urinary system, male and female reproductive systems, digestive system and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures	60	3
MEA 2235	Diseases, disorder and treat for the Medical Assistant II	This course provides the second part of the study of cause, effect and treatment of respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary systems, eye and ear diseases/treatments, pain management, medical emergencies with a holistic approach to diseases and their related treatments. It will focus on the skills necessary to assist in diagnostic and treatment procedures	60	3
MEA 2258	Radiology for the Medical Assistant	This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.	60	3
MEA 2254	Basic Medical Laboratory Techniques for The Medical Assistant	This course focuses on laboratory studies and is designed specifically for the medical assisting student to include laboratory instruction and practice in specimen collection, microscopy, basic office bacteriology, hematology, and chemistry. Medical laboratory safety and quality control is an integral part of this course.	60	3
MEA 2322	Advanced Medical Office Procedure	This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.	60	3
MEA 2334	Medical Insurance and Coding	This course covers the purpose of medical insurance, the variety of plans, the payments of benefits, the abstracting of medical information from charts, the processing of claims and coding for insurance purposes. Practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.	45	3
OTA 1100	Computers in Electronic Health Records	This course provides instruction in the use of computers in maintaining medical records. Students will learn the process of in-putting and tracking patient information electronically.	60	3
MEA 2801	Externship in Medical Assisting	This course provides student with hands-on experience in a physician's office or out-patient clinic, without payment, to demonstrate mastery of required competencies by the American Association of Medical Assistants. Externship should provide the Medical Assistant with ample experience in administrative and clinical skills. All program requirements must be completed successfully, prior to Externship.	270	6
<b>Total Major Clock and Credit Hours</b>			<b>1050</b>	<b>48</b>
<b>Total Clock and Credit Hours Including General Education and Major Courses</b>			<b>1275</b>	<b>63</b>



## PHARMACY MANAGEMENT- ASSOCIATE DEGREE

<b>Course Title: Pharmacy Management</b>			
<b>Credential Issued: Associate in Science Degree</b>		<b>Semester Credit Hours:70 Credits</b>	
<b>Program Duration: 90 Weeks</b>		<b>Total Clock Hours: 1470</b>	
<b>General Education Credit Hours: 15</b>		<b>Major Credit Hours: 55</b>	
<p><b>Program Objective:</b> The Pharmacy Management Program expands upon the Pharmacy Management Diploma Program with additional courses in general education that provides the foundation for long term career opportunities. This program is designed to prepare students for an entry-level position as Pharmacy Managements. As part of the team, the Pharmacy Managements work under the supervision of a licensed pharmacist. They are also involved in assisting the pharmacist to collect and evaluate data for patient care. They fill requisitions for drugs after review of the physician's order, using unit-dose which permits identification until administration. Pharmacy Management personnel review and process prescriptions, calculate dosages, and prepare solutions in various Health care settings, while applying aseptic techniques for patient safety. They also check supplies purchased, type prescription labels, deliver medications and record them into the systems. Pharmacy Managements participate in drug utilization-evaluation and quality assurance programs, and review the pharmacy's inventory of expired drugs, as well as inadequately labeled or other non-usable drugs. This program offers a sequence of courses that provide rigorous content with the academic standards and technical knowledge and skills needed by students to prepared for further education and careers in the health sciences.</p>			
Course Number	Course Title	Clock Hours	Credit Hours
MAT 1033	Intermediate Algebra	45	3
ENC 1101	English Composition	45	3
PSY 2012	General Psychology	45	3
CGS 1061	Computer Concepts	45	3
BSC 2085	Anatomy and Physiology I with Lab	75	4
BSC 2086	Anatomy and Physiology II with Lab	75	4
SPC 1024	Speech Communication	45	3
HSC 2003	Basic Healthcare Worker and HIV/AIDS	45	3
HSC2035	Medical Terminology	45	3
PTN 2010	Introduction to Pharmacy Management Practice	60	3
PTN 2011	Advanced Topics in Pharmacy	45	3
PTN 2012	Introduction to Pharmacy Assisting Practice	45	3
PTN 2013	Drug Classifications for Pharmacy Managements	60	4
PTN 2014	Pharmacy Management Application & Dispensing	60	3
PTN 2015	Pharmaceutical Calculations	45	3
PTN 2016	Pharmacy Management Hospital Field Experience	105	4
PTN 2017	Pharmacy Technology Externship I	180	4
PTN 2018	Pharmacy Management Retail Store Field Experience	105	4
PTN 2019	Pharmacy Technology Externship II	180	4
PTN 2020	Pharmacy Technology Clinical Synthesis	75	3
PTN 2211	Pharmacy Management Administration	45	3
<b>Total clock hours and credits</b>	<b>Including General Ed. and Major Courses</b>	<b>1470</b>	<b>70</b>

## Pharmacy Management – Associate Degree Course Descriptions

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENC 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MAT 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSY 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
CGS 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPC 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 <sup>st</sup> century, speech outlines.	45	3
<b>Total General Education Clock Hours and Credit</b>			<b>225</b>	<b>15</b>

<b>Pharmacy Management Major Courses Descriptions and Credit Hours</b>				
<b>Course Number</b>	<b>Course Title</b>	<b>Course Description</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
BSC 2085	Anatomy and Physiology I with Lab	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardiovascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	75	4
BSC 2086	Anatomy and Physiology II with Lab	A continuation of the Anatomy and Physiology I sequence, including the following topics: The circulatory system, the Respiratory System, the Digestive System, the Urinary System, Fluid and Electrolytes and the Reproductive System.	75	4
HSC 2003	Basic Healthcare Worker and HIV/AIDS	An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.	45	3
HSC 2035	Medical Terminology	Students will learn medical abbreviations, identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate term from word parts and their meaning. Spell and use medical abbreviations recognize and identify terminology of hospital and clinic forms; use basic medical terminology.	75	4
PTN 2010	Introduction to Pharmacy Management Practice	This course is an orientation to the overall functions and services of a hospital pharmacy. Students learn the current standards and federal, state and local laws that govern pharmacy practice. The values and beliefs of successful Pharmacy Managements which result in an image appropriate to the profession of pharmacy, and the type of interactions with other healthcare professional are discussed.	45	3
PTN 2011	Advanced Topics in Pharmacy	This course focuses on the recent pharmaceutical products in cardiovascular drugs, central nervous system drugs, chemotherapeutic preparations and parental nutrition therapy.	45	3
PTN 2012	Introduction to Pharmacy Assisting Practice	This course is an introduction to the overall functions and services of a retail pharmacy. Duties and responsibilities of a retail pharmacy assistant will be discussed.	45	3
PTN 2013	Drug Classifications for Pharmacy Managements	This course covers the major classifications of pharmaceuticals, standards for quality and purity of drugs, and authoritative information on dosage and administration. Students will learn about poisons, placebos, and the sources from which medications are produced. They will learn the brand and generic name, dose forms, and routes of administration of commonly prescribed drugs.	60	4
PTN 2015	Pharmacy Calculations	This is a course in Pharmacy Calculations. Students will learn mathematical principles relevant to patient dosages, including rates and preparations, the metric system, percentage preparations, dosage calculation, systems of measurement, convert from one system to another, and calculate pharmacology problems.	45	3

<b>Course Number</b>	<b>Course Title</b>	<b>Course Description</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
PTN 2016	Pharmacy Management Hospital Field Experience	This course covers clinical hospital training to develop the student's knowledge and skills on the job. Students will learn how to properly prepare doses of medications and intravenous admixtures. Students apply the theory and protocols for aseptic technique and quality assurance, along with the knowledge of the equipment and supplies used.	105	4
PTN 2017	Pharmacy Technology Externship I	Students learn the practical application of the Pharmacy Management curriculum through experiential learning under the supervision of a pharmacist. The externship experience reinforces lecture and laboratory courses. Students will apply procedures, principles and policies to the day-to-day functions of a pharmacy practice. Prerequisites: Completion of all bioscience and Pharmacy Management core courses.	180	4
PTN 2018	Pharmacy Management Retail Store Field Experience	This course covers the clinical field experiences in a retail establishment. In this course students learn about pharmaceutical chemistry, proper preparation of medication, and how to deliver medications correctly. In addition to receiving a comprehensive overview of sterile products preparation and cytotoxic substances, students learn repackaging, patient cassette filing, special needs areas, crash carts, and automation, and delivery procedures. Students observe applicable quality Assurance processes and performs work in accordance with the laws, regulations, and standards which govern the pharmacy practice.	105	4
PTN 2019	Pharmacy Technology Externship II	Students learn the practical application of the Pharmacy Management curriculum through experiential learning under the supervision of a pharmacist. The externship experience reinforces lecture and laboratory courses. Students will apply procedures, principles and policies to the day-to-day functions of a pharmacy practice. Prerequisites: Completion of all bioscience and Pharmacy Management core courses.	180	4
PTN 2020	Pharmacy Technology Clinical Synthesis	This course provides students with a comprehensive review of material presented throughout the program, as it is applied by students in the clinical externship setting.	75	3
PTN 2211	Pharmacy Management Administration	This course covers concepts utilized in the management of a pharmacy technical staff.	45	3
PTN 2014	Pharmacy Management Applications and Dispensing	This course focuses on Pharmacy Managements applications. Students will learn to develop skills relating to the specific, technical, manipulative and clerical tasks involved with the preparation and distribution of medications under the supervision of Licensed Pharmacists.	60	3
<b>Total Major Clock and Credit Hours</b>			<b>1245</b>	<b>55</b>
<b>Total Clock and Credit Hours Including General Education and Major Courses</b>			<b>1470</b>	<b>70</b>

## Physical Therapy Assistant – Associate Degree

<b>Course Title: Physical Therapy Assistant</b>	
<b>Credential Issued: Associate in Science Degree</b>	<b>Semester Credit Hours: 78</b>
<b>Program Duration: 90 Weeks</b>	<b>Total Clock Hours: 1665</b>
<b>General Education Credit Hours: 15</b>	<b>Major Credit Hours: 63</b>

**Program Objective:**

This program prepares students for employment in hospitals, rehabilitation centers, nursing homes, private practices or other qualified health agencies. Graduate will work under the supervision of a physical therapist in the promotion of optimal human health and function through the application of the scientific principles.

Course Number	Course Title	Clock Hours	Credit Hours
MAT 1033	Intermediate Algebra	45	3
ENC 1101	English Composition	45	3
PSY 2012	General Psychology	45	3
CGS 1061	Computer Concepts	45	3
BSC 2085	Anatomy and Physiology I with Lab	75	4
BSC 2086	Anatomy and Physiology II with Lab	75	4
SPC 1024	Speech Communication	45	3
HSC 2003	Basics Healthcare Worker and HIV/AIDS	45	3
PHT 1010	Introduction to Physical Therapy Assistant	45	3
PHT 1011	Disabilities and Therapeutic Procedures	60	3
PHT 1012	Neurological Rehabilitation	90	4
PHT 1013	Patient Education in Rehabilitation	45	3
PHT 1014	Physical Therapy Laboratory Practice I	105	4
PHT 1015	Clinical Practice I	75	3
PHT 1016	Basic Pharmacology	60	3
PHT 1017	Wellness and Physical Therapy	45	3
PHT 1018	Geriatric Rehabilitation	60	3
PHT 1019	Physical Therapy Laboratory Practice II	105	4
PHT 1020	Clinical Practice II	75	3
PHT 1021	Physical Agents used in Rehabilitation	60	3
PHT 1022	Physical Therapy Management	45	3
PHT 1023	Physical Therapy Laboratory Practice III	105	4
PHT 1024	Clinical Practice III	135	3
PHT 1025	Clinical Practice IV	135	3
<b>Total Clock Hours and Credit</b>		<b>1665</b>	<b>78</b>

## Physical Therapy Assistant – Associate Degree Course Descriptions

General Education Course Descriptions and Credit Hours				
Course Number	Course Title	Course Description	Clock Hours	Credit Hours
ENC 1101	English Composition	This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.	45	3
MAT 1033	Intermediate Algebra	In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.	45	3
PSY 2012	General Psychology	This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.	45	3
CGS 1061	Computer Concepts	This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.	45	3
SPC 1024	Speech Communication	The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21 <sup>st</sup> century, speech outlines.	45	3
<b>Total General Education Clock and Credit Hours</b>			<b>225</b>	<b>15</b>

## PHYSICAL THERAPY ASSISTANT MAJOR COURSES AND CREDIT HOURS

Course Number	Course Title	Course Description	Clock Hours	Credit Hours
BSC 2085	Anatomy and Physiology I with Lab	Describe the relationships of body systems in providing client care. Describe the structure and function of the respiratory system, cardiovascular system, muscular-skeletal systems, nervous, skin, and sensory systems, reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.	75	4
BSC 2086	Anatomy and Physiology II with Lab	A continuation of the Anatomy and Physiology I sequence, including the following topics: The circulatory system, the Respiratory System, the Digestive System, the Urinary System, Fluid and Electrolytes and the Reproductive System.	75	4
HSC 2003	Basics Healthcare Worker and HIV/AIDS	An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.	45	3
PHT 1010	Introduction to Physical Therapy Assistant	The student will learn about the development of the physical therapy profession, the physical therapist Assistant as a member of the healthcare team, physical therapy practices, musculoskeletal physical therapy, neurological and cardiopulmonary physical therapy, pediatric, geriatric and integumentary physical therapy, ethical and legal issues, communication as a physical therapy assistant, patient care, and proper body mechanics.	45	3
PHT 1011	Disabilities and Therapeutic Procedures	This program covers the history of OT, OT and physical disabilities, aspects of physical disabilities, documentation of OT, assessment of joints range of motion, assessment of motor control, assessment of muscle strength, teaching and learning in physical therapy, activities and occupations in daily living, work, interventions for performance skills and client factors, and clinical applications procedures.	60	3
PHT 1012	Neurological Rehabilitation	The student will learn basic concepts in neurology, what is normal motor control, abnormalities of muscle tone and movement, plasticity, motor neuron disease, brain injury, stroke, peripheral nerve injuries, Parkinson's disease, multiple sclerosis, spinal cord injury, disorders of childhood, cerebral palsies and motor learning disorders, spinal bifida and hydrocephalus, muscles disorders of childhood, muscle balance and specific treatment techniques.	90	4
PHT 1013	Patient Education in Rehabilitation	The student will learn the significance of patient education in the healthcare and rehabilitation field, predictors of effective patient education, patient education variables, teaching and learning theories, ethical and legal and cultural variables in patient education, and adult learning.	45	3
PHT 1014	Physical Therapy Laboratory Practice I	The student will practice basic physical therapy assistant skill in the laboratory setting.	105	4
PHT 1015	Clinical Practice I	This course involves student assignment to a local clinical facility. The student will practice basic physical therapy assistant skill in the external clinical setting. A journal report of clinical experience is required. Students receive pass/fail grade.	75	3



PHT 1016	Basic Pharmacology	The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration observe and respond to the clients need for medication and monitor and document use of controlled substances.	60	3
PHT 1017	Wellness and Physical Therapy	This course will teach wellness and why it's important in physical therapy, the evolution of physical therapy, nutritional wellness, physical wellness, mental wellness, community wellness and history of nutritional wellness.	45	3
PHT 1018	Geriatric Rehabilitation	This course will teach the demographics of aging, comparing and contrasting the theories of aging, geriatric pharmacology, age related changes in physiology, exploring nutritional needs, patient evaluation, and functional assessment.	60	3
PHT 1019	Physical Therapy Laboratory Practice II	The student will practice intermediate physical therapy assistant skill in the laboratory setting.	105	4
PHT 1020	Clinical Practice II	This course involves student assignment to a local clinical facility The student will practice intermediate physical therapy assistant skill in the external clinical setting. Class discussions are held to share and discussed experiences, patient care problems, etc. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed.	75	3
PHT 1021	Physical Agents used in Rehabilitation	This course will teach the approach of physical agents such as the skin, the circulatory system, wound management, edema, pain, electromagnetic spectrum, the thermal agents, electrotherapy, mechanical agents, photochemical agents, additional clinical applications and clinical cases and laboratory experiments.	60	3
PHT 1022	Physical Therapy Management	The student will learn the dynamic and nature of the management in healthcare organization, human resource management in physical therapy settings, physical therapy reimbursement and financial management, legal and ethical management issues, quality and risk management, and quality management.	45	3
PHT 1023	Physical Therapy Laboratory Practice III	The student will practice advance physical therapy assistant skill in the laboratory setting.	105	4
PHT 1024	Clinical Practice III	This course involves student assignment to a local clinical facility. The student will practice advance physical therapy assistant skill in the external clinical setting. Class discussions are held to share and discuss experiences, patient care problems, etc. Students attend a personal conference with the academic clinical coordinator to discuss progress and to identify areas of strengths/weaknesses with appropriate target dates and methods of amelioration if needed.	135	3
PHT 1025	Clinical Practice IV	The student will practice all physical therapy assistant skills in the external clinical setting. Resume writing and employability skills.	135	3
<b>Total Core Clock and Credit Hours</b>			<b>1440</b>	<b>63</b>
<b>Total Clock and Credit Hours: Including General Ed and Major Courses</b>			<b>1665</b>	<b>78</b>



## DIPLOMAS

### PHARMACY TECHNICIAN

**Course Title: Pharmacy Technician**

**Credential Issued: Diploma**

**Semester Credit Hours: 55**

**Program Duration: 10 months**

**Total Clock Hours: 1,080**

**General Education Credit Hours: 0**

**Major Credit Hours: 55**

**Program Objective:** This program is designed to prepare students for an entry-level position as pharmacy technicians. As part of the team, the pharmacy technicians work under the supervision of a licensed pharmacist. They are also involved in assisting the pharmacist to collect and evaluate data for patient care. They fill requisitions for drugs after review of the physician's order, using unit-dose which permits identification until administration. The Pharmacy Technicians review and process prescriptions, calculate dosages, and prepare solutions in various Health care settings while applying aseptic techniques for patient safety. They also check supplies purchased, type prescription labels, deliver medications, and record them into the systems. Pharmacy Technicians participate in drug utilization-evaluation and quality assurance programs, and review the pharmacy's inventory of expired drug, as well as inadequately labeled or other non-usable drugs. This program offers a sequence of courses that provide rigorous content with the academic standards and technical knowledge and skills needed by students to be prepared for further education and careers in the health sciences.

Course Number	Course Title	Clock Hours	Credit Hours
HSC 2004	Basic Healthcare Worker, HIV/AIDS, and Medical Terminology	90	6
BSC 2087	Anatomy and Physiology	75	5
CGS 1061	Computer Concepts	45	3
PTN 2010	Introduction to Pharmacy Management Practice	90	5
PTN 2011	Advanced Topics in Pharmacy	60	3
PTN 2012	Introduction to Pharmacy Assisting Practice	60	3
PTN 2013	Drug Classifications for Pharmacy Managements	90	6
PTN 2014	Pharmacy Management Applications and Dispensing	60	3
PTN 2015	Pharmaceutical Calculations	90	6
PTN 2016	Pharmacy Management Hospital Field Experience	75	3.5
PTN 2017	Pharmacy Technology Externship I	90	2
PTN 2018	Pharmacy Management Retail Store Field Experience	75	3.5
PTN 2019	Pharmacy Technology Externship II	90	2
PTN 2020	Pharmacy Technology Clinical Synthesis	60	2
PTN 2211	Pharmacy Management Administration	30	2
<b>Total Clock and Credit Hours</b>		<b>1,080</b>	<b>55</b>

**Please see Course Descriptions for Pharmacy Management on pages 53-54**

## Practical Nursing

**Course Title: Practical Nursing**

**Credential Issued: Diploma**

**Semester Credit Hours: 68.54**

**Program Duration: 12 months**

**Total Clock Hours: 1,380**

**General Credit Hours: 0**

**Major Credit Hours: 68.54**

**Program Objective:**

The program will prepare student to provide nursing care to clients in hospitals, nursing homes, home healthcare agencies, and other areas in healthcare. Upon satisfactory completion of the program the graduate is eligible to apply to sit for the National Council Licensure Examination for Practical Nursing.

Course Number	Course Title	Clock Hours	Credit Hours
HSC 2004	Basic Healthcare Worker and Medical Terminology	90	6
PRN 2115	Fundamental of Nursing Practice (HIV/AIDS)	52	3
PRN 2116	Fundamental of Nursing Practice Clinic	107	3.5
PRN 2117	Growth & Development/Anatomy & Physiology	104	6.5
PRN 2200	Nutrition and Nursing Care	26	1.5
PRN 1005	Dosage and Drug Calculation	75	3.5
PRN 2005	Basic Pharmacology	40	2.5
PRN 3006	Medical Surgical I	80	5
PRN 3007	Medical Surgical Clinical Skills I	122	4
PRN 3008	Medical Surgical II	68	4.5
PRN 3009	Medical Surgical Clinical Skill II	118	3.5
PRN 4000	Mental Health Concepts	81	5
PRN 4010	Obstetric Nursing Theory	52	3
PRN 4011	Obstetric Clinical Skills	108	3.5
PRN 4110	Pediatric Nursing Theory	52	3
PRN 4111	Pediatric Clinical Skills	104	3
PRN 4210	Geriatric Nursing Theory	26	1.5
PRN 4211	Geriatric & Final Nursing Clinical Rotation	75	1.5
<b>Total Clock and Credit Hours</b>		<b>1,380</b>	<b>64</b>

## Practical Nursing Course Description

Course #	Course Title	Course Description	Clock Hours	Credit Hours
PRN 1005	Dosage and Drug Calculation	This course presents the basic knowledge of pharmacology including principles of dosage calculation, the six rights of medication administration, and observing patient need for medication including monitoring and documenting the use of controlled substances.	75	3.5
HSC 2004	Basic Healthcare Worker and Medical Terminology	<p>This course is designed to introduce students to healthcare occupations and provide information regarding the role of the practical nurse. The need for teamwork, conflict resolution, and law ethics in the medical field is included. Verbal and nonverbal communication skills are introduced, including the proper use of medical terminology.</p> <p>The student will be introduced to the Florida State 464 rules regarding the scope of practice of a licensed practical nurse. Discussion will include the practical nurse in a leadership/supervisory role, the role of the practical nurse in delegation to the unlicensed personnel, description of the Florida Board of Nursing requirements for initial and licensure renewal, demonstration and understanding of licensure by examination and by endorsement, completing the application for licensure by examination. Students will also be introduced to current legislation pertinent to the Florida Board of Nursing and its effect on the nursing profession. This course assures student awareness of the potential for stress in the practice of nursing and provides methods of managing stress.</p>	90	6
PRN 2115	Fundamental of Nursing Practice (IHIV/AIDS)	<p>This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It includes physical comfort and safety techniques such as body mechanics and proper ergonomics. Personal safety, injury prevention, and infection control are covered. A background of nursing theory and the role and function of the practical nurse are taught. This course includes 4 hour Aids/HIV training.</p> <p>This course includes a cognitive study of basic nursing assisting duties such as basic patient care, bedside care, moving and transferring, fall prevention, elderly care, activities of daily living, use of oxygen, grooming, urinary &amp; bowel elimination, bed making, admission and discharge, and restorative care.</p>	52	3
PRN 2116	Fundamental of Nursing Practice Clinical Skills	This course is designed to introduce students to basic fundamental psychomotor skills such as activities of daily living, bed bath, bed making, feeding the patient, intake and output monitoring, tube feeding, legal aspect of documentation, practicing body mechanics, and obtaining and monitoring vital sign. All skills are introduced to students in a laboratory setting. Students must demonstrate competency in all skills prior to proceeding to the clinical setting. 107 Clinical hours. Prerequisites: PRN 2117, PRN 1005, PRN 2115, Co-requisite: PRN 3006, PRN 3007, PRN 2200	107	3.5

PRN 2117	Growth & Development/Anatomy & Physiology	Students will study the relationship of each body system in providing client care. The structure and function of each body system will be reviewed including methods of teaching patients how the body functions. The human development process and the different stages of human growth are included.	104	6.5
PRN 2200	Nutrition	Principles of nutrition and maintain therapeutic diets is the focus of this course. Students will learn about proper diet and factors to consider when purchasing, storing, and preparing food. Included is a review of 3.5the food groups as well as label reading and portion size. The importance of nutrition in healing and monitoring patients with specific health problems is included.	26	1.5
PRN 2005	Basic Pharmacology	In this course students will demonstrate pharmacological skills. Routes of administering medication, such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye, ear and nose drops, and injection will be covered.	40	2.5
PRN 3006	Medical Surgical I	This course is designed to assist students in identifying signs and symptoms of disease/disorders of the body and the diagnostic tests used in the diagnosis and treatment each. Students will learn to identify medication used in the treatment of specific diseases, identify nutritional needs of patients based on the body system affected. Included will be common alterations in patients with psychological disorders and care of these patients. Care of patients with various diseases, such as respiratory, cardiovascular, musculoskeletal, nervous, skin and sensory, reproductive, urinary, digestive, endocrine, and oncology will be included. Students will learn techniques for counseling patients in such areas as pre-operative and post – operative teaching, performing surgical prep, provider post-operative care and assisting with post operative discharge.	80	5
PRN 3007	Medical Surgical I Clinical Skills	In this course, students will put medical surgical skills to practice. This will include application of hot and cold packs, assisting patients with sitz bath, application of a pelvic belt for traction, applying a cervical collar, monitoring chest drainage system, monitoring patients following special procedures, applying bandages, binders, and various braces and splints. Additionally, proper patient skin care, changing dressings, inserting urinary catheters, changing ostomy appliances, connecting nasogastric tube to the suction machine, and removal if nasogastric will be performed. Students will demonstrate appropriate neurological checks, proper technique in giving an enema, logrolling, patients and correct testing stool for occult blood.	122	4

PRN 4000	Mental Health and Community Health Concepts	<p>This course is offered to provide students knowledge regarding the specialty of mental health nursing care. Students will study the varied aspects of psychiatric nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness. The role of the practical nurse in this specialty will be discussed. Nursing skills and tasks are presented with clinical examples used as a means to understand the complexities of this</p> <p>specialty. Substance abuse, family abuse and domestic violence are topics covered in this course. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients. Students will problem solve, collect data and create a patient care plan. Integration and retention of coursework previously covered is measured in the didactic setting through case study exercises.</p>	81	5
PRN 3008	Medical Surgical II	<p>This course will focus on responding to emotional needs of patients and their family. The course consists of discussing coping mechanisms, differentiating between mental health and mental illness, recognizing signs and symptoms of various mental health disorders, and discussion of treatment modalities. Additionally, how to recognize the potential for suicide will be included. This will cover initiating appropriate intervention, describing treatments and resources for the addicted client, describing drug seeking behaviors, identifying an individual in crises and describing appropriate interventions. Maslow's theory of hierarchy, both physical and mental components, will be incorporated.</p> <p>This course also covers elements of patient care in an in-patient setting. Areas reviewed include suctioning techniques, urinary catheter care, irrigation of body cavities, maintenance of tubes, obtaining blood specimens, and use of oxygen.</p>	68	4.5
PRN 3009	Medical Surgical II Clinical Skills	<p>This course allows students to perform naso-oral pharyngeal suction, perform tracheotomy care, irrigate urinary catheter, maintain continuous urinary bladder irrigation, maintain enteral feeding tubes, instruct patient in breathing exercises, obtain and test a drop of blood for glucose monitor, assist with physical examination, assist patient with diagnostic procedures, set up vaporized humidifier, administer and maintain oxygen, perform calculation and adjust IV flow rate. Additionally, students will demonstrate proper technique to irrigate an ear, eye, nasogastric tube, vaginal canal, wound, oral cavity, and colostomy.</p>	118	3.5
P RN 4010	Obstetrical Nursing Theory	<p>This course presents students with all areas of obstetrical care. This includes prenatal care, admitting a patient to labor and delivery, monitoring contractions and fetal heart rate, recognition of signs of fetal distress, and assisting with preparing a patient for caesarean. Students will learn how to provide post-partum care, demonstrate and perform perineal care, and assist in breast care.</p>	52	3

PRN 4011	Obstetrical Nursing Clinical Skills	In this course students will practice the principles learned in the theory course. Students will perform all elements of obstetrical care. This includes: prenatal care, admitting a patient to labor and deliver, monitoring labor contractions and fetal activity, and delivery. Students will demonstrate post-delivery skills such as wound care, perineal care, assistance with breast care, and patient bedside care.	108	3.5
PRN 4110	Pediatrics Nursing Theory	This course teaches students how to adapt nursing care for the pediatric patient. This includes how to apply safety principles for the pediatric patient, describe general characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of common disorders/diseases, implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Students will be introduced to infant care during and after the delivery. This will involve learning how to perform an agar score, how to suction an infant's respiratory passage with bulb syringe, proper identification using the mother's bracelet, weighing and measuring an infant, proper bathing, carrying, feeding, and collecting a urine specimen from an infant.	52	3
PRN 4111	Pediatric Nursing Clinical Skills	Students will perform infant tasks such as agar scoring, suctioning respiratory passages with a bulb syringe, proper identification of an infant, weigh and measure an infant, bathe, carry, feed, and collect a urine specimen from an infant, provide post-partum care. Additionally, the student will demonstrate how to assist with circumcision, cleaning the site and apply dressing after the procedure.	104	3
PRN 4210	Geriatric Nursing Theory	This course is designed to introduce the student to the specifics of geriatric patient care. How to provide physical comfort and safety to patients in a nursing assistant facility is the focus of the course. Students will learn how to provide bedside patient care, principles of nutrition, assisting with feeding, infection control, performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, perform supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care.	26	1.5
PRN 4211	Geriatric & Final Nursing Clinical Skills	In this course students will maintain client units and equipment, using the lift, hold and transfer patients using body mechanics, turning clients, identify emergencies, apply comfort devices, perform feeding and assisting with feedings, assist clients to ambulate, take and record vital signs, implement appropriate JCAHO safety goals, give bed baths, groom clients, assist with dressing and undressing, give perineal care, empty urinary drainage bags, assisting clients with the bed pan, admit clients, collect specimens, discharge clients, record I/O, and identify safety principles related to caring for the elderly. Students will demonstrated an understanding of the aging process, problems and needs of the elderly, components of the grief process, assist with restorative care and care for the client with depression, Alzheimer's and dementia. All aspects of practical nursing will be demonstrated.	75	1.5
<b>Total Clock and Credit Hours</b>			<b>1380</b>	<b>64</b>

## **Licensing/Approval Agencies**

Burnett International College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414. Tallahassee, FL 32399-0400 - toll-free telephone number (888) 224-6684. The Boynton Beach Campus (license # 4436) has been authorized to offer the following Associate Degrees: Nursing, Medical Assistant, Pharmacy Management, and Physical Therapy Assistant. Additionally, CIE licenses the following Diploma-granting programs: Pharmacy Management Assistant and Practical Nursing.

The Burnett International College's Nursing Associate Degree program and Practical Nursing Diploma program are approved by the Florida Board of Nursing (FBON), 4052 Bald Cypress Way Bin CO2, Tallahassee, FL 32399-1701 - phone number (850) 245-4125. Graduates are eligible to apply to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN) or NCLEX-PN for Licensed Practical Nurses.

## **Accreditation**

Burnett International College is in the accreditation process through the Council on Occupational Education. The College was granted Candidate status October 2012, however, as of the date of publishing this catalog BIC is not accredited. In some instances, this could affect the ability to transfer coursework completed at BIC to other institutions. In all cases, the acceptance of the transferability of credit is the decision of the receiving institution.

# Burnett International College

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**YOUR SUCCESS IS OUR NUMBER ONE PRIORITY**