

Taylor College

STUDENT CATALOG 2011 - 2012



Volume XII, effective August 2011
This volume supersedes all prior student catalogs

Mission Statement

It is the mission of Taylor College to assist all students in obtaining the knowledge, skills and work habits needed to succeed in both the public and private sectors. Our programs provide students with specialized training in career fields that offers employment opportunities. By recognizing that every student possesses his or her own unique aptitudes we assist the student in developing those aptitudes to a level of employability.

Philosophy

The philosophy of Taylor College is to train individuals with the skills, knowledge and work ethics required in both the public and private sectors in career fields that are personally and economically rewarding.

Goals and Objectives

The following are the goals and objectives of the institution.

- To help encourage students to realize and reach personal and professional goals through self-motivation and to strive for excellence.
- Provide high quality training to student for high-demand career fields.
- Partner with those who share our philosophy.
- The continuous improvement of the institution.
- To maintain employer satisfaction within the community by providing professionally trained individuals for all career fields.

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About Taylor College

History

Professional Health Training Academy was established in 1999 as an educational center in Marion County, specialized in offering courses in the healthcare industry. In 2003, Professional Health Training Academy relocated to a 3 acre campus to provide the healthcare community with a broader range of courses. In 2006, Professional Health Training Academy received accreditation from the Council on Occupational Education. As needs for a highly skilled workforce continued growing the community, the institution expanded its courses to meet the demand for other industries within the local area. As a result of additional programs, the school changed its name to Taylor College in 2008. During this time Taylor College expanded into a new 5 acre campus in Belleview, Florida. The new campus was designed to make college functions operate more effectively for students and staff members.

Licensure

Taylor College is licensed by the Commission for Independent Education, 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 Professional Nursing, Licensed Practical Nurse to Associate Degree Nurse Bridge and Practical Nurse programs offered by Taylor College are approved by the Florida Board of Nursing.

Accreditation

Taylor College is accredited by the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898

Facility Description

The college campus is located on 5 acres in Belleview Florida and was designed to include all the amenities needed for students, faculty and staff while still maintaining a naturally preserved area full of plant and wildlife. The campus building is 10,600 square feet with six classrooms, skills lab, offices for faculty and staff, library, computer lab and student lounge all designed to make college operations more efficient.

Institutional laboratory, library and equipment

The institution has a fully equipped laboratory with 4 hospital beds, medical, rehab equipment and supplies sufficient for training of health occupational programs. The college has a library and computer lab on campus for student use.

Statement of Ownership

Taylor College is a private institution incorporated under the laws of the State of Florida.

General Information

Anti-Hazing Policy

It shall be the policy of the college to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the college. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from the institution or employment. The institution's President shall be responsible for the administration of this policy.

Attendance Policy

Regular, punctual attendance is the responsibility of every student who enrolls at Taylor College. The institution is committed to enforcing the attendance policy in an effort to assist students in achieving their educational objectives. Documentation of student absences will begin the first day. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for absence. The institution reserves the right to evaluate individual cases of non-attendance. Students are graded on the basis of intellectual effort and performance. Class participation is a significant measure of performance, and non-attendance can adversely affect a student's grade. Students enrolled in Health Occupation programs are expected to adhere to meet specific guidelines.

Classification

The participants will be classified as students, not employees.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Taylor College provides prospective and enrolled students as well as employees with its current Statistical Report for Campus Crime and a Campus Crime and Safety Handbook.

Conduct

Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a school setting. Any type of threatening, abusive, harassing, disruptive or intimidating conduct is strictly prohibited. Failure to meet these standards of conduct will result in disciplinary actions including possible dismissal from the institution.

Dress Code Policy

Appropriate dress is an important part of any work environment. Students may have to adhere to a certain dress code if enrolled into a health occupations program. If a student's appearance is found to be inappropriate or unprofessional, the student will be counseled. Students not adhering to dress policy will be dismissed from class for the day and marked absent.

Drug and Alcohol Policy

Taylor College complies with and embraces the policies contained in the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (including Section 22, Drug-Free Schools and Campuses). Unlawful possession, use, or distribution of alcohol or illegal drugs while on school premises or a part of its off-campus activities is prohibited. In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Taylor College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees. No student or employee shall be on school premises or a part of its off-campus activities while intoxicated, impaired, or under the influence of illegal drugs or alcohol. The institution will impose sanctions for violation of this policy that are consistent with state and Federal laws and may include up to dismissal from the institution. The institution may also report alleged violations to local law enforcement authorities for investigation and prosecution as appropriate.

Student Smoking Policy

Taylor College is a smoke-free environment. Smoking is not permitted within or near entrances of any building or classroom. Students are permitted to smoke in designated areas only. When a student or employee is at a clinical site or externship, they are not allowed to smoke or chew nicotine gum.

Housing/ Transportation/ Food Establishments

The institution does not offer student housing. It is the responsibility for the student to obtain housing satisfactory to the student. Transportation is the responsibility of the students. The institution does not offer a student cafeteria; however there are restaurants near by. Students who want to bring their own food may do so.

Inclement Weather

Class/ Clinical make-up dates will be made on a case-by-case basis.

Sexual Harassment Policy

Taylor College will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or a student's learning; creating an intimidating, hostile, or offensive work or training environment which include comments, gestures, etc. Such conduct, when experienced or observed, should be reported immediately to a school official or the institution's President, then a *Sexual Harassment Form* must be filled-out. After the form has been filled-out, an investigation will occur as confidential as possible. Adverse actions will not be taken against a student or employee who reports or participates in the investigation of a violation of this policy.

Academic Assessment Exam (HESI)

The Academic Assessment Exam is an online test taken at the college. This exam is used for admission purposes and includes the following subjects:

- Math
- Reading Comprehension
- Vocabulary and General Knowledge
- Grammar

NLN Critical Thinking in Clinical Nursing Practice-PN Test

The Academic Assessment Exam is an online test taken at the college. This exam is used for admission purposes and includes the following areas:

- 17 critical thinking behaviors in the context of the nursing process.
- Measures the five critical thinking skills of interpretation, analysis, evaluation, interference and explanation.
- Address nine nursing content areas including research, legal/ethical, leadership, health promotion/risk management, and therapeutic communication.

Tests of Adult Basic Education (TABE)

The Tests for Adult Education (TABE) is a paper exam that is offered at the college. Only the form of the test that is offered is a Form Level A – 9 & 10. This exam is used for admission purposes by evaluating a student's knowledge on the following subjects:

- Reading
- Mathematics Computation
- Applied Mathematics
- Language
- Spelling

Test of Essential Academic Skills (TEAS)

The Test of Essential Academic Skills is an online test taken at the college. This exam is used for admission purposes and includes the following subjects:

- Reading
- Math
- Science
- English

Termination from Program

Students may be dismissed from the institution for any of the following reasons:

- Excessive absences, or violation of attendance required for program
- Failure to maintain satisfactory academic progress
- Failure to meet the school's financial obligations
- Disruption of school activities
- Misconduct or Cheating
- Violation of any of the institution's policies
- Failure to comply with staff/faculty directives
- Unprofessional conduct/ pattern of behavior that deviates from normal
- Breaking smoking/dress code/drug and alcohol policies set by Institution
- Sexual harassment
- Not meeting the clinical/ lab expectations set by the school

Availability of Catalog

The college makes the Student Catalog available to all students, prospective students and other members of the interested public.

Leave of Absence (LOA)

There is no provision for a Leave of Absence. A student who cannot continue must withdraw and re-apply to the program

- No children or visitors are allowed during classroom or clinical/externship time.
- Cell phones are NOT permitted in classroom or in clinical/externship leave them in your vehicle; if it rings and disrupts the class/clinical/externship or you are talking on the phone, you will be sent home for the day and marked absent.

Student Code of Conduct

Any act or behavior on the part of the student that does or could damage, tends to impair, interfere with, or otherwise interfere, disturb or obstruct the orderly conduct, processes, functions, and/or interests of the College is expressly prohibited. In addition, if a student violates any federal or state laws while enrolled at the College, this is grounds for immediate dismissal. Such acts or behaviors may include, but are not limited to the following:

- Consumption of alcoholic beverages on campus or at a College function
- Illegal use, possession or sale of illegal drugs, narcotics or other controlled substances
- Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty
 - Interference with the teaching and learning process
 - Furnishing false information to any College official, faculty member, or any entity of the College
 - Forgery, alteration, or misuse of any College document, record or instrument of identification
- The use of indecent or abusive language on campus or at a College function
- Gambling on campus or at a College function
- Hazing on campus or at a College function
- Falsification of any record associated with the College
- Unauthorized use of the College name
- Lewd or indecent behavior
- Violence against any member or guest of the College
- Theft, vandalism or willful destruction of College property or of the property of members or students of the College
- Interference with the freedom of movement of any member or guest of the College
- Obstruction of the normal process and activities of the College
- Deliberate interference with the rights of others
- Sexual harassment, bullying, battery or assault
- Accessing, altering or deleting College computer files/systems
- Stalking (to repeatedly follow another person so as to put that person in fear for his/her safety)
- Violation of the College's Computer Usage policies
- Trespassing
- Bomb Threats
- Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises or properties.

Health Occupations programs

Acts which constitute grounds for denial of a license or disciplinary action as listed in s. 464.018, F.S., or s. 456.072(2), F.S., as well as violations of federal or state law, or local ordinances which directly relate to the practice of nursing or to the ability to practice nursing. Repeated or cumulative acts which are not offenses listed in ss. 464.018 or 456.072(2), may still constitute grounds for disciplinary sanctions. Disciplinary sanctions may also be imposed by the College for any other offense reasonably deemed to be contrary to the best interest of the College and which directly relates to the practice of nursing, the ability to practice nursing or the viability of the College's nursing program.

Use of Social Media

The College welcomes the responsible use of social media technologies to support engaged and transformative learning and to reach out effectively to our broader community. Our rich and diverse use of social media also allows us to share, in a public way, the many qualities and strengths of our academic institution. From that perspective, the College intentionally uses social media to advance the institution and build relationships with important constituencies like prospective and current students, donors and alumni. Through these venues we can communicate important information and engage others in areas of mutual interest.

The College also recognizes the open nature of social media which is often used for both personal and professional purposes. Social media can also create a sense of role ambiguity. It may not always be clear when one is speaking on behalf of the College, sharing facts, or sharing personal/professional opinions. Social networks are often not the best forums for raising grievances that might be better addressed in other venues or handled privately.

The following policy is designed to help our employees and students navigate through this ambiguity and clarify certain responsibilities when posting material online. It is important to remember that we are all subject to the same laws, professional expectations, and guidelines when interacting online as we would in-person with fellow students, and staff of the College.

- Do not post confidential or proprietary information about the College, its students, employees, or alumni. All persons must follow the applicable federal requirements such as FERPA and HIPAA. Students and staff must adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.
- Postings which are potentially slanderous, libelous or defame the integrity, character, and conduct of other students attending the College are prohibited. Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or disrespect for other students, will be considered detrimental to the interest of the College. Such postings can have the affect of demeaning students who are in the process of being successful in their educational goals and therefore such postings, even if posted on websites, blogs or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including termination.
- Similarly, postings which are potentially slanderous, libelous or defame the College, its staff or faculty, impugning the quality of education or the operation of the College are prohibited. Postings which include profanity, racist, sexist, or derogatory remarks, content that incites hate or encourages unethical or illegal activities, comments on litigation involving the College, spam and off-topic remarks, will be considered detrimental to the interest of the College. Such postings can have the affect of minimizing the goals of the College in meeting the needs of its students. Postings placed on websites, blogs or other social media outside the College will not be tolerated and can be grounds for disciplinary action, including termination.
- No user may establish social networking sites that use the College logo or other intellectual properties such as photography, video, artwork, and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.
- Students should consider their particular audience, message and group goals and have a strategy for keeping information on their social media sites up-to-date and accurate.
- Take care not to post private information concerning others such as an e-mail from a fellow student or contact information. Please exercise good “netiquette.” Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.

Sanctions

Listed below are the sanctions that can be placed against a student who is found in violation of the Student Code of Conduct. Students may receive additional sanctions at the discretion of the Program Director.

- Warning: A notice in writing that additional violations of the College’s rules may result in more severe disciplinary action.
- Suspensions: Students can be suspended from access to the College and its educational activities, for a period of one or more days.
- Restitution: Student shall reimburse the College for damage to or misappropriation of College property.
- Filing a report: Filing a police report with local law enforcement.
- Dismissal: Students may be dismissed from their current enrolled courses and program.

Academic Information

Syllabus

On the first day of class for each program the students receive a copy of the course syllabus and course outlines.

Grading Scale

The grading policy for all divisions, with exception of Health Occupation programs, will adhere to the following scale:

Grade	Value	Grade Point Value
A	100 – 90	4.0
B+	89 – 87	3.75
B	86 – 80	3.0
C+	79 – 77	2.75
C	76 – 70	2
D	69 – 60	1
F	59 – Below	0
W	Withdrawal	N/A
I	Incomplete	N/A
TI	Transfer in Credit(Based on Taylor College’s Grading Scale)	

The institution bases a student’s grade on academic exams and their demonstrated clinical skills. A written exam is given periodically and at the completion of the program. The examinations are graded according to the following schedule: Students must maintain a “C” in each related course to continue in a program. Clinical competency evaluations will be done throughout the program. Consistent unsatisfactory clinical performance will result in dismissal from the institution. The following is the grading scale to adhere to the Health Occupations programs.

Grade	Value	Grade Point Value
A	100 – 92	4.0
B	91 – 83	3.0
C	82 – 75	2.0
F	74 – Below	0
I	Incomplete	N/A
W	Withdrawn	N/A

Withdraw from Program

A student who is enrolled into a program and wishing to withdraw from the program must meet with a school official to discuss the matter, submit a letter of intent to withdraw, and complete an exit interview. This process must be done if the student may want to re-enter again into Taylor College. This request must be typed.

Guidelines for Readmission and Transferring into another Program

A student who wishes to apply for readmission or transfer to another program within Taylor College must meet the guidelines listed below. Students wishing to transfer previously earned credits should refer to the Transfer of Credit policy.

(Excerpt from *Admission Policy*)

A candidate for acceptance into a program at Taylor College will be reviewed and evaluated in a fair and unbiased manner. Taylor College will not refuse a qualified applicant on the base of age, race, gender, disabilities, or national origin. Taylor College reserves the right to deny admission to applicants for any reason which is deemed to the best interest of the Institution.

The following guidelines are required for readmission and transferring into another program within Taylor College:

- Have completed an exit interview from prior enrolled program
- Reapply meeting current admission requirements
- All outstanding fees must be paid prior to starting class.
- Space Available

Family Educational Rights and Privacy Act

Taylor College complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, Section 438. The President reserves the right to allow any instructor associated with the training program to review student records.

Directory Information

Family Educational Rights and Privacy Act has specifically identified certain information called directory information that may be disclosed without student consent. Students have the right to prevent disclosure of Directory Information; these requests must be provided in writing by completing the *Non-Disclosure of Directory Information* form and returned to the Registrar Office.

The following information can be released unless the student has submitted a request for non-disclosure:

Name, Telephone Number, Email Address, Student Photo, Dates of Attendance, Degrees Earned (with dates), Academic Honors and Awards, Major Field of Study, Expected Date of Graduation, Previous Schools Attended, Enrollment Status (class level), and Currently Enrolled (yes or no)

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must make at least a 2.0 for each subject and must maintain a minimum cumulative grade point average (CGPA) of 2.0. VA students, whose grade is below 2.0 at the end of any subject, will have to complete remediation, if allowed. (Refer to the *Student Remediation policy* located in Student Catalog for clarification.) The school does not have a probationary period.

A VA student who fails to achieve a grade of 2.0 for a remediated subject or fails a different subject within the program will result in VA educational benefits being terminated and the student being withdrawn from the enrolled program.

VA students terminated from VA educational benefits due to unsatisfactory progress may be recertified when the student has successfully achieved a 2.0 grade point average. (Refer to Eligibility Guidelines for re-admission.)

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Transcripts

Transcripts will be provided when a student has paid all of their financial obligations to the College. Students must complete the *Official Transcript Request Form* and pay the required fee of \$5.00 for each transcript being produced. Students have the option of having Transcripts mailed or picked-up.

A fee of \$5.00 is charged for each transcript. This fee is charged to all students requesting an official transcript. The college reserves the right to withhold official transcripts from students under certain circumstances such as having an outstanding financial obligation to the college.

The following are items that a student is able to receive if requested on the Transcript Request form is a copy of their official transcripts and other forms: admission requirements, admission test scores, and student's personal information, example: social security card, diploma, shot record.

NOTE: Transcript can only be mailed or pick-up. Faxing transcripts are prohibited.

Transferring-In Credits

A student who has earned credits and wish to have these credits transferred into Taylor College or have credits from a program transferred to another program within Taylor College must meet the criteria below. Taylor College reserves the right to accept or deny transferring of credit.

- Students requesting transfer of credits must complete and submit the *Application for Transfer of Credit* form and submit to the Registrar's office for review at least 60 calendar days prior to the start date and must have their Official Transcripts into the Registrar's Office by this deadline. *Application for Transfer of Credit* submitted after the 60 calendar day deadline or no Official Transcripts having been received will result in rejection of transfer of credit.
- Transferring of credits must have been earned from an accredited institution.
- Students must have received a minimum of a "C" in the course in order for it to be transferred.
- Transferring credits must have been earned within 6 years from the date the student plans to start the program.
- Credits requesting to be transferred must be equal to or more than the courses requesting to be used at Taylor College.
- The course was not used to satisfy high school diploma requirements.

- The course is not a remedial course.
- The course was not taken to satisfy freshman admission requirements.
 - Students will receive notification regarding courses, which transferred, and the courses they will replace.
 - Courses accepted for transfer credit will be noted on the Official Transcript from Taylor College.
- The student must complete an appeal form. The following supplemental information must be attached with the appeal form and submitted 30 days before the start of the program.
 - Course syllabus
 - Course objectives
 - Course description
 - Course textbooks and required materials
 - Other relevant information
- The information for appeals will be reviewed by the Program Director, Program Coordinator along with an appropriate faculty member.
- The student will receive in writing the outcome and all decisions will be final.

Transfer Credits to Another Institution

A student who wishes to transfer credits earned from Taylor College to another institution is advised to consult with receiving institution on the credits that will be accepted towards the student's education at another institution. Acceptance of transferring of credits is always based upon the receiving institution regardless of program, State or accreditation status.

Copyright Procedures for Students

As an institution of higher learning, Taylor College is dedicated to providing quality educational programs and services to its students through the formation, discovery, and dissemination of knowledge. Taylor College recognizes that the copyright holder has exclusive rights to their copyrighted works but that the use of copyrighted materials is sometimes necessary to further enhance the learning, research, and scholarship activities of its students.

All Taylor College students are expected to have a basic understanding of copyrighted law and to adhere to all laws regarding Copyright, Fair Use, and Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted materials include text, music, videos, games, movies, and software.

To assist the students, Taylor College faculty and staff will provide information about academic honesty, Copyright, Plagiarism, Fair Use, and the Digital Millennium Copyright Act:

- Information on academic honesty and plagiarism is in the Student Code of Conduct
- Copyright information is posted in the College's Library and computer lab

Violation of Policy

Students who fail to comply with the copyright law and willfully infringe it may face fines, and civil or criminal penalties from the U.S. courts as well as disciplinary action from Taylor College.

Copyright

The owner of a copyright has the exclusive right to do and/or authorize others to do such things as:

- Make copies
- Distribute the work
- Display the work
- Perform the work publicly
- Create derivative works (other works based on the original work)

Graduation Requirements

Students should make themselves aware of the graduation requirements; certain programs may have additional requirements.

- Completion of program curriculum
- Students must have a Cumulative Grade Point Average (CPGA) of 2.0
- Fulfill all financial obligations to the college

Student Services

Academic Advising

A student can get advising from the Admissions Representative about program entrance requirements and statistical information about programs and the college.

Grievance Procedures

We are committed to treating all students fairly. This policy allows the student to seek resolution to a conflict with their program, classmate, or instructor. The student must try to resolve the issue as soon as possible. If you are unable to resolve on your own, the following steps must be taken: Students have 15 days after dismissal from program to file a grievance, or 15 days for any other issue.

- Discuss and try to resolve the issue with the course Instructor
- The Program Director would be the next school official to go to if the issue is not resolved.
- If the student is not satisfied with the resolution, the student will then put the grievance in writing and submit to the College President, the grievance will be submitted to the Grievance Committee (comprised of two Advisory Board members and Program Director).
- Recommendations from Grievance Committee will be submitted to the Program Director.
- All steps must be taken and documented, then if a fair resolution has not be found the student may refer their grievance if unresolved to the following addresses.

Commission for Independent Education
325 West Gaines Street Suite 1414
Tallahassee, Florida. 32399-0400
(888) 224-6684

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898

American Physical Therapy Association's Accreditation Department: 703-706-3245 or at accreditation@apta.org

Financial Aid Advisement

Students are able to meet with the Financial Aid Office and obtain information on the different financial aid programs the student can qualify for. Students can also receive information about applying for aid/ scholarships and education planning with respects to financial aid.

Personal Challenges

Students may be facing challenges including academic and personal; the college can give assistance when appropriate to the student. Students can get information about daycare providers, abuse/abuse prevention, drug and alcohol addiction/ prevention, family counselors, and where to find local libraries.

Student Counseling / Advisement

Taylor College has a Student Advocate available on staff to assist students. The Student Advocate is available for advisement every day from 9am-5pm and by appointment after 5:00pm.

Student Health Clearance – Health Occupations

For health occupation program each student is required to provide evidence of rubella immunization, negative tuberculosis test or chest x-ray and either evidence of successful Hepatitis B Vaccination or evidence that the HBV immunization series has begun prior to the program start.

Student Placement

Taylor College offers job fairs with local agencies, businesses and other employers for specific industries throughout the year. Students can receive assistance from the Placement Coordinator including matching students with employers, interview preparation and creating a resume. Taylor College does not guarantee employment. No additional fees are charged for placement assistance.

Students with Disabilities

It is the student's responsibility to inform the Registrar Office if they have a verifiable and documented disability which may require reasonable accommodations determined by the college. Students should notify the Registrar Office by submitting disability documentations at the beginning of the course.

Tutoring

Students have access to tutoring sessions. Tutors include instructors, lecturers and program graduates. Tutoring schedules are posted throughout the campus to inform those interested in attending.

Admission Requirements

Program Requirements

A candidate for acceptance into a program at Taylor College will be reviewed and evaluated in a fair and unbiased manner. Taylor College will not refuse a qualified applicant on the base of age, race, gender, disabilities, or national origin. Taylor College reserves the right to deny admission to applicants for any reason which is deemed to the best interest of the Institution.

Associate Degree Programs

Accounting Technology

- Application
- At least 18 years old
- High school diploma or GED equivalent
- TABE test (level 9/10), minimum score of 11.0 in each category

Business Administration (Management and Marketing Specializations)

- Application
- At least 18 years old
- High school diploma or GED equivalent
- TABE test (level 9/10), minimum score of 11.0 in each category

Professional Nursing

- Application
- At least 18 years old
- High school diploma or GED equivalent
- 2 letters of professional reference from an employer, supervisor or instructor.
 - Must be typed and include reference's name, address and telephone number.
- Submit a typed essay on 'How you became interested in the Nursing profession and what qualities do you possess that will contribute to the profession.'
 - Essay must be typed using correct spelling and grammar. It must be a minimum of one page with one inch margins, double-spaced, and use a 12 font size.
- Complete the TEAS Test with a minimum score of 60% in each subject:
 - Reading
 - Math
 - Science
 - English
- Current Health Care Provider CPR certification (BLS-CPR).
- Complete an FDLE Background Check to determine if you are eligible for licensure.
- Immunization Health History form must be completed and turned in prior to the start date.
- Application Session

Licensed Practical Nurse to Associate Degree Nurse Bridge

- Application.
- At least 18 years old.
- High school diploma or GED equivalent.
- Submit Official Transcripts from Practical Nurse education.
- Submit a letter of recommendation from a nursing supervisor and/or employer.
 - Must include reference's name, address and telephone number.
- Active license to practice as a Licensed Practical Nurse.
- Submit documentation of having at least six (6) months or 1,000 hours of employment as a LPN within the past two (2) years.
- Achieved a minimum score of 80 out of 120 on the NLN Critical Thinking in Clinical Nursing Practice-PN Test (OTACH1384501P).
- Complete the TEAS Test with a minimum score of 60%.
- Current Health Care Provider CPR certification.
- Complete an FDLE Background Check to determine if you are eligible for licensure.
- Immunization Health History form must be completed and turned in prior to the start date.
- Application Session.

Physical Therapist Assistant

- Application
- At least 18 years old
- High school diploma or GED equivalent
- 3 letters of recommendation (one personal/non-relative, one past employer, one professional)
- Complete the TEAS Test with a minimum score of 60% in each subject:
 - Reading
 - Math
 - Science
 - English
- Complete an FDLE Background Check to determine if you are eligible for licensure.
- Immunization Health History form must be completed and turned in prior to the start date.
- Application Session

Diploma Programs

Practical Nurse

- Application
- At least 18 years old
- High school diploma or GED equivalent
- 3 letters of professional reference
 - Must include reference's name, address and telephone number
- Letter from self (Why do you want to be a Practical Nurse)
- TABE test (level 9/10), with a minimum score of 11.0 in each category
 - Math
 - Reading
 - Language
 - Spelling
- (HESI) Admissions Assessment Exam, with the minimum scores in each section:
 - Math – 75%
 - Reading Comprehension – 70%
 - Vocabulary and General Knowledge – 75%
 - Grammar – 80%
- Complete an FDLE Background Check to determine if you are eligible for licensure.
- Immunization Health History form must be completed and turned in prior to the start date.
- Application Session

Programs of Study

Accounting Technology

64 Credit Hours

Program Description

The purpose of this program is to prepare students for employment as accounting paraprofessionals in advanced professional accounting occupations that require analysis, evaluation, theory, and/or design to provide supplement training for individuals previously employed in these occupations. The content prepares individuals in the principles, procedures, and theories of organizing, maintaining and audit business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses.

Standard Length of Program

5 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
Total Credits		15
Program Core Course		
OST 2335	Business Communications	3
BUL 2241	Business Law I	3
TAX 2000	Federal Income Tax I	3
TAX 2010	Federal Income Tax II	3
ACG 2021	Financial Accounting	3
ACG 2450	Integrated Accounting (QuickBooks)	3
ACG 2100	Intermediate Accounting	3
GEB 1011	Introduction to Business	3
ACG 2071	Managerial Accounting	3
CGS 1100	Microcomputer Applications	3
ACO1807	Payroll Accounting	2
FIN 1100	Personal Finance	3
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MAN 2021	Principles of Management	3
CGS 2103	Spreadsheet Concepts and Practices	3
S 100	Student Success	2
Total Credits		49
Total Program Credits		64

Award:

Associate of Science Degree

Note:

This program has been approved by The Florida Commission for Independent Education. We will be submitting this program to the Council on Occupational Education (COE); however it has not yet been approved by our accrediting agency. We will not accept students into this program until initial approval has been received by COE.

Business Administration Management Specialization**65 Credit Hours**Program Description

The purpose of this program is to prepare students for employment in occupations such as supervisory and management positions such as production coordinator/supervisor, program manager/supervisor, office manager/supervisor, and project manager. The content includes instruction to students in the areas of planning, organizing, directing, and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Standard Length of Program

5 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
Total Credits		15
Program Core Courses		
OST 2335	Business Communication	3
BUL 2241	Business Law I	3
BUL 2242	Business Law II	3
SPC 2600	Effective Speaking	3
ACG 2021	Financial Accounting	3
MAN 2300	Human Resource Management	3
GEB 1011	Introduction to Business	3
ACG 2071	Managerial Accounting	3
CGS 1100	Microcomputer Applications	3
FIN 1100	Personal Finance	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
ECO 2013	Principles of Macroeconomics	3
ECO 2023	Principles of Microeconomics	3
MNA 2345	Principles of Supervision	3
CGS 2103	Spreadsheet Concepts and Practices	3
S 100	Student Success	2
Total Credits		50
Total Program Credits		65

Award:

Associate of Science Degree

Note:

This program has been approved by The Florida Commission for Independent Education. We will be submitting this program to the Council on Occupational Education (COE); however it has not yet been approved by our accrediting agency. We will not accept students into this program until initial approval has been received by COE.

Business Administration Marketing Specialization**65 Credit Hours**Program Description

The purpose of this program is to prepare students for employment in occupations such as supervisory and management positions such as marketing manager/supervisor and special events coordinator. The content includes instruction to students in the areas of planning, organizing, directing, and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Standard Length of Program

5 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
Total Credits		15
Program Core Courses		
OST 2335	Business Communication	3
BUL 2241	Business Law I	3
SPC 2600	Effective Speaking	3
ACG 2021	Financial Accounting	3
CGS 2557	Internet Technology	3
GEB 1011	Introduction to Business	3
GEB 2350	Introduction to International Business	3
ACG 2071	Managerial Accounting	3
MAR 4803	Marketing Management	3
CGS 1100	Microcomputer Applications	3
FIN 1100	Personal Finance	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
ECO 2023	Principles of Microeconomics	3
MNA 2345	Principles of Supervision	3
MKA 2021	Salesmanship	3
S 100	Student Success	2
Total Credits		50
Total Program Credits		65

Award:

Associate of Science Degree

Note:

This program has been approved by The Florida Commission for Independent Education. We will be submitting this program to the Council on Occupational Education (COE); however it has not yet been approved by our accrediting agency. We will not accept students into this program until initial approval has been received by COE.

Professional Nursing

72 Credit Hours

Program Description

The Professional Nursing program is designed to provide the knowledge, clinical skills, nursing values and experience necessary for an entry-level professional nursing position. Upon successful completion of the program, the graduate will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (in accordance with the regulations set forth in the Nurse Practice Act, Chapter 464.008 and 464.018) to become licensed as a registered nurse.

Standard Program Length

5 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education Course		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
Total Credits		15
Program Core Courses		
BSC 1085C	Human Anatomy and Physiology I	4
BSC 1086C	Human Anatomy and Physiology II	4
HUN 2201	Human Nutrition	3
MCB 2011C	Introduction to Microbiology	4
NUR 1020C	Fundamentals of Nursing	7
NUR 1141	Pharmacology Principles in Nursing	3
NUR 1121C	Adult Nursing I	9
NUR 2711C	Adult Health Nursing II	10
NUR 2460C	Material-Child Nursing	8
NUR 2801C	Nursing Leadership and Management	5
Total Credits		57
Total Program Credits		72

Award

Associate of Science

Special Requirements

- You may not be able to attend this class if your background/abuse screening comes back with any issues that would prevent you from sitting for your state exam.
- Upon successful completion of this program, you will then be eligible to sit for the state NCLEX-RN exam.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.
- Upon acceptance into the program, proof of immunization is required.
- Students are required to do community service.

Licensed Practical Nurse to Associate Degree Nurse Bridge**73 Credit Hours**Program Description

The purpose of the program is to provide the Licensed Practical Nurse with the additional knowledge, clinical skills, nursing values, and experience necessary for an entry-level professional nursing position. Graduates of this program are qualified to take the NCLEX-RN to become licensed as a registered nurse (RN). Admission to the program is limited to employed Practical Nurses holding an active Florida license who have worked a minimum of six months (1,000 hours) during the past two years.

Standard Program Length

4 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education Course		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
		Total Credits 15
Program Core Courses		
BSC 1085C	Human Anatomy and Physiology I	4
BSC 1086C	Human Anatomy and Physiology II	4
HUN 2201	Human Nutrition	3
MCB 2011C	Introduction to Microbiology	4
NUR 1005C	Transition to Professional Nursing	2
NUR 1204C	LPN – ADN Transition: Adult Health Nursing I	9
NUR 2711C	Adult Health Nursing II	10
NUR 2412C	LPN – ADN Transition: Material-Child Nursing	7
NUR 2801C	Nursing Leadership and Management	5
		Total Credits 48
LPN Credit	(10 credits will be awarded upon successful completion of NUR 2801)	10
		Total Program Credits 73

Award

Associate of Science Degree

Special Requirements

- You may not be able to attend this class if your background/abuse screening comes back with any issues that would prevent you from sitting for your state exam.
- Upon successful completion of this program, you will then be eligible to sit for the state NCLEX-RN exam.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.
- Upon acceptance into the program, proof of immunization is required.
- Students are required to do community service.

Physical Therapist Assistant**72 Credit Hours**Program Description

The Physical Therapist Assistant (PTA) Program at Taylor College will train students to acquire the knowledge, clinical competency, and integrity to positively impact their patients and their profession. The 72 credits curriculum includes general education and technical physical therapist assistant courses as well as practical clinical experience. Upon successfully completing the requirements, the students will earn an Associate of Science degree. Physical Therapist Assistants function as members of the health care team providing patient care under the direction and supervision of a licensed Physical Therapist. They provide treatment to patients with various diagnoses to relieve pain and/or improve function. PTAs work in a variety of settings including hospitals, private practices, rehabilitation centers, school systems, sports teams, home health agencies, skilled nursing facilities, and other qualified facilities.

Standard Program Length

5 Semesters

Enrollment Status

Full-Time

Course Number and Name		Credits
General Education		
ENC 1101	English Composition	3
MGF 1107	Math for Liberal Arts	3
PSY 1012	Psychology	3
AMH 2010	American History	3
DEP 2004	Lifespan Development	3
Total Credits		15
Program Core Courses		
BSC 1085C	Human Anatomy and Physiology I	4
BSC 1086C	Human Anatomy and Physiology II	4
PTA 1200	Introduction to Physical Therapy Practices	2
PTA 1201	Introduction to Physical Therapy Practices Lab	1
PTA 1210	Anatomy and Kinesiology	3
PTA 1211	Anatomy and Kinesiology Lab	1
PTA 1220	Therapeutic Modalities	2
PTA 1221	Therapeutic Modalities Lab	1
PTA 1300	Pathophysiology	2
PTA 1310	Fundamentals of Treatment I	2
PTA 1311	Fundamentals of Treatment I Lab	1
PTA 1320	Concepts in Physical Therapy I	2
PTA 1321	Concepts in Physical Therapy I Lab	1
PTA 1350	Physical Therapy Clinical Education I	4
PTA 1400	Pharmacology	2
PTA 1410	Fundamentals of Treatment II	4
PTA 1411	Fundamentals of Treatment II Lab	2
PTA 1420	Concepts in Physical Therapy II	2
PTA 1421	Concepts in Physical Therapy II Lab	1
PTA 1450	Physical Therapy Clinical Education II	4
PTA 1510	Fundamentals of Treatment III	5
PTA 1511	Fundamentals of Treatment III Lab	1
PTA 1550	Physical Therapy Clinical Education III	6
Total Credits		57
Total Program Credits		72

Award:

Associate of Science Degree

Note

Taylor College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The institution will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Accreditation.

Practical Nursing

1369 Clock Hours

Program Description

The Practical Nursing Program is a twelve month course of instruction designed to prepare the individual for employment as a Licensed Practical Nurse by providing the theoretical knowledge and clinical competence to obtain licensure, and the standard of professionalism necessary for the successful practice of practical nursing.

This program has received the approval of the Florida Board of Nursing and graduates of this program are eligible to take the state licensure examination to practice as a Licensed Practical Nurse (NCLEX-PN). Licensure is required for employment as a Licensed Practical Nurse.

Standard Length of Program

12 Months

Enrollment Status

Full-Time

<u>Course Number and Name</u>	<u>Hours</u>
PN101 Vocational Adjustments I	12
PN102 Health Core	24
PN103 Anatomy and Physiology	124
PN104 Nutrition	30
PN105 Nursing Skills/ Concepts	44
PN106 Growth and Development	28
PN107 Pharmacology	34
PN108 Geriatric and Elder Care	48
PN109 Advanced Nursing Skills/ Concepts	52
PN110 Medical Surgical	808
PN111 Vocational Adjustments II	13
PN112 Obstetrics	90
PN113 Pediatrics and Care of Sick Children	62
Total Program Hours	1369

HIV/ AIDS and HIPPA are included in the curriculum

Award:

Diploma

Special Requirements:

- You may not be able to attend this class if your background/abuse screening comes back with any issues that would prevent you from sitting for your state exam.
- Upon successful completion of this program, you will then be eligible to sit for the state NCLEX-PN exam.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.
- Upon acceptance into the program, proof of immunization is required.
- Students are required to do community service.

2011 – 2012 Academic Calendar

Fall Semester 2011

09/05/2011	Labor Day – No School
09/06/2011	Start of Semester
11/23/2011 – 11/25/2011	Thanksgiving Break – No School
12/16/2011	End of Semester
12/19/2011 – 01/01/2012	Winter Break – No School

Spring Semester 2012

01/02/2012	Start of Semester
01/16/2012	Birthday of Martin Luther King, Jr. – No School
03/19/2012 – 03/23/2012	Spring Break – No School
04/20/2012	End of Semester

Summer Semester 2012

05/07/2012	Start of Semester
05/28/2012	Memorial Day – No School
07/04/2012	Independence Day – No School
08/17/2012	End of Semester

Practical Nurse

Fall Start Date: September 26, 2011 End Date: September 21, 2012
Spring Start Date: February 27, 2012 End Date: February 22, 2013

Holidays and Breaks

School will not be held on the following holidays:

New Year's Day, Martin Luther King Jr. Day, Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Winter Break.

Additional holidays may be observed or added to this list at the discretion of the President.

Tuition and Fees

Accounting Technology

Registration Fee	\$ 50.00	Non-Refundable
Books	\$ 2,000.00	Non-Refundable
Technology Usage Fee	\$ 50.00	Non-Refundable
Tuition	\$ 20,640.00	
Graduation Fee	\$ 50.00	
Total	\$ 22,790.00	

Business Administration

Registration Fee	\$ 50.00	Non-Refundable
Books	\$ 2,000.00	Non-Refundable
Technology Usage Fee	\$ 50.00	Non-Refundable
Tuition	\$ 21,000.00	
Graduation Fee	\$ 50.00	
Total	\$ 23,150.00	

Professional Nursing

Registration Fee	\$ 50.00	Non-Refundable
Books	\$ 2,450.00	Non-Refundable
Liability Insurance	\$ 75.00	Non-Refundable
FDLE	\$ 25.00	Non-Refundable
Laboratory Fees	\$ 175.00	Non-Refundable
Technology Usage Fee	\$ 50.00	Non-Refundable
Tuition	\$ 26,172.00	
Graduation Fee	\$ 50.00	
Total	\$ 29,047.00	

Licensed Practical Nurse to Associate Degree Nurse Bridge

Registration Fee	\$ 50.00	Non-Refundable
Books	\$ 2,150.00	Non-Refundable
Liability Insurance	\$ 75.00	Non-Refundable
FDLE	\$ 25.00	Non-Refundable
Laboratory Fees	\$ 175.00	Non-Refundable
Technology Usage Fee	\$ 50.00	Non-Refundable
Tuition	\$ 22,608.00	
Graduation Fee	\$ 50.00	
Total	\$ 25,183.00	

Physical Therapist Assistant

Registration Fee:	\$ 50.00	Non-Refundable
Books	\$ 2,150.00	Non-Refundable
Liability Insurance	\$ 75.00	Non-Refundable
FDLE Fee	\$ 25.00	Non-Refundable
Laboratory Supplies	\$ 175.00	Non-Refundable
Technology Usage Fee	\$ 50.00	Non-Refundable
Tuition	\$ 28,915.00	
Graduation Fee	\$ 50.00	
Total	\$ 31,490.00	

Practical Nurse

Registration Fee:	\$	50.00	Non-Refundable
Books	\$	730.00	Non-Refundable
Liability Insurance	\$	50.00	Non-Refundable
FDLE Fee	\$	25.00	Non-Refundable
Comprehensive Exit Exam	\$	45.00	Non-Refundable
Laboratory Supplies	\$	60.00	Non-Refundable
Technology Usage Fee	\$	50.00	Non-Refundable
Tuition	\$	16,428.00	
Graduation Fee	\$	50.00	
Total	\$	17,488.00	

Cost per Credit / Clock Hour

Credit Hour – General Education	\$ 240.00
Credit Hour – Core Course – Nursing	\$ 396.00
Credit Hour – Core Course – Business	\$ 360.00
Credit Hour – Core Course – PTA	\$ 475.00
Clock Hour	\$ 12.00

Charges and Fees (all charges and fees are non-refundable)

Return Check Charge	\$ 50.00
Transcript Request	\$ 5.00
Library Fines	Replacement Cost

*Licensing fees may be required for certain programs; these costs are determined by independent regulatory agencies.

Refund Policy

All refunds will be made according to the following refund schedule:

- The institution's refund policy must be published in the catalog and be uniformly administered.
- Refunds, when due, must be made without requiring a request from the student
- Refunds, when due shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) for the date the institution terminates the student or determines withdrawal by the student
- Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$ 100.

Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less:

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Refund Policy for Programs Obligorating Student for Periods beyond Twelve Months:

Institution with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the above section.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the above section.

Policy if Taylor College cancels course or Program

Individuals are given the option of getting into the next available class/ program or a full refund. Texts, Kits, and Tools are the property of the student, and can not be returned as part of the refund.

Policy for Short-Term courses of 40-hours or less

No refund will be given for continuing education, professional development, non-credit courses, Basic Academic Test and TABE test.

Financial Aid

The primary purpose of financial aid is to help students who otherwise might not be able to attend a post-secondary institution meet the cost of higher education. The basic responsibility for financing the student's education lies with the student and their family.

Grants may be awarded if you are determined to have financial need based on the Free Application for Federal Student Aid (FAFSA). The application can be completed by paper applications that are available in the Financial Aid Office or by going to the following website: www.FAFSA.ed.gov.

Federal Pell Grant Program

Type of Award

This aid is need-based and students must qualify as determined by the Department of Education in order to receive aid.

Amount per Year

\$ 555.00 – \$ 5,550.00

Application

FAFSA

The William D. Ford Federal Direct Loan Program

Subsidized Stafford Loan

Type of Award

Long-Term, variable interest rate loan with a maximum 8.25%. The federal government will pay for the interest while you are enrolled in an eligible school and during your six month grace period.

Amount per Year

1st Year - \$ 3,500.00

2nd Year - \$ 4,500.00

3rd Year - \$ 5,500.00

Application

FAFSA and the completion of a Master Promissory Note (processed through the College)

Unsubsidized Stafford Loan

Type of Award

This is a need-based loan. Long-Term, variable interest rate loan with a maximum 8.25%. Principle and interest may be deferred until after the student leave college.

Amount per Year

1st and 2nd Year - \$ 6,000.00

3rd Year and Higher - \$ 7,000.00

Application

FAFSA and the completion of a Master Promissory Note (processed through the College)

Parent Loan for Undergraduate Students (PLUS)

Type of Award

Long-Term, variable interest rate loan with a maximum 7.90% for parents of dependent students. Repayment of the loan begins after the loan has been fully disbursed.

Amount per Year

Up to the college's cost of attendance.

Application

PLUS application and the completion of a Master Promissory Note (processed through the College)

Grace Period

A grace period occurs after a student leaves college or attends less than half-time and lasts for typically six months. After the grace period has been completed the principle and interest payments for the student loan(s) are required to be paid on a monthly basis.

Return of Title IV Funding (R2T4)

The date that Taylor College makes the determination that a student withdrew is identified through faculty input, student's verbal or written notification to the Program Director or Program Coordinator. Attendance is taken at the institution. If a student is late he/she may not enter the school on that day and the resulting absence counts toward the allowable five days. In the event of any unofficial or official withdrawals, R2T4 calculations and the Return of Title IV funds must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within 14 days from the last day of attendance. All enrolled students are notified through Taylor College's Student Catalog about the withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

Outside Private Scholarships

Many organizations offer scholarships to college students who meet their standard requirements. The Financial Aid Office has information about where you can find free internet scholarship search services. If you belong to any social, civic, ethnic, religious, professional or service groups you could contact them regarding any available scholarships that they offer. Also, employers sometime provide educational assistance plans for employees.

Satisfactory Academic Progress (SAP)

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. Taylor College has developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those quantitative and qualitative standards. SAP standards are established by the Program Director. The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress will be evaluated at the following time periods depending on the program enrolled in.

Semester Credit programs:

- End of each Semester

Clock Hour programs:

- End of each payment period

Same As or Stricter Than

The SAP policy for Title IV students at Taylor College is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Title IV SAP policy is the same as the school's academic policy. The Financial Aid Office reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Program Director notifies the Financial Aid Office if the school changes its academic policies.

Quantitative Measure of Satisfactory Academic Progress

The Financial Aid Office in coordination with the Program Director monitors quantitative progress. The quantitative SAP is reviewed manually and a copy of the latest transcript is maintained in the college's computer system.

The following is for Quantitative measurement for Semester Credit programs:

- Duration of no longer than 150 percent of the length of the program

The following is for Quantitative measurement for Clock Hour programs:

- Required to complete the program within 100 percent of the length of the program

Qualitative Measure of Satisfactory Academic Progress

A Cumulative Grade Point Average (CGPA) equal to or greater than 2.0 is required for graduation. In addition, at the end of the first academic year, students must have a CGPA equal or greater than 2.0 to be making satisfactory academic progress. Grades from credits transferred into the college will be used in the calculation of the Cumulative Grade Point Average.

If a student's CGPA falls below a 2.0 the student is placed on academic probation during the subsequent academic year). After counseling, the student signs an agreement to the conditions of the probation period. During the academic probation period, eligibility for financial aid continues. The following will not be considered as credits successfully completed: *W* and *I*. A student who does not meet the 2.0 CGPA at the end of the academic probation period will be terminated from the college.

Withdrawal Date

If a student does not continue with class, the withdrawal date will be determined after the student exceeds the number of allowed absences (refer to Student Attendance and Tardiness Policy). However, if a student is in communication with the institution via any means of communication to inform that the student will no longer be attending, that date of communication will be considered the date of determination for the student. A student must contact the Program Director or Program Coordinator to give any notification of official withdrawal. If a student wishes to enroll into the program in the future, the student must complete the withdrawal process outlined in the "Official Withdraw from Program with Consideration for Future Reenrollment Policy".

A student, who chooses to transfer from one program to another, will have only the grades and credits that apply to the new program will be applied to the student's Cumulative Grade Point Average (CGPA). Students who withdraw from the college and later re-enter in the same program will continue at the same satisfactory progress and evaluation points in effect at the time of withdrawal. A student who withdraws from a clock hour program and then re-enters the same program will not have the same satisfactory progress information from the prior program.

Treatment of Title IV Funds When a Student Withdraws from School

The Financial Aid officer is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 120 days of the student's date of determination that they withdrew.

Refunds are allocated in the following order:

Unsubsidized Federal Stafford Loan

Subsidized Federal Stafford Loan

Federal Parent (PLUS) Loan

Federal Pell Grant

Federal Supplemental Opportunity Grant

Other Title IV assistance

Private and institutional aid

The student

Online Courses

Log-In

Students will be logging into the system using their username and password. A student must create their username and password during class orientation. The Instructor will give the student an access code that will allow them to access the course and course materials including Course Syllabus, course assignments, due dates and other relevant course information.

Class Meetings

Students will be required to attend 3 class meetings for each online class. Students have to attend the first day of class, mid-term and to take their final. Additional days may be added for course review.

Communication

Students are able to communicate with their Instructor and classmates by using the online posting. Students can start new discussions or comment on other student's discussions. Students can also communicate individually with another student or Instructor by logging into the course. Students will also receive the Instructors email address and can communicate by email.

Grading

Students will be required to complete assignments for their online class. Assignments can be turned in through their online course by uploaded it onto the server; this will allow the Instructor to review and grade the assignment. Grades will be posted on the student's account and can be seen online by the student.

Course Descriptions

Florida's Statewide Course Numbering System

Transferring of credit applies to credit hour courses not clock hour courses.

Some of the courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This common numbering system is used by all public postsecondary institutions in Florida and by participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Those courses which have a four digit code have been assigned these prefixes and numbers by the Florida SCNS and are subject to the transferability rules described below. Those courses which have a three digit code are not part of the Florida SCNS and will generally NOT be transferable.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
SYG	1	0	1	0	
Sociology, General	Freshman level at this institution	Entry-level General Sociology	Survey Course	Social Problems	No laboratory component in this course

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

While Taylor College participates in the SCNS, the final decision for transfer of credit is at the discretion of the receiving institution.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads: When a student transfers amount postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactory completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or non public control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

- A. Course in the 900-999 series (e.g., ART 2905)
- B. Internship, practice, clinical experiences, and study abroad courses
- C. Performance or studio courses in Art, Dance, Theater, and Music
- D. Skills courses in Criminal Justice
- E. Graduate Courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the President of the Campus or the Florida Department of Education Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (800) 245-0427 or SunCom 205-0427.

Taylor College Course Numbering System

Those courses offered by Taylor College that are not part of Florida's Statewide Course Numbering System are identified by a unique code system.

The Prefixes are to identify the program that the course is in. The digits are to identify the courses/subjects within the program in numerical order.

The S 100 "Student Success" is a course specific to the College, facilitating school success and lifelong career-placement services. The numbers assigned to these courses reflect their institution-specific nature. Transfer credits may not be applied to these courses.

General Education Courses

ENC 1101

3 credits

English Composition

The first course in college composition designed to develop skills in writing multi-paragraph essays with emphasis on exposition, including the selection, restriction, organization and development of topics. It offers the student opportunities to improve CLAST English skills. Students examine selected writing samples as models of form and sources of ideas for their own writing. **(This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.)**

* This course is offered online.

MGF 1107

3 credits

Math for Liberal Arts

This course exposes students to a variety of independent topics that span the range of mathematical tools used by healthcare managers. Topics include statistics as a performance measurement tool, quality control mathematics, quality outcomes measurement, risk management, data flow for staffing patterns and resource management optimization. This module also includes basic concepts in mathematics, including whole numbers, fractions, decimals, percents, estimation, ratios, and proportions, systems of numeration, signed numbers, rational numbers, graphs and elementary logic. . **(This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.)**

* This course is offered online.

AMH 2010

3 credits

American History

This course will survey American history from European contact to the close of Reconstruction. Students will pay particular attention toward the establishment of the United States, its political and social distinctives, and the contradictions that culminated in civil warfare and a "new birth of freedom."

* This course is offered online.

PSY 1012

3 credits

Psychology

The field of psychology has changed dramatically over the past century. Psychological "truths" of twenty-five years ago are considered misguided, even erroneous, today. Yet, many of the fundamental questions of psychology remain the same. What does it mean to perceive? What do our brains do? Why do people act differently in groups than when they are alone? How does memory work? What's going on in my child's mind? This course will tackle these and other questions by surveying the work of classical and contemporary psychologists. Students will be encouraged to think about the theoretical bases of this work and to consider how such work can be relevant to everyday life. **(This course counts toward satisfaction of State Rule 6A-10.30 SBE6A-10.30. 6,000 word writing requirement.)**

* This course is offered online.

DEP 2004

3 Credits

Lifespan Development

This course consists of the study of the development of the individual throughout the life cycle, including child, adolescent and adult patterns of behavior with attention to physical, intellectual, cognitive, personality, and social development.

Accounting Technology

OST 2335 **3 credits**

Business Communication

This course teaches the concepts and skills needed to communicate effectively in business. Emphasis is placed on the types and tones of common business correspondence (letters, memos, e-mails, reports) and increasing the clarity of oral presentations.

BUL 2241 **3 credits**

Business Law I

This course considers the fundamental law that relates to business transactions and focuses on the U.S. legal system, torts, criminal law, contracts, and sales under the UCC.

TAX 2000 **3 credits**

Federal Income Tax I

This course is designed to familiarize the student with the various rules governing and procedures used in the preparation of individual federal income tax forms

TAX 2010 **3 credits**

Federal Income Tax II

This course examines installment and deferred payment sales, dividends, inventories, deductions for expenses, depreciation and investment credits, depletion, bad debt deduction, and income averaging. Particular emphasis is given to these and related topics I preparation of corporation income tax returns.

ACG 2021 **3 credits**

Financial Accounting

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect of the operation of the enterprise. The method of instruction emphasizes "how to do it" and "why it is done and what it means."

Prerequisite or Corequisite: CGS 1100

ACG 2450 **3 credits**

Integrated Accounting (QuickBooks)

This course is an introduction to computerized integrated accounting procedures found in microcomputer office environments. Software used by students will handle the general ledger, accounts payable, accounts receivable, financial statements, purchase order and sales order processing, inventory, fixed assets and payroll.

Prerequisite: CGS 1100

ACG 2100 **3 credits**

Intermediate Accounting

This course is an in-depth examination of financial accounting and reporting. Specific points of emphasis are accounting procedures and financial statement presentation of cash, short-term investments, receivables, inventories, fixed assets, and long-term investments in equity securities.

Prerequisite: ACG 2021

GEB 1011 **3 credits**

Introduction to Business

This course is a study of business organization, management and ownership, wholesaling, retailing, advertising, international trade, employee training, compensation and labor relations, financing, risk and security markets, accounting and controls, business regulations, and taxes are included in this course.

ACG 2071 **3 credits**

Managerial Accounting

This course uses accounting information for planning, control and decision making, includes principles of product costing, budgeting techniques and capital decisions.

Prerequisite: ACG 2021 and CGS 1100

CGS 1100**3 credits****Microcomputer Applications**

This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/ or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software, and internet browsers.

ACO 1807**2 credits****Payroll Accounting**

This course is designed to familiarize the student with the various Federal and State reporting requirements, and the concepts, laws and theories behind such reporting. Topics covered include calculating overtime, gross pay, Federal and State income tax holding, FICA and Medicare withholding, payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records.

FIN 1100**3 credits****Personal Finance**

This course includes a study of budgeting, borrowing, financial institutions, family finance, home ownership, insurance, estate planning, and the buying and selling of stock, bonds, and mutual funds. In addition, the correlation between education and income will be discussed.

ECO 2013**3 credits****Principles of Macroeconomics**

The course deals with the basic tools of analytical macroeconomics applied to the vital problems of our dynamic economy, national income, business fluctuations, unemployment and inflation, the problems of economic growth, government fiscal and monetary policy, money and banking, gold and foreign trade, and the challenge of alternative economic systems.

Prerequisite or Corequisite: ENC 1101

ECO 2023**3 credits****Principles of Microeconomics**

This course discusses cost and revenue, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies.

MAN 2021**3 credits****Principles of Management**

This is an introduction to the world of management with emphasis on the mid-manager. Topics include the fundamental knowledge base, including motivation, behavioral processes, group dynamics, organizational structure, systems, and change. The management processes reviewed include planning, leading, organizing and controlling and control.

CGS 2103**3 credits****Spreadsheet Concepts and Practices**

This course is designed to give students problem-solving training in using a microcomputer business application. The application focused on will be Microsoft Excel. Students will learn to analyze data using pivot tables, scenario management, data tables and solver. Attention will be given to creating applications using Excel using macros, and also in importing and exporting data between programs and internet applications.

S 100**2 credits****Student Success**

This course is designed to enable student to develop the skills to ensure success in the college setting and workplace. Student will learn strategies to develop studying techniques to ensure academic success. Students will also assemble a job-seeking portfolio with resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. Included will be interviewing techniques and participation in a mock interview.

Business Administration Management Specialization

OST 2335 **3 credits**

Business Communication

This course teaches the concepts and skills needed to communicate effectively in business. Emphasis is placed on the types and tones of common business correspondence (letters, memos, e-mails, reports) and increasing the clarity of oral presentations.

BUL 2241 **3 credits**

Business Law I

This course considers the fundamental law that relates to business transactions and focuses on the U.S. legal system, torts, criminal law, contracts, and sales under the UCC.

BUL 2242 **3 credits**

Business Law II

This course continues the study of fundamental law that relates to business transactions and includes subjects such as commercial paper, business organizations, creditors' rights, agency, government regulation, and property.

Prerequisite: BUL 2241

SPC 2600 **3 credits**

Effective Speaking

The nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of communication through a variety of experiences in public speaking.

ACG 2021 **3 credits**

Financial Accounting

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect of the operation of the enterprise. The method of instruction emphasizes "how to do it" and "why it is done and what it means."

Prerequisite or Corequisite: CGS 1100

MAN 2300 **3 credits**

Human Resources Management

The purpose of this course is to explore the theories and practices relating to the management of human resources. The role of the human resources department will be emphasized with particular attention being focused upon the importance of department supervisors and executives with respect to human resources management.

GEB 1011 **3 credits**

Introduction to Business

This course is a study of business organization, management and ownership, wholesaling, retailing, advertising, international trade, employee training, compensation and labor relations, financing, risk and security markets, accounting and controls, business regulations, and taxes are included in this course.

ACG 2071 **3 credits**

Managerial Accounting

This course uses accounting information for planning, control and decision making, includes principles of product costing, budgeting techniques and capital decisions.

Prerequisite: ACG 2021 and CGS 1100

CGS 1100 **3 credits**

Microcomputer Applications

This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/ or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software, and internet browsers.

- FIN 1100** **3 credits**
Personal Finance
 This course includes a study of budgeting, borrowing, financial institutions, family finance, home ownership, insurance, estate planning, and the buying and selling of stock, bonds, and mutual funds. In addition, the correlation between education and income will be discussed.
- MAN 2021** **3 credits**
Principles of Management
 This is an introduction to the world of management with emphasis on the mid-manager. Topics include the fundamental knowledge base, including motivation, behavioral processes, group dynamics, organizational structure, systems, and change. The management processes reviewed include planning, leading, organizing and controlling and control.
- MAR 2011** **3 credits**
Principles of Marketing
 This is a study of basic marketing principles, theory, and functions of marketing. The course is designed to provide fundamental knowledge in the field, with the foundation necessary for further study in business or marketing.
- ECO 2013** **3 credits**
Principles of Macroeconomics
 The course deals with the basic tools of analytical macroeconomics applied to the vital problems of our dynamic economy, national income, business fluctuations, unemployment and inflation, the problems of economic growth, government fiscal and monetary policy, money and banking, gold and foreign trade, and the challenge of alternative economic systems.
Prerequisite or Corequisite: ENC 1101
- ECO 2023** **3 credits**
Principles of Microeconomics
 This course discusses cost and revenue, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies.
- MNA 2345** **3 credits**
Principles of Supervision
 This course provides an overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.
- CGS 2103** **3 credits**
Spreadsheet Concepts and Practices
 This course is designed to give students problem-solving training in using a microcomputer business application. The application focused on will be Microsoft Excel. Students will learn to analyze data using pivot tables, scenario management, data tables and solver. Attention will be given to creating applications using Excel using macros, and also in importing and exporting data between programs and internet applications.
- S 100** **2 credits**
Student Success
 This course is designed to enable student to develop the skills to ensure success in the college setting and workplace. Student will learn strategies to develop studying techniques to ensure academic success. Students will also assemble a job-seeking portfolio with resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. Included will be interviewing techniques and participation in a mock interview.

Business Administration Marketing Specialization

OST 2335 **3 credits**

Business Communication

This course teaches the concepts and skills needed to communicate effectively in business. Emphasis is placed on the types and tones of common business correspondence (letters, memos, e-mails, reports) and increasing the clarity of oral presentations.

BUL 2241 **3 credits**

Business Law I

This course considers the fundamental law that relates to business transactions and focuses on the U.S. legal system, torts, criminal law, contracts, and sales under the UCC.

SPC 2600 **3 credits**

Effective Speaking

The nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of communication through a variety of experiences in public speaking.

ACG 2021 **3 credits**

Financial Accounting

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect of the operation of the enterprise. The method of instruction emphasizes “how to do it” and “why it is done and what it means.”

Prerequisite or Corequisite: CGS 1100

CGS 2557 **3 credits**

Internet Technology

This course focuses on using the developing technologies and resources of the Internet and World Wide Web, as well as the significant impact of the medium on our society and culture. Students use and discuss these tools and their implications. Activities include developing advanced search strategies for Internet researching, creating basic Web pages, and using Internet technologies (such as FTP, e-mail and chat). Topics of the course cover the history of the Internet, current events and news related to the Information Technology industry, the current paradigm shifts of business, and using the Internet as a collaborative communication medium.

GEB 1011 **3 credits**

Introduction to Business

This course is a study of business organization, management and ownership, wholesaling, retailing, advertising, international trade, employee training, compensation and labor relations, financing, risk and security markets, accounting and controls, business regulations, and taxes are included in this course.

GEB 2350 **3 credits**

Introduction to International Business

This course explores the globalization of world business. Emphasis will be placed on gaining insight as to how business is conducted in different world markets and the form of competition as we progress to an international economy. Topics include theoretical basis for trade, cultural differences that influence business transactions, the impact of trade regulations, exchange rates, investment in other countries, and the movement of factors of production between countries.

Prerequisite: GEB 1011

ACG 2071 **3 credits**

Managerial Accounting

This course uses accounting information for planning, control and decision making, includes principles of product costing, budgeting techniques and capital decisions.

Prerequisite: ACG 2021 and CGS 1100

MAR 4803 **3 credits**

Marketing Management

This course involves the development and analysis of overall marketing strategies involving product and brand development, channels of distribution, pricing and promotion with consideration of marketplace conditions and related factors affecting implementation and execution.

Prerequisite: MAN 2021

CGS 1100 **3 credits**

Microcomputer Applications

This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/ or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software, and internet browsers.

FIN 1100 **3 credits**

Personal Finance

This course includes a study of budgeting, borrowing, financial institutions, family finance, home ownership, insurance, estate planning, and the buying and selling of stock, bonds, and mutual funds. In addition, the correlation between education and income will be discussed.

MAN 2021 **3 credits**

Principles of Management

This is an introduction to the world of management with emphasis on the mid-manager. Topics include the fundamental knowledge base, including motivation, behavioral processes, group dynamics, organizational structure, systems, and change. The management processes reviewed include planning, leading, organizing and controlling and control.

MAR 2011 **3 credits**

Principles of Marketing

This is a study of basic marketing principles, theory, and functions of marketing. The course is designed to provide fundamental knowledge in the field, with the foundation necessary for further study in business or marketing.

ECO 2023 **3 credits**

Principles of Microeconomics

This course discusses cost and revenue, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies.

MNA 2345 **3 credits**

Principles of Supervision

This course provides an overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.

MKA 2021 **3 credits**

Salesmanship

This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning, and delivering the presentation, handling objections, knowledge of company and competitors' products, and techniques, and closing the sales, dealing with the legal, social, ethical and personal responsibilities of the salesperson and the nature and scope of sales management.

S 100 **2 credits**

Student Success

This course is designed to enable student to develop the skills to ensure success in the college setting and workplace. Student will learn strategies to develop studying techniques to ensure academic success. Students will also assemble a job-seeking portfolio with resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. Included will be interviewing techniques and participation in a mock interview.

Professional Nursing

BSC 1085C

4 credits

Human Anatomy and Physiology I

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

BSC 1086C

4 credits

Human Anatomy and Physiology II

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course

HUN 2201

3 credits

Human Nutrition

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

MCB 2011C

4 credits

Introduction to Microbiology

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Laboratory exercises, coordinated with class content, including techniques for the cultivation, study, and control of microorganisms are included in this course.

NUR 1020C

7 credits

Fundamentals of Nursing

This course provides a foundation for the nursing program. It introduces the student to the history and practice of nursing, including the standards of nursing practice. The nursing process is introduced and used as an approach to nursing care with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. Critical thinking as embodied in the nursing process is emphasized and the concept of the nurse as a provider of care, manager of care and member of the nursing profession is incorporated in to the course content. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting. Normal functional health patterns are explored in the context of the physical, biological and social sciences.

NUR 1141

3 credits

Pharmacology Principles in Nursing

This course introduces the student to the basic pharmacologic concepts and principles related to the safe administration of therapeutic agents by nurses to clients of all ages. It is designed to facilitate the student's understanding of the mechanisms of drug actions and provide a safe approach to drug administration. Students learn major drug classifications and selected prototypes along with principles and techniques of safe, effective administration of drugs and other therapeutic agents, drug interactions, legal responsibilities and nursing considerations for specific drugs affecting all body systems. By the end of the course, student must apply computation skills to demonstrate administration of drugs without error in order to successfully pass the course and progress in the nursing program.

NUR 1121C**9 credits****Adult Nursing I**

In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with uncomplicated medical-surgical alterations in health. Pathophysiologic mechanisms of disease are covered as well as assessment and nursing management with a special emphasis on the chronically ill client. The role of the nurse as a provider of care, communicator, teacher, manager and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

NUR 2711C**10 credits****Adult Health Nursing II**

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care and psychiatric settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical and psychiatric settings. The roles of the nurse as a provider of care, communicator, teacher, manager and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

NUR 2460C**8 credits****Maternal-Child Nursing**

In this course the student continues to develop the role as a member of the profession of nursing as a provider of care to women, children and families in meeting their basic needs in a variety of settings. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager and member of a profession provide the framework for clinical application and evaluation in pediatric and childbearing settings.

NUR 2801C**5 Credits****Nursing Leadership and Management**

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients.

Licensed Practical Nurse to Associate Degree Nurse Bridge

MCB 2011C

4 credits

Introduction to Microbiology

This course provides an introduction to microbiology that emphasizes effects of microorganisms on human systems. Topics include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Laboratory exercises, coordinated with class content, including techniques for the cultivation, study, and control of microorganisms are included in this course.

HUN 2201

3 credits

Human Nutrition

This course introduces the student to principles of nutrition and the role of nutrients in health and common alterations in health throughout the life cycle. An introduction to clinical nutrition is included to prepare the student to apply these principles to the individual, family, community and clinical areas.

BSC 1085C

4 credits

Human Anatomy and Physiology I

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

BSC 1086C

4 credits

Human Anatomy and Physiology II

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course

NUR 1005C

2 Credits

Transition to Professional Nursing

This course is designed to facilitate the transition of the practical nurse to the role of registered nurse. It builds on previous knowledge and skills, reviewing components included in the practical nursing curriculum and addressing the role of the associate degree registered nurse in the current health care system. Critical thinking as embodied in the nursing process is emphasized and the role of the professional nurse as provider of care, manager of care and member of the nursing profession is incorporated into the course content. Physical assessment is introduced, basic clinical skills are reviewed and the principles and techniques of intravenous therapy are covered. Theoretical knowledge and principles are applied in the skills laboratory.

NUR 1204C

9 Credits

LPN-ADN Transition: Adult Health Nursing I

This course builds on previous health education courses, knowledge and skills. The role of the professional nurse as a provider of care to clients with uncomplicated medical-surgical alterations in health is covered. Pathophysiologic mechanisms of disease, assessment and nursing management are included with a special emphasis on the chronically ill client. The role of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

NUR 2711C

10 Credits

Adult Health Nursing II

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care and psychiatric settings. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health. Emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical and psychiatric settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

NUR 2412C**7 Credits****LPN-ADN Transition: Maternal-Child Nursing**

This course builds on previous health education courses, knowledge and skills. The role of the professional nurse as a provider of care to women, children and families in meeting their basic needs in a variety of settings is covered. Emphasis is placed on knowledge and skills relating to the pediatric population and the childbearing family. The role of the nurse as a provider of care, communicator, teacher, manager, and member of a profession provide the framework for clinical application and evaluation in pediatric and childbearing settings.

NUR 2801C**5 Credits****Nursing Leadership and Management**

This course is designed to assist the graduating student in the transition to the role of the professional nurse. Management concepts, leadership skills, and the legal, ethical, and professional responsibilities of the registered nurse are stressed in the didactic component. The clinical experience in an acute care setting promotes the student's transition to graduate with its emphasis on management of care and leadership, functional health patterns, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities in a broad, in-depth application of the nursing process in the clinical management of groups of patients.

Physical Therapist Assistant

BSC 2085C

4 Credits

Human Anatomy and Physiology I

This course introduces the structure and function of the human body. Topics include basic chemistry and cell biology, tissues, and the respiratory, integumentary, cardio-vascular, skeletal, muscular, nervous and sensory systems of the body. Medical terminology is emphasized. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course.

BSC 2086C

4 Credits

Human Anatomy and Physiology II

This course is a continuation of the study of human anatomy and physiology begun in BSC 1085 C. The digestive, endocrine, lymphatic and immune digestive, urinary and reproductive systems are studied as well as blood, nutrition and metabolism, fluid and electrolyte balance, and acid-base balance. Laboratory exercises, coordinated with course content, including microscopic observation, experimentation, study of anatomical models, and dissection exercises are included in this course

PTA 1200

2 Credits

Introduction to Physical Therapy

This course will introduce the Physical Therapy profession to the PTA student. The content of this course includes an overview of the profession including the legal aspects, communication, principles of thermal agents, professional ethics, infection control, patient positioning, body mechanics, vital signs and proper transfer techniques, basic massage techniques and wheelchairs and assistive devices.

PTA 1201

1 Credit

Introduction to Physical Therapy Lab

This Laboratory course is designed to provide supplemental training to the Introduction to Physical Therapist Assistant course. The content of this course is to assist the student as they develop previously taught lecture content. This course includes legal aspects of the profession, basic massage techniques, patient positioning, body mechanics, wheelchairs and assistive devices, communication, principles of thermal agents, professional ethics, infection control, basic emergency interventions, vital signs and proper transfer techniques.

PTA 1210

3 Credits

Functional Anatomy and Kinesiology

This course is designed to build on knowledge acquired in previously taught courses. This includes applied movement concepts and normal functional movement behaviors as relates to musculoskeletal anatomy and neuromuscular physiology. The content of this course includes principles of movement, joint structure and function, range of motion and manual muscle testing, balance, posture and gait.

PTA1211

1 Credit

Functional Anatomy and Kinesiology Lab

This laboratory course will allow the student to acquire hands on experiences based on the course work in Functional Anatomy and Kinesiology. This course will allow the student to explore principles of movement, surface palpation of joints and muscles, joint structure and function, goniometry measurement, manual muscles strength testing, gait, posture and balance assessment.

PTA 1220

2 Credits

Therapeutic Modalities

This course is designed to introduce the Physical Therapist Assistant student to the therapeutic modalities and agents used in Physical Therapy practice. It will guide students to develop good clinical judgment as to when and how to consult the Physical Therapist as to the appropriateness of the therapeutic treatment. Therapeutic agents will be discussed along with their rationale and indications for use, patient preparation, physiological effects and treatment parameters along with the precautions and contraindications.

PTA 1221 **1 Credit**

Therapeutic Modalities Lab

This Laboratory course will explore the practical procedures and the protocol pertaining to the application of therapeutic modalities that are used in Physical Therapy practice. It is designed to develop a proficient clinical level of modality and agent application. Students will learn how to apply good clinical judgment and integrate the rationale for use, patient preparation and treatment parameters and its physiological effects on the patient. This course will also reinforce how to apply safe and effective treatment, and when the Physical Therapist should be consulted.

PTA 1300 **2 Credits**

Pathophysiology

This course is designed to introduce the Physical Therapist Assistant student to health and wellness and how it affects each system in the body. It will present an overview of etiology, manifestations and treatment interventions of diseases in each system with emphasis on the musculoskeletal, nervous and cardiopulmonary system.

PTA 1310 **2 Credits**

Fundamentals of Treatment I

This course is designed to enable the student to build on the foundations learned in previous courses as they relate to orthopedic pathologies and interventions. They will also learn when to communicate with the supervising physical therapist about the need to adjust therapeutic interventions due to changes in the patient's status. This course will introduce the student to therapeutic exercises and gait training and reinforce massage techniques, documentation and proper communication.

PTA 1311 **1 Credit**

Fundamentals of Treatment I Lab

In this laboratory course, students will explore the various types of therapeutic exercises utilized in the orthopedic patient to improve range of motion, strength, flexibility, posture, stability and reconditioning. It is also designed to develop clinical proficiency of gait assessment and soft tissue techniques in the orthopedic patient. Students will also learn to apply effective documentation and communication.

PTA1320 **2 Credits**

Concepts in Physical Therapy I

In this course students will incorporate the knowledge and skills gained from previous courses and apply them to the specialty areas of physical therapy practice. The areas include woman's health, oncology and hematological disorders, chronic pain and stress, connective and periarticular tissue disorders, multiple system headaches, facial deformity, temporal mandibular joint (TMJ) disorders, aquatic therapy, incontinence rehab, mastectomy and lymphedema management. This course will also explore pediatric and geriatric considerations and the psychological aspects of rehabilitation.

PTA 1321 **1 Credit**

Concepts in Physical Therapy I Lab

In this laboratory course students will acquire skills based on the knowledge obtained in the concurrent didactic course and from previous courses and will explore the techniques used in specialty areas of physical therapy practice.

PTA 1350 **4 Credits**

Physical Therapy Clinical Education I

This is an entry-level experience to the clinical setting for the Physical Therapist Assistant and provides the students with their initial supervised clinical contact with patients having physical dysfunctions. Students will be assigned to clinical sites for full-time observation and practice at their current level of physical therapy skills and procedures. They will have the opportunity to establish appropriate professional relationship with patients and members of the health care delivery team. They will also focus on improving their documentation skills.

PTA1400 **2 Credits**

Pharmacology

This course is designed to introduce the Physical Therapist Assistant student to the complex but extremely important subject of pharmacology. It will present an overview of over-the-counter, herbal and prescribed drugs. Topics will include basic theoretical principles as well as the study of the actions and effects of these drugs in physiological systems that can impact the delivery of effective and safe physical therapy interventions.

PTA 1410 **4 Credits**

Fundamentals of Treatment II

This course is designed to teach the physical therapist assistant student about normal neuroanatomy, neurophysiology, cognition, mentation and arousal through the lifespan. It will also explore dysfunctions of the central and peripheral nervous systems, balance, posture, gait, cognition, expressive, receptive and perceptual communication. It will also identify clinical interventions as they relate to neurological disorders. This course will also reinforce good documentation and PT and PTA communication skills.

PTA 1411 **2 Credits**

Fundamentals of Treatment II Lab

This laboratory course will allow students to integrate their academic knowledge with practice and discussion of therapeutic interventions, indications and contraindications employed in the treatment of the neurologically involved patient. It will also reinforce good clinical decision- making and effective communication skills.

PTA 1420 **2 Credits**

Concepts in Physical Therapy II

This course expands the knowledge and skills gained from previous courses presenting aspects of Physical Therapy practice, ethics and professional conduct, scope of practice along with good communication skills. The student will also learn academic and clinical competencies required for testing and licensure, scope of practice, and the Physical Therapist Assistant's professional organization.

PTA 1421 **1 Credit**

Concepts in Physical Therapy II Laboratory

This laboratory course expands the knowledge and skills gained from previous courses presenting aspects of Physical Therapy practice, ethics and professional conduct, scope of practice along with good communication skills. The student will also learn academic and clinical competencies required for testing and licensure, scope of practice, and the Physical Therapist Assistant's professional organization.

PTA 1450 **4 Credits**

Physical Therapy Clinical Education II

This course provides the students with the 2nd of three supervised clinical contact with patients having physical dysfunctions. It seeks to build on knowledge gained from their prior clinical experience as well as academic course work. It will allow students to assume a more active role in patient care and strengthen the PT/PTA interaction. Students will reinforce their documentation, communication and intervention skills.

PTA 1510 **5 Credits**

Fundamentals of Treatment III

This course is designed for the physical therapist assistant students to explore techniques used in a variety of practice specialties. The students will learn about cardiopulmonary, sports, work hardening and industrial, amputee, burn and wound rehabilitation. It will also discuss prosthetics and orthotics, pilates, wheel chair prescription and psychological aspects of rehabilitation. This course will also reinforce knowledge obtained in prior course work as it relates to PT/PTA interaction.

PTA 1511 **1 Credit**

Fundamentals of Treatment III Lab

This laboratory course will allow students to integrate their academic knowledge with practice and discussion of therapeutic interventions, indications and contraindications employed in the specialty areas of physical therapy practice. The student will explore sports rehabilitation, cardiovascular and pulmonary conditions, industrial and work rehabilitation, wound and burn care, amputation, prosthetics and orthotics and prescriptive wheelchairs.

PTA 1550 **6 Credits**

Physical Therapy Clinical Education III

This clinical is the final of the three supervised clinical affiliations. It provides the Student's with an opportunity to function as entry-level physical therapist assistants applying their knowledge and skills developed in prior academic and clinical experiences. Students will further develop their documentation, communication and interpersonal relation skills.

Practical Nurse

PN101 12 Clock Hours

Vocational Adjustments I

The purpose of this course is to orient the student to Taylor College's (TAYLOR COLLEGE) Practical Nursing program, its philosophy, conceptual framework and objectives. It prepares the student by teaching stress management techniques and study skills. The course content includes the history of nursing and the role of the practical nurse in the health care system and in health promotion. Communication skills, legal and ethical issues and employment skills are included as well as personal and professional growth through involvement in professional organizations and continuing educational activities.

PN102 24 Clock Hours

Health Core

This course introduces the student to elements of the health science core concepts and health care delivery systems and trends. Safety measures, emergencies, and disease and wellness are discussed. Infection control is covered including blood borne diseases including HIV, AIDS and infection control procedures. The use of the computer in the health care setting, a review of basic math and employability skills are also incorporated into this course.

Prerequisites: *PN 101 Vocational Adjustments I*

PN103 124 Clock Hours

Anatomy and Physiology

This course is designed to provide the student with a working knowledge of the normal structure and function of the human body and its components and an understanding of the relationships of the body systems in providing patient care. The organs, normal structure and function of the respiratory, cardio-vascular, muscular-skeletal, nervous, skin and sensory systems are covered as well as the terminology relating to each system. The content provides a basis for understanding deviations from normal body functions.

Prerequisite: *PN 101 Vocational Adjustments I, PN 102 Health Core*

PN104 30 Clock Hours

Nutrition

This course provides an introduction to the principles of nutrition and their application to patient care. Nutrients, food groups, and nutritional needs throughout the life span are discussed as well as the effects of various nutrients on wellness and disease. Regional, cultural, and religious food patterns, preparation of a basic food plan and the use and maintenance of therapeutic diets are also covered.

Prerequisite: *PN 101 Vocational Adjustment I, PN 102 Health Core, PN 103 Anatomy and Physiology*

PN105 44 Clock Hours

Nursing Skills and Concepts

This course introduces the student to the basic principles of nursing care as well as the physical comfort and safety functions provided by the practical nurse. The student will learn basic personal patient care skills and have the opportunity to develop competencies through practice in the nursing skills laboratory.

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology*

PN106 28 Clock Hours

Growth and Development

This course outlines the characteristics of human growth and development throughout the life span. A focus is placed on the theories specific to human development. The family's role and influence is discussed.

Prerequisites: *PN 103 Anatomy and Physiology*

PN107 34 Clock Hours

Pharmacology

This course includes the study of a large body of medications including their therapeutic uses, characteristics, action, dosage, and side effects. The student is prepared to calculate dosages and administer medications safely by a variety of routes. Skills are practiced in the nursing lab.

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology, PN 105 Nursing Concepts,*

PN108**48 Clock Hours****Geriatric and Elder Care**

This course focuses on the dynamics of the aging process and includes common illnesses and health concerns of the older individual. With the focus on the concerns of the aging adult and the management, needs and skills of caring for the geriatric client, special emphasis is placed on promoting safety, teaching and following good health practices, and moving clients toward independence. The clinical experience provides the student with the opportunity to build on acquired knowledge and skills, to practice and develop skill in selected procedures, to apply nursing principles in meeting the needs of the elderly client, to practice the role of the practical nurse as a member of the health team and to participate in the health and wellness aspects of the patient and family

Prerequisite: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology, PN 104 Nutrition, PN 105 Nursing Concepts and Basic Skills, PN 106 Growth and Development, PN 107 Pharmacology*

PN109**52 Clock Hours****Advanced Nursing Skills and Concepts**

This course builds on the nursing principles introduced in PN 105. The student is provided with information related to the care of the surgical patient as well as the management, needs and nursing care of patients with common acute and chronic medical and surgical conditions. Care of the cancer patient is discussed including end of life issues. Nursing skills are practiced and competencies developed in the nursing skills laboratory.

Prerequisites: *PN 105 Nursing Concepts and Basic Skills*

PN110**808 Clock Hours****Medical Surgical**

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the respiratory, cardio-vascular, muscular-skeletal, nervous, skin and sensory systems reproductive, urinary, digestive and endocrine systems including the management, needs and specialized nursing care of patients with these conditions. Common alterations in patients with psychological disorders are also discussed. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology integrated throughout the course. The clinical experience provides the student with the opportunity to learn to plan, administer, and evaluate the nursing care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology, PN 104 Nutrition, PN 105 Nursing Concepts and Basic Skills, PN 106 Growth and Development, PN 107 Pharmacology, PN 108 Geriatrics and Elder Care, PN 109 Advanced Skills*

PN111**13 Clock Hours****Vocational Adjustment into Nursing II**

This course prepares the practical nursing student for the transition from student to graduate nurse. Legal and ethic issues specific to practical nursing, leadership qualities and employability skills are incorporated throughout the course. Topics include endorsement, use of placement services and nursing registries and alternative employment opportunities for practical nurses.

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology, PN 104 Nutrition, PN 105 Nursing Concepts and Basic Skills, PN 106 Growth and Development, PN 107 Pharmacology, PN 108 Geriatrics and Elder Care*

PN112**90 Clock Hours****Obstetrics and Care of Mother and Baby**

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium and the normal newborn as well as common deviations from the normal. The specialized nursing skills to manage and care for the mother and infant throughout the maternity cycle are emphasized. Skills are practiced in the nursing lab and the student has the opportunity to apply knowledge and skills in a clinical setting.

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN 103 Anatomy and Physiology, PN 104 Nutrition, PN 105 Nursing Concepts and Basic Skills, PN 106 Growth and Development, PN 107 Pharmacology, PN 108 Geriatric and Elder Care, PN 109 Advanced Skills*

PN113**62 Clock Hours****Pediatrics and Care of Sick Children**

This course provides information regarding the general characteristics, needs and problems of the sick child and prepares the student to adapt nursing care for the pediatric patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. Nursing skills are practiced in the skills lab and the clinical experience provides the student with the opportunity to build on acquired knowledge and skills, to apply nursing principles in meeting the needs of the pediatric patient, and participate in the health and wellness aspects of the patient and family

Prerequisites: *PN 101 Vocational Adjustments I, PN 102 Health Core, PN103 Anatomy and Physiology, PN 104 Nutrition, PN 105 Nursing Concepts and Basic Skills, PN 106 Growth and Development, PN 107 Pharmacology, PN 108 Geriatric and Elder Care, PN 109 Advanced Skills*

Administration, Staff and Faculty

Administration and Staff

Dean, Linda	Program Coordinator
Goolsby, Denise	Accounting Specialist
Hammond, Diana	President
Hayward, Rebecca	Administrative Assistant
Lough, Pamela	Placement Coordinator
Marksman, Cameron	Admission Representative
Medley, Judith	Financial Aid Specialist
Peirson, Donna	Director of Continuing Education
Pfriender, Jason	Librarian
Sanford, John	Custodian
Santamaria, Adalinda	Director of Admissions
Shepard, April	Community Liaison
Stalcup, Marcella	Administrative Assistant
Steiner, Lavina	Administrative Assistant
Vanderlip, Branden	Administrative Assistant
Vanderlip, Brian	Vice President of Operations

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A.A. Central Florida Community College

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S. Ed., University of Florida
B.A., University of Florida - History

Burt-Palmer, Veronica

Certified Phlebotomy Technologist, National Phlebotomy Association
Certified Patient Care Technician, Consortium for Workers Education Health Care Institute

Comis, Donna

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B.S., Engg University - Engineering

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B.A., Syracuse University – Political Science

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B.S.N., St. Josephs College – Community Health and Human Services
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