



Central Nursing College

3550 Wilshire Blvd., Suite 830 | Los Angeles, CA 90010

Phone: 213-384-4789 | Fax: 213-384-8679

Web: www.cncusa.edu | Email: info@cncusa.edu

SCHOOL CATALOG

Note: The school catalog is revised at a minimum once a year effective the dates indicated on the cover of the current catalog. However, the school reserves the right to change or update the catalog on an as-needed basis according to changes in the administration, academic policy, other policies, or the faculty.

Effective:

May 14, 2012 – May 14, 2013

Published:

May 14, 2012

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MISSION STATEMENT

Central Nursing College operates under a simple principal: to train individuals to become top tier healthcare professionals that employers want to hire, and keep as staff for a long time. CNC offers innovative, quality programs that are sound in concept, implemented by competent, dedicated faculty and geared toward people seeking to build a strong foundation of knowledge and skills demanded by today's job market and tomorrow's changing trends. The programs have undergone constant changes to the modalities and curriculum in order to reflect this mission.

The administration and faculty are committed to maintaining quality and integrity in all aspects of school operations. The educational philosophy reflects a variety of teaching strategies including the use of digital media and new technologies in the theory (classroom) setting. CNC places particular emphasis on clinical training because the mastery of clinical skills is the key to success on the job.

SCHOOL HISTORY

Central Medical Center Vocational School was founded in 1995. Over the years the school has developed a reputation for producing the area's finest and most qualified allied healthcare professionals with countless awards and commendations attesting to this fact.

In 2004, the school was approved by the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) to operate a Vocational Nursing program under the new name Central Nursing College. This decision to narrow the scope of offered programs from the original roster which covered every facet of the allied health care field to just the nursing programs was a direct response to the growing demand for nurses.

CNC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

APPROVALS AND MEMBERSHIPS

Central Nursing College voluntarily undergoes periodic evaluations by teams of qualified examiners including subject experts, specialists in occupational education and private school administration, as well as the Department of Health Services (DHS), the Bureau for Private Postsecondary Education and the Bureau for Vocational Nurses and Psychiatric Technicians (BVNPT).

Central Nursing College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate requires compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent.

The school is approved as a training provider in the I-train program under the Regional Training Vendor Division (RTVD) of the South Bay Workforce Investment Board (SBWIB). This approval allows the school to train individuals who qualify for retraining services funded under the Workforce Investment Act (WIA). With this approval CNC has graduated and placed several hundred Certified Nursing Assistants.

CNC is a training provider under the Trade Readjustment Act (TRA) and North American Free Trade Agreement (NAFTA). The school is a training provider under the Welfare to Work (GAIN) program designed to assist individuals receiving welfare benefits to become self-sufficient.

As Of July 2009, Central Nursing College participates in the United States Department of Education Title IV programs, making it possible for the school to offer federal financial aid to its students as a means of funding their education. The school is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES can be reached at their address 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 20043. The telephone number is 703-917-4109.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.

Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, or their mailing address PO Box 980818, West Sacramento, CA 95798-0818. Their website address is www.bppe.ca.gov. The Toll Free Number is 1(888)370-7589, Main Line is (916)431-6959, and Fax Number is (916)263-1897.

The school does not offer distance education.

OWNERSHIP

Central Nursing College is an LLC (a California Limited Liability Company). Katherine Ahn is the founder and current CEO.

FACILITIES AND EQUIPMENT

The main campus and administrative offices are located at 3550 Wilshire Blvd., Suite 830, Los Angeles, CA 90010. The building is the eastern building of two identical structures that occupy the south side of Wilshire Blvd. Major cross streets are Western to the west and Normandie to the east. The school is located close to junctions for I-101, I-5, I-110 and I-10 freeways. This address is where instruction occurs.

The campus is 5,000 square feet. The administrative offices are separate from the classrooms. Classrooms accommodate between 20-40 students and are fully equipped for clinical skills practice. The skills lab equipment consists of the following at minimum with constant additions and changes made to keep up with industry standards: hospital beds, bed linen sets, towels, clothing, bed pans, mannequins, IV stands and equipment, bed side lamps, food trays, pitchers, utensils, syringes, bandages, gauze, tape, catheters, sphygmomanometers and stethoscopes, tongue depressors and examination equipment, latex and non-latex gloves, mops, brooms, cleaning chemicals, wound care equipment and sharps disposal containers.

There is a library, study and lounge area, areas for conferences and other gatherings. The lunchroom is equipped with refrigerator, microwave, water cooler and furniture. The facility and all equipment comply with federal, state and local ordinances and regulations including fire safety, building safety and general well-being and health. The building is handicap accessible and meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. Metered parking is ample near the building. Classes are scheduled with a view toward classroom availability and size as well as plenty of individual attention from the faculty and staff.

Several of CNC's affiliates are located nearby - doctor's offices, long-term care facilities, hospitals, clinics and pharmacies. Several of these are used by CNC students for clinical hours. Central Nursing College is constantly adding and making changes to the current list of affiliates in order to best suit the needs of students, employers and community.

APPROVED PROGRAMS

Name of Program	Awarded	No. of Hours
Vocational Nursing	Certificate	1,616

To date, the school's Certified Nurse Assistant and Home Health Aide programs are still under review by the DHS and therefore are not included in the list of offered programs. Upon approval for these programs, information pertaining to hours, any prerequisites, costs and admissions requirements will be updated in the catalog.

BUSINESS OFFICE HOURS

Monday thru Friday 8:00 a.m. to 5:00 p.m.

TRAINING HOURS

Please see Program Descriptions for specific training hours.

HOLIDAYS

New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Holiday. Additional days off and holidays may be declared at the discretion of the Administration.

PROGRAM START DATES

The Vocational Nursing program has start dates every 3 months starting January of each calendar year.

NON-DISCRIMINATION POLICY

Central Nursing College welcomes students of any color, race, sex, gender, national, and ethnic origin. The College does not discriminate on the basis of race, color, sex, national, and ethnic origin in administration of its educational and admissions policies or any other programs that it administers. The school director is the coordinator of Title IX: The Educational Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the discrimination provisions of Title IX should be directed immediately to the director. The director will then act equitably and promptly to resolve all complaints and issue a response within seven (7) working days.

ADMISSION

The programs offered by Central Nursing College are open to men and women who fulfill the following requirements:

Admission Requirements for Vocational Nursing and Associate of Arts in VN:

1. Applicants are at least 18 years of age or will have turned 18 prior to completion of the program.

There is no upper age limit on any of the programs offered by CNC.

2. Applicants possess a high school diploma or GED.
3. If the high school diploma is from outside the United States, it must be evaluated by an agency approved by the National Association of Credential Evaluation Services (NACES).
4. Applicants must take the TABE Entrance Exam and pass with a minimum score of 75%. There is a non-refundable fee of \$20 for this exam.
5. Applicants must submit to a physical examination that demonstrates the student is physically capable of being a nursing student. In addition to the physical examination, applicants must:
 - Show a negative Tuberculosis Skin Test or PPD (Paraphenylenediamine) or furnish chest X-ray results.
 - Furnish proof of vaccinations. If such proof does not exist, all vaccinations must be administered again.
 - Furnish proof of Hepatitis B immunity. If such proof does not exist, the shots must be administered again.
 - Furnish proof of drug clearance in the form of urine test results. If such proof does not exist, a student will be required to take another urine test.
6. Applicants will submit an essay or personal statement that describes interest in the field, any history in the field, and/or what they hope to take away from, or contribute to the field of nursing.
7. Applicants will interview with the Director of Nursing.
8. Applicants will demonstrate proof of ability to finance the cost of training by meeting with the financial department. Students will receive financial aid, pay the cost of training out of pocket, or a combination of the two. More information is available in the section describing financial aid.
9. At the appropriate time prior to beginning clinical training, applicants will submit an application for malpractice insurance (NSO) along with any associated costs.

Admissions Procedures

Applicants must submit a completed Admissions Application to the School to apply for enrollment. Proof of identification in the form of a driver's license, social security card, birth certificate or other form of identification must be required prior to admission. Applicants must apply for admissions at any time prior to enrollment.

Prior to signing the enrollment agreement, applicants receive a hard copy of the catalog.

English Proficiency

CNC students are required to speak and write in English in the classrooms and at clinical sites. All courses are taught in English. English language proficiency will be gauged prior to acceptance into any program by their performance on the Language and Comprehension sections of the Entrance Exam. A minimum total score of 75% must be obtained on the entrance exam. Scores are maintained in students' charts. Verbal ability and comprehension are evaluated by the Director during the face-to-face interview. Each applicant receives a comment or recommendation for admission or further English study prior to admission. Any students desiring to supplement their English with remedial ESL, these services are provided at no cost.

Visa Services

CNC accepts students from foreign countries and Visa Services are provided. Please contact the Student Services Officer for the most up-to-date information on Visa Services through SEVIS. In order to continue your legal status in the United States and to make Central Nursing College the school you are authorized to attend you must follow the steps:

Step 1

Notify the schools in which you are currently enrolled of the intent to transfer to Central Nursing College. This is done by completing a "Notice of Intent to Transfer" form. Bring the completed form along with:

1. Preliminary Application
2. Confidential Financial Statement and Bank Statement
3. International Student Agreement
4. High School Diploma and Transcripts (High school completed in foreign countries must be translated, evaluated and filed).
5. Copies of Visa stamp and I-94

6. A copy of the I-20 issued by your current school
7. \$500.00 non-refundable processing fee made out to Central Nursing College

Step 2

The applicant will receive an acceptance letter and a copy of the I-20 which is official notification of acceptance into the school's program.

Step 3

You must report to the college no later than the date specified on item 5 on the I-20. When your admission has been finalized you will be given an appointment for an Entrance Exam, academic advising, and registration introduction regarding your choice of classes.

Physical Requirements

Central Nursing College does not discriminate based on any disabilities. However, students must be mentally and physically capable of safely participating in classroom and on-site clinical instruction. Central Nursing College encourages all students who may have concerns to visit the school and speak to an official about individual circumstances.

TRANSFERABILITY OF CREDITS

The school does not offer credit courses. Licenses earned at Central Nursing College are not transferable to any other college or university. CNC has not entered into an articulation or transfer agreement with any other college or university. If you entered the school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned certification at Central Nursing College. The programs offered are strictly programs that lead to board certification.

Transfer or Experience Credit

The awarding of credits for coursework completed at any other institution is at the sole discretion of Central Nursing College. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 84 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the CNC administration. AP (Advanced Placement), USAFI7 (United States Armed Forces Institute) and other nontraditional, but widely accepted, means of earning college credit will be recognized when relevant. A limited number of credits for military service may also be awarded. Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment. In order to qualify for transfer or experience credits for the Vocational Nursing Program, applicants must submit to the following procedure:

1. Submit your high school transcript or the transcript from the armed forces to Central Nursing College for review and evaluation.
2. If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.
 - a. CNA credit for VN Term I: Prospective students may receive credit for VN Term I by providing proof of:
 - i. CNA/ HHA Completion Certificate within the last 5 years, with minimum 150 hours of instruction.
 - ii. CNA license and passing score on the VN Term I Comprehensive Exam.
 - iii. Official transcript noting the course title and completed hours of instruction.
3. The Director of Nursing performs transfer evaluations. An evaluation sheet is completed during the review and his sheet is kept in the student's permanent file.
4. If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The Director of Nursing will review the additional information and has final authority to grant or deny any transfer credits.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at CNC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of any degree, diploma or certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate you earn at CNC is not accepted at the institution you wish to seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at Central Nursing College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Central Nursing College to determine if your degree, diploma or certificate will transfer. The school has not entered into an articulation or transfer agreement with any other college or university.

INSTITUTIONAL, ACADEMIC, POLICY REVISIONS

Central Nursing College reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, requirement for graduation, the catalog, and organization as necessary. Such changes are never done frivolously and may be subject to approvals from governing agencies. These changes are necessary in order to stay current with rapidly changing technological advances, legislation and the continued effort to improve teaching methods and testing results.

No changes will be made to diminish the competency of any program, or result in tuition changes for students currently enrolled in a program. Some changes however may be implemented retroactively for students who have enrolled prior to the effective date of the change. These are limited to changes in policy or curriculum not to exceed a 25% overall change in the existing policy of curriculum.

PAYMENT METHOD

Students are responsible for 25% of total tuition by the 7th day of class. Non-refundable fees are to be paid upfront and prior to the first day of class. The remaining amount will be paid prior to the start of each term in equal disbursements unless otherwise arranged. Students who are eligible for and receive federal financial aid receive an award and disbursements scheduled according to number of hours attended and fulfillment of the Satisfactory Academic Progress Policy.

Payment regulations may differ according to method of payment. Third parties, federal grants or loans, or other funding sources may have their own set of governances that can supersede school policy. Students are encouraged to stay informed about their tuition balance and financial aid situation if applicable.

FINANCING YOUR EDUCATION & FEDERAL FINANCIAL AID

The school offers a variety of services to help you finance your education. Private and public agencies offer tuition assistance for those individuals who meet that particular agency's requirements. Eligibility requirements differ depending on the source.

In addition to bank loans, students may be eligible to receive Title IV program funds. These may come in the form of Pell Grants, or PLUS or DIRECT loans and together they are regarded as federal "financial aid". The loans themselves are divided into two categories: subsidized and unsubsidized. Financial aid can be a crucial part of a student's ability to enjoy the full benefit of being a student in any training program and as such are encouraged to stay informed and active about their financial status. Students who obtain a loan to pay for an educational program are responsible for repayment of the full amount of the loan plus interest, less any amount of refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program funds. Additional information can be obtained during regular business hours by contacting the financial aid office. In order to receive financial aid (Title IV) funds, students are entitled to entrance counseling and to get all questions about their award package answered prior to signing. Additionally, important consumer disclosures and a School Performance Fact Sheet are provided to the student prior to signing an enrollment

agreement. For more information on federal financial aid please contact the financial aid office to schedule an appointment.

TUITION AND FEES

Course Name	Tuition	Registration Fee (NR*)	Uniform & ID Badge (NR*)	Books	Vaccinations, Phys. Exam CPR & Fire Card (NR*)	STRF (NR*)	Total Cost
Vocational Nursing (VN)	\$27,799	\$75	\$ 140	\$750	\$570	\$72.50	\$29,406.50

Please Note:

1. (NR)*: The fees for registration, books, uniform, vaccinations, and any other ancillary costs that are not tuition that may arise during the course of instruction are “NR”, or NON-REFUNDABLE. Student Tuition Recovery Fund (STRF) is also NON-REFUNDABLE.
2. For applicants of the VN program who possess a current CNA license, the amount of \$1,500 will be credited.
3. Any balance not paid on the date due may be subject to the balance plus any interest. Please contact the financial aid officer for the most up-to-date rate information.

Outstanding Student Financial Account

Each student is responsible for updating their student account records. Detailed information is available at any time through the financial aid office. Late payments or outstanding balances in the student’s financial account may negatively affect the student’s education. Any student with an outstanding balance will not be permitted to sit the school’s final exam until such time that the balance is resolved. BVNPT and NCLEX paperwork and applications will not be sent if there is any outstanding balance. Other services may also be delayed. Please contact the financial aid office for additional information.

STRF: Student Tuition Recovery Fund Disclosure

The STRF was created by the State of California in order to protect the interests of students who attend a school regulated by the Bureau for Private and Postsecondary Education (BPPE). STRF is a state requirement. Students are eligible for STRF if they are a California resident and suffer a loss as a result of any of the following:

1. The school closes before instruction is completed.
2. The school fails to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge is collected within 180 days before the closure of the school.
3. The school fails to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There is a decline in the quality of instruction within 30 days of the school closing or, if the decline began earlier than 30 days prior to the school closing, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

Students must pay the STRF if all the following applies:

1. The student is a California resident who prepays all or part of the tuition by cash, guaranteed student loans, or personal loans.

2. The total charges are not paid by any third-party payers such as an employer, government program or other payer unless the student has a separate agreement to repay the third party.

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment if:

1. The student is not a California resident, OR
2. The total course charges are paid by a third party such as an employer, government program or other payer and the student has no separate agreement to repay the third party.

CANCELLATION & REFUND POLICY

Canceling Courses

1. Central Nursing College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250). If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a refund for the part of the course not taken.
3. Official cancellation occurs when the student submits a written notice of cancellation to the school.
4. If the written notice of cancellation is sent by post, the effective date is the date stamped.
5. The written notice of cancellation at minimum needs to state in clear, explicit terms that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled prior to or on the seventh business day after the first scheduled day of classes, the school will refund any amount of the tuition paid. Policy governing non-refundable fees remains in effect for cancellations. The student will receive the refund within 30 days after the official date of cancellation.

A student who is a veteran or other eligible person who fails to successfully enter the course, withdraws, or discontinues attendance at any time prior to completion will be charged the amount of tuition, fees, and other charges. These charges will not exceed the approximate pro-rata portion of total charges for that program. For veteran students, any registration fee in excess of ten (\$10.00) dollars is subject to a prorated refund.

Withdrawing from School after the Seventh (7th) Day of Class

A Student has the right to withdraw from any program after instruction has started and receive a pro rata refund for the unused portion of tuition and any other refundable charges. Central Nursing College shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Refunds are made for students who withdraw or are withdrawn from Central Nursing College prior to the completion of their program. Any equipment (not paid for) should be returned within 30 days or school reserves the right to charge the student or to withhold from the refund. When a student withdraws from the school, he/she must complete a student withdrawal form with the Administrative Staff.

The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Hypothetical Refund Example

Assume a student enrolled in a 300-hour program and has fully paid a tuition cost of \$4,800.00. There are non-refundable fees (for example \$75.00 Registration Fee, \$140 Uniform and ID Badge, etc). Assume the student withdraws after completing 150 hours.

Total Paid by Student	=	\$4,800.00
Minus non-refundable fees \$215	=	\$4,585.00 Program Cost
Program Cost of \$4,585 ÷ 300 Hours	=	\$15.30 per hour fee
\$15.30 per hour fee x 150 hours attended	=	\$2,295.00 Withdrawal Tuition Charges
Program Cost paid minus Withdrawal Tuition Charges	=	\$2,295.00 Refund

If the amount that the student paid is more than the amount that the student owes for the time attended, then a refund will be made within 30 days of the date of determination of withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to arrange to pay it.

Refund Table

The following chart provides refund amounts, based on full tuition paid, if a student attends 10%, 25%, 50%, 60% or 75% of their program.

Refund Table									
Course Name	Total Cost	Registration Fee	Books, Uniform, Equipment + STRF (\$72.50)	Tuition	10%	25%	50%	60%	75%
Vocational Nursing	\$29,406.50	\$75	\$1,532.50	\$27,799.00	\$25,019.10	\$20,849.25	\$13,899.50	\$11,119.60	\$6,949.75

Refund to Title IV (R2T4)

A statutory schedule is used to determine the amount of federal funds a student has earned when he or she ceases attendance based on the period the student was in attendance. When a student has been determined to be a recipient of a Title IV grant or loan program withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the institution must begin the Title IV Refund (R2T4) process to determine the students eligibility of Title IV funds based in accordance with the calculations prescribed by regulations.

There are several factors used to determine Title IV Refund (R2T4) calculations: Official or unofficial withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percent of Title IV earned, post-withdrawal or late disbursement, institutional cost, amount of Title IV aid to be returned (*if applicable*) and time limits and reporting requirements. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much *federal funds* the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds. Upon the completion of Title IV Refund (R2T4) a school is required to determine if a post-withdrawal disbursement is necessary for funds earned and not disbursed to students and/or parents. Recent regulations state that all withdrawals must undergo Title IV Refund (R2T4) if federal monies apply.

In summary, if a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds. *For further guidance on Title IV Refund's(R2T4) policies and procedures please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals. You may access a copy in the Financial Aid Office.*

STUDENT ACCESS TO FILE INFORMATION

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers upon request and without charge on the first request.

STUDENT INFORMATION RELEASE POLICY

Central Nursing College may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The School will not release any information without a written request.

ACADEMIC ACHIEVEMENT

Central Nursing College measures academic achievement using clock hours. The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and those skills that must be performed by the student before moving on to the next level of instruction. For additional information see the Satisfactory Academic Progress (SAP) section.

CLOCK HOUR DEFINITION

Central Nursing College defines credits in terms of clock hours. A clock hour is defined as a fifty minute period of lecture and/or field instruction.

TRAINING DESCRIPTION

Instruction takes place at the School's facility for theory and designated skills training facilities for clinical. The number of students per class ranges from 15 students to 30 lecture students and up to 15 laboratory students. Every cohort receives orientation and then students are divided according to class size. Training takes place in a variety of academic environments. Faculty is experienced, qualified and certified. Instructors are provided teaching aids to help them meet course objectives and stay abreast of changing trends industry trends. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

HOMEWORK

Students are expected to be prepared for course material and review on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared all assignments and allow time each day for homework. All students should consider the assigned homework but a minimum requirement for achieving success. The school encourages any student who wants to supplement their education with outside work, research and assignments.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress (SAP). SAP is applied to all students equally and measured throughout each course. In order to comply with the school's SAP, the student must:

1. Be enrolled in a program of study with a valid, signed enrollment agreement.
2. Have read and signed or initialed all necessary documentation for enrollment.
3. Maintain a cumulative grade average of at least 75%.
4. Complete the program within the maximum time allowed (150%). This maximum time allowed is divided such that each increment is not to be more than one academic year in length or one half of the program, whichever is shorter.
5. Maintain satisfactory attendance (Please see the Attendance Policy)
6. Obtain a Pass grade in the Clinical Practice courses for all terms. Clinical Practice courses are all Pass/Fail.

Students who fail with any grade between 66% - 74% in a course have two options:

1. Satisfactorily remediate prior to proceeding to the next course. The student must complete the remediation prior to the start of the next course or seven (7) calendar days, whichever comes first. If the remediation due date falls on a Saturday, the remediation must be completed by the previous Friday. If the remediation due date falls on a Sunday, the remediation must be completed by the following Monday. If the Monday is a holiday, the remediation must be completed the next day. A student who successfully remediates the course will achieve a maximum grade of C (75%) for the course.
2. Based on class availability and space, the student may elect to apply for re-entry and re-take the entire term over. The student is solely responsible for knowing if repeating the term would cause the student to violate the 150% rule.

In addition, any student who fails to remediate at all or who fails to successfully remediate a course after two attempts with only two attempts to repeat a course being permitted in the program will receive a grade of Incomplete, or I on their grade record for that course. The student will not be considered graduated from the program unless all Incompletes are made up. There are only two Incompletes permitted for the entire program.

Students who fail with any grade below 65% at any point during any term is immediately withdrawn from the program. These students may re-enter the program from the term the failing grade occurred in provided doing so does not violate the 150% rule. Students are given this opportunity to remediate an entire term only once during the entire program.

Any additional instances of non-compliance with any of the school's academic or behavioral policies may serve as ground for dismissal. SAP evaluations are performed twice per term. Faculty will inform the Director of Nursing of any student who is failing. The Director of Nursing shall schedule a meeting with the student for a counseling session. The student will be reminded of available options such as tutoring, counseling, or in certain circumstances of extreme hardship, withdrawals or leaves of absence.

Veteran Student Progress Policy

Students who are veterans will be monitored at 25%, 50%, 75%, and 100% progress and the data reported to the required offices. If the cumulative grade falls below "2.0", or attendance falls below 70% at the end of any given evaluation period, the Veteran student will be placed on probation for the next evaluation period. If the Veteran student's cumulative grade does not improve or reach at least a "2.0" or overall attendance does not reach the school minimum, the Veterans Administration will be notified and benefits may be subject to interruption. Veteran students are encouraged to keep informed about their benefits and the requirements of their program. According to the Department of Veterans Affairs, no more than two terms on probation will be permitted.

Grading System and Grading Scale

Students in the VN program must demonstrate at least the minimum grade in order to remain in the program. Clinical grades are either a Pass or Fail. Students are assessed on their abilities in clinical at the end of each term by the clinical teacher. Students are given the requirements for passing Clinical prior to completing that term's clinical hours.

Theory grades are broken down in the following way:

- | | |
|-----------------------------------|-----------------------------------|
| 1. Tests | 50% of total grade in each course |
| 2. Quizzes, homework, assignments | 10% of total grade in each course |
| 3. Final Exam for each course | 40% of total grade in each course |

These theory grades are applicable PER COURSE. Each term is broken down into five or six courses. These courses are broad subject areas that can take up a day, several days, or weeks at a time.

Letter Grade	Numerical Percent	Description	GPA
A	90-100	Mastery of material demonstrated	4.0
B	80-89	Exceptional competence demonstrated	3.0
C	75-79	Competence demonstrated	2.0
D	65-74	Unsatisfactory performance demonstrated	1.0
F	0-64	Failure to demonstrate minimum requirement	0.0
Pass or Fail	N/A	Successful or unsuccessful Clinical Performance	N/A
I*	N/A	Incomplete	N/A

Note *: There are only two I, or Incomplete grades permissible throughout the program.

CNC applies standard rounding practices to its grading system: 0.5 and above is rounded up to the next whole number, below 0.5 is rounded down to the nearest whole number. The instructor is required to assign for each student a definite grade based upon the work actually accomplished, irrespective of the circumstances which may have contributed to the results achieved. . An “Incomplete” will be converted to a grade of “F” if not resolved or completed by the end of the term. For students in remediation, the maximum grade allowed is 75% regardless of grade earned.

The Vocational Nursing’s final exam is comprehensive and covers Terms I through IV. It is scheduled at the end of the program. Including fundamentals taught in class, questions also mirror the content, style and methodology of the official board exam, the National Council Licensure Examination for Practical Nurses, or the NCLEX-PN. This is a paper-based exam and designed by the school. The purpose of the final is twofold: First, to prepare the student for the rigors of the official board exam and second, to exit the student from the program. A student may have completed the requisite 1,616 hours in the VN program; however without full resolution of academic and financial standing, the student will not be considered “graduated”.

Detailed information is provided during the orientation prior to starting the program. Additional information is made available as the student moves closer to sitting the final. At this time the student is reminded of the minimum requirements for graduation, as well as any other possible issues that may bar graduation.

Attendance Policy

Attendance is mandatory and records are maintained daily. There is a total of 19 hours per term throughout the program that a student is allowed to miss or be absent without termination from the program. Students who fail to maintain satisfactory attendance may be subject to immediate termination without warning at the discretion of the director or administration depending on the gravity of the violation. Students may also receive a grade of Incomplete on their grade record. Incomplete grades as a result of attendance policy violation will prevent the student from moving on to the next term until the incomplete is resolved. This may mean the student enters the program with a different class.

Theory Attendance Policy

From the first day to the last day of each course all absences exceeding 15 cumulative minutes in the form of arriving late, leaving early, and nonattendance for the scheduled theory class must be made up with an assignment that covers the objectives of the class. All absences must be made up before the student can advance to the next term. If the absence occurs during the last term, the student will not be considered graduated and therefore their board application not submitted until the absence is made up. Arriving late, leaving early, and non-attendance are defined as an absence. Case notes will outline the circumstances and actions taken in each individual case and a copy of the case note recorded in the student’s file.

Skills Lab / Clinical Attendance Policy

All absences in skills lab and clinical learning activities must be rescheduled and satisfactorily completed prior to the end date of the course. Absence on the last day of the course must be made up within two calendar days or two business days of the last day of the course. Arriving late, leaving early, and non-attendance are defined as an absence. Tardy is defined as arriving late or leaving greater than 15 minutes in

scheduled skills laboratory or clinical experience. Excused absences from any scheduled nursing course learning activities must be documented and made up prior to moving to the next term. Please read more about Excused Absences below. Absence in the skills lab or clinical setting refers to tardy, non-attendance and/or no-call/no show. The following rules regarding clinical attendance are observed:

1. One episode of tardiness or leaving early (15 minutes or greater but less than half an hour) per term in a skills or clinical course is permitted without need of make-up or a warning.
2. A second incident will result in the student receiving a verbal warning and those minutes must be made up. The student will remain in the setting unless patient safety is an issue.
3. A third incidence of a tardy or leaving early (15 minutes or greater but less than half an hour) in a term may result in withdrawal from the program.
4. The first incidence of a “no call/no show” related absence will result in the student making up the time missed and a verbal warning.
5. A second incidence of “no call/no show” at any time in the program may result in the student being withdrawn from the program.
6. Any time patient safety is potentially compromised the student may be required to leave the clinical setting at the discretion of the instructor. This time will not be considered a clinical absence.
7. A tardy of later than 30 minutes is automatically considered an absence for that day.

Please note the following with regard to make-up of skills and clinical hours:

1. Satisfactory make-up of all skills laboratory and clinical learning experiences (tardy, absence no call/no show) is required prior to the end of the course.
2. There are a limited number of opportunities for make-up determined by the Program Director. If the student does not make up the rescheduled learning activity by the end of the course the student will be given a grade of Incomplete, or I.

Withdrawal

A student may voluntarily withdraw from a Central Nursing College program at any time. Withdrawals must be in writing. A withdrawal is treated as a termination unless the student elects to return to school in which case the enrollment process begins anew with a new program start date.

Absence Associated Withdrawal Policy

The following situations will result in course failure, an Incomplete, or withdrawal from the program:

1. Accumulation of theory, clinical and/or skill hours in excess of 19 cumulative hours in any term, or;
2. Failure to make up scheduled make-up activities in theory, skills laboratory, or clinical by the end date of the course, or;
3. Second incidence of no show/ no call in the clinical setting.

Special Circumstance Absences and Excused Absences

Students who know they must be absent for events such as court dates, funerals, graduations, or any other planned event, must notify their teacher or administrative staff member of this expected absence. Any scheduled tests or assignments on the day or days of the absence must be completed PRIOR to the absence. This test or assignment will incur no penalty or point deduction if taken prior to the absence. A test or assignment taken after the absence incurs the normal point deductions/maximum of 75%.

If the school does not receive notification prior to the absence, including the day of, it is considered a regular absence that counts against the 19 maximum hours a student is permitted to miss per term. Absences that are properly documented with the school prior to the absence will not count against the 19 maximum term hours. Any abuse of this excused absence policy (more than three times per term, etc.) may result in dismissal from the program, an incomplete grade, or other academic or administrative consequences. All absences including excused absences must be made up per attendance policy.

Leave of Absence (LOA)

Any student wishing to take a Leave of Absence from any program must present a request in writing at least two (2) weeks prior to the beginning of Leaves of Absence. Such request should set forth the reasons for requesting the Leave of Absence and the student's projected return date. All such requests shall be

considered by the Director of Nursing Program. The Director of Nursing Program will approve or deny the request and inform the student in writing. Leave of Absence shall generally be granted for no more than 1.5 times the program length 6 months for special circumstances. A student who fails to return by the scheduled return date will be dismissed from the program. For all students receiving Veterans benefits, all programs must be completed within their originally contracted length of time, not 1.5 times the program length as defined in this catalog.

Dismissal

Students are subject to dismissal for disciplinary reasons at the discretion of the Director of Nursing Program. Examples of misconduct that may result in dismissal include: failure to follow school policies and procedures as set forth in the school catalog; putting the safety of others or school property in jeopardy; seriously disruptive behavior; use of nonprescription drugs while on campus; consumption of alcoholic beverages on campus except at approved functions; entering the school under the effects or influence of narcotics and/or alcohol; unwelcome or threatening sexual advances toward other students, staff, or faculty; failure to make payments; and recurring attendance or tardiness problems or failing grades. A student dismissed for unsatisfactory conduct may be readmitted into the program only at the discretion of the School Director. Missing five (5) consecutive scheduled class days and does not return on the 6th day

Termination

A student is considered dropped from the program after five consecutive absences. If the student continues to demonstrate a “no-call/no-show” status, the school will continue to reach the student. Official termination is not considered valid without signature on the appropriate form. A student may terminate, withdraw, declare a leave of absence or request a transfer at any time in writing, at which time it will be considered by the administration and Director of Nursing for final approval. A period of one calendar week from the date of drop (or the next calendar day after the fifth consecutive unexcused absence) is reached before the student is considered officially terminated without need of signature or acknowledgement on official school documents. Refund calculations are made accordingly and in compliance with both state and federal regulations governing them.

Penalty for Late Exams

Any test taken after the scheduled date or time will incur a deduction. A score of 100% to 75% will be automatically given a 75%.

This penalty is not applicable for students on an excused absence. Refer to the policy on attendance and excused absences for detailed information on what is considered and excused absence.

Academic Probation

Students who fail to meet Satisfactory Academic Progress (see “Satisfactory Academic Progress Policy”) standards or if the student is in violation of the attendance policy (see “Attendance Policy”) may be placed on probation. A student may be placed on probation for violation of policies regarding conduct, dress or for other appropriate reasons in the judgment of the School. During probation, any additional infractions may result in immediate expulsion from the school without further written or verbal warnings.

Appeal Process

Any student in violation of the SAP or the school’s code of academic or behavioral conduct has the right to appeal any decision that resulted from the violation. This includes academic leaves, probation, suspensions, terminations or other actions placed upon the student due to the violation. Appeals are conducted in a 4 part process:

1. The student is given written notification summarizing the violation and how it violated the terms of satisfactory academic progress or code of conduct.
2. The student has 1 calendar week from the date of the notification to compile a response. This can include documentation, witness testimonies or any other paperwork that supports the student’s position and reason for appeal.
3. Once the response has been received and reviewed, the student is scheduled for a meeting with the Director of Nursing and/or a faculty member, or administrative staff. This meeting will be scheduled within 1 calendar week of the date of student’s appeal submission.

4. After thorough investigation and review of the meeting and supportive documents, the student is given a written response with the outcome of the review. In the event the outcome favors the student's appeal, the student is reinstated into the program with no penalty unless otherwise noted. If the outcome does not favor the student's appeal, the student's status is reverted to the original decision unless otherwise noted, and the student may file an official complaint.

Reinstatement

If an appeal is denied or if the student chooses not to appeal the decision, an application for reinstatement may be submitted to the school no earlier than 30 days from the date of termination. The school director will make a final decision whether or not the student is reinstated.

POLICY FOR TEMPORARILY IMPAIRED STUDENTS

Students who become temporarily impaired due to illness, injury, surgical procedure, or pregnancy while in the program will provide the school with a letter from his/her doctor stating what restrictions pertain to the student's ability to perform in the classroom and clinical settings. Every effort will be made on the part of the school to enable the student to continue safely in the program and still receive the required learning experience if the students must take a medical leave of absence, the student may not return to school until a written release is received from the physician.

GRADUATION REQUIREMENTS

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical hours are completed with at least a 75% or higher. Students in the Vocational Nursing Program must pass the final exam. Refer to the Satisfactory Academic Progress section of the catalog for additional information. Rescheduling the final for any reason is subject to a \$185 administrative fee. The student must have no outstanding "Incompletes" in the school records (exams or make-up hours) and must have satisfied all financial obligations to the school in order to graduate. Additional requirements for graduation may apply. Upon program completion the student will receive school certification attesting to successful completion of the certificate or degree program.

RULES AND STUDENT CONDUCT

To maintain order and efficiency during training, the School requires all students to abide by the rules. Students must adhere to high standards of scholarship and to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/ or termination. The administration reserves the right, in the exercise of its judgment, to suspend and/ or dismiss a student for any of the following reasons:

1. Bringing drugs or alcohol onto the campus or clinical facility or being under the influence of intoxicating drugs or alcohol;
2. Violating any industry safety code;
3. Insubordination (failure to comply with the instructions of instructor or school employee);
4. Illegal acts on or off school property, while in training;
5. Disruption of the instruction/training process;
6. Failure to abide by the rules and regulations of the school;
7. Conduct that reflects unfavorably upon the school or its students;
8. Unsatisfactory academic progress;
9. Failure to pay charges when due;
10. Cheating;
11. Falsifying school records;
12. Breach of school Enrollment Agreement;
13. Jeopardizing patient safety due to poor judgment or an inability to function properly;
14. Failure to abide by the rules and regulations of any clinical site;

15. Carrying a concealed or potentially dangerous weapon;
16. Conduct which interferes with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general;
17. Instigation of or participation in, rebellious activities against the school or its students;
18. Solicitation which reflects unfavorably upon the school or its students;
19. Profanity spoken on campus grounds;
20. Vandalism of campus property;
21. Disruptive classroom behavior;
22. Copyright infringement;
23. Physical threats; or
24. Theft

ACADEMIC AND CLASSROOM CONDUCT

Classroom and clinical behavior, adherence to rules of Satisfactory Academic Progress and other student issues are resolved through a chain of command that begins with the instructor. The instructor has the authority to remove anyone who is being disruptive or insubordinate. Case notes are maintained in student files detailing the objective facts of the incident and any recommendations or actions taken. Additional incidents are handled by the Director of Nursing or the Administrator. After a counseling session with the student under issue, a course of action is provided to the student in writing. The administration reserves the right, in the exercise of its judgment, to suspend, remove from the classroom, or dismiss a student for any of the following reasons:

1. Cheating: Unauthorized assistance from material, people, or handheld devices during a test or quiz. This includes providing answers and/or any information that may assist another student in the same or a different class in any exam, quizzes, projects or homework assignments unless as explicitly authorized by the instructor with full disclosure to the Director of Nursing and the Administration.
2. Plagiarism: Paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper citation of the original source. This includes any written work submitted as a project, paper, research or homework assignment.
3. Purchase of prewritten papers: Obtaining any materials prepared by another person or agency that sells academic materials that the student represents or submits as his or her own work.
4. Disrespect of other students: Verbal bullying or teasing, intimidation or physical threat making will not be tolerated. Students who feel violated in this way must notify their teacher or staff immediately.
5. General insubordination: Any student who fails to behave like an adult and student of nursing, any student who does not perform duties assigned by the instructor, or any student who is insubordinate may be subject to immediate removal from the learning area: classroom or the clinical.
6. Breakage: Students are not liable for breakage that occurs during “normal” and assigned laboratory activity. Intentional breakage, mishandling or abuse of lab equipment may result in additional charges to the student’s school account to pay for any replacement or repair.
7. Cell phones/Electronic devices: Improper use of personal devices in spite of warnings, or use that disrupts the learning environment.

Depending on the severity of the misconduct, the Director may put the student on suspension, or issue a termination effective immediately.

Central Nursing College students are expected to assume full responsibility for the quality and authenticity of submitted course work and any exams they take. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor. If the students deny the claim, the administration will obtain any and all evidence to support the claim. If the evidence supports the claim, sanctions will be put in place. If the evidence fails to support the claim, the student has the right to appeal the case through the following procedures:

1. The student meets with the instructor who made the initial allegation. They have a discussion about the allegation and whenever possible, a resolution is reached at this first meeting.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with

the school director for review and resolution. The Petition Request must be made in writing by either the student or the instructor and submitted to the school director.

3. If after review by the school director, a satisfactory resolution has still not been reached, the matter may be appealed to the Arbitration Review Committee. This Committee consists of the School's Director and DON. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

STUDENT COMPUTER NETWORK AND INTERNET CONDUCT

Central Nursing College provides students access to its computer network and Internet access for purposes directly related to education. Central Nursing College reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of e-mail and website access. The following practices are prohibited:

- Installing or executing unauthorized software or using computers to copy copyrighted or licensed software or materials.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.
- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups or chat areas that contain material that is sexually related, obscene or that promotes illegal acts. If a user accidentally accesses this type of information, they should immediately notify an instructor, and/or network administrator.
- Using the network for any activity or to transmit any material that violates federal, state or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or, peer to peer file sharing of copyrighted materials.
- Using vulgar, derogatory or obscene language. Users may not engage in personal attacks, harass another person or post private information about another person.
- Logging on to another person's account or attempt to access another user's files.
- "Hacking", or otherwise trying to gain access to another computer system without authorization.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software. Computer and network resources are of significant value and their abuse can have a negative impact on other users. Non-compliance with this policy may result in loss of computer and network privileges, suspension and/or termination from school.

DRESS CODE

The following standards regarding clothing and outward appearance have been set to maintain excellence and cultivate good grooming habits for students to take from the classroom into the workforce. Students are preparing for professional careers and should develop the habit of wearing proper attire. In addition, prospective employers visit the school, and it is important that students be properly dressed in order to make the best possible impression. Students are required to wear the designated school uniform.

Note: Faculty and staff members are responsible for enforcing the dress code. A student who reports to the classroom or clinical facility in inappropriate attire will be sent home. The time missed will constitute an absence. These codes are enforced both in the classroom setting and the clinical setting (be it a hospital, long term care facility, doctor's office, other clinic or any other Central Nursing Center training related location).

Uniforms

Students of CNC are permitted to wear only the school's designated uniform. These uniforms must be clean and wrinkle-free. Students must attach their student identification badges in an easy to see place. Shoes must be standard white sneakers or nurse's shoes. No open-toed shoes will be permitted in the classroom or clinical site. Pants and tunic must be the proper length: top of the back of the shoe for the pants. The uniform must fit properly and must not be too tight or too loose. Male and female students may wear a school issued warm-up jacket or a plain white button-front sweater as an outer covering while

in uniform. It must be the same length as the tunic top. Other jackets or coats may not be worn while in class or in the clinical facility. A plain white, long-sleeved undershirt may be worn.

Jewelry

Acceptable jewelry is limited to professional pins, one ring (wedding sets constitute one ring) and a watch. A wristwatch with a sweep second hand is an essential part of the uniform for all students. Students may wear one small stud earring in each ear. Medical identification worn as a bracelet or necklace is acceptable. Earring colors are limited to pearl, gold, silver, white or blue. Dangling earrings, necklaces and bracelets are not permitted in class due to safety reasons. All students are prohibited from wearing any other facial piercing including tongue rings, nose rings, etc., at any time while on campus. Hats and sunglasses are not permitted during any school related activity, both theory and clinical.

Hygiene and Grooming

Daily hygiene is essential since students associate closely with others. Fragrances such as perfumes, oils and shaving creams should be kept to a minimum, if used at all. Fingernails must be kept clean and neatly manicured. When viewed from palm side, fingernails will not exceed the ends of the fingers. Clear polish or no polish is acceptable. ACRYLIC NAILS ARE NOT ALLOWED. Any injury to an exposed part of the body needs to be properly disinfected and covered with a bandage. Hair must be clean and neatly arranged in a simple, off-the-collar style. Hair cannot be unnatural in color. Braids and ponytails are permitted if the ends are attached to the head and the hair clears the collar. Barrettes and hair clips or pins must be functional, not decorative and may be white or match hair color. Beads or jewels interwoven into the hair are not permitted.

Note: Faculty and staff members are responsible for enforcing the dress code. A student who reports to the classroom or clinical facility in inappropriate attire will be sent home. The time missed will constitute an absence.

DISCIPLINARY POLICY

Central Nursing College students who are citizens or international students are all subject to state, local, and federal laws. They are also part of a larger professional community of nurses and are therefore held to a very high standard of behavior.

Admission to Central Nursing College carries with it privileges and responsibilities. Due to the sensitive nature of the work, the environment it takes place in, and the community that is being served, students must comport themselves with the utmost care and vigilance, professionalism and discretion.

Central Nursing College has developed regulations intended to govern student conduct on the campus as well as to establish courses of action in the event of a violation. Students are subject to all national, state, and local laws and ordinances. If a student's violation also adversely affects Central Nursing College's pursuit of its educational objectives, the school may enforce its own regulations regardless of any proceedings instituted by other authorities. Violation of any of these regulations may result in disciplinary measures.

Disciplinary Offenses

Disciplinary measures are put in place when a student engages in any activity that the administration and faculty deem contradictory to the school's educational objectives. These can be behaviors that violate or show disregard for the rights of staff, faculty, other students, or professionals off the campus at clinical sites. They can directly or indirectly endanger people or property. The severity of the disciplinary measure varies according to the severity of the offence. Offences may include:

1. Conduct dangerous to others: Any conduct that poses a serious danger to any person's health, safety, or personal well-being, including any physical abuse or verbal or physical threat of abuse.
2. Disorderly conduct: Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly, or that unreasonably disturbs other groups or individuals.
3. Interference of school activities: Any intentional interference with or obstruction of School activities, classes, programs, events, including the following:

- a. Any unauthorized occupancy of School or School-controlled facilities or blockage of access to or from such facilities.
 - b. Interference with the right of any School staff member or other authorized person to gain access to any School or School-controlled activity, program, event, or facilities.
 - c. Any obstruction or delay of a staff member, authoritative agency firefighter, authorized personnel or any School official in the performance of his/her duty.
4. **Misuse of or damage to property:** Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to Central Nursing College including but not limited to office equipment, computers, fire alarms, fire equipment, telephones, School keys, resource center materials, and/or safety devices; and any such act against a member of Central Nursing College or a guest of Central Nursing College.
 5. **Theft, misappropriation or unauthorized sale of property:** Any act of theft, misappropriation or sale of Central Nursing College property, or any such act against a member Central Nursing College or a guest of Central Nursing College.
 6. **Misuse of documents or identification cards:** Any forgery, alteration or, or unauthorized use of Central Nursing College documents, forms, records, or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment or status at the School.
 7. **Firearms and other dangerous weapons:** Any possession of or use of firearms or dangerous weapons of any kind.
 8. **Alcoholic beverages:** The use and/or possession of alcoholic beverages is not allowed on Central Nursing College owned or controlled property.
 9. **Drugs:** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
 10. **Financial irresponsibility:** Failure to meet financial responsibilities to the school, including but not limited to bad checks, overdue payments, or failure to submit information necessary to supplement a federal financial aid application in a timely manner.
 11. **Violation of general rules and regulations:** Any violation of the general rules and regulations of Central Nursing College as published in any official Central Nursing College. Publications, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

Disciplinary Action

Disciplinary action may be taken with any student for violations that occur on owned, leased, or otherwise controlled property, or that occur off campus when the conduct impairs, interferes with, or obstructs any school activity or the missions, processes, and functions of the school. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to people or property within Central Nursing College.

For the purposes of these regulations, a "student" refers to any person who is registered for study at Central Nursing College for any academic period, including the time that follows the end of an academic period that the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from Central Nursing College.

Disciplinary Sanctions

If it has been acknowledged that a student is in violation for any reason, the following disciplinary sanctions may be imposed, either singly or in combination:

1. **Restitution** A student who has committed an offense against property may be required to reimburse Central Nursing College or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **Warning** The appropriate Central Nursing College official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
3. **Reprimand** A written reprimand, or censure, may be given to any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way but does have important consequences. It signifies to the student that he/she is being given another chance to conduct himself/herself as a proper member of Central Nursing College, but that any further

violation will result in more serious penalties. In addition, a reprimand does remain on file in the student's academic record.

4. **Restriction** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent Central Nursing College in any way, operate equipment, loss of student ID.
5. **Probation** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **Suspension** If a student is suspended, he/she is separated from Central Nursing College for a stated period of time, with conditions for readmission stated in the notice of suspension.
7. **Expulsion/Termination** Expulsion entails a permanent separation from Central Nursing College. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to the student's readmission to Central Nursing College.
8. **Interim or Summary Suspension** As a general rule, the status of a student accused of violations of School regulations should not be altered until a final determination has been made in regard to the charges against the student, although summary suspension may be imposed upon a finding by the School Director or his/her designated representative that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the School or its guests; destruction of property; or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension (in writing), and if there are disputed issues of fact of cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
9. In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action. In extreme cases the student may even be terminated.
10. Students found guilty of repeated academic misconduct may receive one of the following sanctions:
 - a. The student may not receive credit for the work completed.
 - b. The student may not receive credit for the class.
 - c. The student may be administratively terminated from the program.

The Director reserves the right to convert any sanction to a lesser or higher degree, or to rescind any previous sanctions.

Cases of Alleged Sexual Assault

In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- Both the accuser and the accused are entitled to the same opportunity to have others present during an investigative hearing and if found guilty, a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

Disciplinary Procedures

Admission to Central Nursing College implies that the student agrees to respect the rights of others and observe civil laws. Conduct regarded as dangerous or threatening, which warrants response by local law enforcement officials, will carry an immediate temporary suspension of the student from the School. If the court convicts the student, Central Nursing College may expel the student solely on the findings of the criminal court. If Central Nursing College does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

Due Process Procedures

In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be conducted according to the outline below:

1. All complaints of alleged misconduct of a student shall be made in writing to the Administration. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation the student is alleged to have violated.
2. The Administration shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process shall proceed as outlined.
3. The student shall be notified in writing by the Administration that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint. At the conference, the student shall be advised of the following:
 - a. He/she may admit the alleged violation, waive a hearing in writing and request that Central Nursing College officials take appropriate action.
 - b. He/she may admit the alleged violation in writing and request adjudication.
 - c. He/she may deny the alleged violation in writing and request adjudication before the School Administration.
 - d. The date, time, and place of hearing.
 - e. A statement of the specific charges and grounds that, if proven, would justify disciplinary action being taken.
 - f. The names of witnesses scheduled to appear.

A written decision will be given to the student specifying the action to be taken. The student will also be given information on a right to appeal the school's decision.

STUDENT COMPLAINT PROCEDURE

Grievances go through chain of command: 1) Administrative Personnel, i.e. staff or faculty, 2) Director of Nursing Program, 3) School Director. The chain of command makes every reasonable effort to resolve a grievance to the satisfaction of all interested parties. Answers to grievances will be given within ten days after submission of grievance.

The written complaint should contain 1) the nature of the problem(s), 2) approximate date(s) that the problem(s) occurred, 3) name(s) of the individual(s) involved in the problem(s) - staff and/or other students, 4) copies of important information regarding the problem(s), 5) evidence demonstrating that the institution's complaint procedure was followed prior to this point in time, and 6) student signature. The student can bring their case to the attention of the CA Department of Consumer Affairs or the BVNPT.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

The BVNPT may also be contacted at 916-263-7800 or by visiting their internet Web site www.bvnpt.ca.gov.

STUDENT RECORDS

Enrollees are advised that State Law requires this institution to maintain student file records for a minimum of five years. Student transcripts are retained indefinitely and accessible upon request. Student records are protected from unauthorized access. Transcripts are made available for viewing to any student, current or graduated within the five-year period. Requests for official or unofficial transcripts are only honored for students who have successfully completed the requirements for graduation. Requests for release of information by the student or from outside agencies must be made in writing.

STUDENT SERVICES

Academic Advising

Students experiencing academic issues are encouraged to seek advice from Admissions Coordinator, faculty, as well as the Director of Nursing. Staff and faculty can provide referrals to other programs or organizations that may provide additional information if the student feels the counseling received at Central Nursing College is insufficient.

Tutorial Programs

Tutoring is available in a variety of ways and times. It can also be made available to any student on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. In the event of any conflict, arrangements are made for another instructor to assume tutorial duties. Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. Additionally, computer-based tutoring is available most weekends on a sign-up basis. The amount of tutoring will depend on the need of the student as determined by the instructor.

Library

Central Nursing College maintains a wide variety of reference materials and publications to aid in furthering comprehension of coursework. The library houses books, journals, magazines, as well as audio and video instructional aides. Students are encouraged to take advantage of these resources while on school premises. The nearest public library can be found at 694 S. Oxford, Los Angeles, CA 90005 approximately 0.5 miles from the School.

Housing

Central Nursing College does not provide housing or housing assistance.

Transportation

Various forms of public transportation are readily available immediately outside the building occupied by the school. At any given time about half of the students either use personal transport (their own car) or carpool with other students.

Students with Disabilities

Central Nursing College is handicap accessible and meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. Central Nursing College does not discriminate based on physical handicaps. However, students must be physically capable of safely participating in classroom and clinical instructions on a daily basis in order to successfully complete the program.

Central Nursing College encourages all students who may have a concern regarding a physical issue to visit the School and allow the School to evaluate individual circumstances. The School may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

Career Planning

Job placement is not a guarantee the school can make. However, there is career planning assistance available is contingent upon successful completion of the program and receipt of an LVN license. Students must graduate from the program, submit payment, background checks, and any other requirements mandated by the BVNPT in order to sit the NCLEX-PN. Successful passing of the NCLEX-PN results in an VN license. Central Nursing College employs a program of career advisement including resume services and job skills workshops conducted a month before graduation upon request. Graduates are provided with referrals to employers and in some cases assigned interview dates and times. Although this is a service available to all qualified students and graduates, anyone wishing to be employed at a facility of their own choosing is welcome to do so, provided they submit information including name of employer, phone number and contact person.

To reiterate, no guarantee for employment or income level can be made.

TRAINING PROGRAMS

Central Nursing College is committed to preparing students for successful performance and long-term retention in jobs with quality employers. As such, the teaching methods and materials are the most up-to-date and reflect the frequent changes in the allied health care field.

This combination of methodology, intensive technique, and regular revision assures participants of the highest quality instruction available in the shortest possible time. Program lengths are measured in class hours of instruction.

Instructional Structures, Techniques and Materials

Competency-based methods, techniques and materials are used for all programs. Subjects are structured into specific modules or sections of instruction. (Note: this is not true for the Vocational Nursing track.) Each module is comprised of self-contained information and subjects that do not require any prerequisite knowledge or instruction. This involves an individual as well as “class” approach to instruction and learning. The details of subject matter for each Instructional Module are contained in an Instructional Plan booklet.

There are many instructional and learning benefits to competency-based instruction. Under this technique, students learn to work and study independently, cultivating self-discipline, motivation and a solid work and study ethic that they carry through to the workplace.

Orientation

Orientations are held regularly for individual programs. This is a time when prospective students can get questions answered and fill out a formal application for the desired program. Emphasized during these meetings are issues related to behavior, commitment to obtaining employment, educational objectives, student rights and responsibilities.

Teaching Methods

Instruction includes lecture, lab, practical demonstrations and mandatory student participation. The progress of all students is monitored and graded regularly. Grades are based on a combination of objective and subjective evaluations of written and verbal tests, quizzes and proficiency in practical application. This method is specifically geared toward achieving high state board passing rates and ensuring job retention

Occupational Objectives

All Central Nursing College Administrative Policies, Educational Requirements, Student Counseling and other services are structured specifically to prepare the graduates for entry-level position in the healthcare field as either as a Certified Nurse Assistant, Home Health Aide or Licensed Vocational Nurse. As such, the school is committed to providing intensive, comprehensive, dynamic classroom and skills instruction.

Central Nursing College is dedicated to training students to pass their licensure exams. Those who pass the exam will be eligible for entry-level employment in the field of nursing for which they were trained. When the actual license is issued by the appropriate governing body/bodies, graduates will be able to respond to job opportunities in a wide variety of facilities including long-term care facilities, hospitals, clinics and doctor’s offices. These positions are highly specialized and the current shortage of skilled nursing staff in the United States will increase dramatically over the coming years.

Students of the Vocational Nursing program should keep in mind the importance of successful training in the program and the influence it has on their occupational objectives. Successful completion of the program makes the student a graduate. Only graduates are eligible to sit the NCLEX-PN and be endorsed by the school. This endorsement means CNC submits application materials on behalf of graduates of the Vocational Nursing program. Once these materials are reviewed by the BVNPT, the graduate receives instructions on scheduling the NCLEX-PN. The wait period for results on the NCLEX-PN is typically between 3-4 weeks. It is only after receipt of the actual license that the person is considered an LVN and therefore eligible to accept a position as a licensed Vocational Nurse.

Anyone interested in more detailed information should visit www.bls.gov/oco/ocos102.htm for the occupational outlooks from the US Department of Labor, or the Board of Vocational Nursing and Psychiatric Technicians at their website: www.bvnpt.ca.gov.

COPYRIGHT POLICY

Central Nursing School will respect all copyright rights including:

- The rights of owners of third party material used in teaching,
- The rights of students in all material they create in and for school,
- The rights instructors have in material they created prior to being employed at the school and in material created while employed at the school.

The school complies with United States copyright law (title 17, U.S. Code) including sections relating to educational and library use. While acknowledging that the school cannot control all actions of its students, the school will endeavor to educate students on copyright use, including referencing, approved copying, and proper use of electronic material and downloadable music.

The school will set up copyright procedures within the school to facilitate compliance with this policy, including training and education of staff, and the appointment of a board of trustee members and staff members responsible for copyright.

HEALTH POLICIES

Within the academic year preceding the first clinical course, the student must have met the school's requirements regarding immunizations, received any necessary update in immunizations (such as 2 step annual TB skin test and chest X-ray if necessary, 3-Step Hepatitis B vaccination, Mumps, Rubella and Varicella) and have on record a completed physical examination.

All students are required to follow CDC guideline for infection control regarding hand washing and standard precautions for prevention and control of disease.

CDC Standard Precautions for Hand-Washing

The hand washing guideline posted on the each classroom provides overview of hand washing and hand antisepsis in health-care settings and specific recommendations to promote improved hand-hygiene practices and reduce transmission of pathogenic microorganisms to patients and personnel in health-care settings.

PROGRAM INFORMATION

VOCATIONAL NURSING

D.O.T. 079.374-014

C.I.P. 51.1613

PROGRAM LENGTH: 1,616 Clock Hours: 52 Weeks Daytime / 60 weeks Evening

Theory Hours:		Clinical Hours:
<i>Term I</i>	154	186
<i>Term II</i>	154	288
<i>Term III</i>	154	288
<i>Term IV</i>	142	250
Total	604	1,012

PROGRAM SCHEDULE: Daytime Schedule: Monday through Friday,
Theory Hours: 8 a.m. – 3:30 p.m. Clinic Hours: 6:30 a.m. – 7:00 p.m.

Evening Schedule: Two weekday evenings (Varies); Weekend clinical
Theory Hours: 4 p.m. – 9:30 p.m. Clinic Hours: 6:30 a.m. – 7:00 p.m.

PROGRAM DESCRIPTION: Students of the Vocational Nursing program will acquire the skills and knowledge to work in the healthcare field as a Licensed Vocational Nurse in a convalescent hospital, acute care hospital, home health care agency, or specialty clinic. Graduates of the Vocational Nursing program will be awarded a diploma. Method of instruction includes lecture, demonstration, return demonstration, discussion, visual aids, skills lab, and clinical experience.

PROGRAM OBJECTIVE: Upon completion of the Vocational Nursing program, students will meet the requirements to take the licensing exam (NCLEX) and seek entry level positions in hospitals and clinics.

PROGRAM DELIVERY: Residential. The school does not offer distance education.

PREREQUISITES: There are no prerequisite courses; however, students must fulfill all of the requirements for general admission as outlined in the catalog.

KEY INSTRUCTIONAL RESOURCES: The resources include:

- 1) Foundations of Nursing, Christensen and Kockrow (Mosby);
- 2) Adult Health Nursing, Christensen and Kockrow (Mosby) and accompanying study guides;
- 3) Basic Pharmacology for Nurses, Clayton and Stock (Mosby);
- 4) The Language of Medicine, Chabner (Saunders); and
- 5) Mosby's Drug Guide for Nurses, (Mosby).
- 6) ATI online NCLEX-PN preparation system consisting of modules, books, guides, flash cards, tests, videos, activities and remediation.

METHOD OF EVALUATION/GRADING SCALE: Student's grades will be based on successful completion of the clinical rotation (25%), (16) Module tests (total 40%) and Final exam (25%), as well as compliance with the CNC Attendance and Dress Code policies (10%). The grading scale is as follows:

Percent	Letter grade
100-90	A
89-80	B
79-75	C
Below 75	F

INSTRUCTIONAL METHOD: Competency-based methods, techniques and materials are used throughout all periods of instruction. Subjects are structured into specific modules or sections of instruction. Each module is comprised of self-contained information and subjects that do not require any prerequisite knowledge or instruction. This involves an individual as well as “class” approach to instruction and learning. The details of subject matter for each Instructional Module are contained in an Instructional Plan booklet that is provided to each student depending on program. The students have the opportunity to apply the knowledge gained through these modules in a skills lab and clinical setting, where they are evaluated through a clinical skills checklist, which correlates with the theory subject. There are many instructional and learning benefits to competency-based instruction. Under this technique, students learn to work and study independently, cultivating self-discipline, motivation and a solid work and study ethic that they carry through to the workplace.

PROGRAM REQUIREMENTS: The table below outlines the hours spent in each topic. It reflects the hourly topic breakdown as initially approved by the BVNPT. The hours in parentheses are those that overlap in content with other topics or Terms as the school has divided them.

VN PROGRAM	Theory Hrs	Clinical Hrs
A. Anatomy & Physiology	(48)	N/A
B. Nutrition	20	N/A
C. Psychology	28	N/A
D. Normal Growth & Development	6	N/A
E. Nursing Fundamentals	105	280
F. Nursing Process	12	12
G. Communication	(5)	N/A
H. Patient Education	(24)	N/A
I. Pharmacology	90	N/A
J. Medical-Surgical Nursing	190	528
K. Communicable Diseases	18	20
L. Gerontological Nursing	14	24
M. Rehabilitation Nursing	24	28
N. Maternity Nursing	28	48
O. Pediatric Nursing	28	48
P. Leadership	7	N/A
Q. Supervision	7	N/A
R. Ethics & Unethical Conduct	9	N/A
S. Critical Thinking	(6)	N/A
T. Culturally Congruent Care	7	12
U. End-of Life Care	11	12
TOTAL HOURS/UNITS:	604	1012
TOTAL PROGRAM HOURS: 1,616		

TERM I COURSE DESCRIPTIONS

Course Title	ANATOMY AND PHYSIOLOGY
Course Description and Methods of Instruction	The course in Anatomy and Physiology introduces students to the basic structures and functional aspects of the human body. Material is presented in an order that starts from the micro (cells and tissues) progresses to the macro (body cavities and systems). Each major organ and the systems to which they belong are taught according to how they affect the overall status of the body.
Course Objectives	Students who successfully complete the course in Anatomy and Physiology will be able to: <ol style="list-style-type: none"> 1. Identify what is meant by "Anatomy". 2. Identify what is meant by "Physiology". 3. Define and describe a cell and its major components. 4. Define and describe tissues. 5. Define and describe the major structural breakdowns of the human body. 6. Discuss aspects of the human body in terms of location, direction, planes and cavities. 7. Discuss the structure and normal function of the body's major systems: Cardiovascular, Endocrine, Gastrointestinal, Genito-Urinary, Integumentary, Musculoskeletal, Neurosensory, Reproductive, and Respiratory.

Course Title	FUNDAMENTALS OF NURSING
Course Description and Methods of Instruction	The course in Fundamentals of Nursing introduces students to basic nursing concepts and principles. Included in this is a general overview of nurse-client relationships, a brief history of nursing, principles of therapeutic communication and learning about cultural diversity of clients. Issues of legality and ethics are identified and discussed. Steps of the nursing process are presented as the framework for assessing and meeting client needs within the scope of practice.
Course Objectives	Students who successfully complete the course in Fundamentals of Nursing will be able to: <ol style="list-style-type: none"> 1. Discuss the father of medicine, the history of nursing and the life and work of Florence Nightingale. 2. Identify and describe the steps of Maslow's Hierarch 3. Describe the wellness-illness continuum. 4. Identify and describe the levels and participants of the healthcare system. 5. Define legal and ethical terms. 6. Describe the differences between public and civil law. 7. Describe the purpose and sources of law and standards of practice. 8. Describe the nurse's responsibility in reporting unethical behavior, being client advocates, and how the nurse may use a facility's ethics committee. 9. Define and describe the process of communication and the factors that influence it. 10. Communicate effectively with different types of clients: those with special needs, families of culturally diverse backgrounds, and all the levels of duty in a healthcare team. 11. Communicate effectively with terminally ill clients and their families. 12. Describe the impact of cultural background and beliefs on health and illness. 13. Compare the diverse health beliefs of major cultural groups. 14. Describe how a nurse's own beliefs can impact the nursing care he or she provides the client. 15. Identify the nurse's role in holistic practice. 16. Identify and define the components of the nursing practice. 17. List tasks involved in each of the steps of the nursing process. 18. Explain how critical thinking is related to the nursing process and how the nursing process is used as a tool to promote multi-disciplinary collaboration. 19. Detail nursing needs of individual clients.

	<p>20. Describe and create nursing care plans. 21. Describe modifications of a care plan: NANDA-Nursing Diagnosis. 22. Describe 5 factors that affect healthcare today.</p>
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Course Title	Human Growth and Development
Course Description and Methods of Instruction	The course in Human Growth and Development provides an in-depth overview of the stages of growth from infancy to adulthood and death and dying.
Course Objectives	<p>Students who successfully complete the course in Human Growth and Development will be able to:</p> <ol style="list-style-type: none"> 1. Describe in general terms human growth and development. 2. Define the family unit and describe what a family is as well as the impact of the concept of family to an individual. 3. Identify and define each phase of the life cycle. 4. Describe the physical aspects of each phase of the life cycle. 5. Identify and describe the critical milestones of each stage of development. 6. Describe the stages of psychosocial development. 7. Describe the stages of cognitive development. 8. Define aging in terms of cognitive, psychosocial and physiological considerations. 9. Identify and discuss nursing interventions that are relevant to each stage of development. 10. Discuss death and dying. 11. Define the stages of grief. 12. Discuss the different theories on death and dying. Include Kubler-Ross in the discussion. 13. Differentiate between normal grieving and abnormal grieving. 14. Identify and describe the different types of loss and how they affect the grieving process. 15. Identify and describe legal and ethical issues related to death and dying.

Course Title	Introduction to Pharmacology and Math Review
Course Description and Methods of Instruction	The course in Intro to Pharmacology and Math Review will get an overview of pharmacology, pharmaceuticals and review math functions vital to the calculation of dosages. Students will learn different types of dosage calculations, and the side effects, toxicity and laboratory tests performed to monitor actions and effects of drugs. Students will also learn the generic and brand names for common drugs as well as the principles of medication administration.
Course Objectives	<p>Students who successfully complete the course in Intro to Pharmacology and Math Review will be able to:</p> <ol style="list-style-type: none"> 1. Add, subtract, multiply and divide numbers. 2. Correctly identify roman numerals. 3. Describe systems of weights and measures. 4. Calculate time and temperature. 5. List major federal legislation that governs the manufacture, distribution and sale of drugs. 6. State the classification of drugs. 7. Describe pharmacokinetics: absorption, distribution, metabolism, excretion, ½ life, onset/pea/duration. 8. Identify methods of naming drugs. 9. List common drug interactions. 10. List common food-drug interactions. 11. Describe routes of administration for pharmaceuticals. 12. Discuss tolerance, cumulative effect and toxicity. 13. List and discuss the 6 Rights of Safe Medical Administration. 14. Identify and describe the types of Orders: Routine, One-Time, STAT, PRN, Standing. 15. List ways to promote an optimal response to therapy, how to manage adverse reactions and considerations to include in a client teaching plan.

Course Title	Nutrition
Course Description and Methods of Instruction	The course in Nutrition covers the function of food and its importance to the human body and its recovery. Through discussions of the food sources of proteins, carbohydrates, fats and current recommended intake for each, students learn how food affects the human body. Included throughout the course is a discussion of the changes in nutrient needs throughout the life cycle and how these needs may best be met. Students learn about standard diets as well as necessary modifications to diets for disease process.
Course Objectives	Students who successfully complete the course in Nutrition will be able to: <ol style="list-style-type: none"> 1. Describe the role of nutrition in health and disease. 2. Define key terms: carbohydrates, proteins, lipids, vitamins, minerals, electrolytes and water. 3. Describe the functions and sources for proteins, carbohydrates, lipids, vitamins, minerals, electrolytes and water. 4. Define and describe ingestion, digestion, absorption and metabolism. 5. Explain the dietary needs and nutritional assessments for infancy, childhood, adolescence, older adulthood, pregnancy and lactation. 6. List key factors to be included in client nutrition instruction. 7. Describe modified diets. 8. Identify and describe some cultural differences and their impact on food and eating habits. 9. Define enteral and total parenteral nutrition. 10. Describe nutritional assessment including calculating I/O, calories, BMI, and protein/albumin/pre-albumin levels.

TERM II COURSE DESCRIPTIONS

Course Title	The Endocrine System
Course Description and Methods of Instruction	The course in the Endocrine System provides in-depth instruction into the structures and functions of the endocrine system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of this system. The student is provided knowledge and skills necessary to provide care for clients with issues with their endocrine system.
Course Objectives	Students who successfully complete the course in the Endocrine System will be able to: <ol style="list-style-type: none"> 1. Identify and describe the anatomy and physiology of the endocrine system. 2. Identify the endocrine glands and list the functions and hormones secreted by each gland. 3. List and describe common diagnostic procedures of the: Posterior pituitary gland, the adrenal cortex/medulla, pancreas, thyroid and parathyroid, anterior pituitary. 4. Differentiate between Type 1 and Type 2 diabetes in terms of pathophysiology, presenting symptoms and treatment. 5. Discuss the roles of diet and exercise in the management of diabetes mellitus. 6. Identify signs, causes and treatment of complications of hypoglycemia and diabetic acidosis. 7. Describe the major long term complications of diabetes. Include chronic complications such as infections, diabetic neuropathies and vascular changes. 8. Explain why the pituitary gland is referred to as the "master gland". 9. Discuss nursing management of the client with a pituitary deficit. 10. Define and differentiate hyperthyroidism and hypothyroidism. 11. Discuss the nursing management of the client with a parathyroid deficit.

	12. Identify the signs and symptoms of the common adrenal deficit. 13. Discuss the nursing management of the client with an adrenal deficit.
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Course Title	The Gastrointestinal System
Course Description and Methods of Instruction	The course in the Gastrointestinal System provides in-depth instruction into the structures and functions of the gastrointestinal system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of this system. The student is provided knowledge and skills necessary to provide care for clients with issues with their gastrointestinal system.
Course Objectives	Students who successfully complete the course in the Gastrointestinal System will be able to: <ol style="list-style-type: none"> 1. Identify and describe the anatomy and physiology of the gastrointestinal system. 2. Discuss the effects different life stages have on the gastrointestinal system. 3. Identify the data gathering standards for the gastrointestinal system. 4. Identify and describe common disorders of the gastrointestinal system. 5. Discuss the common diagnostic procedures used in determining deficits in the gastrointestinal system. 6. Identify and discuss therapeutic procedures used for the gastrointestinal system. 7. List and describe the cardinal signs and symptoms of gastrointestinal deficits and provide the treatment used for each disorder. 8. Identify and describe drugs commonly used to treat the gastrointestinal system. 9. Identify the components of the nursing process used in the nursing management of a client with a gastrointestinal deficit. 10. Provide the client and/or family with information and education for the client with gastrointestinal deficits. 11. Prepare a nursing care plan for a client with a disorder of the gastrointestinal system.

Course Title	Integumentary System
Course Description and Methods of Instruction	The course in the Integumentary System is an overview of the structure, function, purpose, diseases and treatments of the skin. The course covers common disease processes, treatments, and pharmacological agents used. The student who takes this course is instructed in the use of nursing process in the care of clients with integumentary deficits.
Course Objectives	Students who successfully complete the course in the Integumentary System will be able to: <ol style="list-style-type: none"> 1. Describe the anatomy and physiology of the integumentary system: skin, hair, nails, and mucous membranes. 2. Identify the physical data standards for the integumentary system. 3. Define key terms. 4. List and describe common disorders of the integumentary system. Including in the discussion: wounds, ulcers, chronic skin conditions, skin cancers and burns. 5. Relate the pathophysiology of each skin disorder. 6. Describe common diagnostic procedures used in determining deficits of the integumentary system. 7. List the cardinal signs and symptoms of the integumentary system. 8. Discuss the dietary considerations in the management of the client with an integumentary system deficit. 9. Identify the components of the nursing process used in the nursing management of a client with an integumentary deficit. 10. Educate the client and/or the client's family with information about the client's integumentary deficit. 11. Prepare a nursing care plan for a client with a disorder of the integumentary system.

Course Title	Mental Health
Course Description and Methods of Instruction	The course in Mental Health provides an overview of factors that contribute to or hinder mental health with an emphasis on the nursing management and care of clients and the families of clients with mental disorders. Ways to educate clients with mental health deficits in coping with daily life, life-style changes and promoting mental wellbeing are also covered. Mental health disorders covered in this course include: eating disorders, substance abuse and addiction, anxiety, defense mechanism and all the major mental disorders.
Course Objectives	<p>Students who successfully complete the course in Mental Health will be able to:</p> <ol style="list-style-type: none"> 1. Describe the foundations of mental health. 2. Develop a working definition of mental health and mental illness. 3. Describe legal and ethical issues concerning mental health. Included in this discussion should be rights regarding restraints and a definition of Tort Law. 4. List major factors believed to influence the development of mental illness. 5. Discuss mental health problems including anxiety throughout the life cycle. 6. Explain how chemical dependency affects persons from different age groups. 7. Identify and describe anxiety disorders, depression, bipolar disorders, schizophrenia, and cognitive and personality disorders. 8. List and describe the diagnostic tests and medications used to treat anxiety disorders, depression, bipolar disorders, schizophrenia, and cognitive and personality disorders. 9. Discuss principles of psychiatric rehabilitation. 10. Discuss therapeutic interventions for psychiatric disorders. 11. Identify pharmacological agents used for common mental health disorders and their potential side effects. 12. Discuss substance abuse and describe practical nursing interventional in working with clients with a substance abuse issue. 13. Describe what is meant by an impaired nurse and describe programs for impaired nurses. 14. Develop a nursing care plan for a client with a mental health disorder. 15. Use the nursing process in providing care and education to clients with psychosocial disorders under the supervision of a health care provider recognized by the board.

Course Title	The Neurological System
Course Description and Methods of Instruction	The course in the Neurological System provides in-depth instruction into the structures and functions of the neurological system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of this system. The student is provided knowledge and skills necessary to provide care for clients with issues with their neurological system.
Course Objectives	<p>Students who successfully complete the course in the Neurological System will be able to:</p> <ol style="list-style-type: none"> 1. Identify and describe the anatomy and physiology of the neurological system. 2. Define key terms. 3. Identify the data-gathering standards for the neurological system. 4. List and describe common diagnostic tools for the neurological system. 5. Describe common disorders of the neurological system. 6. List and describe the cardinal signs and symptoms of neurological system and discuss treatments for each disorder. 7. Identify drugs commonly used in the treatment of the neurological system. 8. Discuss dietary considerations in the management of the client with a deficit of the neurological system. 9. Discuss the components of the nursing process used in the nursing management of a client with a neurological deficit. 10. Provide the client and/or family with information and education regarding care for the client with a neurological deficit. 11. Create a nursing care plan for a client with a disorder of the

	neurological system.
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TERM III COURSE OBJECTIVES

Course Title	Cardiovascular System
Course Description and Methods of Instruction	The course in the Cardiovascular System covers the anatomy and physiology of the cardiovascular system. It provides an overview of the structures and functions of the system. An emphasis is placed on common disease processes, treatments and pharmacological agents used to treat disorders of the cardiovascular system. The student who takes this course learns how to use nursing process in the care of clients with cardiovascular deficits.
Course Objectives	<p>Students who successfully complete the course in the Cardiovascular System will be able to:</p> <ol style="list-style-type: none"> 1. Review the anatomy and physiology of the cardiovascular system. 2. Define key terms. 3. List the cardinal signs and symptoms of cardiovascular deficits. 4. Identify the data gathering benchmarks of the cardiovascular system. 5. Identify and describe basic pathophysiology of dysrhythmias. 6. Describe the basic pathophysiology of disorders of the cardiovascular system. 7. List and describe common diagnostic procedures used in determining deficits of the cardiovascular system. 8. List and describe pharmaceutical therapies for disorders of the cardiovascular system. 9. Discuss dietary and nutritional considerations in the management of the client with a cardiovascular system deficit. 10. Describe the components of the nursing process used in the nursing management of a client with a cardiovascular deficit. 11. Provide education to the client and/or family about the care of a client with a cardiovascular deficit. 12. Create a nursing care plan for a client with a cardiovascular disorder. 13. Describe blood and its components. 14. List and describe blood cell disorders. 15. List the medical-surgical management and nursing management considerations to be made in the care of a client with a blood cell disorder. 16. Create a nursing care plan for a client with a blood cell disorder.

Course Title	Maternal and Child Health
Course Description and Methods of Instruction	The course in the Maternal and Child Health focuses on disease processes, treatments, and pharmacological agents used for female reproductive disorders and infants. Students learn the childbearing process from pregnancy through birth and the postpartum period. Content reviews normal pregnancy as well as high-risk clients. These categories are studied within each phase of pregnancy. The student learns how to use the nursing process in the care of female clients with reproductive system disorders as well as the nursing process required for female clients with normal pregnancies, and high-risk pregnancies. Common infancy and childhood diseases and disorders, treatments, pharmacological agents and the use of the nursing process in the care of the ill child from infancy through adolescent is covered in general terms and will be investigated in-depth during the Pediatrics course.
Course Objectives	<p>Students who successfully complete the course in the Maternal and Child Health course will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the anatomy and physiology of the human reproductive system. 2. Describe common disorders of the human reproductive system. 3. Identify data gathering standards for the human reproductive system. 4. List common sexually transmitted diseases (STDs) and describe currently used methods of prevention of STDs. 5. Identify and describe the impact of cultural diversities in maternal and infant care on current nursing practice in the treatment and care of

	<p>maternal women and infants.</p> <ol style="list-style-type: none"> 6. Identify and describe the diagnostic tests used to identify female reproductive disorders and normal versus high-risk pregnancies, and the deficits in the pediatric client. 7. Develop a nursing care plan for a client with a female reproductive disorder, a pregnant client, a neonate, a post-partum client and a pediatric client. 8. Discuss dietary considerations in the management of the prenatal, postpartum and pediatric patients. 9. Describe the most common complications of labor and delivery and common medical surgical interventions for delivery. 10. Describe the medical and nursing interventions for the neonate at risk. 11. Use the nursing process in the management of the patient during the prenatal, labor and delivery, and postnatal period, newborn nursery and the pediatric client under the supervision of a healthcare provider recognized by the Board. 12. Educate the client and/or family with information and considerations to make for the care of postpartum clients and the care of the neonate. 13. Identify and describe common deficits in the pediatric client. 14. List the pharmacological agents used for common illnesses of the pediatric client.
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Course Title	Musculoskeletal System
Course Description and Methods of Instruction	The course in the Musculoskeletal System provides an overview of the structures and functions of the components of the musculoskeletal system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of the musculoskeletal system. Students are taught how to use the nursing process in the care of clients with musculoskeletal deficits.
Course Objectives	<p>Students who successfully complete the course in the Musculoskeletal System will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the anatomy and physiology of the musculoskeletal system. 2. Define key terms. 3. List and describe common disorders of the musculoskeletal system. 4. Relate the pathophysiology of each disorder. 5. Identify the data-gathering standards for the musculoskeletal system. 6. Describe common diagnostic procedures used in determining deficits of the musculoskeletal system. 7. List the cardinal signs and symptoms that indicate musculoskeletal deficit. 8. List and describe the common treatment for common musculoskeletal disorders. 9. Identify the drugs commonly used to treat disorders of the musculoskeletal system. 10. Discuss dietary considerations in the management of the client with a musculoskeletal system deficit. 11. Describe the nursing process used in the management of the client with rehabilitative goals. 12. Educate the client and/or family about considerations in the care of a client with a musculoskeletal deficit. 13. Develop a nursing care plan for a client with a disorder of the musculoskeletal system.

Course Title	Renal System (Genito-Urinary System)
Course Description and Methods of Instruction	The course in the Renal System, or the Genito-Urinary System, provides students of nursing an overview of the components, structures and functions of the system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of the renal or genito-urinary system. The student learns the content and skills necessary to utilize nursing process in the care of clients with renal and urinary problems.
Course Objectives	<p>Students who successfully complete the course in the Renal System will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the anatomy and physiology of the renal system.

	<ol style="list-style-type: none"> 2. Define key terms. 3. Identify the data gathering standards for the genito-urinary system. 4. Describe common disorders of the genito-urinary system. 5. Relate the pathophysiology of each disorder of the genito-urinary, or renal, system. 6. Discuss common diagnostic procedures in determining deficits of the renal system. 7. List the cardinal symptoms and signs of genito-urinary deficits. 8. Identify and describe usual treatments for each genito-urinary disorder. 9. Identify drugs commonly used to treat deficits of the genito-urinary or renal system. 10. Discuss the dietary considerations in the management of the client with a deficit of the genito-urinary system. 11. Identify and describe the nursing processes required in the nursing management of a client with a renal system deficit. 12. Be able to educate the client and/or family member with information and considerations to make in caring for a client with a genit-urinary deficit. 13. Create a nursing care plan for a client with a disorder of the genito-urinary system.
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Course Title	Respiratory System
Course Description and Methods of Instruction	The course in the Respiratory System provides an overview of the structure and function of the components of the respiratory system. Emphasis is placed on common disease processes, treatments and pharmacological agents used for disorders of the respiratory system. Students learn how to utilize the nursing process in providing care to clients with respiratory system deficits.
Course Objectives	<p>Students who successfully complete the course in the Respiratory System will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the anatomy and physiology of the respiratory system. 2. Define key terms. 3. Describe the components of a complete respiratory assessment. 4. Identify data-gathering standards for the respiratory system. 5. List and describe common disorders of the respiratory system. 6. Discuss the pathophysiology of common respiratory disorders. 7. Identify and describe the common diagnostic procedures used in determining deficits in the respiratory system. 8. List the cardinal signs and symptoms of respiratory deficits. 9. Identify and name the drugs commonly used to treat disorders of the respiratory system. 10. Describe the dietary considerations in the management of the client with a deficit of the respiratory system. 11. Describe the nursing processes used in the nursing management of a client with a respiratory system disorder. 12. Educate the client and/or family about considerations to be made in the care of a client with respiratory disorders. 13. Create a nursing care plan for a client with a respiratory disorder.

TERM IV COURSE OBJECTIVES

Course Title	Career Development
Course Description and Methods of Instruction	The course in Career Development provides an overview of the profession of nursing, some general requirements of the job, job descriptions, and preparation for the NCLEX.
Course Objectives	<p>Students who successfully complete the course in Career Development will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms. 2. List and describe the different tiers of nursing and how they interact with one another. 3. Identify some challenges nurse professionals face in the workforce. 4. Describe some strategies to combat these challenges nurses face.

	<ol style="list-style-type: none"> 5. List and describe the different career paths nurses can take and the educational objectives that must be met in order to take these paths. 6. Discuss the creation and origin of the NCLEX exam. 7. Review NCLEX style questions in a testing environment that resembles the actual standardized exam. 8. Complete all necessary and/or outstanding remediations. 9. Tutor fellow classmates in various aspects of the curriculum.
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Course Title	Community Health
Course Description and Methods of Instruction	The course in Community Health examines the role of the VN or PN in community settings. Home health, hospice and skilled nursing are covered in depth. The student will learn how to use the nursing process to deliver comprehensive nursing care as a member of the healthcare team.
Course Objectives	<p>Students who successfully complete the course in the Community Health course will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms. 2. Discuss how home health differs from community and public health care services. 3. Discuss community health care in terms of legal and ethical responsibilities. 4. List and describe the types of home health care services. 5. List and describe at least four services that are provided by home health care professionals. 6. Describe the role of the LVN as a member of the multi-tiered and interdisciplinary team in various healthcare settings. 7. Relate the nursing process to home health and skilled nursing care. 8. Describe and discuss the purpose and philosophy of hospice. 9. Discuss the role of hospice in an individual's or a family's bereavement period. 10. List the client's rights in the home health care setting, long term care setting and hospice care setting. 11. Define and discuss OBRA. 12. Create a nursing care plan for a client needing community health care nursing services.

Course Title	The Immune System and Oncology
Course Description and Methods of Instruction	The course in the Immune System and Oncology teaches student nurses about disorders of the immune system, their causes and treatments. Emphasis is placed on reinforcing skills and knowledge that will be necessary to the nursing process in the treatment and care of clients with immunodeficiency disorders. The course includes oncology pathophysiology, diagnostic procedures and treatment modalities. The course will also explore the psychosocial aspects of immunodeficiencies and oncology.
Course Objectives	<p>Students who successfully complete the course in the Immune System and Oncology will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms. 2. Identify the data gathering standards for the immune system and oncology client. 3. Identify and describe common disorders of the immune system. 4. Relate the pathophysiology of each disorder. 5. Discuss the common diagnostic procedures used in determining deficits of the immune system and of the client with cancer. 6. List and describe the cardinal signs and symptoms of immune system or oncology issues. 7. Discuss the dietary considerations in the nursing management of a client with a deficit of the immune system, or cancer. 8. Identify and discuss the components of the nursing process used in the nursing management of a client with an immune system deficit or cancer. 9. Identify drugs commonly used for immune system or oncology issues. 10. Discuss societal stigmas and considerations to make when treating the client with an immune system disorder. 11. List and describe pain management strategies for clients with cancer.

	<ol style="list-style-type: none"> 12. Educate the client and/or family with information and considerations to make when caring for the client with an immune system disorder or cancer. 13. Create a nursing care plan for the client with an immune system disorder and a client with cancer.
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Course Title	Leadership and Management
Course Description and Methods of Instruction	The course in Leadership and Management teaches student nurses the fundamentals of being a professional nurse in the workforce and as part of a multi-tiered healthcare team.
Course Objectives	<p>Students who successfully complete the course in Leadership and Management will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms: Leadership and Management 2. List and describe the qualities of effective leaders and managers. 3. List and describe the five rights of delegation. 4. List some responsibilities of and discuss the role of the charge nurse. 5. List and describe some challenges to delegation, communication and leadership. 6. Identify and discuss remedies for challenges that nurses face in delegating, communicating and leading a team. 7. List and describe the different types of team nursing. 8. Summarize the duties of a nurse team leader. 9. Discuss delegation of duties to unlicensed personnel based on the nurse practice act. 10. Describe the role of the VN in delegation guided by the state's nurse practice act. 11. Demonstrate the ability to communicate effectively and manage relations with co-workers, supervisors, visitors and physicians. 12. Use effective management techniques in communication with co-workers, supervisors, clients, physicians and visitors. 13. Use effective critical thinking, prioritizing and time management skills. 14. Prepare a professional resume. 15. Prepare for a professional interview for a position in the healthcare or nursing field.

Course Title	Pediatric Nursing Care
Course Description and Methods of Instruction	The course in Pediatric Nursing Care focuses on the nursing care of children from infancy to adolescence that was introduced in the course Maternal/Child Health. The changing anatomy and physiology at each stage of pediatric development is discussed. Common childhood diseases and disorders are also discussed in the context of nursing care plans, treatments, pharmacological agents and the use of the nursing process in caring for a pediatric client with a deficiency.
Course Objectives	<p>Students who successfully complete the course in Pediatric Nursing Care will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms. 2. Identify and describe common disorders of the pediatric patient throughout all the different stages of development from infancy to adolescence. 3. Identify the impact of cultural differences in the care of pediatric clients throughout the different stages of development. 4. Discuss dietary considerations in the care of a pediatric client and how they differ throughout the different stages of development. 5. Describe the medical and nursing interventions for the neonate at risk. 6. Utilize the nursing process in the management of the pediatric client from newborn nursery to later stages of development. 7. Provide education to the family of the pediatric client on the considerations to make for proper care. 8. List the pharmacological agents used for common illnesses of the pediatric client. 9. Develop a nursing care plan for the neonate and the pediatric client.

ADDENDUM I

SAMPLE CLASS SCHEDULES AND BREAK TIMES

VOCATIONAL NURSING

(FULL TIME)

Hours of instruction:
Class 8:00 – 8:50
Break 8:50 – 9:00
Class 9:00 – 9:50
Break 9:50 – 10:00
Class 10:00 – 10:50
Break 10:50 – 11:00
Break 11:00 – 11:10
Class 11:10 – 12:00
Lunch 12:00 – 12:30
Class 12:30 – 1:20
Break 1:20 – 1:30
Class 1:30 – 2:20
Break 2:20 – 2:30
Break 2:30 – 2:40
Class 2:40 – 3:30

(PART TIME)

Hours of instruction:
Class 4:00-5:20 pm
Break 5:20-5:30 pm
Class 5:30-6:30pm
Break 6:30-6:50 pm
Class 6:50-8:00 pm
Break 8:00-8:10 pm
Class 8:10-9:00 pm

ADDENDUM II

SCHOOL OFFICIALS, FACULTY AND STAFF

Revised July 16, 2012

Administration

Katherine Ahn, MFT	Director
Lynne Barnum, RN, MPH	DON, VN Program Director
Noriko Hoshi	Director of Student Affairs and Career Counseling
Susie Moon, MFA	Director of Operations
Vanessa Astorga	Financial Aid and Student Records
Anush Sahakyan	Admissions and Student Records
Anna Liu	Admissions and Outreach
Lucy Cardenas	Administrative Support

Faculty

Lynne Barnum, RN, MPH	Cal State Dominguez-Hills; UCLA, RN
Cheryl Carter, RN	Harbor College, Associates Degree in Nursing
Andrew Cha, RN	Cal State LA, BSN, MSN candidate
Nathaniel Francisco, LVN	Concorde Career Institute, LVN
Solea Franklin, RN	Pasadena City College, RN
Judith Howze, LVN	LA Trade Tech, LVN
Julia Lee, RN	Ewha Women's University, BSN
Inna Madueke, RN	American Career College, RN License
Noel De La Merced, LVN	Pacific Coast College, LVN
Jeanne Pike, RN, MSN	Regis University, Masters, RN, MSN, PhD candidate
Ramoun Rabizvanesian, RN	West Coast University, Associates Degree in Nursing
Merian Siquig, RN	West Coast University, Associates Degree in Nursing
David Slattery, RN	Temple University, BSN

ADDENDUM III

Register to Vote!

There are a variety ways to register to vote. For information on voter registration, ask any staff member.

You may also follow this link for contact information and necessary forms:

http://www.sos.ca.gov/elections/elections_vr.htm

ADDENDUM IV

Constitution Day – September 17th

Taken from <http://www.constitutionday.com/>:

“Constitution Day commemorates the formation and signing of the U.S. Constitution by thirty-nine brave men of September 17, 1787, recognizing all who, are born in the U.S. or by naturalization, have become citizens.”



Central Nursing College observes Constitution Day, engaging all faculty, staff and students who happen to be on campus on September 17th of every calendar year to participate in the celebration of the signing of this monumental document.

These consist of a combination of the following:

1. Watching a film about the United States Constitution;
2. Passing out a “Pocket Constitution” to all participants;
3. Discussing the United States Constitution and how it impacts our daily lives, including any mention of the Constitution in the news;

ADDENDUM V

English as a Second Language

Please note CNC is offering an ESL service, free of charge, to students of the Vocational Nursing program.

Although the class is called English as a Second Language, the topics covered would be valuable to any VN student who desires to improve their knowledge and comfort with English, both spoken and written.

The schedule varies but occurs four times a month including one Saturday a month. Please contact any staff to obtain the most up to date schedule for the ESL course.