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# College Catalog

**January 2026 Volume XXV**

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## GENERAL INFORMATION COLLEGE MISSION

Daytona College prepares each student for leadership roles in today's changing workforce. Daytona College believes that the lives of our students are enhanced with a broad base of knowledge, skills and integrity. Our diploma and degree programs manifest this belief by promoting academic excellence and providing societal skills that will enrich each student and positively impact the business and medical community.

## LOCATION and OFFICE HOURS

Daytona College is located in Ormond Beach, a suburb north of Daytona Beach. The classrooms, lab, clinic, library, administrative, and admissions offices are located at 425 S. Nova Road, Ormond Beach, Florida 32174. The campus telephone number is: (386) 267-0565; fax number is (386) 267- 0567. The Web address is: www.daytonacollege.edu. The office hours for the college are 8:00 a.m. to 6:00 p.m. Monday through Thursday and Friday until 5 p.m. and by appointment.

## GOVERNING BODY

Roger Bradley, President, Daytona College, LLC

Nancy Bradley, Secretary-Treasurer, Daytona College, LLC

## PHILOSPOPHY

Daytona College believes that the needs of today's complex employment market make it necessary for an individual to possess every available competitive advantage. At Daytona College, we train individuals for professional employment in specialized, technical fields. Our education is geared to the needs of employers who have hired our graduates, and we use methods that encourage students to develop not only their skills, but also their professional image. Our objective is to offer our students the education that prepares them for entry into a new career.

## HISTORY

Daytona College was founded in April 1996 as the Daytona Institute of Massage Therapy. In its early years, the school focused entirely on the training of massage therapists to serve the needs of Daytona, Orlando, Ormond Beach, St. Augustine and surrounding Florida communities. The school became accredited by the Accrediting Commission of Career Schools and Colleges as a main school in 2004 and earned its degree-granting status in 2006.

The school moved to its present location at 425 South Nova Road, Ormond Beach, Florida in 2007. Here, the College expanded its program offerings with the addition of the Skin Care, Cosmetology, Barber, Allied Health and Nursing programs. In 2019, the Nursing Associate of Science Degree program received initial programmatic accreditation from the Accreditation Commission for Education in Nursing (ACEN), effective July 27, 2017. Daytona College currently offers Certificate, Diploma, Associate of Science, Associate of Occupational Studies, and Baccalaureate degree programs.

## LICENSURE

Daytona College, 425 S. Nova Road, Ormond Beach, Florida is licensed through the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll- free telephone number at 888- 224-6684.

## ACCREDITATION

Daytona College is accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC"). ACCSC is a recognized accrediting agency by the U.S. Department of Education. Daytona College has been recognized by ACCSC as a 2005-06, 2008-09, and 2014-15 as a School of Distinction and a 2019-20, 2025-26 School of Excellence. www.accsc.org.

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

The Associate of Science, Nursing program at Daytona College, located in Ormond Beach, Florida is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE. Suite 1400
Atlanta, FA 30326
(404)975-5000

View the public information disclosed by the ACEN regarding this program at:
Daytona CollegeAssociate

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Science nursing program is Continuing Accreditation.

## APPROVALS

Daytona College is approved by the Florida Board of Nursing. Further information regarding this approval can be obtained through the Department of Health, 4052 Bald Cypress Way, Bin C-02, Tallahassee, Florida 32399-3259 or 850-488-0595.

Daytona College is approved by the Florida Board of Massage Therapy. Further information regarding this approval can be obtained through the Department of Health, Board of Massage Therapy, 4052 Bald Cypress Way, Bin C-06, Tallahassee, FL 32399-3257. 850-245-4161.

https://floridasmassagetherapy.gov

Daytona College is approved by the Florida Department of Veterans for Benefit of Education and Training. Bureau of State Approving Agency for Veterans' Training, P.O. Box 31003, St. Petersburg, FL 33731. 727-319-4102.

Daytona College is an approved training provider for CareerSource Brevard Flagler Volusia http://www.careersourcefv.com/

Daytona College has been approved to participate in the National Council for State Authorization Reciprocity Agreements (SARA). FL-SARA ensures consistent consumer protection practices for students engaged in distance education learning activities. FL-SARA is located in the Department of Education building in Tallahassee. Please visit the FL-SARA website for additional information. www.flsara.org.

Daytona College follows the criteria set forth by the Department of Business and Professional Regulation to offer Barber Styling, Cosmetology and Full Specialist with Spa Services.

Please contact the Daytona College administrative office to review or obtain a copy of documents describing our accreditation, state or federal approvals, or licensure.

## MEMBERSHIPS

Daytona College participates as a proud member of the following organizations: Florida Association of Postsecondary Schools and Colleges, Career Education Colleges and Universities, the American Association of Career Schools, the Florida Association of Cosmetology and Trade Schools, and the American Massage Therapy Association. Daytona College is a Pivot Point Member School.

## FACILITIES and EQUIPMENT

The campus for Daytona College consists of approximately 15,000 square feet of floor space. The building is ADA compliant. Classes are taught in traditional classroom settings as well as in classroom/clinical combinations.

Equipment for the allied health programs includes but is not limited to a hospital bed, Hoyer lift, EKG machines, microscopes, centrifuge, mannequins, simulators, phlebotomy simulation equipment, wheelchair, and standard occupational equipment as seen in medical offices and clinics.

The nursing program includes but is not limited to equipment typically seen in a hospital setting such as hospital beds, med carts, suction equipment, catheters, nursery beds, medicine cabinets, simulators, skeletons, scales, bedside tables, and manikins.

The massage and full specialist with Spa Services programs utilize the following equipment. The list includes but is not limited to massage tables, massage chairs, skeletons, facial equipment for assessment and treatment for spa facials including spa chairs, facial steamers, microdermabrasion equipment, manicure and pedicure stations, and other special use equipment. A wet room includes a Vichy shower and hydrotherapy tub.

Cosmetology and barber styling equipment includes styling chairs, workstations, manicure and pedicure stations, shampoo bowls and specific equipment for hair sculpturing, chemical treatments and styling.

The College utilizes instructional aids for training such as educational charts, skeletons, LCD projectors, televisions, media players and other support materials during training. A complete listing of equipment is available by program.

### CRIME STATISTICS STATEMENT and EMERGENCY PREPAREDNESS LOCATION

The Daytona College Annual Security Report contains statistics for the previous three years concerning reported crimes that occurred on campus; it contains the building and property owned by Daytona College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security. You can obtain a copy of this report on the Daytona College website www.daytonacollege.edu under consumer information or by contacting the Daytona College office at 386-267-0565. The emergency preparedness information may be found under consumer information on www.daytonacollege.edu.

## ADMISSIONS POLICIES and PROCEDURES

### ADMISSIONS REQUIREMENTS

Daytona College admits students without regard to age, ancestry, belief, color, disability, ethnicity, gender, genetic information, marital status, political affiliation, religion, sexual orientation or creed, sex, national or ethnic origin, to all of the rights, privileges, programs, and activities generally accorded our students. We do not discriminate in the administration of our educational policies, admission policies, tuition payment programs, or any other College administered programs.

The minimum requirements for acceptance to our College are:

1. Evidence of one of the following: high school graduation, GED equivalent, home-study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the student's home state, higher education credential earned, such as AS, AA, AOS, BA, BS, MBA, PhD. An applicant to any program who has not yet obtained a GED or who cannot provide proof of graduation may obtain GED testing information from the Admissions Department. The applicant is encouraged to work with the Admissions Department until the GED is satisfactorily completed. At

that time, the applicant may then continue with the enrollment process.

2. An applicant must be beyond the compulsory age of attendance at a secondary institution in order to be admitted to Daytona College.

3. Applicants enrolling in the distance education programs or a program that contains an online course must complete an assessment with a qualifying score of 70%.

All applicants and re-entry students must meet current admissions requirements.

***Applications to the Practical Nursing and Nursing, Associate of Science program must also meet the following requirements (Effective for the January 2021 semester)***

1. Prospective nursing students must sit for the Test of Essential Academic Skills ("TEAS") admission assessment. The TEAS will be offered to each applicant 3 times in a twelve (12) month period at Daytona College. An additional attempt may be granted by an appeal. Nursing, Associate of Science degree applicants receiving a 58.7 or higher composite score on the TEAS and a score of 69 for reading, 63.3 for math, and 60 for English/Language will be eligible to continue with the enrollment process. Practical Nursing applicants receiving a 45 or higher composite score on the TEAS and a minimum score of 58 in reading; 55 in math; and 50 in English will be eligible to continue with the enrollment process. Students holding an associate degree or higher, or an active unencumbered Practical Nursing license are exempt from taking the TEAS examination. (effective 10/2021 semester). The College reserves the right to change the Nursing admission assessment. The name of the assessment and minimum scores will be published in a catalog addendum.
2. Completion of drug screening.
3. Satisfactory completion of a background check consisting of fingerprint check of state and federal criminal history information conducted through the Florida Department of Law Enforcement (FDLE)and Federal Bureau of Investigation (FBI).
4. Submission of documentation of any other healthcare licenses held, current or expired.

Please note:

1. All nursing students must provide evidence of health insurance while enrolled in the Nursing program.
2. All nursing students must provide verifiable proof of health screening and vaccination or immunity from an approved Healthcare provider prior to enrollment in Fundamentals of Nursing and Pharmacology. At the minimum, all students must have the following prior to starting externship / clinical:

**Documented Immunity Against:**
Varicella; Measles, Mumps and Rubella; Hepatitis B

**Documented Evidence of a Current:**
Negative Tuberculosis Screening (Annual)

**Documented Current Vaccination:**
Tetanus, Diphtheria, Pertussis (Tdap) (one-time adult dose)

**Documented Physical and Mental Health Screening:** College physical history and examination completed by a Florida licensed health care provider. Students are required to inform the school of changes in health and submit the approved health screening and health clearance forms.

**Documented Annual Influenza Vaccine:**
Must before the current season–Valid August to July and required annually.

**Negative Drug, Alcohol and Driver's License Screen:** Failure to have an initial and maintain a negative drug and alcohol screen throughout enrollment will result in immediate ineligibility to participate in externship experiences and may result in program dismissal. Driver's license screening will be completed.

***Applications to the Nursing (RN to BSN) program must also meet the following requirements (EffectiveFebruary2018):***

1. Presentation of an official College transcript for an Associate Degree in Nursing (or equivalent) from an accredited institution recognized by the United States Department of Education.
2. Proof of an active and unencumbered Registered Nurse license.
3. Submission of documentation of any other health care licenses held, current or expired.

## ADMISSIONS PROCEDURES

Admissions procedures for Daytona College include a personal interview with an authorized representative of the College, a visit to the College and/or the Daytona College Learning Management System, completion of all required forms including the enrollment agreement, and payment of the application fee.

The College will determine an applicant's eligibility on the basis of educational background, personal interview, personal references, and prior work experience. A person may enroll at the college, Monday through Friday from 9:00 a.m. to 5:00 p.m. or by appointment. Admissions activity is conducted at 425 S. Nova Road, Ormond Beach, Florida or online for programs offered via distance education.

## LATE ADMISSIONS

Students may be eligible for entrance into their program for a period of one week following the start of class at the discretion of the Campus Director.

## CREDIT FOR PREVIOUS TRAINING

Students never having attended Daytona College must present an official transcript of record to be evaluated and considered for awarding credit towards completion of all programs during the enrollment process. The grade recorded on the transcript must be the equivalent of a C (2.0) or above for all programs except nursing. Students enrolling in the nursing programs, the grade recorded for science courses must be the equivalent of a B (3.0) or above. Students enrolling in clock hour programs must provide evidence of hours earned at their previous institution. General Education courses with Florida Common Course numbering will be accepted from any institution.

Daytona College may ask the prospective student to provide a copy of the catalog and/or course syllabus from the course requested to be considered for transfer of credit. All requests for consideration of transfer of credit must be made during the enrollment process.

Students enrolling into one of our massage therapy programs to complete endorsement requirements as set forth by the Florida Statutes and Administrative Codes are welcome. Daytona College has been authorized to review the party's previous education information packet, verify that the information provided is in accordance with the statutes and rules, document and present all previous coursework that fulfills the requirements, and permit the student to complete any required coursework remaining. The remaining coursework, upon completion, shall be documented and presented to the Department for further review and acceptance. Credits earned in another approved Massage Therapy program are awarded on a one-to-one basis. Credits not received within the past two years may be granted at the discretion of the Director of Education. Re-entry students will be awarded credit for previous training for successfully completing portions of the students' program, which must be documented by grade and attendance records.

Prospective nursing students may submit a request for transfer credits for prerequisite courses. Transfer credits will only be accepted for courses that match the content and credit allocation of a course offered in the student's degree plan. The grade recorded on the transcript must be equivalent of a B or above for Anatomy & Physiology and Microbiology (78% or higher). The grade recorded on the official transcript for all other prerequisite courses must be equivalent to a C (2.0) or above. All requests must be submitted during the enrollment process. Acceptance of credits for general education courses for the Nursing, RN to BSN program will be considered in the first two semesters of the program. General education courses in the baccalaureate degree program include written communications, quantitative principles, natural and physical sciences, social and behavioral sciences and humanities.

## ADVANCED STANDING IN THE NURSING, AS PROGRAM

Prospective Nursing, AS students that hold an active unencumbered Practical Nurse license could earn credit for NUR1000 Fundamentals of Nursing and NUR1110 Pharmacology. The prospective student must pass the Health Education Systems, Inc. (HESI) Fundamentals and Pharmacology examinations earning a score of 900 or above. The cost of the exams (approximately $100 each) is the responsibility of the prospective student. Two attempts per exam are allowed. Students that pass the HESI will participate in assigned remediation, a week-long session on health assessment, care plans and basic nursing skills prior to receiving advanced standing in the Nursing, AS program.

## ACCEPTANCE OF CREDITS

A minimum of twenty-five percent (25%) of the credits required for a diploma or degree must be earned at Daytona College. Requests for transfer of credit must be made during the enrollment process for all programs except the Nursing, RN to BSN program.

Courses requested for transfer must be similar in content and duration to those offered in the program for which an applicant has applied. An official transcript must be mailed directly to Daytona College. Students are responsible for having the official transcripts sent to Daytona College from their former institution(s).

The Director of Education makes the final decision of accepted transfer credits from the received transcript. Transfer students are informed in writing of any credits accepted as transferable. Daytona College does not guarantee acceptance of credits from any institution. Daytona College will evaluate and consider transfer of credit earned in a Military educational institution meeting all the requirements stated above.

## TRANSFER OF CREDITS / HOURS EARNED

Our program is designed with a single terminal objective-preparation for entry-level employment in their chosen field. A student who desires to further his/her education after completing training at Daytona College is advised that acceptance of transfer credit/hours is at the discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not another school of the student's choice will accept credits/hours.

## TRANSFER OF CREDITS BY EXAMINATION (effective November 2016, revised January 1, 2022)

Daytona College will grant credit for College Level Examination Program (CLEP) scores meeting our minimum requirements as listed below. Students must submit the CLEP official certified document to the Daytona College Registrar to be considered prior to enrollment in the program except for Nursing, RN to BSN. CLEP must be earned within the last 5 years. The following courses are eligible for CLEP:

| Course | Semester Credit Hours | CLEP Exam | Minimum Score Required for Acceptance of Credits |
|---|---|---|---|
| College Algebra | 3 | College Algebra | 50 |
| English Composition | 3 | College Composition | 50 |
| General Psychology | 3 | Psychology, Introduction | 50 |
| Human Growth & Development | 2 | Human Growth & Development | 63 |
| Literature | 3 | American Literature | 50 |
| Literature | 3 | Analyzing and Interpreting Literature | 50 |
| Humanities | 3 | Humanities | 50 |
| Biology | 3 | Biology | 50 |
| Biology | 3 | Natural Science | 50 |
| Literature | 3 | English Literature | 50 |

For more information visit http://clep.collegeboard.org.

## ADMINISTRATIVE POLICY

### ACADEMIC CREDITS – YEAR and DEFINITIONS

Daytona College assumes that when registering for a program, the student accepts responsibility for full attendance in all classes and lab activities.

For degree programs and non-degree programs that are fully transferable into a degree program, a credit hour is defined as 45 units for one semester credit hour and 30 units for one quarter credit hour comprised of the following activities: One clock hour in a didactic learning environment (2 units); one clock hour in a supervised laboratory setting of instruction (1.5 units); one clock hour of externship or clinic experience (1 unit); one clock hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives (0.5 unit). One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or ten to twelve weeks for one-quarter of academic activities as established by Daytona College. The nursing programs are measured in Carnegie credits.

Most diploma programs that are not fully transferable into a degree program and certificate programs are measured by clock hours for all classroom lecture and laboratory activity. A clock hour is a period of 60 minutes including a minimum of 50 minutes of supervised instruction. The academic year at Daytona College is defined as 30 weeks of instructional time.

Please note that the Therapeutic Massage and Patient Care Technician programs are subject to a clock to credit conversion for financial aid purposes. The conversion is 20 clock hours to 1 financial aid credit.

A quarter is 10 to 12 weeks of instruction and a full- time student is defined as enrolled in at least 12- quarter credits in a quarter. A semester is 15 weeks of instruction and a full-time student is defined as enrolled in at least 12 – semester credits in a semester.

### ATTENDANCE POLICY

The following policies apply to all students attending Daytona College:

A. Job readiness and professionalism are qualitatively measured in each course. Attendance and participation are a major component of these attributes.
B. Each student is responsible for the completion of academic assignments missed during an absence.
C. Programs measured in clock hours require daily student attendance records.

Nursing students: Refer to the Nursing Handbook for specific attendance requirements for class, lab and clinical.

**Every student attending school in Ormond Beach is expected to telephone the office PRIOR TO THE START OF CLASSES ON THE DAY OF THE ABSENCE at (386) 267-0565. The college reserves the right to telephone the home or other contact numbers and /or text numbers of any absent student who has not contacted the college. Students must complete all program requirements in order to graduate.**

### MAKE-UP WORK

Job readiness and professionalism are vital considerations when course grades are calculated. All students are expected to conduct themselves in a professional manner by contacting the college and advising their instructors of an absence prior to the start of classes. Each student is responsible for satisfactory completion of all work assigned during an absence. The student works with the instructors on an individual basis to complete all make up assignments within the time period set forth by the instructor. Attention to make up assignments will help avoid the possibility of incomplete status or course failure. Nursing students should refer to the Nursing Student Handbook for additional information regarding make- up work.

**LEAVE OF ABSENCE POLICY** Daytona College currently does not offer a leave of absence.

## ACADEMIC POLICY

The purpose of training is to prepare a graduate for entry-level employment in a chosen field. Because of this, grading is administered to chart the student's progress in terms relevant to employee proficiency. Grading is based on a daily performance in class, tests, lab/clinic, externship and clinical experience, projects, and professionalism which includes attendance. Gading Scale is below.

| Grade | Percentages | Quality Points |
|---|---|---|
| A | 100% - 90% | 4.00 |
| B | 89% - 80% | 3.00 |
| C | 79% - 70% | 2.00 |
| D | 69% - 60% | 1.00 |
| F | Below 60% | 0.00 |

**Other Letter Grades**

| | |
|---|---|
| I | Incomplete |
| TR | Transfer Credit |
| WP | Withdrawal Passing |
| WF | Withdrawal Failing |

An individual course grade of incomplete must be converted to a passing grade no later than the end of the next quarter, semester, or payment period for clock hour programs. The instructor shall work with the student to establish appropriate timelines for completion of the work. Should the student not meet the deadlines, the grade will become an "F", and the student will be required to repeat the failed course. The repeated course grade is used to determine the student's overall grade average.

**NURSING PROGRAMS**

| Grade | Percentages | Quality Points |
|---|---|---|
| A | 90% - 100% | 4.0 |
| B | 80% - 89% | 3.0 |
| C | 70% - 79% | 2.0 |
| D | 60% - 69% | 1.0 |
| F | Below 60% | 0 |

**Other Letter Grades**

| | |
|---|---|
| I | Incomplete |
| TR | Transfer Credit |
| WP | Withdrawal Passing |
| WF | Withdrawal Failing |

Must pass courses with an 80% or higher.

Nursing students must successfully pass all components of nursing (NUR or PN) courses to receive a passing grade. Failing any component (lecture, lab, simulation or clinical) will result in a recorded grade of "F" for all components of the course attempted. Only one repeat of the SAME nursing concentration course (NUR or PN) is permitted for students enrolled in a nursing program. A second failure of the SAME nursing concentration course (NUR or PN) will result in the student being dismissed from the nursing program. Failing three nursing concentration courses (NUR or PN) in any combination, including repeated courses, will result in the student being dismissed from the nursing program.

The College maintains records of students' progress. Students are notified of their progress on a regular basis. A student receives a copy of a final grade transcript when all graduation requirements have been completed. Report cards are provided at the end of each module, quarter or semester.

## Cleared Background Check – Nursing Students

Failure to have an initial and maintain a clear criminal background throughout enrollment will result in immediate ineligibility to participate in externship / clinical experiences and may result in program dismissal. Failure to meet and maintain the Externship requirement will result in course failure. Students who are not meeting externship / clinical requirements will be blocked from registration for future classes until the requirements are met.

## COURSE WITHDRAWAL POLICY

Requirements for Nursing, Associate of Science Degree students who apply to withdraw from a course:

1. The student must make written application for the course withdrawal prior to the effective date (course withdrawal form)
2. The student understands that only one application for course withdrawal is permitted during the enrollment in the program.
3. Application for course withdrawal is allowed during the final semester only.
4. The student must meet with a financial aid representative, the Director of Nursing, and the Director of Education prior to the effective date.
5. The student must have attempted the course and participate in academic sessions.

GRADES

If the application for course withdrawal is made during the first 50% of the course, the grade assigned is a W. If the application for course withdrawal is made during the last 50% of the course, the grade with be WF. A WF grade is regarded the same as a failure grade in determining whether or not the student can remain enrolled in the program. Impact of the withdrawn course grade:

| Grade | Affects GPA | Counted as attempted credits |
|---|---|---|
| W | No | Yes |
| WF | Yes | Yes |

The student must repeat the entire course in compliance with all institutional and programmatic policies on a schedule assigned by the College in order to meet graduation requirements. A course withdrawal will extend the graduation date. The student will be notified by the Director of Education, the Director of Financial Planning, or the Director of Nursing.

STUDENT RESPONSIBILITY: Students who are contemplating withdrawing from a course should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- The student must repeat the course from which they elected to withdraw.
- There may not be space available in their preferred class, days/time upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date will change.
- Their financial aid and/or tuition costs will be affected.
- Failure to adhere to guidelines will result in dismissal from the College.

## NURSING STUDENT HANDBOOK

Daytona College issues a Nursing Student Handbook to all nursing students. Students, faculty and staff are accountable for the information contained within the Student Handbook. A lack of knowledge of information, policies and procedures outlined within the Student Handbook does not release the student from progressive discipline, up to and including dismissal from the program and College. Revisions may be made to the student handbook throughout enrollment. The student is responsible for knowledge of changes and adhering to the revised and/or new policies and procedures published in the student handbook.

## COURSE REPETITION

A student must repeat any course within a program in which a failure grade is earned in order to meet graduation requirements. The student will be charged the current tuition, based on the start date, for each course that is repeated. Nursing students need to refer to the Student Nursing Handbook.

A student who repeats a course, or who is reinstated after suspension due to lack of satisfactory progress will be charged in the manner described above.

Any student in a clock hour program who for any reason requires calendar time in addition to that allowed by the college to complete his/her program, may be charged per clock hour at the rate of tuition in effect at the time of enrollment for each additional available hour of training that elapses prior to the completion of the program.

A student who enters the College after termination will be charged at the current rate in effect at the time of desired re-entry for the courses needed to complete graduation requirements.

The circumstances relevant to each student repeating a course will be considered on an individual basis.

## EXTERNSHIP / CLINICAL REQUIREMENTS

Externship / Clinical hours may be scheduled Monday through Sunday to include evening, weekend, overnight, and day shifts. Nursing students will participate in a variety of externship / clinical experiences throughout enrollment. Each externship affiliate agency may have different requirements in order for a student to practice within their organization. These requirements may change without notice. Students are required to meet requirements as they are non-negotiable. Failure to meet requirements may result in the student being dismissed from the program. Students who fail to meet requirements will not be permitted at the externship affiliate agency resulting in a clinical absence. All requirements must remain current. All externship requirements must be met by the established deadline set by Daytona College.

## GRADUATION REQUIREMENTS

As indicated by the specific program of study, a Baccalaureate, Associate of Science degree, Associate of Occupational Studies or diploma is awarded for successful completion of the following requirements:

1. Completion of all course requirements with an overall grade average of C (2.0) or better in the student's program. B (3.0) or better for all pre-license nursing students.
2. Complete satisfaction with all tuition requirements no later than 30 days prior to the last scheduled day of class.
3. Participation in an Exit Interview with the Financial Aid Office no earlier than 30 days prior to or

30 days after the expected graduation date. Participation in the Exit activities with the Career Services Office as determined and arranged by the Career Services staff prior to the expected graduation date or start of externship.

4. Completion of all documentation required by the College.
5. Nursing students in the Associate of Science and Practical Nursing programs must pass all required components in their final semester to successfully complete the program and graduate.

### INTELLECTUAL PROPERTY POLICY and COPYRIGHT PROTECTION POLICY

All intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student in conjunction with duties or assignments, is the exclusive property of Daytona College. All work completed or submitted toward the completion of course requirements by students is the property of Daytona College.

Daytona College does not tolerate distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Offenders may be subject to civil and criminal liabilities. Any student found to use copyright material in an assignment would receive a zero on the assignment. More than one occurrence may result in dismissal from their program. Unauthorized peer-to-peer sharing, engagement in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system could result in the dismissal of an employee or student.

The reproduction right is perhaps the most important right granted by the Copyright Act. Under this right, no one other than the copyright owner may make any reproductions or copies of the work. Examples of unauthorized acts, which are prohibited under this right, include photocopying a book, copying a computer software program, using a cartoon character on a t-shirt, and incorporating a portion of another's song into a new song. It is not necessary that the entire original work be copied for an infringement of the reproduction right to occur. All that is necessary is that the copying be "substantial and material."

Students, faculty, and staff will be held accountable for failure to comply with federal copyright laws. Violation of federal copyright laws could result in the recovery of the actual damage suffered by the copyright owner as well as statutory damages of up to $150,000. For current law and specific consequences and penalties, please access **https://www. copyright.gov/title17/**

### VIDEO OR AUDIO RECORDING POLICY

A student who wishes to electronically record classes, meetings or events must obtain prior written permission from the course faculty or administrator.

### STUDENTS with DISABILITIES STATEMENT

See section on accommodation for students with disabilities on the College Webpage: www.daytonacollege.edu under consumer information or see the Director of Education.

### INTERNET USAGE

Students, faculty, staff, and guests should not expect privacy when using the College internet, network, email or communication systems. Activity may be monitored. Illegal activity will be reported to authorities. Users of the internet are to be respectful of others around them and refrain from accessing materials that may be offensive to others.

### ANTI - HAZING POLICY

Students or other people associated with school clubs, organizations, or other students are prohibited from engaging in hazing as defined in F.S. 240.1325. The Director of the College shall terminate any student found to been engaging in such activities.

### STUDENT CONDUCT

Students are expected to dress professionally in accordance with college policy and conduct themselves in a businesslike manner. The instructor and/or college official will advise any student whose conduct, attitude, dress, or work habits distract from classroom instruction. Cellular phones must be placed on vibrate to avoid class disruption. Eating and drinking are prohibited in classrooms and labs. Any form of cheating by a student will not be tolerated. Continued unsatisfactory conduct will lead to dismissal.

## SATISFACTORY PROGRESS POLICY

### FOR PROGRAMS MEASURED IN CREDIT HOURS

In order to maintain satisfactory progress at Daytona College, a student must maintain a specified grade average and proceed through the program of study at a specified minimum pace. Satisfactory progress is measured in credit hours successfully completed according to the college's academic policies at the end of each quarter/ semester of the program. Official Satisfactory Progress is identified at the completion of the course of instruction that corresponds to, but does not exceed, the Satisfactory Progress measurement points described here, which for students participating in financial aid programs corresponds to the end of each payment period. The College maintains written documentation. Satisfactory Progress is defined by the following criteria for all students, full and part-time, as well as for students who do or do not participate in any financial aid programs:

- A cumulative grade point average (CGPA) of 1.8 at the end of the first quarter or semester of the program, 2.0 for all subsequent quarters or semesters, and a 2.0 at the end of the training. Students enrolled in the nursing programs must have a CGPA of 2.0 at the end of the first semester and 3.0 for all subsequent semesters throughout the program.

- The pace of progression is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted including transfer credits that have been accepted. To finish the program within the maximum time frame, students must maintain a pace of progression of 66.67% for all programmatic course work attempted at each measurement of satisfactory progress including transfer credits.
- Maximum completion time is measured at 1.5 times the length of each program, measured in attempted credits. Attempted credits include all transferred credits and all Daytona College courses within the current program that are passed, failed, repeated or withdrawn. Students may not attempt more than 150% of the credits in their program; anything in excess of 150% of the credits will result in dismissal unless the student has successfully appealed and is working on an academic plan.
- Course incompletes have no effect on satisfactory progress. However, the student must meet specified conditions to make up the incomplete work and complete the course. The completed grade will be included the following quarter or semester in the CGPA calculation.
- Failed courses may be repeated; the passing grade from the repeated course will replace the failing grade in the CGPA calculation. The repeated grade will be included the following quarter or semester in the CGPA calculation.

### FOR PROGRAMS MEASURED IN CLOCK HOURS

In order to maintain satisfactory progress at Daytona College, a student must maintain a specified grade average and proceed through the program of study at a specified minimum pace. Satisfactory progress is measured in clock hours successfully completed according to the College's academic policies at the end of each financial aid payment period in the program. Official satisfactory progress is identified at the completion of the course of instruction that corresponds to, but does not exceed, the satisfactory progress measurement points described here, which for students participating in financial aid programs corresponds to the end of each payment period. The College maintains written documentation. Satisfactory progress is defined by the following criteria for all students, full and part-time, as well as for students who do or do not participate in any financial aid programs:

- A cumulative grade point average (CGPA) of 1.8 at the end of the first payment period of the program, 2.0 for all subsequent payment periods, and 2.0 at the end of the training.
- The pace of progression is determined by dividing the cumulative number of clock hours successfully completed by the cumulative number of clock hours attempted, including transfer hours that have been accepted. To finish the program within the maximum time frame, students must maintain a pace of progression of 66.67% for all programmatic course work attempted at each measurement of satisfactory progress, including transfer hours.
- Maximum completion time is measured at 1.5 times the length of each program, measured in attempted clock hours. Attempted clock hours include all transferred hours and all Daytona College courses within the current program that are passed, failed, repeated or withdrawn. Students may not attempt more than 150% of the hours in their program unless the student has successfully appealed and is working on an academic plan.

- Course incompletes have no effect on satisfactory progress. However, the student must meet specified conditions to make up the incomplete work and complete the course. The completed course grade will be included in the following CGPA calculation.
- Failed courses may be repeated; the passing grade from the repeated course will replace the failing grade in the CGPA calculation. The repeated course grade will be included in the following CGPA calculation.

### CONSEQUENCES FOR NOT MEETING SATISFACTORY ACADEMIC PROGRESS

If the student meets all of the above standards, the student will be considered making satisfactory academic progress. If otherwise eligible, the student will be able to continue participation in financial aid programs. If the student fails to meet one or more of the above standards, then the student will be placed on one of three SAP statuses as described below:

- **Warning status:** If the student was previously under a Satisfactory SAP status, the student's status will be moved to a WARNING status for one quarter, semester or payment period. This means that the student is being warned that he/she is not meeting SAP. If participating in financial aid programs, the status is labeled **Financial Aid Warning**. During this time, the student has one quarter, semester or payment period to correct his/her eligibility before becoming ineligible for financial aid. During this quarter/semester/payment period, the student will continue to be able to receive financial aid, if otherwise eligible. A student may be placed on Warning status without an appeal or other action by the student. If the student does not meet SAP as defined above within the specified timeframe, the student becomes ineligible for financial aid. Students not participating in financial aid programs must follow the same process for re-establishing and maintaining the satisfactory SAP status. A student may be on warning status for one quarter/semester/payment period at a time. Students may be placed on warning status multiple times during their program but not in consecutive quarters/semesters/payment periods.
- **Financial Aid Suspension:** The student has not met the conditions for SAP during the Financial Aid Warning status for one quarter, semester or payment period and who still does not meet the required SAP guidelines is placed on Financial Aid Suspension. This status is considered not eligible for financial aid. This status may be appealed.

### APPEAL PROCESS

A student who has not met the conditions for SAP during the warning status for one quarter, semester or payment period and who still does meet the required SAP guidelines may appeal his/her current status of Financial Aid Suspension, if there were unusual or extenuating circumstances that contributed to the student's failure to meet these guidelines. If the appeal is granted, the student will be placed on an SAP Probation status or on an academic plan, and, if participating in financial aid programs, will be allowed to receive financial aid for the next quarter, semester or payment period. To make the appeal, the student should follow the steps outlined on and submit the *Satisfactory Academic Progress Evaluation and Appeal Form.* All individuals granted

an appeal are normally placed on probation status for one quarter, semester or payment period in anticipation of an improved CGPA or placed on an academic plan. All appeal decisions are final.

Students will be notified in writing as to the decision regarding their appeal.

The appeal request must include a statement from the student regarding what has changed or what they will do differently that will allow them to meet SAP guidelines in the future. If a student makes more than one appeal request, each appeal must be for a different reason.

- **Probation status**: If, after a warning status is completed, and the student has not improved to a satisfactory status as described above, and participating in financial aid programs, the student has the option of appealing to be placed on probation status through the SAP appeal process. If the appeal is granted, the student will be placed on Financial Aid PROBATION (FAP) for the next quarter, semester or payment period. He/she must bring his/her SAP eligibility to Satisfactory during that time frame. If at the end of the probation period, the student is not meeting SAP, he/she becomes ineligible for financial aid. While on probation, the student is considered to be in Satisfactory Progress and may continue to receive financial aid if he/she is otherwise eligible. Students not participating in financial aid programs must follow the same process for re-establishing and maintaining the satisfactory SAP status. A student may not be on probation status for more than one consequent quarter/semester or payment period.

  **Academic Plan**: If the student participating in financial aid programs and was previously under a WARNING status and fails to meet SAP eligibility requirements during the next quarter, semester, or payment period, the student will become ineligible for financial aid. Students who did not meet the SAP conditions during their warning status may appeal this decision by following the Satisfactory Academic Progress Appeal process. If the student's academic situation is such that it would be mathematically impossible for him/her to regain SAP eligibility during the next quarter, semester or payment period as required by federal SAP guidelines, Daytona College may, at its sole discretion, place the student on a financial aid academic plan. This plan will be designed to outline steps of progress that, if followed by the student as directed, will lead to SAP eligibility being regained at a specific time in the future. If a student does not meet these progressive steps at each measurement or does not successfully progress in the plan, he/she will immediately be ineligible for financial aid. If the student successfully meets the condition of the academic plan for the specified time frame, the school may continue the plan for each subsequent quarter, semester or payment period until the student meets SAP eligibility. The student who is placed on an academic plan will be considered to be in good standing.

## REGAINING SATISFACTORY ACADEMIC PROGRESS ELIGIBILITY

- A student who is not in satisfactory progress and whose Title IV funds have been terminated must achieve a 2.0 cumulative overall grade average, complete the minimum required training remaining in the quarter or semester and be completing the appropriate credits within the maximum time frame to re-establish eligibility for Title IV funds. This includes maintaining the required SAP eligibility standards for pace of progression, 66.67%, for courses attempted and accepted transfer credits or successfully meeting the academic plan outline.

- If the student feels that these calculations are incorrect, they may contact the Director of Financial Aid or Education and ask for a formal review of eligibility.

- After the student has completed sufficient coursework to remove the assigned status, he/she must submit the *Academic evaluation or Appeal Request* form to the education office to formally request a review of his/her status.

Dismissal from Daytona College will result when the student is unable to regain SAP after all steps have been taken to assist the student with progress. The circumstances concerning a student's application for reinstatement are considered on an individual basis.

## POLICY REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The student has the right to inspect and review his or her education records within 45 days of the day the College receives a request for access. The College will provide copies of education records or otherwise make records available to the student if the student, for instance, lives outside of commuting distance of the school. The College will redact the names and other personally identifiable information about other students that may be included in the student's education records. A student should submit to the registrar, Director of Education or other appropriate officials, a written request that identifies the record(s) the student wishes to inspect. The College official will plan for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The College is allowed to disclose without the student consent education records, including personally identifiable information from those records if the College determines that there is an articulable and significant threat to the health or safety of a student or other individuals, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. A record of the threat and the information disclosed will become part of the student's record. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, parents and trained medical personnel. This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information.

5, The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-5901**

### TITLE IX STATEMENT

The Title IX of the Education Amendment of 1972 is a comprehensive federal law that states: "No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." (Title IX 1972 Education Amendments). In accordance with Title IX, Daytona College does not discriminate on the basis of sex in the operation of its educational programs and activities. This commitment to non-discrimination applies to both admission and employment in such programs

and activities. The College also prohibits retaliation against an individual who reports, submits a complaint, or who otherwise participates in good faith in any matter related to this policy. Any inquiries about the application of Title IX rules may be addressed to the Title IX Coordinator identified below or the U.S. Department of Education's Assistant Secretary of the Office of Civil Rights. Daytona College encourages individuals who believe they have been sexually harassed, assaulted, or subjected to sexual misconduct to contact the Title IX Coordinator. **The Title IX Coordinator is Tonya Wright.** She can be contacted at 386-267-0565 or twight@daytonacollege.edu. In her absence, you may contact **Pamela Kraska** at 386-267-0565 or pkraska@daytonacollege.edu.

### INSTITUTIONAL REFUND POLICY

Students who voluntarily withdraw from, or who are terminated by the college after starting class are obligated to the college for fees and charges for books and supplies and tuition in accordance with the following clauses:

1. The withdrawal date for refund computation purposes is the date of withdrawal by the student or the date the institution decides the student has withdrawn.
2. All refunds are calculated on a prorated basis up to 20% of the payment period in which the student withdraws or is terminated by the college. If a student withdraws after the 20% point of the payment period has passed, there is no refund.
3. All students who withdraw or are terminated will be charged an administrative fee equal to $100 or 10% of the tuition for the payment period, whichever is less.

Non-Title IV refunds shall be made within thirty (30) days of the date of determination that the student has withdrawn.

In the event that the institution decides to postpone a start date or cancel a scheduled start, any payments made by prospective students will be refunded within 30 days of the scheduled start date or, with the student's permission, apply to the student's account for the next available start date.

The school may accept return of unmarked /unused textbooks and unopened kits for credit within 20 days of withdrawal if items are found to be in new condition as determined by the school.

## WITHDRAWAL AND REFUND SCHEDULE

The college shall determine the date of withdrawal as described above. All prices for programs areas printed herein. There are no carrying charges, interest charges, or service charges connected to or charged with any program. Acceptance as provided above shall constitute a full and complete release of the college by the student. It is important that the student understands that the financial assistance received may not cover all obligations and therefore, the student may owe the College and/or the Department of Education money upon withdrawal or termination from a program.

## RETURN TO TITLE IV FUNDS

Title IV recipients will have a Return to Title IV Funds calculation completed upon determination of their withdrawal, to determine if any Federal funds need to be returned. Title IV funds are earned on a pro-rated basis up through 60% of each payment period, after which all Title IV funds have been earned for that payment period. Title IV funds will be returned in accordance with Federal Regulation, within forty-five (45) days of the date of determination that the student has withdrawn. In some cases, a student may be responsible to pay a portion of the refund of the Title IV funds.

Please contact the financial planning office for an explanation of academic years, payment periods, determination of withdrawal dates, and examples of refund calculations and any other information related to the return of Title IV funds.

## RE-ENTRY /RE-ADMSSION

A student who has withdrawn may request to re-enter the college, and if accepted, must follow the usual admission procedures. A student desiring re-entry must settle his/her previous account with Daytona College before readmission is considered. A student who desires re-entry will pay a $25 cash fee and will be assessed at the current rate per program as of the date of re-entry for portions of the program remaining for successful completion. Students will repeat any portion of the program that was incomplete or recommended for repetition by the college administration. Circumstances regarding a student's application for re-entry will be considered on an individual basis. **All current program admissions requirements must be met.**

The purpose of financial assistance is to aid those students in financial need that is seeking post-secondary education. A person who wishes to apply for financial assistance must meet all eligibility requirements. Application for financial assistance does not guarantee eligibility. Financial aid is available for those who qualify.

## STUDENT APPLICATION FOR FEDERAL TITLE IV FUNDS REQUIREMENTS

The applicant must:

- Must be enrolled as a student at an eligible institution in an eligible program.
- Must not be in default on a federal student loan or owe a repayment on a previously awarded federal grant.
- Meet all requirements established by the US Department of Education.
- Must meet all requirements for satisfactory progress.
- Must provide all documentation requested.

Daytona College, Ormond Beach is an eligible institution approved by the United States Department of Education for participation in the programs listed below. All Title IV Federal Financial Aid awards are based on quarter credit, semester credit or clock hours, depending on the program.

The following programs are available to students who are enrolled in programs of study at the institution that meet the minimum requirements for clock hour, quarter credit, semester credit and calendar - time length as defined by the United States Department of Education.

### FEDERAL PELL GRANT

The Federal Pell Grant program is administered by the United States Department of Education. It's a grant provided to undergraduate students based on their financial need and unlike loans, need not be repaid. Undergraduate students who meet the established qualifications enrolled in an eligible program may apply for a Federal Pell Grant. This program makes funds available to eligible students attending approved post-secondary institutions.

### WILLIAM D. FORDFEDERAL DIRECT STUDENT LOAN PROGRAM

Students who are enrolled in an eligible program may borrow loan funds to assist with educational expenses. This loan Is made directly from the United States Government. ***THIS LOAN MUST BE REPAID WHETHER OR NOT YOU COMPLETE YOUR PROGRAM OF STUDY.***

### FEDERAL SUPPLEMENTALEDUCATIONAL OPPORTUNITYGRANT

This program, also known as FSEOG, is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants and whose Expected Family Contribution (EFC) is zero. The FSEOG does not need to be repaid.

### FEDERAL WORK STUDY

This program, also known as FWS, is a campus-based program that is administered by the college. Participation in this program is based on specific eligibility requirements and involves student employment under guidance and monitoring by the college.

**ADDITIONAL SCHOLARSHIPS and GRANTS**

Florida Student Assistance Grant – A need based grant offered by the Florida Department of Education, Office of Student Financial assistance to degree- seeking students attending Daytona College who are residents of the state of Florida and meet certain eligibility requirements. Student must complete the Free Application for Student Financial Aid in order to be considered for this grant. Due to limited availability of funds in the program, not all eligible students may receive the grant.

Florida Bright Futures Scholarship Program – Scholarship program offered through the Florida Department of Education, Office of Student Financial Assistance, to eligible Florida high school graduates who have met certain academic achievements at the high school level and meet specific criteria set forth by the Florida Department of Education. Students must apply for scholarships through the state application process.

Students may also be eligible for the following scholarship or grant programs based on specific eligibility requirements: Children/Spouses of Deceased or Disabled Veterans Scholarship Program; Jose Marti Scholarship Challenge Grant Fund, Florida Association of Post-Secondary Colleges Organization and the Robert C Byrd Honors Scholarship Program

For additional information on these Florida state grants and scholarships please contact the financial planning representative or visit the states website at:
https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home

Daytona College is an approved training provider for CareerSource Brevard Flagler Volusia.

Daytona College Healthcare Associate Scholarship Program - Students may be eligible if enrolled in the Nursing, Medical Assisting, Medical Billing and Coding Associate of Science degree programs and the Coding and Billing for Medical Electronic Records Associate of Occupational Science degree program. Practical Nursing, Medical Assisting and Coding and Billing for Electronic Medical Records, diploma programs are additionally eligible.

An eligible student must provide evidence of current employment with either the Advent Health Hospital System or Halifax Health Hospital System. The students must demonstrate financial need as determined by the Financial Aid department; maintain a 3.0 cumulative GPA; and (if applicable) utilize the Direct Loan Program to cover up to the cost of tuition. No living expense loans will be accepted.

The Scholarship is applied to the student's account during the final term/quarter/semester of enrollment. The Scholarship is based on financial need, performance during the program of study, and timely completion of all requirements, such as financial obligations, requests by any

department, and exit interview requirements.

The amount and number of Scholarship programs offered by Daytona College can vary based on the number of applications and the decisions made by the Daytona College Healthcare Associate Scholarship Program committee. The Scholarship program can be suspended at any time. There would be no adverse impact for those students who were awarded the Scholarship if the Daytona College Healthcare Associate Scholarship Program was suspended. A student is eligible to receive one scholarship per enrollment.

Daytona College will submit to the National Student Loan Data System (NSLDS) all loan information taken from the Parent and Student Title IV HEA loan application.

Students are directed to complete entrance counseling and the Master Promissory Note through the student loan government website. Https://www.studentaid.gov.

A prospective student requesting financial assistance is required to attend a personal interview with the financial planning department. During this interview, the applicant is instructed to complete a Free Application for Federal Student Aid located online. The information provided on the application is used to determine an individual's eligibility for financial assistance.

All verification documents, which the financial planning department identifies, must be submitted to the financial planning office in order to remain eligible.

Once a student meets all the criteria to apply for federal aid, documents are processed and then, after the student has completed all the other requirements for enrollment, the financial aid funds are awarded and scheduled for disbursement. Students must maintain eligibility throughout each quarter or semester in order to remain eligible for aid. Satisfactory Progress is defined in this catalog. The Finance Representative is available to discuss the forms, eligibility and satisfactory progress. A student's total cost of attendance includes tuition, books, and fees, which are listed by program in the addendum.

Other items included in the total cost of attendance and which are used in determining a student's budget are Room and Board, Transportation, and Personal Expenses. Estimates of the costs associated with attending school at the present time are provided to the prospective student by the Financial Planning department. Specific figures noted on the estimates are explained fully by the Financial Planning department.

### MINIMUM CANCELLATION AND SETTLEMENT POLICY

A full refund of all payments will be made if the applicant gives notice of cancellation and requests a refund in writing within three business days of signing the enrollment agreement and has made an initial payment. After three business days, the applicant may cancel the contract by notifying the Director in writing prior to the scheduled start date of classes and receive a refund of all payments

in excess of the application fee. A full refund of all payments will be made if the applicant is rejected by the college.

Students who have not visited the college facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the college facilities and inspection of equipment. For a withdrawal to be considered official, the student must notify the College Director either in person orally or in writing of the intent to withdraw. The date the institution receives official notification will be considered the student's withdrawal date.

In the event the student does not officially withdraw, the institution will set the student's withdrawal date to be the midpoint of the quarter or semester or the last date of participation in an academically related activity. For students attending clock hour programs, the recorded last date of attendance will be used as the official withdrawal date. If the student ceases attendance from a clock hour program without notifying the school, the school will make a determination within 14 days of the last date of attendance that the student has withdrawn.

In the event that a student receives all non-passing grades in a term for a quarter or semester-based program and has not officially withdrawn, Daytona College will review the student's academic participation to determine if the student is an unofficial withdrawal.

## TUITION PAYMENT

Payments are due upon the commencement of classes; students are charged by each quarter or semester or payment period for clock hour programs. The student's full program is comprised of the total number of quarters, semesters, or clock hour payment periods. The Enrollment Agreement/Contract reflects the full prices of the program. The institution may, at its discretion, defer payment and credit the amount financed if the student applies for and receives financial aid. The College agrees that there will be no increase in tuition when the student remains in continuous training per terms of the Enrollment Agreement. See Tuition and Fee Schedule.

Registration is not complete until the application fee is received. All paperwork required from the Registrar's office must be completed and filed. The college offers convenient payment plans for students as they prepare to enter their field of work.

## STUDENT SERVICES / CAREER SERVICES

We will assist any student and graduate with prospective leads of job opportunities. Training in all programs the college offers includes guidance and information on locations of occupational outlets, marketing, networking, and interview strategies as students seek employment in their chosen field. **Daytona College does not guarantee employment or a minimum starting salary. No one is authorized by the College to make such guarantees.**

Students attending Daytona College are required to complete all paperwork as directed by the college Director and to participate in all Exit activities as determined and arranged with the career services staff prior to the expected graduation date or start of externship. Prospective employers will request training-related information about students they may consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers. **It is, therefore, the student's responsibility to maintain high personal and professional standards in each of these areas in order to enhance future career opportunities.**

## HOUSING

The college does not own or lease housing or have any specific arrangements for housing. Students requiring housing near the campus should contact the college's Admissions Office or college Director for assistance.

## ADVISING

Academic advising is made available to all students enrolled in programs at Daytona College. The staff and administration of Daytona College are available at all times to assist students facing problems, which interfere with satisfactory progress. The instructors are available by appointment for extra help and lesson review. Students in need of assistance outside the scope of the college will be referred to a community agency.

## PARKING and PERSONAL PROPERTY

Student parking is available in the designated parking lot. The college assumes no responsibility whatsoever for loss or damage to a student's personal property while on college property or for damage to any car, or loss by theft of any of its contents in, on, or adjacent to college property. The speed limit in the parking area is restricted to 5 miles per hour.

## TUTORING

Tutoring is available upon request. Please check with your instructor.

## DISMISSAL

A student will be terminated from the College when he or she has failed to comply with college policies in the following areas: Academics, conduct, cheating, or any information provided to a college administrator at the time of enrollment or thereafter, or tuition responsibilities. **A student who is dismissed by the college is obligated for tuition and fees as well as books and instructional materials in accordance with the refund policy as published in this catalog.**

## COMPLAINT PROCEDURE

The policy of Daytona College is that all student concerns should be addressed immediately. In that endeavor, this institution has an open-door policy. If a student has a concern, the first step,

that individual should consult with the instructor to resolve the issue as quickly as possible. If the concern is of a nature in which you would not feel comfortable talking with your instructor, please look to the appropriate college official. If within two days of the incident or situation the matter is not resolved, the student should then present the matter (grievance) in writing, signed by the student, to the College Director. Within one day of receipt of this document, the Director or designated official will schedule a meeting with the student to resolve the issue. All complaints must be in writing and signed by the student.

ACCSC Compliant Procedure: Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212 www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the College and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

Distance Education students, who have completed the internal institution grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL- SARA PRDEC Council. For additional information on the complaint process, please visit the FL- SARA Complaint Process page at http://www.fldoe.org/sara/complaint-process.stml. The email address is FLSARAinfo@Fldoe.org.

## VETERAN STUDENT POLICIES

The following information pertains to students attending Daytona College who are utilizing benefits due to their eligibility through the Veterans Administration. These policies are applied only to those students and do not apply to the general student population of Daytona College.

Students who may qualify for veterans' educational benefits should notify the financial aid representative at Daytona College regarding eligibility as far in advance of their scheduled class start date as possible. For the purpose of certifying Veterans Affairs (VA) benefits, students are required to submit all transcripts from previously attended institutions. Veteran students enrolled in a course in which they are eligible to receive transfer credit, will not have that course included in the total hours reported to the U.S. Department of Veterans Affairs. It is the student's responsibility to be aware of prior credit eligible for transfer. Daytona College participates in the Yellow Ribbon GE Education Enhancement Program, which is available for eligible students utilizing Chapter 33 benefits. Additional information is available from a financial aid representative.

Daytona College notifies the Department of Veterans Affairs of those students who are receiving Veterans' education benefits and whose status is academic warning. For details on standards of academic progress, refer to the policy below. Veteran students must notify the Director of Education or the Campus Director immediately upon withdrawal from school or from a course.

## CREDIT FOR PREVIOUS TRAINING

All veterans and other eligible students are required to apply for credit for previous training. Veteran students must report all previous education and training. Daytona College will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately, and tuition reduced proportionately if credit is granted for previous training. The Veterans Administration and student will be notified. See Credit for Previous Education in the College Catalog for specific details.

## ATTENDANCE POLICY

Veterans enrolled at Daytona College are required to attend at least 80% each module, quarter, or semester. The student may provide documentation for an excused absence, such as medical, legal, or family emergency. Excused absences are not included within the 8% attendance requirement. Veteran students that have less than 80% attendance will have their pay benefits terminated. Benefits may be reinstated at the end of the module, quarter, or semester if the College has determined that the student is following the attendance policy.

## SATISFACTORY PROGRESS POLICY

Veteran students falling below a "C" average in any mandatory section will be placed on academic probation for a period of thirty (30) days. Within this allotted time, they will be required to complete and pass additional assignments or exams in an effort to re-attain the passing average.

If the veteran student does not re-attain this average, the Veteran's Administration must be notified that the veteran student is determined not to be following the college's policies and VA educational benefits will be terminated.

Students on academic warning are eligible to receive Veterans' education benefits for that quarter or semester. A student who has been dismissed for failing to meet standards of academic progress may appeal for reinstatement. Those with approved appeals remain eligible for Veterans' education benefits. Students who do not successfully appeal their dismissals are dismissed and have their Veterans' benefits terminated. The VA is notified of such dismissals. If the student is dismissed a second time for failing to meet standards of academic progress, even if an appeal is approved, Veterans' education benefits will not be certified until the student is meeting the standard satisfactory progress requirements.

### REFUND POLICY

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

### LEAVE OF ABSENCE AND MAKE-UP WORK

Students approved for Veteran benefits may not be approved for a leave of absence for VA pay purposes. Make-up work cannot be certified for VA pay purposes. Academic advising is available for all Veterans by the Program Director or the Director of Education.

Members of the Armed Forces, including reserve components and National Guard may be readmitted if such members are temporarily unavailable or need to suspend enrollment by reason of serving in the Armed Forces. The College will accommodate short absences for services in the Armed Forces.

Beneficiaries are permitted to attend courses within their enrolled program, without penalty, pending VA payment.

### VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), Daytona College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® *(Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA. Daytona College <u>will not</u>:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

*G.I. Bill® Is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

### REFUND POLICY: Department of Defense (DOD) Voluntary Education Partnership Memorandum of Understanding

Recipients of the above program will have a refund calculation completed upon determination of their withdrawal, to determine if any funds need to be returned. Funds are earned on a pro- rated basis up through 60% of each payment period, after which all funds have been earned for that payment period. The funds will be returned in accordance with the following policy, within forty-five (45) days of the date of determination that the student has withdrawn.

1. Prior to class start date, 100% is refunded
2. After the class start date but before the 60% completion point, the refund is calculated on a prorated basis up through 60%.
3. After 60% completion point, no refund will be processed.

### DISTANCE EDUCATION STRUCTURE

Some programs are offered via online education, and other programs have selected courses within the degree programs, which are offered and delivered via online education. Each course enriches and enhances the learning experience with a variety of cognitive and behavioral elements included in online tutorials, guided exercises and assignments, fully interactive simulations of relevant computer applications, online direct access to program experts and instructors, real world case studies, and instructor graded assignments. Students interact with each other via course messaging, discussion, and chat forums. Program materials are shipped directly to the student's home, may be picked up at Daytona College or if available through an e-book download. The program outlines do not represent the sequence in the programs. Not all schedules/sessions are offered at all times.

Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning

achievement. Users can access Canvas on their computers or on a mobile device from the Canvas Student app. (CANVAS LMS BASICS GUIDE February 9, 2006)

Enrollment will be limited to a manageable number of students, as dictated by best practice considerations, typically 15-24 per section with a maximum of 30 students. Multiple sections may be offered to allow additional students to enroll.

### DISTANCE EDUCATION VERIFICATION OF STUDENT IDENTITY

This policy applies to all distance education courses or programs offered by Daytona College, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from a program. The purpose of this policy is to ensure that Daytona College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The HEOA requires that institutions offering distance education or correspondence courses, or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods: 1) secure login and pass code; 2) proctored examinations; and 3) new or other technologies and practices that are effective in verifying student information.

The College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Students are responsible for providing their complete and true identity information in any identification verification process. It is against Daytona College's policy for a user to give someone his or her password or to allow others to use his or her account.

Daytona College uses Canvas as its learning management system. All users of the College's learning management system are responsible for maintaining the security of logins and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

Daytona College's Student Information System provides instructors access to class rosters that include student photos associated with their name and account. The learning management system has the feature to provide live audio and video of students interacting in the course. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

Daytona College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Exceptions would include any situation that Daytona College determines is a health or emergency risk for the students and employees of the institution.

The College reserves the right to require additional authentic at ion credentials from the student at any time during their enrollment with Daytona College. Students enrolled in blended programs may be required to take proctored examinations on campus. There is no additional student fees associated with student verification.

Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to employees of the College who require immediate and necessary use of the information in order to fulfill the various academic activities of the College. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password may result in the student being subject to immediate termination from Daytona College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. There are no additional costs to the student.

The College reserves the right to require additional authentication credentials from the student at any time during their enrollment with Daytona College. Students enrolled in blended programs may be required to take proctored examinations on campus.

Each student is assigned access and a password to the LMS once the student has provided all the required information and verification. Faculty is charged with the responsibility to communicate with administration on any perceived infractions. The college may, at its discretion, change login and passwords and may request identify validation at any time during the student's enrollment.

## TECHNOLOGY REQUIREMENTS

Daytona College recommends the purchase of a Windows laptop or Mac laptop with Microsoft Office installed.

Chromebooks and many tablets will NOT meet the minimum requirements for our online courses. These include iPads, Android tablets, Windows RT tablets, and all Chromebooks.

Recommendation:

- A PC running a Microsoft Windows Operating System 10 or higher, with the latest security updates applied or Mac OS 10.6 or newer.
- Minimum 2 GHz processor and 6 GB of RAM. Recommended a modern processor (e.g. Intel Core i5 or higher)
- Screen Resolution minimum 124x600 pixels. Recommended is 1024x768 or higher for better visibility and usability.
- Monitor, camera, sound card with speakers, and microphone Software:
- Windows: Windows 10 or higher, with the latest security updates applies
- MAC: macOS 10.6 or newer
- Web Browser: Firefox, Edge, Chrome Note: Mobil browser features may be limited
- Microsoft Office
- Adobe Reader updated with latest version
- Antivirus software is recommended to protect against malware and ensure system stability
- Cookies and JavaScript must be enabled Internet Connectivity
- Minimum 1224 kbps Recommended: Broadband, DSL, fiber optic, FIOS, or cable modem for faster and more reliable access, especially for video content and live sessions.

A lockdown browser may be required for some courses.

### Internet Service Recommendations

Broadband, DSL, fiber optic, FIOS, or cable modem for faster and more reliable access, especially for video content and live sessions. is strongly recommended for a successful computing experience. Satellite Internet access is not recommended due to high latency (delay in transmission of data). The Daytona College Campus in Ormond Beach, Florida has wireless capability available for our students.

If you plan to conduct schoolwork in a public location or at work, Daytona College cannot guarantee that all applications used in various courses will work due to restrictions on public and corporate networks that are beyond our control. Hospitals in particular often have very restrictive firewalls in place that may inhibit access to online videos, web conferencing, and other similar applications that some of our course's use.

### LEARNING RESOURCE SYSTEM

Daytona College subscribes to the Library and Information Resources Network (LIRN). LIRN is an electronic library resource that offers a variety of educational content and services relevant to the programs and general education that the College offers. Our online Librarian assists students with searches and citations. All residential and distance education students have access to LIRN via the Internet.

LIRN Library & Information Resources Network

## CAREER SERVICES

Students enrolled in distance education programs or courses are required to participate in all career services activities. Students may receive assistance via e-mail, scheduled seminars, chat forums, and telephone contact.

## ADVISING

Academic advising is available to students enrolled in distance education courses via chat, e-mail or telephone conversation with the Director of Education, Instructors, Coordinators and the campus Director. Students in need of assistance outside the scope of the college will be referred to a community agency.

## TUTORING

Students requiring additional assistance during their enrollment with Daytona College are encouraged to contact their instructor or the Director of Education immediately. Tutoring will be arranged with an instructor or a peer group. Students enrolled in distance education courses must submit their request in writing to the instructor, coordinator or Director of Education.

## DELIVERY OF COURSE MATERIALS FOR DISTANCE EDUCATION STUDENTS

All necessary course materials including books will be provided to the student. Students are provided e-book codes through the Director of Education or a specified representative that will direct students to a procedure and toll-free number to sort out material delivery issues. Students will access the E- Book through the learning management system.

## ATTENDANCE POLICY

Attendance is monitored in the Learning Management System by completing any of the academic activities listed below:

1. Discussion Board: Posting comments to the discussion forum.
2. Discussion posts or chat sessions
3. Participating in live or in a recorded lecture.
4. Assignments: Submitting an assignment (either individual or group).
5. Participation in any demonstrations or labs
6. Utilizing course related tools in the LMS or any prescribed 3rd party Site
7. Quizzes/Exams: Taking a quiz or exam
8. Participation in exam/certification activities.
9. Academic communication with the instructor of the course.

Attendance becomes part of the student's permanent record. Class attendance, preparation, and participation are integral components to a student's academic success. Students are strongly encouraged to attend class and to spend an appropriate amount of time reviewing and preparing for

each class. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student's overall course performance.

**Daytona College reserves the right to make changes in the course content within any program, instructor assignments, rules, regulations, course sequence, and graduation requirements. All changes will be published.**

### PROGRAM INFORMATION

Please refer to the program descriptions for a complete listing of program objectives and outlines. Program lengths are stated in weeks of scheduled instruction. **Programming length does not include holidays or breaks.**

### ENROLLMENT

Enrollment will be limited to a manageable number of students, as directed by best practice considerations, typically 15-24 per section with a maximum of 30 students per clinic section and 50 per lecture section for on-ground class sessions. Multiple sections may be offered to allow additional students to enroll.

### CAMPUS CLASS SCHEDULE

Day and evening classes are in continuous session throughout the year. All classes are started at the discretion of the College. Days and times are subject to change. Please see catalog addendum for current listing of start dates for all programs.

### DIPLOMA and CERTIFICATE PROGRAMS (Days and times may change – Notification will be published)

**Therapeutic Massage, Diploma**
Day Program: Monday-Friday – (35 weeks) 9:00 a.m. to 2:00 p.m.

**Full Specialist with Spa Services, Diploma**
Day Program: Monday–Friday– (25 weeks) 9:00 a.m. to 2:00 p.m. Evening Program: (35 weeks)

**Barber Styling / Cosmetology Combination, Diploma**
Day Program (50 weeks): Monday - Friday 8:30 a.m. to 3:30 p.m.

**Cosmetology Program, Diploma**
Evening Program (57 weeks): Tuesday - Thursday 5:00 p.m. to 9:30 pm Saturday 8:30 am to 5:00 p.m.
Day Program (40 weeks): Monday – Friday 8:30 to 3:30 pm

**Coding and Billing for Electronic Medical Records, Diploma**
Online (45 Weeks)

**Medical Assisting Diploma**
Hybrid Program: Thursday–Friday (40 Weeks) 9:00 a.m. to 1:00 p.m. and Monday – Wednesday online. (40 weeks).

**Practical Nursing, Diploma**

Students attend day and evening, depending on the course. Classes run between 8:00 am to 10:00 pm. (72 weeks)

**Barber Styling, Diploma**

Start dates and times to be determined and published prior to enrollment (40 weeks)

**Patient Care Technician, Diploma**

Start dates and times to be determined and published prior to enrollment

## ASSOCIATE OF SCIENCE AND ASSOCIATE OF OCCUPATIONAL STUDIES

**Nursing, Associate of Science Degree Program Hybrid**

Students attend day and evening, depending on the course. Classes run between 8:00 am to 10:00 pm. General Education courses are delivered online. (21 months) Weekend clinicals may be scheduled.

**Coding and Billing for Electronic Medical Records, Associate of Occupational Studies**

Online (75 weeks)

**Medical Assisting Associate of Occupational Studies**

Hybrid program. (75 weeks)

## BACHELOR of SCIENCE in NURSING

**Nursing (RN to BSN), Bachelor of Science in Nursing Degree**

Online program

## LICENSURE, CERTIFICATION and REGISTRATION
## For PROGRAMS OFFERED AT DAYTONA COLLEGE

Daytona College does not guarantee graduates eligibility for licensure, certification or registration upon graduation due to individual circumstances. Students are responsible to check with the appropriate agencies for their individual eligibility to sit for licensure, certification, or registration.

Please note that students are required to complete all assignments, pass all examinations, and earn all quarter credits, semester credit, or clock hours in order to fulfill the program requirements and to become eligible to sit for licensure examinations.

Daytona College does not guarantee passage of any examinations. The College is not affiliated with any testing centers; therefore, the College makes no guarantees regarding their testing procedure and regulations.

### NURSING and PRACTICAL NURSING PROGRAMS

The Daytona College Nursing, AS and Practical Nursing programs prepare the graduate to sit for the NCLEX-RN and NCLEX-PN examinations. Upon successful passage of the exam, the graduate is eligible for licensure in the state of Florida.

Florida is a member of the enhanced Nurse Licensure Compact (eNLC). The eNLC allows a registered or licensed practical nurse licensed in a Compact state to practice across state lines in another Compact State without having to obtain a license in the other state. PLEASE VISIT the National Council of State Boards of Nursing (NCSBN) website (www.ncsbn.org) for a list of states that have implemented the Compact.

In order to have multistate privileges in the compact, log into your Florida MQA account and select “Multi-State Registered Nurse Application” from the drop-down menu under “Manage My License”. The application requires a $100.00 fee and updated Live scan results to be submitted no more than 90 days prior to submission of the application. Please allow up to 30 days for processing once a complete application is submitted.

Daytona College has not determined that our program meets the practice / licensure requirements for states not within the Nurse Licensure Compact. We recommend that if you plan to move to another state that you research that state’s requirements for licensure.

Students who have graduated from the Nursing AS and Practical Nursing programs are eligible to apply to sit for the NCLEX upon verification of program completion from the Director of Nursing. The Director of Nursing will submit eligible student’s names and transcript verification to the Certain demographic data of the graduate may be shared with the agency such as but not limited to name, date of birth and social security number.

**Florida Requirements for Eligibility for Licensure (Section 464.008, F.S)**

- Graduation from a Florida approved or accredited nursing education program as defined in Section 464.003, F.S.
- Name is submitted to the Florida Board of Nursing for eligibility to sit for the NCLEX
- Comply with requirements (electronic finger printing and back-ground check)
- Pass the NCLEX

**THERAPEUTIC MASSAGE**

The Daytona College Therapeutic Massage program prepares the student to sit for the Massage and Bodywork Licensing Examination (MBLEx) examination for the state of Florida.

A student who has completed the Therapeutic Massage programs may sit for Massage and Bodywork Licensing Examination (MBLEx) for massage therapists required by the Florida Board of Massage Therapy and other state recognized tests. Upon passing, students will receive their Florida State License/National Certification. A license is required in order to provide massage services to the general public for compensation in the state of Florida. Applicants who have been found guilty of or pled guilty or no contest/nolo contender to any charge other than a minor traffic offense must list each offense on the examination application. All applicants are required to have a level 2-background check. Convicted offenses on a record may disqualify the applicant from taking the examination for licensure.

Daytona College has not determined if our program meets other state requirements in the massage therapy profession in the form of state registration, state certification or state licensure. We recommend that if you plan to move to another state that you research that state's requirements for working as a massage therapist.

**COSMETOLOGY, BARBER STYLING and FULL SPECIALIST WITH SPA SERVICES PROGRAMS**

The Daytona College Cosmetology and Barber Styling program(s) prepares the graduate to sit for the Florida Cosmetology Examination and/or the Barber License Examination to be eligible for licensure in the state of Florida. A license is required in order to provide cosmetology services to the public for compensation in the state of Florida.

The Daytona College Full Specialist with Spa Services program prepares the graduates to register for a Florida Full Specialty Registration through the Department Business and Professional Regulation.

Daytona College has not determined if the Cosmetology, Barber Styling or Full Specialist with Spa Services programs meet other state requirements for licensure or registration. We recommend that if you plan to move to another state that you research that state's requirements for working in these professional fields.

## NURSING (RN to BSN) *(Via Distance Education)*

The Nursing (RN to BN) degree completion program is designed for the Registered Nurse to receive a Bachelor of Science degree in Nursing (BSN). The program prepares students for entry- level work as bachelor's prepared registered nurse in a variety of healthcare settings. The curriculum develops the student's ability to evaluate and integrate research and evidence-based practice into various healthcare environments. The graduate will function as practitioners in acute and long-term care, community settings, home care, and other non-traditional settings. The program also provides a foundation for leadership positions and graduate study. The graduate applies well-developed problem-solving skills in caring for individuals, families, communities and populations in their current or new position as a RN, BSN.

At the completion of the baccalaureate program in Nursing, the student will:

1. Analyze and provide culturally relevant assessment data in providing compassionate and holistic care to diverse populations while respecting the client's preferences, values, and needs to promote, maintain, and restore health.
2. Formulate and apply safe practice decisions utilizing evidence-based and scientific research while collaborating with interprofessional team members to incorporate compassionate, dignified, culturally competent care to patients, families, and communities in diverse settings.
3. Evaluate and provide an understanding of the influence of healthcare information and technology to educate, communicate, and deliver quality patient-centered care in collaboration with clients, families, and healthcare inter-disciplinary teams.
4. Analyze and consider the impact of health care policy, finance, disparities, and regulatory environments on the efficient use of human, physical, financial, and technological resources based on the best current evidence to support, design, implement, and evaluate outcomes to improve the quality and safety of healthcare systems.
5. Recognize competencies and skills that demonstrate professionalism while applying principles of organizational processes and resource allocation that promote responsibility and accountability for equity, patient safety, patient outcomes, and a commitment to lifelong learning, furthering professional development and personal growth.
6. Utilize management and leadership theories and concepts to demonstrate global awareness and accountability in adhering to legal and ethical standards within professional nursing.

| Course# | Course Name | Semester Credits | Course# | Course Name | Semester Credits |
|---|---|---|---|---|---|
| NUR300 | Professional Issues in Nursing | 4 | NUR310 | Legal and Ethical Aspects of Nursing | 4 |
| NUR320 | Pathophysiology for the Registered Nurse | 4 | NUR330 | Health Promotion and Assessment | 4 |
| NUR340 | Healthcare Informatics | 4 | NUR350 | Cultural Dimensions in Nursing | 4 |
| NUR400 | Research and Evidence-based Practice | 4 | NUR410 | Population-based Nursing | 4 |
| NUR420 | Policy, Finance and Quality in Nursing and Healthcare | 4 | NUR430 | Management and Leadership in Nursing | 4 |
| NUR445 | RN to BSN Capstone | 5 | | | |
| GE300 | Biology | 3 | GE320 | Statistics | 3 |
| GE340 | Humanities | 3 | GE330 | Literature | 3 |
| GE380 | Sociology | 3 | Transfer | Associate Degree in Nursing | 60 |

## NURSING, Associate of Science (Hybrid)

Daytona College's Associate of Science degree in Nursing prepares students for entry- level work as a professional nurse in a variety of healthcare settings. The curriculum includes clinical experience and theoretical instruction in medical, surgical, obstetric, psychiatric, pediatric, and geriatric nursing. Instruction and application is provided in personal, family, and community health concepts; nutrition; human growth and development; body structure and function; interpersonal relationship skills; leadership, professional role and function, and health teaching and counseling skills; mental health concepts; pharmacology and administration of medications; and legal aspects of practice. The program prepares students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The licensed graduate is qualified for entry-level employment as a Registered Nurse. The graduate can demonstrate communication and employability skills and can apply professional and appropriate ethics to all areas of the job. The Nursing program consists of 72-semester hours of instruction, lab and clinical practice. An Associate of Science degree is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

Upon completion of this program, the graduate will be able to:

1. Analyze relevant assessment data in providing compassionate and holistic care while respecting the client's preferences, values, and needs.
2. Apply safe practices in the delivery of care in a compassionate, culturally competent manner promoting dignity to all clients.
3. Use information and technology to educate and communicate a collaborative plan of care with clients, families, and health care inter-disciplinary teams through verbal and non-verbal means and through the written word.
4. Manage the efficient use of human, physical, financial, and technological resources based on best current evidence to provide effective care for clients and families in various settings across the lifespan.
5. Demonstrate accountability in adhering to legal and ethical standards within professional practice.
6. Participate in activities which promote professional development and personal growth.

| Course # | Course Name | Semester Credits | Course # | Course Name | Semester Credits |
|---|---|---|---|---|---|
| GE206 | Anatomy and Physiology with Lab | 4 | GE207 | Microbiology | 3 |
| ENC1101 | English Composition | 3 | GE208 | Growth and Development | 2 |
| GE205 | College Algebra | 3 | GE209 | Writing and Research | 3 |
| PSY2012 | General Psychology | 3 | GE211 | Anatomy and Physiology | 3 |
| | | | | | |
| NUR1000 | Fundamentals of Nursing | 8 | NUR1110 | Pharmacology for Nursing | 4 |
| NUR1200 | Medical Surgical Nursing I | 8 | NUR1250 | Maternity and Pediatric Nursing Care | 4 |
| NUR2000 | Medical Surgical Nursing II | 8 | NUR2010 | Psychiatric / Mental Health Nursing | 4 |
| NUR2100 | Nursing Concepts, Community and Geriatrics | 6 | NUR2110 | Nursing Integration | 6 |
| | | | | **TOTAL** | **72** |

**Practical Nursing, Diploma** (Residential)

Daytona College's diploma program in nursing prepares students for entry level work as a practical nurse in a variety of healthcare settings.Employment opportunities include long-term care facilities, hospitals, doctor's offices, and health maintenance organizations. Graduates of the program are eligible to take the National Council Licensure Examination for the Practical Nurses (NCLEX-PN).

Upon completion of this program, the graduate will be able to:

1. Apply the nursing process as a systematic problem-solving method to provide effective care to culturally diverse individuals, families, and groups
2. Use therapeutic nursing to achieve optimal level of health
3. Demonstrate safety and effectiveness in performance of nursing skills
4. Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation
5. Utilize ethical principles to resolve ethical dilemmas in a health care environment
6. Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the nurse practice act
7. Display responsible behaviors and a commitment to excellence in interactions with patients, families, colleagues, and employing organizations
8. Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse
9. Utilize professional values and standards as a basis for ethical nursing practice
10. Communicate effectively using interpersonal skills combined with information technology

| Course # | Course Name | Semester Credits |
|---|---|---|
| PN1000 | Anatomy and Physiology | 4.5 |
| PN1001 | Practical Nursing, I | 7 |
| PN1002 | Practical Nursing II | 9 |
| PN1003 | Practical Nursing III | 9 |
| PN1004 | Practical Nursing IV | 9 |
| PN1005 | Practical Nursing V | 9 |
| | **TOTAL** | **47.5** |

## CODING and BILLING FOR ELECTRONIC MEDICAL RECORDS. ASSOCIATE OF OCCUPATIONAL STUDIES

(distance education)

The Coding and Billing for Electronic Medical Records Associate of Occupational Studies Degree program is designed to prepare students for entry-level employment in a medical facility as a valuable member of the healthcare administrative office team. Graduates will have knowledge of medical insurance, medical billing, medical coding, billing reimbursement, electronic medical records and medical office support. The program offers a broad foundation of knowledge and skills in the areas of medical office procedures, processing insurance, billing, coding and general computer skills in industry standard software for correspondence, spreadsheets, and electronic health systems. Students learn communication skills, business math, HIPAA regulations and the science required for the healthcare team members. Advanced courses in ICD Diagnostic Coding, CPT, HCPCS II and Evaluation and Management systems are taught. The successful graduate can demonstrate various employability skills and apply appropriate ethics to all areas of the job. Possible employment opportunities may include health care facilities, independent medical insurance and coding offices, physician offices and health care systems. Graduates are eligible to sit for the Billing and Coding Specialist (CBCS) certification examination through the National Health Career Association (NHA) and the Certified Professional Coder (CPC) through the American Association of Professional Coders (AAPC). An Associate of Occupational Studies Degree is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

| Course Number | Course Name | Quarter Credits |
|---|---|---|
| MEA1238 | Medical Terminology | 6 |
| CBER110 | Electronic Coding for Systems: Nervous, Auditory, Ophthalmic and Endocrine | 6 |
| CBER120 | Electronic Coding for Systems: Digestive, Respiratory, Urinary, Reproductive | 6 |
| CBER130 | Electronic Coding for Systems: Cardiovascular, Blood, Lymphatic | 6 |
| CBER140 | Electronic Coding for Systems: Musculoskeletal and Integumentary | 6 |
| CBER150 | Electronic Medical Billing | 6 |
| CBER160 | Medical Insurance and Billing | 6 |
| AH116 | Administrative Practices | 6 |
| CBER190 | Capstone | 6 |
| CBER200 | Advanced ICD Diagnostic Coding | 6 |
| CBER210 | Advanced CPT and HCPCS II Coding | 6 |
| CBER220 | Evaluation and Management Systems | 6 |
| CBER230 | Coding Project | 1.5 |
| AGE200 | Research and Writing for the Workplace | 6 |
| AGE201 | Workplace Mathematics | 6 |
| AGE203 | Critical Thinking and Ethics for the Workplace | 6 |
| | **TOTAL** | **91.5** |

## MEDICAL ASSISTING, ASSOCIATE OF OCCUPATIONAL STUDIES (Hybrid)

The Medical Assisting, Associate of Occupational Studies degree program at Daytona College is designed to provide students with an applied general education core complemented by focused medical assisting career courses in preparation for entry-level employment in occupations involved within administrative and clinical aspects in a variety of medical settings. The courses emphasize a combination of medical theory and practical application necessary to perform the duties of a medical assistant under the direction of a doctor in private or group practices, clinics, and other medical facilities. The curriculum includes training in a variety of clinical and administrative duties to include assisting physicians and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications, collecting and processing specimens. Administrative duties may include scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; billing, coding, and insurance matters; office accounts; fees and collections. In addition, students will gain experience in a physician's office or appropriate facility by participating in an externship. The capstone course provides an opportunity for students to demonstrate their knowledge and skills from the moment the patient calls the office to settling their bill. An Associate of Occupational Studies degree is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

| Course Number | Course Name | Quarter Credits |
|---|---|---|
| AH103 | Anatomy and Physiology | 6 |
| AH116 | Administrative Practices | 6 |
| OST2461 | Medical Office Procedures | 6 |
| MEA1238 | Medical Terminology | 6 |
| MEA1206C | Clinical Procedures | 6 |
| MEA1267C | Practical / Laboratory Procedures I | 6 |
| MEA1273C | Practical / Laboratory Procedures II | 6 |
| AH125 | Externship | 6 |
| CBER150 | Electronic Medical Billing | 6 |
| CBER160 | Medical Insurance and Billing | 6 |
| CBER220 | Evaluation and Management Systems | 6 |
| MEA2000 | Medical Assisting Office Capstone | 6.5 |
| AGE200 | Research and Writing for the Workplace | 6.0 |
| AGE201 | Workplace Mathematics | 6.0 |
| AGE203 | Critical Thinking and Ethics for the Workplace | 6.0 |
| | **TOTAL** | **90.5** |

This program contains a mandatory externship. Some externship sites may require specific vaccinations. These vaccination costs will be paid by the student.

**CODING and BILLING FOR ELECTRONIC MEDICAL RECORDS. (**distance education)

The Coding and Billing for Electronic Medical Records, Diploma program is designed to prepare students for entry-level employment in a medical facility as a valuable member of the healthcare administrative office team. Graduates will have knowledge of medical insurance, medical billing, medical coding, billing reimbursement, electronic medical records and medical office support. The program offers a broad foundation of knowledge and skills in the areas of medical office procedures, processing insurance, billing, coding and general computer skills in industry standard software for correspondence, spreadsheets, and electronic health systems. Students learn communication skills, business math, HIPAA regulations and the science required for the healthcare team members. Successful graduates may work in health care facilities, independent medical insurance and coding offices, physician offices and health care systems. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

| Course Number | Course Name | Quarter Credits |
|---|---|---|
| MEA1238 | Medical Terminology | 6 |
| CBER110 | Electronic Coding for Systems: Nervous, Auditory, Ophthalmic and Endocrine | 6 |
| CBER120 | Electronic Coding for Systems: Digestive, Respiratory, Urinary, Reproductive | 6 |
| CBER130 | Electronic Coding for Systems: Cardiovascular, Blood, Lymphatic | 6 |
| CBER140 | Electronic Coding for Systems: Musculoskeletal and Integumentary | 6 |
| CBER150 | Electronic Medical Billing | 6 |
| CBER160 | Medical Insurance and Billing | 6 |
| AH116 | Administrative Practices | 6 |
| CBER190 | Capstone | 6 |
| | **TOTAL** | **54** |

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## MEDICAL ASSISTING (Hybrid)

The diploma program in Medical Assisting is designed to provide students with focused medical assisting career courses in preparation for entry- level employment in occupations involved within administrative and clinical aspects in a variety of medical settings. The sequence of courses emphasizes a combination of medical theory and practical application in courses necessary to perform the duties of a medical assistant under the direction of a doctor in private or group practices, clinics, and other medical facilities. The curriculum includes training in a variety of clinical and administrative duties to include assisting physicians and preparing patients for examinations and treatment; taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medications; collecting and processing specimens. Administrative duties may include scheduling and receiving patients; maintaining medical records; handling telephone calls; correspondence and reports; insurance matters; office accounts; fees and collections. In addition, as the capstone course of the program, students will gain experience in a physician's office or appropriate facility by participating in an externship. The diploma program in Medical Assisting consists of 48 quarter-credit hours of instruction and lab. The program is 10 months in length for online and day schedules; 12 months for evening schedule. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog. This program contains a mandatory externship component. Some externship sites may require specific vaccinations. These vaccinations will be paid by the student.

| Course Number | Course Name | Quarter Credits |
|---|---|---|
| AH103 | Anatomy and Physiology | 6 |
| AH116 | Administrative Practices | 6 |
| OST2461 | Medical Office Procedures | 6 |
| MEA1238 | Medical Terminology | 6 |
| MEA1206C | Clinical Procedures | 6 |
| MEA1267C | Practical / Laboratory Procedures I | 6 |
| MEA1273C | Practical / Laboratory Procedures II | 6 |
| AH125 | Externship | 6 |
| | **TOTAL** | **48** |

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## THERAPEUTIC MASSAGE (Residential)

Massage Therapy is widely recognized as an effective means of reducing the incidence of stress- related disorders and relieving soft-tissue pain and dysfunction. Massage Therapy is an important and respected part of the allied health and spa industries. The Therapeutic Massage program at Daytona College provides training in therapeutic massage with knowledge of the structure and function of the human body. Students receive training in allied modalities, hydrotherapy, law and ethics and the prevention of medical errors. The program prepares students for the Massage and Bodywork Licensing Examination (MBLEx). The licensed graduate is qualified for entry-level employment as a Licensed Massage Therapist. The graduate can demonstrate communication and employability skills and can apply professional and appropriate ethics to all areas of the job. The therapeutic massage program consistsof51academicquarter credithoursand720 contact hours of instruction and clinic practice. See the Financial Aid office for information regarding credit conversion and clock hours for financial aid purposes. A diploma is awarded to a student upon successful completion of all graduation requirements listed in the catalog.

| Course Number | Course Name | Quarter Credits |
|---|---|---|
| M100 | History, Western Techniques and Anatomy | 7 |
| M101 | Energetic Manipulations and Anatomy | 7 |
| M102 | Hydrotherapy, Spa, Chair and Anatomy | 7 |
| M103 | Athletics / Sports, PNT, MET and Anatomy | 6.5 |
| M104 | Neuromuscular / Myofascial, Structural and Anatomy | 7 |
| M105 | Technique and Anatomy | 8.5 |
| M106 | Statutes, Rules and Anatomy | 8 |
| | **TOTAL** | **51** |

**FULL SPECIALIST WITH SPA SERVICES** (Residential)

The Full Specialist with Spa Services program blends the essential elements of an esthetic skincare curriculum with nail technology, advanced facial procedures and spa services. The program provides valuable training in both specialties while also obtaining training in body wrapping, business practices, and skills needed to be successful in your own business or working for others. The program includes training in scientific principles and fundamentals related to the structure and function of the skin and nails. The curriculum also includes the proper procedures behind the use of skin care techniques including hair removal, waxing, basic therapeutic massage techniques, aromatherapy and make-up artistry. The student receives instruction and gains practice in all phases of nail artistry including manicuring, pedicuring and use of the chemicals and products used in the nail specialty profession. Students learn business and client development techniques and examine the rules and laws essential for the Nail and Facial Specialist in the state of Florida. The graduate can demonstrate communication skills and can apply professional and appropriate ethics to all areas of the job. The successful and registered graduate is prepared for entry-level work as a full specialist in a variety of spa settings. The Board of Cosmetology requires a Full Specialty registration after graduation. The Full Specialist with Spa Services diploma program consists of 600 clock hours of instruction.

| Course Number | Course Name | Hours |
|---|---|---|
| FSS100 | Product Protocols, Masks, Waxing and Anatomy | 120 |
| FSS101 | Electricity, Equipment, Anatomy and Nails | 120 |
| FSS102 | Chemistry, Makeup and Color Analysis, and Nails | 120 |
| FSS103 | Career, Spa Practices, Nutrition and Nails | 120 |
| FSS104 | History, Sanitation and Spa Business, and Nails | 120 |
| | **Total** | **600** |

**COSMETOLOGY** (Residential)

Students in the Cosmetology program are trained to provide personal services to clientele relating to good grooming. These services include hair cutting, shampooing and rinses, hair arranging, hair coloring, chemical waving and relaxing, hair removal, manicuring and pedicuring, facials, make-up, scalp and hair treatments, and wigs. Students in the Cosmetology program are trained in the basic skills needed to meet the competencies for the examination required by the Florida Board of Cosmetology. Students will perform services in the salon clinic and in the classroom on mannequins. Daytona College is a Pivot Point Member School, which provides a comprehensive cosmetology curriculum, delivered through a systematic step-by-step hands-on approach utilizing contemporary and innovative delivery methods. After a Cosmetology graduate passes the Florida state examination, a license is issued. The Cosmetology program prepares students for entry-level employment in the field of cosmetology. The student becomes familiar with business and sales principles, professional ethics, and psychology. Students study the Florida state laws governing the practice of cosmetology. Students become familiar with job seeking skills to prepare them for entry into the cosmetology profession. The Cosmetology Program consists of 1200 contact hours of instruction and clinic experience to enhance the skills of the student. Successful completion of all the requirements listed in this catalog results in the awarding of a Diploma.

| COURSE NUMBER | COURSE NAME | CLOCK HOURS |
|---|---|---|
| C100 | Fundamentals | 150 |
| C101 | Hair Sculpture | 150 |
| C102 | Hair Design | 150 |
| C103 | Color / Chemical | 150 |
| C104 | Texture / Hair Structure | 150 |
| C105 | Design Forum | 150 |
| C106 | Facial Techniques | 150 |
| C107 | Salon / Shop Business | 150 |
| | **Total** | **1200** |

**BARBER STYLING** (Residential)

Students in the Barber Styling program are trained to provide personal services to clientele relating to good grooming. These services include men and women's haircutting, styling, perming, coloring, hair removal, beard and mustache trimming, hairpieces, relaxing and hair straightening, scalp treatments, and shampooing. Students in the program are trained in the basic skills needed to meet the competencies for the examination required by the Florida Board of Barber Styling. Students will perform services in the salon clinic and in the classroom on mannequins. The student becomes familiar with business and sales principles, professional ethics, and psychology. Students study the Florida state laws governing the practice of barber styling. Students become familiar with job seeking skills to prepare them for entry into the workforce. After a graduate passes the Florida state examination, a license is issued, and the graduate may be employed in salons, spas and other establishments that provide barber services. The program prepares students for entry-level employment in the field of barber styling as barber stylists, and hair stylists. The Barber Styling program consists of 1200 contact hours of instruction and clinic experience to enhance the skills of the student. Successful completion of all the requirements listed in the catalog results in the awarding of a Diploma.

| Course Number | Course Name | Clock Hours |
|---|---|---|
| B100 | Fundamentals | 150 |
| B101 | Hair Sculpture / Hair Cutting | 150 |
| B102 | Hair Design | 150 |
| B103 | Color / Chemical Procedures | 150 |
| B104 | Texture / Hair Structure | 150 |
| B105 | Design Forum | 150 |
| B106 | Facial Technique and Shave | 150 |
| B107 | Salon / Shop Business | 150 |
| | **Total** | **1200** |

**BARBER STYLING / COSMETOLOGY COMBINATION** (Residential)

Students in the Barber Styling /Cosmetology program are trained to provide personal services to clientele relating to good grooming. These services include men and women's haircutting, styling, perming, coloring, hair removal, beard and mustache trimming, hairpieces, relaxing and hair straightening, scalp treatments, facials, shampooing, manicuring, pedicuring, nail extensions, and make-up. Students in the program are trained in the basic skills needed to meet the competencies for the examination required by the Florida Board of Cosmetology and the Florida Board of Barber Styling. Students will perform services in the salon clinic and in the classroom on mannequins. Daytona College is a Pivot Point Member School, which provides a comprehensive cosmetology curriculum, delivered through a systematic step-by-step hands-on approach utilizing contemporary and innovative delivery methods. The student becomes familiar with business and sales principles, professional ethics, and psychology. Students study the Florida state laws governing the practice of cosmetology and barber styling. Students become familiar with job seeking skills to prepare them for entry into workforce. After a graduate passes the Florida state examination, a license is issued, and the graduate may be employed in salons, spas and other establishments that provide barber and cosmetology services. The program prepares students for entry-level employment in the field of cosmetology and barber styling as barber stylists, cosmetologists, hairstylists, nail technicians, or make-up artists. The Barber Styling / Cosmetology Combination program consists of 1500 contact hours of instruction and clinic experience to enhance the skills of the student. Successful completion of all the requirements listed in the catalog results in the awarding of a Diploma.

| Course Number | Course Name | Clock Hours |
|---|---|---|
| C100 | Fundamentals | 150 |
| C101 | Hair Sculpture / Hair Cutting | 150 |
| C102 | Hair Design | 150 |
| C103 | Color / Chemical Procedures | 150 |
| C104 | Texture / Hair Structure | 150 |
| C105 | Design Forum | 150 |
| C106 | Facial Techniques | 150 |
| C107 | Salon / Shop Business | 150 |
| C108 | Best Practices | 150 |
| C109 | Design and Methods | 150 |
| | **Total** | **1500** |

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

### Example of Course Identifier

| Prefix | Level Code (first digit) | Century Digit (Second Digit) | Decade Digit (Third Digit) | Unit Digit (Fourth Digit) | Lab Code |
|---|---|---|---|---|---|
| ENC | 1 | 1 | 0 | 1 | |
| English Composition N | Lower (Freshmen) Level at this Institution | Freshmen Composition n | Freshman Composition n Skills | Freshmen n | No Lab Component In this course |

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101isofferedatacommunitycollege. The same course is offered at a state university as ENC2101. A student who has successfully completed ENC 1101ataFloridaCollegeSysteminstitutionisguaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again

Since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE**: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### The Course Prefix

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

### Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established

transfer date of the course in question.

C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

### Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

**Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Pamela Kraska in the Education / Compliance office or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399- 0400. Reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.**

## COURSE DESCRIPTIONS

Institutional Course Numbering System:

100 - 1999 1st year courses
200 - 2999 2nd year courses
300 – 3999 3rd year courses
400 – 4999 4th year courses

## NURSING COURSES

**NUR1000 Fundamentals of Nursing. 8.0 Semester Credits**
In this course students are introduced to the history and practice of nursing, including standards of nursing practice and concepts basic to nursing. The nursing process is emphasized in the classroom setting and application is skills lab and classroom settings. Health patterns are reviewed across the life span. Introduction to nursing assessment skills, to include health history, physical assessment techniques and common nursing skills that support basic needs are practiced throughout the course. Clinical and simulation experiences will provide an understanding of safe patient-centered, evidenced based nursing care to diverse older adults with stable, acute, and chronic health alterations. **Prerequisite: All General Education Requirements**

**NUR1110 Pharmacology for Nursing. 4.0 Semester Credits**
This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of clients receiving pharmacotherapeutics. The knowledge and skills required for safe, effective administration of medication is an integral part of this course. **Prerequisite: All General Education Requirements**

**NUR1200 Medical Surgical Nursing I. 8.0 Semester Credits**
This course introduces the student to theoretical and conceptual foundations in medical-surgical nursing. The student is presented opportunities to use assessment skills in the development and application of critical thinking as health alterations are examined and analyzed. The student continues to build counseling and health teaching skills. Concepts specific to oxygenation, metabolism, mobility, bowel and bladder elimination, and sensation are the content specific for this course. Clinical focus is on the utilization of the nursing process and caring for acute care patients. The emphasis will be on periodization, decision making, time management and critical thinking. The focus will be on nursing care of clients with medical and surgical issues and home health requirements. P**rerequisite: All General Education Requirements, NUR1000, NUR1110**

**NUR1250 Maternity & Pediatric Nursing Care. 4.0 Semester Credits**
Maternity Nursing is designed to provide theoretical instruction and clinical application in obstetrics and pediatric care. The course is family-centered and utilizes the nursing process to meet the needs of the childbearing family. **Prerequisite: All General Education Requirements, NUR1000, NUR1110**

**NUR2000 Medical Surgical Nursing II. 8.0 Semester Credits**
This course is a continuation of the basic introduction to concepts of Medical Surgical Nursing I. Disease alterations continue to be examined within a theoretical and conceptual framework. Students are introduced to health alterations related to concepts of tissue perfusion, protection, mobility, sensation/cognition, digestion/nutrition, elimination/excretion and emergency/disaster care. The student continues to build counseling and health teaching skills. Teaching strategies include lecture, case studies, interactive activities, and use of the nursing process to encourage critical thinking skills. **Prerequisite: All General Education Requirements, NUR1000, NUR1110, NUR1200**

**NUR2010 Psychiatric / Mental Health Nursing 4.0 Semester Credits**
Clinical and theoretical instruction is provided as the conceptual foundations in mental health nursing. Mental health concepts are studied, and the nursing process is used to encourage steps in the critical thinking process as the student examines adaptive responses to psychobiological disorders and psychiatric emergencies along the health-illness continuum. Therapeutic communication and strategies are emphasized. **Prerequisite: All General Education Requirements, NUR1000, NUR1110**

**NUR2100 Nursing Concepts, Community & Geriatrics. 6.0 Semester Credits**
This course reinforces critical thinking items for adult clients in community and geriatric care settings. Theoretical instruction and clinical application in personal, family and community health concepts are provided as a foundation for the nurse. Students will also participate in skills and virtual laboratory experiences as well as clinical practicum. **All General Education Requirements, NUR1000, NUR1110, NUR1200, NUR1250, NUR2000, NUR2010**

**NUR2110 Nursing Integration. 6.0 Semester Credits**
This cap stone course synthesizes content from previous learning experiences and allows the student opportunity to remediate areas of weakness and prepare for entry to practice. Leadership skills for the Registered Nurse are discussed. Focus will be on ensuring the student is prepared to assume the role of the entry level graduate. Classroom content will include preparation to sit for the NCLEX-RN licensure exam. **Prerequisite: All General Education Requirements, NUR1000, NUR1110, NUR1200, NUR1250, NUR2000, NUR2010**

**NUR300 Professional Issues in Nursing 4 Semester Credits**
This course provides a transition for professional nurses as they begin their studies to achieve a Bachelor of Science in nursing degree. The course presents qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, and advanced practice roles. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR310 Legal & Ethical Aspects of Nursing 4 Semester Credits**
This course examines legal and ethical responsibilities to the professional nurse. The course includes an historical perspective of the role of a nurse. Emphasis is placed on identifying workplace and personal stressors, identifying coping abilities, and developing strategies for success regarding ethical issues. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR320 Pathophysiology for the Registered Nurse 4 Semester Credits**
This course provides a study of physiologic functioning and alterations in physiologic response of body systems as well as changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR330 Health Promotion and Assessment 4 Semester Credits**
The course explores the concepts and application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. All aspects of conducting a head-to-toe assessment across the lifespan are presented in the course While focusing on the methodology critical to developing a plan of care for clients, students will learn the rationale and techniques for utilizing specific assessment tools, analysis of assessment data, selection of lifespan appropriate interventions, implementation of interventions, and measurement of resulting outcomes and culture on the health of the client. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR340 Healthcare Informatics 4 Semester Credits**
This course focuses on the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, technology, and impact of informatics to the promotion of nursing professionalism in patient care and safety. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR350 Cultural Dimensions in Nursing 4 Semester Credits**
This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of evidence based cultural issues affecting professional nursing practice. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR400 Research & Evidence-based Practice 4 Semester Credits**
The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence- based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They will also learn about population sampling, data collection tools, and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence- based practice. **Prerequisite: Statistics**

**NUR410 Population-based Nursing 4 Semester Credits**
This course focuses on analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance and application of health promotion concepts and prevention across the lifespan, vulnerable populations, global health, and evidence based cultural considerations, and the role of nursing in disaster settings. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR420 Policy, Finance and Quality in Nursing and Healthcare 4 Semester Credits**
This course addresses issues in health status of the population and access to care, the organization of care delivery systems, the financing and economics of health care, and healthcare reform. In addition, students explore how to influence policy change in the workplace, evaluate quality initiatives, and the role of government, and professional organizations. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR430 Management and Leadership in Nursing 4 Semester Credits**
This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork, communication, the change process, and evidence-based practice. This course will also cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing. **Prerequisite: Admission to the Nursing, RN to BSN program.**

**NUR445 RN to BSN Capstone 5 Semester Credits**
This Capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen

evidence-based project that is related to an area of interest in nursing and health care. **Prerequisites: All Nursing Core Courses**

**PN1000 Anatomy and Physiology. 4.5 Semester Credits**
The course examines the structure and function of the human body systems as well as physiology and terminology associated with each. Students participate in lab exercises. **Co- requisite: PN1001**

**PN1001 Practical Nursing I. 7.0 Semester Credits**
Students are introduced to the history and practice of nursing, including standards of nursing practice, concepts basic to nursing, and principle of pharmacology. The nursing process is emphasized in the classroom setting and application in skills lab. Health patterns are reviewed across the life span. Introduction to nursing assessment skills, to include health history, physical assessment techniques and common nursing skills that support basic needs are practiced throughout the course. Laboratory and simulation experiences will provide an understanding of safe patient-centered, evidence-based nursing care to diverse older adults. **Co-requisite: PN1000**

**PN1002 Practical Nursing II. 9.0 Semester Credits**
This course continues to examine the nursing process, foundational concepts of nursing care, and the safe administration of medications to patients across the life span. Theoretical and conceptual foundations in mental health nursing are presented. The student is presented with opportunities to develop competencies necessary in the development of psychomotor skills and the application of critical thinking skills to promote physical and mental health and address health alternatives. Therapeutic communication and strategies are emphasized. **Prerequisite: PN1001 and PN1000**

**PN1003 Practical Nursing III. 9.0 Semester Credits**
This course provides opportunities for practical nursing students to gain knowledge in medical-surgical nursing. The focus is on adult clients with an emphasis on the older adult with chronic illnesses in a variety of health care settings. **Prerequisite:PN1002**

**PN1004 Practical Nursing IV. 9.0 Semester Credits**
This course continues to develop advanced knowledge and skills in medical-surgical nursing and introduces students to maternal and child health. An integrative, family-centered approach to the care of childbearing women, newborns, and children. The nursing process will be applied for clients across the lifespan in acute/long-term care and community health settings. **Prerequisite: PN1003**

**PN1005 Practical Nursing V. 9.0 Semester Credits**
This course looks at the care of adult clients with complex health issues in community-based settings through risk reduction, health maintenance, and promotion of high- level wellness to individuals,

families and groups along the health continuum. Leadership and management skills for the practical nurse are studied and practiced. Emphasis is placed on critical thinking skills within the practice of nursing and the preparation for the NCELX. **Prerequisite: PN1004**

## THERAPEUTIC MASSAGE COURSES

**M100 History, Western Techniques and Anatomy. 7.0 Quarter Credits**
This course introduces Western techniques including stone massage, Alexander techniques, polarity, Thai massage, cranial-sacral and lymphatic drainage. The integumentary and endocrine systems are examined along with the associated pathology. History of massage, regulations, laws and legal implementations are also discussed. Students work in the clinic with focus on communication, proper technique, therapist care, body mechanics, clinic draping and positioning. **Prerequisite: None**

**M101 Energetic Manipulations and Anatomy. 7.0 Quarter Credits**
This course introduces traditional Chinese medicine, Ayurveda and Shiatsu. The nervous system is examined along with the associated pathology. Students work in the clinic with focus on communication, proper technique, therapist care, body mechanics, clinic draping and positioning. **Prerequisite: None**

**M102 Hydrotherapy, Spa, Chair and Anatomy. 7.0 Quarter Credits**
Students gain an understanding of the history, purpose and application of water used in massage therapy. Steam baths, hot and cold packs are discussed for proper use of temperature and application. Chair massage is introduced, reviewed and practiced. The circulatory and lymphatic systems are examined along with the associated pathology. Students work in the clinic with focus on communication, proper technique, therapist care, body mechanics, clinic draping and positioning. **Prerequisite: None**

**M103 Athletic/Sports, PNT, MET and Anatomy. 6.5 Quarter Credits**
Students study and practice techniques in athletic and sports massage and learn to improve flexibility and restore muscle strength through proprioceptive neuromuscular facilitation (PNF) and muscle energy techniques (MET). The respiratory, digestive, and excretory systems are examined along with the associated pathology. Students work in the clinic with focus on communication, proper technique, therapist care, body mechanics, clinic draping and positioning. **Prerequisite: None**

**M104 Neuromuscular / Myofascial, Structural and Anatomy. 7.0 Quarter Credits**
Students examine the role of massage therapists as a health care member in the area of structural integration with special emphasis on the neuromuscular and myofascial systems. The senses and pharmacology for massage therapy are examined and discussed. Students work in the clinic with

focus on communication, proper technique, therapist care, body mechanics, clinic draping and positioning. **Prerequisite: None**

**M105 Technique and Anatomy. 8.5 Quarter Credits**
This course provides an introduction and review to the basic study of various massage therapies that relate to the maintenance of physical, mental, and emotional health. The mechanism of disease, cells and tissues and the directional anatomy and physiology are studied. Students gain an understanding of the legal aspects of AIDS and how HIV relates to the health care professional. Students gain medical terminology vocabulary through the definition, pronunciation and spelling of course related terms. Students work in the clinic with focus on communication, proper technique. **Prerequisite: None**

**M106 Statutes, Rules and Anatomy. 8.0 Quarter Credits**
The massage therapy student examines the Florida Massage Practice Act requirements and the Board of Massage Therapy rules for licensure and practice in the state of Florida. This course additionally includes two hours of medical error prevention that informs the therapist of the possible ways in which medical errors occur in healthcare. The musculo-skeletal system with the associated pathology is examined and discussed. Students work in the clinic with focus on communication, proper techniques. **Prerequisite: None**

**M107 Integration**
This course is for returning students who have completed all courses but need to complete contact hours for graduation.

## ALLIED HEALTH COURSES

**OST2461 Medical Office Procedures. 6.0 Quarter Credits**
This course provides a broad understanding and knowledge of the procedures and skills utilized in the medical office or clinic. Students will learn about medical records, legal and ethical issues, banking, collecting methods, records management, client education, and management skills. The assignments will be focused on building patient files, generating reports, and posting entries. Students will also begin to understand how medial coding relates to insurance billing and reimbursement. **Prerequisite: None**

**AH103 Anatomy and Physiology. 6.0 Quarter Credits**
The student gains a basic understanding of the organization of the human body with emphasis on the clinical and pathological conditions of all body systems. This course provides a basic understanding of the organization of the human body with emphasis on the clinical and pathological

conditions of all body systems. Emphasis is placed on medical terminology and vocabulary in order to communicate with members of the medical profession. **Prerequisite: None**

**MEA1238 Medical Terminology. 6.0 Quarter Credits**
Students are introduced to medical terminology by defining the prefix, word, root, suffix and vowel combinations. Students will gain a broad understanding of medical terminology and be prepared to communicate effectively with members of the medical and health care field through writing and speaking. **Prerequisite: None**

**MEA1206C Clinical Procedures. 6.0 Quarter Credits**
This course introduces the skills and knowledge a medical assistant will need to assist health care practitioners in a clinical practice. Students will study patient care and preparation for examinations, procedures, treatments, vital signs and measurements, assistance with minor surgical procedures, electrocardiography, pharmacology principles and medical emergency applications. Aseptic techniques and safety practices for the clinic settings are emphasized. **Prerequisite: None**

**MEA1267C Practical/Laboratory Procedures I. 6.0 Quarter Credits**
The student is introduced to clinical blood chemistry, concepts in pharmacology, laboratory equipment and basic diagnostic testing. Students work collaboratively learning blood collection techniques through phlebotomy and capillary puncture as well as several methods of urine collection. Students process serum and urine for diagnostic testing. Topics include normal and abnormal chemistry and urine results and their implications. Students employ critical thinking techniques in drug classifications, dosage calculations and medication administration. **Prerequisite: None**

**MEA1273C Practical/Laboratory Procedures II. 6.0 Quarter Credits**
The student is introduced to the origin and morphology of blood cells. Topics include normal and abnormal functions of blood cells, proper collection of venous and capillary blood and various blood diseases. Students explore concepts of microbiology and the chain of infection. Related pharmacology is introduced. **Prerequisite: None**

**AH116 Administrative Practices. 6 Quarter Credits**
This course presents the use of an integrated medical practice management system in a medical office setting. Students first learn the conceptual framework both appointment scheduling and for medical billing. Then by working through exercises of increasing difficulty that simulate use of a PM/EHR, students develop transferable skills needed to manage the required software tasks across the total patient encounter. **Prerequisite: None**

**CTS1208C Basic Office / Computer Applications. 6.5 Quarter Credits**
This course introduces students to Microsoft Word, Microsoft Excel, and Microsoft Outlook.

Students learn the advanced functionality of Outlook, including personal management and collaboration software and the use of features such as contacts, calendar, and e-mail. The course provides a comprehensive view for beginners and stresses computer literacy in the office. **Prerequisite: None**

**AH125 Externship. 6.0 Quarter Credits**

The 160-hour externship consists of clinical and administrative experiences appropriate for entry- level medical assistants in a medical office. The student may gain practice in any of the following areas: reception, appointments, insurance, charting and filing, as well as practical application of vital signs, venipuncture, patient teaching, injections, and assisting the doctor with patients' questions and concerns. The student will participate in the Externship program according to the guidelines and direction provided by the college. **Prerequisite: Completion of all medical assisting core courses**

**CBER110 Electronic Coding for Systems: Nervous, Auditory, Ophthalmic and Endocrine. 6.0 quarter credits**

Students combine their knowledge of medical terminology and apply it to human anatomy for the nervous, auditory, ophthalmic and endocrine systems. The systems and related pathology are discussed and applied in coding situations. Accurate coding procedures and techniques for each system is discussed and practiced. ICD-10-CM, CPT-4 and HCPCS are discussed and utilized in coding assignments. **Prerequisite: None**

**CBER120 Electronic Coding for Systems: Digestive, Respiratory, Urinary, Reproductive. 6.0 quarter credits**

Students combine their knowledge of medical terminology and apply it to human anatomy for the digestive, respiratory, urinary, and reproductive systems. The systems and related pathology are discussed and applied in coding situations. Accurate coding procedures and techniques for each system is discussed and practiced. ICD-10-CM, CPT4 and HCPCS are discussed and utilized in coding assignments. **Prerequisite: None**

**CBER130 Electronic Coding for Systems: Cardiovascular, Blood, and Lymphatic. 6.0 quarter credits**

Students combine their knowledge of medical terminology and apply it to human anatomy for the cardiovascular, blood and lymphatic systems. The systems and related pathology are discussed and applied in coding situations. Accurate coding procedures and techniques for each system is discussed and practiced. ICD-10-CM, CPT4 and HCPCS are discussed and utilized in coding assignments. **Prerequisite: None**

**CBER140 Electronic Coding for Systems: Musculoskeletal and Integumentary. 6.0 quarter credits**

Students combine their knowledge of medical terminology and apply it to human anatomy for the musculoskeletal and integumentary systems. The systems and related pathology are

discussed and applied in coding situations. Accurate coding procedures and techniques for each system is discussed and practiced. ICD-10-CM, CPT4 and HCPCS are discussed and utilized in coding assignments. **Prerequisite: None**

**CBER150 Billing and Insurance. 6.0 quarter credits**
This course focuses on health insurance and reimbursement, billing procedures used for physicians' charges, accounts receivable, and payable tasks. Medicare regulations for reimbursement will be discussed. Accurately processing health insurance claims and billing procedures are studied in this course. Accurately post charges, payments and adjustments to a patient account will be practiced. Basic office functions and procedures will be practiced with an emphasis on ethics, professionalism and customer service. **Prerequisite: None**

**CBER160 Medical Insurance and Billing 6.0 quarter credits**
Students gain knowledge and practice in all aspects of medical billing and coding, including the submissions, tracing, compiling and transmission of claims. Emphasis is placed on Medicare, Medicaid, TRICARE, CHAMPVA, Workers' Compensation, Managed Care, and disability/automotive insurance. **Prerequisite: None**

**CBER190 Capstone. 6.0 quarter credits**
Students will apply the practical knowledge learned within the program. The student will demonstrate knowledge and skills in insurance billing, reimbursement, general office procedures and coding. Emphasis is placed on accuracy and electronic application and preparation to sit for the certification examination. **Prerequisite: CBER001, MEA1238, CBER110, CBR120, CBER130, CBER140, CBER150**

**CBER200 Advanced ICD Diagnostic Coding. 6.0 quarter credits**
This course is focused on the advanced application of the ICD-10-CM classification systems. Application-based assignments will be utilized to allow students to demonstrate advanced knowledge of coding conventions, coding principles, and official coding guidelines. Students will use relevant patient information from case studies to assign codes to diagnosis statements and generate physician queries. Coding characteristics, conventions, and guidelines will be applied in identifying and accurately assigning codes to diseases and conditions. Students prepare for the CPC examination as part of this course. **Prerequisites: CBER190**

**CBER210 Advanced CPT and HCPCS II Coding. 6.0 quarter credits**
This course is focused on the advanced application of CPT and HCPCS II classification systems. Application based assignments will be utilized to allow students to demonstrate advanced knowledge of coding conventions, coding principles and official coding guidelines. Students will use relevant patient information from case studies to assign codes to diagnosis/procedures statements and generate physician queries. Coding characteristics, conventions, and guidelines will be applied in identifying and accurately assigning codes to diseases, conditions, and

procedures. Students prepare for the CPC examination as part of this course. **Prerequisites: CBER190**

**CBER220 Evaluation and Management Systems. 6.0 quarter credits**
This course involves the study of the evaluation and management services (E/M) clinical classification system for physician/patient encounters. The use and maintenance of electronic applications and work processes supporting classification and coding are discussed. Topics include the assignment of E/M codes based on physician and outpatient encounters, the interpretation of relevant regulations and coding guidelines, and the validation of coding accuracy by comparison with the health record. A working knowledge of E/M coding will be obtained to ensure optimal compliance with current rules and regulations. Students prepare for the CPC examination as part of this course. **Prerequisites: CBER190**

**CBER230 Coding Project 1.5 quarter credits**
Students will apply the practical knowledge learned within occupational degree program. The student will demonstrate knowledge and skills in insurance billing, reimbursement, general office procedures and coding. Emphasis is placed on accuracy and electronic application and preparation to sit for the certification examination. **Prerequisites: All core courses**

**AH120 Medical Insurance Billing and Claims Coding 7.0 Quarter Credits**
An introduction to the major nationwide medical insurance programs, diagnostic and procedural coding systems, and the filing of claim forms. Accurately processing health insurance claims and billing procedures are studied in this course, Abstract patient records and other source documents to accurately code all diagnoses, procedures, and services using ICD-9 CM for diagnoses and CPT codes. Research and apply knowledge of insurance rules and regulations for major insurance programs. Operate the office bookkeeping system properly. Accurately post charges, payments, and adjustments to patient accounts. Review all insurance payments and explanation of benefits forms. **Prerequisite: None**

## FULL SPECIALIST WITH SPA SERVICES COURSES

**FSS100 Product Protocols, Mask, Waxing and Anatomy. 120 Clock Hours**

This course will focus on the anatomy and physiology of the skin, mask therapy, effective hair removal and eyebrow shaping. An introduction and review of basic skin care protocols and fundamental theory and skills for the skincare professional will be covered in class and clinic. Students will use the appropriate tools and equipment in class and clinics on fellow students and clients. **Prerequisite: None**

**FSS101 Electricity, Equipment, Anatomy, and Nails. 120 Clock Hours**

This course will focus on the anatomy and physiology of the major body systems, the use of lamps, light therapy and the study of electricity in the context of how equipment is deployed in basic skincare, nail care and in more advanced medically related practice. An introduction and review of basic skin care and nail protocols and fundamental theory and skills for the nail and skincare professional will be covered in class and clinic. Students will use the appropriate tools and equipment on fellow students and clients **Prerequisite: None**

**FSS102 Chemistry, Makeup, Color Analysis and Nails. 120 Clock Hours**

This course will focus on product identity, organic chemistry, terminology, active and inactive ingredients, formulations, ingredients, and an understanding of product components and ingredient lists. Students will gain knowledge of cosmetics and how to add effective make-up protocols to the esthetician's practice. Students will use the appropriate tools and equipment on fellow students and clients in skincare and nail services. **Prerequisite: None**

**FSS103 Career, Spa Practices, Nutrition and Nails. 120 Clock Hours**

This course will focus on spa therapies such as aromatherapy, body wrapping, hydrotherapy, and stone massage. Proper nutrition will be discussed and contrasted to various skin conditions. An introduction and review of basic skin care and nail protocols and fundamental theory and skills for the skincare and nail professional will be covered in class and clinic. Students will use the appropriate tools and equipment on fellow students and clients in skincare and nail services. **Prerequisite: None**

**FSS104 History, Sanitation and Spa Business and Nails. 120 Clock Hours**

This course will focus on the best business practices and the use of suggestive selling in the skincare and nail industry. An introduction and review of basic skin care and nail protocols and fundamental theory and skills for the skincare and nail professional will be covered in class and clinic. The history and career options of the skincare professional will be discussed and examined while developing a resume and refining job search techniques. Students will study the Florida Board

of Cosmetology rules and regulations and how they relate to safe sanitation practices and knowledge of microbiology and the growth and reproduction of bacteria. **Prerequisite: None**

**FSS105 Integration**
This course is for returning students that have completed all course requirements but need to complete contact hour requirements.

## BARBER STYLING and COSMETOLOGY COURSES

**B100 Fundamentals. 150 Clock Hours**
This course explores the history of barbering and profession. Students use barber tools and equipment while studying chemistry behind chemicals. Florida law, rules and regulations are examined with emphasis on compliance. Students learn the basic procedures for shampooing. **Prerequisite: None**

**B101 Hair Sculpture / Hair Cutting. 150 Clock Hours**
This course introduces barber students to the proper hair cutting techniques that include taper cuts, freehand, shear over comb, clipper over comb, and style cuts. Men's hair replacement, beard and mustache trimming are discussed and practiced. **Prerequisite: None**

**B102 Hair Design. 150 Clock Hours**
The properties and disorders of the skin are examined. Students learn the structures and treatment of the hair and scalp, facial massage and skin types. Practical application of facial treatments and the use of products are performed under the supervision of the clinic instructor. **Prerequisite: None**

**B103 Color/Chemical Procedures. 150 Clock Hours**
Students learn the theory behind color including the formulation, lightening, depositing and correcting. Emphasis is placed on the difference between temporary, semi/demi permanent and oxidative colors, and working within the level system. The art of designing with color using color repetition and traditional and trend color designs are presented and practiced. **Prerequisite: None**

**B104 Texture / Hair Structure. 150 Clock Hours**
Students learn the effects of chemical texture services on hair. Practical applications of a permanent wave, curls, and hair relaxing are performed while analyzing hair and scalp. **Prerequisite: None**

**B105 Design Forum. 150 Clock Hours**
Students learn and practice basic women's haircuts and techniques in texturing, styling, blow-dry,

thermal curling and straightening. **Prerequisite: None**

**B106 Facial Techniques and Shave. 150 Clock Hours**

The properties and disorders of the skin are examined. Students learn the structures and treatment of the hair and scalp, facial massage and skin types. Practical application of facial treatments and the use of products are performed under the supervision of the clinic instructor. **Prerequisite: None**

**B107 Salon / Shop Business. 150 Clock Hours**

This course guides students towards character development, interpersonal relationships, professional communication, career planning, and staff management. Florida law, rules and regulations are covered as well as preparing a resume, selecting business cards, preparing for job interview, and barbershop management. Emphasis is placed on the barber career with the preparation of career transition and state board testing. **Prerequisite: None**

**C100 Fundamentals. 150 Clock Hours**

This course provides the fundamentals for the cosmetology program and the basic theory needed to begin the cosmetology journey. Students will learn about salon ecology, the chemistry behind the chemicals used in salons today, proper sanitization and sterilization procedures, infection control and trichology. Emphasis is placed on Pivot Point's Design Decisions, which lead into the basics of solid hair sculptures, color retouches, basic permanent wraps, basic facials, roller-sets, scalp treatments and manicuring and pedicuring. Florida Law, rules, and Regulations are introduced. **Prerequisite: None**

**C101 Hair Sculpture / Hair Cutting. 150 Clock Hours**

A course offering instruction in sculpting women's and men's hair from straight to curly. Tools such as shears, taper shears, razors and clippers are utilized. Mannequins with detachable caps are used to learn the practical elements of sculpture. Content within this course includes Pivot Point's Four Basic Forms of Solid, Graduate, Increase Layer, and Uniform as well as men's sculpting techniques. Students will learn the Seven Sculpting Procedures needed for a successful haircut. **Prerequisite: None**

**C102 Hair Design. 150 Clock Hours**

This course provides instruction in methods of styling, from the past to the present. Students will learn the art of pin curls, finger waving, roller sets and curling iron techniques while making waves, smoothing with the flat iron and performing a blowout. Emphasis is placed on long hair design that includes bridal styles, prom looks and classic styles. **Prerequisite: None**

**C103 Color / Chemical Procedures. 150 Clock Hours**

Students learn the theory behind color including the formulation, lightening, depositing and correcting. Emphasis is placed on the difference between temporary, semi/demi permanent

and oxidative colors, and working within the level system. The art of designing with color using the methods of foiling, cap highlighting baliage, color repetition, and traditional and trend color designs are presented and practiced. **Prerequisite: None**

**C104 Texture / Hair Structure. 150 Clock Hours**

The resurgence of texture services in the salon industry places extra emphasis on this course. Skills include adding curls, reducing curls, straightening hair while learning chemistry and the decisions regarding texture services. Focus will be placed on the practical application of relaxers, perms, curl reformers, re- texturizers, and Keratin. **Prerequisite: None**

**C105 Design Forum. 150 Clock Hours**

This course offers the student the creativity of making design decisions in the areas of hair sculpture, color, texture, and avant-garde hair designs. An introduction to hair extensions and wiggery are presented. Students also study diseases and disorders of the nails and practice artificial nails and spa level manicures and pedicures. **Prerequisite: None**

**C106Facial Techniques. 150 Clock Hours**

This course provides skills and knowledge that will allow the cosmetology professional to maximize their profession. The introduction of anatomy and physiology with emphasis placed on cells and tissues of the skin is studied in conjunction with the muscles of the face. Students learn how to give a facial, provide facial waxing services and use their creativity in applying makeup artistry for day, night and fantasy make-up applications. The concept of electricity as it pertains to skin services and make-up product knowledge is also covered. **Prerequisite: None**

**C107 Salon / Shop Business. 150 Clock Hours**

This course guides students toward character development, interpersonal relationships, professional communication, career planning, and self-management. Strategies to attract clients, how to monitor and measure performance as well as creating relationships with clients are presented. These 5 weeks have finalized the structure of the cosmetology career with the preparation of career transition and state board testing. Florida Law, Rules and Regulations are covered as well as preparing a resume, selecting business cards and preparing for job interviews. **Prerequisite: None**

**C108 Best Practices. 150 Clock Hours**

In this course students study diseases and disorders of the nails and practice applying knowledge and skills in application of artificial nails and spa level manicures and pedicures. Additionally, hair extensions and wiggery are presented. **Prerequisite: None**

**C109 Design and Methods. 150 Clock Hours**

Students study the designs and methods of hair cuttery while practicing in the student salon.

**C110 Integration**
This course is for students that have completed all course requirements but need to complete contact hours for graduation requirements.

## GENERAL EDUCATION COURSES

**ENC1101 English Composition. 3.0 Semester Credits / 4.5 quarter credits**
Principles of English composition are introduced and applied. Students develop clear and effective writing skills through the application of proper grammatical usage, paragraph development, and essay writing assignments. **Prerequisite: None**

**GE202 Effective Communications. 5 Quarter Credits**
Communication skills are developed through the use of effective listening, speaking, and writing skills. The student will develop the ability to speak clearly and effectively by learning to plan, compose and deliver ideas. Emphasis is on the global aspects of communication. **Prerequisite: None**

**GE204 College Math. 5 Quarter Credits**
This course is designed to develop mathematical and computational skills needed by college students and aids students in making the transition from computational to application mathematics. The student gains practice in mathematical calculations including percent, ratio, proportion, measurement, evaluation of numerical expressions, and using charts, tables and graphs to solve problems. Emphasis is on solving for the unknown to help students become comfortable using variables to represent numbers. **Prerequisite: None**

**GE206 Anatomy and Physiology with Lab. 4.0 Semester Credits**
The course examines the structure and function of the human body systems as well as cytology, histology and terminology associated with each. Students participate in lab exercises. **Prerequisite: None**

**GE207 Microbiology. 3.0 Semester Credits**
This course is designed to provide the student with an overall understanding of basic microbiology through lecture and lab. Infection control, disease processes and the body's defenses against them utilizing the appropriate terminology associated with each concentration area. **Prerequisite: None**

**GE205 College Algebra. 3.0 Semester Credits**
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, inequalities, and reciprocal functions.

**Prerequisite: None**

**GE208 Growth and Development. 2.0 Semester Credits**
This course focuses on human growth and development throughout the life span. Awareness and effective communication and problem-solving skills involved in human interactions are discussed. The psychological principles of adjustment, emotional functioning, effective relations, and personal happiness are discussed in order to experience greater interpersonal integrity and self-esteem. **Prerequisite: None**

**GE209 Research and Writing. 3 Semester Credits**
This course is designed to continue developing skills for critical thinking, the writing process, and navigating rhetorical situations with the addition of inquiry based on research, synthesis and argument. This course emphasizes interpretation and evaluation and incorporates a variety of advanced research methods. **Prerequisite: None**

**GE211 Anatomy and Physiology. 3.0 Semester Credits**
The course examines the structure and function of the human body systems as well as cytology, histology and terminology associated with each. **Prerequisite: None**

**GE300 Biology 3 Semester Credits**
This course provides the study of scientific inquiry in relationship to the human body, its systems, and basic functions with emphasis on homeostasis mechanisms. **Prerequisites: None**

**GE330 Literature 3 Semester Credits**
This course is a study of selected literary texts organized around a central theme, an historical period, or a cultural movement. Emphasis is placed on appreciation, analysis, and cultural awareness. **Prerequisites: None**

**GE340 Humanities 3 Semester Credits**
This course explores how human experience is expressed creatively through the arts, including visual arts, music, literature, and philosophy. **Prerequisites: None**

**GE380 Sociology 3 Semester Credits**
This course examines how sociology applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as churches, education, healthcare, government, economy, and environment. **Prerequisites: None**

**GE380 Statistics 3 Semester Credits**
Students examine the properties behind the basic concepts of probability and statistics and focus

on applications of statistical knowledge. Students will learn about how statistics and probability work together. The subject of statistics involves the study of methods for collecting, summarizing, and interpreting data. After finishing this course, students should be comfortable evaluating an author's use of data and be able to extract information from articles and display that information effectively. Students will also be able to understand the basics of how to draw statistical conclusions. Topics include descriptive statistics, probability, and random distributions. Students will examine several ways to investigate the relationships between various characteristics of data. **Prerequisites: None**

**PSY2012 General Psychology. 3.0 Semester Credits / 4.5 quarter credits**

This course is an introduction to field of psychology as the scientific study of the behavior of man. Students develop a basic understanding of psychological principles and how to apply these principles in a variety of situations through a blend of application and theory. **Prerequisite: None**

**PHI1109 Critical Thinking. 5 Quarter Credits**

This course introduces critical thinking skills. Students gain an introductory level experience in deductive/inductive reasoning skills. The students will discuss experiences of everyday life and the repercussions of decision-making at various levels. **Prerequisite: None**

## APPLIED GENERAL EDUCATION COURSES

**AGE200 Research and Writing for the Workplace. 6 quarter credits**

This course is an introduction to the writing process and the formulation of appropriate workplace communication, as well as the essentials of essay writing. Instruction in effect academic and career reading strategies are introduced, along with basic information literacy skills to retrieve, evaluate, and appropriately use the ideas of others. **Prerequisites: None**

**AGE201 Workplace Mathematics. 6 quarter credits**

This course will allow students to learn and apply concepts relating to various workplace situations. Learners will gain a fundamental understanding of the connectivity across course disciplines that incorporate numerical calculations, ratios, proportions, percent, measurement, algebraic concepts and the ability to visually communicate numerical information. **Prerequisites: None**

**AGE203 Critical Thinking and Ethics for the Workplace. 6 quarter credits**

This course prepares learners to critically interpret, synthesize, analyze and evaluate information. It is designed to introduce learners to complex problems and help them come to well-reasoned conclusions and solutions to apply in the workplace. The course also focuses on moral theories and issues, drawing on ideas from a variety of disciplines. **Prerequisites: None**

## ADMINISTRATION

The administration and faculty lists are current at the time of this publication. Changes and/or additions to the administration and faculty will be published in an addendum to this catalog at least bi-annually.

| | |
|---|---|
| Roger Bradley | President |
| Nancy Bradley | CEO, Secretary / Treasurer |
| Bill Bradley | Vice President / Campus Director |
| Dr. Kai Ali | Director of Education |
| Monica Anderson | Director of Admissions |
| Pamela Kraska | Compliance / Regulatory Affairs Director |
| Shameeza Singh | Director of Financial Planning |
| Tonya Wright | Associate Campus Director<br>Title IX Coordinator |

# EDUCATION DEPARTMENT DIRECTORS and FACULTY

| Name | College and Credential | Position |
|---|---|---|
| Ali, Khaliff | American University of the Caribbean,MD | Director of Education |
| Allen, Vanessa | Villanova University, BSN | Instructor, Nursing |
| Barr, Deborah | Kent State University, MLS | Librarian |
| Beard, Angela | Western Governor University, MSN<br>Wayne State University, BSN | Instructor, Nursing |
| Blacha, Ilenemary | University of Phoenix, MSN<br>Wayne State University, BSN | Instructor, Nursing |
| Bonsell, Ona | Florida Institute of Technology, MS<br>Management Information Systems | Instructor<br>Basic Office/Computer Applications |
| Brouse, Christina | Southern Utah University, BSN | Instructor, Nursing |
| Campbell, Abigail | Daytona College, Diploma | Instructor, Full Specialist |
| Davis, Destiny | Daytona College, ASN | Instructor, Nursing |
| Epps, Nancy | University of Colorado, MBA<br>Bethune-Cookman College, BS | Instructor<br>Microbiology |
| Garland, Diana | University of Central Florida, MA, BA | Instructor, General Education |
| Hajjar, Gregory | Western Governors University, BSN | Instructor, Nursing |
| Hosendove, Carol | Chamberlain College, BSN | Instructor, Nursing |
| Jativa, Wilson | Jacksonville University, EMBA, BSN | Instructor, Nursing<br>Academic Coach |
| Fertig, Nicole | University of Florida, MS<br>Florida Atlantic University, BS | Instructor, General Education, Sciences |
| Juengst, Terry | University of North Florida, BA<br>Daytona State College, BSN,ASN | Instructor, Nursing |
| Kaplan, Jillan | University of South Florida, MS<br>Eastern Connecticut State University, BS | Instructor, General Education |
| Lesche, Randi | University of Central Florida, MSN<br>Drexel University, BSN | Instructor, Nursing |
| McManus, Gina | New York University, MSN<br>ICBAN School of Medicine, MS<br>St. Michaels College, MS | Instructor, Nursing |
| Miller, Linda | Florida College of Medical Careers, Diploma | Instructor, Medical Assisting<br>Externship Coordinator |
| Murray, Corran | Keiser University, BMA, BS, AA<br>Certified Procedural Coder | Instructor, Coding and Billing for Electronic Medical Records |
| Mobley, Rodney | Daytona College, Diploma | Instructor, Therapeutic Massage |

| | | |
|---|---|---|
| Nelson, Gladys | Cortivia College, Diploma | Instructor, Therapeutic Massage |
| Pettinicchi, Theodore | Widener University, MSN<br>University of Pennsylvania, BSN | Nursing Instructor |
| Pope, Tina | Western Governors University, MSN<br>Daytona College, BSN<br>SUNY Erie Community College, ADN | Nursing Clinical Instructor<br>Nursing Clinical Coordinator |
| Redding, Staci | Grand Canyon University, DNP<br>University of Phoenix, MSN<br>University of Illinois, BA | Instructor, Nursing |
| Santos, Mary | Walden University, Ph.D.<br>University of Phoenix, MSN<br>University of Texas, BSN | Instructor, Nursing |
| Scott, Kimberly | Stetson University, MS, BA | Instructor, General Education |
| Shilo, Lakeisha | Armstrong Atlantic State University, BSN | Instructor, Nursing |
| Timinski, Beverly | Villanova University, BSN | Instructor, Nursing |
| Sowers, Shelly | Keiser University, AS | Instructor, Allied Health |
| Valenti, Maria | Daytona State College, Certificate | Director of Cosmetology/Barber and Related Programs |
| Velez, Teresa | Chamberlain University, DNP<br>St. Joseph's College of Maine, MSN<br>University of Central Florida, BSN | Director of Nursing |

## Tuition

| Program | Credit Hours | | Tuition | Book/Supply/ LMS Usage Fees | Total Program Cost |
|---|---|---|---|---|---|
| Nursing Associate of Science | 72 Semester | 100.00 | 43,100.00 | 6,700.00 | $49,900.00 |
| Nursing (RN to BSN) (completion program) | 120 Semester | 100.00 | 11,900.00 | 2,000.00 | $14,000.00 |
| Practical Nursing Diploma | 47.5 Semester | 50.00 | 21,000.00 | 2,000.00 | $23,050.00 |
| Coding and Billing for Electronic Medical Records (AOS) | 91.5 Quarter | 100.00 | 19,500.00 | 2,295.00 | $21,895.00 |
| Coding and Billing for Electronic Medical Records, Diploma | 54 Quarter | 50.00 | 14,037.00 | 1,358.00 | $15.445.00 |
| Medical Assisting (AOS) | 90.5 Quarter | 100.00 | 21,735.00 | 1,775.00 | $23,610.00 |
| Medical Assisting (Diploma) | 48 Quarter | 50.00 | 15,326.00 | 1,124.00 | $16,500.00 |
| Therapeutic Massage, Diploma | 51 Quarter | 50.00 | 11,000.00 | 750.00 | $11,800.00 |
| Patient Care Technician, Diploma | 35 Quarter | 50.00 | 10,048.00 | 1,250.00 | $11,348.00 |
| Full Specialist w/ Spa Services, Diploma | 600 Hours | 50.00 | 9,508.00 | 1,200.00 | $10,758.00 |
| Cosmetology, Diploma | 1200 Hours | 50.00 | 14,450.00 | 1,500.00 | $16,000.00 |
| Barber/Cosmetology Combination, Diploma | 1500 Clock | 50.00 | 12,571.00 | 3,779.00 | $16,400.00 |
| Barber Styling, Diploma | 1200 Hours | 50.00 | 11,970.00 | 3,779.00 | $15,799.00 |

| | |
|---|---|
| Copy of Graduation Credential (Diploma, Degree) | 10.00 |
| Transcript Requests: | 5.00 |

## Out of Pocket ESTIMATED Expenses - NURSING PROGRAM

| | |
|---|---|
| TEAS Test Fee (non-refundable) | $85.00 |
| Level 2 Background/10 Panel Drug Screen/Alcohol Test/Driver's License Check (Due after Nursing Committee acceptance) | $105.00 |
| Level 2 Background Screening only (due before nursing clinical start) | $53.00 |
| Level 2 Background Screening / Department of Health (due before graduation date) | $132.50 |
| 10 Panel Drug Screening | $52.00 |
| Alcohol Abuse Screening | $25.00 |
| CPR American Heart | $50.00 |
| Student Immunizations | $250.00 |
| Student – Physical | $50.00 |
| Make-up Hours for Nursing Clinical | $40.00 per hour |
| Florida Agency for Health Care Administration (ACHA) | $98.75 |

**Notes:**

Students are required to be prepared for classes with common school supplies and certain program-specific supplies. Daytona College does not sell these items. Cost will vary by program; approximate cost: $300.

If all program specific requirements set by the college are met by the student, Daytona College will cover the direct cost of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensure or certification. Daytona College will also cover the direct cost of obtaining a first certification for students enrolled in a program in which the College recognizes a specific certification. This allowance may be provided one time per student and is allowed for costs incurred during the period of enrollment, even if the exam is scheduled after the end of the period.

Two sets of scrubs are provided for all medical, massage and cosmetology related programs. Fees not included are outside-monitored events and products, supplies and equipment that the student elects to purchase.

## START and GRADUATION DATES and COLLEGE RECOGNIZED HOLIDAYS

Start dates are subject to change. All changes will be published in an addendum

Dates for Patient Care Technician will be published in an addendum.

| Nursing, Associate of Science – Day Schedule | | Nursing, Associate of Science Evening Schedule | | Practical Nursing, Day Diploma | | Practical Nursing, Evening Diploma | |
|---|---|---|---|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** | **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 02/09/2026 | 01/21/2028 | 04/27/2026 | 04/07/2028 | 02/09/2026 | 09/24/2027 | 08/31/2026 | 04/07/2028 |
| 06/08/2026 | 06/16/2028 | 08/31/2026 | 08/11/2028 | 08/08/2026 | 01/21/2028 | 12/28/2026 | 08/11/2028 |
| 10/05/2026 | 09/22/2028 | 12/28/2026 | 12/08/2028 | 10/05/2026 | 06/16/2028 | 04/26/2027 | 12/08/2028 |
| 02/08/2027 | 01/19/2029 | 04/26/2027 | 04/13/2029 | 02/08/2027 | 09/22/2028 | 08/30/2027 | 04/13/2029 |
| 06/07/2027 | 05/18/2029 | 08/30/2027 | 08/17/2029 | 06/07/2027 | 01/19/2029 | 12/27/2027 | 08/17/2029 |
| 10/04/2027 | 09/21/2029 | 12/27/2027 | 12/14/2029 | 10/04/2027 | 05/18/2`029 | | |

| Nursing, RN to BSN Bachelor of Science | | | |
|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 1/5/2026 | 8/8/2027 | 7/6/2026 | 2/13/2028 |
| 2/9/2026 | 1/21/2028 | 8/10/2026 | 3/19/2028 |
| 3/16/2026 | 10/17/2027 | 9/14/2026 | 4/23/2028 |
| 4/20/2026 | 11/21/2027 | 10/19/2026 | 5/28/2028 |
| 5/262026 | 1/2/2028 | 11/23/2026 | 7/2/2028 |

| Full Specialist with Spa Services Day Schedule, Diploma | | Barber Styling/ Cosmetology Diploma | | Therapeutic Massage, Diploma | |
|---|---|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 1/5/2026 | 6/28/2026 | 1/5/2026 | 1/3/2027 | 1/5/2026 | 9/13/2026 |
| 2/9/2026 | 8/9/2026 | 2/9/2026 | 2/7/2027 | 2/9/2026 | 10/18/2026 |
| 3/16/2026 | 9/13/2026 | 3/16/2026 | 3/14/2027 | 3/16/2026 | 11/22/2026 |
| 4/20/2026 | 10/18/2026 | 4/20/2026 | 4/18/2027 | 4/20/2026 | 1/03/2027 |
| 5/25/2026 | 11/22/2026 | 5/26/2026 | 5/23/2027 | 5/25/2026 | 2/7/2027 |
| 7/6/2026 | 1/3/2027 | 7/6/2026 | 6/27/2027 | 7/6/2026 | 3/14/2027 |
| 8/10/2026 | 2/7/2027 | 8/10/2026 | 8/8/2027 | 8/10/2026 | 4/18/2027 |
| 9/14/2026 | 3/14/2027 | 9/14/2026 | 9/12/2027 | 9/14/2026 | 5/23/2027 |
| 10/19/2026 | 4/18/2027 | 10/19/2026 | 10/17/2027 | 10/19/2026 | 6/27/2027 |
| 11/23/2026 | 5/23/2027 | 11/23/2026 | 11/21/2027 | 11/23/2026 | 8/8/2027 |

| Cosmetology, Diploma | | | | Full Specialist with Spa Services – Evening Schedule | |
|---|---|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 3/16/2026 | 9/13/2026 | 8/10/2026 | 5/23/2027 | 3/24/2026 | 11/28/2026 |
| 4/20/2026 | 2/7/2027 | 9/14/2026 | 627/2027 | 5/12/2026 | 1/23/2027 |
| 5/26/2026 | 3/14/2027 | 10/19/2026 | 8/8/2027 | | |
| 7/6/2026 | 4/18/2027 | 11/23/2026 | 9/12/2027 | | |

| Medical Assisting, Diploma | | Medical Assisting, Associate of Occupational Studies | | Electronic Coding and Billing Electronic Medical Records, Diploma | |
|---|---|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 1/5/2026 | 10/18/2026 | 1/5/2026 | 5/23/2027 | 1/5/2026 | 11/22/2026 |
| 2/9/2026 | 11/22/2026 | 2/9/2026 | 6/27/2027 | 2/9/2026 | 1/3/2027 |
| 3/16/2026 | 1/3/2027 | 3/16/2026 | 8/8/2027 | 3/16/2026 | 2/7/2027 |
| 4/20/2026 | 2/7/2027 | 4/20/2026 | 9/12/2027 | 4/20/2026 | 3/14/2027 |
| 5/25/2026 | 3/14/2027 | 5/26/2026 | 10/17/2027 | 5/25/2026 | 5/23/2027 |
| 7/6/2026 | 4/18/2027 | 7/6/2026 | 11/21/2027 | 7/6/2026 | 6/27/2027 |
| 8/10/2026 | 5/23/2027 | 8/10/2026 | 1/2/2028 | 8/10/2026 | 8/8/2027 |
| 9/14/2026 | 6/27/2027 | 9/14/2026 | 2/13/2028 | 9/14/2026 | 9/12/2027 |
| 10/19/2026 | 8/8/2027 | 10/19/2026 | 3/19/2028 | 10/19/2026 | 10/17/2027 |
| 11/23/2026 | 9/12/2027 | 11/23/2026 | 4/23/2028 | 11/23/2026 | 11/21/2027 |

| Electronic Coding and Billing Electronic Medical Records, Associate of Occupational Studies | | | |
|---|---|---|---|
| **Start Date** | **Grad Date** | **Start Date** | **Grad Date** |
| 1/5/2026 | 6/27/2027 | 7/06/2026 | 1/02/2028 |
| 2/9/2026 | 8/8/2027 | 08/19/2026 | 2/06/2028 |
| 3/16/2026 | 9/12/2027 | 9/14/2026 | 3/12/2028 |
| 4/20/2026 | 10/17/2027 | 10/19/2026 | 4/19/2028 |
| 5/26/2026 | 11/21/2027 | 11/23/2026 | 5/21/2028 |

### The following holidays are observed for students:

- Martin Luther King Jr. Day, Monday, January 19, 2026
- Memorial Day, Monday, May 25, 2026
- Independence Day, Friday, July 3, 2026
- Labor Day, Monday, September 7, 2026
- Thanksgiving, Thursday November 26, 2026
- Day after Thanksgiving, Friday, November 27, 2026 *
  * Make up day for inclement weather
- Christmas Day, Friday, December 25, 2026
- New Year's Day, Friday, January 1, 2026

### Student Break Schedule:

(Campus will be open regular hours)

- Summer Break – Monday, June 29, 202 through Sunday, July 5, 2026
  (classes resume back in session on Monday, July 6, 2026)
- Holiday Break – Monday, December 21, 2026, through Sunday, December 27, 2026
  (classes resume back in session on Monday, December 28, 2026)