RENAISSANCE CAREER INSTITUTE

INSTITUTION CATALOG

2023 - 2024
Vol. II

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TABLE OF CONTENTS

OUR PHILOSOPHY

The Program Philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge. The school uses a student-approach focus; and student evolves at the same rhythm with the nursing profession. The school achieves its philosophy through patient-centered care approach, quality education, and Institute's core values:

1. Respect for patients' values, preferences, and expressed needs
2. Coordination and integration of care
3. Information and education
4. Physical comfort
5. Emotional support and alleviation of fear and anxiety
6. Involvement of family and friends
7. Continuity and transition
8. Access to care

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health states are dynamic. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with individuals and groups, including other members of the healthcare team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

OUR MISSION

Renaissance Career Institute strives to be a leader in private postsecondary, career-focused education, serving a diverse population in a student centered and collaborative learning environment, while assisting graduates to advance, enrich, or change their careers.

OBJECTIVES

In support of its mission, the Institute's objectives are:
- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field
- To provide students with all the materials, faculty, and administrative support needed to successfully complete their program
- To encourage and foster the value of life-long learning in our students
- To provide students with the most up-to-date and comprehensive information available in their field of study
- To utilize Renaissance Career Institute's tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions.

LEGAL CONTROL

Renaissance Career Institute, Inc. is a for-profit company owned and operated by **Jude & Elsie Metellus**.

FACILITIES

Renaissance Career Institute is located at 633 NE 167th Street, Suite 420, North Miami Beach, FL 33162. The school is approximately 2,030 sq. ft. and is divided into a reception area, administrative offices, break room computer lab, two classrooms, a small library, and a wet lab for student learning. The school is fully air-conditioned to provide a comfortable learning environment. A small library is available. The latest equipment is available on-site to allow a hands-training approach. The facility and equipment used fully complies with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The training facilities are designed with the total learning and comfort needs of the students as the focus.

- Our educational environment is created with lectures, demonstration/practice, and testing.
- It is equipped with medical supplies required for demonstration in the relevant programs.
- The administrative offices are located on-site, adding to the convenience for students.
- The classroom is equipped with multi-media technology.
- There is adequate parking for all students.
- Care of Facilities - We rely on all students, staff, and guests to care for our facilities with pride.
- There is to be no eating or drinking in the classrooms and on the entrance patio.
- Kindly refrain from littering. Trash bins are provided for disposal of trash.

STATEMENT OF LICENSURE

Renaissance Career Institute is licensed by the Florida Commission for Independent Education, Florida Department of Education, License #7944. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll Free telephone number (888) 224-6684 (www.fldoe.org/cie).

ACADEMIC CALENDAR

Renaissance Career Institute is Semester-based. Each academic year is divided into three semesters of 16 weeks each described as Fall, Spring, and Summer. Each semester has three (3) **Semester**s (Semester A, Semester B, Semester C). Programs are designed so students may enroll at the beginning of any semester.

Holiday	2023	2024
New Year's Day	January 1	January 1
Martin Luther King Day	January 16	January 15
President's Day	February 20	February 19
Memorial Day	May 29	May 27
Independence Day	July 4	July 4
Labor Day	September 4	September 2
Veterans Day	November 11	November 11
Thanksgiving Day	November 23	November 28
Day after Thanksgiving	November 24	November 29
Christmas Eve	December 24	December 24
Christmas	December 25	December 25

Associate of Science in Nursing		
Winter 2022		
Registration Period	**10/01/2022**	**10/31/2022**
Last day to add/drop classes	**11/07/2022**	
Semester Schedule	**10/31/2022**	**2/25/2023**
SAP Checkpoint - Semester A	10/31/2022	12/17/2022
SAP Checkpoint – Semester B	01/09/2023	02/25/2023
Winter Break: December 23, 2022 – January 6, 2023		
Spring 2023		
Registration Period	**02/01/2023**	**02/28/2023**
Last day to add/drop classes	**03/13/2023**	
Semester Schedule	**03/06/2023**	**06/24/2023**
SAP Checkpoint - Semester A	03/06/2023	04/29/2023
SAP Checkpoint - Semester B	05/08/2023	06/24/2023
Spring Break: March 25 – April 2, 2023		
Summer 2023		
Registration Period	**06/01/2023**	**06/30/2023**
Last day to add/drop classes	**07/17/2023**	
Semester Schedule	07/10/2023	10/22/2023
SAP Checkpoint - Semester A	07/10/2023	08/26/2023
SAP Checkpoint - Semester B	09/05/2023	10/22/2023
Summer Break: July 1, 2023 – July 9, 2023		
Winter 2023		
Registration Period	**10/01/2023**	**10/31/2023**
Last day to add/drop classes	**11/07/2022**	
Semester Schedule	10/30/2023	2/24/2024
SAP Checkpoint - Semester A	10/30/2023	12/16/2023
SAP Checkpoint - Semester B	01/08/2024	02/24/2024
Winter Break: December 23, 2023 – January 5, 2024		

Mental Health Technician		
Registration Period	**Full Month Before Semester Start Date**	
Last day to add/drop classes	**1st Week of classes (7days)**	
Semester Schedule	12/17/2022	06/17/2023
SAP Checkpoint - Semester A	04/29/2023	10/14/2023
SAP Checkpoint - Semester B	08/26/2023	03/10/2024

Practical Nursing		
Registration Period	**Full Month Before Semester Start Date**	
Last day to add/drop classes	**1st Week of classes (7days)**	
Semester Schedule	01/10/2023	12/17/2023
Semester Schedule	05/08/2023	04/29/2024
Semester Schedule	09/06/2023	08/26/2024
Semester Schedule	01/09/2024	12/17/2024

Medical Assisting		
Registration Period	**Full Month Before Semester Start Date**	
Last day to add/drop classes	**1st Week of classes (7days)**	
Semester Schedule	01/18/2023	11/23/2022
Semester Schedule	02/14/2023	01/05/2023
Semester Schedule	03/14/2023	02/02/2023
Semester Schedule	04/11/2023	03/02/2023
Semester Schedule	05/09/2023	03/30/2023
Semester Schedule	06/06/2023	04/27/2023

OFFICE HOURS

The Administrative Offices are open **Monday** through **Friday** from **8:00 AM** to **8:00 PM**. The institution offers day and evening classes and lab schedules to meet students' needs. Classes are held on the dates and times specified on the course schedule for each program and in general follow the following schedule:

Day Classes	Monday – Thursday 9:00 am – 3:00 pm
Evening Classes	Monday – Thursday 5:00 pm – 10:00 pm

FINANCIAL INFORMATION

TUITION

Program	Fees, Uniforms & Supplies	Tuition Cost	Total Cost
Associates of Science in Nursing	**$1,320.00**	**$30,900.00**	**$32,220.00**
Practical Nursing	**$1,575.00**	**$16,000.00**	**$17,575.00**
Medical Assisting	**$460.00**	**$10,000.00**	**$10,46e0.00**
Mental Health Technician	**$150.00**	**$2,850.00**	**$3,300.00**

FEES

Fees, Uniforms & Supplies Detail	Cost
Registration Fee *(non-refundable as per the refund policy)*	**$150.00**
Graduation Fee	**$300.00**
Technology	**$37.00**
Lab Coat and Uniform	**$115.00**
Returned Checks	**$35.00**
Capstone	**$850.00**
Official Transcript *(first one is free)*	**$10.00**
Library Fee	**$8.00**
Late Payment Fee	**$35.00**
Withdrawal Processing Fee	**$35.00**

CANCELLATION & REFUND POLICY

If a student withdraws or is dismissed for any reason, all refunds will be made as per the policy of the refund schedule:

1. Cancellations can be made in person, by electronic mail, by certified mail, or by termination.

2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. **For diploma programs,** cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours. Cancellation after completing more than 40% of the program will result in no refund.

5. **For degree programs,** if a student withdraws prior to completion of the first week of classes (drop/add period) of the semester, the school will refund 100% of the tuition for the semester. The drop/add period is the first week of classes. There will be no refund after the drop/add week.

6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within thirty (30) days of termination of students' enrollment or receipt of cancellation notice from student.

8. A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

COURSE & PROGRAM CANCELLATION

Students who have registered for a course or a program that is cancelled by the institute will be given the opportunity to register for another course or receive a full refund of tuition and fees associated with that course.

ACADEMIC INFORMATION

ASSOCIATE OF SCIENCE IN NURSING

Program Description

This degree program focuses on wellness of self and others, technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment, critical care concepts, and professional development. The program is approved through the Florida State Board of Nursing. The nursing program at Renaissance Career Institute is committed to providing the best education for students seeking an Associate Degree in Nursing. Upon successful completion of the requirements of the program, students must sit for a comprehensive predictor exit exam on the main campus. Students must pass with a 75% rate for a satisfactory probability of passing the new National Council Licensure Exam, NGN (NCLEX-RN) on the first attempt. Upon completion of all the requirements, students are awarded an Associate Degree in Nursing (ADN) and are eligible to take the NGN (NCLEX) to become a Registered Nurse (RN), and subsequently seek employment in the field. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as Registered Nurses in hospitals or comparable facilities.

Program Objective
- Utilize critical thinking, the nursing process, and evidence-based practice to deliver best practice for optimal patient outcomes.
- Provide quality, safe, evidence-based, patient-centered care through teamwork and collaboration.
- Use knowledge, skills, and attitude/emotional intelligence to assure coordination and continuity of care for patients across the lifecycle in a variety of healthcare settings from preventive- to end-of-life care.
- Understand the application of quality data and metrics as an opportunity to benchmark care delivery.
- Integrate culturally competent decision making accomplished through communication, collaboration, and mutual respect for patients, significant others, and the interprofessional care management team.
- Incorporate legal and ethical guidelines into practice and promote lifelong learning and professionalism through consensus building and conflict resolution.

- Use technology to reduce error, remain current, educate patients and nurses, communicate essential information, and document care.

Program Breakdown

Course Code	Course Title	Credit Hours
HAP 101	Human Anatomy & Physiology I Lab	3
HAP 101L	Human Anatomy & Physiology I Lab	1
ENG 101	English Composition I	3
CAL 101	College Algebra	3
MBI 101	Microbiology	3
MBI 101L	Microbiology Lab	1
NTR 201	Elements of Nutrition	3
HAP 102	Human Anatomy & Physiology II	3
HAP 102L	Human Anatomy & Physiology II Lab	1
HGD 101	Human Growth & Development	3
CRT 101	Critical Thinking	3
PSY 101	General Psychology	3
NUR 1100	Pharmacology I	2
NUR 1000	Fundamentals Of Nursing	3
NUR 1000L	Fundamentals Of Nursing Lab	1
NUR 1000C	Fundamentals Of Nursing Clinical	2
NUR 2500	Psychiatric Nursing	3
NUR 2500C	Psychiatric Nursing, Clinical	1
NUR 1200	Med Surg Nursing Lecture I	6
NUR 1200C	Med Surg Nursing Clinical I	3
NUR 1200L	Med Surg Nursing Lab I	1
NUR 2200	Pharmacology II	2
NUR 2400	Med Surg Nursing Lecture II	3
NUR 2400C	Med Surg Nursing Clinical II	1
NUR 2300	Maternal-Pediatric Nursing Lecture	4
NUR 2300C	Maternal-Pediatric Nursing Clinical	2
NUR 2300L	Maternal-Pediatric Nursing Lab	2
NUR 2900	Nursing Leadership	3
NUR 2900C	Nursing Preceptorship/Practicum Clin.	2
NUR 2999	Nursing Capstone	3
	TOTAL:	**74**

PRACTICAL NURSING

Program Description

This program is designed to provide students with the opportunity to acquire the knowledge, skills, and attitudes necessary for developing effective communication, critical thinking, clinical reasoning, and teamwork/collaboration skills which will prepare the graduate to care for individuals, families, and communities as entry level Practical Nurse in a variety of healthcare setting.

The Practical Nursing program prepares the student to become a valuable member of a healthcare team, working under the supervision of an Advanced Practice Registered Nurse, Registered Nurse, Licensed Physician, Licensed Dentist, or other Practitioner. Upon successful completion of the requirements of the program, students must sit for a comprehensive predictor exit exam on the main campus. Students must pass with a 75% rate for a

satisfactory probability of passing the new National Council Licensure Exam, NGN (NCLEX-PN) on the first attempt. Upon successful completion of the requirements, the student will receive a diploma as a Practical Nurse.

Program Objective
- Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
- Engage in critical thinking to make patient-centered care decisions.
- Participate in quality improvement processes to improve patient care.
- Participate in collaboration and teamwork with members of the interdisciplinary team, the patient, and the patient's support persons.
- Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support the decision-making process.
- Assimilate management, legal, and ethical guidelines in practice as a professional nurse
- Promote a culture of caring to provide holistic, compassionate patient care.

Program Breakdown

Course Code	Course Title	Clock Hours
PN 101	Medical Terminology	45
PN 102	Introduction to Nursing	90
PN 103	Long Term Care Nursing Assistant	120
PN 104	Anatomy and Physiology	75
PN 105	Fundamentals of Nursing	150
PN 106	Pharmacology and Intravenous Therapy Skills	75
PN 107	Medical Surgical Nursing I	195
PN 108	Medical Surgical Nursing II	195
PN 109	Maternal Newborn Nursing	120
PN 110	Pediatric Nursing	120
PN 111	Mental Health Concepts	90
PN 112	Community Health	60
PN 113	Transition to Practice	15
Total		**1350**

MEDICAL ASSISTING

Program Description

The Medical Assisting diploma program is designed to prepare students for positions as entry-level medical assistants in a physician's office, or other medical facilities. This program focuses on providing training, through a blend of classroom, laboratory, and clinical experiences, in the skills needed to assist physicians in both the administrative and clinical duties of a medical facility. Upon successful completion of the program a diploma is awarded.

Program Objective
- Perform administrative and certain clinical duties under the supervision of a physician.
- Administrative responsibilities may comprise of scheduling appointments, maintaining medical records, billing, and coding data for insurance purposes.
- Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Program Breakdown

Course Code	Course Title	Credit Hours
HLT 101	Introduction to Health Careers	85
MED 101	Medical Terminology	90
MED 251	Allied Health Clinical Skills	85
MED 233	Medical Procedures	85
MED 253	Allied Health Laboratory Skills	85
MED 265	Medical Assisting Externship	270
MED 110	Foundations of Anatomy and Physiology	90
MOS 201	Introduction to Electronic Health Records	85
MED 242	Fundamentals of Pharmacology	90
MED 231	Clinical Skills for Medical Assistants	85
	Total	**1050**

MENTAL HEALTH TECHNICIAN

Program Description

This course will prepare students to understand basic psychiatric terminology, psychopathology, basic psychopharmacology, social skills training and mental health laws and ethics. A Certified Mental Health Technician will be able to assist patients in the recovery process. Students will work with and be supervised by registered nurses and/or licensed social workers, psychologists, psychiatrists, and other mental health professionals. The student's communications skills and professional interaction with patients will be a valuable asset.

Program Objective

The purpose of this program is to prepare students for career opportunities as psychiatric aides or psychiatric technicians also identified as mental health technician. Mental Health Technicians may work in psychiatric hospitals, community mental health clinics, partial hospitalizations programs and other mental health facilities. This course does not prepare students to be a mental health therapist or for the private practice of mental health counseling.

Program Breakdown

Course Code	Course Title	Credit Hours
MH 101	Introduction to Mental Health Assistance	45
MH 102	Mental Health Concepts	90
MH 103	Mental Health Procedures I	60
MH 104	Mental Health Procedures II	60
MH 105	Pharmacology	45
MH 106	Intake Procedures & Clinical Evaluation	45
MH 107	Clinical Externship	120
	Total	**465**

ADMISSION REQUIREMENTS

Renaissance Career Institute offers 4 programs:
1. Associates of Science in Nursing (RN)
2. Practical Nursing Diploma
3. Medical Assisting Diploma
4. Mental Health Technician Diploma

To gain admissions to any of these four programs an applicant must meet the following requirements:
1. Applicants must present evidence of a high school diploma or GED.
2. Provide evidence of Florida Department of Law Enforcement Level 2 Background Check and Drug Screen.
3. Provide proof of current certification by the American Heart Association or American Red Cross Affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers.
4. A passing score on an entrance exam is required for admission to the Practical Nursing and Associate Degree in Nursing programs, unless otherwise approved by the Director of Nursing.
   a. Associate of Science in Nursing (RN) = 58%
   b. Practical Nursing Diploma = 41%

APPLICATION FOR ADMISSION

All persons interested in applying for admission to the institute should complete an application which must be accompanied by a **non-refundable** required registration fee of a **$75.00** (check, money order, or credit card) to process the application. The check/money order should be made payable to **Renaissance Career Institute.** Applicants must submit all required application documents to be considered for admission. Once a decision is made, an email will be sent to the candidate with further instructions. Candidates will be contacted by their admissions agent regularly to ensure the completed documents are received by the office.

REACTIVATION OF ADMISSION APPLICATION

An individual who has been accepted for admission to **Renaissance Career Institute**, but who has not attended any courses, has their original application and fee active for one (1) year from the semester in which the individual was first accepted. In situations longer than one (1) year the application process must be started again with a new application and fee paid.

REGISTRATION
Students are required to register for classes either through email or in person, registration period is listed above on the institution's calendar.

ORIENTATION
A new student is oriented to the school's facilities, policies, and procedures prior to the start of the program. A new student will receive a written course outline and list of competencies required for successful completion of each course, no later than first class meeting.
Student attending online classes must attend the orientation to ensure they receive instructions on how to log into the online portal (Canvas) and they understand the basic functions of the online learning environment.

GRADUATION REQUIREMENTS

Upon satisfactory completion of any program graduates will receive a certificate of completion from Renaissance Career Institute when they:

- Complete each required course and meet each course's minimum standards in addition to obtaining an overall CGPA of 2.5 or higher and satisfy all financial obligations.
- Following the successful completion of the program of study and passing the exit exam taken at the main campus, the nursing graduate may graduate and apply to take the National Council Licensure Examination, NGN (NCLEX)
- Special recognition awards will be issued to students in recognition of outstanding performance.

CREDENTIALS AWARDED

Program	Credits/Clock Hours Required	Credential Awarded
Nursing	74	Associate of Science
Practical Nursing	1350	Diploma
Medical Assisting	1050	Diploma
Mental Health Technician	465	Diploma

DEFINITION OF A UNIT OF CREDIT AND CLOCK HOUR

The institute follows the Carnegie unit calculation method for awarding course credit. As an example, we calculate 1 Credit Hour to be 15 theory hours.

To that end, our courses are typically 3 credit courses and will require 45 hours of total instruction. Additionally, the student must be prepared to complete assignments, research, and other course related activities.

1 Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

COURSE CANCELLATION POLICY

Renaissance Career Institute requires that there be a minimum number of students in an online course. In rare circumstances, the institute may cancel an online course on the first day of class due to low enrollment. Every effort will be made to move students to either another online course which meets their educational requirements or a similar class. Even if a student has logged into the online environment prior to course start, the student will incur no financial liability if the course is cancelled.

COURSE WITHDRAWAL POLICY

- To apply for a withdrawal, students will provide notification of intent to withdraw, in writing or orally, to the Registrar's Office. The Registrar will document the reasons and date of the student request.
- **Withdrawals with Refund:** Courses in which the student applies for withdrawal during the drop/add period will be refunded according to the Cancellation and Refund Policy.
- **Withdrawals without Refund:** When students request a withdrawal from a course, after the due date established by the institution for withdrawals with refund, it may affect the student's academic progress.

WITHDRAWAL POLICY

Any student wishing to officially withdraw from the school must notify the President & CEO in person or send a letter by certified mail. A student who missed school for 5 consecutive days and does not notify the President & CEO will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the school's refund policy based on the withdrawal date.

RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll a student must follow the required admissions procedures. If a student has been dismissed from the program for any reason, they must appeal that decision with the President & CEO, and only the President & CEO can decide if the appeal is granted or denied.

MAKE-UP WORK POLICY & REPEATING COURSES

The school does not offer remedial or make-up work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

If a student fails any course, they may register to re-take the same course a second time at the student's expense. Upon successfully earning a passing grade, the "F" will be replaced with the new passing grade.

All students must pass a comprehensive predictor exit exam to successfully graduate from the allied program at RCI. Students must pass with a 75% rate for a satisfactory probability of passing the NGN (NCLEX) on the first attempt. Students will have two opportunities to obtain the 75% probability passing rate. The third attempt is at the student's expense if they fail the second time and must enroll in a remedial course approved by the Director of Nursing.

TRANSFER OF CREDITS

The school will accept transfer of credits on an individual basis. Students can only transfer in a maximum of 75% of clock hours needed to complete the program. At least 25% of the program must be completed at the institution. Transfer of credit will be permitted for previous education and/or training based on evaluation and tests set forth by our Institution. Transfer students must have an official transcript and the evaluation and decisions will be made by Renaissance Career Institute. The school from where the student requested the transfer must be recognized by the Florida Department of Education or the US Department of Education.

Transfer of credit is always up to the receiving institution. Students wishing to transfer from Renaissance Career Institute to another institution will need to review that institution's policy as we do not guarantee transfer of credit.

Also, please know that when it comes to Satisfactory Academic Progress Transfer credits that are accepted by Renaissance Career Institute are included in the calculation of the Maximum Time Frame. RCI currently does not give life credit or credit for testing.

ADVANCED PLACEMENT

Renaissance Career Institute does not offer advanced placement based on work experience.

DEFINITION OF EDUCATION RECORDS

Education records are those records directly related to a student maintained by the Renaissance Career Institute or by a party acting for the Renaissance Career Institute.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Permanent student educational records are filed and maintained in the administrative office for each individual student. Renaissance Career Institute guarantees each student access to that student's records indefinitely. Renaissance Career Institute requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal

business hours or may schedule a time to review records that is convenient to both the student and the school administration.

As a current or former Renaissance Career Institute student, FERPA affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request.
- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified.
- The right to restrict the disclosure of Directory Information; and the right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by Renaissance Career Institute to comply with the requirements of FERPA.

REQUESTING REFERENCES OR RECOMMENDATIONS FROM FACULTY OR STAFF

Students who request written or verbal references or recommendations from Renaissance Career Institute, faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance; this type of information is considered "non-directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and the Renaissance Career Institute, Student Records Policy.

Your request should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)
- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Your signature and date

Requests that do not contain these four elements are not in compliance with FERPA.

Some graduate programs, scholarships or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information.

DISCLOSURE STATEMENTS

- The school is nonsectarian and does not discriminate regarding race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies.
- Renaissance Career Institute is not accredited by any national agency and, therefore, cannot offer students access to Federal Student Aid programs.
- The acceptance of the transfer of credits or clock hours earned at this Institute is at the discretion of the receiving institution. It is the student's responsibility to confirm whether credits or clock hours earned at Renaissance Career Institute will be accepted by another institution of the student's choice.
- As a prospective student, you must review this catalog prior to signing an enrollment agreement.
- It is the policy of the school to provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

STUDENT SERVICES

Faculty and staff at the school, work along with the individual student to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal. Student Services offers personal assistance and financial advising.

ACADEMIC ADVISING

Upon enrollment, Renaissance Career Institute provides academic advising by assigning an academic advisor who assists the student in attaining his/her educational goals and fulfilling our institute requirements. Students will be given the advisor's phone number and e-mail address. The advisor will be able to offer a more valuable insight into the student educational planning, by contacting the student and having a greater understanding of the student expectations and experience. The academic advisor is responsible for providing professional and personal academic supervision to a student enrolled in a program at the institute. The academic advisor will work directly on a personal basis with each student to provide academic advisement, guidance, and prompt feedback to each student who enrolls at the Institute or asks for assistance.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of one hour each week to provide student counseling. Staff members will be available in the administration office during business hours. A student may contact either an instructor or the Program Director if one needs academic counseling services during business hours.

FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the school. This must be arranged with the Registrar upon registration. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of $75.00 is required to be paid at the time of registration.

At times, loans services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. Renaissance Career Institute or its members will not be liable for any loan default or any fraud with respect to this financial transaction. Renaissance Career Institute will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the student service's office.

CAREER SERVICES

The President & CEO serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.
- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Maintaining employment once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort.

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

The school shall not deny admission or discriminate against students enrolled based on race, creed, color, sex, age, disability, sexual orientation, or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

E-LIBRARY

Renaissance Career Institute has a small library (Learning Resource Center) equipped with computers, dictionaries, thesauruses, and other paper/hardback resources.

RCI provides curriculum support and educational resources housed in the library in Suite 420 at the Campus. The library contains current text materials, diagnostic training documents, reference materials, major and current titles in program areas and reference databases. RCI is a member of the Library Information Resources Network (LIRN), an online educational database that provides increased access to articles, journals as well as a myriad of reference sources. The library is open during regular business hours and available by appointment only outside of business hours.

ONLINE TECHNICAL ASSISTANCE

RCI has a 24-hour Help Center to assist students with online courses. This can be found on Canvas online platform. Additionally, students may contact the Librarian at (954) 348-3842.

Online courses require access to technology that is accessible to students at times whenever they can get to it. This means that students must have access to a computer that is connected to an Internet account with some provider such as AOL or MSN. This must be a good connection that is dependable and accessible. Most people find it necessary to have their own PC, but students can come into RCI and use the computer lab. However, if students choose to access the course, they must have a computer that is in good working condition. Online courses move quickly through the material and usually require frequent computer work, along with frequent access to the Internet. Having a computer that is in bad repair, or a poor connection to the Internet, would be like taking a traditional course without a book or any handouts and only attending the lectures part of the time.

SCHOOL TECHNOLOGICAL REQUIREMENTS

Student needs to have the following technological requirements prior to addend Renaissance Career Institute Programs:
- Access to a PC/Laptop with Windows 2000, XP, Vista, or later version
- Office 2000 Premium or later version
- 233 MHz Premium Processor (minimum) to 733 MHz • Any Internet Service Provider (ISP) such as Google Chrome, FireFox, etc.
- Access to a printer
- Email software such as Outlook, Outlook Express, or Gmail

In addition to having these hardware/software elements, you should be knowledgeable about your word processing software. You should also be able to connect to the Internet without assistance. You should know how to surf the Web and how to do simple Web searches. You should know how to send and receive email messages as well as how to send and retrieve attachments to email messages.

LEAVE OF ABSENCE

A leave of absence shall not exceed 60 days. A student requesting a Leave of Absence must do so in writing. The letter must state both the reason for the Leave of Absence and the time required. The decision shall be at the sole discretion of the Program Director.

A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment contract. If a student is on leave for medical purposes, the student must present a statement from his or her physician permitting return to school. The school will permit a student to take one (1) Leave of Absence (LOA) during any program.

SATISFACTORY ACADEMIC PROGRESS

GRADING SYSTEM

Grades are based on the quality of work as shown by written tests, term papers, and projects as indicated on the course syllabus. Faculty members will provide students with an individual evaluation of performance for each course. Grades are posted onto the student's academic record, which is kept permanently.

Letter Grade	Quality Points	Definition
A+	4.0	95 - 100% - Excellent
A	3.75	90 - 94%
B+	3.5	85 – 89%
B	3.0	80 – 84% - Minimum CGPA for Nursing Programs
C+	2.5	75 – 79% - Minimum CGPA for Allied Health
C	2.0	70 – 74%
D+	1.5	65 – 69%
D	1.0	60-64%
F	0	Fail
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade Not Reported
WF	0	Withdrawal after 60% course completion
T	0	Transfer
NP	0	No Pass
R	0	Repeat

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All students must maintain satisfactory academic progress to remain enrolled at the institute. Satisfactory academic progress is determined by measuring the student's **cumulative grade point average** (CGPA) and the student's **rate of progress toward completion of the academic program**. These are outlined below.

SATISFACTORY ACADEMIC PROGRESS

SAP - Quantitative Criteria

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a student enrolls for 12 semester credit hours the student is required to successfully complete a minimum of eight semester credit hours (12 x 67% = 8) for the semester. Failure to meet these standards may result in the student being placed on probation.

SAP - Qualitative Criteria

Allied Health SAP

A student must achieve a Grade Point Average of 2.5 at the midpoint of the program and must have earned 75% of the credits attempted. A student who does not achieve these criteria will be placed on probation for the academic term. A student on academic probation who earns less than 2.5 in his/her cumulative average will be continued on academic probation. Academic probation may be removed only by earning a 2.5 CGPA or higher on the next.

Failure of any two courses (75% or below) within core requirements of program will constitute an immediate probation and possible withdrawal from the program. Students may choose to appeal the decision but is not guaranteed re-admittance into program due to programmatic requirements.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

Nursing Programs SAP

A student must achieve a Cumulative Grade Point Average of 3.0 at the midpoint of the program and must have earned 75% of the credits attempted. A student who does not achieve these criteria will be placed on probation for the rest of the academic term. A student on academic probation who earns less than 3.0 in his/her cumulative average will be continued on academic probation. Academic probation may be removed only by earning a 3.0 CGPA or higher next semester.

Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

SAP - Evaluation

1. Students are evaluated at the end of an academic semester.
2. If a student fails a course before the academic term ends, they are immediately placed on academic probation.
3. If a student fails a course, they may register to re-take the same course a second time at the student's expense. Upon successfully earning a passing grade, the "F" will be replaced with the new passing grade.
4. The student will remain on academic probation until they retake the failed course at the student's expense when it is next offered and passes on the next attempt.
5. If the student takes the course a second time and passes it, the student is removed from academic probation.
6. If the student fails the course for a second time, they are allowed a third attempt at the student's expense and if the third attempt is unsuccessful, the student will be academically dismissed from the institution.

SAP Evaluation - Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in the program is as follows:

The credit hours attempted cannot **exceed 1.5 times the credit hours required** to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

Program	Program Length	Maximum Allowed Timeframe
Associates of Science in Nursing	74	111
Practical Nursing	1350	2025
Medical Assisting	1050	1575
Mental Health Technician	465	697.5

CGPA REQUIREMENTS

Students at the graduate level must meet a **minimum CGPA** requirement throughout their enrollment to be considered for making satisfactory academic progress. CGPA will be reviewed at the end of each semester after grades have been posted to determine if the student's CGPA is in compliance.

GRADE CHANGE

A change in grade must be resolved by the end of the semester following the period in which the grade was originally issued. Grade changes must be submitted from the faculty to the Institute registrar on the official "Grade Change Form", with the instructor signature. All grade changes are subject to administrative approval. Students questioning a semester grade posted to their academic record should e-mail the institute registrar. The institute registrar will forward the e-mail to the instructor of the course and the appropriate academic administrator for resolution. The timeframe for changing the grade is one (1) week from the end of the semester.

COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE

The cumulative Grade Point Average (CGPA) is computed by assigning every component a percentage based on its portion of the total hours comprising the student's program. Quality points are assigned to each grade given. The CGPA will be calculated by totaling the assigned quality points.

GRADES AND TRANSCRIPTS

Original copies of student exams are maintained in each student's education file while they are in attendance and for a period of three years after their last day of attendance. Transcripts are maintained by the student records office indefinitely. Each transcript documents student grades and can be reviewed upon written request.

Permanent copies of all student records are maintained at the institute. There is a three (3) business day waiting period for delivery of an official transcripts and/or Diploma.

Any student requiring additional copies of said documents must pay a processing fee for each document requested. Upon presentation of a receipt of payment from the Business Office, the Registrar will prepare the requested document(s). There is a three-day waiting period for processing. Processing will only begin after payment. If there is an outstanding balance to the institute, it must be paid before processing can begin.

POLICIES AND PROCEDURES

DRESS CODE

Students must purchase uniforms before the start of class. Students have the freedom to use any vender they choose to purchase royal blue scrubs if they are the approved school/program color while on campus. Renaissance Career Institute Iron-On patches will be provided to each student. The cost for the uniforms may vary and is the responsibility of the student.

Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class/lab or clinical until behavior is corrected. The student will be considered absent for the day(s) because of inappropriate personal hygiene and a clinical grade of "U" assigned for the day(s).

Students should always look presentable and not have strong fragrant colognes or perfumes, make-up should look natural, facial hair must be clean and neatly trimmed. Students who do not abide by the dress code could be subject to be sent home and receive an absence for the day.

PROFESSIONAL APPEARANCE AND PRESENTATION

Perfumes, colognes, and body odor

- o Should be avoided, the odor of cologne and perfumes can be nauseating and distressing to someone who is ill.

Hair
- o Avoids hair falling over the shoulders, must be clean, well maintained, and, if below the collar, must be secured.
- o Beards and mustaches must be short, trimmed neatly, and clean.

Fingernails
- o No false fingernails of any type, including acrylics, gels, or wraps.
- o Nails must be short enough to not be seen over the tips of the fingers.

Jewelry
- o Earrings: only one small earring in each ear lobe is permitted
- o Body Piercing: other than earlobes, may not be visible. Only clear retainers may be used to maintain the piercing while the jewelry is out to make the piercing less noticeable.
- o Rings: only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient or tear through gloves.

ADVISEMENT, COUNSELING, AND TUTORIALS

1. The student must meet with their faculty advisor at least once a quarter to ensure appropriate registration and progression through the curriculum.
2. The faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment.
3. Renaissance Career Institute can assist students in study skills and connecting students with available student support services.
4. Tutorial assistance is provided for students enrolled and is available through the Student Services Center.
5. Faculty may require that you attend counseling and/or a tutorial session.
6. Students are permitted and encouraged to utilize the Laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from the Program Director and sign in to be eligible to use the Laboratory area.

REQUIREMENT FOR CRIMINAL BACKGROUND CHECK

The nursing curriculum contains a didactic, laboratory, and clinical component. All students must complete a criminal background check prior to enrollment. Agencies review the results of each student's criminal background check and either accept or deny the student the opportunity to complete their clinical rotation.

NURSING (A.S. & P.N.) CLINICAL ASSIGNMENT DISCLOSURE

Most of Renaissance Career Institute's clinical sites are within 50 miles of the school, however, site(s) can be located up to 100 miles from the school. The Nursing Program will strive to provide students with clinical experiences that meet their academic and scheduling needs, but students must be flexible. Weekend & evening clinical experiences are particularly difficult and will likely have limited or no availability.

CLINICAL POLICY

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student, and externship facilities. Students who successfully complete programs courses and receive instructor approval in those programs, which so require,

will be placed on clinical externship at local medical/hospital facilities. The school maintains professional malpractice insurance on all students and faculty while at clinical sites.

All students on clinical externship are supervised by approved faculty or clinical onsite personnel. Adequate student supervision is provided at all times. Students may not substitute or replace paid staff members. The clinical Site expects the student to obey all rules and regulations regarding the site and clinical assignment. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Some agencies and institutions that accept our students for externship may require criminal and/or personal background checks as well as pre-employment drug testing. Applicants with factors such as prior criminal background or personal bankruptcy, or a positive drug-testing result, may not be considered for positions at some clinical sites and some places of employment.

CLINICAL EXTERNSHIP ASSIGNMENT

Based on clinical site availability, students may be required to complete their externships at more than one clinical site. Students who decline two sites may be dismissed from the program. In such an event, the school makes no assurances as to when or if the student will be eligible to return to the program. Based on the availability of externship sites, there may be a brief period between the end of the didactic portion of the program and the date the students begin their externship. Every effort is made to minimize or eliminate any waiting period, however, in the event of such a gap, students are expected to utilize labs and other school facilities as arranged with the Director of Education or Program Director.

Most externship hours are attended during daytime hours as most offices, clinics, and other appropriate clinical sites have daytime hours. Evening students will need to make the necessary arrangements to attend their clinical during these hours.

Prior to beginning their clinical assignments, students must have:
- A current CPR certification that is valid for the length of the clinical rotation.
- Clinical sites may require additional medical information, insurance coverage and/or inoculations for the student to begin their clinical program.
- The student is responsible for any cost associated with these additional requirements.
- A statement of general health signed by a health practitioner.
- A form that includes the medical information required is furnished to the student. The statement must certify that the student's health does not preclude him/her from working in a health care setting.
- Drug testing and background checks may also be required by clinical sites.

CLINICAL MILEAGE DISCLOSURE: TRAVEL COSTS ASSOCIATED WITH PARTICIPATING IN ANY CLINICAL SITE IS THE SOLE RESPONSIBILITY OF THE STUDENT. **RENAISSANCE CAREER INSTITUTE** WILL <u>ONLY</u> BE RESPONSIBLE FOR TRAVEL EXPENSES WHEN CLINICAL SITES ARE OVER 50 MILES FROM THE SCHOOL. THE INSTITUTION WILL PROVIDE FIFTEEN (15) CENTS PER MILE FOR ANYTHING OVER 50 MILES FROM THE INSTITUTION TO THE CLINICAL FACILITY. STUDENTS WILL ALWAYS BE RESPONSIBLE FOR THEIR FOOD AND ANY OTHER MISCELLANEOUS EXPENSES.

CLINICAL EXTERNSHIP CONDUCT

Clinical externship sites are professional environments where students are expected to conduct themselves in a mature, professional manner appropriate for the workplace. Students are expected to arrive and leave on time and perform in a reliable and responsible manner. Students may not substitute or replace paid staff members. The clinical site expects the student to obey all rules and regulations regarding the site and clinical assignment.

The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

CLINICAL ATTENDANCE REQUIREMENTS

Students must attend their clinical externship on the days and hours designated by the site. Days or times of clinical externship may not be rearranged without permission from the School's Clinical Coordinator and the Clinical Site Supervisor. In the event a student will be absent from a clinical site, the student must call the clinical site and the clinical coordinator in advance. If the clinical site or School determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be dismissed from the program. Students are required to attend 100% of required clinical hours. Scheduled breaks do not apply to students on externship. It is the responsibility of the student to provide the school with a time sheet signed by the clinical site supervisor documenting clinical hours completed for each week no later than Monday of the following week. If a student has missed any clinical time, arrangements for makeup time must be made with the clinical coordinator. Students will not be considered to have completed their clinical externship until the coordinator has certified all required attendance hours.

REPORTING ABSENCES – CLINICAL/LAB SITES

Attendance at all practice sites and clinical classes is mandatory. The student should notify the clinical facility or the instructor prior to the scheduled hour if he/she is going to be absent. Failure to attend and perform at an acceptable level in the lab and clinical will deny students the opportunity to acquire the necessary skills to meet minimum safety standards. Therefore, clinical and lab class time require 100% attendance. Without exception, punctuality is expected.

The student is responsible for the following:
1. Notifying the school or clinical facility of any absence or tardiness at least thirty (30) minutes before the expected time of arrival
2. All material covered in class/laboratory
3. Missed examinations/quizzes due to an excused absence. The student is responsible for taking an examination/quiz that was missed by the second day of return to the classroom
4. Written verification from a doctor permitting the resumption of all nursing activity is required after a medical absence of three (3) or more days.

ATTENDANCE POLICY

The school's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. Students must maintain a minimum of 80% attendance in class. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than five (5) consecutive school days, the student will be dismissed.

After an extended illness of more than three (3) days, a student is required to present written clearance from a physician to return to school. If for any reason a student is not able to attend a scheduled class or clinical, the student must call the school at least two (2) hours prior to the scheduled class or clinical. A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

ATTENDANCE PROBATION

Students must maintain a minimum of 80% attendance in class and clinical. If a student overall attendance drops below 80%, the student is advised by the President & CEO and will be placed on probation for one evaluation period. At the end of one evaluation period the student will be re-evaluated. If the following conditions are met, the probationary status will be lifted.

- o Students are required to have an overall attendance rate of 80%.
- o Students must achieve a grade of "C" or higher.
- o Students must have a satisfactory progress report from the instructor.

Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school unless a special condition is made and documented by the President & CEO.

ABSENCE

Excused absences may be granted for any of the following reasons:

- o Death in the immediate family (parent, spouse, child, sibling, in-law)
- o Student's illness documented by a physician.
- o Illness or injury of an immediate family member (parent, spouse, child, sibling, in-law) documented by a physician.
- o Military duty with documentation.

TARDINESS

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than 5 minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

SUSPENSION & DISMISSAL

Expected behavioral conduct for training at Renaissance Career Institute is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listen, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus and at clinical sites.

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the school's satisfaction, the school may, in its sole discretion, suspend or terminate the student. Students must treat the school's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the school) will be subject to disciplinary action and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition the President & CEO, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the sole discretion of the school.

APPEALS PROCESS

Any appeals of the actions described above must be made in writing to the Director of Nursing who will consider the appeal. The Director of Nursing will have the final authority over the matter to make the decision whether to accept the student's appeal within 5 days. For the student's appeal to be granted, the student will need to give evidence of satisfactory academic progress.

STUDENT CONDUCT POLICY

At **Renaissance Career Institute** appropriate student conduct in each class and when communicating with others in the Institute is very important. Any inappropriate conduct could result in dismissal from the Institute.

The following types of conduct are unacceptable:

1. All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.
2. **Plagiarism**: All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The Institute considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or partial credit for the work, suspension for a specific period, or expulsion from the program.
3. Other forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the Institute.
4. Forgery, alteration, or misuse of any Institute document, record, key, electronic device, or identification.
5. Unauthorized entry to, possession of, receipt of, or use of any Institute services; equipment; resources; or properties, including the Institute's name, insignia, or seal.
6. Sexual harassment, as defined here: Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's education, unreasonably interferes with a person's educational performance, or creates an intimidating, hostile or offensive learning environment. In the interest of preventing sexual harassment, the Institute will respond to reports of any such conduct.
7. Stalking behavior in which an individual repeatedly engages in conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the Institute to seriously alarm or torment the person; and where the threat is additionally determined by the Institute to serve no legitimate purpose.
8. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other Institute activities.
9. Failure to identify to, or comply with the directions of, an institute official or other public official acting in the performance of his or her duties while at official Institute functions; or resisting or obstructing such Institute or other public officials in the performance of or the attempt to perform their duties.
10. Selling, preparing, or distributing for any commercial purpose course lecture notes, video or audio recordings of any course unless authorized by the Institute in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a student is a violation of these policies whether it was the student or someone else who prepared the notes or recordings. Copying -for any commercial purpose- handouts, readers or other course materials provided by an instructor as part of the Institute course unless authorized by the Institute in advance and explicitly permitted by the course instructor or the copyright holder in writing.

PENALTIES FOR MISCONDUCT

The **Director of Nursing** may impose penalties for violations of institute policies or campus regulations whether such violations are also violations of law, and whether proceedings are or have been pending in the courts involving the same acts.

If because of an official appeal it is determined that the student was improperly disciplined, the Director of Nursing shall, if requested by the student, have the record of the hearing sealed, and have any reference to the disciplinary process removed from the student's record. In such case, the record of the hearing may be used only in connection with legal proceedings.

Whether or not a hearing is conducted, the Institute may provide written notice to a student that his or her alleged behavior may have violated Institute policy or campus regulations and that, if repeated, such behavior will be subject to the disciplinary process. Evidence of the prior alleged behavior as detailed in the written notice may be introduced in a subsequent disciplinary action.

When a student is found in violation of institute policies or campus regulations, any of the following types of student disciplinary action may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness of the violation.

1. Warning/Censure: Written notice or reprimand to the student that a violation of specified institute policies or campus regulations has occurred, and that continued or repeated violations of the institute policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

2. Disciplinary Probation: A status imposed for a specified period during which a student must demonstrate conduct that conforms to the institute standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

3. Loss of Privileges and Exclusion from Activities: Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of institute policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.

4. Suspension: Termination of student status at the institute for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of institute policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

5. Dismissal: Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.

6. Restitution: A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the institute or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

7. Revocation of Awarding of Degree: Subject to the concurrence of the Institute Governing Board.

GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the President & CEO for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The President & CEO shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the President & CEO should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students, or prospective students. Any student who feels they have been discriminated against must file a complaint with the President & CEO or Program Director.

MODIFICATIONS

Renaissance Career Institute reserves the right to modify academic policies, regulations, courses, fees and other matters of policy and rule when deemed necessary and with due notice. Student will be given advance notification of such changes.

NON-DISCRIMINATION

Renaissance Career Institute admits student of any race, color, sex, age, marital status, non-disqualifying disability to the extent of the law, religion, or creed, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student at the institute and does not discriminate in administration of its educational policies, admissions policies, or other institute-administered programs.

ANTI-HAZING

At Renaissance Career Institute, the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

SMOKING, FOOD, AND BEVERAGE

To protect the health and safety of all persons, no smoking is allowed in the school - designated smoking areas will be addressed during orientation. Food and beverages are only allowed in the designated areas. No food or beverages are allowed in the classrooms, skills laboratories, or library at any time.

EMERGENCY CLOSURE

In the event of an emergency, Renaissance Career Institute's administrative office will close as determined by **Miami-Dade County** due to inclement weather or natural disaster (hurricane, etc.).

COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by the Institute and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

Sample Course Number	(PN100)
	Letters = Discipline = Practical Nursing
	Digits = 100 = Program Sequence

Academic Discipline

MED: Medical Assistant
PN: Practical Nursing
NUR: Nursing
MH: Mental Health Technician

ASSOCIATE OF SCIENCE IN NURSING

HAP 101: Human Anatomy & Physiology I – 3 credits

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs.

HAP 101L: Human Anatomy & Physiology I Lab – 1 credit

This course is designed to support, amplify, and clarify the materials presented in the Human Anatomy & Physiology I, through demonstration and exercises utilizing charts, models, tissues, and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

ENG 101: English Composition I – 3 credits

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student's basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences.

CAL 101: College Algebra – 3 credits

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions, and quadratic equations.

MBI 101: Microbiology – 3 credits

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections.

MBI 101L: Microbiology Lab – 1 credit

This course is designed to support, amplify, and clarify the materials presented in Microbiology, through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

NTR 201: Elements of Nutrition – 3 credits

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices. **Prerequisites: HAP101 & HAP101L**

HGD 101: Human Anatomy & Physiology II - 3 credits

This course is a continuation of Human Anatomy & Physiology I and goes into details in the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system, and genetics. **Prerequisites: HAP101 & HAP101L**

HGD 101L: Human Anatomy & Physiology II Lab – 1 credit

This course is designed to support, amplify, and clarify the materials presented in the Human Anatomy & Physiology II, through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely.

CRT 101: Human Growth & Development – 3 credits

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.

GPY 101: Critical Thinking – 3 credits

This course is designed to help incoming students cultivate a more effective approach to college success. This course accentuates on a positive self-evaluation, test taking strategies, objective setting, and how to motivate oneself. This course will concentrate on the benefits of critical thinking in the healthcare field.

PSY 101: General Psychology – 3 credits

Introduction to psychology as applied to human behavior including research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders, and therapies. These principles will be applied to the human experience. Additionally, history and the development of psychology are also discussed.

**Please note that all Online/General Education Courses must be completed before a student can start any NUR class offered at Renaissance Career Institute.

NUR 1100: Pharmacology I – 2 credits

In this course, students will develop knowledge in pharmacology, according to specific categories. This course will demonstrate accurate occupational math and metric conversions for proper medication administration. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

NUR 1000: Fundamentals of Nursing – 3 credits

The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to nursing practice. Students will be introduced to the basics of health and wellness, and the nursing process. The focus of this course is to discuss nursing roles, compare the various health care delivery systems, describe the types of nursing theories, importance of research, culture and ethnicity, developmental theories, critical thinking in nursing practice, managing patient care, ethics, values, and legal implications in nursing practice, communication, patient education, documentation and informatics, patient safety, spiritual health, nurses role in loss, death and grief, stress and coping, activity and exercise, fluid, electrolyte and acid-base balance, pain management, skin integrity, wound care, and care of the surgical patient. This course will also discuss how to conduct a nursing assessment, develop a nursing diagnosis, plan nursing care, implement a nursing care plan, and evaluate patient outcomes. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

NUR 1000L: Fundamentals of Nursing Lab – 1 credit

This Fundamentals of Nursing Lab introduces the application of the nursing process and assessment in bridging student's knowledge from theory to practice. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology.

NUR 1000C: Fundamentals of Nursing Clinical – 2 credits

The Fundamentals clinical course builds on foundational concepts learned in theory and gives students the opportunity to utilize this knowledge and direct client care in a healthcare setting. Students will utilize foundational knowledge and skills to function within the three roles of nursing (provider of care, manager of care, and member of the profession) while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework will be evident. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

NUR 2500: Psychiatric Nursing – 3 credits

The Psychiatric Nursing course introduces the nurse's role in the provision of evidence-based healthcare to individuals, families and groups experiencing mental health issues. The nursing process is utilized to guide the nurse on effective care of the psychiatric patient. Therapeutic modalities, ethical dilemmas, nutritional needs, and holistic health assessment are included. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

NUR 2500C: Psychiatric Nursing, Clinical – 1 credit

The Psychiatric Nursing Clinical course builds on concepts learned in theory and gives students the opportunity to apply this knowledge to direct client care in a psychiatric setting. Supportive foundational knowledge needed to meet the psychiatric needs of individuals, families, and communities are included. A strong emphasis on physical and emotional aspects of nursing care, integrating developmental, nutritional, and pharmacological concepts will be evident. The essential concepts of communication, safety, legal ethical issues, current technology, economics, humanities, and biological, social, and behavioral sciences are also presented.

NUR 1200: Medical Surgical Nursing Lecture I – 6 credits

This course introduces students to the nursing care of adults experiencing a variety of medical-surgical conditions across the health-illness continuum. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical-surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated.

NUR 1200C: Medical Surgical Nursing Clinical I – 3 credits

This course builds on the advanced concepts learned in and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills, and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

NUR 1200L: Medical Surgical Nursing Lab I -1 credit

This Medical Surgical Lab introduces the application of the nursing processes and assessment in bridging student's knowledge from theory to practice learned in Medical Surgical Nursing Clinical I. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

NUR 2200: Pharmacology II – 2 credits

This course builds on what students learned during Pharmacology I and builds on their knowledge of pharmacology, fundamentals, psychiatric and medical – surgical nursing. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their advanced knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

NUR 2400: Medical Surgical Nursing Lecture II – 3 credits

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

NUR 2400C: Medical Surgical Nursing Clinical II – 1 credit

Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

NUR 2300: Maternal – Pediatric Nursing Lecture – 4 credits

The Maternal - Pediatric course introduces the nurse's role in health promotion and disease prevention for the pediatric population, childbearing mothers, and childrearing families. Topics include women's health, nutrition, disease, disease prevention, childhood illnesses, the normal processes of childbearing, child development, as well as common childbearing. A strong emphasis on promoting healthy fetal growth and development, coupled with proper prenatal nutrition and care. Students will examine the role of the family in childbearing and the care of the child. This opportunity for further integration in a variety of settings will increase the student nurse's responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

NUR 2300C: Maternal – Pediatric Nursing Clinical – 2 credits

The Maternal/Child Nursing Clinical course provides learning experiences for nurses in providing care to the childbearing and childrearing family in a variety of settings. Students will utilize basic knowledge and skills to function within the many roles of nursing while working with clients, families, and/or groups in the childbearing and childrearing stages of life. This course focuses on the care of the bio-psycho-socio-spiritual childbearing and childrearing family using critical thinking, problem solving, delegation, and nursing process within an interpersonal and collaborative framework. The foundational knowledge needed to care for the childbearing and

childrearing individual, family, and community includes physical and emotional aspects of nursing care, 50 integrating developmental, nutritional, and pharmacological concepts will be evident. Other essential concepts that will be presented include communication, safety, legal ethical issues, current technology, economics, humanities, and biological, social, and behavioral sciences.

NUR 2300L: Maternal – Pediatric Nursing Lab - 2 credits

This Maternal-Pediatric Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in the "Maternal – Pediatric Nursing Lecture" course. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology.

NUR 2900: Nursing Leadership – 3 credits

This course is an introduction to nursing leadership and organizational management. Concepts introduced in this course are foundational to the program and include Images of the nurse and nursing leaders, nursing as a discipline of knowledge, and nursing as a profession. This course will also culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios.

NUR 2900C: Nursing Preceptorship/Practicum Clinical – 2 credits

The Preceptorship/Practicum clinical course which culminates the nursing program, seeks to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will apply concepts of management, application of the nursing process, leadership, delegation, and supervision in caring for patients through in-depth learning experiences in selected site placements.

NUR 2999: Nursing Capstone – 3 credits

This course will culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN). Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will undergo a comprehensive in-class review including sample NCLEX-RN style questions, case studies, and various group interactions.

PRACTICAL NURSING

PN 101: Medical Terminology – 45 clock hours

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

PN 102: Introduction to Nursing – 90 clock hours

This course focuses on the use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult

Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.

PN 103: Long Term Care Nursing Assistant – 120 clock hours

Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians.

PN 104: Anatomy and Physiology – 75 clock hours

Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.

PN 105: Fundamentals of Nursing - 150 clock hours

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer, and discharge; pain, comfort, and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. **Prerequisite: PN 101, PN 102, PN 103, PN 104**

PN 106: Pharmacology and Intravenous Therapy Skills – 75 clock hours

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course. **Prerequisite: PN 105**

PN 107: Medical Surgical Nursing I – 195 clock hours

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **Prerequisite: PN 106**

PN 108: Medical Surgical Nursing II - 195 clock hours

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients

during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor. **Prerequisite: PN 107**

PN 109: Maternal Newborn Nursing – 120 clock hours

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant.

The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care during labor and delivery as well as post-partum. **Prerequisite: PN 108**

PN 110: Pediatric Nursing – 120 clock hours

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored. **Prerequisite: PN 109**

PN 111: Mental Health Concepts – 90 clock hours

This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental, and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered. **Prerequisite: PN 110**

PN 112: Community Health – 60 clock hours

This course provides the student with knowledge of individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in the hospital, community center, outpatient clinics as well as assisting in community health assessment. **Prerequisite: PN 111**

PN 113: Transition to Practice – 15 clock hours

This course provides concepts related to the transition from student licensed practical nurse. Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition. **Prerequisite: PN 112**

MEDICAL ASSISTANT

HLT 101: Introduction to Health Careers – 85 clock hours

This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. *Lab Included*

MED 101: Medical Terminology – 90 clock hours

The student will study medical terminology including word components, definitions, spelling, and pronunciation. Study will also include the use of medical references and resources for both research and practice.

MED 251: Allied Health Clinical Skills – 85 clock hours
This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. **Prerequisite: MED110.**

MED 233: Medical Procedures – 85 clock hours
This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. *Lab Included.* **Prerequisite: MED110.**

MED 253: Allied Health Laboratory Skills – 85 clock hours
This course involves the study of medical laboratory procedures, and covers the collection, performance, and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. *Lab Included.* **Prerequisite: MED110.**

MED 265: Medical Assisting Externship – 270 clock hours
This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. **Prerequisite: Completion of all core courses.**

MED 110 – Foundations of Anatomy and Physiology – 90 clock hours
This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination.

MOS 201: Introduction to Electronic Health Records - 85 clock hours
This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included.

MED 242: Fundamentals of Pharmacology – 90 clock hours
This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. **Prerequisite(s): MED101 or HLT101.**

MED 231: Clinical Skills for Medical Assistants - 85 clock hours
This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking, and recording vital signs. Lab included. **Prerequisite(s): MED110.**

MENTAL HEALTH TECHNICIAN

MH 101: Introduction to Mental Health Assistance – 45 clock hours
The student will learn about the current field of Mental Health. The course will focus on typical therapeutic settings as well as milieu dynamics. In addition, to detailed descriptions of all major players in the mental health field including Psychiatrists, Psychologists, Nurses, Mental Health Technicians, patients, and their current roles in this system. Specific description of MHT duties and responsibilities in the field as well as the skills and the abilities required to carry them out.

MH 102: Mental Health Concepts – 90 clock hours

This course will cover concepts relating to the duties and responsibilities of the psychiatric technician. Medical terminology of the psychiatric field will be covered including defense mechanisms, psychosocial growth, and development. Patient charting and documentation as well as pertinent records located within the patients' medical record. The student will learn descriptions of most common psychiatric and medical pathologies as well as general patient care. The abnormalities of dementia and chemical dependency will be covered as well as establishing patient rapport and trust, as well as therapeutic communication. Patient rights and safety will be discussed as it relates to the workplace.

MH 103: Mental Health Procedures I – 60 clock hours

A specific study of mental health procedures including but not limited: Observing and recording patient behavior; Techniques of redirections; Patient record maintenance; Following supervisory directives and unit parameters. The proper use and application of restraints (to prevent injury to self or others) will be covered. The student will learn techniques relating to conducting group therapy as well as helping to develop treatment plans.

MH 104: Mental Health Procedures II – 60 clock hours

The student will learn the most effective Aggression Control Techniques. They will Proper dress and equipment utilized. Introduction into the most recognized and effective therapeutic approaches of the psychiatric field beginning with Freudian Psychoanalysis; Reality Therapy by William Glasser; Cognitive-Behavior Therapy by Albert Ellis and Person-Centered Therapy by Carl Rogers. Additional information will be covered into the human developmental stages of the psyche as described by Erik Erickson.

MH 105: Pharmacology – 45 clock hours

The students will learn about the basic psychopharmacology and implications for patient care. The following will be covered: Trade names, generic names, actions, usual dosage, and frequency. Side effects, contraindications, and implications. Basic math will be covered as it relates to dosage administrations. In addition, there will be a focus on the most common counteracting agents (i.e., Cogentin).

MH 106: Intake Procedures & Clinical Evaluation – 45 clock hours

A comprehensive introduction into the evaluative techniques employed in the clinical field from intake to discharge, admission procedures and care for the patient throughout their hospitalization. Case studies will be assessed and evaluation relating to psychiatric care and evaluation. In addition, patient triggers, pathological signs in behavior and existing red flags will be discussed.

MH 107: Clinical Externship – 120 clock hours

Each student is placed in a medical/psychiatric environment to gain actual experience in the field. The student will have hands-on training in all the areas with emphasis on medical asepsis, vital signs, physical examination, sterilization, and disinfection. Each student will use medical office equipment and general medical office procedures.

STAFF & FACULTY

STAFF

- Jude Metellus — President / Chief Executive Officer
- Elsie Metellus — Medical Assisting Program Director / Administrator
- Ava Santana — Mental Health Technician Program Director
- Claudia Innocent — Nursing Program Director
- Jude Metellus — Librarian
- Celeste Gonzalez — Admissions Coordinator

FACULTY

- Ava Santana
  - Doctor of Clinical Psychology, Carlos Albizu University

- Elsie Metellus
  - Master of Science in Nursing, Emiraza College
  - Bachelor of Science in Nursing, Emiraza College
  - Associate of Science in Nursing, Miami Regional College

- Claudia Innocent
  - Master of Science in Nursing, University of Phoenix
  - Bachelor of Science in Nursing, University of Phoenix

- Victoria Mahler
  - Master of Arts in English, East Carolina University
  - Bachelor of Arts in Elementary Education, Florida Atlantic University

- Raymond Hahn
  - Master of Mathematics, California State University
  - Bachelor of Mathematics, California State University

- Cecellia Kissel
  - Master of Physician Assistant, Kettering College
  - Bachelor of Science in Biochemistry

CATALOG RECEIPT

I, _____certify that I have received the most recent copy of the

RENAISSANCE CAREER INSTITUTE addendum catalog.

By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours, and academic responsibilities may cause my student status to be withdrawn from this program.

_____

Student Signature   Date

_____

Admission Representative   Date