

# Table of Contents      2007-2008 Academic Catalog

<b>Introduction</b> .....	<b>2</b>
<b>General Information</b> .....	<b>8</b>
<b>Academic Calendar</b> .....	<b>15</b>
<b>Admissions</b> .....	<b>17</b>
<b>Financial Aid</b> .....	<b>28</b>
<b>Student Accounts</b> .....	<b>37</b>
<b>Tuition and Fees</b> .....	<b>39</b>
<b>Academic Information and Policies</b> .....	<b>41</b>
<b>Online Education</b> .....	<b>67</b>
<b>Nursing</b> .....	<b>70</b>
>Post-Master’s Nursing Certificate Programs (Post-MSN) .....	<b>72</b>
>Master of Science in Nursing (MSN): Traditional Option .....	<b>74</b>
>Master of Science in Nursing: RN to MSN Option.....	<b>78</b>
>Bachelor of Science in Nursing (BSN): Traditional Option .....	<b>90</b>
>Bachelor of Science in Nursing (BSN): Fast Track Option .....	<b>94</b>
>Bachelor of Science in Nursing: RN to BSN Program .....	<b>96</b>
>Bachelor of Science in Nursing: LPN to BSN Option .....	<b>99</b>
>Diploma in Practical Nursing (PN) .....	<b>109</b>
<b>Allied Health and Health Care Business</b> .....	<b>113</b>
>Associate of Science in Physical Therapist Assistant (PTA) .....	<b>115</b>
>Associate of Science in Radiologic Technology (RT) .....	<b>121</b>
>Bachelor of Science in Medical Imaging (MI) .....	<b>126</b>
>Certificate in Medical Imaging PACS Administrator .....	<b>134</b>
>Master of Science in Health Care Administration .....	<b>136</b>
>Bachelor of Science in Health Care Business with major in Health Information Management .....	<b>140</b>
>Bachelor of Science in Health Care Business with major in Informatics .....	<b>149</b>
>Bachelor of Science in Health Care Business with major in Management .....	<b>157</b>
>Health Care Business Minor .....	<b>166</b>
>Associate of Science in Health Information Management.....	<b>168</b>
>Certificate in Health Information Management.....	<b>173</b>
>Foundations in Health Information Management .....	<b>176</b>
>Certificate in Health Care Business Informatics PACS Administrator .....	<b>178</b>
<b>Professional Development</b> .....	<b>181</b>
<b>General Education</b> .....	<b>186</b>
<b>ROTC (Air Force and Army)</b> .....	<b>194</b>
<b>Administration, Faculty and Staff</b> .....	<b>199</b>

**Please Note:** The information in this catalog is intended to be informational and not contractual in nature. Clarkson College reserves the right to amend, alter, change or modify the provisions of this catalog at any time and in any manner that the Administration or Board of Directors deems is in the best interest of Clarkson College and its students.

The catalog is printed once annually in the fall. Please check the interactive online catalog for the most current information at [www.clarksoncollege.edu](http://www.clarksoncollege.edu), and then choose the Catalog link from the Quick Links box. Changes made to the catalog throughout the year will be noted in RED and dated in the interactive, online version only to show when the change is effective. This PDF version will have the most current changes included, but will not identify the changes in red.

## Introduction



### **PRESIDENT'S MESSAGE**

It is a time of new beginnings and continued successes as Clarkson College kicks off 2008 with an anniversary theme: 120 Years of Educating Health Care Professionals.

My long association with Clarkson College, and the community it represents, helps me to celebrate the successful history the institution enjoys. While at the same time, it enables me to anticipate the successes to come. And, they will continue to come.

We are very fortunate to have a mission-driven organization led in that spirit by our Board of Directors. There is a heightened awareness of what is needed to move us forward in the new century amidst the complexities facing the health care industry and education today.

There is no doubt that wherever you go in this region, your Clarkson College education will serve you well. Employers respond to the positive reputation the College has of graduating exceptional individuals.

You can go anywhere in the country to work as current demographic and statistical information continue to show the huge demand for health care professionals.

You also have a unique opportunity to participate in an outstanding resource base with The Nebraska Medical Center, a major research facility and a Clarkson College educational partner.

I am impressed with the caliber of students we attract. And, I am proud of the energy our faculty and staff direct toward our focus of graduating caring and compassionate individuals committed to excellence.

Faculty and staff share the common goal of delivering EXTRAORDINARY education today in the development of health care professionals for tomorrow.

Sincerely,

Dr. Louis Burgher  
President

## **VISION, MISSION AND VALUES**

### **Mission**

Preparing students to provide high quality, ethical, and compassionate health care services.

### **Vision**

Developing Health Care Professionals for today and tomorrow.

### **Values**

Webster's Dictionary defines professionalism as "the conduct, aims or qualities that characterize or make a profession or professional person." In order to illustrate how Professionalism is demonstrated at Clarkson College, we have integrated it into our already established system of Values.

#### **Learning**

The lifelong process of growing and developing through both structured and unstructured experiences.

- Independently pursuing new information and experiences to promote interpersonal and professional growth.
- Developing new skills or increasing proficiency with current abilities.
- Openly receiving and experimenting with new ideas and strategies.
- Critically evaluating past experiences to decide how to perform in the future.
- Valuing learning as a lifelong process.

#### **Caring**

An empowering relationship through an attitude of empathy, consideration and respect for those students, colleagues and public constituents with whom we interact.

- Using your words, tone of voice, body language and personal appearance to show value for self and others.
- Teaching others, through your interactions with them, how to appreciate your inner character.
- Showing compassion and concern for others as well as yourself.
- Openly accepting and working through differences between you and others.
- Openly sharing your expectations with others before publicly complaining that they were not met.
- Leaving others with whom you interact to eagerly look forward to their next encounter with you.

#### **Commitment**

Consistent professional and organizational dedication to the shared mission and values of Clarkson College.

- Being loyal to the College mission.
- Improving the lives of others through your professional skills and community service.
- Consistently meeting College expectations of your role as student or employee.
- Being on time for all class, clinic and work obligations.
- Following through on what you agree to do.

- Protecting the welfare of all others through confidential and respectful means.
- Graciously accepting or offering credit for work well done.

### **Integrity**

The consistent adherence to moral and ethical standards in personal, professional and organizational actions.

- Taking time to understand others and to be understood.
- Consistently being genuine in your dealings with others.
- Demonstrating honesty in your academic or organizational role.
- Reinforcing and supporting others regardless of rank or status.
- Being responsible and accountable for your own behaviors.
- Providing and accepting constructive feedback.
- Speaking up to promote and protect the rights of self and others.
- Holding others accountable when they betray the trust you have placed in them.
- Making personal decisions that are for the good of others, not merely for the sake of making yourself look good.
- Ensuring that credit is directed toward deserving individuals.
- Using strategies and offering solutions to achieve job, role and student satisfaction.
- Exerting full effort toward your responsibilities.

### **Excellence**

A level of performance in which all individuals strive for a shared goal of distinction.

- Working to establish a personal reputation that reflects high quality.
- Regularly assessing your performance according to established standards.
- Striving for balance in your life.
- Striving to be proficient in everything you do.

### **ACCREDITATION AND APPROVALS**



Clarkson College has maintained continuous accreditation with The Higher Learning Commission North Central Association of Colleges and Schools (NCA) from 1984 to present.

The **Bachelor of Science in Nursing** and the **Master of Science in Nursing** programs have accreditation from:

The National League for Nursing Accrediting Commission (NLNAC)  
 61 Broadway  
 New York, NY 10006  
 212.363.5555, Ext. 153  
[www.nlnac.org](http://www.nlnac.org)

The **Bachelor of Science in Nursing** program is also approved by:

The Nebraska State Board of Nursing  
[www.hhs.state.ne.us/crl/nursing/nursingindex.htm](http://www.hhs.state.ne.us/crl/nursing/nursingindex.htm)

The **Diploma in Practical Nursing** program has approval for operation from:  
The Nebraska State Board of Nursing  
[www.hhs.state.ne.us/crl/nursing/nursingindex.htm](http://www.hhs.state.ne.us/crl/nursing/nursingindex.htm)

The **Associate of Science in Radiologic Technology** degree program at Clarkson College is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). As an accredited program, the Radiologic Technology program is required to meet standards which can be found at: [http://www.jrcert.org/acc\\_standards.html](http://www.jrcert.org/acc_standards.html)

Complaints or concerns involving accreditation issues should be directed to the Faculty Advisory Committee (any faculty member) or the JRCERT.

JRCERT  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300  
[JRCERT@aol.com](mailto:JRCERT@aol.com)

Upon receipt of any allegations of non-compliance, the Program Director and the faculty involved will investigate the report within three weeks. If an incident of non-compliance is identified, the Program Director and faculty will take action within the following three weeks to remedy the situation. The results of such actions will be reviewed and discussed during the next Faculty Committee meeting.

The **Associate of Science in Physical Therapist Assistant** program has accreditation from:

The Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 North Fairfax Street  
Alexandria, VA 22314  
703.706.3245  
[www.apta.org](http://www.apta.org)

The **Master of Science in Health Care Administration, Bachelor of Science in Health Care Business** and **Associate of Science in Health Information Management** programs have accreditation from:

International Assembly for Collegiate Business Education (IACBE)  
P.O. Box 3960  
Olathe, KS 66063-3960  
913.631.3009  
[www.iacbe.org](http://www.iacbe.org)

The **Bachelor of Science in Health Care Business with major in Health Information Management** and **Associate of Science in Health Information Management** programs have accreditation from:

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
233 N. Michigan Ave, 21st Floor  
Chicago, IL 60601-5800  
312.233.1131  
[www.cahiim.org](http://www.cahiim.org)

### **Nursing Continuing Education**

Clarkson College is an approved provider of continuing nursing education by the Nebraska Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. Code: NE06-09C14

Iowa Provider Number: 345

### **Physical Therapy Continuing Education**

For Physical Therapy and Physical Therapist Assistant continuing education activities appropriate CEUs are sought through:

Nebraska Chapter American Physical Therapy Association  
600 S. 42nd St.  
Omaha, NE 68198-5450  
402.559.6415  
[www.apta.org](http://www.apta.org) (national website)

### **Health Information Management Continuing Education**

For Health Information Management continuing education activities appropriate CEUs are sought through:

American Academy of Professional Coders  
2480 South 3850 West, Suite B  
Salt Lake City, UT 84120  
[www.aapc.com](http://www.aapc.com)

The **Center for Stress Management** Director has been approved as a Licensed HeartMath® Provider by

HeartMath LLC  
14700 West Park Ave.  
Boulder Creek, CA 95006  
800.450.9111  
[www.heartmath.com](http://www.heartmath.com)

The **Basic Life Support** for the Healthcare Provider and **First Aid** courses are approved by:

American Heart Association  
7272 Greenville Ave.  
Dallas, TX 75231  
[www.americanheart.org](http://www.americanheart.org)

The **Nurse Aide, Medication Aide and Paid Dining Assistant** programs are approved by:

Nebraska Department of Health and Human Services  
Regulation and Licensure; Credentialing Division  
P.O. Box 94986  
Lincoln, NE 68509-4986  
402.471.4376  
[www.hhs.state.ne.us](http://www.hhs.state.ne.us)

The **Nurse Refresher** program is approved by:

Nebraska State Board of Nursing  
[www.hhs.state.ne.us/crl/nursing/nursingindex.htm](http://www.hhs.state.ne.us/crl/nursing/nursingindex.htm)

The **Clarkson College Technical Training Center** is an authorized Microsoft Office Specialist Exam Distributor for [Microsoft Office Specialist Certification](#) as well an approved [Certiport Testing Center](#) for other applications and certifications.

**Note:** Details and updates concerning accreditation can be found by contacting the appropriate program director.

**DEGREES OFFERED**

<b>Degree</b>	<b>Major</b>	<b>Professionally Accredited</b>
Diploma	Practical Nursing	No
Associate of Science	Health Information Management* Physical Therapist Assistant Radiologic Technology	Yes Yes Yes
Bachelor of Science	Health Care Business: Management major* Health Care Business: Informatics major* Health Care Business: Health Information Management major* Medical Imaging Nursing (BSN)**	Yes No Candidacy Status No Yes
Master of Science	Health Care Administration* Nursing (MSN): Adult Nurse Practitioner* Nursing (MSN): Family Nurse Practitioner* Nursing (MSN): Nursing Education* Nursing (MSN): Nursing Health Care Leadership*	Yes Yes Yes Yes Yes

\* These programs may be completed by Online Education. Some online programs require periodic campus visits for skills assessment. Contact the appropriate department for current details.

\*\* RN to BSN pathway may be completed by Online Education. See details in the RN to BSN section of this catalog.

**CERTIFICATES OFFERED**

- Foundations in Health Information Management
- Certificates in Health Information Management
- Health Care Business Informatics PACS Administrator
- Medical Imaging PACS Administrator
- Post-Masters Nursing: Adult Nurse Practitioner
- Post-Masters Nursing: Family Nurse Practitioner
- Post-Masters Nursing: Nursing Education
- Post-Masters Nursing: Nursing Health Care Leadership

## General Information

### Clarkson College

101 South 42 Street  
Omaha, NE 68131-2739  
P: 800.647.5500 or 402.552.3100

This section contains general information about the College, its facilities and its rich 120-year history.

Since 1888, the College has experienced both triumphs and challenges that have strengthened the institution and allowed it to flourish. It began with the dream of Bishop Robert H. Clarkson in the late 1800s to establish a hospital in Nebraska. It continued with the dedication of his wife, Meliora, to develop a training school for nurses.

Today, it continues to build on a tradition of innovative education that anticipates changes in health care systems, technology, and society. The individuals we serve have always been our success and will continue to be our success.

### BOARD OF DIRECTORS

**Chair** James T. Canedy, M.D.

**Vice Chair** Rebecca A. Valdez

**Secretary**

**Treasurer** William S. Dinsmoor

**Immediate Past Chair** Karen M. Verdirame, J.D.

### Executive Committee

Cynthia A. Arbaugh

Karen Burmood\*

The Right Reverend Joe G. Burnett

Janis K. Enenbach

Glenn A. Fosdick

Robert S. Howard\*

Rosanna Morris

Drexel J. Sibbernsen, Jr. \*

Marlin G. Stahl, M.D.

Karen Verdirame, J.D. \*

*\*Past Chair*

### Board Member Emeritus

Patricia B. Perry, Ph.D.

### ABOUT THE COLLEGE

Clarkson College is a private, Episcopal-affiliated, coeducational institution offering undergraduate degrees, graduate degrees and post-graduate certificates in health sciences and health care business. Clarkson College exists to educate and ensure the

### Service League Representative

Janis K. Enenbach

### Ex Officio

Glenn A. Fosdick, President and CEO

### Clarkson College Faculty Senate Representative

Patricia Brennan, Ph.D.

### Clarkson College Student Government Representative

Jamie Jensen



development of individuals and to expand their personal and career opportunities. Through various activities, the College provides an intellectual environment for the development of literate, knowledgeable and scholarly individuals motivated to pursue lifelong learning and capable of solving problems through the disciplines in which they major.

The success of each student at Clarkson College is important. For this reason, faculty works closely with students as teachers, mentors, advisors and role models. Faculty and staff are friendly and helpful and care about your progress and success.

The College also provides a variety of co-curricular experiences on campus. The opportunity to serve in student groups and organization, College committees or to participate in service-learning promotes development of interpersonal skills and experiences which assist students attain personal and career success.

Students at Clarkson College may choose to study in any one of several areas in the School of Nursing and School of Allied Health and Health Care Business.

Clarkson College also offers programs in the School of Professional Development for continuing education and staff development. Distinguished lecturers, nationally known practitioners and topics of vital concern and importance are featured at these programs. Clarkson College wants to be an educator of choice for you, throughout your lifetime, for additional degrees, certificates or professional development beyond your original educational experience.

Online Education provides students who are unable to attend classes on campus, an opportunity to complete certain associate, bachelor or masters degrees in a flexible setting suitable for their individual lifestyle. Accessibility, convenience and personalized instruction make the Online Education experience a popular option. To learn more, visit the Online Education section on the website.

Students are central to decisions made and are included in many of the operational activities of the College through student government and other organizations.

Clarkson College delivers a high-quality education emphasizing early hands-on experiences, personal attention from faculty, flexibility in program selection in health care and high first-time pass rates on Boards for graduates. The College prepares students for a profession embedded with opportunities and the potential of multiple careers that enable a variety of jobs, settings, geographical locations, colleagues and salary potential.

## **DIVERSITY**

Clarkson College recognizes that we live in a diverse society. We value the diversity of our employees, students and the community, and strive to create an environment where all people have equal opportunity. Clarkson College complies with all applicable federal, state and local laws relating to discrimination not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status, or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

We will demonstrate our commitment to diversify through the following actions:

- We will create an environment where all people are treated with dignity and respect, and where difference is valued.

- We will create an atmosphere where all people feel welcomed, and where their unique cultural differences are respected.
- We will create an environment where all people have the same ability to provide and receive quality health care education. This will include awareness of the many cultural barriers, language and customs of our employees, students and the community in order to provide health care education to a diverse population.
- We will openly embrace the diversity of our employee, student and customer population. We acknowledge that creating a diverse environment must have the support and commitment of all levels of the organization.
- We will celebrate diversity to create an environment of inclusion.

## **FACILITIES**

In the summer of 1992, Clarkson College moved from Kiewit Tower, where it had educated students for over 30 years, to a facility located prominently at the corner of 42nd and Dodge Streets in Omaha. Committed to living and learning, Clarkson Regional Health Services, Clarkson College and The Nebraska Medical Center launched an enriched college life experience with the opening of a new urban campus in the fall of 2004. The Residence Hall includes apartment-style resident living, while the Student Center offers convenience, and a greater community connection among students.

The Student Center houses the Campus Corner bookstore, fitness room, mailboxes, café and Student Government office on the first floor. On the second level, Howard Hall, a multi-purpose room, provides gym space as well as seating for 400 people. Next door is the J.W. Upright Success Center, which caters to the study, tutoring and counseling needs of students.

In the main building at 42nd and Dodge Streets, the lower level (LL) houses the College Library and Educational Resource Center (ERC). Maintaining convenient hours, the Library and ERC provide students with a knowledgeable staff and resources necessary to complete projects and conduct research. Also located on the lower level are the Basic Life Support training center and skills laboratory for the Radiologic Technology and Medical Imaging programs.

On the first floor lobby of the College main building you will find the Student Services Suite. The Office of Enrollment Services (Admissions) and a representative from the Registrar's Office provide centralization of student services and information to visitors and students.

The Office of the Registrar, Student Financial Services, Manager of Facilities, are housed in the second floor Student Services Suite. Classrooms and Science Lab for the anatomy, physiology, chemistry and biology classrooms are also located on the second floor. Just beyond the Science Lab is Second Floor South which houses the skills laboratory for the Physical Therapist Assistant program.

The third floor provides the College with a multipurpose area that can quickly be configured as one large room, two rooms or three areas for instruction, activities or workshops. The third floor also houses the College Computer Lab. The Director of Health Care Business is also located on the third floor.

Located on the fourth floor are classrooms and the offices for the Director of Radiologic Technology and Medical Imaging and the Technology and Computer Services Department. Also housed on the fourth floor is the Nursing Skills Lab.

Clarkson College Center for Stress Management, faculty offices, Directors of Undergraduate and Graduate Nursing are located on the fifth floor.

The sixth floor of the College houses the administrative offices of the President, Vice President of Academic Affairs, Vice President of Enrollment Management and Campus Life Operations, Vice President of Institutional Assessment and Research, Director of Practical Nursing and Diversity Services, Dean of the School of Professional Development, Fiscal Services, Human Resources, Marketing, Alumni Relations and Coordinators of Online Education and Basic Life Support.

Our Ed-Tech Center is located at 121 South 44th Street. This is a yellow brick, apartment-style building on the corner of 44th and Douglas Streets (one block south of Dodge Street) The Center's first floor is the home of our Professional Development classes and Testing Center. Faculty offices are located on the second floor.

Advanced technology is architecturally designed into the main building of the College, Student Center and Residence Hall including wireless Internet access in each building and the courtyard. The facilities were built to handle current and future computer and technological needs. All main building classrooms are equipped with television monitors as well as numerous types of audio/visual projection equipment. The capability exists to transmit live or taped productions into all classrooms simultaneously. Throughout the College facilities are connections that link users of technology with computers, modems, satellites and the Internet. Education at Clarkson College is truly global.

## **HISTORY**

Clarkson College traces its roots to Omaha's Good Samaritan Hospital, which opened in 1869 and became the forerunner of Bishop Clarkson Memorial Hospital. The first student nurse completed a two-year training period in 1890. In 1902, a three-year nurses training school accepted students at the Hospital's 17th and Dodge Street location. A Clarkson superintendent called civic leaders to the first meeting of the Nebraska Nurses Association at Clarkson in 1906; three years later, the founding members achieved their initial goal of registration for 10 trained nurses who passed a state examination.

The Alumni Association was formed in 1910. By 1913, Clarkson was the first Nebraska school to reduce the standard on-duty requirement from 12 hours per day (six and a half days a week) to eight hours per day. The Hospital and School moved in 1936 to 26th and Dewey Streets where students were housed in several homes nearby.

During World War II, a new nurses home (dormitory) was built across the street from the Hospital. The School of Nursing also actively participated in the U.S. Cadet Nurse Corps program, which funded student tuition, books, uniforms and monthly stipends as a way to recruit nurses for the war effort.

After the war, the Hospital moved to its current location at 42nd and Dewey Streets. However, related budget problems led the nursing program to close in 1955. A very generous donation from Mr. and Mrs. Peter Kiewit enabled the nursing program to reopen in 1960 with the completion of Kiewit Tower.

The 1970s saw Clarkson College admit male students to its burgeoning program. In the 1980s, Clarkson College received accreditation from the North Central Association and National League for Nursing. Development of the Online Education, Professional Development, Radiologic Technology/Medical Imaging and Physical Therapist Assistant and Graduate programs swiftly followed. Today, the College also offers degrees and

certificates in Health Care Business, Picture Archiving Communication Systems (PACS), Post-Master's certificates in nursing and a host of Professional Development and Continuing Education opportunities.

Since 1888, Clarkson graduates have distinguished themselves at home and abroad, in peacetime and in wartime. Now in its second century, Clarkson College continues to build on its solid tradition by developing health care programs to provide for safe, compassionate and effective care.

In the new millennium, a focus on diversity led to the development of the Gateway to Success Minority Nursing Scholarship. In order to serve our diverse population the College began the "Building on the Legacy of Enriching Campus Life for Students" effort in 2004 to create an environment of living and learning by constructing the new Student Village campus. The new campus includes a Student Center, apartment-style Residence Hall and courtyard complete with the Clarkson College Service League Heritage Garden.

### **LIBRARY AND EDUCATIONAL RESOURCE CENTER (ERC)**

The Library and Educational Resource Center (ERC) supports the curriculum by providing flexible, responsive services, a wide variety of print and non-print materials and the hardware needed to use numerous types of media. The Library also provides access to FirstSearch, CINAHL, ProQuest, Ebsco's Health Source and Sydney Plus, the online public access catalog. Students may access these databases using the computers in the library, on-campus or from remote home and office locations.

The Library and Educational Resource Center is open 72 hours each week. A highly qualified staff is committed to providing excellent service to the Clarkson College community. The Library is an active member of ICON, a Nebraska and western Iowa consortium of health science libraries. ICON member libraries participate in free interlibrary lending and support one another by sharing staff expertise and other library resources. The Library participates in the Nebraska Academic Libraries Reciprocal Borrowing Agreement which gives students access to academic libraries across Nebraska. Access to library collections throughout the United States is offered via DOCLINE and OCLC.

### **NOTICE OF NON-DISCRIMINATION**

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination and does not discriminate on the basis race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status, or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The Clarkson College Vice President of Enrollment Management and Campus Life Operations coordinates compliance with regulations in the implementation of Title IX, Section 504 and the Age Act: Clarkson College, Attn: Vice President of Enrollment Management and Campus Life Operations, 101 S. 42 St., Omaha, NE 68131-2739. Phone: 402.552.6109.

### **RESEARCH**

In fulfilling its mission, the College actively supports and encourages scholarly activity and research. Members of the Clarkson College community or members of the scientific community wishing to conduct research within Clarkson College are to contact the chair of the Clarkson College Institutional Review Board.

## **SCIENCE LABORATORY**

The Science Lab accommodates areas for chemistry, biology and anatomy to support the general education science curriculum. It allows the student to gain valuable, hands-on experience with the subject matter. Each semester, designated open lab hours are established to allow students flexibility in completing required coursework.

## **SKILLS LABORATORIES**

### **Nursing Skills Lab**

The Nursing Skills Lab is designed to provide realistic, hands-on practice for students in an area that simulates a variety of realistic medical facility environments. There are numerous resources available to facilitate group or individual learning. The south end of the lab features eight patient care cubicles arranged to simulate semi-private hospital rooms equipped with items necessary for direct nursing care.

The north end of the lab has two patient care cubicles arranged to simulate one-bed hospital rooms, a pediatric examination room, an adult examination room, a gynecological examination room, five mobile workstations and a conference area. The classroom contains a video viewing conference area and a computer workstation.

Students using the lab will have access to realistic mannequins and models allowing them to practice skills needed in today's advanced health care setting. Designated open lab hours are established to allow students to complete required coursework and additional practice. Qualified faculty is available to assist students in practicing skills.

### **Physical Therapist Assistant Skills Lab**

The Physical Therapist Assistant Skills Lab provides hands-on practice with current therapeutic modalities, therapeutic exercise and a variety of clinical intervention techniques. Students perfect skills required in today's rehabilitation settings, ranging from gait training and massage to the use of high-tech therapeutic equipment. Lab time is scheduled as a part of the curriculum. Additional lab hours may be reserved to allow students flexibility in completing required coursework and additional practice.

### **Radiologic Technology Energized Skills Lab**

The Radiologic Technology Lab suite contains a classroom; two x-ray rooms, one of which is energized; a darkroom and a film library. The energized x-ray room is lead-shielded and the viewing window is constructed of leaded glass for student safety. The energized x-ray machine is capable of performing digital fluoroscopy and diagnostic examinations. Two methods of image acquisition are offered. A fully functional darkroom is available for film processing and a CR reader and imaging plates are available for digital acquisition. Completing the digital imaging chain is a quality control workstation and PACS workstation for image manipulation and storage. An energized mammography machine, portable x-ray machine and C-arm are also located within the suite to facilitate student learning.

## **STUDENT CENTER**

The new Student Center enriches campus life for students. Students can socialize in the café-style lounge area, exercise in the fitness center, visit The Campus Corner bookstore or seek academic and career guidance in the Success Center. Computer access is available and also study areas for study collaboration. The Student Center also has wireless capabilities for those students who wish to use their laptop computers in this area. The Student Center also offers student meeting and recreational space for events and intramurals in Howard Hall.

## **STUDENT HOUSING**

The new, apartment-style Residence Hall is conveniently located on campus and provides a greater community connection with other students. Each apartment has four private, furnished bedrooms; two private baths with double vanities; and a spacious, fully-equipped kitchen with dining/study counter. The Residence Hall has 24-hour staff and front desk services and each of the 35 apartments has controlled entry. The Residence Hall, which houses up to 140 students, also offers laundry facilities and group study areas. Residents are encouraged to bring their computers, as all apartments are set up for Internet and cable access in each bedroom and living room. And new in 2007, the Residence Hall is now conveniently wireless for Internet users. Our Resident Assistants (RAs) and onsite Resident Director (RD) encourage student involvement and activities and assist the on-campus residents in a living and learning environment.

## **TECHNOLOGY RESOURCES**

Students have access to IBM-compatible computers in the College Computer Laboratory, Success Center, Educational Resources Area and Library. Word processing and desktop publishing software is available for students who need to prepare class papers. Spreadsheets and database management software permit students to analyze data. Interactive technologies provide unique learning opportunities for students. Additionally, there are several video machines in the Library for viewing class assignments. Complete in 2007, the Clarkson College campus became wireless. Whether you are in the Student Center, Residence Hall, main building or the courtyard, you have access to the Internet. This contributes to a living and learning environment and assists commuter students in maximizing their on-campus time.

## **TESTING CENTER**

The Testing Center is an optional proctoring service provided as a courtesy to students. Hours of operation, rules and regulations are posted each semester and are communicated to all students the first week of each semester. The Testing Center is located in the lower level of the Ed-Tech Building, Room 001, at 121 South 44th Street.

## **WEBSITE**

The website for Clarkson College is located at <http://www.clarksoncollege.edu>. The website contains detailed information about programs and courses offered by the College as well as admission requirements, application, forms, directories and contact information. The website is divided into various support sections containing information about: Admissions, Prospective Students (featuring current student profiles), Current Students (including Registrar, Financial Services, Service-Learning and Community Service, student organizations and activities), Housing, Online Education, Alumni, Giving, About Us (include media releases and publications) and the Catalog. Other features include: Calendar of Events, Schedule of Classes, Campus Corner bookstore, Center for Stress Management and link access to eCollege (online campus), I.Q. Web (College Intranet), Library Databases, and e-mail accounts for students, faculty/staff and alumni.

## Academic Calendar

Clarkson College publishes Academic Calendars two years in advance. This section gives you access to these calendars.

### Fall Semester 2007

August 24-25, Friday-Saturday	Graduate Orientation
August 27, Monday	Classes Begin
September 3, Monday	Labor Day (No Classes, College Closed)
September 20, Thursday	Convocation
October 17, Wednesday	Mid-semester Grade Reports Due
November 2, Friday	Last day to withdraw from a course with a "W" (Withdrawal) grade Deadline for Spring 2008 Graduation Application
November 22-23, Thursday-Friday	Thanksgiving Holiday (No Classes, College Closed)
November 30, Friday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
December 7, Friday	Classes End Graduation

### Spring Semester 2008

January 4-5, Friday-Saturday	Graduate Orientation
January 7, Monday	Classes Begin
January 21, Monday	Martin Luther King, Jr. Day Observed (No Classes, College Closed)
February 1, Friday	Deadline for Summer 2008 Graduation Application
February 27, Wednesday	Mid-semester Grade Reports Due
March 3-7, Monday-Friday	Spring Break (No Classes, College Open)
March 14, Friday	Last day to withdraw from a course with a "W" (Withdrawal) grade
March 21, Friday	Good Friday (No Classes, College Closed)
April 18, Friday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
April 26, Saturday	Classes End Graduation

### **Summer Session 2008**

May 9-10, Friday-Saturday	Graduate Orientation
May 12, Monday	Classes Begin
May 26, Monday	Memorial Day Observed (No Classes, College Closed)
June 20, Friday	Mid-semester Grade Reports Due
June 27, Friday	Last day to withdraw from a course with a "W" (Withdrawal) grade
July 4, Friday	Independence Day (No Classes, College Closed)
July 18, Friday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade Deadline for Fall 2008 Graduation Application
August 2, Saturday	Classes End Graduation

### **Fall Semester 2008**

August 22-23, Friday-Saturday	Graduate Orientation
August 25, Monday	Classes Begin
September 1, Monday	Labor Day (No Classes, College Closed)
September 12, Friday	Tuition and Fees Payment Due
September 18, Thursday	Convocation
October 15, Wednesday	Mid-semester Grade Reports Due
October 31, Friday	Last day to withdraw from a course with a "W" (Withdrawal) grade
November 7, Friday	Deadline for Spring 2009 Graduation Application
November 26, Wednesday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
November 27-28, Thursday-Friday	Thanksgiving Holiday (No Classes, College Closed)
December 5, Friday	Classes End
December 6, Saturday	Graduation (subject to change)

### **Spring Semester 2009**

January 9-10, Friday-Saturday	Graduate Orientation
January 12, Monday	Classes Begin
January 19, Monday	Martin Luther King, Jr. Day Observed (No Classes, College Open)
January 30, Friday	Tuition and Fees Payment Due
February 6, Friday	Deadline for Summer 2009 Graduation Application
March 4, Friday	Mid-semester Grade Reports Due
March 9-13, Monday-Friday	Spring Break (No Classes, College Open)
March 27, Friday	Last day to withdraw from a course with a "W"



	(Withdrawal) grade
April 10, Friday	Good Friday (No Classes, College Closed)
April 17, Friday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
May 1, Friday	Classes End
May 1, Saturday	Graduation (subject to change)

**Summer Session 2009**

May 15-16, Friday-Saturday	Graduate Orientation
May 18, Monday	Classes Begin
May 25, Monday	Memorial Day Observed (No Classes, College Closed)
June 5, Friday	Tuition and Fees Payment Due
June 26, Friday	Mid-semester Grade Reports Due
July 3, Friday	Independence Day (No Classes, College Closed)
July 10, Friday	Last day to withdraw from a course with a "W" (Withdrawal) grade
July 17, Friday	Deadline for Fall 2008 Graduation Application
July 24, Friday	Last day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade
August 7, Friday	Classes End
August 8, Saturday	Graduation (subject to change)

# Admissions

## Director of Admissions

Denise Work

## Office of Enrollment Services

101 South 42 Street

Omaha, NE 68131-2739

P: 800.647.5500 or 402.552.3100

E: [admiss@clarksoncollege.edu](mailto:admiss@clarksoncollege.edu)

For 120 years, Clarkson College has been educating students in health care. Clarkson College will prepare you for a career that is in high demand. Our admissions staff is available to help guide you through the admissions process. We want to make your transition from school or the workplace to Clarkson College a smooth one.

In this section you will find information about applying as an undergraduate, graduate, international, non-degree or readmission applicants. You will also find information about some options and requirements that you need to be aware of.

Clarkson College is selective, and meeting all criteria for admission does not guarantee admission. Qualified applicants are admitted without regard to national or ethnic origin, gender, age, marital status, religion, race, color, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs.

## ACCEPTANCE

Accepted students will receive an official letter of acceptance from Clarkson College along with an Admissions Confirmation form. To accept an offer of admission, the student must sign the Admissions Confirmation form and return it with a non-refundable enrollment deposit. The deposit reserves a student's place in the program.

Deposits are requested within 30 days of admission notification. Deposits will be accepted on a first-come, first-served basis.

## ACCOMMODATIONS

Clarkson College, in compliance with Section 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), and the Nebraska Fair Employment Practices Act, provides qualified individuals with disabilities the opportunity to participate in the College's programs or activities. To request disability accommodation or information, please contact the Accommodations Coordinator (402.552.3595).

## ARTICULATION

Clarkson College shall create articulation agreements with any accredited community college according to the wishes of the academic program directors and administration. The articulation agreement is a formal, signed agreement that states the Clarkson College degree requirements and the community college courses that may be transferred. Current articulation agreements can be found in the Admissions section of the College website.

## **ASSESSMENT TESTS**

All new undergraduate Fast Track, Traditional BSN and Practical Nursing students, are required to complete the NET Nurse Entrance Test. This examination must be taken on campus and will be administered through the Success Center.

Students are responsible for scheduling a time to take the examination following completion of all health and safety requirements and payment of the non-refundable enrollment deposit.

Results of the examination will be reviewed by the student and their academic advisor during their registration meeting. Advisors will assist the student in course selection and, based upon examination results, placement in courses designed to provide the student with the necessary skills to be successful in their program of study. Follow-up assessments may be implemented to measure academic achievement.

## **COMPUTER EQUIPMENT RECOMMENDATIONS**

In order to increase their likelihood of academic success, it is recommended that all Clarkson College on-campus students have access to personal computers with a specified minimum level of hardware and software. The specific recommendations are available to current and prospective students through the Student Services Department and the College Website listed under Online Education, Online Education Manual.

Online Education students are required to have access to specific equipment. These requirements are listed in the Online Education Manual.

## **CONDITIONAL ADMISSION STATUS**

Applicants who do not meet all of the admission criteria may be granted Conditional Admission status.

### **Undergraduate**

Students admitted under conditional admission status are expected to meet the following requirements:

- Enroll in General Education course GEN101 Strategies to Success;
- Earn at least a 2.0 cumulative grade point average; and
- Receive no "D," "F," "NP," "WF" or "I" grades.

The Admissions Committee reserves the right not to transfer general education courses from conditionally admitted students. The Academic Review Committee will review all conditionally admitted undergraduate students at the end of their first semester of enrollment to determine academic standing. Undergraduate students who do not meet requirements may be dismissed from the program of study or continue on conditional status.

### **Graduate**

Graduate students admitted under conditional admission status are expected to meet the following requirements:

- Earn a 3.0 cumulative grade point average; and
- Receive no "C," "D," "F," "NP," "WF" or "I" grades.

The Academic Review Committee will review all conditionally admitted graduate students at the completion of the six credit hours of core courses to determine if they may continue as fully admitted students. Graduate students who do not meet the requirements will be dismissed from the program.

## **COOPERATIVE PROGRAMS**

### **Grace University Cooperative Program Bachelor of Science in Nursing**

This program is based on an articulation agreement between Grace University in Omaha, Nebraska, and Clarkson College. Bachelor of Science in Nursing (BSN) degree graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses. Grace University provides Clarkson College with appropriate admissions-related documentation upon acceptance of the student. Students who complete the cooperative program should be able to:

1. Demonstrate proficiency in the professional field of nursing established by Clarkson College.
2. Fulfill the objectives of Grace University's Biblical Studies division.
3. Fulfill the objectives of Grace University's general education division.

For more information regarding this cooperative program, contact the Clarkson College office of Enrollment Services.

### **Practical Nursing**

This program is based on an articulation agreement with Grace University in Omaha, Nebraska, and Clarkson College. Upon graduation, students are prepared to practice collaboratively with colleagues in other disciplines in a variety of settings. Grace University provides Clarkson College with the appropriate admissions-related documentation upon acceptance of the student. Students who complete this program should be able to:

1. Demonstrate the ability to operationalize nursing as the human science of caring at the practical nursing level.
2. Fulfill the objectives of Grace University's Biblical Studies division.
3. Fulfill the objectives of Grace University's general education division.

## **DOUBLE MAJORS**

Students must apply and be properly admitted to both majors. It may be possible to pursue both majors at the same time. An official degree plan must be completed for both majors. Admission into one major does not guarantee later admission into a second major.

## **GRADUATE APPLICANTS**

Students entering the Master's programs are reviewed based on the following criteria:

- Graduate Application for admission and application fee.
- Two- to three-page scholarly essay summarizing the motivation for entering our Master's program.
- Official academic transcripts from each institution previously attended. Transcripts must be sent directly from each institution to Clarkson College.
- Two professional recommendations using the Graduate Professional Reference Forms.
- Current resume.

Additional admission criteria are required for the following programs:

- **Master of Science in Nursing:** Baccalaureate degree in nursing from a professionally accredited institution by NLNAC or CCNE. A 3.0 cumulative GPA on a 4.0 scale. A valid state unencumbered RN license. License must be effective in the state where practicing or where clinical experience will occur. One year of professional RN work experience prior to registration for MSN option courses.

- **Post-Master's in Nursing Certification:** Master's degree in nursing from a professionally accredited institution by NLNAC or CCNE. A 3.0 cumulative GPA on a 4.0 scale. A valid state unencumbered RN license. License must be effective in the state where practicing or where clinical experience will occur.
- **Master's in Health Care Administration:** Baccalaureate degree from a regionally accredited institution. A 3.0 cumulative on a 4.0 scale.
- **Post-Master's in Health Care Business Leadership:** Master's degree required from a regionally accredited institution. A 3.0 cumulative on a 4.0 scale.

## **HEALTH AND SAFETY REQUIREMENTS**

Because many students at Clarkson College are pursuing health care provider careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from the provider. In addition, students must have the ability to respond quickly in emergency situations. In order to ensure protection for all persons, including students and patients, students at Clarkson College must complete certain health and safety requirements according to program needs. On-campus health and safety requirements must be completed prior to scheduling the pre-registration assessment test and registration for classes.

### **Master of Science in Nursing (MSN), RN to Bachelor of Science in Nursing (BSN), and Medical Imaging (MI) Students:**

Health and safety information will not be collected from students admitted to the MSN, RN to BSN, and MI programs. These programs require students to be licensed health care providers and to maintain health and safety standards in their states and in their places of employment. These students must show proof of license in order to be admitted to Clarkson College. Students must also meet the requirements of the institution in which they work and/or do clinical/practicum/fieldwork.

### **Online Education students in the Health Care Business and Health Information Management programs:**

Health and Safety information will not be collected for online education students in Health Care Business Management and Health Information Management.

### **On-campus students in the Health Care Business and Health Information Management programs:**

Students must meet only on-campus health and safety requirements.

### **Bachelor of Science in Nursing: Traditional, Fast Track, LPN-BSN, Associate of Science in Physical Therapist Assistant, Associate of Science in Radiologic Technology, Radiologic Technology/Medical Imaging, Diploma in Practical Nursing, Non-degree and Undecided students:**

Students must meet the on-campus health and safety requirements prior to scheduling the pre-registration assessment test and registration for classes.

### **On-campus Requirements**

- Written copy of recent health examination completed by a licensed health care provider, which verifies student's health status, is sufficient to complete their selected program of study.
- Evidence of immunization for DPT (total series) or TD (Tetanus/Diphtheria) booster (if DPT received more than 10 years ago).

- Reactive Varicella titer or other evidence of chicken pox immunity.
- Evidence of Measles, Mumps & Rubella (MMR) immunizations; or reactive Rubella titer and Rubeola titer; or other evidence of immunity to measles (requirement is waived for students born before 1956).
- Evidence of coverage by a comprehensive health insurance plan for the entire academic year. This information is required annually.
- Appropriate Tuberculosis screening (current within one year), which consists of either: non-reactive PPD (skin test); or negative chest x-ray (to be used if PPD has ever been positive); or absence of symptoms of TB if prior history of reactive PPD and negative chest x-ray, as noted by the primary health care provider.
- Evidence of polio immunization.

**Note:** Evidence of immunizations will be waived if the student signs a form saying they have been immunized. Waivers are acceptable for attendance in theory classes on campus, but may be insufficient to meet clinical requirements for specific clinical agencies utilized in the clinical courses of various programs.

### **Clinical Requirements**

Clinical requirements must be **completed prior to the first day of a clinical course. No student will be allowed to enter a clinical class if these requirements are not met.**

- Current Health Care Provider Basic Life Support (BLS) certification of completion.
- Appropriate Hepatitis B immunization: First of series of three immunizations prior to first day of clinical and subsequent completion of the Hepatitis B immunization protocol and reactive titer. If titer is non-reactive, student must receive a second series of Hepatitis B immunizations followed by a reactive titer. If the second titer is non-reactive, no further immunizations are required, but a core antibody for Hepatitis B must be completed.

### **Campus Student Housing Requirements**

In addition, all newly enrolled students who will reside in campus housing:

- Will acknowledge receipt of information regarding meningococcal meningitis.
- Either receive the meningococcal immunization or sign a waiver stating they have received the information and choose not to receive the immunization.

For more information about how to meet these requirements, contact the Office of Enrollment Services at Clarkson College. For BLS certification, contact the Department of Professional Development at 402.552.2541.

### **Criminal Background Checks**

All students are required to complete criminal background checks. Forms will be mailed to the student upon acceptance to Clarkson College and must be completed prior to class registration.

All students must meet the requirements of the institution in which they do clinical/practicum/fieldwork. If students do not meet the requirements of the institution in which they do clinical/practicum/fieldwork, the student would become ineligible to participate in the specific program of study and unable to complete the program.

This policy is subject to change in order to maintain compliance with state and federal requirements, Centers for Disease Control requirements and standards of practice.

## **INTERNATIONAL APPLICANTS ADMISSION REQUIREMENTS**

Clarkson College allows applications from students who have been educated in another country who meet the admission requirements established by the College. Additional requirements from the Bureau of Citizenship and Immigration Services (BCIS) must be completed. Applications are reviewed based on the following criteria of academic performance, English proficiency and financial support.

### **Academic Performance**

- Completion of high school (secondary school) education equivalent to a U.S. high school diploma.
- Cumulative grade point average (GPA) on all secondary school work and/or any post-secondary (university) coursework completed of 2.5 and cumulative grade point average of 2.5 for math and science courses.
- Transcripts from all non-English speaking schools must be official, translated to English and credentialed. Evaluation of credentials may be obtained from the Educational Credential Evaluators, Inc., at [www.ece.org](http://www.ece.org) or the International Education Research Foundation at [www.ierf.org](http://www.ierf.org).
- ACT or SAT scores are not required for international admission; however, they can bolster an application. Information regarding these tests may be available at [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com).

### **English Proficiency**

This requirement applies to all individuals whose first language is not English, regardless of U.S. citizenship status or time spent in the United States. Official TOEFL (Test of English as a Foreign Language) is required.

- Minimum of 100 total score on the TOEFL iBT
- Minimum of 250 total score on the Computer-Based TOEFL with a 5.0 or higher essay rating
- Minimum of 600 total score on the paper-based TOEFL with a 5.0 or higher essay rating

Information about the TOEFL test can be obtained from: TOEFL, P.O. Box 899, Princeton, NJ 08540 or at [www.TOEFL.com](http://www.TOEFL.com).

### **Financial Support**

Each international applicant must provide statements of financial support from the bank or financial institution of the financial sponsor indicating that sufficient funds will be available for each year (12 months) of expected enrollment in the program. Funding of at least \$17,000 in U.S. dollars must be shown. The amount does not include costs for travel to and from the student's home country. In the case of multiple sources of support for one student, separate certified statements are required from each sponsor's financial institution or scholarship agency indicating the amount of the contribution. Applicants will be required to make an advance payment (as determined by the College) that will apply to their Clarkson College student accounts before an I-20 form will be issued.

### **Application Deadlines**

Fall Semester - June 1    Spring Semester - October 1    Summer Semester - March 1

Specific programs of study may have additional requirements based upon licensure and application deadlines for the applicant to follow.

### **Health and Safety Requirements**

In order to ensure protection for all persons, including students and patients, students at Clarkson College must complete certain health and safety requirements according to program needs. Accepted international students must show proof of health insurance and meet the health and safety requirements.

### **Limitations on International Student Enrollment**

Clarkson College does not offer non-degree coursework or online education programs for non-U.S. citizens.

### **Foreign Nurse Applicants**

Clarkson College accepts enrollment applications from nurses whose education was acquired in a foreign country. Applicants are to follow the International Application requirements and application instructions. Additional requirements include:

- Documentation of successful achievement of the Commission on Graduates of Foreign Nursing Schools (CGFNS) qualifying examination
- Recommendation by the Nebraska State Board of Nursing

### **MENTORING**

First-year students have the opportunity to participate in the Clarkson College mentoring program. This program was designed to provide students with individualized assistance for the transition into the College. Each first-year student is paired with a faculty or staff member who will serve as a mentor while a student is at Clarkson College. There is no cost for this program, and every student is invited to participate on a voluntary basis. For more information, contact the Enrollment Services Office.

### **NEW STUDENT ORIENTATION**

Each student accepted for enrollment at Clarkson College is strongly encouraged to attend the New Student Orientation program, usually held each semester on the Friday before classes begin.

The program provides information about the College and offers the opportunity to meet faculty and other students. During the orientation, new students have their student ID photo taken, and receive information about the Student Center key card, mailbox key and student parking.

Orientation gives the new student information on the services provided by the College, details about student organizations and other valuable tips.

### **NON-DEGREE APPLICANTS ADMISSION REQUIREMENTS**

Admission into non-degree status does not guarantee later admission into a degree program. All admission requirements and deadlines must be met for acceptance into a degree program. You must be degree-seeking to qualify for financial aid. Non-Degree on-campus students must comply with health and safety requirements.

### **Undergraduate Non-Degree Admission Requirements**

Any person with proof of successful completion of high school may apply for and enroll in certain undergraduate courses. Non-degree enrollment is limited. First priority for courses will be given to degree-seeking students.



### **Undergraduate Non-Degree Application Materials**

- **Non-Degree Application** for admission and **application fee**.
- **Transcripts:** Submit a copy of high school transcripts or GED. Current licensure is required for specific programs and proof of prior completed college coursework is required for specific courses.

### **Master's Non-Degree Admission Requirements**

Individuals with documented completion of appropriate undergraduate degree coursework may be approved to take up to nine credit hours of graduate work as non-degree.

### **Master's Non-Degree Application Materials**

- **Non-Degree Application** for admission and **application fee**.
- **Transcripts:** Submit transcripts and current licensure is required for graduate nursing programs.

### **NON-DEGREE STUDENTS**

Courses and programs may be offered which may be of special interest to students attending other colleges. Non-degree students are welcome to enroll in these courses or programs on a seat-availability basis. Any person may register for and take any course offered at Clarkson College if that person fulfills the course prerequisites and selected requirements for admission. Priority for enrollment, when courses are filled, will be given to those students seeking degrees at Clarkson College. Students may take no more than nine total semester hours of non-degree coursework.

Admission to degree-seeking status may be requested at any time. All admission requirements and deadlines must be met for acceptance. Normally a maximum of nine semester hours earned prior to the transfer may be applied toward the degree.

### **NON-MATRICULATED STUDENT RECORD RETENTION**

It is the policy of Clarkson College that applications and application materials including official academic transcripts, letters of reference, student essays, observation hours and letters from the College will be retained three years for all non-enrolled students. Records from applicants who do not enroll are not covered under The Family Educational Rights and Privacy Act of 1974 (FERPA).

### **PENDING ADMISSION**

A temporary status of "pending admission" may be granted to those applicants who have not provided a full set of documents. Temporary, "unofficial" documents used to determine eligibility for this status may include student grade reports, facsimile copies and transcripts issued to the student. Official transcripts must be received prior to the end of the first semester of enrollment. Submission of altered or falsified documents will result in dismissal from Clarkson College.

### **RE-ADMISSION APPLICANTS**

#### **Admission Requirements**

Re-application is required for applicants previously denied or who have been admitted and moved their enrollment date forward more than one year.

### **Application Deadlines and Start Dates**

All application materials must be received prior to the application deadline. Applications may be held over to be reviewed at a later deadline at the discretion of the College.

Application deadlines will be determined by program. Wait lists for programs will be formed as necessary.

### Master's Degree Students

Application materials must be received prior to the registration deadline.

### Undergraduate Degree Students

- **Online students:** Application materials must be received prior to the registration deadline.
- **On-campus students:** Students must be admitted no later than one week prior to the first day of any given semester.
- **Diploma in Practical Nursing:** Application deadlines for the fall semester are January 15, March 1 and May 1.
- **Associate Degree in Radiologic Technology:** The application deadline is March 1.
- **Associate Degree in Physical Therapist Assistant:** Application deadlines are January 15 and May 1.
- **Bachelor Degree in Nursing, Traditional BSN option:** Fall application deadlines are November 30, January 15, March 1 and May 1. Spring application deadline is October 1. After deadlines, applications will be reviewed as completed if space is available for the program.
- **Bachelor Degree in Nursing, Fast Track BSN option:** Application deadlines are November 30 and January 15. After deadlines, applications will be reviewed as completed if space is available for the program.

Degree	Program/Major	Start Date
<b>Certificate</b>	• Foundations in Health Information Management*	Fall, Spring, Summer
	• Certificate in Health Information Management*	Fall, Spring, Summer
	• Health Care Business Informatics: PACS Administrator*	Fall, Spring, Summer
	• Health Care Business Informatics: PACS Manager*	Fall, Spring, Summer
	• Medical Imaging: PACS Administrator*	Fall, Spring, Summer
	• Medical Imaging: PACS Manager*	Fall, Spring, Summer
<b>Diploma</b>	• Practical Nursing	Practical Nursing Curriculum begins in the Fall
<b>Associate of Science</b>	• Health Information Management	Fall, Spring, Summer
	• Physical Therapist Assistant	Fall
	• Radiologic Technology	Fall
<b>Bachelor of Science in Nursing</b>	• Traditional option	Fall, Spring
	• Fast Track option	Summer
	• RN-BSN option*	Fall, Spring, Summer
	• LPN-BSN option	Fall, Spring, Summer
<b>Bachelor of Science in Health Care Business</b>	• With major in Management*	Fall, Spring, Summer
	• With major in Informatics*	Fall, Spring, Summer
	• With major in Health Information Management*	Fall, Spring, Summer
<b>Bachelor of Science</b>	• Medical Imaging	Fall, Spring, Summer
	• Undecided	Fall, Spring, Summer

<b>Master of Science in Nursing</b>	• RN-MSN option*	Fall, Spring, Summer
	• Adult Nurse Practitioner option*	Fall, Spring, Summer
	• Family Nurse Practitioner option*	Fall, Spring, Summer
	• Nursing Education option*	Fall, Spring, Summer
	• Nursing Health Care Leadership option*	Fall, Spring, Summer
<b>Master of Science</b>	• Health Care Administration*	Fall, Spring, Summer
<b>Post-Master's Certificate in Nursing</b>	• Adult Nurse Practitioner*	Fall, Spring, Summer
	• Family Nurse Practitioner*	Fall, Spring, Summer
	• Nursing Education*	Fall, Spring, Summer
	• Nursing Health Care Leadership*	Fall, Spring, Summer

*\*Online Education is available for these programs.*

### **UNDECIDED MAJOR**

Clarkson College may admit students with an undecided major into the College. Students are ineligible to enroll in major courses until they are accepted into a major program. The student must re-apply to be considered for admission into a major program. Each student must meet all of the Clarkson College admissions requirements and application deadlines at the time of admission and will not be guaranteed admission to a major program at a later date.

### **UNDERGRADUATE APPLICANTS**

#### **Type of Application**

- **First-Time Freshman** – Any student graduating from high school, who is a high school graduate or who has completed the General Education Diploma (GED) are considered a first-time freshman.
- **Transfer** – Any student who has completed postsecondary education is considered a transfer student.
- **Re-admission** – Re-application is required for applicants previously denied, applicants who have been admitted and moved enrollment date forward more than one year, or current Clarkson College students changing programs.

Applications are reviewed based on the following requirements:

- 2.5 cumulative GPA on a 4.0 scale
- 2.5 cumulative GPA for math and science courses
- 20 ACT composite or above or equivalent SAT or above (may be considered within two years of high school graduation)
- Class rank in the upper one-half for students graduating from high school
- Completion of the following courses in high school or college. One college semester will replace one year in a subject.
- Three years of English, including composition
- Two years of algebra
- Two years of science (at least one laboratory class)
- Two years of social science

#### **Additional Admission Requirements**

Students who have completed the GED are reviewed with a score of 500 or above on each of the five GED tests. Students who have been home-schooled are required to submit GED scores. All transcripts from high school and post-secondary institutions will be evaluated for "D"s, "F"s, no pass, withdrawals and withdrawal fails. The Admissions

Committee has the right to deny or accept an applicant based on previous coursework. Applicants must be in good standing from previous institution/s attended.

Conditional admission status may be granted to applicants who do not meet all of the admissions requirements.

### **Undergraduate Application Materials**

- **Undergraduate Application** for admission and **application fee**.
- **Transcripts:** Official transcripts are required from high school and all post-secondary institutions attended or are currently attending to the Office of Enrollment Services. Clarkson College will not accept transcripts issued to the student. Post-secondary institutions include college and universities, professional, technical and business schools regardless of whether or not credit was earned. Readmission applicants need to have transcripts sent from only those institutions they have attended since their previous enrollment at Clarkson College.
- **Essay:** Typed two- to three- page motivational essay or program-specific application questions.
- **ACT or SAT scores:** Required within two years of high school graduation. Information regarding these tests is available in most high school guidance offices, or at [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com).

Additional admission materials are required for the following programs:

- **Practical Nursing:** Students must complete Nutrition and Human Growth and Development prior to the start of the Practical Nursing Program. Placement on the Nebraska Nurse Aide Registry. Applications may be reviewed for acceptance with proof to complete a Nurse Aide Course. Students must have placement on the Nebraska Nurse Aide Registry to begin the program.
- **Physical Therapist Assistant:** Completion of the PTA application pack.
- **Radiologic Technology:** Completion of the RT application pack.
- **BSN: Traditional option:** Placement on the Nebraska Nurse Aide Registry. Applications may be reviewed for acceptance with proof to complete a Nurse Aide Course. Students must have placement on the Nebraska Nurse Aide Registry to begin the program.
- **BSN: Fast Track option:** Students must complete all general education courses, elective courses and support courses prior to the start of the Fast Track BSN program. Fast Track applicants are reviewed for admission with a 3.0 cumulative grade point average and a 3.0 cumulative grade point average for math and science courses. Placement on the Nebraska Nurse Aide Registry. Applications may be reviewed for acceptance with proof to complete a Nurse Aide Course. Students must have placement on the Nebraska Nurse Aide Registry to begin the program.
- **Medical Imaging:** Copy of current American Registry of Radiologic Technologists (ARRT) card.
- **LPN to BSN and RN to BSN:** Copy of current unencumbered nursing licensure. License must be effective in the state where practicing or where clinical experience will occur.

## Financial Aid

### Director of Student Financial Services

Margie Harris, B.G.S.

### Student Financial Services

101 South 42 Street

Omaha, NE 68131-2739

P: 800.647.5500 or 402.552.2749

E: [SFS@clarksoncollege.edu](mailto:SFS@clarksoncollege.edu)

### Clarkson College Federal School Code: 009862

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Financial aid is money provided by federal, state, institutional and private sources to help students meet expenses while attending college. Financial aid only supports a portion of a student's educational costs. **The student and their family are expected to assist in meeting college expenses.**

Clarkson College is committed to providing access to financial assistance for qualified students who without such aid would be unable to attend college. Financial assistance includes scholarships, grants, loans and part-time employment which may be offered to students in various combinations, depending upon the student's degree of financial need. Financial need is determined by comparing results of the Free Application for Federal Student Aid (FAFSA), with the total estimated cost of attendance for the academic year. Financial aid received from Clarkson College is intended to supplement student and family resources.

If you would like to explore more after reading this section of your catalog, please visit the Student Financial Services section of our website.

### FINANCIAL AID ELIGIBILITY DETERMINATION

In order to uniformly determine the need of students applying for financial assistance, all applicants must complete a Free Application for Federal Student Aid (FAFSA) and indicate Clarkson College (federal school code 009862) as a recipient of the results. Clarkson College's award year begins with the Fall semester and concludes with the Summer semester. The priority deadline for submitting the FAFSA is March 1. A FAFSA submitted after March 1 will always be considered, but availability of funds cannot be ensured. If eligible, the student will be offered, by official award letter, a financial aid package consisting of one or more types of assistance. The student may accept the aid in total or in part.

To be considered for financial aid, a student must also:

- be a U.S. citizen or eligible non-citizen.
- not be in default on a federal student loan or owe a refund to any federal financial aid program at any institution.
- be admitted into a degree-seeking eligible program at Clarkson College.
- be enrolled in at least six credit hours for each semester the student wishes to be considered for financial aid.

- submit additional documents or information as requested by the Student Financial Services Department.

**DISBURSEMENT OF FINANCIAL AID**

Financial aid will be applied to Clarkson College tuition, fees, housing and other charges before funds will be released to the student for other educational expenses. The student is expected to pay in full any difference between the financial aid and any outstanding balance due Clarkson College. Payment of that difference must be received in the Student Financial Services department by the tuition payment due date.

If financial aid received exceeds the balance due Clarkson College, a refund check will be issued to the student and mailed to the address on record with the Registrar.

**ENROLLMENT STATUS REQUIREMENTS FOR FINANCIAL AID PURPOSES**

To receive most financial awards, including a student loan, the student must be enrolled at least half-time (six credit hours per semester). Financial aid awards are prorated based on a student’s enrollment status.

**Undergraduate Students**

<b>Enrollment Status</b>	<b>Semesters</b>	<b>Credit Hours</b>
Full-time	Fall, Spring and Summer	12 or more per semester
Half-time	Fall, Spring and Summer	6-8 per semester

**Graduate Students**

<b>Enrollment Status</b>	<b>Semesters</b>	<b>Credit Hours</b>
Full-time	Fall, Spring and Summer	9 or more per semester
Half-time	Fall, Spring and Summer	6-8 per semester

**REPAYMENT OF FINANCIAL AID**

When a student withdraws from all Clarkson College courses, and the student received financial aid, he or she may be required to return/repay a certain percentage of federal financial aid that was, or could have been disbursed. The amount of repayment required is based on formulas mandated by the Federal government. Federal funds that may have to be returned, in order of their required return, are unsubsidized Federal Stafford Loans, subsidized Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants, Academic Competitiveness Grants and Federal SEOG Grants.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations require that a student attending an educational institution maintains satisfactory academic progress in the degree program they are pursuing in order to receive federal financial assistance. The purpose of these regulations is to ensure that limited federal financial assistance is disbursed only to those students sincere about pursuing and obtaining their educational objectives.

In order to comply with these federal regulations, Clarkson College has established certain standards of satisfactory academic progress. All continuing and former students who apply for financial aid must meet the academic standards listed below before federal assistance is certified and disbursed to the student.

The progress for each student will be verified with official Clarkson College enrollment records at the completion of each semester. To meet satisfactory academic progress, a student must meet the following standards:

**Undergraduate Standards**

1. An undergraduate student must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0 scale.
2. An undergraduate student must successfully complete at least 66 percent of total semester hours attempted. Grades of D (in support and major course requirements), F, Incomplete (I), Withdrawl (W, WF, WP) and No Pass (NP) are not considered successful.
3. A student, pursuing an undergraduate degree at Clarkson College, may not receive financial assistance when the student has attempted more than 72 credit hours toward a Diploma in Practical Nursing, 108 credit hours toward an associate’s degree, or 194 credit hours toward a baccalaureate degree. The total number of credit hours includes courses taken at other institutions, which are applied to Clarkson College degree requirements.

**Graduate Standards**

1. A graduate student must maintain a minimum Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale.
2. A graduate student must successfully complete at least 80 percent of the total semester hours attempted. Grades D (in support and major course requirements), F, Incomplete (I), Withdrawl (W, WF, WP) and No Pass (NP) are not considered successful.
3. A student, pursuing a graduate degree at Clarkson College, may not receive financial assistance when the student has attempted more than the maximum credit hours listed below. The total number of credit hours includes courses taken at other institutions which are applied to Clarkson College degree requirements:

<b>Graduate Program</b>	<b>Credit Hours</b>
Master of Science in Health Care Administrator	36
Master of Science in Nursing: Adult Nurse Practitioner	67
Master of Science in Nursing: Family Nurse Practitioner	67
Master of Science in Nursing: Nursing Education	58
Master of Science in Nursing: Nursing Health Care Leadership	63
Post-Master’s Certificate in Nursing: Adult Nurse Practitioner	39
Post-Master’s Certificate in Nursing: Family Nurse Practitioner	39
Post-Master’s Certificate in Nursing: Nursing Education	30
Post-Master’s Certificate in Nursing: Nursing Health Care Leadership	34

**PROBATION, SUSPENSION AND REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Any student who fails to meet one or more of the Satisfactory Academic Progress (SAP) standards will be placed on SAP financial aid probation for one semester. This means that the student may receive financial assistance during the probationary period. If the student then fails to meet the SAP standards during the probationary period, the student will be ineligible to receive funding from federal and non-federal financial aid programs at Clarkson College.

A student, whose financial aid eligibility has been suspended, may submit a written appeal to their Financial Aid Counselor. The appeal must be typed or written clearly, must provide a full explanation why all SAP standards were not met and how the student

will ensure that the standards will be met in the future if their eligibility for financial assistance is reinstated. The appeal should explain any special or extenuating circumstances beyond the student's control that may have prevented all standards from being met. Supporting documentation from a physician, counselor, academic advisor or faculty member may be included with the written appeal, but is not required.

The Financial Aid Counselor will present the student's appeal for reinstatement of financial assistance to the Financial Aid Committee for review. The student will be notified by mail whether or not the appeal has been approved. An appeal denied by the Financial Aid Committee may, at the student's request, be forwarded to the Director of Student Financial Services for further review. The Director's decision will be final.

A student who has failed to maintain SAP standards may reinstate their financial aid eligibility by successfully completing sufficient semester hours and/or attaining the required Cumulative Grade Point Average. A student remains ineligible for financial assistance until the semester following their attainment of the SAP standards.

## **FEDERAL EMPLOYMENT AND LOAN PROGRAMS**

### **Federal Work Study (FWS) Program**

The Federal Work Study (FWS) program is funded by both the federal government and Clarkson College. The program provides on-campus employment opportunities for undergraduate students with financial need. An eligible student will be awarded a dollar amount that may be earned each semester. The FWS awards and amounts are determined by Clarkson College. Generally, award amounts (earnings limits) range from \$500 to \$1,000 per semester.

A Federal Work Study award is not a guarantee of employment. The student must be eligible for employment with The Nebraska Medical Center, which includes a successful interview, background check and drug screening. Employment is also contingent upon availability of job openings within the College.

For those students who do not qualify for the Federal Work Study program, Clarkson College offers on-campus employment opportunities through our Student Employment program.

### **Federal Loan Programs**

Federal Stafford Loans are federally funded, low interest rate loans that are available to both undergraduate and graduate students. A student's eligibility for a Stafford Loan and the amount of the award is determined by Clarkson College. Several factors are used in the calculation of a student's loan award, including the student's grade level, cost of attendance, enrollment status, expected family contribution (EFC) and other financial aid awarded to the student. A student must file the FAFSA, complete a Master Promissory Note (MPN), complete a loan entrance counseling session and be enrolled at least half-time (six credit hours per semester) to receive a Stafford Loan award.

Stafford Loans are usually awarded for a two-semester loan period. The first disbursement will occur at the beginning of the first semester and the second will occur at Beginning of the second semester.

The Federal Stafford Loan interest rate is fixed at 6.8%. Repayment of Stafford Loans begins six months after the student either graduates or ceases to be enrolled at least half-time. The maximum aggregate loan amount a student may borrow under the



Stafford Loan program is: \$23,000 for a dependent, undergraduate student, \$46,000 for an independent, undergraduate student, and \$138,000 for a graduate student.

### **Subsidized Federal Stafford Loans**

The interest on a subsidized Federal Stafford Loan will begin to accrue when the loan funds are disbursed to the student. However, that interest is paid by the federal government while the student is enrolled at least half-time (six credit hours per semester).

Effective for Federal Stafford Loans first disbursed on or after July 1, 2007, maximum annual subsidized Stafford Loan limits are: \$3,500 for first year undergraduate students, \$4,500 for second year undergraduate students, \$5,500 for third and fourth year undergraduate students, and \$8,500 for graduate students. A student's grade level is determined by the student's current academic status at Clarkson College.

### **Unsubsidized Federal Stafford Loans**

Unsubsidized Federal Stafford Loans are similar to the subsidized Federal Stafford Loans except that the student is immediately responsible for payment of the interest on these loans. Students can make interest payments while in school, or the interest can be capitalized and added to the principal loan balance when the student graduates or ceases to be enrolled at least half-time (six credit hours per semester).

Maximum annual unsubsidized Stafford Loan limits are: \$4,000 for first and second year undergraduate students, \$5,000 for third and fourth year undergraduate students, and \$12,000 for graduate students. A student's grade level is determined by the student's current academic status at Clarkson College.

### **Federal Nursing Student Loans**

The Federal Nursing Student Loan Program is a federally funded loan program, administered by Clarkson College. Loans are awarded to undergraduate and graduate nursing students and are based on the student's financial need. The interest rate is fixed at 5% which begins to accrue nine months after the student either graduates or ceases to be enrolled at least half-time (six credit hours per semester). Award amounts are determined by Clarkson College and range from \$1,000 to \$3,000 per academic year. The maximum lifetime amount a student can borrow from the Federal Nursing Student Loan Program is \$13,000.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) is a federally funded, low interest rate loan for parents of dependent, undergraduate students. A parent may borrow a PLUS, regardless of financial need, for each dependent, undergraduate student enrolled at least half-time (6 credit hours per semester). A potential borrower will have their credit reviewed by the lending institution from which they intend to borrow. A parent may borrow up to the estimated cost of attendance, less any financial assistance received by the student. The interest rate on a PLUS loan is fixed at 8.5%, and repayment of principal and interest usually begins 60 days after the loan has been fully disbursed. To apply for a PLUS loan, one parent of the student must complete a Master Promissory Note and a PLUS Request Form. Forms are available from, and completed forms must be returned to, the Student Financial Services Department. Please note: A parent who applies for a PLUS must be a parent whose information is provided on the current academic year's FAFSA.

### **PLUS Loan for Graduate Students**

Federal Graduate PLUS Loans are available to graduate students to help pay for educational expenses. A graduate student must be enrolled at least half-time (6 credit hours) to borrow from this program. The student may borrow up to his or her estimated cost of attendance, less Federal Stafford Loan amounts and/or other financial assistance received.

The interest rate is fixed at 8.5% and repayment usually begins 60 days after loan funds are fully disbursed. The borrower may receive a deferment while he or she is enrolled in at least six credit hours at an eligible institution. Deferment requests must be made directly to the lending institution.

### **FEDERAL GRANT PROGRAMS**

The federal government provides a variety of grant programs for undergraduate students. The grants are awarded based on a student's financial need as determined from the student's Free Application for Federal Student Aid (FAFSA).

#### **Federal Pell Grants**

Federal Pell Grants are designed to provide educational financial assistance to those undergraduate students with the greatest financial need. Federal Pell Grants provide the foundation for many financial aid packages to which other federal and non-federal funds can be added. Students who have earned a Bachelor's degree are ineligible for a Federal Pell Grant.

#### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

Federal Supplemental Educational Opportunity Grants are awarded to undergraduate students who have financial need and have not earned a bachelor's degree. Students receiving a Federal Pell Grant, who have remaining financial need, will be given priority when awarding FSEOG funds. FSEOG awards and amounts are determined by Clarkson College. Generally, award amounts range from \$350 to \$750 per semester.

#### **Federal Academic Competitiveness Grants (ACG)**

Federal Academic Competitiveness Grants are awarded to full-time, undergraduate, first and second year Pell Grant-eligible students who completed a rigorous high school curriculum. The student must have a minimum cumulative grade point average of 3.0 to be considered eligible for an ACG during his or her second year. Eligibility criteria and award amounts are established by the federal government.

### **STATE GRANT PROGRAMS**

#### **Nebraska State Grant (NSG)**

Nebraska State Grants (NSG) are awarded to undergraduate students who are Pell Grant-eligible and residents of Nebraska. NSG awards and amounts are determined by Clarkson College. Generally, award amounts range from \$350 to \$750 per semester. Estimated NSG awards that appear on a student's award letter are contingent upon approval by the Nebraska Coordinating Commission for Postsecondary Education.

### **UNDERGRADUATE MERIT-BASED SCHOLARSHIPS**

Clarkson College offers a variety of scholarships to undergraduate students, subject to review of a student's application and criteria requirements. The Clarkson College Scholarship Committee reviews all potential scholarship recipient applications. Fulfillment of minimum requirements listed below is **not** a guarantee of award. Scholarships are renewable each semester as long as a student maintains the required minimum cumulative grade point average and is enrolled at least half-time (six credit

hours per semester). Award amounts are prorated each semester based upon the student's enrollment status. Scholarship applications will be considered when a student is first admitted to Clarkson College.

To be considered for a Clarkson College Scholarship, a student must:

- be accepted to an academic program at Clarkson College.
- submit a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or provide a copy of the Expected Family Contribution Estimator at [www.educationquest.org](http://www.educationquest.org).
- submit the completed scholarship application and requested materials to the Clarkson College Enrollment Services Office.
  - Clarkson Service League Diamond Scholarship
  - Clarkson Service League Gold Scholarship
  - President's Platinum Scholarship
  - President's Silver Scholarship
  - President's Bronze Scholarship

**Note: The application deadline for Clarkson College Scholarships is March 1.** The Scholarship Committee may consider complete scholarship applications received after March 1 if funds are available. Application forms are available from the Office of Enrollment Services.

#### **Gateway to Success Scholarship for Minority Nursing Students**

To be eligible for consideration, a student must have a high school cumulative grade point average of 2.5, be a U.S. citizen and an American racial minority student (African-American, Asian-American, Hispanic, or Native American). The student must be accepted to the Clarkson College Bachelor of Science in Nursing program after the Fall 1999 semester. Application forms and a detailed list of requirements are available from the Student Financial Services department.

#### **Academic Success Scholarship**

To be eligible for consideration, a student must have completed 24 semester hours at Clarkson College (does not include transfer hours), maintained a 3.7 cumulative grade point average, be enrolled in six or more semester hours, be in good standing at the College and not be a current Clarkson College academic scholarship recipient.

#### **Endowed Scholarships**

Due to the generous support of friends of Clarkson College, several endowed scholarships are available to our students each year. The awards vary in eligibility criteria but generally are designed to reward those students who demonstrate high academic ability, leadership, high personal standards and special attention to the needs of patients. The amount of each award is based on fund availability. The Student Financial Services department will notify students via e-mail when Endowed Scholarship applications are being accepted.

Endowed Scholarships include:

- Dr. Fay L. Bower
- Margaret E. Christensen
- Clarkson College Alumni Association
- Virginia Cox
- Dr. and Mrs. Ali Ebadi
- Helen Follmer
- Dr. and Mrs. Julius C. Goldner
- Ellen R. Miller
- Patricia Nollette
- Dr. Patricia B. Perry

### **Other Scholarships**

Various individuals, agencies and corporations also provide scholarships for Clarkson College students. The awards vary in eligibility criteria, which are based on specifications established by the donor. Award amounts are based on fund availability. Clarkson College is appreciative of the donors' generosity and our students are privileged to receive this additional source of financial assistance. Clarkson College has received scholarship support from The McKissick Family Foundation, EducationQuest Foundation and Nelnet.

### **CLARKSON COLLEGE FINANCIAL ASSISTANCE**

In addition to scholarships, Clarkson College offers students financial assistance through grant, Resident Advisor and Ambassador programs.

#### **Clarkson College Grants**

Clarkson College Grants (CC Grants) are awarded to undergraduate students with financial need. Students who do not qualify for Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and Nebraska State Grants (NSG) are given priority when awarding the CC Grant. CC Grants and amounts are determined by Clarkson College. Generally, award amounts range from \$350 to \$750 per semester.

#### **Resident Advisor**

A Resident Advisor (RA) is a Clarkson College student leader who is knowledgeable about the College's resources, services and activities available to students residing in on-campus housing. RAs live in the Clarkson College Residence Hall and have the primary responsibility of facilitating the development of a community atmosphere. RAs are awarded a Housing Scholarship for their service to the College.

#### **Student Ambassador**

Clarkson College Ambassadors are students selected to assist the Office of Enrollment Services with recruitment and special College events. Ambassadors receive a \$500 scholarship each semester. Ambassador applications are available from the Admissions Office. Interviews are conducted and Ambassador appointments are made on a space-available basis. Please contact the Office of Enrollment Services for additional information on how you can become a Clarkson College Ambassador.

### **OUTSIDE AND PRIVATE SCHOLARSHIPS**

The Clarkson College Student Financial Services department occasionally receives information regarding scholarship opportunities from sources outside the College. When such information is received, all current Clarkson College students are sent an e-mail describing the scholarship and application process.

Students are encouraged to search for scholarships from other sources outside of Clarkson College. Several websites are available for students to search for scholarship opportunities. A listing of reputable sites is available from the Student Financial Services department.

Clarkson College students are required to report all outside scholarships received to the Student Financial Services department. In addition, any outside scholarship checks received by students are required to be processed through the Student Financial Services department.

## **ROTC SCHOLARSHIPS**

### **Air Force ROTC**

Air Force ROTC students are eligible to compete for college scholarships. Students should enroll in Air Force ROTC classes offered at the University of Nebraska at Omaha (UNO). Eligibility and application requirements can be found on UNO's website at [www.unomaha.edu/afrotc](http://www.unomaha.edu/afrotc).

For further information about the Air Force ROTC Scholarship programs, please contact UNO ROTC at 402.554.2318 or at [www.unomaha.edu/afrotc](http://www.unomaha.edu/afrotc).

### **Army ROTC**

The Army ROTC Program at Creighton University has a partnership agreement with Clarkson College. This agreement affords Clarkson students the opportunity to participate in the Army ROTC Program at Creighton while pursuing an undergraduate degree at Clarkson.

Army ROTC scholarships may be available to both college-bound high school students, as well as students already attending a college or university. Scholarships are awarded based on a student's merit and grades, not financial need.

Army ROTC scholarship options include:

- Two-, three-, and four-year scholarship options are offered based on the time remaining for the student to complete his or her degree.
- Full-tuition Scholarships.
- Additional allowances pay for books and fees.
- Living Expenses – Based on the student's level in the Army ROTC curriculum, the student may earn certain scholarship amounts to help cover the cost of monthly living expenses: First year - \$300 per month; Second year – \$350 per month; Third year - \$450 per month; and Fourth year - \$500 per month. This allowance is also available to all non-scholarship Cadets enrolled in the Army ROTC Advanced Course (3<sup>rd</sup> and 4<sup>th</sup> year).

To learn more about any of these programs, please refer to the Army ROTC website at [www.armyrotc.com/edu/creighton](http://www.armyrotc.com/edu/creighton).

## **SAFEGUARDING CUSTOMER INFORMATION**

Clarkson College complies with federal regulations in accordance with the Family Educational Rights to Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student records, including personal financial information.

Before any account or financial information can be disclosed to someone other than the student, the student must submit a signed and dated Release of Information form to the Student Financial Services Department. The student must specify on the Release form the name of the person to whom their information may be released. Release of Information forms are available from the Student Financial Services department.

## Student Accounts

### Director of Student Financial Services

Margie Harris, B.G.S.

### Student Financial Services

101 South 42 Street

Omaha, NE 68131-2739

P: 800.647.5500 or 402.552.2749

E: [SFS@clarksoncollege.edu](mailto:SFS@clarksoncollege.edu)

The Student Accounts office is responsible for charging tuition, fees and housing costs. The staff will process Student Account payments, cash personal check up to \$10 and answer questions concerning billing statements. Please visit the Student Accounts section of our website for additional information.

### BILLING STATEMENTS

Tuition, fees and on-campus housing billing statements will not be mailed. Billing statements are available online through IQ. Web. It is the student's responsibility to view the billing statement and submit payment by the tuition payment date. IQ. Web access is required to view billing statements.

### ACCOUNT PAYMENTS

Upon registering for classes, a student becomes financially responsible for all tuition, fees and, if applicable, housing charges. Student Account balances must be paid in full, or a payment plan submitted, to the Student Financial Services department before the **third** week of the semester. It is the student's responsibility to make appropriate payment arrangements and payments on time. Failure to comply with this payment policy may result in assessment of up to four late payment fees per semester to the student's account and/or the student being dropped from classes.

Clarkson College accepts cash, checks, credit cards, money orders and cashier's checks for payment of tuition, fees and housing charges. Payments can be made in person, by mail, or through IQ. Web using a credit card. Personal checks returned due to insufficient funds or a closed account will be assessed a processing fee. Students are required to make any subsequent payments to Clarkson College with cash, money order or a cashier's check.

### BOOKSTORE VOUCHERS

A book voucher allows eligible students to charge textbooks (purchased from the Campus Corner) to their student account. A student may be eligible for a book voucher **ONLY** if he or she is **NOT** receiving a refund check on the first day of the semester and **ONLY** if he or she will receive financial aid in excess of tuition, fees and housing charges.

### CASHIER

The Cashier is located in the Student Financial Services Department on the second floor of the main Clarkson College building. Students may make payments on accounts, receive copies of account history and verify the status of financial aid application and disbursement processing. With a valid I.D., a student may cash a personal check for up to \$10.00 for cash if they are in good standing with the College.

### **COPPER (Clarkson Optional Payment Plan - Employee Reimbursement)**

COPPER allows students who are employed by The Nebraska Medical Center and who qualify for tuition reimbursement, to defer payment of tuition for up to two weeks after grades are issued. Deferment is for tuition only. Requests to participate must be submitted **prior to the tuition payment due date** of each semester and the Student Accounts Manager must grant approval. Payment of fees and other charges is due by the end of the third week of classes. A COPPER Agreement form must be signed each semester and submitted to the Student Accounts Manager before the first payment due date. A \$10 payment plan fee will be assessed to the Student's account for participation in this program.

### **DEFERRED PAYMENT PLAN**

The Deferred Payment Plan (DPP) is offered as a service to all Clarkson College students. This program allows students to pay one-third of the tuition and fees incurred for a semester by the tuition payment due date. The remaining Student Account balance must then be paid in two equal installments. Requests for this payment plan option must be submitted prior to the tuition payment due date and the Student Accounts Manager must grant approval. A \$10 payment plan fee will be assessed to the student's account for participation in this program.

### **FINANCIAL AID EXTENSION**

Students who have completed the application process for financial aid, but whose funds will not be disbursed before the tuition payment due date, may request an extension of the payment due date. Requests must be made in writing and submitted to the Student Accounts Manager before the tuition payment due date. Payment for an amount not covered by financial aid must be received in the Student Financial Services department by the tuition payment due date.

### **REFUND CHECKS**

A student with a credit balance on their student account will be issued a refund check for the amount of the credit. Refund checks are mailed to the student's address listed with the Registrar's Office. If a student would like to pick up their check, the student must contact the Student Accounts Office at 402.552.2749 and request that their name be put on the list for pick up. Refund checks are available for pick up on Monday afternoons.

A student may request that the credit balance remain on their student account to cover future charges by completing a Credit Balance Retention form. The form must be submitted to the Student Accounts Manager prior to the issuance a refund check.

### **TUITION ASSISTANCE**

A student should contact the Student Accounts Manager if they are eligible for tuition assistance from a source outside of Clarkson College, such as Veterans' Administration, the student's employer, Workforce Development or Vocational Rehabilitation. Billing statements from Clarkson College will be mailed to any agency that will make payments on the student's behalf. However, before any account information can be shared with an outside party, the student must first complete a Release of Information form and submit it to the Student Accounts Manager.

### **TUITION REFUND POLICY**

Fees are non-refundable after the first week of the semester. To receive a 100 percent refund of tuition and fees, the official Change of Registration Form or the official Withdrawal and Leave of Absence Form requesting withdrawal or leave of absence must be submitted to the Registrar on or before the last day of the first week of the semester.

After the appropriate form has been submitted, the refund schedule published in the Schedule of Classes will be applied. Refund schedules are also available on our website and in the Student Financial Services department. It is the student's responsibility to be aware of the tuition refund policy.

Clarkson College tuition refunds may be credited to the student's account based on the published schedule when the student drops coursework, withdraws or takes a leave of absence after the semester begins. It is the student's responsibility to be aware of the tuition refund policy.

**Only** the Student Accounts Manager can approve exceptions to the tuition and fee refund schedule. Deans, directors, faculty members and staff are **not** authorized to make exceptions. Refunds are calculated based on the date the completed paperwork is received by the Registrar.

***Note:** It is strongly recommended that students consult with a Clarkson College Student Financial Services representative prior to dropping any classes. Dropping credit hours may create serious financial problems. A student may be required to repay a portion of federal financial aid if he or she withdraws from classes.*

## **Academic Year Fall 2007-Summer 2008 Tuition and Fees**

### **Tuition**

Undergraduate Courses - per credit hour	\$ 385.00
Graduate Courses - per credit hour	\$ 430.00
The Nebraska Medical Center Partners – Undergraduate Courses	\$ 177.00
The Nebraska Medical Center Partners – Graduate Courses	\$ 201.00
Practical Nursing Program – per credit hour	\$ 220.00

### **Mandatory Fees**

Activity Fee - per credit hour	\$ 4.00
Administrative Service Fee - per credit hour	\$ 25.00

### **Additional Mandatory Fees**

Technology Fee: Online – per credit hour	\$ 40.00
Technology Fee: Hybrid – per credit hour	\$ 15.00
Technology Fee: On Campus - per credit hour	\$ 10.00



### Other Additional Fees and Charges

Advanced Placement Exam Fee	varies by exam
Application Fee	\$ 35.00
Change of Registration Fee (after the 1st week of the semester)	\$ 50.00
Course Fee - selected courses, per course	\$ 30.00
Enrollment Fee (first-time students only)	\$ 100.00
Graduation Fee	\$ 0.00
Lab Fee - per lab course	\$ 30.00
Late Payment Fee – balance < \$1,000	\$ 25.00
Late Payment Fee – balance > \$1,000	\$ 50.00
Late Registration Fee	\$ 25.00
Life Learning/Portfolio Evaluation Fee – per credit hour	50% of Tuition
Nursing Skills Lab Fee - per course	\$ 30.00
BSN Nursing (ERI) Testing Fee - per semester	\$ 60.00
Practical Nursing (ERI) Testing Fee - per semester	\$ 30.00
Payment Plan Service Charge – per semester	\$ 10.00
Thesis Fee (NU 902)	\$ 100.00
Transcript Fee (non-graduates only)	\$ 5.00

### Residence Hall Rate

Please visit the Rent Schedule Addendum page in the Housing section of our website for these fees.

### Miscellaneous

Payment Plan Service Charge	\$ 10.00
Returned Check Fee - each check	\$ 35.00
The Nebraska Medical Center Parking Fee - per fiscal year	\$ 99.00

**Note:** All tuition, fees, policies and programs are subject to change. Notice of any change will be communicated to students, faculty and staff.

## Academic Information and Policies

This section lists all of the College's official academic information and policies pertaining to students. The academic policies are provided to ensure a quality education and equity. For additional information and forms you may go to the Registrar section of our website.

### ACADEMIC ADVISING

Each student at Clarkson College is assigned an academic advisor. The advisor provides assistance with course selections and program progression. Advisors may also provide professional and career assistance.

### ACADEMIC PROBATION

A student must maintain satisfactory academic status. A student who fails to maintain a satisfactory academic status will be placed on Academic Probation. The term "Academic Probation" will appear on the student's transcripts.

#### Undergraduate

An undergraduate student must have a 2.0 Cumulative Grade Point Average (CGPA) to maintain satisfactory academic status. A student who fails to maintain a 2.0 CGPA after earning 12 hours of credit at Clarkson College will be placed on Academic Probation for a period not to exceed one year. If the CGPA is not re-established to at least 2.0 by the end of that time, the student will be dismissed from the program. A student whose major GPA falls below a 2.0 may be academically dismissed from the program.

#### Graduate

Graduate students must maintain a 3.0 Cumulative Grade Point Average (CGPA) for successful completion of the program of study. A graduate student with a CGPA of less than 3.0 after attempting 6 semester hours will be placed on Academic Probation. If the graduate student who is placed on Academic Probation needs to complete only Pass/No Pass courses for the remainder of their program, the student is required to register for a graduate course(s) that is evaluated with a letter grade and raise the CGPA to at least a 3.0 to successfully fulfill the graduation requirements. Failure to do so will result in Academic Dismissal from the program.

### ACADEMIC YEAR

Clarkson College offers day and evening courses throughout the year. Regular semester courses are organized into two 15-week semesters and one 12-week summer term. Accelerated term courses are organized into 6-week terms. Classes of various durations may be offered during each semester to facilitate earning a degree.

### ADDING/WITHDRAWAL FROM COURSES

A course may be added through the first five days of instruction in a semester. This also applies to transferring from one section of a course to another section. After the designated time, the approvals of the instructor and the Program Director are required. A course may be dropped and a refund granted if it is accomplished according to the tuition refund schedule. It is the student's responsibility to initiate this change in the Registrar's office. Clarkson College will not be responsible for completed forms that which are given to faculty or staff for submission. **Note: Only Student Financial Services may authorize reimbursement of fees or tuition. Deans, directors, faculty or staff are not authorized to approve reimbursement.**

A grade of "W" (Withdrawal) is recorded on the student's permanent record if a course is dropped after the term begins, according to the length of the course below:

**Length of Course**

- 15-week course      Before the end of the 10th week of the course
- 12-week course      Before the end of the 8th week of the course
- 6-week course        Before the end of the 3rd week of the course

A grade of "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing) is recorded on the student's permanent record if a course is dropped after the term begins, according to the length of the course below:

**Length of Course**

- 15-week course      11th-14th week of the course
- 12-week course      9th-11th week of the course
- 6-week course        4th-5th week of the course

***Please Note:** Courses may not be dropped during the final exam period.*

**ADVANCED STANDING CREDIT**

Clarkson College recognizes that valid learning experiences are not restricted to the formal classroom. Many individuals attain college-equivalent knowledge and skills through a variety of means. It is the policy of Clarkson College to award college credit for non-traditional learning in cases where such credit is appropriate. Duplicated credit will not be granted under any circumstances (i.e., individuals who have completed comparable college courses or credits will not be granted credit by evaluation for the comparable course). Criteria used for granting credit by evaluation of non-traditional study are outlined below. Evaluated credit will be posted on the transcript after all admissions and fee requirements have been met and upon successful completion of one semester at Clarkson College. Evaluative credit for experience prior to attending Clarkson College will not be awarded during the first semester or the last semester of attendance.

Students cannot gain Advanced Standing Credit without first qualifying for enrollment in the course in which they wish to gain credit. Only students in good standing may earn Advanced Standing Credit. Students will be given appropriate credits designated by a "CR" on the transcript. Advanced Standing Credit to be awarded is determined by the academic program.

**Methods of Earning Advanced Standing Credit**

Advanced Standing Credit is a method by which students can earn credit without completing a course(s) through the following methods:

**1. Standardized Testing, such as:**

- College Level Examination Program (CLEP)
- College Entrance Examination Board (CEEB)
- Advanced Placement (AP) Examinations (minimum score of 4 required)
- American College Testing/Proficiency Examination Program (ACT/PEP)
- National League for Nursing (NLN) Exams
- Defense Activity for Non-Traditional Education Support (DANTES)
- Microsoft User Specialist

- Health Information Management National Certification(s)
- Other standardized tests with demonstrated reliability and validity may be considered for Advanced Standing Credit, to be determined by the Program Director/Registrar

## **2. Credit for Learning Through Life/Work Experience**

Credit may be granted for learning acquired through life/work experience that parallels a student's program at Clarkson College. The credit granted may be substituted for program requirements or elective credits and is not granted for courses in which a Standardized Exam is available. This credit does not apply toward fulfillment of the Clarkson College residency requirements for graduation. The Program Director and Registrar, in accordance with College policy, will determine whether such credits satisfy major, core or general education requirements toward the appropriate degree.

### **a. Prior Learning Validation by Portfolio**

Individuals seeking a degree who believe their prior experiences may qualify them to receive college credit can seek credit through the portfolio method. The student's academic department will assist the student in completing the portfolio process. Portfolio documentation will include appropriate and acceptable evidence of equivalent knowledge. Each academic program will determine the maximum number of credit hours that may be granted through life/work experiences and publish it annually in the College Catalog. Each academic program will also determine what specific courses may be fulfilled via credit by learning through validation by portfolio exam.

### **b. Prior Learning Validation by Transition Course Completion and Awarding of Major Course Credit**

Academic programs may grant credit for prior learning for courses in the major by validation via satisfactory completion of a transition course(s) and subsequent award of major course credit. Prior learning of major content is a prerequisite for registration in a transition course. Successful completion of the transition course then validates the student's prior knowledge. Each academic program will determine the maximum number of credit hours that may be granted through life/work experiences and what specific courses may be fulfilled via credit by learning by transition course completion and award of escrow credit.

### **c. Credit by Internal Examination**

Currently enrolled students, through outside study or relevant experience, may feel prepared to demonstrate that they have attained the knowledge and/or skills required to pass a particular course. As an alternative to enrolling in the course, the student may elect to take an internal proficiency examination that tests for mastery of the course material. If a student scores satisfactorily on the examination, the student may be awarded credit for the course. The credit granted may be substituted for program requirements or elective credits and is not granted for courses in which a standardized exam is available. Each academic program will determine what courses may be fulfilled via credit by Internal Examination. All NLSN exams and internal exams for Advanced Standing Credit will be scheduled and administered by the Coordinator of Online Education or by the Success Center.

No letter grade is assigned for a course that is granted credit without attendance. Students who have received an "I", "F" or "NP" in a course cannot earn Advanced Standing Credit for that course.

Credit is granted after the student earns a satisfactory score on the examination or a satisfactory evaluation of the portfolio or performance on the first attempt. If unsuccessful, the student must enroll and complete the course. Advanced Standing Credit is not applicable to the residency requirement.

### **Fees Schedule**

Fees will be determined annually. A listing of the fees can be found in the Student Financial Services section in this Catalog under Tuition and Fees.

### **Procedure**

In order to challenge a course, all course prerequisites must be met at the time of registration. A grade of Credit (CR) or No Credit (NC) will be recorded and will not be computed in the cumulative grade point average. The challenge procedure may be used one time for each course. Any course previously taken at Clarkson College without successful completion is not eligible for course challenge.

1. **Meet With Program Director** The student will meet with their Clarkson College Program Director. The Program Director will maintain a list of courses deemed eligible for Advanced Standing Credit. The Program Director confirms that the student is eligible to register for the course challenge and explains the process. Students are strongly encouraged to complete the challenge process prior to the beginning of each semester to facilitate course enrollment if unsuccessful.
2. **Course Validation Form** The student will obtain the Course Validation Form in Enrollment Services. The student must fill out the form completely and the fee must be paid. The student will sign the form to indicate understanding of process and grading options.
3. **Examination** Students will prepare for the examination and will make an appointment with the Success Center to take the test for the course, if applicable. Any additional work designated as part of the challenge will be completed prior to the end of the semester. The Program Director is responsible for notifying the Registrar's Office of each student's grade of P (Pass) or F (Fail). The Registrar records successful completion of the challenge and credit is granted for the course on the transcript.

### **ATTENDANCE**

Students are expected to attend all classes in which they are enrolled and follow the attendance policies as specified in the course syllabus. Students in skills laboratories, practicum, internships and clinical courses are required to attend.

Graduate students enrolled in the Family Nurse Practitioner option are required to attend class on campus one weekend each semester that are enrolled in an assessment course and a clinical course.

In those cases where a crisis (as identified by the course faculty) has occurred, course faculty must be notified of the reasons before the absence. Classes may be made up within the same semester at the discretion of the faculty.

Faculty are to inform students in writing of Clarkson College attendance policies in all their course syllabi. Faculty will report, within two working days of the last class missed, the names of the students who have two or more unexcused absences in a semester to

their Program Director, using the forms designated for reporting non-attendance. Program Directors will report the names to the Registrar within two working days.

### **AUDITING A COURSE**

Students who elect to audit a course must register for the course and pay full tuition. The student will not be required to take examinations or complete any assignments. No grade can be earned nor can the student apply the course to the degree requirements or convert to credit once the course begins.

### **CANCELING A COURSE**

Clarkson College takes every opportunity to minimize student cost. One way of accomplishing this is by effective management of course offerings. For this reason, a course may be cancelled because of insufficient enrollment. Determination to cancel will be made by the Vice President based upon a recommendation from the appropriate Dean/Program Director and will normally be accomplished at least three days prior to the first day of class. Every effort will be made to notify students and direct them to an alternative enrollment.

If the canceled class has a corresponding online section, students previously enrolled in the on-campus section can transfer to the online section of the class. Online education fees will be applicable.

Should a course be canceled, arrangements will be made for students who have been following their Degree Plan and need a specific course to graduate by the timeline established in their plan. Students who need such arrangements should file a Petition for Reconsideration stating the need.

### **CHANGE OF PERSONAL INFORMATION**

Students who change their legal name, address, telephone number or any other pertinent information are required to notify the Registrar's Office in writing of the change. Clarkson College will not be responsible for the events that occur when students have not notified the College of a name or address change.

### **CLASS STANDING FOR UNDERGRADUATES**

The number of semester credit hours completed indicates a student's class standing. The numbers of semester credit hours for the various class standings are:

<b>Year</b>	<b>Semester Credit Hours</b>
Freshman	0 - 30
Sophomore	31 - 60
Junior	61 - 90

### **COMMUNICABLE DISEASES**

A student with a communicable disease may not be allowed to attend a clinical/lab/practicum/internship class.

### **COURSEWORK CATEGORIES FOR UNDERGRADUATE DEGREES**

Clarkson College curricula require the completion of four types of courses designed to provide the components of a well-rounded education. These include: 1) General Education courses; 2) Core Curriculum; 3) Support courses; and (4) Major courses.

### **General Education Courses**

These are courses that serve as a foundation to the declared major. General Education courses are designed to provide a base of understanding broadly applicable to life and career and to provide experiences that enhance the student's major area of study.

### **Core Curriculum Courses**

These are courses unique to Clarkson College designed to build skills and understanding which extend each student's competence. Core courses focus on health care and provide a framework for building personal and career enhancing experiences. Because the core courses are unique to Clarkson College, students are required to take those included in the curriculum of their academic programs.

### **Support Courses**

These courses are identified by the student's major area of study and are in direct support of the student's major courses. Support courses in the major course areas are identified by faculty in the major course areas. They are developed in cooperation with major faculty and faculty prepared in the subject of the support course.

### **Major Courses**

These courses are taken to fulfill requirements for a specific area of study or profession. New students are encouraged to discuss areas of interest, when applicable, with their advisor when enrolling.

## **CREDIT HOUR LOAD AND OVERLOAD**

### **Credit Hour Load**

While Clarkson College understands a student's need to complete coursework for the various degrees as quickly as possible, Clarkson College also understands that a student's future academic success can usually be predicted by recent past performance. For this reason, guidelines have been established to encourage academic success when students are considering semester hour overloads.

To be considered a full-time undergraduate student at Clarkson College, the student must be enrolled in an equivalent of 12 semester credit hours of coursework per fall and spring semesters and 10 semester credit hours per the 12-week summer session.

To be considered a full-time graduate student at Clarkson College, the student must be enrolled in an equivalent of 9 semester hours per fall and spring semesters and 8 semester hours per the 12-week summer session.

To be considered a full-time graduate student at Clarkson College in a program taught in an accelerated term format, the student must be enrolled in an equivalent of 6 credit hours per semester term. The maximum number of hours for which a student can register in a single semester without approval is as follows:

	<b>Fall and Spring (15 week)</b>	<b>Summer (12 week)</b>
<b>Undergraduate</b>	16 semester hours	12 semester hours
<b>Graduate</b>	9 semester hours	9 semester hours

### **Credit Hour Overload**

If a student desires to take a semester credit hour overload, the following minimal guidelines will be taken into consideration and should be addressed in the Petition for Reconsideration. The student:

1. May not be employed full time;
2. Must have a Cumulative Grade Point Average (CGPA) of 3.5;
3. Must acquire a 3.5 Grade Point Average (GPA) for the semester preceding the semester for which the student is seeking the overload; and
4. Must not have an Incomplete grade.

### **CRIMINAL BACKGROUND CHECK**

Criminal background checks on students may be completed by Clarkson College and/or a clinical agency as needed for clinical experiences. Prior conviction of a felony or misdemeanor may make a student ineligible to participate in various clinical experiences and may make it impossible for a student to complete the scheduled program of study. If a student is convicted of a felony or misdemeanor during the time they are a student, it is the student's responsibility to inform their Program Director immediately.

The student must meet the guidelines for a prior criminal conviction of the agency where the clinical is scheduled and no special accommodations for alternative clinical placement will be made.

Additionally, prior conviction of a felony or misdemeanor may make a student ineligible for professional licensure, professional certification or professional registration depending on the specific regulations of the individual health profession and state of practice.

### **DEAN'S LIST**

During each semester at Clarkson College, undergraduate students whose academic scholastic achievements are notable are given public recognition by publication of the Dean's List. To be eligible for the Dean's List, the student must be enrolled in at least nine hours of coursework in the fall and spring semesters and have a Term Grade Point Average (TGPA) of 3.5 or higher. For the summer session, a student must be enrolled in at least six hours of coursework and have a Term Grade Point Average (TGPA) of 3.5 or better. Students receiving an Incomplete ("I") grade in a Clarkson College course are not eligible for the Dean's List in the semester the Incomplete is received.

### **DEGREE COMPLETION**

A degree-seeking student must complete their degree at Clarkson College within seven years of matriculation. This includes time spent on leave of absence. Students who do not complete within seven years must reapply for admission.

### **DEGREE PLAN**

Prior to registration, the Admission Counselors will complete a Degree Plan for all new students. The Degree Plan will include the courses which Clarkson College will accept in transfer and the specific courses the student will be required to complete in order to meet graduation requirements. During the first semester of attendance, each student will be assigned and meet with a major academic advisor who will assist the student in completion of their Degree Plan course requirements. The purpose of the Degree Plan is:

1. To ensure the student has a plan for meeting all Clarkson College requirements for graduation in a timely and effective way;
2. To provide the student a basis for monitoring their own progress; and
3. To provide the student assurance their program requirements are accurate.

The Degree Plan will be signed by the Admissions Counselor and approved by the Registrar. The signed Degree Plan becomes the student's plan for graduation and may not be changed without formal written approval by the Program Director. The information on the Degree Plan will be informational and not contractual in nature.



## **DIRECTORY INFORMATION**

Currently enrolled students may withhold disclosure of any directory information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be submitted to the Registrar's Office no later than four days after the beginning of the semester at Clarkson College.

Clarkson College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

**Category I:** Name, current and permanent address, marital status, telephone number, dates of attendance, classification and current class schedule.

**Category II:** Previous institution(s) attended, major field of study, awards, honors (includes Dean's List) and degree(s) conferred (including dates).

**Category III:** Past and present participation in officially recognized activities, physical factors and date and place of birth.

Clarkson College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory of Information" indicates individual approval for disclosure.

Clarkson College complies with federal regulations in accordance with the Family Education Rights to Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student records, including personal financial information.

## **DISMISSALS**

Dismissal refers to permanent expulsion from the College and does not carry the opportunity for readmission. Only by approval of the Vice President may a student be dismissed from the College.

Dismissal is action taken by the College. When a student is dismissed from the College, the appropriate dismissal and date of dismissal will be placed on the student's academic transcript.

### **Academic Dismissal**

Students may be dismissed from the College or from an academic program because of poor academic performance. Academic dismissal from the College means that the individual is no longer permitted to be a student at Clarkson College and is not permitted to return to the College in the future.

Academic Dismissal is a result of one of the following situations:

1. A student who fails the same major, option or support course more than once will be academically dismissed.
2. Any student who entered Clarkson College before the Fall 1999 semester and who fails a total of three major and/or support courses will be dismissed from the academic program. Any student who entered Clarkson College during or after the Fall 1999 semester and who fails a total of two major and/or support courses will be dismissed from the academic program.
3. Effective Fall 2004, any Nursing Division student may Withdraw Fail (WF) from only two major or support courses during their program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Undergraduate or Graduate Nursing Program.
4. A student who fails to be released from academic probation in the approved period of time will be dismissed from the academic program.

**Administrative Dismissal**

Students may be dismissed because of action taken by the administration for such reasons as the student being a “no-show” in a course, attendance problems or other such reasons. It is a neutral action and should not be considered as a “negative” or “disciplinary” action.

**Non-Academic Dismissal**

A student may be dismissed from the College as a result of disciplinary action. This includes social behavior, academic dishonesty and violation of the Student Code of Conduct.

**DRUG AND ALCOHOL POLICY**

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the abuse of alcoholic beverages and use of controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in drug and alcohol abuse education, prevention, and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off campus and not participating in a College activity. The College realizes it cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by off-campus businesses.

Drug and alcohol offenses may result in academic and/or non-academic sanctions. Academic sanctions are directly related to the student's progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/clinical/practicum settings. Non-Academic sanctions are actions taken at any time when the student violates the Drug and Alcohol policy.

Within the Clarkson College Community, the following regulations dealing with drug and alcohol apply.

1. Possession and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs or alcohol.
2. Possession by minors is an infraction of Neb. Re. Statute 53-180.02 and is punishable by three months imprisonment, \$500.00 fine, or both. All offenses regarding possession of drugs and alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.
3. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a “cash bar” and only to persons of legal age.
4. Possession, use, and sale of drugs or drug related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the possession, use, sale, and distribution of illicit substances.

5. Neither the College nor any group, which owes its existence to Clarkson College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.
6. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.
7. Students who are suspected of intoxication from either drugs or alcohol during a theory class, laboratory course or clinical rotation are in violation of the drug and alcohol policy and will be subject to the procedures outlined in the section titled student violation categories.
8. Any Student on campus, including the Residence Hall and campus activities, whether of legal age or underage and suspected of intoxication is in violation of the Clarkson College drug and alcohol policy and will be subject to procedures outlined in the section titled student violation categories.
9. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors Neb. Rev. Statute 53-180 is punishable by a maximum of one year imprisonment, \$1,000.00 fine, or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
10. Containers that originally contained alcoholic beverages will not be allowed in the residence halls for any purpose. Said containers will be promptly removed and disposed of.
11. There will be absolutely no posted advertisement for alcoholic beverages in any College publication, private, or public area.
12. The Vice President of Enrollment Management and Campus Life Operations, the Residence Hall Director, or any Student Services counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.
13. Clarkson College may take appropriate measures in emergency situations such as contacting parents or law enforcement in order to ensure the health and safety of the student.
14. Drug testing on minors may need parental or guardian consent. If consent is not obtained, so that drug testing cannot be completed, the minor student will be treated as though they were tested and the results were positive.
15. A positive test result will include the following: 1) positive drug test indicating the presence of drugs in the specimen, 2) failure to submit to a drug test within the requested time frame, and/or 3) the finding of two consecutive "dilute" specimens.

## **Student Violation Categories**

The consequences of violating the Student Welfare Drug & Alcohol Policy vary according to the circumstances surrounding the violation. Thus, each of the following categories of student violations is separated out below.

### **1. New Admissions**

New students, after being admitted to the college, may be required to submit to a drug/alcohol test if clinical courses are part of the student's first semester classes. This test may be a required prerequisite for entry into the first semester's courses if clinical courses are part of the scheduled first semester.

**Procedure:** Students requiring drug/alcohol testing after admission and prior to the first semester's courses will be given instructions on how to complete this testing. If the results are negative, the student will proceed into the first semester's courses. If the results are positive, the student can only continue academically at the College if they meet the following requirements.

1. Must meet with a college approved Drug/Alcohol Rehabilitation Counselor and successfully complete the prescribed treatment plan;
2. The student will initially only be allowed to enroll in theory (didactic only) Courses (without co-requisite clinical courses) while completing Drug/Alcohol treatment. The student will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved Drug/Alcohol Rehabilitation Counselor;
3. The student will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College;
4. If the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test, the student will be administratively withdrawn from the College.

### **2. Currently Enrolled Students**

Any currently enrolled student may be required to complete a Drug/Alcohol Test (either scheduled or random timing).

**Procedure:**

1. Students in a theory/didactic course: Theory/Classroom Settings: The student may be required to undergo drug testing during a class setting. If the student tests positive for drugs/alcohol, the student:
  - a. Will be immediately administratively withdrawn from all laboratory/clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
  - b. Must meet with a college approved Drug/Alcohol Rehabilitation Counselor and successfully complete the prescribed treatment plan.
  - c. Will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved Drug/Alcohol Rehabilitation Counselor;
  - d. Will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College;

- e. May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
  - f. May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test.
2. Students in a lab course: Laboratory Settings: The student may be requested to undergo drug testing during a laboratory setting. If the student tests positive for drugs/alcohol, the student:
- a. Will be immediately administratively withdrawn from the laboratory and all clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
  - b. Must meet with a college approved Drug/Alcohol Rehabilitation Counselor and successfully complete the prescribed treatment plan.
  - c. May be allowed to subsequently enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved Drug/Alcohol Rehabilitation Counselor;
  - d. Will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College;
  - e. May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
  - f. May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test.
3. Students in a clinical/practicum course: Clinical/Practicum Setting: The student may be requested to undergo drug testing in the clinical setting. If the student tests positive for drugs/alcohol, the student:
- a. Will be immediately administratively withdrawn from all laboratory and all clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
  - b. Must meet with a college approved Drug/Alcohol Rehabilitation Counselor and successfully complete the prescribed treatment plan.
  - c. May be allowed to subsequently enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved Drug/Alcohol Rehabilitation Counselor, and if allowed by the specific clinical agency;
  - d. Will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College;
  - e. May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
  - f. May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test.

4. Students in College sponsored activities whether on college campus property or in College housing:  
Within the disciplinary system for non-academic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the Drug and Alcohol policy. The College Judicial Committee or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses which occur during college sponsored activities or in college housing include the following steps:

1. The first offense of the Drug and Alcohol policy will result in the following (offenses for substances other than alcohol are considered an automatic second offense);
  - Required student completion of an alcohol use evaluation survey.
  - Completion of the Alcohol Skills Training Program (ASTP).
  - A fine of \$25.00.
2. The second offense of the Drug and Alcohol policy will result in the following;
  - Required student completion of an alcohol use evaluation survey.
  - Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC).
  - A fine of \$50.00
3. The third offense of the drug and alcohol policy will result in the following;
  - The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.
  - If living in the College residence hall, the student will be placed on housing probation.
  - A fine of \$75.00.
4. The fourth offense of the Drug and Alcohol policy will result in the following;
  - Immediate eviction from the College residence hall and possible academic sanctions.
  - The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
  - The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
  - If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

### **DUAL DEGREE OPTION**

The Dual Degree option is designed to provide a career ladder opportunity for students who complete an associate's degree program and decide to pursue a four-year degree at a later date.

The Bachelor of Science degree, in certain fields of study, is based upon successful completion of an appropriate associate's degree. In many cases, a student may utilize the completed Associate of Science degree requirements to satisfy the minor or second specialization for a bachelor's degree. Clarkson College provides a Bachelor of Science degree in Health Care Business designed to provide students who have completed an Associate of Science degree the opportunity to expand their career opportunities. Students who complete the program are prepared to manage and administer services and conduct business in their associate degree health care related area of study.

The Bachelor of Science degree in Health Care Business at Clarkson College has a minimum requirement of at least 128 semester hours. A maximum of 70 semester hours earned by a student in fulfilling requirements for an associate's degree may be transferred to meet the requirements for the Bachelor of Science in Health Care Business at Clarkson College.

### **DUAL RT/MI OPTION**

The dual Radiologic Technology/Medical Imaging option leads students to a Bachelor of Science in Medical Imaging degree. Students may transfer 70 credit hours earned at the associate degree level and apply them to the 126 semester hours needed to complete a bachelor degree.

### **E-MAIL POLICY**

Clarkson College grants e-mail access to all authorized students as a privilege, not as a right. The rules below apply to using e-mail at Clarkson College. Concerns regarding the use of e-mail should be reported to the Director of Technology.

1. Users will not use e-mail for the purpose of communicating actions that may terrify, intimidate, threaten, harass, annoy or offend another person.
2. Users will not use email to send humorous items, chain letters and viruses to others in any form that would offend or annoy the intended recipient(s).
3. Users will not try to access other user's e-mail accounts or other unauthorized areas of the College computer system.
4. Users will not use e-mail to violate copyright laws and policies or any other illegal activity as established by federal, state and local laws.
5. These actions constitute grounds for cancellation of access to Clarkson College e-mail privileges, and may result in disciplinary and/or legal action.

### **FORMS SUBMISSION**

Advisors will help students concerning their academic program, but students are responsible for making and carrying out their own decisions. Completion and submission of all forms to the appropriate office to implement actions taken by students (for example, withdrawal from a course) are the responsibility of the student and cannot be delegated to faculty or staff.

### **GRADE CHANGE**

A permanently recorded grade may only be changed in cases of calculation error or other recording error by the faculty person who assigned it or, in case of a change in personnel, by the Dean/Program Director of the department involved with approval of

the Vice President. A student request for review of a course grade must be initiated within one term of the grade assignment and must be submitted with a Petition for Reconsideration Form.

### **GRADE REPORTS**

Final grade reports will be mailed to students and advisors within one week following the end of a semester. Mid-term grade reports will be mailed to students one week following mid-term week.

### **GRADING SYSTEM**

#### **Letter Grades and Quality Grade Points**

In courses graded with a letter, Clarkson College faculty may assign grades from the following possible letter grades: A+, A, A-, B+, B, B-, C+, C, C-, D and F. Each letter grade for courses completed at Clarkson College carries Quality Grade Points, used for calculating a student's Cumulative Grade Point Average (CGPA), according to the following schedule:

A+	= 4.00 Quality Grade Points	C+	= 2.33 Quality Grade Points
A	= 4.00 Quality Grade Points	C	= 2.00 Quality Grade Points
A-	= 3.67 Quality Grade Points	C-	= 1.67 Quality Grade Points
B+	= 3.33 Quality Grade Points	D	= 1.00 Quality Grade Points
B	= 3.00 Quality Grade Points	F	= 0.00 Quality Grade Points
B-	= 2.67 Quality Grade Points		

A grade of "D," "F" or "NP" in undergraduate major or support courses is considered failing. A grade of "C," "D," "F" or "NP" in graduate coursework is considered failing.

#### **Grade Point Average**

The Grade Point Average (GPA) system is used to determine the student's academic progress toward graduation. A student's Cumulative Grade Point Average (CGPA) is based upon cumulative course grades completed at Clarkson College. The CGPA can be calculated by dividing the total number of semester credit hours attempted into the number of Total Quality Grade Points Earned (see "Letter Grades and Quality Grade Points" in this section of the catalog). The CGPA is not affected by "P," "NP," "AU," "CR," "I," "NC," "W," "WP" or "WF."

P = Passing	NC = No Credit
NP = Not passing	W = Withdrawal
AU = Audit	WP = Withdrawal Pass
CR = Credit	WF = Withdrawal Fail
I = Incomplete	GPA = Total Quality Grade Points Earned <i>divided by</i> Total Semester Hours Attempted

### **GRADUATE DEGREES AND CERTIFICATES**

Clarkson College is approved to offer these graduate academic programs by The Higher Learning Commission, North Central Association of Colleges and Schools:



### **Post Master's Certificates in Nursing:**

- Adult Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Leadership

### **Master of Science in Nursing (MSN) with options in:**

- Adult Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Leadership
- RN-MSN

### **Master of Science in Health Care Administration**

Admission to these graduate programs is governed by requirements that may be found in this catalog under Admissions.

Clarkson College offers three types of graduate courses leading to a graduate degree which include:

#### **Core Courses**

- Courses that all students must complete, no matter which option or concentration they choose. These courses are the foundation upon which the program is built.

#### **Option or Concentration Courses**

- Courses required to complete an area of specialty (referred to as an option or concentration) within the graduate program.

#### **Capstone Courses**

- Courses that are designed to be culminating program experiences and assess student learning.

### **GRADUATION ACADEMIC HONORS**

Academic honors are conferred on candidates who, upon graduation, distinguish themselves by maintaining a high cumulative grade point average. To qualify for academic honors, students must have completed the minimum required residency hours at Clarkson College. Transfer courses do not apply toward the Cumulative Grade Point Average (CGPA). Academic honor recipients receive an honor cord to wear at the graduation ceremony. Honors are designated as:

Summa Cum Laude = 3.85 and above

Magna Cum Laude = 3.75 through 3.84

Cum Laude = 3.65 through 3.74

With Distinction = 3.50 through 3.64

### **GRADUATION REQUIREMENTS AND PROCEDURES**

Students must fulfill all of the requirements shown below for graduation to be eligible for the awarding of a degree. Students expecting to complete degree requirements must file for graduation by the published deadline (one semester prior to graduation). The specific dates for filing for graduation are listed in the Schedule of Classes. Filing for graduation will automatically initiate a graduation audit by the Registrar's Office. Four obligations must be met for graduation:

1. Candidacy for graduation has been approved.
2. All academic requirements have been met.
3. Financial obligations have been met. **Note:** *Student must register and pay for all deficient coursework before participating in the graduation ceremony.*
4. Completion of the required service learning hours.

The Office of the Registrar will neither send information to nor correspond with any licensing agency, certification program or credentialing center regarding program completion until all of the above obligations have been met.

A signed diploma will be issued upon verification of successful completion of all coursework.

### **GRIEVANCE PROCESS**

Students who believe they have been treated in an arbitrary or capricious way, discriminated against or not provided due process may seek an appeal by using the Petition for Reconsideration process. Both academic and non-academic decisions are subject to the grievance process. (See Petition for Reconsideration in this section of the catalog.)

Every effort should be made by the student to resolve the issue with the person(s) involved. However, if the Petition for Reconsideration process has been exhausted and the student still believes that they have been treated in an arbitrary, capricious or discriminatory manner, or that they have not received due process, the student may request that the Vice President consider conducting a hearing. If the Vice President believes a hearing is warranted, a hearing will be scheduled. The hearing panel may be composed of both students and faculty. The panel will:

1. Review the statement, seeking clarity as is necessary (may mean interviewing the student).
2. Seek testimony from those involved, i.e. the person(s) with whom the student has a grievance.
3. Interview others in order to obtain a broad and complete perspective.
4. Reach a decision by recommending to the Vice President either:
  - a. Uphold the original decision; or
  - b. Recommend the original decision should be reversed; or
  - c. Provide an alternative decision appropriate to the situation.
5. The Vice President will take into consideration the recommendation of the panel and then make a decision which will be communicated to the student. The decision of the Vice President is final.

### **HEALTH AND SAFETY REQUIREMENTS**

All Clarkson College students are required to complete certain health and safety requirements according to individual program needs. Because many students at Clarkson College are involved with direct patient care in health care careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from the students.

#### **On-campus Requirements**

- Written copy of recent health examination completed by a licensed health care provider, which verifies student's health status, is sufficient to complete their selected program of study.
- Evidence of immunization for DPT (total series) or TD (Tetanus/Diphtheria) booster (if DPT received more than 10 years ago).
- Reactive Varicella titer or other evidence of chicken pox immunity.
- Evidence of Measles, Mumps & Rubella (MMR) immunizations; or reactive
- Rubella titer and Rubeola titer; or other evidence of immunity to measles (requirement is waived for students born before 1956).
- Evidence of coverage by a comprehensive health insurance plan for the entire academic year. Information required annually.

- Appropriate Tuberculosis screening (current within one year), which consists of either: non-reactive PPD (skin test); or negative chest x-ray (to be used if PPD has ever been positive); or absence of symptoms of TB if prior history of reactive PPD and negative chest x-ray, as noted by the primary health care provider.

**Master of Science in Nursing (MSN), RN to Bachelor of Science in Nursing (BSN) and Medical Imaging (MI) Students:**

Students admitted to the Master of Science in Nursing, RN to BSN and Medical Imaging programs must be licensed health care providers and must maintain health and safety standards in their places of employment and/or according to professional standards. Student must show proof of licensure in order to be admitted to Clarkson College and for ongoing matriculation.

**On-Campus Student Housing Requirement**

All newly enrolled students who will reside in campus housing:

1. Will acknowledge receipt of information regarding meningococcal meningitis
2. Either receive the meningococcal immunization or sign a waiver stating they have received the information and choose not to receive the immunization.

**Clinical Requirements**

Individual programs may have specific health and safety requirements that must be met prior to the first day of the clinical class. Each academic program will determine these specific requirements. The following programs have clinical requirements: On-campus Bachelor of Science in Nursing (BSN), LPN to BSN, Practical Nursing (PN), Physical Therapist Assistant (PTA), Radiologic Technology (RT) and Radiologic Technology/Medical Imaging (RT/MI) programs.

Requirements include the following:

- Current American Heart Associate Basic Life Support (BLS) for the Health Care Provider. Certification of Completion.
- Appropriate Hepatitis B immunization: First of series of three immunizations prior to first day of clinical and subsequent completion of the Hepatitis B immunization protocol and reactive titer. If titer is non-reactive, student must receive a second series of Hepatitis B immunizations followed by a reactive titer. If the second titer is non-reactive, no further immunizations are required, but a core antibody for Hepatitis B must be completed.

The program director/clinical coordinator/designee will be responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements. Documentation submitted by the student as proof that these requirements have been met shall be forwarded to the Registrar's Office for placement in the student's file.

All students must meet the requirements of the institution in which they do clinical/practicum/fieldwork. If students do not meet the requirements of the institution in which they do clinical/practicum/fieldwork, the student would become ineligible to participate in the specific program of study and unable to complete the program.

This policy is subject to immediate change in order to maintain compliance with state and federal requirements, Centers for Disease Control requirements and standards of practice.

## **INCOMPLETE GRADES**

A student who is passing in a course may be assigned a grade of Incomplete ("I") if some portion of the coursework remains unfinished at the end of the semester. Assignment of an "I" is at the discretion of the course instructor. An Incomplete Grade Form must be completed and signed by the instructor, identifying the reason for requesting an Incomplete, the specific work that the student must complete to receive a final grade, and the date by which the work must be completed. An incomplete grade must be removed within six months from the date the course ends or the "I" will automatically convert to an "F" grade. No Incomplete grades are given in clinical/lab/practicum/internship courses.

## **INDEPENDENT STUDY**

Independent Study refers to courses arranged under the supervision of Clarkson College faculty. Students may pursue independent study if a faculty member is available to supervise the experience. The project or study to be pursued by the student must be approved by the Dean/Director and Vice President. An Independent Study Form must be completed and approved before students will be permitted to enroll in Independent Study courses. No more than six semester credit hours of undergraduate coursework may be pursued as Independent Study.

Graduate students are limited to no more than six semester credit hours of independent study per semester, but are not limited to a maximum number of semester hours over the course of the graduate program.

## **LEAVE OF ABSENCE**

A leave of absence is "time certain" withdrawal from Clarkson College. Leaves are granted for a minimum of one semester and a maximum of three consecutive semesters. A Leave of Absence Form must be completed by the student.

Any student on a Leave of Absence (LOA) who does not register in any classes after three consecutive semesters will be automatically withdrawn from the College.

All students are required to complete a Leave of Absence Form prior to any semester in which they will not be enrolled in courses. If a student drops all the courses for which they have enrolled after the first day of a semester, the student must complete a Leave of Absence Form.

In programs where the College is limited to the number of students who may be enrolled, students not completing a Leave of Absence Form cannot be guaranteed a position in the program when returning to active enrollment.

Readmission to the College may be possible through the application process. Students who are withdrawn from the College and want to reapply will be subject to the provisions of the catalog at the time of readmission. If the student is unable to complete the degree because of changes in the catalog, substitutions may be determined by the Dean/Director of the student's programs upon approval of the Vice President.

When a student's leave of absence exceeds 60 days or 6 months with an approved medical leave of absence, the student's last date of attendance will be maintained for financial aid purposes by the Student Financial Services office.

If a student is enrolled in a clinical/lab/practicum/internship course at the time the leave of absence begins, the student must complete a drop form for the course. Students may request an Incomplete ("I") in other courses if they have a satisfactory grade in the course.

## **PETITION FOR RECONSIDERATION**

Petition for Reconsideration is a method by which an individual may administratively appeal a decision because of extenuating circumstances, believed to be inequitable. All petitions must be submitted to the Registrar's Office in order to facilitate tracking of petitions. The Registrar's Office will forward the petition to the appropriate person(s) and schedule a meeting with the individual(s) petitioned, who will make the decision regarding the request. All parties involved will be notified of the decision. If after receiving the results the petitioner still believes the decision is inequitable, a new petition may be filed to the next level of authority until it reaches the President, at which point the result of the petition process is final.

## **PETITIONING FOR A COURSE OFFERING**

Students may petition the Vice President, through the appropriate Dean/Program Director, to offer courses not listed on the course schedule. If a sufficient number of students agree to enroll in the course and appropriate faculty, space and resources are available, the course will be added to the schedule. Students are encouraged to petition as early as possible in order for the College to consider the request. A Petition for Reconsideration Form should be completed and forwarded to the appropriate Dean/Program Director to initiate a course offering.

## **PROGRESSION**

Students will not be permitted to progress to a higher level of coursework in the major area of study until successfully completing the prerequisite courses. Any exceptions to this rule must have the approval of the Vice President. Students who enroll in courses without successfully completing the prerequisites course(s) will be administratively withdrawn, without prior notice.

An undergraduate student must maintain a 2.0 Cumulative Grade Point Average (CGPA) for successful completion of the program of study. A grade of "D," "F" or "NP" in undergraduates major or support courses is considered failing. Courses in the major and support courses to the major must be repeated if coursework is not successfully completed. A student who fails to maintain a 2.0 CPGA in any given semester will be placed on Academic Probation.

Graduate students must maintain a 3.0 CGPA for successful completion of the program of study. A grade of "C," "D," "F" or "NP" in the major indicates failure of that course, and the course must be repeated. A student who fails to maintain a 3.0 CGPA in any given semester will be placed on Academic Probation.

Any undergraduate student may remove a "D" or "F" grade and a graduate student may remove a "C," "D" or "F" grade from the CGPA by repeating the course. Both courses will permanently remain on the academic record/transcript, but only the higher grade (or most recent for duplicate grades) will be used in calculating the CGPA.

## **Diploma/Certificate Programs and Associate of Science Degree Programs**

Students enrolled in an Associate of Science Degree program must maintain a grade of "C-" or higher in each major/support course. One of the following actions will occur when a student receives a "D," "F" or "NP" grade in a major/support course:

1. Dismissal from the program with the option to reapply the following year. Students would be expected to meet current admission requirements. There would be no guarantee of re-admission.
2. Leave of absence from the program with the option of taking general education courses on a non-degree basis. If the student maintains a grade point average of

- at least 2.0 and has no grade below a "C-" during the leave of absence, a space would be reserved for the student the next time the course is offered. Additional conditions may be required of the student in order to return.
3. Repeat the course the next semester at the discretion of the program director. Additional conditions may be required of the student.
  4. Finish/repeat the course via independent study at the discretion of the program director. Additional conditions may be required of the student.

The academic program director in consultation with faculty and administration will determine which of the preceding requirements will be granted. Students will be required to sign an "educational contract" agreeing to abide by the requirement(s) and conditions. Students who wish to appeal the decision may do so through the Clarkson College Petition for Reconsideration procedure.

Any student readmitted to a program or returning from a leave of absence must meet with the Program Director and may be required to complete an assessment and/or test. A fee may be charged for the assessment and testing process. Any student who fails to pass an assessment may be required to repeat major coursework previously taken.

A student who receives a non-passing grade in a major or support course after being re-admitted or re-enrolled will be academically dismissed from the program.

#### **Bachelor of Science Degree Programs**

Failed courses in the major or support courses can be repeated to achieve a passing grade; however, a major or support course may not be repeated more than one time. A student who fails a major or support course more than once will be dismissed from the program/College. Any student who entered Clarkson College during or after the Fall 1999 semester and who receives a "D" or "F" in a total of two courses in the major or support courses will be dismissed from the program.

#### **Bachelor of Science in Nursing Students**

Effective Fall 2004, any Nursing student may Withdraw Fail (WF) from only two major or support courses during their program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Nursing Program.

After receiving a Withdraw Fail (WF) in a major or support course, the student must repeat the course for a grade.

#### **Three-Year Radiologic Technology/Medical Imaging option:**

Effective Fall 2005, students selected for the Three-Year Radiologic Technology/Medical Imaging option must meet the following requirements:

1. Enroll in General Education and/or Medical Imaging courses at Clarkson College and successfully complete at least 12 semester hours.
2. Maintain at least a 2.5 cumulative grade point (CGPA) average at Clarkson College.
3. Maintain a grade of "C" or higher in each major/support courses.
4. Receive grades of "C" or higher for all Medical Imaging coursework. Students who receive a "D," "F", "WF" or "NP" will be dismissed from the three-year Radiologic Technology/Medical Imaging option.
5. Students will lose their guarantee and may re-apply for admission.

#### **Master of Science Degree Programs**

Students seeking the Master of Science degree must complete the core courses, the concentration courses and all prerequisites to the options. Designated core courses must be completed before the selected option courses.

### **Master of Science in Nursing Students**

The statistics course and courses in the option that support the option practicum may be taken any time but are a prerequisite to the option practicum. The research core courses may be taken as a co-requisite for the practicum option but are a prerequisite to the thesis or comprehensive examination.

1. Graduate students must repeat any course they fail (grade below B-), but they are NOT allowed to repeat a course more than one time.
2. Graduate students who entered Clarkson College on or after the Fall 1999 semester and who receive a grade of "C," "D," "F" or "NP" in a total of two courses will be dismissed from the program. Graduate students who entered Clarkson College before the Fall 1999 semester and who receive a "C," "D," "F" or "NP" grade in three classes will be dismissed.
3. Effective Fall 2004, any Nursing Division student may Withdraw Fail (WF) from only two major or support courses during their program of study. Withdraw Fail (WF) from a third major or support course will result in dismissal from the Nursing Program.

### **RANDOM DRUG TESTING OF STUDENTS**

Clarkson College students may be required with or without notice to submit to drug testing in conjunction with various college courses, including but not limited to clinical/lab/practicum/internship, in which students/patient/client safety is an issue. If a student tests positive for illegal drug use according to standards of practice, they will be immediately administratively withdrawn from Clarkson College.

If the student refuses to submit to drug testing, they will be treated as though they were tested and the results were positive for drugs.

### **REGISTRATION FOR CLASSES**

Class space is allocated using the time of registration as priority. Students are encouraged to register at their designated time to ensure enrollment in a course. Clarkson College reserves the right to administratively withdraw a student from a course, without prior notice, if prerequisites have not been met or if the student has not paid the necessary tuition or fees. Registration for clinical courses will be on a first-come basis. Students seeking a degree from Clarkson College will receive priority over non-degree and certificate students.

A late registration fee is assessed when a student enrolls for coursework after the designated registration period published in the Clarkson College Schedule of Classes.

### **Online Education Registration Deadline**

Online students are required to register two weeks prior to the first day of a semester. Students will not be allowed to add courses after this date without approval from both the Program Director and course faculty.

For more information on registering for classes, please see the Registrar section on the website.

## **RESIDENCY REQUIREMENT**

- **Certificate or Diploma:** At least 20 semester credit hours must be completed at Clarkson College for a certificate or diploma.
- **Associate's Degree:** At least 40 semester hours must be completed at Clarkson College for an Associate's degree.
- **Bachelor's Degree:** At least 26 semester hours must be completed at Clarkson College for a Bachelor's degree.
- **Master's Degree:** All but nine hours must be completed at Clarkson College for a Master's degree.

## **RETENTION OF STUDENT RECORDS**

Clarkson College retains the official academic record (transcript) of enrollment and credit earned in College credit programs in perpetuity. Student Financial Aid records are retained for four years. All other student records documents are destroyed five years after the student's last enrollment at the College.

Students who believe there is an inaccuracy in their official academic record (transcript) must notify the Office of the Registrar immediately. After a student's records are destroyed, the official academic transcript cannot be changed. The transcript is the final, accurate record of academic accomplishment.

## **SCHOLASTIC HONESTY**

Clarkson College recognizes that its graduates will hold leadership roles in society. With societal leadership opportunity comes the responsibility to maintain the highest standards of honesty. Clarkson College views scholastic honesty as a reflection of a student's personal integrity. Therefore, all students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all work and examinations. The following are considered serious violations:

- **Plagiarism:** Taking passages from writings of others without giving proper credit to the source. Includes using the works of another student.
- **Collusion:** Working together with another person with an "illegal" or "deceitful" purpose in the preparation of work that an instructor expects to be accomplished on an individual basis.
- **Cheating:** Giving or receiving information during an examination.

Students found guilty of scholastic dishonesty are subject to disciplinary action.

The judicial policies and procedures may be found in the Student Handbook, Student Code of Conduct section.

## **SERVICE-LEARNING AND COMMUNITY SERVICE**

The College defines service as college-related activities where students physically engage in a personal relationship with some identified agency external to Clarkson College. The purpose of this relationship is for both parties to mutually benefit either through direct physical interaction or intellectual exchange.

As a graduation requirement, all students (on campus and online) must complete service hours, which are a component of specific courses as defined by each academic program. Graduates who do not complete the required number of service hours will not receive diplomas or transcripts until the hours have been completed. Service hours accrued beyond the required number of service hours can be applied toward the requirements for the Maltese Cross Certificate and Maltese Cross Medal awards.

Students should submit a signed Service Approval Form to Registrar's office. The student and Agency/College Organizer must sign the form.



A student in a dual program must complete the service requirements for the program requiring the greater amount of hours. Any additional required service hours for another program may be applied toward the Maltese Cross Certificate and Maltese Cross Medal awards.

**Types of Service Opportunities Offered by Clarkson College:**

1. **Service-Learning** - A credit-bearing educational experience that provides the opportunity for hands-on application of classroom-based learning. Students participate in an organized service activity in support of a Clarkson College related and coordinated/approved community agency(ies) or individual(s) external to the College, meeting identified needs and reflecting on the student’s ability to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility in fulfillment of the Mission of Clarkson College.
2. **Community Service** - A non-credit-bearing based experience in which students, faculty and staff provide needed service in support of a Clarkson College related and coordinated/approved community agency(ies) or individual(s) external to the College, which is found to be beneficial to all parties and create an enhanced sense of civic responsibility in fulfillment of the mission of Clarkson College. This focus should stimulate new and current opportunities to enrich the health care related community service activities in which students, faculty and staff can be, and/or are currently involved.

Effective Fall 2005, new students are required to complete a minimum of 75 percent of service hours in Service Learning.

**Service-Learning Graduation Requirements**

<b>Degree/Program</b>	<b>Service Hours</b>
Diploma Programs	8 (6 Service-Learning)
Associate Programs	15 (11 Service-Learning)
Baccalaureate Programs	
Nursing	30 (23 Service-Learning)
Nursing: Fast Track	15 (11 Service-Learning)
Health Care Business:	
• Management Major	30 (23 Service-Learning)
• Informatics Major	30 (23 Service-Learning)
• Health Information Management Major	30 (23 Service-Learning)
Medical Imaging	15 (11 Service-Learning)
3-year RT/MI	30 (23 Service-Learning)
RN to BSN	15 (11 Service-Learning)

**STUDENT CLASSIFICATIONS AND STATUS**

Clarkson College uses certain terms to describe a student’s classification or status. It is important for students to know these classifications so they may be aware of associated policies that may affect their continued attendance at Clarkson College. The following classifications are used at Clarkson College:

- **Academic Probation** - A student who has not maintained the required Cumulative Grade Point Average.
- **Academic Dismissal** - A student who has been removed from the College for academic reasons.

- **Conditional** - Refers to a student who has been admitted to Clarkson College but does not meet all of the College admission requirements.
- **Foreign Student** - A student in the United States on a F-I student visa. Clarkson College accepts qualified foreign students.
- **Full Standing** - Refers to a student who has met all Clarkson College admission requirements.
- **Full-Time Student** - An undergraduate student is full-time if enrolled in at least 12 semester hours per fall and spring semesters or 10 semester hours during the summer session. A graduate student is full-time if enrolled in at least 9 graduate semester hours per fall and spring semesters, 8 graduate semester hours during the summer session or 6 semester credit hours per semester term of accelerated format classes.

### TRANSCRIPTS

Official Clarkson College transcripts will be issued only upon written request by the student. Clarkson College will not be responsible for loss of transcripts due to an insufficient or incorrect address. To request a transcript, contact the Registrar's Office. Clarkson College does not issue or send transcripts from other colleges and universities. Official transcripts are not issued for students who have a hold on their records or whose accounts with the College are delinquent.

### TRANSFER CREDIT

Credit earned at other regionally accredited institutions will be considered for transfer if applicable to the student's degree requirements. No grade lower than a "B minus" in graduate programs or "C minus" in undergraduate programs will be accepted as transfer credit. **A maximum of nine (9) graduate credits may be transferred.** Clarkson College does not accept transfer credit for courses taken elsewhere **after** enrollment at Clarkson College.

To transfer major courses, the student must complete and submit a Petition for Reconsideration Form and attach copies of the course description(s) and course syllabus/syllabi. Official transcripts for each of these courses **must** be on file in the student's admission records for review **prior to** evaluation of the courses.

The following time limits will be used to determine transferability:

Undergraduate Major courses = 5 years

RN to BSN, LPN to BSN = No limit (*Effective Fall 2000*)

Medical Imaging/PACS = No limit (*Effective Fall 2000*)

Two-Plus-Two (2+2) Business = No limit (*Effective Fall 2000*)

Undergraduate Science courses = 5 years (*Effective Fall 2004*)

Undergraduate General Education courses = No limit

Master's Major courses = 5 years

In determining transfer credits, the academic Program Director reserves the option of requiring the student to take an assessment examination. All acceptable college credit will be evaluated by the appropriate Program Director and Registrar.

The Bachelor of Science degree in Medical Imaging grants advanced placement status to American Registry of Radiologic Technologists (ARRT) registered Radiologic Technologists.

## **UNDERGRADUATE DEGREES**

Clarkson College is approved to offer these undergraduate academic programs by The Higher Learning Commission, North Central Association of Colleges and Schools:

### **Diploma in Practical Nursing**

### **Associate of Science in Health Information Management**

### **Associate of Science in Physical Therapist Assistant**

### **Associate of Science in Radiologic Technology**

### **Bachelor of Science in Health Care Business with majors in:**

- Management
- Informatics
- Health Information Management

### **Bachelor of Science in Medical Imaging**

### **Bachelor of Science in Nursing with options in:**

- Traditional
- Fast Track
- RN to BSN
- LPN to BSN

## **VETERAN SERVICES**

Clarkson College is committed to assisting all students who are eligible to receive Veterans Administration education entitlements. Registrar's Office personnel are available to assist in the application process and other activity unique to Veterans Administration requirements. Inquiries concerning eligibility and pay should be made by the student directly to the Regional Veterans Administration Office by calling 888.442.4551.

## **WITHDRAWAL**

### **From a Course**

Students may withdraw from courses through the last day of the tenth week of a 15-week semester, the eighth week of a 12-week semester and the third week of a 6-week course. Students may not withdraw from courses during the last week of a semester, under any circumstances.

It is the student's responsibility to initiate the change in the Registrar's Office using a Change of Registration/Leave of Absence/Withdraw Form, complete and personally submit the form to the Registrar's Office. Clarkson College will not be responsible for completed forms, given to faculty or staff for submission.

### **From the College**

Students in good standing who wish to discontinue enrollment at Clarkson College may do so by withdrawal. The student must see their advisor to initiate the process.

Withdrawal means the student elects to leave the College for an indefinite period of time. Students may re-enroll any time without a new application if they return within one year and seek advisement from an academic advisor.

Students who withdraw from the College for more than one year and decide to return must re-apply for admission. They will be subject to the provisions of the Catalog at the time of readmission. If the student is unable to complete the degree because of changes in the Catalog, substitutions may be determined by the program Dean/Director upon approval of the Vice President.

## **Online Education**

### **Coordinator of Online Education**

Linda Nieto

P: 800.647.5500 or 402.552.3039

E: [nieto@clarksoncollege.edu](mailto:nieto@clarksoncollege.edu)

Clarkson College offers a number of online education courses each semester. Courses are organized into two 15-week semesters (Fall and Spring), and one 12-week Summer session and 6-week courses.

Online education is not for everyone, and students are encouraged to discuss the responsibilities of completing coursework or programs through online education with the Director of Instructional Design and Faculty Development. Expectations of online education students are the same as students attending classes on campus. An online course will take at least the same amount of time as a traditional course. Time spent in the classroom is replaced with reading, completing assignments, listening to presentations and participating in online discussions.

Support services are provided to ensure online education students have similar access to the educational resources available on campus. Online education refers to the method by which instruction is delivered. Clarkson College may limit the number of courses offered via online education.

### **Admissions**

Online education students follow similar admission processes as students attending on-campus courses and are governed by the same policies found elsewhere in this catalog. Contact the Enrollment Services office for further information.

### **Advising**

Advising for the online education student is handled by the academic advisors. These individuals are ready to provide personal service and attention to students' needs. They can direct and guide students to resources in support of the coursework and answer questions. Clarkson College advisors are only a phone call away.

### **Online Education Test Proctors/Preceptors**

All students taking an online course are required to have a test proctor and must complete a Test Proctor Agreement/Scholastic Honesty Statement Form by the end of the first week of class.

Online education students completing courses that require preceptors are encouraged to enroll early and complete all the necessary paperwork for identifying a preceptor prior to the semester in which the preceptor will be necessary.

### **Equipment Required/Software and Service Provider**

Students enrolled in an online education course MUST download the Online Education Manual for the latest computer hardware and software requirements.

If a student is thinking about purchasing a computer and/or software, they can call the Clarkson College Director of Instructional Design and Faculty Development at 800.647.5500. The Director can assist in identifying the equipment and software that will best serve a student while attending Clarkson College.

Some programs require students to visit campus for a skills assessment. Contact the appropriate department for current information concerning campus visits for skills assessment.

### **Financial Aid**

Online education students qualify for financial aid under the same regulations as students attending courses on campus. Refer to the Student Financial Services section of this catalog for specific qualifications and regulations for financial aid.

### **Preliminary Degree Plan**

Clarkson College offers online education students information about the length of time and the number of courses necessary for completion of their degree program prior to seeking admission to the College. This is accomplished through a Preliminary Degree Plan. After the student discusses their educational goals with the Admissions Counselor and provides copies of previous college transcripts, a personal degree plan is developed.

The plan includes the courses the student is required to complete, the courses which will be accepted in transfer, the proposed coursework credit the student will receive for past military or work experience, and the sequence for completing the student's desired degree, based upon the student's workload.

The plan is preliminary until official transcripts verifying the courses the student has completed are reviewed and assessed by the College Registrar. The plan does not obligate the student to attend Clarkson College but provides them with the information needed to make a decision.

### **Schedule of Classes**

Each semester, the Schedule of Classes identifies the courses being offered through online education. The Schedule of Classes can be accessed through the Clarkson College website.

### **Textbooks**

In order to receive textbooks in a timely manner, it is suggested that online education students purchase their books as soon as they have registered for class.

## **PROGRAMS OFFERED THROUGH ONLINE EDUCATION**

Clarkson College offers a variety of courses and degree programs through online education. The following list identifies the courses and programs offered through online education:

### **Certificates**

Health Information Management  
Health Care Business Informatics PACS Administrator  
Medical Imaging PACS Administrator

### **Associate of Science**

Health Information Management

### **Bachelor of Science**

Health Care Business with majors in:

- Management
- Informatics
- Health Information Management

Medical Imaging  
RN to BSN

**Master of Science**

Nursing with options in:

- Adult Nurse Practitioner
- Family Nurse Practitioner
- Nursing Education
- Nursing Health Care Leadership

Health Care Business Administration  
RN to MSN

**Post-Master's Certificate**

Adult Nurse Practitioner  
Family Nurse Practitioner  
Nursing Education  
Nursing Health Care Leadership

## School of Nursing

### Dean of Nursing

#### Director of Graduate Nursing

Marla Erbin-Roesemann, Ph.D., R.N.  
P: 800.647.5500 or 402.552.3310  
E: [roesemann@clarksoncollege.edu](mailto:roesemann@clarksoncollege.edu)

### Director of Practical Nursing

Aubray Orduna, M.S.N., R.N.  
P: 800.647.5500 or 402.552.6118  
E: [orduna@clarksoncollege.edu](mailto:orduna@clarksoncollege.edu)

### Director of Baccalaureate Nursing

Ellen Piskac, M.S.N., R.N.  
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E: [piskac@clarksoncollege.edu](mailto:piskac@clarksoncollege.edu)

### Introduction

The Clarkson College offers a variety of nursing programs including Practical Nursing, Baccalaureate Nursing (BSN), Master of Science in Nursing (MSN) and Post-Master's certificates.

Completion of the Practical Nursing program will lead to a diploma in practical nursing and eligibility to write the practical nursing licensure exam (NCLEX-PN). The Practical Nursing program is scheduled on a part-time basis only, which supports the needs of individuals who are actively employed.

The Baccalaureate Nursing program can be completed as a: traditional student (four-year traditional college schedule), fast track student (for transfer students who have all non-nursing courses completed except pathophysiology prior to entry into the nursing program), LPN to BSN student (for individuals who are currently licensed as a Licensed Practical Nurse), or as a RN to BSN student (for individuals who are currently licensed as a Registered Nurse and have either an Associate Degree in Nursing or a three-year nursing diploma).

The Master of Science in Nursing program provides four options for graduate students including: Family Nurse Practitioner, Adult Nurse Practitioner, Nurse Education or Nursing Health Care Leadership. For those nursing professionals who already have earned a Master of Science degree in Nursing, each of these graduate options can be completed as a Post-Master's certificate. The RN to MSN program is designed for individuals who are currently licensed as a Registered Nurse (RN) and have either an Associate degree in Nursing or a three-year nursing diploma.

### Mission

The mission of the Nursing Department is to prepare nurses to provide high-quality, ethical and compassionate health care to patients, their families and their communities. This is accomplished by operationalizing the College values of: Learning, Caring, Commitment, Integrity and Excellence, within a nursing division organizing framework based on nurse caring.

### Philosophy

We, the nursing faculty of Clarkson College, believe we possess the knowledge, skill and attitude to educate individuals for the professional practice of nursing. We are committed to scholarship through lifelong learning and the pursuit of nursing knowledge. We value trust, integrity, excellence, and caring in our professional relationships. We are

dedicated to the dignity and health of people. We are committed professional nurses and educators who foster the learning of nursing in a caring environment.

We profess that education is a formal process of organizing concepts and elements, planning appropriate activities, facilitating individualized experiences, and evaluating subsequent outcomes. We ground nursing education in the totality of the human experience through the study of the humanities and sciences and in accordance with the professional and governmental standards.

We believe students are partners in the educational process and encourage learning by discovery, curiosity, critical thinking, experience, reflection, modeling, collaboration, and interactive participation. We model service to the College and community and celebrate the diversity of human beings. We actualize all of these beliefs through the effective education of individuals as nurses.

We believe there are various educational levels within nursing. The practical, baccalaureate and master's nursing programs within Clarkson College represent these levels. Practical nursing education provides for entry-level technical practice, while the baccalaureate in nursing is the entry level for professional practice. Graduate nursing education prepares the professional baccalaureate nurse for advanced practice and expanded roles within the discipline. Our programs allow for articulation from one level of nursing education to the next.

We believe the study of nursing is consistent with and fosters the mission of Clarkson College. Nursing is the extension and science of human interactions related to the health needs of people and society. We believe that nursing is the human science of caring whereby caring is the nurturing energy present in empowering relationships. Health encompasses the human processes of readiness, receptivity, resiliency, and resourcefulness in dynamic interaction with the environment. Nurses contribute to the health of people and society through the artful and competent application of the science of caring.

We, the nursing faculty of Clarkson College, believe that nurse CARING is achieved through Connecting, Awareness, Rhythm, Intention, Nursing Science, and Glue of Excellence. Connecting involves the processes of relating to another; it incorporates the physical senses with the esoteric. Awareness is the acute consciousness of self, other people, and the universe. Rhythm is the patterned movements and fluctuations of humans with varying degrees of intensity, repetition, and reciprocity. Intention is the process of designing and doing nursing. Nursing science is the incorporation of science with evidence-based nursing practice to understand people and their health care. "Glue of Excellence" conveys the complex integration of knowledge, art, science, and spirit, fundamental to the development of nurses who are responsible citizens.

## **NURSING PROGRAMS**

### **Post-Master's Certificates:**

Adult Nurse Practitioner  
Family Nurse Practitioner  
Nursing Education  
Nursing Health Care Leadership

### **Master's Degrees:**

Nursing with options in:

- Adult Nurse Practitioner
- Family Nurse Practitioner



- Nursing Education
- Nursing Health Care Leadership
- RN to MSN

**Bachelor Degrees:**

Nursing with options in:

- Traditional
- Fast Track
- RN to BSN
- LPN to BSN

## **Post-Master’s Nursing Certificates Programs (Post-MSN)**

**Dean of Nursing**

**Director of Graduate Nursing**

Marla Erbin-Roesemann, Ph.D., R.N.

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**Post-Master’s Certificate Programs**

The purpose of the Post-MSN certificate programs is to provide opportunities for students who already have a MSN degree to gain knowledge within a specialty at Clarkson College. The Post-MSN certificate represents the student’s successful completion of the required courses in the chosen nursing option.

**Family Nurse Practitioner**

The focus of this Post-MSN certificate is to educate nurses who desire preparation in advanced practice nursing, specifically in the family nurse practitioner role. The purpose of a master’s prepared family nurse practitioner is to promote the health of citizens in family practice settings. The family nurse practitioner will be able to develop a practice incorporating concepts, theories, and recognized care standards into the delivery of health services in a family practice setting. The family nurse practitioner functions as an educator, counselor, referral agent, and advocate dealing with families. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

**Adult Nurse Practitioner**

The focus of this Post-MSN certificate is to educate nurses who desire preparation in advanced practice nursing, specifically in the adult nurse practitioner role. The purpose of a master’s prepared adult nurse practitioner is to promote the health of citizens in adult practice setting through emphasis on health promotion, disease prevention, and the diagnosis and management of acute and chronic diseases. Adult nurse practitioners assess and manage a client base that includes adolescents, young, middle, and older adults. The adult nurse practitioner will be able to incorporate concepts, theories, and recognized care standards into the delivery of health services in an adult practice setting. The curriculum focuses on evidence-based concepts relevant to advanced practice nursing and the evolving primary health care system.

**Nursing Education**

The focus of this Post-MSN certificate is to prepare nurses who desire advanced preparation in nursing education. The curriculum focuses on theoretical concepts that guide the instructional process and teaching strategies. Methods to develop, administer, and evaluate nursing educational programs will be discussed. Technologies are

implemented that support quality instruction and evaluation of learning outcomes in health-related settings.

### **Nursing Health Care Leadership**

The focus of this Post-MSN certificate is to prepare nurses who desire advanced preparation in nursing health care leadership and systems. The curriculum focuses on theoretical concepts relevant to the practice of nursing health care leadership in a broad context of current health care delivery settings. Strategies to develop, administer, and evaluate systems within contemporary health care contexts will be discussed along with application of decision-making processes to improve outcomes in health care organizations.

### **Service-Learning and Community Service Graduation Requirements**

8 hours (6 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## **REQUIRED COURSES FOR POST-MASTER'S NURSING CERTIFICATE PROGRAMS**

### **Family Nurse Practitioner Courses (25 semester hours)\***

	<b>Semester Hours</b>
NS 801 Theories and Concepts of Advanced Practice Roles	1
NS 830 Advanced Physical Assessment	3
NS 832 Primary Health Care I	3
NS 834 Advanced Nutrition	3
NS 836 Pharmacology for Practitioners	3
NS 838 Advanced Pathophysiology	3
NS 840 Primary Care of Children and Adolescents	3
NS 842 Primary Care of Women	3
NS 844 Primary Health Care II	3
	<b>Total 25</b>

*\*The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.*

### **Adult Nurse Practitioner Courses (25 semester hours)\***

	<b>Semester Hours</b>
NS 801 Theories and Concepts of Advanced Practice Roles	1
NS 830 Advanced Physical Assessment	3
NS 832 Primary Health Care I	3
NS 834 Advanced Nutrition	3
NS 836 Pharmacology for Practitioners	3
NS 838 Advanced Pathophysiology	3
NS 841 Behavioral Health Care for Practitioners	3
NS 842 Primary Care of Women	3
NS 844 Primary Health Care II	3

**Total 25**

*\*The Adult Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.*

**Nursing Education Courses (19 semester hours)**

	<b>Semester Hours</b>
NS 801 Theories and Concepts of Advanced Practice Roles	1
NS 806 Theories of Learning for the Nurse Educator	3
NS 822 Curriculum Development for the Nurse Educator	3
NS 823 Evaluation Strategies for the Nurse Educator	3
NS 824 Teaching Strategies for the Nurse Educator	3
NS 825 Technologies for the Nurse Educator	3
NS 894 Nursing Education Practicum	3
	<b>Total 19</b>

**Nursing Health Care Leadership Courses (22 semester hours)\*\***

	<b>Semester Hours</b>
NS 801 Theories and Concepts of Advanced Practice Roles	1
MB 803 Health Care Management Leadership	3
MB 804 Health Care Managerial Communications	3
MB 805 Health Care Information Systems	3
MB 806 Managerial Finance for Health Care Leaders	3
MB 807 Health Care Strategic Management	3
MB 810 Human Resources and Organizational Behavior	3
NS 898 Nursing Health Care Leadership Practicum	3
	<b>Total 22</b>

*\*\*Each of the MB courses is offered in a six-week format, allowing Post-MSN Certificate students to interact with the graduate students in the Health Care Business Leadership program.*

**Master of Science in Nursing (MSN): Traditional Option**

**Dean of Nursing**

**Director of Graduate Nursing**

Marla Erbin-Roesemann, Ph.D., R.N.

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## Introduction

Clarkson College offers an online Master of Science in Nursing (MSN) degree that provides four options to meet specific professional goals of graduate students. The options include: Nursing Health Care Leadership, Nursing Education, Adult Nurse Practitioner and Family Nurse Practitioner.

In order to complete a MSN at Clarkson College, students must successfully complete 38 to 45 graduate semester hours. Each of the options has a different set of credit hour requirements; however, they all require coursework to be taken from nursing core, option, and capstone areas. Up to nine semester hours of current graduate-level courses may be transferred from another accredited institution with the approval of the Director of the Graduate Nursing Program.

## Program Outcomes

Upon completion of the degree requirements for the Master of Science in Nursing, the graduate will be able to demonstrate the following when working with individuals, families, groups and communities whether in an advanced practice, education, or leadership role.

1. Synthesize sophisticated knowledge of caring to advocate for holistic health care for individuals, families, and groups across the lifespan.
2. Establish a foundation for leadership based on advanced knowledge in order to assume complex roles of educator, administrator, or advanced clinician.
3. Coach individuals, families, and groups in health promoting and risk preventive behaviors by integrating concepts of holistic health and evidence-based practice.
4. Synthesize the impact of individual and group characteristics, experiences and environments on health behaviors.
5. Formulate, implement, and evaluate strategies based on concepts of advanced nursing practice.

## Curriculum Requirements

The Clarkson College Master of Science in Nursing (MSN) program requires completion of:

- **Core Requirement Courses = 17 semester hours**
- **Specialty Option Courses** (selecting one of the concentrations) = **18 to 24 semester hours**
- **Capstone Project = 3 to 4 semester hours**

## Specialty Option Courses

Each of the four specialty options has a set of courses required for completion of the MSN. All courses identified for each of the options must be completed.

## Capstone Project

To complete the Capstone Project, you may choose to: Conduct research and write a thesis, which requires students to register for NS 814 the semester prior to registering for one credit hour of NS 902. If the thesis is not completed in these two semesters, students must register for one credit hour of NS 902 per semester until the thesis is completed. A second option is to register for NS 903 which requires the completion of a scholarly project.

## Service-Learning and Community Service Graduation Requirements

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

**REQUIRED COURSES FOR MASTER OF SCIENCE IN NURSING PROGRAM**

**Core Requirement Courses** (17 semester hours)

	<b>Semester Hours</b>
GR 798 Essential of Scholarly Writing	1
GR 799 Role Transition*	1
GR 847 Applied Statistics	3
NS 801 Theories and Concepts of Advanced Practice Roles	1
NS 802 Health Care Delivery Systems and Managed Care	3
NS 804 Application and Evaluation of Theory in Nursing	3
NS 808 Nursing Law and Ethics	3
NS 812 Research Design and Methods I	3
	<b>Total 18</b>

*\*GR 799 is a mandatory one credit hour on-campus course, to be completed over a two-to three-day weekend at the beginning of a student's program of study.*

**Specialty Option Courses in Nursing Health Care Leadership**

(42-43 total hours = 18 hours core + 3-4 hours capstone + 21 hours option)

	<b>Semester Hours</b>
MB 803 Health Care Management Leadership	3
MB 804 Health Care Managerial Communications	3
MB 805 Health Care Information Systems	3
MB 806 Managerial Finance for Health Care Leaders	3
MB 807 Health Care Strategic Management	3
MB 810 Human Resources and Organizational Behavior	3
NS 898 Nursing Health Care Leadership Practicum	3
	<b>Total 21</b>

**Specialty Option Courses in Nursing Education**

(39-40 total hours = 18 hours core + 3-4 hours capstone + 18 hours option)

	<b>Semester Hours</b>
NS 806 Theories of Learning for the Nurse Educator	3
NS 822 Curriculum Development for the Nurse Educator	3
NS 823 Evaluation Strategies for the Nurse Educator	3
NS 824 Teaching Strategies for the Nurse Educator	3
NS 825 Technologies for the Nurse Educator	3
NS 894 Nursing Education Practicum	3
	<b>Total 18</b>

**Specialty Option Courses in Family Nurse Practitioner\*\*\***

(45-46 total hours = 18 hours core + 3-4 hours capstone + 24 hours option)

		<b>Semester Hours</b>
NS 830	Advanced Physical Assessment	3
NS 832	Primary Health Care I	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	3
<b>Total</b>		<b>24</b>

\*\*\*The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.

**Specialty Option Courses in Adult Nurse Practitioner\*\*\***

(45-46 total hours = 18 hours core + 3-4 hours capstone + 24 hours option)

		<b>Semester Hours</b>
NS 830	Advanced Physical Assessment	3
NS 832	Primary Health Care I	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 841	Behavioral Health Care for Practitioners	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	3
<b>Total</b>		<b>24</b>

\*\*\*The Adult Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.

**Capstone Project (6 semester hours)**

		<b>Semester Hours</b>
NS 814	Research Design and Methods II	3
and		
NS 902	Thesis**	1-2
<b>OR</b>		
NS 903	Scholarly Project**	3
<b>Total</b>		<b>6</b>

\*\*NS 902 or NS 903: All online students are required to visit the campus for either the thesis defense or scholarship day at which they will present their scholarly project.

## Master of Science in Nursing: RN to MSN option

### Dean of Nursing

#### Director of Graduate Nursing

Marla Erbin-Roesemann, Ph.D., R.N.

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### Curriculum Requirements

The RN to MSN program at Clarkson College is designed to meet the needs of Registered Nurses (RNs) who wish to complete accelerated Bachelor of Science and Master's degrees in nursing. Students who are admitted into the RN to MSN program are initially listed as RN to BSN students; however, upon completion of the BSN requirements and RN to MSN progression requirements, students will automatically transition into the MSN program. Health Care Science Update Courses can be taken to validate knowledge in selected basic undergraduate science classes. Students may also elect to challenge one fourth-year BSN nursing theory/clinical course combination, with appropriate nursing background, and can enroll in up to 9 credit hours of graduate level nursing courses while completing requirements for their BSN. Exiting at the BSN level upon completion of all requirements is an option for students deciding not to pursue the MSN at that time.

### Prerequisites

RN to BSN requirements must be met prior to admission to the MSN program:

The RN to BSN curriculum combines theory in general education, support courses, and major courses. Forty-three semester hours are obtained through either completion of direct coursework or by validation credit (credit is granted after demonstration of equivalent knowledge). Nursing and general education courses completed in associate and baccalaureate degree programs will be transferred when the coursework is considered comparable. All RN students are required to complete the Clarkson College Core Curriculum courses as listed in their specific degree plan. Credit by examination is also available for specific general education courses. In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours.

### Service-Learning and Community Service Graduation Requirements

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

### Admission Criteria

The following are required for admission to the RN to MSN program:

- Completion of all general education and support course BSN requirements, with the exception of the courses that can be validated with the Health Care Update Classes (i.e., HC 200, HC 205, HC 210).
- GPA of 3.0 on a 4.0 scale
- Current unencumbered United States registered nurse license appropriate to the state where practicing and where clinical experience will occur.
- Completion of Clarkson College application for admission to the RN to MSN program.

- Essay outlining professional goals
- Two professional reference letters (e.g. from teachers, supervisors, or managers who have knowledge of your ability; do not provide references from co-workers and friends)
- Current resume
- Must have equivalent to one year of professional nursing work experience prior to enrollment in any MSN option course; however, may take core courses while obtaining experience.

## CURRICULUM PLAN OF REQUIRED COURSES FOR RN TO MSN PROGRAM

### General Education Courses (41-42 semester hours)

		<b>Semester Hours</b>
BI 120	Basic Nutrition	2
BI 121	Therapeutic Nutrition Science	1
BU 104	Basic Computer Applications	3
	<b>OR</b>	
BU 204	Advanced Computer Applications	3
EN 101	English Composition I	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	2
	<b>OR</b>	
NS 808	Nursing Law and Ethics ( <i>Graduate Level</i> )	3
PY 101	Introduction to Psychology	3
PY 200	Human Development	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
	<b>OR</b>	
GR 847	Applied Statistics ( <i>Graduate level</i> )	3
	Electives	12
	<b>Total 39-41</b>	

### Undergraduate Support Courses (17-19 semester hours)

		<b>Semester Hours</b>
BI 210	Microbiology***	4
BI 211	Anatomy*	3-4
BI 213	Physiology*	3-4
BI 227	Pathophysiology**	3
CH 120	Biochemistry***	4
HC 220	Gerontology	2
	<b>Total 19-21</b>	
	<b>OR</b>	
HC 200*	Health Care Science Update I and Validation Credit	3 5
HC 205**	Health Care Science Update II and Validation Credit	3 3
HC 210***	Health Care Science Update III and Validation Credit	3 5
	<b>Total 22</b>	



*\* **Note:** HC 200 Health Care Science Update I (3 semester hours) may be taken in place of BI 211 Anatomy (4 semester hours) and BI 213 Physiology (4 semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation credit.*

*\*\* **Note:** HC 205 Health Care Science Update II (3 semester hours) may be taken in place of BI 227 Pathophysiology (3 semester hours) and NS 206 Pharmacology (3 semester hours). Upon successful completion of HC 205 Health Care Science Update II, the student will receive 3 hours of earned semester hours and 3 hours of validation credit.*

*\*\*\* **Note:** HC 210 Health Care Science Update III (3 semester hours) may be taken in place of BI 210 Microbiology (4 semester hours) and CH 120 Biochemistry (4 semester hours). Upon successful completion of HC 210 Health Care Science III, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation coursework.*

**Major Courses** (69 semester hours)

A direct transfer package of 43 semester hours of nursing courses will be granted to students. Students are required to take a minimum of 20 semester hours of classes at Clarkson College. Other courses may be transferred or challenged according to individual course policies.

**Transition Courses** (6 semester hours)

		<b>Semester Hours</b>
NS 371	Role Transition****	1
NS 373	Nursing Science and Practice	2
NS 376	Health Assessment	3
		<b>Total 6</b>

Upon successful completion of the transition courses, the student is eligible to take the remaining undergraduate nursing courses.

*\*\*\*\*NS 371 is a mandatory one credit hour on-campus course, which is to be completed over a two to three-day weekend at the beginning of a student's program of study.*

**Required undergraduate nursing courses to be taken prior to entering MSN program** (21 semester hours)

RN to MSN students with two or more years of work experience and expertise in leadership and management, home health or public health nursing may test for validation credit in one 400-level nursing theory and clinical course. If the challenge is successful, the student may seek validation of the corresponding clinical nursing course.

		<b>Semester Hours</b>
NS 206	Pharmacology**	3
NS 309	Scientific Investigation in Health Care	3
<b>OR</b>		
NS 812	Research Design and Methods I (graduate level)	3
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 450	Professional Nurse Caring in Public Health: Theory	2

NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 464	Professional Nurse Leadership/ Management: Theory	3
NS 466	Professional Nurse Leadership/ Management: Clinical Application	4
		<b>Total 21</b>

**Total Semester Hours Required prior to  
transitioning into the MSN Program 129**

Nursing courses are offered on campus or through online education for the undergraduate courses. Graduate level courses are only offered in the online format. Clinical applications for the undergraduate courses may be completed at the student's workplace with faculty approval and if clinical competencies can be met. Graduate level clinical placement must be discussed with and approved by the MSN program director or designee.

**MSN Core Requirement Courses** (8-17 semester hours)

		<b>Semester Hours</b>
GR 798	Essentials of Scholarly Writing	1
GR 847	Applied Statistics <i>(only if not taken in place of ST 310)</i>	3
NS 801	Theories and Concepts of Advanced Practice Roles	1
NS 802	Health Care Delivery Systems and Managed Care	3
NS 804	Application and Evaluation of Theory in Nursing	3
NS 808	Nursing Law and Ethics <i>(only if not taken in place of HC 315)</i>	3
NS 812	Research Design and Methods I <i>(only if not taken in place of NS 309)</i>	3
		<b>Total 8-17</b>

**SPECIALTY OPTION COURSES**

**Nursing Health Care Leadership** (32-43 total hours = 8-17 hours Core Courses + 3-5 hours Capstone Courses + 21 hours Option Courses)

		<b>Semester Hours</b>
MB 803	Health Care Management Leadership	3
MB 804	Health Care Managerial Communications	3
MB 805	Health Care Information Systems	3
MB 806	Managerial Finance for Health Care Leaders	3
MB 807	Health Care Strategic Management	3
MB 810	Human Resources and Organizational Behavior	3
NS 898	Nursing Health Care Leadership Practicum	3
		<b>Total 21</b>

**Nursing Education** (29-40 total hours = 8-17 hours Core Courses + 3-5 hours Capstone Courses + 18 hours Option Courses)

		<b>Semester Hours</b>
NS 806	Theories of Learning for the Nurse Educator	3
NS 822	Curriculum Development for the Nurse Educator	3
NS 823	Evaluation Strategies for the Nurse Educator	3
NS 824	Teaching Strategies for the Nurse Educator	3
NS 825	Technologies for the Nurse Educator	3
NS 894	Nursing Education Practicum	3
		<b>Total 18</b>

**Family Nurse Practitioner\*** (35-46 total hours = 8-17 hours Core Courses + 3-5 hours Capstone Courses + 24 hours Option Courses)

		<b>Semester Hours</b>
NS 830	Advanced Physical Assessment	3
NS 832	Primary Health Care I	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 840	Primary Care of Children and Adolescents	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	3
		<b>Total 24</b>

*\*The Family Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.*

**Adult Nurse Practitioner\*\*** (35-46 total hours = 8-17 hours Core Courses + 3-5 hours Capstone Courses + 24 hours Option Courses)

		<b>Semester Hours</b>
NS 830	Advanced Physical Assessment	3
NS 832	Primary Health Care I	3
NS 834	Advanced Nutrition	3
NS 836	Pharmacology for Practitioners	3
NS 838	Advanced Pathophysiology	3
NS 841	Behavioral Health Care for Practitioners	3
NS 842	Primary Care of Women	3
NS 844	Primary Health Care II	3
		<b>Total 24</b>

*\*\*The Adult Nurse Practitioner curriculum is designed for singular progression through clinical courses. Though the program may be completed online, students are required to attend on-campus weekends for specified clinical courses.*

**Capstone Project** (5 semester hours)

	<b>Semester Hours</b>
NS 814 Research Design and Methods II and	3
NS 902 Thesis*** <b>OR</b>	1-2
NS 903 Scholarly Project***	3
	<b>Total 3-5</b>

\*\*\***NS 902 or NS 903:** All online students are required to visit the campus for either the thesis defense or scholarship day at which they will present their scholarly project.

**Total Semester Hours in the MSN Program 29-46**

**GRADUATE NURSING COURSE DESCRIPTIONS**

**GR 798 Essentials of Scholarly Writing**

**1 semester hour**

Essentials of scholarly writing offers 1 hour of credit for developing a full-sentence outline and thesis statement; sharpening basic writing skills, grammar, punctuation, and improving style requirements; and composing, organizing and revising a scholarly document based on criteria appropriate for the academic community.

**Prerequisites:** Admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) Program. Certificate students are not required to complete this course.

**Course Grade:** Pass/Fail.

**GR 799 Role Transition**

**1 semester hour**

This course provides a framework for the transition to graduate education and serves as a foundation for the graduate program at Clarkson College. This course is provided over a two- to three-day period at the beginning of the semester on the College campus. Students will learn how to effectively write scholarly papers, both in terms of format and APA style, and discuss the graduate student role as well as personal challenges to graduate education. This course provides an overview of the Clarkson College online course management platform. It includes a preview of the instructional methods and format of the courses, as well as special features within the course management platform.

**Prerequisites:** Admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program. Certificate students are not required to complete this course unless they have never taken an online course.

**Course Grade:** Pass/Fail.

**GR 847 Applied Statistics**

**3 semester hours**

An in-depth coverage of the strategies involved in data analysis, including statistical procedures and interpretation of data for research. Students will apply knowledge of descriptive, parametric, non-parametric, univariate, and selected multivariate approaches to data analysis. Emphasis will be on interpretation of statistical results and on evaluation of published research and its applicability to health care. Each student is expected to be familiar with common terminology and with use of descriptive and inferential statistical techniques, including probability, chi-square, student t analysis of variance, rank sum, Mann Whitney U, median test, sign test, and correlation.

**Prerequisite:** Basic statistics course preferred; admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program or petition with approval by the Master of Science in Nursing program director.

**NS 801 Theories and Concepts of Advanced Practice Roles** 1 semester hour

This course provides an overview of advanced practice nursing (APN). The history of advanced practice, educational requirements, licensure, credentialing, roles, scope of practice, prescriptive authority, practice environments to include cultural aspects, ethical, legal, reimbursement, and business issues for Nurse Practitioners, Clinical Nurse Specialists, Certified Midwives, and Certified Registered Nurse Anesthetists will be examined. The applicability to nursing leaders and educators will be explored.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 802 Health Care Delivery Systems and Managed Care** 3 semester hours

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professionals, and health services financing. Health care delivery models will be studied including access to care, "best practice" standards, managed care functions, contracting and current health policy issues relating to health care delivery. There will be an emphasis on quality control, outcome expectancies, disparities in care, issues of diversity and the role of the graduate prepared nurse in the national health care system.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program or petition with approval by the Master of Science in Nursing program director.

**NS 804 Application and Evaluation of Theory in Nursing** 3 semester hours

Provides a general introduction to the philosophy of science as it applies to social and human phenomena. The process of theory development is discussed and various theories of nursing are analyzed and critiqued. Emphasis is placed on the nurse caring framework, application to nursing theory, nursing research, and nursing practice in a variety of settings. Through integrating theory and practice, students are given the opportunity to formulate their own personal application of theory in professional, educational, research and service activities.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 806 Theories of Learning for the Nurse Educator** 3 semester hours

This course focuses on selected theories of learning. Development and cognition are examined in relation to their philosophical underpinnings and basic assumptions. Theory application to program/course design, students/faculty interactions, and evaluation process are explored.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 808 Nursing Law and Ethics** 3 semester hours

This course provides various ethical frameworks and an overview of the U.S. legal system, as a basis for analyzing health care issues affecting health care institutions, individual patients, and health care providers. Overall legal-ethical issues common to health care administration, expanded practice nursing, and health care education are reviewed. Selected complex health care ethical dilemmas, such as right to life, right to die, and health care allocation are examined.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program or petition with approval by the Master of Science in Nursing program director.

**NS 812 Research Design and Methods I** **3 semester hours**

The research process is examined in detail. Various research designs, both qualitative and quantitative, are analyzed in addition to exploring the relationship between research and practice. Topics such as human research protection, measurement tools, informed consent and evidence-based tables will be examined. The course will prepare the student to appraise published research studies, both qualitative and quantitative, and appropriately apply research finding to guide evidence-based practice.

**Prerequisites:** GR 799, GR 847 and NS 804; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 814 Research Design and Methodology II** **3 semester hours**

This course prepares the student to develop a research proposal for a thesis designed to answer a specific research question, or questions, using quantitative or qualitative methodology. The thesis provides the opportunity for systematic investigation of a problem of the student's choice under the guidance of faculty.

**Prerequisites:** GR 799, NS 804 and GR 847; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 822 Curriculum Development for the Nurse Educator** **3 semester hours**

The focus of this course is curriculum development for the nurse educator in higher education, patient education or staff development. Emphasis is placed on the historical background of higher education, philosophical foundations of curriculum, curriculum development, and curriculum designs/models. Emphasis is placed on regulation, accreditation, and program accountability.

**Prerequisites:** GR 799 and NS 806; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 823 Evaluation Strategies for the Nurse Educator** **3 semester hours**

This course focuses on the process and current issues related to evaluation in nursing education. Evaluation models and concepts related to the measurement of program outcomes and levels, along with course and classroom competencies are explored. Additionally, the theories of testing and measurement and a variety of evaluation and assessment instruments are reviewed or developed. Legal and ethical issues related to student admission, progression, and evaluation in nursing programs are discussed.

**Prerequisites:** GR 799, NS 806 and preferably NS 822; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 824 Teaching Strategies for the Nurse Educator** **3 semester hours**

The development and implementation of standard and alternative teaching and learning experiences in the classroom and clinical setting are discussed. The theoretical foundations of teaching and learning, methods for instructional planning, sequencing and organizing instruction, and multimethod teaching strategies for effective instruction in classroom, simulated laboratory, and clinical settings are emphasized.

**Prerequisites:** GR 799, NS 806 and preferably NS 822 and NS 823; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 825 Technologies for the Nurse Educator****3 semester hours**

This course focuses on a variety of technologies that support the teaching/learning process. The course emphasizes principles of online learning, current research on the use of the Internet in teaching and learning, and how to integrate computer applications into the teaching-learning process. Threaded discussion boards, chat rooms, learner assessment surveys, multimedia, interactive teaching, and learning and evaluation strategies will be emphasized. Other forms of technology that directly impact the role of the nurse educator will also be explored.

**Prerequisites:** GR 799, NS 806 and preferably NS 822, NS 823 and NS 824; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**NS 830 Advanced Physical Assessment****3 semester hours**

This course emphasizes competencies in history taking and performing comprehensive health assessments of individuals and families of all ages, and the interpretation of findings. The concept of caring and how it plays a part in this process will be woven throughout the course.

**Prerequisites:** GR 799, NS 801, NS 802 and NS 804; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. NS 838 (Advanced Pathophysiology) should be taken prior to NS 830 or concurrently.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 50.

**NS 832 Primary Health Care I****3 semester hours**

This course examines management of common health problems for adults in primary care. A conceptual framework for the primary care nurse practitioner's clinical practice is explored. The course addresses the concepts of primary care health promotion and maintenance, illness prevention, differentiation of clinical patterns, and clinical decision-making. Planning and evaluating care are learned relative to dermatologic, hematologic, respiratory, eye, ear, nose, throat, head & neck, cancer and family issues in chronic illness. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis, and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 799, NS 801, NS 830 and NS 838; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. NS 836 (Pharmacology for Practitioners) should be taken prior to NS 836 or concurrently.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 120.

**NS 834 Advanced Nutrition****3 semester hours**

This course emphasizes the essential components of nutrition including cultural aspects to prevent disease and promote and restore the health of individuals and families. Therapeutic diets will be included.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. Recommended concurrent enrollment in NS 840.

**NS 836 Pharmacology for Practitioners****3 semester hours**

Emphasis is placed on reviewing basic pharmacological concepts and having students understand how and why various classes of drugs exert their therapeutic effects. This course will build upon information learned during undergraduate nursing pharmacology

courses and from on-the-job experience. Students will learn where, why, and how various classes of drugs exert their therapeutic effects (pharmacodynamics). Pharmacokinetic concepts (i.e., the actions of the body on a drug) will also be reviewed. Through the integration of pharmacokinetics and pharmacodynamics, students will gain an understanding of the predictable nature of the therapeutic actions and many of the side effects and contraindications of drugs.

**Prerequisites:** GR 799 and NS 838; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. This course should be taken prior to 832 or concurrently.

### **NS 838 Advanced Pathophysiology**

**3 semester hours**

Pathophysiology is the study of how cells, tissues, organs and organ systems respond to disease. This course is designed to provide the student with a comprehensive foundation of the phenomena that produce alterations in human physiologic function across the lifespan. The course examines general principles of pathology such as inflammation, wound healing, genetic diseases and oncology. The course explores the mechanisms of how disease affects function, and how systems respond to each disease and compensate for disease.

**Prerequisites:** GR 799; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. This course should be taken prior to NS 830 or concurrently.

### **NS 840 Primary Care of Children and Adolescents**

**3 semester hours**

This course examines management of common physical and psychological health problems in children and adolescents. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis, and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 799, NS 830, NS 832, NS 836 and NS 8386; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. Recommended concurrent enrollment in NS 834.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 160.

### **NS 841 Behavioral Health Care for Practitioners**

**3 semester hours**

This course examines family problems, health risk behaviors and common psychiatric disorders. Refinement of diagnostic reasoning and referral skills will be the focus. Principles of teaching/learning, family assessment, cost analysis, cultural beliefs, service-learning, and diversity are integrated in the development of evidenced-based practice plans of care. The concept of caring and how it plays a part in evidenced-based practice is woven throughout the course.

**Prerequisites:** GR 799, NS 830, NS 832, NS 836 and NS 838; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. Recommended concurrent enrollment in NS 834.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 160.

### **NS 842 Primary Care of Women**

**3 semester hours**

This course examines management of common physical and psychological health problems of women. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of



caring and how it plays a part in the evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 799, NS 830, NS 832, NS 834, NS 836, NS 838 and NS 840; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. Recommended concurrent enrollment in NS 814 or NS 902 (NS 814 must be taken prior to 902), if completing a thesis.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 160.

### **NS 844 Primary Health Care II**

**3 semester hours**

This course examines management of complex problems seen in adults in primary care. Musculoskeletal, neurologic, gastrointestinal, cardiovascular, endocrine, renal, urologic, select infectious disease, geriatric, emergency, and trauma issues will be examined. Refinement of diagnostic reasoning strategies will be the focus. Principles of teaching/learning, family assessment, cost analysis, and cultural beliefs are integrated in the development of evidence-based practice plans of care. The concept of caring and how it plays a part in evidence-based practice will be woven throughout the course.

**Prerequisites:** GR 799, NS 801, NS 802, NS 804, NS 808, NS 812, NS 830, NS 832, NS 834, NS 836, NS 838, NS 840, NS 842 and GR 847; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. NS 814, NS 901, NS 902 or NS 903 may be taken concurrently.

**Note:** Requires preceptor and clinical site approval prior to registration.

**Clinical hours:** 160.

### **NS 894 Nursing Education Practicum**

**3 semester hours**

This course contains an advanced application of nursing education principles and theories within a school of nursing, patient teaching, or staff development setting. Students are expected to incorporate knowledge gained throughout the education major. The concept of caring and how it plays a part in the design, implementation, and evaluation of a program of study and the students will be emphasized.

**Prerequisites:** GR 799, NS 801, NS 802, NS 804, NS 808, GR 847, NS 812, NS 806, NS 822, NS 823, NS 824 and NS 825; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**Co-requisites:** NS 814, NS 901, NS 902 or NS 903.

### **NS 898 Nursing Health Care Leadership Practicum**

**3 semester hours**

The course offers the student the opportunity to demonstrate advanced leadership/management competencies in a selected health care organization. The course also promotes the utilization of advanced theoretical knowledge in new and existing situations within the practice setting. Learning outcomes stress creative leadership behaviors.

**Prerequisites:** GR 799, NS 801, NS 802, NS 804, NS 808, NS 812, GR 847, MB 803, MB 804, MB 805, MB 806, MB 807 and MB 810; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director. NS 814, NS 901, NS 902 or NS 903 may be taken concurrently.

**Note:** Student must initiate arrangements for practicum with the faculty prior to registration (135 hours of practice during the semester).

### **NU 899 Independent Study**

**1-6 semester hours**

The course includes guided study in special topics under the supervision of a faculty member. Completion of an Independent Study Form is required before registration.

**Prerequisite:** Admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program or petition with approval by the Master of Science in Nursing program director.

**Note:** Approval of a faculty, Director, Dean and Vice President required before registration.

**NS 901 Comprehensive Nursing Examination****3 semester hours**

A synthesizing examination experience of the discipline of nursing, emphasizing research, advanced practice, theoretical, and conceptual development, and utilization of contemporary health and societal issues. The comprehensive nursing examination is a capstone experience required if a thesis is not completed. To be taken the last semester before graduation.\*

**Prerequisite:** Admission to Master of Science in Nursing (MSN) or Health Care Business Leadership (HCBL) program or petition with approval by the Master of Science in Nursing program director.

**\*Co-requisite:** May be taken concurrently only with NS 844, NS 894 or NS 898.

**Note:** Students are required to visit the campus to complete the comprehensive nursing examination. Contact the Graduate Department of Nursing for current details. **This course is only available to students admitted to the MSN program prior to the fall of 2005.**

**NS 902 Thesis****1-6 semester hours**

A synthesizing experience of the discipline of nursing emphasizing the completion of a quantitative or qualitative research proposal, obtaining Institutional Review Board approval, collecting and analyzing data, and completing the thesis according to established requirements. Completing a thesis is the alternative capstone experience to the scholarly project. Students must register for three credits of NS 814 the first semester and one credit of NS 902 the subsequent semester(s). If the thesis is not completed in these two semesters, students must register for one credit of NS 902 per semester until the thesis is completed.

**Prerequisites:** Completion of core courses: GR 799, NS 801, NS 802, NS 804, NS 808, NS 812, NS 814, GR 847 and option courses or concurrent enrollment in NS 898, NS 894, NS 842 and NS 844; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**Note:** Students are required to visit campus to defend their thesis.

**NS 903 Scholarly Project****3 semester hours**

A culminating experience which synthesizes relevant domains of knowledge and makes a contribution to generation or application of knowledge to enhance practice, education, theory or policy. Each student will complete a scholarly proposal and project according to established requirements relevant to their area of concentration. Completing a scholarly project is the alternative capstone experience to the thesis. Students must register for three credit hours of NS 903. This course is to be completed in one semester.

**Prerequisites:** Completion of all core MSN and option courses or concurrent enrollment in the option courses of NS 898, NS 894 and NS 844; admission to Master of Science in Nursing (MSN) program or petition with approval by the Master of Science in Nursing program director.

**Note:** Students are required to visit campus to present their project on scholarship day.

**The following courses are offered in a 6-week time frame with the Health Care Business Leadership students:**

**MB 803 Health Care Management Leadership****3 semester hours**

This course provides students with an opportunity to integrate and apply the full range of leadership and skills used in the Core courses. This course will also introduce new models of managerial leadership where the principles and practices of leadership characteristics and methods of leading are examined. The application of these models and skills will be stressed.

**Prerequisites:** GR 799; admission into the MSN or HCBL program.

**MB 804 Health Care Managerial Communications** **3 semester hours**

This course will develop the ability to effectively apply the interpersonal and organizational communication skills provided in course theory and practice. Students will be expected to demonstrate practical application of information in many ways: interpersonal, small group, organizational, and public communication. Attitudes and behaviors will also be addressed in a variety of organizational and community situations which health care leaders must face.

*Prerequisites:* GR 799; admission to the MSN or HCBL program.

**MB 805 Health Care Information Systems** **3 semester hours**

This course will provide the student with an understanding of the changing technology in health care. The expanse of the course will focus on the role of health care leaders in directing the strategic use of health care information systems. This will include the business value of recent technologies and a broad discussion of various health care systems.

*Prerequisites:* GR 799; admission to the MSN or HCBL program.

**MB 806 Managerial Finance for Health Care Leaders** **3 semester hours**

This course will cover the principles of financial and managerial finance. Students will learn the unique features of health care finance in a variety of settings. Interpretation of financial statements, budgeting, and monitoring the financial health of the organization will be presented. Techniques of decentralizing accountability for containing costs will be explored.

*Prerequisites:* GR 799; admission to the MSN or HCBL program.

**MB 807 Health Care Strategic Management** **3 semester hours**

This course provides students with comprehensive attention to strategic practices necessary for future development and survival of a health care organization. Strategic planning and integrated marketing practices serve as the foundation of building a strong infrastructure for effective operations. Exploration of the relationship between health care organizations and the external environment will assist students to understand the forces that shape the organization under their leadership. The student will also learn how to foster external and internal customer service practices for relationship building as well as support and execution of governance decisions.

*Prerequisites:* GR 799; admission to the MSN or HCBL program. Recommended undergraduate management theory and strategic planning prior to this course.

**MB 810 Human Resources and Organizational Behavior** **3 semester hours**

This course covers the fundamental principles and techniques of personnel administration. It examines the management of human resources from a point of view of the personnel manager, operational manager, and the employee. Motivational incentives, benefits and compensation packages will be explored to establish effective labor-management relations.

*Prerequisites:* GR 799; admission to the MSN or HCBL program.

## **Bachelor of Science in Nursing (BSN): Traditional Option**

**Director of Baccalaureate Nursing**

Ellen Piskac, M.S.N., R.N.  
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**Assistant Director of Baccalaureate Nursing**

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## Program Objectives

Upon completion of this program, all BSN option graduates will demonstrate the ability to operationalize nursing as the human science of caring. In addition, graduates will be able to do the following:

1. Evaluate professional nurse caring behaviors in the delivery of holistic health care to individuals, families and groups across the lifespan.
2. Exemplify characteristics of leadership, scholarship and excellence in the practice of professional nursing.
3. Synthesize concepts of holistic health in the delivery of professional nurse caring to individuals, families and groups across the lifespan.
4. Provide effective professional nurse caring to diverse individuals, families and groups across the lifespan.
5. Creatively formulate effective clinical judgments, based on concepts of professional nurse caring for individuals, families and groups across the lifespan.

Upon graduation, students are prepared to practice in a variety of settings, both independently and collaboratively with colleagues in other disciplines. Graduates from the Baccalaureate Nursing program have a solid preparation for graduate studies in nursing and are encouraged to pursue graduate education as one means of lifelong learning.

Bachelor of Science in Nursing degree graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses.

## Assessment

Baccalaureate Nursing students are enrolled in the Total Testing program offered by Educational Resources Incorporated (ERI). This comprehensive program prepares individuals for the NCLEX-RN. The Nurse Entrance Test (NET) is administered prior to taking NS 110 World of Professional Nursing to develop a baseline profile of the essential math and reading comprehension skills of both individual students and/or the entire class, and then appropriate remediation is assigned. Individual nursing area tests (CAP) are administered upon completion of each area of study. Areas of student weakness are addressed and Content Coaching online audio remediation is provided to those students. The Clinical and Theory Enhancer allows students to practice prior to each CAP. At the completion of the nursing program, a comprehensive examination (RN Assessment/PreRN Examination) is administered to further identify strengths and weaknesses. Students will then take a computerized "mock" State Board exam (RN-CAT). A four-day NCLEX-RN review course is provided for graduating seniors.

## Curriculum Requirements

In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours. These hours must be distributed as follows:

- **General Education = 41 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 21 semester hours** (at least 8 semester hours of Anatomy and Physiology, 4 semester hours of Microbiology, 4 semester hours of Biochemistry, 3 semester hours of Pathophysiology and 2 semester hours of Gerontology).
- **Major Courses = 67 semester hours** (includes 41 semester hours of nursing theory and 24 semester hours of clinical nursing courses).

### Service-Learning and Community Service Graduation Requirements

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed. **\*Note:** Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

### CURRICULUM PLAN OF REQUIRED COURSES FOR BSN: TRADITIONAL OPTION

#### FIRST YEAR

First Semester		Semester Hours
BI 211	Anatomy	4
CH 120	Biochemistry	4
EN 101	English Composition I	3
HC 102	Health Care Communications	3
MA 101	Introduction to Algebra	3
		<b>Total 17</b>

Second Semester		Semester Hours
BI 210	Microbiology	4
BI 213	Physiology	4
NS 110	World of Professional Nursing	2
NS 120	Basic Nursing Skills: Theory	2
NS 121	Basic Nursing Skills: Clinical Application	2
PY 101	Introduction to Psychology	3
		<b>Total 17</b>

#### SECOND YEAR

First Semester		Semester Hours
BI 120	Basic Nutrition	2
BI 227	Pathophysiology	3
NS 200	Drug Calculations and Medication Administration	1
NS 206	Pharmacology	3
NS 230	Health Assessment: Theory	2
NS 231	Health Assessment: Clinical Application	2
SO 101	Introduction to Sociology	3
		<b>Total 16</b>

Second Semester		Semester Hours
BI 121	Therapeutic Nutrition Science	1
HC 220	Gerontology	2
NS 250	Professional Nurse Caring with Adults I: Theory	4
NS 251	Professional Nurse Caring with Adults I: Clinical Application	4
PY 200	Human Development	3
EN 200	English II	3
		<b>Total 17</b>

**THIRD YEAR****First Semester**

	<b>Semester Hours</b>
HC 301 Western Humanities and the History of Health Care	4
NS 330 Professional Nurse Caring- Mental Health: Theory	3
NS 331 Professional Nurse Caring- Mental Health: Clinical Application	4
ST 310 Statistics	3
Electives	2
<b>Total</b>	<b>16</b>

**Second Semester**

	<b>Semester Hours</b>
HC 315 Issues in Health Care	2
NS 309 Scientific Investigation in Health Care	3
NS 350 Professional Nurse Caring with Adults II: Theory	4
NS 351 Professional Nurse Caring with Adults II: Clinical Application	4
Electives	2
<b>Total</b>	<b>15</b>

**FOURTH YEAR****First Semester**

	<b>Semester Hours</b>
NS 430 Professional Nurse Caring with Families: Theory	2
NS 431 Professional Nurse Caring with Families: Clinical Application	2
NS 440 Professional Nurse Caring with Maternal Child Health: Theory	4
NS 441 Professional Nurse Caring with Maternal Child Health: Clinical Application	4
Electives	4
<b>Total</b>	<b>16</b>

**Second Semester**

	<b>Semester Hours</b>
NS 410 Professional Nurse Caring Seminar III	1
NS 450 Professional Nurse Caring in Public Health: Theory	2
NS 451 Professional Nurse Caring in Public Health: Clinical Application	2
NS 460 Professional Nurse Caring in People with Multi-system Disorders: Theory	3
NS 464 Professional Nurse Leadership and Management: Theory	3
NS 465 Professional Nurse Leadership and Management of People with Multi-system Disorders: Clinical Application	4
<b>Total</b>	<b>15</b>

**Total Semester Hours in Program 129**

## Bachelor of Science in Nursing (BSN): Fast Track Option

### Director of Baccalaureate Nursing

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### Assistant Director of Baccalaureate Nursing

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### Special Progression Criteria

1. The student must complete the course of study as outlined.
2. If a student does not complete a nursing course as scheduled, the student must wait and take the nursing course when it is offered again in the Fast Track sequence or transfer to the traditional BSN curriculum.
3. Entry into the Fast Track Option is permitted during the summer semester only.

### Curriculum Requirements

In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours.

- **General Education = 41 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 21 semester hours** (at least 8 semester hours of Anatomy and Physiology, 4 semester hours of Microbiology, 4 semester hours of Biochemistry, 3 semester hours of Pathophysiology, and 2 semester hours of Gerontology).
- **Major Courses = 67 semester hours** (includes 41 semester hours of nursing theory and 24 semester hours of clinical nursing courses).

### Required General Education/Support Courses

The following courses must be completed prior to entry into the Fast Track Option:

	<b>Semester Hours</b>
Introduction to Algebra	3
English Composition I	3
English composition II or Literature, 100 level or higher	3
Introduction to Psychology	3
Introduction to Sociology	3
Nutrition	3
Human Development	3
Statistics	3
Anatomy (plus lab)	4
Biochemistry or General Chemistry I (plus lab)	4
Gerontology	2
Microbiology (plus lab)	4
Physiology (plus lab)	4
Electives	8
	<b>Total 50</b>

### **Service-Learning and Community Service Graduation Requirements**

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

### **CURRICULUM PLAN OF REQUIRED COURSES FOR BSN: FAST TRACK OPTION**

#### **FIRST YEAR**

<b>Summer Semester</b>		<b>Semester Hours</b>
BI 227	Pathophysiology	3
NS 240	Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Theory	6
NS 241	Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Clinical	4
		<b>Total 13</b>

<b>Fall Semester</b>		<b>Semester Hours</b>
HC 102	Health Care Communications*	3
NS 200	Drug Calculations and Medication Administration	1
NS 206	Pharmacology	3
NS 250	Professional Nurse Caring with Adults I: Theory	4
NS 251	Professional Nurse Caring with Adults I: Clinical Application	4
		<b>Total 15</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HC 301	Western Humanities and the History of Health Care*	4
NS 309	Scientific Investigation in Health Care	3
NS 330	Professional Nurse Caring – Mental Health: Theory	3
NS 331	Professional Nurse Caring – Mental Health: Clinical Application	4
		<b>Total 14</b>

#### **SECOND YEAR**

<b>Summer Semester</b>		<b>Semester Hours</b>
NS 350	Professional Nurse Caring with Adults II: Theory	4
NS 351	Professional Nurse Caring with Adults II: Clinical Application	4
		<b>Total 8</b>



<b>Fall Semester</b>		<b>Semester Hours</b>
HC 315	Issues in Health Care*	2
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 440	Professional Nurse Caring with Maternal Child Health: Theory	4
NS 441	Professional Nurse Caring with Maternal Child Health: Clinical Application	4
		<b>Total 14</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
NS 410	Professional Nurse Caring Seminar III	1
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 460	Professional Nurse Caring in People with Multi-system Disorders: Theory	3
NS 464	Professional Nurse Leadership and Management: Theory	3
NS 465	Professional Nurse Leadership and Management of People with Multi-system Disorders: Clinical Application	4
		<b>Total 15</b>

**Total Major Semester Hours 79**

**Total Semester Hours in Program 129\*\***

\* *Core Curriculum Courses may be taken during this semester or prior to entering the BSN Fast Track program. These courses must be taken on-campus at Clarkson College.*

\*\* *Includes 50 semester hours of General Education courses completed prior to entry into the Fast Track Option.*

## **Bachelor of Science in Nursing: RN to BSN Program**

### **Director of Baccalaureate Nursing**

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### **Curriculum Requirements**

The RN to BSN curriculum combines theory in general education, support courses, and major courses. Forty-three semester hours are obtained through either completion of direct coursework or by validation credit (credit is granted after demonstration of

equivalent knowledge). Validation credit may be granted upon successful completion of Health Care Science Update courses, standardized testing or portfolio. Validation credit is only available for classes as identified.

Nursing and general education courses completed in associate and baccalaureate degree programs will be transferred when the coursework is considered comparable. All RN students are required to complete the Clarkson College Core Curriculum courses as listed in their specific degree plan.

Credit by examination is also available for specific general education courses. In order to complete a Bachelor of Science in Nursing (BSN) degree at Clarkson College, students must successfully complete a total of 129 semester hours.

### **Service-Learning and Community Service Graduation Requirements**

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

### **CURRICULUM PLAN OF REQUIRED COURSES FOR RN TO BSN OPTION**

#### **General Education Courses (39-41 semester hours)**

	<b>Semester Hours</b>
BI 120 Basic Nutrition	2
BI 121 Therapeutic Nutrition Science	1
BU 104 Basic Computer Applications	
<b>OR</b>	
BU 204 Advanced Computer Applications	3
EN 101 English Composition	3
EN 102 English Composition II or Literature, 100 level or higher	3
HC 301 Western Humanities and the History of Health Care	4
HC 315 Issues in Health Care	2
PY 101 Introduction to Psychology	3
PY 200 Human Development	3
SO 101 Introduction to Sociology	3
ST 310 Statistics	3
Electives	10-12
	<b>Total 39-41</b>

#### **Support Courses (19-21 semester hours)**

	<b>Semester Hours</b>
BI 210 Microbiology***	4
BI 211 Anatomy*	3-4
BI 213 Physiology*	3-4
BI 227 Pathophysiology**	3
CH 120 Biochemistry***	4
HC 220 Gerontology	2
	<b>Total 19-21</b>

**OR**

HC 200*	Health Care Science Update I and Validation Credit	3 5
HC 205**	Health Care Science Update II and Validation Credit	3 3
HC 210***	Health Care Science Update III and Validation Credit	3 5
		<b>Total 22</b>

*\*Note: HC 200 Health Care Science Update I (3 semester hours) may be taken in place of BI 211 Anatomy (4 semester hours) and BI 213 Physiology (4 semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation credit.*

*\*\*Note: HC 205 Health Care Science Update II (3 semester hours) may be taken in place of BI 227 Pathophysiology (3 semester hours) and NS 206 Pharmacology (3 semester hours). Upon successful completion of HC 205 Health Care Science Update II, the student will receive 3 hours of earned semester hours and 3 hours of validation credit.*

*\*\*\*Note: HC 210 Health Care Science Update III (3 semester hours) may be taken in place of BI 210 Microbiology (4 semester hours) and CH 120 Biochemistry (4 semester hours). Upon successful completion of HC 210 Health Care Science Update III, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation coursework.*

**Major Courses** (68 semester hours)

A direct transfer package of 41 semester hours of nursing courses will be granted to students. Students are required to take a minimum of 20 semester hours of classes at Clarkson College. Other courses may be transferred or challenged according to individual course policies.

**BSN Transition Courses** (6 semester hours)

		<b>Semester Hours</b>
NS 371	Role Transition	1
NS 373	Nursing Science and Practice	2
NS 376	Health Assessment	3
		<b>Total 6</b>

*Please Note: Upon successful completion of the BSN transition course, and NS 206 Pharmacology or HC 205 Health Care Science Update II, the student is eligible to take the remaining BSN courses.*

**Required BSN Courses** (21 semester hours)

RN to BSN students with two or more years of work experience and expertise in leadership and management, home health or public health nursing may test for validation credit in one 400-level nursing theory and clinical course. If the challenge is successful, the student may seek validation of the corresponding clinical nursing course.

		<b>Semester Hours</b>
NS 206	Pharmacology***	3
NS 309	Scientific Investigation in Health Care	3

NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 464	Professional Nurse Leadership/Management: Theory	3
NS 466	Professional Nurse Leadership/Management: Clinical Application	4
<b>Total</b>		<b>21</b>

**Total Semester Hours in Program 129**

\*\*\*\* **Note:** NS 206 Pharmacology or HC 205 Health Care Science Update II (3 semester hours) must be taken prior to taking 400 level nursing theory and clinical courses.

Nursing courses are offered on campus or through online education. Clinical applications may be completed at the student’s workplace with faculty approval and if clinical competencies can be met.

**Bachelor of Science in Nursing: LPN to BSN Option  
LPN Advanced Placement**

**Director of Baccalaureate Nursing**

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LPN students are welcome at Clarkson College. In order to acknowledge the previous education of the LPN and to provide appropriate placement in the Bachelor of Science in Nursing program, a process of credit by examination (CBE) is available. LPN applicants to the program will be individually evaluated so the appropriate placement method can be applied.

**Prerequisite:** Current, unencumbered PN license from Nebraska or another state within the U.S.

**Curriculum Requirements**

The LPN to BSN Program combines theory in general education, support and major courses. Advanced placement credit is obtained through either completion of direct coursework, or by validation credit (credit is granted after demonstration of equivalent knowledge). Validation credit may be granted upon successful completion of the BSN Transition courses and standardized testing. The advanced placement LPN to BSN student enters the third-level nursing courses after successfully completing the first- and second-year general education and support courses, NS 200 Drug Calculations and Medication Administration, NS 206 Pharmacology, and the BSN transition courses.

Upon graduation, LPN to BSN students are prepared to practice in a variety of settings, both independently and collaboratively in other disciplines. LPN to BSN graduates have a solid preparation for graduate nursing studies and are encouraged to pursue graduate education as one means of lifelong learning. Bachelor of Science in Nursing degree graduates are eligible to take the National Council Licensure Examination (NCLEX) for Registered Nurses.

In order to complete a Bachelor of Science in Nursing degree at Clarkson College, students must successfully complete a total of 129 semester hours. These hours must be distributed as follows:

- **General Education = 40 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 21 semester hours** (at least 8 semester hours of Anatomy and Physiology, 4 semester hours of Microbiology, 4 semester hours of Biochemistry, 3 semester hours of Pathophysiology and 2 semester hours of Gerontology).
- **Major Courses = 68 semester hours** (includes 48 semester hours of nursing theory and 20 semester hours of clinical nursing courses).

### **Service-Learning and Community Service Graduation Requirements**

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## **CURRICULUM PLAN OF REQUIRED COURSES FOR LPN TO BSN OPTION**

### **General Education Courses (40 semester hours)**

	<b>Semester Hours</b>
BI 120 Basic Nutrition	2
BI 121 Therapeutic Nutrition Science	1
EN 101 English Composition I	3
EN 102 English Composition II or Literature, 100 level or higher	3
HC 102 Health Care Communications	3
HC 301 Western Humanities and the History of Health Care	4
HC 315 Issues in Health Care	2
MA 101 Introduction to Algebra	3
PY 101 Introduction to Psychology	3
PY 200 Human Development	3
SO 101 Introduction to Sociology	3
ST 310 Statistics	3
Electives	7
	<b>Total 40</b>

### **Support Courses (21 semester hours)**

	<b>Semester Hours</b>
BI 210 Microbiology	4
BI 211 Anatomy	4
BI 213 Physiology	4

BI 227	Pathophysiology	3
CH 120	Biochemistry	4
HC 220	Gerontology	2
		<b>Total 21</b>

**Total General Education Semester Hours 61**

*Note: It is possible to transfer in all non-core general education and support courses.*

**Major Courses** (68 semester hours)

The LPN Advanced Placement student will receive validation credit for **13 semester hours**, after successful completion of NS 372 and NS 376.

**BSN Transition Courses** (6 semester hours)

		<b>Semester Hours</b>
NS 372	Nursing Science, Practice and Portfolio	3
NS 376	Health Assessment	3
		<b>Total 6</b>

**Required BSN Courses** (49 semester hours)

		<b>Semester Hours</b>
NS 200	Drug Calculations and Medication Administration	1
NS 206	Pharmacology	3
NS 309	Scientific Investigation in Health Care	3
NS 330	Professional Nurse Caring – Mental Health: Theory	3
NS 331	Professional Nursing Caring – Mental Health: Clinical Application	4
NS 350	Professional Nurse Caring with Adults II: Theory	4
NS 351	Professional Nurse Caring with Adults II: Clinical Application	4
NS 430	Professional Nurse Caring with Families: Theory	2
NS 431	Professional Nurse Caring with Families: Clinical Application	2
NS 440	Professional Nurse Caring with Child Health: Clinical Application	4
NS 441	Professional Nurse Caring with Child Health: Clinical Application	4
NS 410	Professional Nurse Caring Seminar III	1
NS 450	Professional Nurse Caring in Public Health: Theory	2
NS 451	Professional Nurse Caring in Public Health: Clinical Application	2
NS 460	Professional Nurse Caring in People with Multi-system Disorders: Theory	3

NS 464	Professional Nurse Leadership and Management: Theory	3
NS 465	Professional Nurse Caring in People with Multi-system Disorders: Clinical Application	4
<b>Total</b>		<b>49</b>

## BACHELOR OF SCIENCE IN NURSING COURSE DESCRIPTIONS

**NS 110 World of Professional Nursing** **2 semester hours**  
*(2 hours of theory per week)* The profession of nursing is introduced as a discipline. The expanse of roles within and outside of traditional health care delivery systems is explored. Students are introduced to the foundations of nursing practice, professional requirements and the attributes needed to practice competently. Through a combination of classroom and observational experiences, students explore the profession from a variety of viewpoints. Students begin a professional portfolio which will demonstrate achievement in meeting the program objectives over their course of study.  
**Prerequisite:** BI 211 and CH 120.

**NS 120 Basic Nursing Skills: Theory** **2 semester hours**  
*(2 hours of theory per week)* Basic skills and techniques used by nurses are explored. Knowledge from physical and behavioral sciences provides the rationale for various learned skills. Medical terminology is integrated into this course.  
**Prerequisite:** BI 211 and CH 120.  
**Co-requisites:** NS 121.

**NS 121 Basic Nursing Skills: Clinical Application** **2 semester hours**  
*(90 hours of clinical per semester)* This course provides the opportunity for students to develop proficiency in the performance of basic nursing skills needed for safe, client-centered care. Laboratory simulation precedes actual contact with clients in a variety of settings.  
**Prerequisite:** BI 211 and CH 120.  
**Co-requisites:** NS 120.

**NS 200 Drug Calculations and Medication Administration** **1 semester hour**  
*(1 hour of theory per week)* This course is designed to provide the student with the requisite skills for safe administration of medications and parenteral solutions. Knowledge of systems of measurement, conversion within and between systems and dosage calculations are included. Students are introduced to understanding physician orders, the "six rights of medication administration" and methods of administering medications via selected routes. Legal implications of documentation and scope of practice are discussed.  
**Prerequisite:** MA 101 or equivalent.

**NS 206 Pharmacology** **3 semester hours**  
*(3 hours of theory per week)* This course provides a theoretical basis in understanding drug classifications, pharmacokinetic and pharmacodynamic properties, and therapeutic outcomes related to medication administration.  
**Prerequisite:** BI 210, BI 211, BI 213 and CH 120.

**NS 230 Health Assessment: Theory** **2 semester hours**  
*(2 hours of theory per week)* Holistic assessment of children and adults using effective interviewing skills and advanced technology is emphasized within the context of today's changing health care environment.  
**Prerequisite:** All 100-level nursing courses, BI 210, BI 211, BI 213 and CH 120.  
**Co-requisites:** NS 231.

**NS 231 Health Assessment: Clinical Application** **2 semester hours**  
(90 hours of clinical per semester) Application of holistic assessment techniques will be performed by first working with a laboratory partner to practice and demonstrate assessment skills, and later by conducting assessments of individuals in a variety of settings.  
**Prerequisite:** All 100-level nursing courses. BI 210, BI 211, BI 213 and CH 120.  
**Co-requisites:** NS 230.

**NS 240 Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Theory** **6 semester hours**  
(6 hours of theory per week) This course is designed to meet the learning needs of the Fast Track Nursing Student at Clarkson College. It is a synthesis of NS 110, NS 120 and NS 230. The profession of nursing is introduced as a discipline. Through a combination of classroom and observational experiences, students will explore the profession from a variety of viewpoints. Basic skills and techniques used by nurses in delivering professional nurse caring are explored. Knowledge from physical and behavioral sciences provides the rationale for various learned skills. Assessment of adults and children using effective interviewing skills and advanced technology is introduced. Medical terminology is integrated into this course. Students begin a portfolio that will demonstrate achievement in meeting the program objectives over their course of study.  
**Prerequisite:** Admission into the Fast Track Option.  
**Co-requisites:** BI 227 and NS 241.

**NS 241 Introduction to Professional Nurse Caring: Skills and Assessment for the Fast Track Student: Clinical** **4 semester hours**  
(180 hours of clinical per semester) This clinical course is designed to meet the learning needs of the Fast Track Nursing Student at Clarkson College. It is a synthesis of NS 121 and NS 231. This course provides the opportunity for students to develop proficiency in the performance of basic nursing skills and holistic health assessment techniques needed for safe, client-centered care. Laboratory simulation of basic nursing skills and health assessment techniques precedes actual contact with clients in a variety of settings.  
**Prerequisite:** Admission into the Fast Track Option.  
**Co-requisites:** BI 227 and NS 240.

**NS 250 Professional Nurse Caring with Adults I: Theory** **4 semester hours**  
(4 hours of theory per week) This course integrates concepts learned in basic/applied sciences and general education foundational courses with concepts of Professional Nurse Caring. Specific focus will be on adults with circulatory, respiratory, fluid and electrolyte, renal and endocrine problems.  
**Prerequisite:** All 100-level nursing courses. BI 227, NS 200, NS 206, NS 230 and NS 231.  
**Co-requisites:** Traditional BSN students: NS 251. Fast Track BSN students: NS 200, NS 206 and NS 251.

**NS 251 Professional Nurse Caring with Adults I: Clinical Application** **4 semester hours**  
(180 hours of clinical per semester) Data collection skills, identification of client problems and planning appropriate nursing interventions are emphasized in the delivery of care in institutional settings. Proficiency in psychomotor skill performance, use of therapeutic communication skills and application of nursing theory are integrated into the care of the adult patient.  
**Prerequisite:** All 100-level nursing courses. BI 227, NS 200, NS 206, NS 230 and NS 231.  
**Co-requisites:** Traditional BSN students: NS 250. Fast Track BSN students: NS 200, NS 206 and NS 250.



**NS 309 Scientific Investigation in Health Care** **3 semester hours**  
(3 hours of theory per week) This course focuses on scientific investigation as an integral component of health care. Explores and analyzes the processes utilized in planning, conducting, and communicating the various methods of inquiry, and modes of communication employed in health care investigation. Knowledge and skills necessary for analysis of theoretical and technical aspects of scientific investigation are analyzed.  
**Prerequisite:** All 100 level nursing courses. BI 227, NS 200, NS 206, NS 230, NS 231 and ST 310 or equivalent.

**NS 330 Professional Nurse Caring-Mental Health: Theory** **3 semester hours**  
(3 hours of theory per week) Theories and concepts used to provide nursing care for persons with psychiatric/ mental health concerns within institutional and community-based settings are the focus of this course. Emphasis is placed on the integration of psychopathological processes with psychosocial assessment, therapeutic communication and nursing interventions.  
**Prerequisite:** All 100- and 200-level nursing courses, PY 101.  
**Co-requisites:** NS 331.

**NS 331 Professional Nurse Caring-Mental Health: Clinical Application** **4 semester hours**  
(180 hours of clinical per semester) Emphasis is placed on the student's ability to assess and assist both individuals and families of diverse backgrounds in coping with acute/chronic mental health conditions in a variety of institutional and community settings. Group process issues will be explored. This course stresses personal growth through self-reflection.  
**Prerequisite:** All 100- and 200-level nursing courses, PY 101.  
**Co-requisites:** NS 330.

**NS 350 Professional Nurse Caring with Adults II: Theory** **4 semester hours**  
(4 hours of theory per week) Professional nurse caring behaviors will be integrated throughout the course with the provision of holistic nursing care of adults with health problems in various acute settings. Critical thinking and therapeutic nursing intervention strategies for individuals experiencing high risk, unstable and critical conditions are emphasized. Standards of care are followed with prioritization of client health needs. The implications of legal and ethical issues are presented.  
**Prerequisite:** All 100- and 200-level nursing courses, NS 330 and NS 331.  
**Co-requisites:** NS 351.

**NS 351 Professional Nurse Caring with Adults II: Clinical Application** **4 semester hours**  
(180 hours of clinical per semester) Professional nurse caring will be integrated into holistic nursing care of adults with health problems in various acute care settings. Emphasis is on the individual's and family's response to critical conditions. Therapeutic nursing interventions are aimed at promotion, maintenance and restoration health.  
**Prerequisite:** All 100- and 200-level nursing courses, NS 330 and NS 331.  
**Co-requisites:** NS 350.

**NS 370 Expanding Healthcare Education** **1 semester hour**  
This course provides a framework for transition into higher education within the field of health care and serves as a foundation for the RN to BSN, MSN and Health Care Business Leadership programs at Clarkson College. This course is provided over a 3-day period at the beginning of the semester on the Clarkson College campus. Students will learn how to effectively write scholarly papers, both in terms of format and APA style,

and discuss the students' role and personal challenges of pursuing an advanced degree. Students will formulate a personal plan for achievement of their professional goals. This course also serves as an overview of the Clarkson College online classroom delivery platform. It includes a look at the instructional methods, format of the course and other features within the Clarkson College online classroom delivery platform.

**Prerequisites:** RN valid license. Advanced placement RN students only.

### **NS 371 Role Transition**

**1 semester hour**

This course provides a framework for transition into higher education within the field of health care and serves as a foundation for the RN to BSN, MSN and Health Care Business Leadership programs at Clarkson College. This course is provided over a two or three day period at the beginning of the semester on the Clarkson College campus. Students will learn how to effectively write scholarly papers, both in terms of format and APA style, and discuss the student role and personal challenges of pursuing an advanced degree. Students will formulate a personal plan for achievement of their professional goals. This course also serves as an overview of the Clarkson College online classroom delivery platform. It includes a preview of the instructional methods, format of the courses and other features within the Clarkson College online classroom delivery platform.

**Prerequisites:** RN valid license. Advanced placement RN students only.

### **NS 372 Nursing Science, Practice and Portfolio**

**3 semester hours**

This course examines professional, educational and developmental transitions experienced by nurses at different points along their career paths. The effects of history, nursing theory and nursing frameworks on the structure of nursing practice are studied. Arenas in which professional nursing is practiced are explored in relation to positions and roles open to nurses in contemporary society. Professional practice standards and role expectations of baccalaureate level nursing are explored relative to their applications of evidenced-based practice.

**Prerequisites:** PN valid license. Advanced placement PN students only.

### **NS 373 Nursing Science and Practice**

**2 semester hours**

This course examines professional, educational and developmental transitions experienced by nurses at different points along their career paths. The effects of history, nursing theory and nursing frameworks on the structure of nursing practice are studied. Arenas in which professional nursing is practiced are explored in relation to positions and roles open to nurses in contemporary society. Professional practice standards and role expectations of baccalaureate level nursing are explored relative to their application of evidence-based practice.

**Prerequisites:** RN valid license. Advanced placement RN students only.

### **NS 376 Health Assessment**

**3 semester hours**

This unique transition course helps practicing RNs or PNs verify competence, validate areas of expertise and further develop clinical assessment and critical thinking skills. At the beginning of the course, students demonstrate their competence in historical data collection and psychological and physical assessment skills that emphasize curiosity, holism, cultural and contextual sensitivity, and evidence based practice. Four steps of critical thinking are emphasized: recognizing ethical and clinical problems, developing a management plan, providing rationale for actions and prioritizing actions.

**Prerequisites:** RN or PN valid license. Advanced placement RN or PN students only.

### **NS 410 Professional Nurse Caring Seminar III**

**1 semester hour**

(2 hours of clinical per week) This seminar will provide students the opportunity to correlate conceptual components of the nursing curriculum to nursing practice. Students will explore political, legal and economic concerns relating to the management and leadership role of the nurse in today's rapidly changing health care system. A series of

structured exercises, followed by student-led forums, will emphasize scholarship and excellence. This will facilitate students' understanding of the identification of professional nurse caring behaviors in the delivery of holistic health care. Evidence-based practice is used in the process of critical thinking as applied to health care issues. The professional portfolio will be completed, demonstrating the integration of program competencies and professional practice.

**Prerequisite:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440 and NS 441.

**Co-requisites:** NS 460 and NS 465.

**NS 430 Professional Nurse Caring with Families: Theory 2 semester hours**

*(2 hours of theory per week)* Students are introduced to the concept of family-focused nursing care throughout the lifespan. Students develop a theoretical base in models of family health promotion, process and role structure, family development, sociocultural assessment, communication patterns, coping processes and cultural diversity among families. Family diagnosis and interventions are emphasized. Issues related to health care for people of all ages in home, school, occupational and community settings are explored. The home care system, role of the home care nurse and case management are examined in the managed care environment.

**Prerequisite:** All 100- 200- and 300-level nursing courses.

**Co-requisites:** NS 431.

**NS 431 Professional Nurse Caring with Families:**

**Clinical Application**

**2 semester hours**

*(90 hours of clinical per semester)* This course focuses on the role of the home care nurse in applying the theories of family-focused care throughout the lifespan. Students will experience the clinical roles related to family health promotion and chronic disease management in the home setting. Case management and analysis of the models in home care systems will be explored.

**Prerequisite:** All 100- 200- and 300-level nursing courses.

**Co-requisites:** NS 430.

**NS 440 Professional Nurse Caring with Maternal**

**Child Health: Theory**

**4 semester hours**

*(4 hours of theory per week)* The childbearing/child rearing family is the focal point of this course, including the normal progression of pregnancy, delivery and postpartum care. Theories and concepts used to provide nursing care for infants, children, adolescents and their families within institutional and community settings are also included. Women's health issues are discussed within the context of the family and community.

**Prerequisite:** All 100- 200- and 300-level nursing courses, PY 200 or its equivalent.

**Co-requisites:** NS 441.

**NS 441 Professional Nurse Caring with Maternal**

**Child Health: Clinical Application**

**4 semester hours**

*(180 hours of clinical per semester)* The focus of this course is the application of theories and concepts related to the care of the childbearing/child rearing family. Care of families in a variety of clinical settings, including clinics and home care, is emphasized.

**Prerequisite:** All 100- 200- and 300-level nursing courses, PY 200 or its equivalent.

**Co-requisites:** NS 440.

**NS 450 Professional Nurse Caring in Public Health:****Theory****2 semester hours**

*(2 hours of theory per week)* Students are introduced to the concepts of public health science aimed at promoting, preserving and protecting the health of populations as a whole. Students develop a theoretical base in community health diagnosis, epidemiology, bio-statistics, communicable and non-communicable disease control, environmental health, social and behavioral health determinants, group process, health education, public health program planning and evaluation, ethics and public health policy. Students will examine the use of politics, legislation and professional organizations as appropriate public health nursing interventions aimed at resolving the special health needs of population aggregates.

**Prerequisite:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440 and NS 441.

**Co-requisites:** NS 451.

**NS 451 Professional Nurse Caring in Public Health:****Clinical Application****2 semester hours**

*(90 hours of clinical per semester)* This course focuses on the nurses' role in disease prevention and health promotion related to population aggregates and the community as a whole. Students will experience clinical roles related to public health nursing, epidemiology, environmental health, community organizations, legislative activity in the American Nurses Association, utilization of community resources, community health care policy, program planning and evaluation.

**Prerequisite:** All 100- 200- and 300-level nursing courses, NS 430, NS 431, NS 440 and NS 441.

**Co-requisites:** NS 450.

**NS 460 Professional Nurse Caring in People with Multi-System Disorders: Theory****4 semester hours**

*(3 hours of theory per week)* The student will analyze the effectiveness of his/her own professional nurse caring behaviors in provision of holistic health care to adults. Various health care systems and health problems of individuals, families, groups and communities of diverse cultures will be evaluated. The focus will be collaboration with professional multidisciplinary health teams. The effectiveness of therapeutic nursing interventions will be evaluated. Application of critical thinking skills to the nursing process will enable the student to act as a change agent in various complex clinical situations.

**Prerequisite:** All 100- 200- and 300-level nursing courses. NS 430, NS 431, NS 440 and NS 441.

**Co-requisites:** NS 410 and NS 465.

**NS 464 Professional Nurse Leadership and Management: Theory****3 semester hours**

*(3 hours of theory per week)* Professional nurse leadership and management theories will be explored. Leadership styles and their impact on health care delivery will be examined. The various functions of management will be reviewed. In the role of manager/leader, the student will devise strategies that plan, direct, delegate, evaluate and implement. The focus is on scholarly activities to emphasize increased understanding of the influence of professional nurse caring behaviors within an organizational structure. The promotion of evidence-based practice using interpersonal and therapeutic communication skills will enhance the articulation of global health care issues.

**Prerequisite:** All 100- and 200 level nursing courses.

**NS 465 Professional Nurse Leadership and Management of People with Multi-System Disorders: Clinical Application**

**4 semester hours**

(180 clinical hours per semester) Professional nurse leadership and management of people with multi-system disorders will facilitate the integration of organizational theories to clinical practice. Analysis of complex needs of diverse peoples in various environments and cultures will be critiqued. The focus is the independent performance of professional competencies under the guidance of a clinical preceptor in multiple settings in the transition from student to professional practitioner. This course is considered the clinical capstone of the nursing program.

*Prerequisite:* All 100, 200, 300 level nursing courses and NS 430, 431, 440 and 441.

*Co-requisites:* NS 460 and NS 410.

**NS 466 Professional Nurse Leadership Management: Clinical Application**

**4 semester hours**

(180 clinical hours per semester) In this clinical course, the RN to BSN student applies management and leadership theories in actual health care situations, enacting the nurse manager/leader role using different managerial and leadership strategies to experience the advantages and disadvantages of each.

*Prerequisite:* Advanced placement RN students only.

**NS 499 Independent Study**

**1-6 credit hours**

(By arrangement; 1-6 hours per week) Study directed by a faculty person on a topic of the student's interest and the faculty's expertise. Approval of Program Director required.

**Optional Health Care Science Update Courses**

Three Health Care Science Update courses exist as an option for RN to BSN or RN to MSN students who have not obtained college credit in Anatomy, Physiology, Microbiology, Biochemistry, Pathophysiology and/or Pharmacology.

**HC 200 Health Care Science Update I**

**3 semester hours**

This course builds upon the RNs basic knowledge in Anatomy and Physiology. Successful completion of Health Care Science Update I will provide the student with 3 semester hours of earned coursework and 5 semester hours of validation coursework.

*Prerequisite:* Admission into the RN to BSN or RN to MSN Program.

**HC 205 Health Care Science Update II**

**3 semester hours**

This course builds upon the RNs basic knowledge in pathophysiology and pharmacology. Successful completion of Health Care Science Update II will provide the student with 3 semester hours of earned coursework and 3 semester hours of validation coursework.

*Prerequisite:* Admission into the RN to BSN or RN to MSN Program.

**HC 210 Health Care Science Update III**

**3 semester hours**

This course provides a review of the basic principles of microbiology and biochemistry. The student's basic biochemistry knowledge will be expanded to include: stereochemistry, biomolecular chemistry, enzymology, pH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic coding and pathways in cellular metabolism. The student's basic microbiology knowledge will be expanded to include: the structure, function and characteristics of bacteria, viruses, fungus and protozoa.

## **HC 220 Gerontology**

**3 semester hours**

This course is an introduction to the field of human aging. The course of study will include a multidisciplinary examination of the way in which human aging is viewed, how we perceive the process of growing older and how society responds to the issues and problems of aging. The class will look at aging from the perspective of the social and political sciences, biological sciences, arts and humanities, care-giving and independent living, especially with the advent of the Baby Boomers in mind.

## **Diploma in Practical Nursing (PN)**

### **Director of Practical Nursing**

Aubray Orduna, M.S.N., R.N.

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### **Program Outcomes**

Upon completion of this program, graduates will demonstrate the ability to operationalize Practical Nursing as the human science of caring. In addition, graduates will be able to:

1. demonstrate an understanding of the dynamic interaction among knowledge, art, science, spirit and environment necessary to caring partnerships.
2. demonstrate relationships in interactions with individuals of diverse backgrounds and various health care settings.
3. integrate legal, ethical and professional standards of practice into practical nurse caring roles.
4. utilize concepts of holistic health and wellness in providing practical nurse caring to individuals, families and groups.
5. provide effective practical nurse caring to diverse individuals, families and groups across the lifespan.
6. analyze concepts of practical nurse caring in prioritizing care needs for individuals and groups with acute and chronic health problems.

Upon graduation, students are prepared to practice collaboratively with colleagues in other disciplines in a variety of settings. Graduates will be able to articulate into programs of study leading to licensure as a registered nurse.

Practical Nursing graduates are eligible to write the National Council Licensure Examination (NCLEX-PN) for Practical Nurses.

### **Assessment**

Practical Nursing (PN) students are enrolled in the Total Testing Program offered by Educational Resources Incorporated (ERI). This comprehensive program is offered online and prepares individuals for the NCLEX-PN. The Nurse Entrance Test (NET) is administered during orientation to develop a baseline profile of the essential math and reading comprehension skills of both individual students and/or the entire class; then, appropriate remediation is assigned. Individual nursing area tests (CAPs) are administered upon completion of each area of study. Areas of student weakness are addressed and content coaching tapes are provided as a remediation tool for those students. The Clinical and Theory Enhancer allows students to practice prior to each CAP. At the completion of the nursing program, a comprehensive examination (PN Assessment/PreLPN Examination) is administered to further identify strengths and

weaknesses. Students will then take a computerized “mock” State Board exam (PN-CAT). A licensure preparation/review course is provided for graduating students.

**Curriculum Requirements**

In order to complete a Practical Nursing (PN) Diploma at Clarkson College students must successfully complete a total of 48 semester hours. These hours must be distributed as follows:

- **General Education = 12 semester hours** (which must include 3 semester hours of the Clarkson College Core Curriculum).
- **Major Courses = 36 semester hours** (includes 20 semester hours of nursing theory and 16 semester hours of nursing clinical lab).

**Required General Education**

The following courses must be completed prior to entry into the Practical Nursing Program:

	<b>Semester Hours</b>
Nutrition	2
Human Development	3
<b>Total 5</b>	

This program is based upon the requirements for a traditional one-year Practical Nurse course of study progression. The program is currently implemented only on a part-time basis, and students complete the program of study in two years. Courses will only be offered according to this part-time schedule. If a student, for any reason, cannot complete a course as scheduled, they must wait until the next time the course is offered.

If a course includes both theory and clinical components, the student must obtain a grade of C or above in theory AND a Pass in clinical to obtain credit in that course. If the student receives a grade of less than C in theory OR a No Pass in clinical/lab, the student must retake both theory and clinical/lab components constituting the entire course.

**Service-Learning and Community Service Graduation Requirements**

8 hours (6 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

**CURRICULUM PLAN OF REQUIRED COURSES FOR PRACTICAL NURSING**

<b>Prerequisites</b>	<b>Semester Hours</b>
Nutrition	2
Human Development	3
<b>Total 5</b>	

**FIRST YEAR**

<b>First Semester</b>	<b>Semester Hours</b>
BI 211 Anatomy	4
NUR 101 Introduction to Practical Nursing	2
<b>Total 6</b>	

<b>Second Semester</b>		<b>Semester Hours</b>
NUR 100	Drug Calculations	1
NUR 110	Practical Nurse Caring with Adults I	6
		<b>Total 7</b>

<b>Third Semester</b>		<b>Semester Hours</b>
HC 102	Health Care Communications	3
NUR 122	Health Care of Women: Normal and Common Variations	5
		<b>Total 8</b>

## **SECOND YEAR**

<b>First Semester</b>		<b>Semester Hours</b>
NUR 130	Practical Nurse Caring with Adults II	9
		<b>Total 9</b>

<b>Second Semester</b>		<b>Semester Hours</b>
NUR 142	Practical Nurse Caring with Adults III	4
NUR 150	Practical Nurse Caring with Infants, Children and Adolescents	4
		<b>Total 8</b>

<b>Third Semester</b>		<b>Semester Hours</b>
NUR 160	Practical Nursing Caring with Adults IV	5
		<b>Total 5</b>

**Total Semester Hours 48**

## **DIPLOMA IN PRACTICAL NURSING COURSE DESCRIPTIONS**

**NUR 100 Drug Calculations** **1 semester hour**  
 This course is designed to provide the student with the knowledge and skills necessary for safe calculation of medication dosages. An in-depth review of basic math is provided. The student will learn systems of measurement, conversion within and between systems and dosage calculations.

**NUR 101 Introduction to Practical Nursing** **2 semester hours**  
 This course presents introductory concepts for the practical nurse caring role within the healthcare team. The legal and ethical implications of practical nurse caring are discussed and compared with the role of the Certified Nurse Assistant. The focus of the course is on medical terminology, professionalism, and therapeutic communication.

**NUR 110 Practical Nurse Caring with Adults I** **6 semester hours**  
*(4 credit hours class; 1 credit hour skills lab; 1 credit hour clinical lab)* This course presents an overview of basic practical nursing skills and provides the foundation for the remaining nursing courses. As a member of the health care team, the student cares for adult/geriatric clients utilizing basic practical nursing skills within a nurse caring framework. The basic principles of pharmacology and the nursing process are introduced.

**Prerequisites:** BI 120, BI 211 and PY 200.



**NUR 122 Health Care of Women: Normal and Common Variations**

**5 semester hours**

*(3 credit hours class; 2 credit hours clinical lab)* This course presents maternity concepts from conception through postpartum and neonatal periods, focusing on normal and common variations. Family, cultural and environmental influences are included. Basic principles of pharmacology, drug administration and pathophysiology relevant to childbearing are learned. As a member of the health care team, the student provides care for the mother and baby. The student uses the nursing process and assists the licensed professional by collecting, reporting and recording pertinent data. Basic nursing skills relevant to the care of women are learned.

**Prerequisite:** NUR 110.

**NUR 130 Practical Nurse Caring with Adults II**

**9 semester hours**

*(4 credit hours class; 1 credit hour skills lab; 4 credit hours clinical lab)* This course presents concepts related to the practical nurse caring for adults with chronic medical conditions and uncomplicated surgical procedures. The course focuses on the holistic health care needs of adults across the lifespan. Concepts introduced in this course build on the student's basic nursing skills and knowledge of normal anatomy and physiology acquired in first level courses. Pathophysiology of disease conditions is introduced. The principles of pharmacology, gerontology and mental health are integrated through the course.

**Prerequisites:** NUR 110 and NUR 120.

**NUR 142 Practical Nurse Caring with Adults III**

**4 semester hours**

*(2 credit hours class; 2 credit hours clinical lab)* This course presents concepts of holistic practical nurse caring for adults with acute and chronic medical-surgical health problems. Pathophysiology, pharmacology, nutrition, mental health and gerontology concepts are integrated throughout the course. Critical thinking and therapeutic nursing interventions are emphasized through the prioritization of care for one to two adults in the acute, subacute and/or extended care setting. The legal and ethical implications of therapeutical measures are presented.

**NUR 150 Practical Nurse Caring with Infants, Children and Adolescents**

**4 semester hours**

*(2 credit hours class; 2 credit hours clinical lab)* This course provides a foundation in family-centered health care of children. The term child/children will include the infant through adolescent. The concept of family-centered nursing care will be addressed. The practical nursing student will gain knowledge and skill in caring for children in selected hospital and community settings, incorporating safety, respect and cultural sensitivity. Growth and development, communication and behavioral interventions, pathophysiology of selected disease states/illnesses and pharmacology of selected drug groups will be integrated throughout the course. The nursing process and nurse caring conceptual model will provide the framework for this course.

**NUR 160 Practical Nurse Caring with Adults IV**

**5 semester hours**

*(2 credit hours class; 3 credit hours clinical lab)* This course presents concepts relevant to multisystem disorders, acute and chronic. Basic principles of leadership and management are introduced. Advanced principles of pharmacology, gerontology, mental health, nutrition and pathophysiology are explored. Responsibilities of the LPN are reviewed, including licensure and legal/ethical concerns. As a member of the health care team, the student coordinates and manages the care of several clients in acute, sub-acute, and/or extended-care facilities. The student uses the nursing process to assist the professional nurse in the evaluation of client goals. Advanced nursing skills relevant to the care of this client are explored.

## Allied Health and Health Care Business

### Director of Radiologic Technology and Medical Imaging Programs

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### Director of Physical Therapist Assistant Program

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### ALLIED HEALTH PROGRAMS

Four Allied Health programs are offered: a Bachelor of Science in Medical Imaging, two Associate of Science degrees in Physical Therapist Assistant and Radiologic Technology, and a certificate in Picture Archiving and Communication Systems (PACS) Administrator. According to the U.S. Department of Labor statistics, employment in the associated occupations is expected to grow much faster than the average through the year 2010. Our programs are designed to prepare graduates for to fill career opportunities as caring, competent professionals.

### Mission

The Medical Imaging (MI) program is designed to prepare graduates for additional career opportunities and advancement within the profession. The program for the Bachelor of Science in Medical Imaging provides a learning environment that stirs the affective, challenges the cognitive, and hones the technical abilities and resources of the lifelong learner in medical imaging.

The Physical Therapist Assistant (PTA) program at Clarkson College is designed to give students a diverse educational experience rich in both basic and applied sciences. Students of the program will be prepared to work under the supervision of a licensed physical therapist and be expected to demonstrate good ethical judgment and compassion in the treatment of patients. The physical therapist assistant student is expected to adhere to all professional and ethical standards set forth by the American Physical Therapy Association (APTA).

The Radiologic Technology (RT) program at Clarkson College is designed to provide a high-quality, diverse educational experience rich in both professional and general coursework. Students of the program will be prepared to enter the RT profession and to demonstrate good ethical judgment and compassion in the delivery of patient care. The radiologic technology students are expected to adhere to all professional and ethical standards set forth by the American Society of Radiologic Technologists (ASRT).

The Medical Imaging Picture Archiving and Communication Systems (MI PACS) program is designed to enhance the graduate's ability to succeed in today's informatics and radiology environments. The program focuses on both the technical and practical aspects of a PACS work environment. The program compliments a Bachelor of Science in Medical Imaging degree for professionals with a Radiology background or a Bachelor of Science in Health Care Business Informatics for professionals with computer or IT experience.

## **HEALTH CARE BUSINESS PROGRAMS**

Clarkson College recognizes the structural changes that have evolved in the health care industry in recent years. National statistics and labor predictions show that over the next decade, many health care roles will be redefined and newly created. These will be among the fastest-growing opportunities in the workforce. Health care professionals serving within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be productive employees. The Allied Health and Health Care Business programs are designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments. Program options range from certificate programs in Health Information Management to a Master's in Health Care Administration. Clarkson College has Bachelor's degrees in Health Care Business and Health Information Management, as well as a Minor in Health Care Business for non-business majors. We'll help you choose an educational plan that is right for you. And since many of our programs are offered online, you'll have as much flexibility and convenience as you need.

### **Master's Degree:**

Health Care Administration

### **Bachelor's Degree:**

Health Care Business with majors in:

- Management
- Informatics
- Health Information Management

Medical Imaging

### **Associate's Degree:**

Health Information Management

Physical Therapist Assistant

Radiologic Technology

### **Minor:**

Health Care Business

### **Certificates:**

Certificate in Health Information Management

Foundations in Health Information Management

Health Care Business Informatics PACS Administrator

Medical Imaging PACS Administrator

## **Associate of Science in Physical Therapist Assistant**

### **Director of Physical Therapist Assistant Program**

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### **Mission**

The Physical Therapist Assistant (PTA) program at Clarkson College is designed to give students a diverse educational experience rich in both basic and applied sciences. Students of the program will be prepared to work under the supervision of a licensed physical therapist and be expected to demonstrate good ethical judgment and

compassion in the treatment of patients. The physical therapist assistant student is expected to adhere to all professional and ethical standards set forth by the American Physical Therapy Association.

The Physical Therapist Assistant program provides an optimal learning environment for the preparation of students for delivering quality health care in a variety of clinical settings. The program offers a broad educational experience that enables students to apply theoretical learning to clinical practice. Students develop the necessary clinical problem solving and communication skills for becoming an integral member of the health care team. The program prepares students for clinical practice to help people improve their quality of life, which is consistent with the College mission.

### **Philosophy**

Physical Therapy (PT) is characterized as a profession that focuses on the restoration of musculoskeletal function, the promotion of physical wellness and a commitment to service to others. Physical therapist assistants are individuals who play an integral role as part of the patient care team by assisting the physical therapist. Involvement with patient care in physical therapy requires an educated individual who possesses a basic insight to human nature and who places a strong moral value on human life. In addition to patient care advocacy, the physical therapist assistant is responsible for the advancement of the profession by participating in professional organizations at the state and national levels. Through these combined efforts, the physical therapist assistant serves as an educationally and technically trained health care provider concerned with improving the well-being of all humankind.

### **Goals**

The goals of the Physical Therapist Assistant program are to prepare:

1. Physical therapist assistants who provide quality health care under the supervision of a licensed physical therapist.
2. Practitioners who exhibit good moral and ethical judgment in health care practice.
3. Graduates who possess the ability to effectively translate theory into practice in order to meet the demands of a dynamic health care system.
4. Graduates who will assume leadership roles in the American Physical Therapy Association and in their clinical setting.
5. Graduates who contribute to the advancement of the profession by participating in research, teaching and serving on committees or in organizations concerned with health care policy and planning.

### **Program Outcomes**

Graduates of the Physical Therapist Assistant program will:

- work within the legal guidelines and professional standards for the physical therapist assistant in the delivery of PT services.
- correctly use all modalities utilized by the physical therapist assistant.
- demonstrate effective oral and written communication skills when interacting with colleagues and patients.
- implement treatment plans and PT interventions under the supervision of a physical therapist.
- show sensitivity to cultural, ethnic, gender and lifestyle differences.
- uphold confidentiality of all persons at all times.

### **PTA in the Profession**

Physical Therapist Assistants (PTAs) are an integral part of the health care team and provide skilled services to individuals across the lifespan. PTAs may work in a variety of settings including hospitals, outpatient clinics, nursing homes, educational settings and

wellness facilities to name just a few. Under the direction of a physical therapist, PTAs implement numerous interventions through exercise programs and mobility training. Whether it is following a person's injury or illness or working with someone just wanting to live a healthier lifestyle, PTAs have the skills to help people gain functional independence and have an improved quality of life.

### Admissions Policies

Students must meet the criteria for entrance into the College prior to application to the PTA Program. For information about entrance requirements refer to the Admissions Information. Since class size is limited, additional criteria are used to determine admission into the Physical Therapist Assistant program. Complete details regarding the policies and procedures about admission are available from the Office of Admissions, the Director of the Physical Therapist Assistant Program or on the website in the Admissions section.

### Curriculum Requirements

In order to complete an Associate of Science in Physical Therapist Assistant (PTA) degree at Clarkson College, students must successfully complete a total of 72 semester hours. Students are required to attend year-round, with all PTA courses completed in the sequence shown in the sample curriculum. These hours must be distributed as follows:

- **General Education = 17 semester hours** (which must include 5 semester hours of the Clarkson College Core Curriculum). Recommended elective courses include: Abnormal Psychology, Human Biology, Human Development and Nutrition.
- **Support Courses = 8 semester hours** (Anatomy and Physiology).
- **Major Courses = 47 semester hours**

### Curriculum Plan

The following curriculum plan for an Associate of Science degree in Physical Therapist Assistant has been provided to guide students in preparing a degree plan. Students should seek the advice of a PTA advisor to customize a degree. All semester hours of major courses must be completed at Clarkson College. In addition, once a student enrolls at Clarkson College all general education coursework must be completed at the College.

## CURRICULUM PLAN OF REQUIRED COURSES FOR PHYSICAL THERAPIST ASSISTANT

### FIRST YEAR

<b>Fall Semester</b>	<b>Semester Hours</b>
BI 211 Anatomy	4
HC 102 Health Care Communications	3
PTA 101 Introduction to Physical Therapy	3
PTA 102 Medical Terminology and Documentation for the Physical Therapist Assistant	2
PTA 104 Functional Anatomy for the Physical Therapist Assistant	2
	<b>Total 14</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BI 213	Physiology	4
EN 101	English Composition I	3
PTA 110	Basic Skills in Physical Therapy	3
PTA 115	Therapeutic Exercise I	3
PY 101	Introduction to Psychology	3
		<b>Total 16</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
PTA 120	Therapeutic Modalities I	3
PTA 125	Clinical Practicum I	1
PTA 205	Pathophysiology	3
		<b>Total 7</b>

## **SECOND YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
MA 120	College Algebra	3
PTA 210	Therapeutic Modalities II	3
PTA 212	Professional Issues Seminar	1
PTA 215	Therapeutic Exercise II	3
	Elective	3
		<b>Total 13</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HC 315	Issues in Health Care	2
PTA 220	Clinical Practicum II	3
PTA 230	Advanced Procedures	3
PTA 235	Therapeutic Exercise III	3
		<b>Total 11</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
PTA 240	Clinical Practicum III	5
PTA 245	Clinical Practicum IV	6
		<b>Total 11</b>

### **Total Semester Hours in Program 72**

#### **Physical Therapist Assistant Skills Lab**

The Physical Therapist Assistant Skills Lab provides students with an opportunity to practice a variety of clinically related patient intervention techniques. Students have access to an assortment of therapeutic equipment reflective of the current practice of physical therapy.

#### **Service-Learning and Community Service Graduation Requirements**

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## **ASSOCIATE OF SCIENCE IN PHYSICAL THERAPIST ASSISTANT COURSE DESCRIPTIONS**

### **PTA 101 Introduction to Physical Therapy**

**3 semester hours**

*(3 hours theory per week)* Designed to provide an introduction and overview of the history and progress of the profession of physical therapy. Students will explore such topics as professional ethics in physical therapy, medical malpractice, licensure laws, professional communication, perspectives in multiculturalism and a brief introduction to the basic format of professional literature.

**Prerequisite:** Admission into the PTA Program.

### **PTA 102 Medical Terminology and Documentation for the Physical Therapist Assistant**

**2 semester hours**

*(2 hours theory per week)* Designed to teach students selected medical terms commonly encountered in the profession of physical therapy. Students learn word construction, root words, prefixes and suffixes and the origin of medical terms. Students will also learn current systems of medical documentation of patient care as used in the profession of physical therapy.

**Prerequisite:** Admission into the PTA Program.

### **PTA 104 Functional Anatomy for the Physical Therapist Assistant**

**2 semester hours**

*(1 hour of theory, 3 hours of laboratory per week)* This course will introduce the student to the essentials of functional anatomy as related to the study of muscle origin, insertion, action and innervation. In addition, basic terminology and concepts of applied kinesiology will also be covered. Laboratory experiences will include visualizing cadaver dissections and obtaining a working knowledge of applied surface anatomy.

**Prerequisite:** Admission into the PTA Program.

### **PTA 110 Basic Skills in Physical Therapy**

**3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* An examination of the principles and practices of physical therapy with the development of an understanding of the following procedures: range of motion, goniometric measurements, positioning, body mechanics, transfers, wheelchair management, activities of daily living, bandaging, asepsis/isolation techniques, assessing vital signs, bed traction and assistive devices for ambulation.

**Prerequisite:** PTA 104.

### **PTA 115 Therapeutic Exercise I**

**3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* This course will provide an introduction to the concepts of applied kinesiology as it relates to the assessment of human function. In addition, students will gain a basic understanding of normal and abnormal human posture and gait. Techniques to assess muscle strength and apply therapeutic exercise as related to abnormal posture and gait will also be explored.

**Prerequisites:** PTA 104 and BI 211.

### **PTA 120 Therapeutic Modalities I**

**3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* Students will gain an in-depth knowledge of the theory and use of the following modalities as used in physical therapy: ultrasound, infrared, ultraviolet, diathermy, superficial heat and cold, therapeutic massage, intermittent compression and hydrotherapy. Both basic principles and clinical applications of such modalities will be presented.

**Prerequisites:** PTA 110 and PTA 115.

**PTA 125 Clinical Practicum I****1 semester hour**

*(A minimum of 40 hours of clinical per semester)* This clinical will allow students to explore a variety of practice opportunities. Students will gain exposure to unique working environments, which may include situations that do not fit the standard model of PTA clinical practice.

**Prerequisites:** PTA 110 and PTA 115.

**PTA 205 Pathophysiology****3 semester hours**

*(3 hours of theory per week)* An introduction to general pathology with an emphasis on the study of diseases and disorders most commonly seen in physical therapy practice. Diseases of the musculoskeletal, nervous and cardiopulmonary systems as well as metabolic disorders are emphasized.

**Prerequisites:** BI 211, BI 213, PTA 110 and PTA 115.

**PTA 210 Therapeutic Modalities II****3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* This course is a second in a series of units of instruction in the clinical use of physical therapy modalities. Students will learn to recognize common indications, contraindications, and special precautions to the application of electrotherapeutic modalities, pelvic and cervical traction, biofeedback and iontophoresis.

**Prerequisite:** PTA 120.

**PTA 212 Professional Issues Seminar****1 semester hour**

*(2 hours of theory per week)* This course will focus on various professional issues related to the clinical practice of a physical therapist assistant. Topics include but are not limited to: licensure/certification, quality assurance in the clinical setting, limiting professional liability, the dos and don'ts of clinical practice, professional dress and conduct, professional leadership and employment skills.

**Prerequisite:** PTA 125.

**PTA 215 Therapeutic Exercise II****3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* A continuation of the study of physical therapy skills including the anatomy and physiology of exercise and its principles and applications to pathological conditions. Included is the study and application of progressive resistive exercise, stretching and isokinetics. There is an emphasis on physical therapy appropriate for orthopedic diseases and disorders.

**Prerequisites:** PTA 115 and PTA 120.

**PTA 220 Clinical Practicum II****3 semester hours**

*(A minimum of 120 hours of clinical per semester)* Clinical Practicum II provides opportunities for establishing and following individual patient treatments and programs. PTA goals are realized from experience in giving consecutive treatments. In addition, insights are gained into medical, departmental and institutional functions and organization. Sessions include reinforcement of techniques and skills, information concerning the care of the ill and disabled, a continuation of communications skills and discussion of the PTA role.

**Prerequisites:** PTA 125, PTA 210 and PTA 215. *At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Omaha/Lincoln metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.*



**PTA 230 Advanced Procedures****3 semester hours**

*(2 hours theory and 3 hours of laboratory per week)* Advanced Procedures acquaints the student with rehabilitation of patients with specific diseases and disabilities. Included are techniques used for spinal cord injury, brain injury, cerebrovascular accident, amputation, prosthetics, orthotics and burn rehabilitation. The student will also be introduced to new trends and directions in physical therapy practice as related to the neurologically involved patient.

**Prerequisites:** PTA 210 and PTA 215.

**PTA 235 Therapeutic Exercise III****3 semester hours**

*(2 hours theory, 3 hours of laboratory per week)* Expands on the theory and principles of physical therapy skills used to treat special population groups, to include: sports physical therapy, industrial rehabilitation, wellness programs, pediatric neurological disorders, geriatrics, women's health and cardiopulmonary rehabilitation.

**Prerequisites:** PTA 210 and PTA 215.

**PTA 240 Clinical Practicum III****5 semester hours**

*(A minimum of 200 hours of clinical per semester)* This course is a continuation of supervised practical experience in a physical therapy department with added opportunities to apply and improve therapy skills. Sessions include discussion of clinical experiences, quality assurance issues and a facilitated discussion of patient case scenarios.

**Prerequisites:** PTA 220, PTA 230 and PTA 235. *At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Omaha/Lincoln metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.*

**PTA 245 Clinical Practicum IV****6 semester hours**

*(A minimum of 240 hours of clinical per semester)* This full-time clinical is designed to be a capstone course in the development of the physical therapist assistant student. Students will be expected to perform patient care skills as related to the profession of physical therapy in a competent and ethical manner. In addition, students will be expected to discuss completed patient case scenarios and relate how the PTA fits into an integrated health care environment.

**Prerequisites:** PTA 240. *At least one long-term clinical practicum experience (CP II, CP III or CP IV) will be completed outside the Omaha/Lincoln metropolitan area. The student will be responsible for travel, lodging and living expenses for the duration of that clinical.*

**PTA 499 Independent Studies in Physical Therapist Assistant****1-4 semester hour(s)**

Study directed by a faculty person on a topic of the student's interest and the faculty

**Associate of Science in Radiologic Technology (RT)****Director of Radiologic Technology and Medical Imaging Programs**

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## **Mission**

The Radiologic Technology (RT) program at Clarkson College is designed to provide a high-quality, diverse educational experience rich in both professional and general coursework. Students of the program will be prepared to enter the RT profession and to demonstrate good ethical judgment and compassion in the delivery of patient care. The radiologic technology students are expected to adhere to all professional and ethical standards set forth by the American Society of Radiologic Technologists (ASRT).

The RT program meets its mission by providing an optimal environment for students learning the delivery of quality health care in a variety of clinical settings. The program offers a broad educational experience that enables students to apply theoretical learning to clinical practice. Students develop the necessary critical thinking and communication skills for becoming an integral member of the health care team. The program prepares students who are concerned with the improvement of the quality of life, which is consistent with the College mission.

## **Program Goals**

Upon completion of the Radiologic Technology program, graduates will:

- have entry level radiography skills.
- communicate effectively.
- adapt theoretical principles into practice.
- demonstrate professionalism.

Students completing the Associate of Science degree program in Radiologic Technology may choose to enter the Clarkson College Dual MI/RT Program leading to a Bachelor of Science degree in Medical Imaging.

## **Radiologic Technologist Professionals**

Radiologic technologists (RTs) provide diagnostic services for patients using high-tech medical imaging equipment. Medical images produced by radiographers are then sent to physicians for diagnostic interpretation. RTs are employed by hospitals, imaging facilities, urgent care clinics, private physician offices and other health care facilities. There are also opportunities in industry, civil service, public health care services and international health care organizations. Opportunities abound in management and in education at the collegiate level for those appropriately prepared.

Graduates of the program will be able to sit for the national certification examination in radiography administered by the American Registry of Radiologic Technologists (ARRT). After successful completion of this examination, the individual will be a Certified Radiologic Technologist, R.T.(R). In addition, some states may require licensure to practice.

## **Admission Policies**

Enrollment in the Associate of Science in Radiologic Technology degree program is limited. Admission policies and procedures are available from the Office of Enrollment Services, the Director of Radiologic Technology or on the College website.

## **Curriculum Requirements**

In order to complete the Associate of Science in Radiologic Technology (RT) degree, students must successfully complete a total of 70 semester hours. Students are required to attend courses year round, with all RT courses completed in the sequence shown in the sample curriculum. Semester hours for the associate degree are distributed as follows:

- **General Education and Support Courses = 26 Semester Hours** (The following courses compose the 26 hours: Anatomy, Biology, College Algebra, Introduction to Computer , English Composition I, Physiology and five semester hours of Core Curriculum. Each of these courses needs to be completed with a "C" or above.)
- **Major Courses = 44 Semester hours** (At least 20 semester hours must be completed at Clarkson College with at least 10 semester hours of 200-level courses.)

### **Service Learning and Community Service Graduation Requirements**

15 hours (11 Service Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

### **CURRICULUM PLAN OF REQUIRED COURSES FOR RADIOLOGIC TECHNOLOGY**

The following Associate of Science in Radiologic Technology curriculum plan is provided to guide students in preparing their degree plan. Students should seek the advice of their advisor to customize their degree plan.

#### **FIRST YEAR**

##### **Fall Semester**

	<b>Semester Hours</b>
BI 211 Anatomy	4
MA 120 College Algebra	3
RT 101 Introduction to Radiologic Technology	2
RT 103 Medical Terminology	1
RT 105 Patient Care	2
RT 260 Radiation Physics	2
	<b>Total 14</b>

##### **Spring Semester**

	<b>Semester Hours</b>
BI 213 Physiology	4
EN 101 English Composition I	3
HC 102 Health Care Communications	3
RT 110 Radiographic Procedures I	3
RT 120 Radiographic Exposures I	3
	<b>Total 16</b>

##### **Summer Semester**

	<b>Semester Hours</b>
BI 117 Human Biology	4
BU 102 Introduction to Computers	3
HC 315 Issues in Health Care	2
RT 130 Radiographic Exposures II	2
RT 140 Radiographic Procedures II	3
RT 270 Radiation Biology	2
	<b>Total 16</b>

## SECOND YEAR

### Fall Semester

	Semester Hours
RT 245 Radiographic Procedures III	2
RT 250 Radiographic Pathology	2
RT 265 Clinical Experience I	4
RT 276 Pharmacology for Radiologic Technologists	2
<b>Total</b>	<b>10</b>

### Spring Semester

	Semester Hours
RT 275 Clinical Experience II	8
<b>Total</b>	<b>8</b>

### Summer Semester

	Semester Hours
RT 285 Clinical Experience III	6
<b>Total</b>	<b>6</b>

**Total Semester Hours in Program 70**

## ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY COURSE DESCRIPTIONS

### RT 101 Introduction to Radiologic Technology

**2 semester hours**

*(2 hours theory per week)* This course is designed to provide the student with information regarding the radiologic technology profession. Cognitive information related to ethics, law, radiation protection and basic departmental procedures are presented to ensure safe clinical practice. Professional development and lifelong learning will be emphasized by introducing the students to various organizations and agencies.

### RT 103 Medical Terminology

**1 semester hour**

*(1 hour theory per week)* This course introduces the students to medical terminology utilizing word-building methodologies. The students will study various root words, prefixes, suffixes and connectors and develop their skills of analyzing, synthesizing, writing and communicating terminology pertinent to all health science-related disciplines.

### RT 105 Patient Care

**2 semester hours**

*(2 hours theory and 1 hour laboratory per week)* This course presents the theoretical base for patient care skills and techniques unique to professional radiographers. Laboratory experiences will expand these theoretical foundations by incorporating psychomotor skills in a simulated and/or actual clinical setting.

### RT 110 Radiographic Procedures I

**3 semester hours**

*(3 hours theory and 2 hours laboratory per week)* This course is the first part of a three-fold radiographic procedures course. Part I of this course is designed to provide the students with the necessary theory, concepts and psychomotor experiences needed to perform specific diagnostic procedures. Patient positioning, equipment manipulation, appropriate patient care techniques and critique of radiographic images are presented in this course. The body areas to be addressed in Part I include upper extremities, shoulder girdle, lower extremities, pelvis, chest, bony thorax, abdomen and spine.

**RT 120 Radiographic Exposures I****3 semester hours**

*(3 hours theory and 1 hour laboratory per week)* This two-fold course focuses on the theory, application and evaluation of the instrumentation and operation of radiographic equipment. Part I emphasizes the factors that produce and control radiographic images. Both film screen and digital technology will be covered.

**2 semester hours****RT 130 Radiographic Exposures II**

*(2 hours theory and 1 hour laboratory per week)* Part II is a continuation of RT 120 and emphasizes the various equipment and electronics involved in the production, use, control and evaluation of radiographic images. Darkroom processing and quality control will be explored.

**Prerequisite:** RT 120.

**RT 140 Radiographic Procedures II****3 semester hours**

*(3 hours theory and 2 hours laboratory per week)* This course is the second part of a three-fold radiographic procedures course. Part II continues with headwork and the student will also be introduced to contrast and/or fluoroscopic procedures that evaluate the biliary system, upper and lower gastrointestinal system and urinary system.

**Prerequisite:** RT 110.

**RT 245 Radiographic Procedures III****2 semester hours**

This course is the third part of a three-fold radiographic procedures course. Part III provides the student with an understanding of the more advanced and complex diagnostic procedures. The course will address procedures such as, but not limited to myelography, arthrography, venography and hysterosalpingography. The student will also be exposed to the various specialty imaging areas that interact with radiology.

**Prerequisites:** RT 110 and RT 140.

**RT 250 Radiographic Pathology****2 semester hours**

*(2 hours theory per week)* The course presents principles of pathology and the radiographic appearances of specific diseases. An understanding of disease processes can aid the technologist in selecting proper techniques and in determining the need for repeating a radiograph that might be acceptable under different circumstances. This knowledge will aid the Radiologic Technologist to become a more competent professional and a contributing member to the diagnostic imaging team.

**RT 260 Radiation Physics****2 semester hours**

*(2 hours theory per week)* This course is an in-depth study of the physics and electronics involved in the production, use and control of the various electromagnetic energies used in medical and diagnostic applications. The students will benefit from studying, examining and manipulating actual equipment components that facilitate comprehension of difficult concepts and applications.

**RT 265 Clinical Experience I****4 semester hours**

*(40 hours clinical experience per week for 7 weeks)* This course provides the student the opportunity to apply concepts learned in their first year of coursework in the performance of radiologic activities in the clinical setting. The student will be required to prove competency in prescribed examinations.

**RT 270 Radiation Biology****2 semester hours**

*(2 hours theory per week)* This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects on living tissues. The students will learn why they should and how they can protect themselves, their patients and others from various forms of ionizing radiation used in diagnostic and therapeutic medical applications.

**RT 275 Clinical Experience II****8 semester hours**

*(40 hours clinical experience per week for 15 weeks)* This course is a continuation of RT 265. The students will begin to refine skills learned in the previous clinical course, while expanding their expertise with additional procedures. The student will be expected to become more independent in performing imaging procedures. Additional competencies and re-checks will be required in prescribed examinations.

**Prerequisites:** RT 265.

**RT 276 Pharmacology for Radiologic Technologists****2 semester hours**

*(2 hours theory per week)* This course introduces the students to the basic concepts of pharmacology, including legal and ethical issues surrounding the administration of these agents. Venipuncture, administration of diagnostic agents, intravenous medications and the appropriate patient care during delivery will be addressed. Various contrast agents and other pharmacological agents utilized in the diagnostic imaging department will be discussed.

**RT 285 Clinical Experience III****6 semester hours**

*(40 hours clinical experience per week for 11 weeks and 30 hours classroom instruction for one additional week)* This course is a continuation of RT 275 and provides the student the opportunity to exercise independent judgment and discretion in the technical performance of medical imaging procedures. Students are expected to complete all required competencies in this rotation. The final section of clinical education ensures that the student is ready for employment. At the end of the clinical experience, all students are required to attend on-campus review sections (1 week/6 hours per day) that will prepare them for the ARRT examination. The required one-week review session will be utilized in calculating the cognitive portion of the student's grade for RT 285.

**Prerequisite:** RT 265 and RT 275.

## **Bachelor of Science in Medical Imaging (MI)**

**Director of Radiologic Technology and Medical Imaging Programs**

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**Purpose**

The Medical Imaging program is designed to prepare graduates for additional career opportunities and advancement within the profession. These include Computed Tomography, Magnetic Resonance Imaging, Angiography/Interventional Procedures, Mammography, Quality Management, Bone Densitometry, PACS and Management. Upon completion of the program, graduates may be eligible for advanced registry certifications by the American Registry of Radiologic Technologists (ARRT).

**Mission**

The program for the Bachelor of Science in Medical Imaging provides a learning environment that stirs the affective, challenges the cognitive, and hones the technical abilities and resources of the lifelong learner in Medical Imaging.

**Program Outcomes**

Upon completion of the Medical Imaging program, the student will be able to:

- exhibit professionalism in a variety of health care milieus.
- take part in quality management roles and procedures.

- synthesize theoretical principles necessary to perform specialized imaging procedures.
- compare cultural, ethnic, gender and lifestyle differences amongst the population.
- determine effective verbal and written communication skills when interacting with patients, colleagues and peers.

### Philosophy

The discipline of Medical Imaging focuses on the pictorial representation of the temporal, contextual and spatial states of being. Pictorial states of being reflect the individual's state of physical health. Pictorial representations are necessary to affirm health and/or illness. The creation of pictorial images requires a humanistic, liberally educated professional who is effectively, cognitively and technologically skilled in the production and interpretation of pictorial images.

### Curriculum Requirements

Admission to the Bachelor of Science in Medical Imaging Program is limited to ARRT Registered Technologists (Radiography), board-eligible graduates of a JRCERT Accredited Program in Radiologic Technology, and/or current matriculating Clarkson College Radiologic Technology students. Board-eligible students must provide proof of certification from the ARRT within one year to remain in the program.

In order to complete the Bachelor of Science in Medical Imaging (MI) degree at Clarkson College, students must successfully complete a total of 126 semester hours. The hours must be distributed as follows:

- **General Education Courses = 42-46 semester hours** (The following courses compose the 26 hours: Anatomy, College Algebra, Introduction to Computers, English Composition I & II, Physiology and nine semester hours of Core Curriculum. Each of these courses needs to be completed with a "C" or above.)
- **General education Courses = 23-25 semester hours**
- **Support Courses = 6-8 semester hours** (at least 4 semester hours of Anatomy and four semester hours of Physiology)
- **Previous RT Coursework = 44 semester hours**
- **Medical Imaging Major Courses = 12 semester hours**
- **Medical Imaging Elective Courses = 18 semester hours**

### Service-Learning and Community Service Graduation Requirements

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## CURRICULUM PLAN OF REQUIRED COURSES FOR MEDICAL IMAGING

### General Education Courses and Clarkson College Core Curriculum

		Semester Hours
	General Education Courses	23-25
BU 102	Introduction to Computers	3
EN 101	English Composition I	3
EN 102	English Composition II or Literature	3
MA 120	College Algebra	3
HC 102	Health Care Communications*	3

HC 301	Western Humanities and the History of Health Care*	4
HC 315	Ethics in Health Care*	2
		<b>Total 44-46</b>

\*Nine semester hours must be completed at Clarkson College.

### Support Courses

		<b>Semester Hours</b>
BI 211	Anatomy*	3-4
BI 213	Physiology*	3-4
		<b>Total 6-8</b>

### OR

HC 200*	Health Care Science Update I and Validation Credit	3
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*\*Note: HC 200 Health Care Science Update I (3 semester hours) may be taken in place of BI 211 Anatomy (4 semester hours) and BI 213 Physiology (4 semester hours). Upon successful completion of HC 200 Health Care Science Update I, the student will receive 3 semester hours of earned coursework and 5 semester hours of validation credit.*

### Previous RT Coursework

	<b>Semester Hours</b>
Previous RT Coursework	44
	<b>Total 44</b>

### Major Courses

	<b>Semester Hours</b>	
MI 330	Pathophysiology	3
MI 410	Cross-Sectional Anatomy I	3
MI 411	Cross-Sectional Anatomy II	3
MI 445	Digital Imaging	3
		<b>Total 12</b>

### Elective Courses

All students, with the approval of their advisor, must choose 18 semester hours of Medical Imaging Elective Courses. The students will choose from the following electives:

	<b>Semester Hours</b>	
MI 303	Introduction to Medical Imaging	1
MI 312	Principles of Quality in Medical Imaging	3
MI 304	Pharmacology and Drug Administration	3
MI 385	CT Externship	3
MI 386	MRI Externship	3
MI 387	Angiography Externship	3
MI 388	Mammography Externship	3
MI 389	Quality Management Externship	3
MI 390	Digital Imaging and PACS Externship	3
MI 391	Bone Densitometry Externship	3
MI 415	Computed Tomography	3
MI 421	Principles of MRI Physics	3



MI 422	Principles of MRI Instrumentation	3
MI 423	Angiographic and Interventional Procedures	3
MI 427	Mammography	3
MI 432	Bone Densitometry	3
MI 441	Medical Imaging Department Management	3
MI 445	Digital Imaging Systems	3
MI 475	Advanced CT Externship	3
MI 476	Advanced MRI Externship	3
MI 477	Advanced Angiography Externship	3
MI 478	Advanced Mammography Externship	3
MI 479	Advanced Quality Management Externship	3
MI 480	Advanced PACS and Digital Imaging Externship	3
MI 481	Advanced Bone Densitometry Externship	3
MI 486	PACS and Imaging Informatics I	3
MI 487	PACS and Imaging Informatics II	3
MI 492	Independent Studies in Medical Imaging	1-4

### Medical Imaging Course Offerings/Semester

#### Fall Semester

MI 303	Introduction to Medical Imaging
MI 330	Pathophysiology
MI 410	Cross-Sectional Anatomy I
MI 415	Computed Tomography
MI 427	Mammography
MI 445	Digital Imaging Systems
MI 486	PACS and Imaging Informatics I
MI 385- 390	Externships
MI 475- 480	Advanced Externships

#### Summer Session

MI 304	Pharmacology and Drug Administration
MI 312	Quality in Medical Imaging
MI 422	Principles of MRI Instrumentation
MI 432	Bone Densitometry
MI 445	Digital Imaging Systems
MI 487	PACS and Imaging Informatics II
MI 385- 390	Externships
MI 475- 480	Advanced Externships

#### Spring Semester

MI 303	Introduction to Medical Imaging
MI 411	Cross-Sectional Anatomy II
MI 421	Principles of MRI Physics
MI 423	Angiography and Interventional Procedures
MI 441	Medical Imaging Department Management
MI 486	PACS and Imaging Informatics I
MI 487	PACS and Imaging Informatics II
MI 385- 390	Externships
MI 475- 480	Advanced Externships

### Summary

Students must complete at least 41 semester hours at Clarkson College. Once a student enrolls at Clarkson College, all coursework must be completed at the College.

**Total Semester Hours in Program 126**

### BACHELOR OF SCIENCE IN MEDICAL IMAGING COURSE DESCRIPTION

#### MI 303 Introduction to Medical Imaging

**1 semester hour**

*(1 hour theory per week)* This course introduces medical imaging as a profession and introduces the role of the professional Medical Imaging Technologist in the ever-

changing health care system. Roles of the imaging specialist, educator, manager and researcher are explored. The necessity for lifelong learning is explored professionally and personally. This course should be successfully completed within the first two semesters after a student is accepted into the MI program.

**MI 304 Pharmacology and Drug Administration** **3 semester hours**  
(3 hours theory per week) This course is designed to focus on the general principles for safe administration of pharmaceuticals. The science of medication administration is outlined stressing the assessment process, differences between many types of medications, patient trust and health promotion. The course continues by focusing on mathematics and calculations, and outlines the essential information for various drug groups.

**MI 308 Overview of Medical Imaging** **3 semester hours**  
This course is designed to provide an introduction to the field of diagnostic medical imaging. Department personnel, organization, and workflow will be discussed to help familiarize the student with the intricacies of this unique clinical setting. Basic x-ray physics and instrumentation as well as the various diagnostic imaging modalities will be discussed. The course also stresses the importance of radiation safety, ethics and legal considerations, as well as professionalism.

**MI 312 Principles of Quality in Medical Imaging** **3 semester hours**  
(2 hours theory and two hours lab per week) This course focuses on the many facets of quality surrounding medical imaging. Methodologies to determine, evaluate and enhance quality are compared and contrasted. Standards of various accreditation agencies and bodies, which interface with medical imaging, are applied to various practice situations.

**MI 330 Pathophysiology** **3 semester hours**  
(3 hours theory per week) This course is designed to correlate anatomy and physiology and relate normal body functioning to the physiologic changes that occur as a result of illness, as well as the body's remarkable ability to compensate for these changes. The course will be organized into three areas of focus based on the health-illness continuum: (1) control of normal body functions; (2) pathophysiology or alterations in body function; and (3) system or organ failure.

**MI 385 CT Externship** **3 semester hours**  
(12 hours clinical experience per week) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Computed Tomography examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.  
**Prerequisites:** MI 410, MI 411 and MI 415.

**MI 386 MRI Externship** **3 semester hours**  
(12 hours clinical experience per week) This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of Magnetic Resonance Imaging examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.  
**Prerequisites:** MI 410, MI 411 and MI 421.  
**Co-requisite:** MI 422.

**MI 387 Angiography Externship****3 semester hours**

*(12 hours clinical experience per week)* This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of angiographic examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are a requirement of the course.

**Prerequisites:** MI 410, MI 411 and MI 423.

**MI 388 Mammography Externship****3 semester hours**

*(12 hours clinical experience per week)* This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of mammographic examinations. Case studies, writing assignments and demonstration of prescribed competency examinations are requirements of the course.

**Prerequisites:** MI 410, MI 411 and MI 427.

**MI 390 Digital Imaging and PACS Externship****3 semester hours**

*(12 hours clinical experience per week)* This course is designed to provide students with hands-on experience in a supervised clinical setting. Working closely with a designated liaison, the student will apply concepts learned in their coursework to performance of digital imaging and PACS related procedures. The student will be exposed to a variety of issues and problems that will require them to contribute successful solutions. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course. This externship will be followed by the advanced level externship course MI 480.

**Prerequisites:** BU 102 and MI 445.

**Co-requisite:** MI 485 (with permission of externship coordinator or program director).

**MI 391 Bone Densitometry Externship****3 semester hours**

*(12 hours clinical experience per week)* This course is designed to provide students with hands-on experiences in a supervised clinical setting. The student will apply concepts learned in their coursework to the performance of bone densitometry procedures. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course.

**Prerequisites:** MI 432.

**MI 410 Cross-Sectional Anatomy I****3 semester hours**

*(3 hours theory per week and 6 hours lab)* Anatomical cross-sections of the human thorax, head and neck are presented to students using cadaver slices matched with comparable MR/CT images. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises.

**MI 411 Cross-Sectional Anatomy II****3 semester hours**

*(3 hours theory per week and 6 hours lab)* Anatomical cross-sections of the human abdomen, pelvis and extremities are presented to students using cadaver slices matched with comparable MR/CT images. Physiological considerations of major structures will also be addressed. Students practice and assess their identification skills through review exercises.

**MI 415 Computed Tomography****3 semester hours**

*(3 hours theory per week)* This course focuses on the theories, physics, application and instrumentation of Computed Tomography (CT) equipment. The student will examine and critique image analysis as a means in learning to evaluate images for correct technique, imaging protocols and identification of proper anatomy. The course will also examine and explore means of correcting poor images and artifact identification.

**MI 421 Principles of MRI Physics****3 semester hours**

*(3 hours theory per week)* This course details the physical and biological principles of Magnetic Resonance Imaging (MRI). A historical perspective leading to the development of MRI and an introduction of the fundamentals of electricity and magnetism will be presented. The process of MRI will be discussed in detail, beginning with the patient entering the room through the final developing of hard-copy films. This course will also present the latest imaging methods available in MRI as they evolve.

**MI 422 Principles of MRI Instrumentation****3 semester hours**

*(3 hours theory per week)* This course discusses the latest imaging methods in Magnetic Resonance Imaging (MRI). Spin echo, gradient imaging, angiography, echo planar imaging, and the use of contrast agents and artifacts in MRI will be discussed. Related anatomical and physiological changes in various health states as revealed in MRI will be emphasized, with particular attention given to the central nervous system, thorax, abdomen, pelvis and extremities. The course is comprehensive, in that it spans from an examination and exploration of human responses to MRI procedures, through to the administration of an MRI department.

**Prerequisite:** MI 421.

**MI 423 Angiographic and Interventional Procedures****3 semester hours**

*(3 hours theory per week)* This course focuses on angiographic and interventional procedures. The students will be exposed to the basics of sterile technique, recording systems, automatic injectors, contrast media, catheters and accessories. The principles of angiography (arteriography, venography and lymphography) are presented, along with critiques of radiographic images. A wide range of vascular and nonvascular interventional procedures are examined in detail.

**MI 427 Mammography****3 semester hours**

*(3 hours theory per week)* This course is designed to provide participants the requisite theories, concepts, and praxis in performing mammographic procedures. Patient positioning, quality control and necessary patient education, along with the critique of radiographic images, serve as the foci of this course. The course also introduces the process of mammography image analysis where the participants will evaluate various images for correct positioning, proper technique and undesired artifacts.

**MI 432 Bone Densitometry****3 semester hours**

*(3 hours theory per week)* This course focuses on the anatomy, physiology and pathology of the human structural support system. The course will focus on the history of bone densitometry, tracing the early roots of the modality all the way through its advancements in today's scanners. The course will cover bone anatomy in detail, down to its cellular components. Bone pathologies that are significant to bone densitometry will also be covered in detail with an emphasis on osteoporosis.

**MI 441 Medical Imaging Department Management****3 semester hours**

*(3 hours theory per week)* This course is designed for the student going into department supervision and management. The student will learn the basics of budgets, personnel scheduling, counseling, and administrative and leadership duties.

**MI 445 Digital Imaging Systems****3 semester hours**

*(3 hours theory per week)* This course explores the essential components of digital imaging systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

**MI 475 Advanced CT Externship****3 semester hours**

(12 hours clinical experience per week) The student will perform hands-on practice in computed tomography. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

**Prerequisites:** MI 415 and MI 385.

**MI 476 Advanced MRI Externship****3 semester hours**

(12 hours clinical experience per week) The student will perform hands-on practice in magnetic resonance imaging. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

**Prerequisites:** MI 421, MI 422 and MI 386.

**MI 477 Advanced Angiography Externship****3 semester hours**

(12 hours clinical experience per week) The student will perform hands-on practice in angiography. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

**Prerequisites:** MI 423 and MI 387.

**MI 478 Advanced Mammography Externship****3 semester hours**

(12 hours clinical experience per week) The student will perform hands-on practice in mammography. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

**Prerequisites:** MI 388 and MI 427.

**MI 480 Advanced PACS and Digital Imaging Externship****3 semester hours**

(12 hours clinical experience per week) The externship is the capstone to the PACS curriculum. This field experience will be under the supervision of designated administrators and Clarkson College faculty. This is an opportunity to apply classroom knowledge to real world use of a PACS system. During this course, the student will perform clinical hands-on practice in a supervised clinical setting and will put into practice the knowledge acquired in the PACS (MI 486 and MI 487) coursework. The student will be required to demonstrate competency for numerous procedures within the specialty area, focusing on both the routine and advanced including a wide variety of troubleshooting tasks that PACS administrators and managers experience.

**Prerequisites:** BU 102, MI 390, MI 445 and MI 485.

**Co-requisite:** MI 441.

**MI 481 Advanced Bone Densitometry Externship****3 semester hours**

(12 hours clinical experience per week) The student will perform clinical hands-on practice in bone densitometry. The student will obtain advanced clinical experience and will be required to demonstrate competency for numerous examinations within the specialty area, focusing on both routine and advanced procedures.

**Prerequisites:** MI 432 and MI 391

**3 semester hours****MI 486 PACS and Imaging Informatics I**

This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and components such as HIS, RIS, HL7, and DICOM. This course is offered during the Fall and Spring semesters.

**Prerequisites:** MI 445.

**Co-requisite:** MI 445.

**MI 487 PACS and Imaging Informatics II****3 semester hours**

This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and OR PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing, and troubleshooting are also covered. This course is offered during the Spring and Summer semesters.

**Prerequisites:** MI 446.

**MI 492 Independent Studies in Medical Imaging****1-4 semester hour(s)**

Study directed by a faculty person on a topic of the student's interest and the faculty member's expertise.

## **Certificate in Medical Imaging PACS Administrator**

**Assistant Director, Picture Archiving and Communication Systems (PACS)**

Nicole M. Hardin, M.S. R.T.(R)(M)

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**Note:** A PACS Administrator Certificate can be obtained through either the Medical Imaging or Health Care Business Informatics programs.

**Mission**

The Medical Imaging Picture Archiving and Communication Systems (PACS) program is designed to enhance the graduate's ability to succeed in today's informatics and radiology environments. The program focuses on both the technical and practical aspects of a PACS work environment. The program compliments a Bachelor of Science in Medical Imaging degree for professionals with a Radiology background or a Bachelor of Science in Health Care Business Informatics for professionals with computer or IT experience.

**Philosophy**

The overall success of the graduate is based on progressive integration of the curriculum and is followed with practical experience through externship experiences. Selection of coursework is based on the experience and background of the individual to ensure students can apply the knowledge with an externship in a related PACS environment. Traditional students, as well as distance students, can achieve this business knowledge through an interactive and motivational on-line learning environment.

**Outcomes**

Clarkson College recognizes the structural changes which have evolved in the health care informatics industry. Over the next decade, the way that patient care is delivered will continue to be forever changed due to digital imaging and PACS. Radiology and Informatics professionals working within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be efficient employees. Clarkson College has developed a PACS certificate for professionals interested in advancing their career. Upon completion of the certificate plan, the student will be able to:

- demonstrate professional, responsible and technical abilities as a PACS Administrator for health care agencies, both in traditional and non-traditional settings.

- create a solid foundation of knowledge for implementing a PACS system to assume the complex role of an administrator.
- examine theoretical knowledge and analytical abilities necessary to be prepared for a PACS position in the health care setting.
- identify system problems when dealing with a PACS system based on theories learned in the curriculum and externship experiences.
- practice cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in an administrator or management role.

## **CURRICULUM PLAN OF REQUIRED COURSES FOR CERTIFICATE IN MEDICAL IMAGING PACS ADMINISTRATOR**

	<b>Semester Hours</b>
BU 340 Management of Information Systems	3
HM 245 Electronic Medical Record	3
HM 353 Database Management and Networks	3
MI 390 Digital Imaging and PACS Externship*	3
MI 445 Digital Imaging Systems	3
MI 480 Advanced PACS and Digital Imaging Externship*	3
MI 486 PACS and Imaging Informatics I	3
MI 487 PACS and Imaging Informatics II	3
	<b>Total 24</b>
	<b>Total Semester Hours in Program 24</b>

\*Externships are clinical hands-on experiences in a supervised setting for a total of 180 hours (to be completed in a 12- to 15-week semester). The externships give students an opportunity to apply concepts learned in their coursework to the hands-on performance of digital imaging and PACS-related procedures.

## **CERTIFICATE IN MEDICAL IMAGING PACS ADMINISTRATOR COURSE DESCRIPTIONS**

For prerequisite requirements or additional course description information, please contact the Program Director.

### **BU 340 Management of Information Systems 3 semester hours**

This course examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services and programming languages.

### **HM 245 Electronic Medical Record 3 semester hour**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

### **HM 353 Database Management and Networks 3 semester hours**

This course is designed to introduce the fundamentals of databases. The students will develop skills in the design, construction, modification and use of databases. Structured Query Language (SQL) will be emphasized, as will (to a lesser extent) Microsoft Access. Special attention will be paid to issues surrounding the use of database technology on

the Web, including typical Web database uses, platform options and application server options and concepts.

**MI 390 Digital Imaging and PACS Externship** **3 semester hours**

This course is designed to provide students with hands-on experience in a supervised clinical setting. Working closely with a designated liaison, the student will apply concepts learned in their coursework to performance of digital imaging and PACS related procedures. The student will be exposed to a variety of issues and problems that will require them to contribute successful solutions. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course. This externship will be followed by the advanced level externship course MI 480.

**MI 441 Medical Imaging Department Management** **3 semester hours**

*(3 hours theory per week)* This course is designed for the student going into department supervision and management. The student will learn the basics of budgets, personnel scheduling, counseling and administrative and leadership duties.

**MI 445 Digital Imaging Systems** **3 semester hours**

*(3 hours theory per week)* This course explores the essential components of Digital Imaging Systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

**MI 480 Advanced PACS and Digital Imaging Externship** **3 semester hours**

The externship is the capstone to the PACS curriculum. This field experience will be under the supervision of designated administrators and Clarkson College faculty. This is an opportunity to apply classroom knowledge to real world use of a PACS system. During this course, the student will perform clinical hands-on practice in a supervised clinical setting and will put into practice the knowledge acquired in the PACS (MI 486 and MI 487) coursework. The student will be required to demonstrate competency for numerous procedures within the specialty area, focusing on both the routine and advanced including a wide variety of troubleshooting tasks that PACS administrators and managers experience.

**MI 486 PACS and Imaging Informatics I** **3 semester hours**

This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and components such as HIS, RIS, HL7, and DICOM. This course is offered during the Fall and Spring semesters.

**MI 487 PACS and Imaging Informatics II** **3 semester hours**

This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and OR PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing, and troubleshooting are also covered. This course is offered during the Spring and Summer semesters.



# Master of Science in Health Care Administration

## Director of Health Care Business and Health Information Management

Carla Dirkschneider, M.S., RHIA

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### Mission

The program will prepare students for leadership roles in health care delivery systems. The curriculum focuses on courses designed to facilitate learning and the application of strategies as leaders in defining business problems, assessing information, considering alternatives and choosing the best solution.

### Philosophy

The personal and professional success of the Master's student is based on the practical application of theory and experience. The coursework establishes the direction and area of specialization. This business knowledge is gained through an interactive and motivational learning environment.

### Outcomes

At the completion of this program, the graduate will:

1. demonstrate professional, responsible and innovative leadership for health care agencies, both in traditional and non-traditional settings.
2. establish a foundation for leadership based on advanced knowledge to assume the complex role of an administrator.
3. demonstrate theoretical knowledge and analytical abilities necessary to be prepared for leadership positions in the health care setting.
4. evaluate strategies based on concepts of leadership and management theory.
5. integrate cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in a leadership role.

### Online Curriculum

The Clarkson College online Master of Science degree is designed to be a flexible learning environment. Internet-based instruction offers interactive learning opportunities and comprehensive access to information and resources. Dedicated faculty are focused on student learning, which helps make online learning a productive and rewarding experience.

To complete a Master of Science in Health Care Administration (MHA) degree at Clarkson College, students must successfully complete a total of 36 semester hours. These hours must be distributed as follows:

- **Major Requirement Courses = 33 semester hours**
- **Culmination Experience = 3 semester hours**

### Service-Learning and Community Service Graduation Requirements

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## REQUIRED COURSES FOR HEALTH CARE ADMINISTRATOR (MHA) PROGRAM

**Major Requirement Courses** (33 semester hours)

	<b>Semester Hours</b>	<b>Duration</b>
MB 802 Health Care Delivery Systems and Managed Care	3	6 weeks
MB 803 Health Care Management Leadership	3	6 weeks
MB 804 Health Care Managerial Communications	3	6 weeks
MB 806 Managerial Finance for Health Care Leaders	3	6 weeks
MB 807 Health Care Strategic Management	3	6 weeks
MB 809 Health Care Business Law and Ethics	3	6 weeks
MB 810 Human Resources and Organizational Behavior	3	6 weeks
MB 822 Health Care Operations Management	3	6 weeks
MB 824 Health Care Marketing Effectiveness	3	6 weeks
MB 825 Quality Control and Regulatory Issues	3	6 weeks
MB 835 Project Management and Management of Information Systems	3	6 weeks
	<b>Total 33</b>	

**Culmination Experience** (3 semester hours)

	<b>Semester Hours</b>	<b>Duration</b>
MB 901 Culmination Experience	3	15 weeks
	<b>Total 3</b>	

**Total Semester Hours in Program 36****SAMPLE CURRICULUM PLAN FOR HEALTH CARE ADMINISTRATION (MHA) PROGRAM**

Classes will begin in the fall, spring and summer of each year. The following sample curriculum plan, based on the fall entry into the program and is provided to guide students in planning their college coursework. All courses are six weeks in duration, with the exception of the final culmination experience and internship, which is 15 weeks in duration.

***Note:** Sample curriculum plan is based on core requirement courses and the concentration courses in management (one year completion).*

**MAJOR REQUIREMENT COURSES**

<b>Fall Semester</b>	<b>Semester Hours</b>
MB 802 Health Care Delivery and Managed Care	3
MB 803 Health Care Management Leadership	3
MB 809 Health Care Business Law and Ethics	3
MB 825 Quality Control and Regulatory Issues	3
	<b>Total 12</b>

<b>Spring Semester</b>	<b>Semester Hours</b>
MB 804 Health Care Managerial Communications	3
MB 806 Health Care Managerial Finance	3
MB 822 Health Care Operations Management	3
MB 835 Project Management and Management	

Information Systems	3
	<b>Total 12</b>

<b>Summer Semester</b>	<b>Semester Hours</b>
MB 807 Health Care Strategic Management	3
MB 810 Human Resources and Organizational Behavior	3
MB 824 Health Care Marketing and Effectiveness	3
MB 901 Culmination Experience	3
	<b>Total 12</b>

**Grand Total Semester Hours 36**

### **HEALTH CARE ADMINISTRATION COURSE DESCRIPTIONS**

**MB 802 Health Care Delivery Systems and Managed Care 3 semester hours**  
 This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professionals and health services financing. HMOs, PPOs and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed. Primary focus throughout the continuum will be leadership challenges associated with access, quality and cost of care by investigating the delivery of quality care to consumers.

**MB 803 Health Care Management Leadership 3 semester hours**  
 This course provides students with an opportunity to integrate and apply the full range of leadership and skills used in the core courses. This course will also introduce new models of managerial leadership where the principles and practices of leadership characteristics and methods of leading are examined. The application of these models and skills will be stressed.

**MB 804 Health Care Managerial Communications 3 semester hours**  
 This course will develop the ability to effectively apply the interpersonal and organizational communication skills provided in course theory and practice. Students will be expected to demonstrate practical application of information in many ways including interpersonal, small group, organizational and public communication. Attitudes and behaviors will also be addressed in a variety of organizational and community situations which health care leaders must face.

**MB 806 Managerial Finance for Health Care Leaders 3 semester hours**  
 This course will cover the principles of financial and managerial finance. Students will learn the unique features of health care finance in a variety of settings. Interpretation of financial statements, budgeting and monitoring the financial health of the organization will be presented. Techniques of decentralizing accountability for containing costs will be explored.

***Prerequisites:** Undergraduate accounting or experience strongly recommended.*

**MB 807 Health Care Strategic Management 3 semester hours**  
 This course provides students with comprehensive attention to strategic practices necessary for future development and survival of a health care organization. Strategic planning and integrated marketing practices serve as the foundation of building a strong infrastructure for effective operations. How health care organizations relate to their external environment will help students to understand the forces that shape the organization under their leadership. The student will also learn how to foster external

and internal customer service practices for relationship building as well as support and execution of governance decisions.

*Prerequisites: MB 803 and MB 806.*

**MB 809 Health Care Business Law and Ethics** **3 semester hours**

This course provides various ethical frameworks and an overview of the U.S. legal system, as basis for analyzing health care issues that affect health care institutions, individual patients and health care providers. Overall legal-ethical issues common to health care administration are reviewed. Selected complex health care ethical dilemmas, such as right to life, right to die and health care allocation, are examined.

**MB 810 Human Resources and Organizational Behavior** **3 semester hours**

This course covers the fundamental principles and techniques of personnel administration. It is an examination of the management of human resources from a point of view of the personnel manager, operational manager and the employee. Motivational incentives, benefits and compensation packages will be explored to establish effective labor-management relations.

**MB 822 Health Care Operations Management** **3 semester hours**

This course explores the management of a health care organization's productive resources and the activities within its production systems. Tools for operations management will also be explored in various industries and within this theory, and then applied to the health care environment. Management tools such as capacity planning, facility layouts, queuing theory, critical path analysis and tools of project management will be discussed.

**MB 824 Health Care Marketing Effectiveness** **3 semester hours**

This course applies marketing concepts and approaches from the world of retail to parallel health care organizations. The marketing process will be presented with attention to understanding the consumer and "buyer behavior" using health care situations. Segmentation, research and the marketing mix using integrated planning model will be the prime focus of the course. Customer satisfaction will be used to determine the effectiveness of an organization's branding process while simultaneously promoting health-related products and services.

**MB 825 Quality Control and Regulatory Issues** **3 semester hours**

Leading and sustaining effective change efforts are a primary responsibility of leaders. This course will provide students with the tools and techniques of leading continuous quality improvement (CQI) of clinical and organizational efforts within a facility. An emphasis on how to develop the processes of in-depth investigation of various areas of internal operations will be presented. Specific focus will be on skill development associated with selecting and implementing various CQI tools. Students will demonstrate correct usage on a specific organizational change effort within a health care organization.

**MB 835 Project Management and Management Information Systems** **3 semester hours**

To come.

**MB 901 Culmination Experience** **3 semester hours**

Students will chose to complete a capstone project, internship or stimulation in this final culmination experience.

*Prerequisite: All major courses.*

# **Bachelor of Science in Health Care Business with major in Health Information Management**

## **Director of Health Care Business and Health Information Management**

Carla Dirkschneider, M.S., RHIA

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### **Mission**

The Bachelor of Science in Health Care Business with a major in Health Information Management (HIM) is designed to develop the knowledge, leadership and critical-thinking skills for individuals to become successful in the health information management field. In support of the Clarkson College mission statement, the program is designed to uphold the values of learning, caring, commitment, integrity and excellence as we provide effective and high-quality education to meet the needs of the community.

### **Program Goals**

The goals of the Bachelor of Science in Health Care Business HIM major program are to:

1. demonstrate professional verbal and written communication skills when interacting with colleagues, patients, caregivers and the public.
2. demonstrate knowledge of the fundamental, theoretical and analytical skills necessary to prepare students for a career in health information management.
3. offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement.
4. develop professional, responsible and innovative leaders for the health and business communities who possess excellent critical thinking skills.
5. demonstrate the ability to use available technology for presentation, analysis of data and other business practice needs.
6. foster an attitude of professionalism in health information management students.
7. provide an educational opportunity for HIM professionals and others within the community.
8. produce graduates who meet the entry-level competencies of AHIMA and promote professional growth.
9. retain faculty members involved in ongoing education and professional growth.
10. demonstrate an understanding of responsible and fair resource utilization in health information management careers.

### **Curriculum Requirements**

In order to complete a Bachelor of Science in Health Care Business Health Information Management (HIM) major degree at Clarkson College, students must successfully complete a total of 129 semester hours. These hours must be distributed as follows:

- **General Education = 21 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 13 semester hours.**
- **Business Major Core Courses = 42 semester hours.**
- **Health Information Major Courses = 53 semester hours.**

**REQUIRED COURSES FOR BACHELOR OF SCIENCE IN HEALTH CARE BUSINESS  
WITH MAJOR IN HEALTH INFORMATION MANAGEMENT (HCBHM) PROGRAM**

**General Education Courses** (21 semester hours)

		<b>Semester Hours</b>
EN 101	English Composition I	3
EN 102	English Composition II or Literature, 100 level or higher	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	2
MA 120	College Algebra	3
ST 310	Statistics	3
		<b>Total 21</b>

**Support Courses** (13 semester hours)

		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
BU 104	Basic Computer Applications	3
HM 224	Anatomy and Physiology for HIM	4
HM 304	Pharmacology and Drug Administration	3
		<b>Total 13</b>

**Business Major Core Courses** (42 semester hours)

		<b>Semester Hours</b>
BU 200	Principles of Microeconomics	3
BU 202	Macroeconomics	3
BU 207	Principles of Accounting I	3
BU 209	Principles of Accounting II	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 306	Principles of Management	3
BU 320	Human Resource Management	3
BU 326	Principles of Marketing	3
BU 340	Management of Information Systems	3
BU 344	Business Finance	3
BU 371	Organizational Behavior	3
BU 414	Project Design and Management	3
BU 442	Strategic Planning	3
		<b>Total 42</b>

**Health Information Management Major Courses** (53 semester hours)

		<b>Semester Hours</b>
BU 309	Medical Billing and Reimbursement	3
BU 355	Compliance Issues	3
BU 466	Health Care Delivery and Managed Care	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 155	Clinical Practice I	1
HM 230	Coding I	3

HM 245	Electronic Medical Record	3
HM 256	Health Care Statistics	1
HM 321	Disease Process I	3
HM 322	Disease Process II	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 350	Health Care Data Systems	3
HM 353	Database Management and Networks	3
HM 366	Clinical Practice II	3
HM 430	Coding IV	3
HM 475	Research Methods	3
HM 496	Internship	3
		<b>Total 53</b>

**Total Semester Hours in Program 129**

**Service-Learning and Community Service Graduation Requirements**

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

**SAMPLE CURRICULUM PLAN FOR BACHELOR OF SCIENCE IN HEALTH CARE BUSINESS WITH MAJOR IN HEALTH INFORMATION MANAGEMENT PROGRAM**

**FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
EN 101	English Composition I	3
HC 102	Health Care Communications	3
HM 150	Health Care Concepts	3
MA 120	College Algebra	3
		<b>Total 15</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 104	Basic Computer Applications	3
BU 202	Principles of Macroeconomics	3
HM 155	Clinical Practice I	1
HM 224	Anatomy and Physiology for HIM	4
ST 310	Statistics	3
		<b>Total 14</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
HM 105	Medical Terminology	3
EN 102	English Composition II or Literature, 100 level or higher	3
		<b>Total 6</b>

**SOPHOMORE YEAR****Fall Semester**

	<b>Semester Hours</b>
BU 207 Principles of Accounting I	3
BU 306 Principles of Management	3
BU 353 Database Management and Networks	3
BU 414 Project Design and Management	3
HM 322 Disease Process II	3
<b>Total</b>	<b>15</b>

**Spring Semester**

	<b>Semester Hours</b>
BU 200 Principles of Microeconomics	3
BU 209 Principles of Accounting II	3
BU 211 Business and Health Law	3
BU 320 Human Resource Management	3
HM 230 Coding I	3
<b>Total</b>	<b>15</b>

**Summer Semester**

	<b>Semester Hours</b>
BU 309 Medical Billing and Reimbursement	3
BU 340 Management of Information Systems	3
HM 321 Disease Process I	3
<b>Total</b>	<b>9</b>

**JUNIOR YEAR****Fall Semester**

	<b>Semester Hours</b>
BU 326 Principles of Marketing	3
BU 344 Business Finance	3
BU 371 Organizational Behavior	3
HM 304 Pharmacology and Drug Administration	3
HM 331 Coding II	3
<b>Total</b>	<b>15</b>

**Spring Semester**

	<b>Semester Hours</b>
BU 210 Business Communications	3
BU 355 Compliance Issues	3
BU 466 Health Care Delivery and Managed Care	3
HM 256 Health Care Statistics	1
HM 332 Coding III	3
<b>Total</b>	<b>13</b>

**Summer Semester**

	<b>Semester Hours</b>
BU 245 Electronic Medical Record	3
HM 350 Health Care Data Systems	3
HM 366 Clinical Practice II	3
<b>Total</b>	<b>9</b>



## SENIOR YEAR

### Fall Semester

	Semester Hours
BU 442 Strategic Planning	3
HC 301 Western Humanities and the History of Health Care	4
HC 315 Issues in Health Care	2
HM 430 Coding IV	3
<b>Total</b>	<b>12</b>

### Spring Semester

	Semester Hours
HM 496 Internship	3
HM 475 Research Methods	3
<b>Total</b>	<b>6</b>

**Grand Total Semester Hours 129**

## HEALTH CARE BUSINESS WITH MAJOR IN HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS

### **BU 102 Introduction to Computers**

**3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

### **BU 104 Basic Computer Applications**

**3 semester hours**

This course is to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office software is used as the standard for this course.

*Prerequisite: BU 102.*

### **BU 200 Principles of Microeconomics**

**3 semester hours**

This course is a study of microeconomic theory as it applies to supply and demand, allocation of resources income distribution, differentiation of market types, profits and incentives and the application.

### **BU 202 Principles of Macroeconomics**

**3 semester hours**

This course is a study of macroeconomic theory as it applies to the Gross Domestic Product, money and banking, inflation, unemployment, analysis of aggregate economic activity, fiscal policy, international banking, trade, health care and aggregate economic theory.

### **BU 202.50 International Macroeconomics**

**3 semester hours**

A study of macroeconomic theory comes to life in this academic travel. The basic principles of Gross Domestic Product, unemployment, inflation and global economic policy will be covered, as well as how they apply to international trade, health care and aggregate economic theory.

*Note: This course may be substituted for BU 202.*

### **BU 207 Principles of Accounting I**

**3 semester hours**

This course focuses on the recording of business transactions and understanding the effects of those transactions upon the accounting equation. The world of business consists of all the activities necessary to provide the members of an economic system

with goods and services. Additionally, students will be introduced to reading, preparing and understanding financial statements used for decision-making.

**BU 209 Principles of Accounting II**

**3 semester hours**

This course builds upon the knowledge obtained from Principles of Accounting I. The emphasis is on recording and understanding the effects of business transactions on the accounting equation related to long-term assets and the financing of those assets. Students will learn about debt and equity financing, analyze the flow of cash in a business and use ratio analysis to assess the strength and financial health of companies for decision-making.

*Prerequisite: BU 207.*

**BU 210 Business Communications**

**3 semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing and cross-cultural communication are examined. Additionally, students study the job search process, how meetings are conducted, personality typing, and negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

*Prerequisite: BU 104.*

**BU 211 Business and Health Law**

**3 semester hours**

This course focuses on the local, state and federal laws that impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

**BU 306 Principles of Management**

**3 semester hours**

This course focuses on the study of managerial roles including planning, organizing, leading and controlling. Specific topics include an examination of organizational culture and design, decision making, environmental assessment, strategic planning, human resources, and motivation. Application of management concepts to real health care entities is stressed.

**BU 309 Medical Billing and Reimbursement**

**3 semester hours**

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed.

*Prerequisite: HC 102, BU 102 and HM 150; BU 306 is recommended.*

**BU 320 Human Resources Management**

**3 semester hours**

Human Resources Management focuses on the principles and techniques of personnel administration. This includes regulatory, legal and ethical issues in human resources management, as well as practical application.

*Prerequisite: BU 306.*

**BU 326 Principles of Marketing**

**3 semester hours**

This class is the study of theory and application of the marketing mix, with emphasis on marketing healthcare services internally and externally. Each component of the marketing mix will be examined separately as well as the interactive nature of

components. We will include the impact of qualitative and quantitative data analysis on marketing decisions.

**Prerequisite:** BU 306.

**BU 340 Management of Information Systems**

**3 semester hours**

This course examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services and programming languages.

**Prerequisite:** BU 104, BU 204 and HM 350.

**BU 344 Business Finance**

**3 semester hours**

This course presents the financial models of organizations including financial statement analysis, working-capital management, sources of financing, costs and cost behavior, budgeting and capital investment decisions. Issues unique to the health care industry will be discussed and analyzed.

**Prerequisite:** BU 207 and BU 209.

**BU 355 Compliance Issues**

**3 semester hours**

This course provides an introduction to the healthcare regulatory environment, including a review of federal fraud and abuse laws, Anti-kickback, Stark, HIPAA, Sarbanes/Oxley and JCAHO standards. You will learn the essential elements of an effective compliance program and the tools necessary to implement a health care compliance program.

**Prerequisite:** HM 150, HM 350 and BU 211.

**BU 371 Organizational Behavior**

**3 semester hours**

This course focuses on the theories and practices of organizational behavior. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team-building are studied. Case studies are used to enhance the learning experience.

**Prerequisite:** BU 306 and BU 320.

**BU 414 Project Design and Management**

**3 semester hours**

Students will learn project management in this course. Concepts of planning, resource allocation, design, implementation and assessment of various tools and software programs will be used in the project management processes.

**Prerequisite:** BU 104, BU 351 and BU 371.

**BU 442 Strategic Planning**

**3 semester hours**

This course examines the use of several strategic management tools to formulate, implement, and evaluate cross-functional decisions that enable an organization to achieve its objectives. This course is designed to integrate all previous courses in business to arrive at overall decision-making within an organization.

**Prerequisite:** Senior standing.

**BU 466 Health Care Delivery Systems and Managed Care**

**3 semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professions and health services financing. HMO, PPO and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

**Prerequisite:** BU 309.

**HM 105 Medical Terminology****3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

**HM 150 Health Care Concepts****3 semester hours**

This is an introductory course into the health information management profession. Included in this course are: an introduction to the health information management profession; methods to access and retrieve health data and patient records; the various indexes, registers and coding and reimbursement systems encountered in the health care setting; and an introduction to the legal aspects in health information management.

**HM 155 Clinical Practice I****1 semester hour**

Clinical experience is used to provide students the opportunity to practice the skills learned within the program curriculum. This clinical experience will include release of information, birth certificates, filing, master patient index, admissions and quantitative analysis in the acute care setting.

*Prerequisites:* HM 105, HM 150 and HM 224.

**HM 224 Anatomy and Physiology for HIM****4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite:* HM 105 or taking concurrent.

**HM 230 Coding I: Foundation of Coding****3 semester hours**

This course is an introduction to the nationally approved code sets. This includes use of the manuals and the basic principles of selecting codes to describe services, supplies and conditions.

*Prerequisites:* HM 105, HM 150 and HM 224.

**HM 245 Electronic Medical Record****3 semester hour**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

**HM 256 Health Care Statistics****1 semester hour**

This course is the study of the methods/formulas for computing and preparing statistical reports in the health care setting. Emphasis will be placed on descriptive statistics and presenting statistical data.

*Prerequisites:* HM 105, BU 104 and MA 120.

**HM 304 Pharmacology and Drug Administration****3 semester hours**

This course is a study of pharmacological concepts and practices including theory and practice of drug administration. Legal and ethical issues of medication are also covered.

*Prerequisites:* HM 105 and HM 224.

**HM 321 & 322 Disease Process I & II****3 semester hours each**

These courses are designed to study the nature and causes of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures,

complications, treatment, management, prognosis and advanced medical terminology. Through class discussion and assigned case studies, students apply their knowledge and utilize their critical thinking and problem-solving abilities. The classes are organized by body system and do not need to be taken in consecutive order.

**Prerequisites:** *HM 105 and HM 224.*

**HM 331 & 332 Coding II & III: Principles of Coding 3 semester hours each**

These courses begin a detailed examination of coding systems across a continuum of health care settings. The student's comprehensive knowledge of coding, terminology, anatomy and physiology, disease process and pharmacology will come into play in identifying all services, supplies and conditions described in sample patient documentation. These classes need to be taken in consecutive order.

**Prerequisites:** *HM 230, HM 304, HM 321 and HM 322.*

**HM 350 Health Care Data Systems 3 semester hours**

This course is the study of the healthcare code sets, clinical terminologies, and classification systems encountered in today's health care environment. Special attention will be paid to issues surrounding the latest advances in health care data management, health care informatics and the electronic medical record.

**Prerequisites:** *BU 102 and HM 150.*

**HM 353 Database Management and Networks 3 semester hours**

This course is designed to introduce the fundamentals of databases. The students will develop skills in the design, construction, modification and use of databases. Structured Query Language (SQL) will be emphasized, as will (to a lesser extent) Microsoft Access. Special attention will be paid to issues surrounding the use of database technology on the Web, including typical Web database uses, platform options and application server options and concepts.

**Prerequisites:** *BU 102 and BU 104.*

**HM 366 Clinical Practice II 3 semester hours**

This clinical experience will provide students an opportunity to practice the skills learned within the program curriculum. Students will gain experience in all types of healthcare settings. This is a capstone course for the Associate's degree; these students will prepare for and take the comprehensive examination.

**Prerequisite:** *This course will be taken in the final semester of the senior year.*

**HM 430 Coding IV: Advanced Coding 3 semester hours**

This class is a practicum in advanced coding, technology and strategies.

**Prerequisite:** *HM 331.*

**HM 475 Research Methods 3 semester hours**

This course is designed to study the methods and techniques for presenting statistical data. Students will study the research process including developing a hypothesis, reviewing literature, and developing and implementing a research project.

**Prerequisites:** *HM 256 and ST 310.*

**HM 496 Professional Practice Experience/ Internship 3 semester hours**

This course provides field experience in a health care organization under the supervision of selected health care administrators and faculty. This is an opportunity to apply classroom knowledge to real-world business with an emphasis on health care.

**Prerequisite:** *Last semester of study and permission of the Director.*

*Note: Students may be required to meet certain health and safety standards set by the agency providing the internship.*

## **Bachelor of Science in Health Care Business with major in Informatics**

### **Director of Health Care Business and Health Information Management**

Carla Dirkschneider, M.S., RHIA

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### **Purpose**

The program is designed to prepare graduates for additional career opportunities and advancement within the health care informatics profession.

### **Mission**

The program for the Bachelor of Science in Health Care Business with a major in Informatics provides a learning environment that encompasses computer information technology and applies it to the medical field. The program is designed to develop knowledge, leadership and technical skills so that individuals can advance in business and health care environments. The PACS certificate courses compliment the Bachelor degree coursework.

### **Program Outcomes**

Upon completion of the program, the student will be able to:

- demonstrate professional, responsible and technical abilities as business professional for health care agencies, both in traditional and non-traditional settings.
- demonstrate professional verbal and written communication skills when interacting with colleagues, and health care providers and the public.
- examine theoretical knowledge and analytical abilities necessary to be prepared for a professional business informatics position in the health care setting.
- identify system problems when dealing with an informatics system based on theories learned in the curriculum and externship experiences.
- practice cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in an informatics administrator or management role.

### **Philosophy**

The overall success of the graduate is based on progressive integration of the curriculum and is followed with practical experience through the Mission of the College. Selection of coursework is based on the experience and background of the individual to ensure students can apply the knowledge that they may already have, and build on that foundation if so desired. Traditional students, as well as distance students, can achieve this business knowledge through an interactive and motivational on-line learning environment.

### **Curriculum Requirements**

In order to complete a Bachelor of Science in Health Care Business Informatics major degree at Clarkson College, students must successfully complete a total of 128 semester hours. These hours must be distributed as follows:

- **General Education = 40 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculums)
- **Business Major Courses = 48 semester hours**
- **PACS Concentration Courses = 21 semester hours**
- **Elective Courses = 19 semester hours** (at least 13 semester hours of elective credit can be chosen from the general education or business electives at Clarkson College, approved transfer credits or dual degree credits in the 2+2 programs)

**Service-Learning and Community Service Graduation Requirements**

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

**Sample Curriculum Plan**

A student pursuing the Bachelor of Science in Health Care Business Informatics major must complete a minimum of 128 semester hours. The following is a sample plan based on a two-plus-two format. Individual student's plan may vary depending on the number of courses transferred into the Program.

**REQUIRED COURSES FOR HEALTH CARE BUSINESS WITH MAJOR IN INFORMATICS PROGRAM**

**General Education Courses (40 semester hours)**

	<b>Semester Hours</b>
BU 102 Introduction to Computers	3
BU 104 Basic Computer Applications	3
BU 204 Advanced Computer Applications	3
EN 101 English Composition I	3
EN 102 English Composition II or Literature, 100 level or higher	3
HC 301 Western Humanities and the History of Health Care	4
HC 315 Issues in Health Care	2
HM 105 Medical Terminology	3
HM 224 Anatomy and Physiology for HIM	4
HM 245 Electronic Medical Record	3
MA 120 College Algebra	3
ST 310 Statistics	3
	<b>Total 40</b>

**Major Core Courses (48 semester hours)**

	<b>Semester Hours</b>
BU 207 Principles of Accounting I	3
BU 209 Principles of Accounting II	3
BU 210 Business Communications	3
BU 211 Business and Health Law	3
BU 306 Principles of Management	3
BU 309 Medical Billing and Reimbursement	3
BU 340 Management of Information Systems	3
BU 344 Business Finance	3

BU 355	Compliance Issues	3
BU 371	Organizational Behavior	3
BU 414	Project Design and Management	3
BU 442	Strategic Planning	3
BU 466	Health Care Delivery Systems and Managed Care	3
HM 301	Overview of Coding and Reimbursement Applications	3
HM 350	Health Care Data Systems	3
HM 353	Database Management and Networks	3
		<b>Total 48</b>

**PACS Concentration Courses** (18 semester hours)

		<b>Semester Hours</b>
MI 308	Overview of Medical Imaging	3
MI 390	Digital Imaging and PACS Externship	3
MI 445	Digital Imaging Systems	3
MI 480	Advanced Digital Imaging and PACS Externship	3
MI 486	PACS and Imaging Informatics I	3
MI 487	PACS and Imaging Informatics II	3
		<b>Total 18</b>

**Health Care Business Electives** (22 semester hours)

		<b>Semester Hours</b>
	Electives	16
BU 200	Principles of Microeconomics*	3
BU 202	Principles of Macroeconomics*	3
		<i>*These courses are suggested for 6 semester hours.</i>
		<b>Total 22</b>

**Total Semester Hours in Program 128**

**SAMPLE CURRICULUM PLAN FOR HEALTH CARE BUSINESS WITH MAJOR IN INFORMATICS PROGRAM**

**FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	4
HM 245	Electronic Medical Records	3
		<b>Total 13</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 104	Basic Computer Applications	3
EN 101	English Composition I	3
MA 120	College Algebra	3
ST 310	Statistics	3
		<b>Total 12</b>



<b>Summer Semester</b>		<b>Semester Hours</b>
HC 102	Health Care Communications	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	2
		<b>Total 9</b>

## **SOPHOMORE YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 204	Advanced Computer Applications	3
BU 207	Principles of Accounting I	3
BU 306	Principles of Management	3
BU 309	Medical Billing and Reimbursement	3
		<b>Total 12</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 209	Principles of Accounting II	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
HM 353	Database Management and Networks	3
	Elective	2
		<b>Total 14</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
EN 102	English Composition II or Literature, 100 level or higher	3
BU 340	Management of Information Systems	3
HM 301	Overview of Coding and Reimbursement Applications	3
		<b>Total 9</b>

## **JUNIOR YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 344	Business Finance	3
BU 371	Organizational Behavior	3
BU 414	Project Design and Management	3
HM 350	Health Care Data Systems	3
	Elective	2
		<b>Total 14</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 200	Principles of Microeconomics*	3
BU 355	Compliance Issues	3
BU 466	Health Care Delivery Systems and Managed Care	3
MI 308	Overview of Medical Imaging	3
		3
		<b>Total 12</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
BU 442	Strategic Planning	3
MI 445	Digital Imaging Systems	3
	Elective	3
		<b>Total 9</b>

### **SENIOR YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 202	Principles of Macroeconomics*	3
MI 390	Digital Imaging and PACS Externship	3
MI 486	PACS and Imaging Informatics I	3
	Elective	3
		<b>Total 12</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
MI 480	Advanced Digital Imaging and PACS Externship	3
MI 487	PACS and Imaging Informatics II	3
	Electives	9
		<b>Total 15</b>

*\*These courses are suggested for 6 semester hours.*

**Grand Total Semester Hours 128**

### **HEALTH CARE BUSINESS WITH MAJOR IN INFORMATICS COURSE DESCRIPTIONS**

#### **BU 102 Introduction to Computers 3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

#### **BU 104 Basic Computer Applications 3 semester hours**

This course is to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office software is used as the standard for this course.

**Prerequisite:** BU 102.

#### **BU 200 Principles of Microeconomics 3 semester hours**

This course is a study of microeconomic theory as it applies to supply and demand, allocation of resources income distribution, differentiation of market types, profits and incentives and the application.

#### **BU 202 Principles of Macroeconomics 3 semester hours**

This course is a study of macroeconomic theory as it applies to the Gross Domestic Product, money and banking, inflation, unemployment, analysis of aggregate economic activity, fiscal policy, international banking, trade, health care and aggregate economic theory.

#### **BU 202.50 International Macroeconomics 3 semester hours**

A study of macroeconomic theory comes to life in this academic travel. The basic principles of Gross Domestic Product, unemployment, inflation and global economic

policy will be covered, as well as how they apply to international trade, health care and aggregate economic theory.

*Note: This course may be substituted for BU 202.*

**BU 204 Advanced Computer Applications**

**3 semester hours**

Using general computer applications, this course is designed to teach advanced features of Microsoft Word, Excel, Access and Power Point software. The information created in one application can be shared with other applications; thus, packaging of materials for presentation will be covered in depth.

*Prerequisite: BU 104.*

**BU 207 Principles of Accounting I**

**3 semester hours**

This course focuses on the recording of business transactions and understanding the effects of those transactions upon the accounting equation. The world of business consists of all the activities necessary to provide the members of an economic system with goods and services. Additionally, students will be introduced to reading, preparing and understanding financial statements used for decision-making.

**BU 209 Principles of Accounting II**

**3 semester hours**

This course builds upon the knowledge obtained from Principles of Accounting I. The emphasis is on recording and understanding the effects of business transactions on the accounting equation related to long-term assets and the financing of those assets. Students will learn about debt and equity financing, analyze the flow of cash in a business and use ratio analysis to assess the strength and financial health of companies for decision-making.

*Prerequisite: BU 207.*

**BU 210 Business Communications**

**3 semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing and cross-cultural communication are examined. Additionally, students study the job search process, how meetings are conducted, personality typing, and negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

*Prerequisite: BU 104.*

**BU 211 Business and Health Law**

**3 semester hours**

This course focuses on the local, state and federal laws that impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

**BU 306 Principles of Management**

**3 semester hours**

This course focuses on the study of managerial roles including planning, organizing, leading and controlling. Specific topics include an examination of organizational culture and design, decision making, environmental assessment, strategic planning, human resources, and motivation. Application of management concepts to real health care entities is stressed.

**BU 309 Medical Billing and Reimbursement**

**3 semester hours**

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and

claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed.

**Prerequisite:** HC 102, BU 102 and HM 150; BU 306 is recommended.

**BU 340 Management of Information Systems** **3 semester hours**

This course examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services and programming languages.

**Prerequisite:** BU 104, BU 204 and HM 350.

**BU 344 Business Finance** **3 semester hours**

This course presents the financial models of organizations including financial statement analysis, working-capital management, sources of financing, costs and cost behavior, budgeting and capital investment decisions. Issues unique to the health care industry will be discussed and analyzed.

**Prerequisite:** BU 207 and BU 209.

**BU 355 Compliance Issues** **3 semester hours**

This course provides an introduction to the healthcare regulatory environment, including a review of federal fraud and abuse laws, Anti-kickback, Stark, HIPAA, Sarbanes/Oxley and JCAHO standards. You will learn the essential elements of an effective compliance program and the tools necessary to implement a health care compliance program.

**Prerequisite:** HM 150, HM 350 and BU 211.

**BU 371 Organizational Behavior** **3 semester hours**

This course focuses on the theories and practices of organizational behavior. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team-building are studied. Case studies are used to enhance the learning experience.

**Prerequisite:** BU 306 and BU 320.

**BU 414 Project Design and Management** **3 semester hours**

Students will learn project management in this course. Concepts of planning, resource allocation, design, implementation and assessment of various tools and software programs will be used in the project management processes.

**Prerequisite:** BU 104, BU 351 and BU 371.

**BU 442 Strategic Planning** **3 semester hours**

This course examines the use of several strategic management tools to formulate, implement, and evaluate cross-functional decisions that enable an organization to achieve its objectives. This course is designed to integrate all previous courses in business to arrive at overall decision-making within an organization.

**Prerequisite:** Senior standing.

**BU 466 Health Care Delivery Systems and Managed Care** **3 semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professions and health services financing. HMO, PPO and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

**Prerequisite:** BU 309.

**HM 105 Medical Terminology****3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

**HM 224 Anatomy and Physiology for HIM****4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite:* HM 105 or taking concurrent.

**HM 245 Electronic Medical Records****3 semester hours**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

**HM 301 Overview of Coding and Reimbursement****Applications****3 semester hours**

This class is an overview of coding for non-Health Information Management professionals. The overview includes coding systems and reimbursement methodologies most commonly used in the current health care environment.

**HM 350 Health Care Data Systems****3 semester hours**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

*Prerequisites:* BU 102 and HM 150.

**HM 353 Database Management and Networks****3 semester hours**

This course is designed to introduce the fundamentals of databases. The students will develop skills in the design, construction, modification and use of databases. Structured Query Language (SQL) will be emphasized, as will (to a lesser extent) Microsoft Access. Special attention will be paid to issues surrounding the use of database technology on the Web, including typical Web database uses, platform options and application server options and concepts.

*Prerequisites:* BU 102 and BU 104.

**MI 308 Overview of Medical Imaging****3 semester hours**

This course is designed to provide an introduction to the field of diagnostic medical imaging. Department personnel, organization, and workflow will be discussed to help familiarize the student with the intricacies of this unique clinical setting. Basic x-ray physics and instrumentation as well as the various diagnostic imaging modalities will be discussed. The course also stresses the importance of radiation safety, ethics and legal considerations, as well as professionalism.

**MI 390 Digital Imaging and PACS Externship****3 semester hours**

This course is designed to provide students with hands-on experience in a supervised clinical setting. Working closely with a designated liaison, the student will apply concepts

learned in their coursework to performance of digital imaging and PACS related procedures. The student will be exposed to a variety of issues and problems that will require them to contribute successful solutions. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course. This externship will be followed by the advanced level externship course MI 480.

**MI 441 Medical Imaging Department Management** **3 semester hours**  
(3 hours theory per week) This course is designed for the student going into department supervision and management. The student will learn the basics of budgets, personnel scheduling, counseling and administrative and leadership duties.

**MI 445 Digital Imaging Systems** **3 semester hours**  
(3 hours theory per week) This course explores the essential components of Digital Imaging Systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

**MI 480 Advanced PACS and Digital Imaging Externship** **3 semester hours**  
The externship is the capstone to the PACS curriculum. This field experience will be under the supervision of designated administrators and Clarkson College faculty. This is an opportunity to apply classroom knowledge to real world use of a PACS system. During this course, the student will perform clinical hands-on practice in a supervised clinical setting and will put into practice the knowledge acquired in the PACS (MI 486 and MI 487) coursework. The student will be required to demonstrate competency for numerous procedures within the specialty area, focusing on both the routine and advanced including a wide variety of troubleshooting tasks that PACS administrators and managers experience.

**MI 486 PACS and Imaging Informatics I** **3 semester hours**  
This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and components such as HIS, RIS, HL7, and DICOM. This course is offered during the Fall and Spring semesters.

**MI 487 PACS and Imaging Informatics II** **3 semester hours**  
This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and OR PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing, and troubleshooting are also covered. This course is offered during the Spring and Summer semesters.

## **Bachelor of Science in Health Care Business with major in Management**

### **Director of Health Care Business and Health Information Management**

Carla Dirkschneider, M.S., RHIA

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**Mission**

The program for the Bachelor of Science in Health Care Business with a major in Management is designed to develop the knowledge, leadership and critical thinking skills for individuals to become successful in business and health care work environments. The minor in Health Care Business Management complements any major program in a health care related field and provides the fundamental knowledge and the professionalism needed to apply basic business principles.

**Philosophy**

The personal and professional success of the business student is based on the integration of curriculum with practical application experience. Selection of coursework is based on the needs of the individual to ensure students can apply the knowledge with a capstone internship in a related business environment. Traditional students as well as distance students can achieve this business knowledge through an interactive and motivational learning environment.

**Outcomes**

Clarkson College recognizes the structural changes which have evolved in the health care industry. Over the next decade, many health care roles will be redefined, others eliminated, and others created. Health care professionals serving within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be productive employees. Clarkson College has developed a Bachelor of Science in Health Care Business with a major in Management and a minor in Health Care Business Management for all other majors.

Upon completion of the degree plan, the student will be able to:

- demonstrate professional, responsible and innovative leadership for health care agencies, both in traditional and non-traditional settings
- establish a foundation for leadership based on advanced knowledge to assume the complex role of an administrator.
- demonstrate theoretical knowledge and analytical abilities necessary to be prepared for leadership positions in the health care setting.
- evaluate strategies based on concepts of leadership and management theory.
- integrate cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in a leadership role.

**Outcome Measures**

Through the monitoring of current health care and economic trends, the student will be better equipped to make practical application of the theoretical information taught in the classroom. Sources of evaluation will include:

- Evaluations that review the established criteria of the coursework, including exams, research papers and presentations.
- Evaluations and feedback through employer surveys used in the internship program.
- Student's written communications and oral presentations to increase self-confidence and knowledge of theoretical application.
- Course assessment by grades and performance evaluations. In addition, it is by continual review of the student's progress each semester that the instructor begins to see an increase in knowledge and the adaptation of this knowledge. The capstone internship incorporates the application of fundamental theories and skills learned in the classroom.

**Dual Degree Curriculum**

The Bachelor of Science degree in Health Care Business major at Clarkson College provides the opportunity for those students who have completed an associate degree to

expand their career opportunities in the health care field. The Bachelor of Science degree in Health Care Business Management major has a minimum requirement of 129 semester hours. A maximum of 70 semester hours earned in an associate degree may be transferred to meet the requirements for the Bachelor of Science in Health Care Business Management major program.

In addition to transfer credits, Clarkson College has two dual degree options that will allow the associate degree obtained at Clarkson College to be used directly as electives in the bachelor's degree program. The two options are:

- Dual Degree: Associate of Science degree in Physical Therapist Assistant/Bachelor of Science degree in Health Care Business Management (137 total credit hours).
- Associate of Science degree in Health Information Management/Bachelor of Science degree in Health Care Business Management major (129 total credit hours).

### Curriculum Requirements

In order to complete a Bachelor of Science in Health Care Business Management major degree at Clarkson College, students must successfully complete a total of 129 semester hours. These hours must be distributed as follows:

- **General Education = 27 semester hours** (which must include 9 semester hours of the Clarkson College Core Curriculums)
- **Support Courses = 16 semester hours**
- **Business Major Courses = 45 semester hours**
- **Health Care Business Courses = 27 semester hours**
- **Elective Courses = 14 semester hours** (at least 14 semester hours of elective credit can be chosen from the general education or business electives at Clarkson College, approved transfer credits or dual degree credits in the Dual Degree programs)

### REQUIRED COURSES FOR HEALTH CARE BUSINESS WITH MAJOR IN MANAGEMENT PROGRAM

#### General Education Courses (27 semester hours)

		<b>Semester Hours</b>
EN 101	English Composition I	3
EN 102	English Composition II or Literature, 100 level or higher	3
HC 301	Western Humanities and the History of Health Care	4
HC 315	Issues in Health Care	2
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
SO 101	Introduction to Sociology	3
ST 310	Statistics	3
	<b>Total</b>	<b>27</b>

#### Support Courses (16 semester hours)

		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
BU 104	Basic Computer Applications	3
BU 204	Advanced Computer Applications	3



HM 224	Anatomy and Physiology for HIM	4
HM 301	Overview of Coding and Reimbursement	3
		<b>Total 16</b>

**Business Major Core Courses** (45 semester hours)

		<b>Semester Hours</b>
BU 200	Principles of Microeconomics	3
BU 202	Principles of Macroeconomics	3
BU 207	Principles of Accounting I	3
BU 209	Principles of Accounting II	3
BU 210	Business Communications	3
BU 211	Business and Health Law	3
BU 306	Principles of Management	3
BU 320	Human Resource Management	3
BU 326	Principles of Marketing	3
BU 329	Health Care Operations Management	3
BU 340	Management of Information Systems	3
BU 344	Business Finance	3
BU 371	Organizational Behavior	3
BU 414	Project Design and Management	3
BU 442	Strategic Planning	3
		<b>Total 45</b>

**Business Major Courses** (27 semester hours)

		<b>Semester Hours</b>
BU 309	Medical Billing and Reimbursement	3
BU 355	Compliance Issues	3
BU 420	Long-Term Care	3
BU 466	Health Care Delivery and Managed Care	3
BU 470	Issues and Policies in Public Health	3
BU 496	Internship	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 353	Database Management and Networks	3
		<b>Total 27</b>

Health Care Business Electives	14
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**Total Semester Hours in Program 129**

**Service-Learning and Community Service Graduation Requirements**

30 hours (23 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

**\*Note:** Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.

**SAMPLE CURRICULUM PLAN FOR HEALTH CARE BUSINESS WITH MAJOR IN MANAGEMENT PROGRAM**

**FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
EN 101	English Composition I	3
HC 102	Health Care Communications	3
MA 120	College Algebra	3
PY 101	Introduction to Psychology	3
		<b>Total 15</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 104	Basic Computer Applications	3
BU 202	Principles of Macroeconomics	3
HM 224	Anatomy and Physiology for HIM	4
ST 310	Statistics	3
	Elective	3
		<b>Total 16</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
HM 105	Medical Terminology	3
EN 102	English Composition II or Literature, 100 level or higher	3
		<b>Total 6</b>

**SOPHOMORE YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 204	Advanced Computer Applications	3
BU 207	Principles of Accounting I	3
BU 306	Principles of Management	3
BU 326	Principles of Marketing	3
HM 150	Health Care Concepts	3
		<b>Total 15</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 200	Principles of Microeconomics	3
BU 209	Principles of Accounting II	3
BU 211	Business and Health Law	3
BU 320	Human Resource Management	3
		<b>Total 12</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
BU 309	Medical Billing and Reimbursement	3
HM 301	Overview of Coding and Reimbursement	3
	Elective	3
		<b>Total 9</b>

**JUNIOR YEAR****Fall Semester**

	<b>Semester Hours</b>
BU 344 Business Finance	3
BU 353 Database Management and Networks	3
BU 371 Organizational Behavior	3
HC 301 Western Humanities History in Health Care	4
Elective	3
	<b>Total 16</b>

**Spring Semester**

	<b>Semester Hours</b>
BU 210 Business Communications	3
BU 355 Compliance Issues	3
BU 466 Health Care Delivery and Managed Care	3
Elective	3
	<b>Total 12</b>

**Summer Semester**

	<b>Semester Hours</b>
BU 329 Health Care Operations Management	3
BU 340 Management of Information Systems	3
BU 420 Long-Term Care	3
	<b>Total 9</b>

**SENIOR YEAR****Fall Semester**

	<b>Semester Hours</b>
BU 414 Project Design and Management	3
BU 442 Strategic Planning	3
HC 315 Issues in Health Care	2
SO 101 Introduction to Sociology	3
	<b>Total 11</b>

**Spring Semester**

	<b>Semester Hours</b>
BU 470 Issues and Policies in Public Health	3
BU 496 Professional Practice Experience/ Internship	3
Elective	2
	<b>Total 8</b>

**Grand Total Semester Hours 129**

**HEALTH CARE BUSINESS WITH MAJOR IN MANAGEMENT COURSE DESCRIPTIONS**

**BU 102 Introduction to Computers****3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

**BU 104 Basic Computer Applications****3 semester hours**

This course is to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office software is used as the standard for this course.

**Prerequisite:** BU 102.

**BU 200 Principles of Microeconomics** **3 semester hours**

This course is a study of microeconomic theory as it applies to supply and demand, allocation of resources income distribution, differentiation of market types, profits and incentives and the application.

**BU 202 Principles of Macroeconomics** **3 semester hours**

This course is a study of macroeconomic theory as it applies to the Gross Domestic Product, money and banking, inflation, unemployment, analysis of aggregate economic activity, fiscal policy, international banking, trade, health care and aggregate economic theory.

**BU 202.50 International Macroeconomics** **3 semester hours**

A study of macroeconomic theory comes to life in this academic travel. The basic principles of Gross Domestic Product, unemployment, inflation and global economic policy will be covered, as well as how they apply to international trade, health care and aggregate economic theory.

**Note:** This course may be substituted for BU 202.

**BU 204 Advanced Computer Applications** **3 semester hours**

Using general computer applications, this course is designed to teach advanced features of Microsoft Word, Excel, Access and Power Point software. The information created in one application can be shared with other applications; thus, packaging of materials for presentation will be covered in depth.

**Prerequisite:** BU 104.

**BU 207 Principles of Accounting I** **3 semester hours**

This course focuses on the recording of business transactions and understanding the effects of those transactions upon the accounting equation. The world of business consists of all the activities necessary to provide the members of an economic system with goods and services. Additionally, students will be introduced to reading, preparing and understanding financial statements used for decision-making.

**BU 209 Principles of Accounting II** **3 semester hours**

This course builds upon the knowledge obtained from Principles of Accounting I. The emphasis is on recording and understanding the effects of business transactions on the accounting equation related to long-term assets and the financing of those assets. Students will learn about debt and equity financing, analyze the flow of cash in a business and use ratio analysis to assess the strength and financial health of companies for decision-making.

**Prerequisite:** BU 207.

**BU 210 Business Communications** **3 semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing and cross-cultural communication are examined. Additionally, students study the job search process, how meetings are conducted, personality typing, and negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

**Prerequisite:** BU 104.

**BU 211 Business and Health Law****3 semester hours**

This course focuses on the local, state and federal laws that impact business operations of health care delivery. Special emphasis will be given to those laws that directly affect the development of health care businesses and the laws which affect health care delivery such as the Americans with Disabilities Act (ADA), the Civil Rights Act of 1964, Organ Donation Legislation, Informed Consent Legislation and the Health Insurance Portability and Accountability Act (HIPAA).

**BU 306 Principles of Management****3 semester hours**

This course focuses on the study of managerial roles including planning, organizing, leading and controlling. Specific topics include an examination of organizational culture and design, decision making, environmental assessment, strategic planning, human resources, and motivation. Application of management concepts to real health care entities is stressed.

**BU 309 Medical Billing and Reimbursement****3 semester hours**

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed.

*Prerequisite:* HC 102, BU 102 and HM 150; BU 306 is recommended.

**BU 320 Human Resources Management****3 semester hours**

Human Resources Management focuses on the principles and techniques of personnel administration. This includes regulatory, legal and ethical issues in human resources management, as well as practical application.

*Prerequisite:* BU 306.

**BU 326 Principles of Marketing****3 semester hours**

This class is the study of theory and application of the marketing mix, with emphasis on marketing healthcare services internally and externally. Each component of the marketing mix will be examined separately as well as the interactive nature of components. We will include the impact of qualitative and quantitative data analysis on marketing decisions.

*Prerequisite:* BU 306.

**BU 329 Operations Management****3 semester hours**

This course focuses on the theories and practices of operations management in relation to health care. Product, process and service design will help to develop organizational action plans, implement customer service initiatives and develop protocols to help foster organizational success.

**BU 340 Management of Information Systems****3 semester hours**

This course examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services and programming languages.

*Prerequisite:* BU 104, BU 204 and HM 350.

**BU 344 Business Finance****3 semester hours**

This course presents the financial models of organizations including financial statement analysis, working-capital management, sources of financing, costs and cost behavior, budgeting and capital investment decisions. Issues unique to the health care industry will be discussed and analyzed.

*Prerequisite:* BU 207 and BU 209.

**BU 355 Compliance Issues****3 semester hours**

This course provides an introduction to the healthcare regulatory environment, including a review of federal fraud and abuse laws, Anti-kickback, Stark, HIPAA, Sarbanes/Oxley and JCAHO standards. You will learn the essential elements of an effective compliance program and the tools necessary to implement a health care compliance program.

*Prerequisite:* HM 150, HM 350 and BU 211.

**BU 371 Organizational Behavior****3 semester hours**

This course focuses on the theories and practices of organizational behavior. Individual and group behaviors in organizations are addressed. Organizational dynamics and development of work environments that foster successful team-building are studied. Case studies are used to enhance the learning experience.

*Prerequisite:* BU 306 and BU 320.

**BU 414 Project Design and Management****3 semester hours**

Students will learn project management in this course. Concepts of planning, resource allocation, design, implementation and assessment of various tools and software programs will be used in the project management processes.

*Prerequisite:* BU 104, BU 351 and BU 371.

**BU 420 Long Term Care****3 semester hours**

This course is designed for the student going into the Long Term Care field and/or management. There are distinct differences in managing Long Term Care facilities compared to other hospital and healthcare institutions. The student will learn the fundamentals of management in the LTC arena. This course also focuses on how to work with the culture, clients, families and regulatory constraints that play a part in the Long Term Care environment.

**BU 442 Strategic Planning****3 semester hours**

This course examines the use of several strategic management tools to formulate, implement, and evaluate cross-functional decisions that enable an organization to achieve its objectives. This course is designed to integrate all previous courses in business to arrive at overall decision-making within an organization.

*Prerequisite:* Senior standing.

**BU 466 Health Care Delivery Systems and Managed Care****3 semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professions and health services financing. HMO, PPO and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

*Prerequisite:* BU 309.

**BU 470 Issues and Policies in Public Health****3 semester hours**

This course focuses on current health policy issues and public health. Students will learn about the origins and development of the public health system. They will also learn how the US health system is organized at the federal, state, and local levels. Additionally, public health activities, such as epidemiological investigations, biomedical research, environmental assessment, policy development will be explored. Finally, students will learn how health policy is created and some current health policy issues that legislators are struggling with including the rise in health care expenditures, the nursing shortage, malpractice premiums, health insurance reform, and tax status for nonprofit hospitals.

*Prerequisites:* BU 309 and BU 466.

**BU 496 Professional Practice Experience/Internship**      **3 semester hours**

This course provides field experience in a health care organization under the supervision of selected health care administrators and faculty. This is an opportunity to apply classroom knowledge to real-world business with emphasis on health care.

*Prerequisite:* Last semester of study and permission of the Director.

*Note:* Students may be required to meet certain health and safety standards set by the agency providing the internship.

**HM 105 Medical Terminology**      **3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

**HM 150 Health Care Concepts**      **3 semester hours**

This is an introductory course into the health information management profession. Included in this course are: an introduction to the health information management profession; methods to access and retrieve health data and patient records; the various indexes, registers and coding and reimbursement systems encountered in the health care setting; and an introduction to the legal aspects in health information management.

**HM 224 Anatomy and Physiology for HIM**      **4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite:* HM 105 or taking concurrent.

**HM 301 Overview of Coding and Reimbursement Applications**      **3 semester hours**

This class is an overview of coding for non-Health Information Management professionals. The overview includes coding systems and reimbursement methodologies most commonly used in the current health care environment.

**HM 353 Database Management and Networks**      **3 semester hours**

This course is designed to introduce the fundamentals of databases. The students will develop skills in the design, construction, modification and use of databases. Structured Query Language (SQL) will be emphasized, as will (to a lesser extent) Microsoft Access. Special attention will be paid to issues surrounding the use of database technology on the Web, including typical Web database uses, platform options and application server options and concepts.

*Prerequisites:* BU 102 and BU 104.

## **Health Care Business Minor**

**Director of Health Care Business and Health Information Management**

Carla Dirkschneider, M.S., RHIA

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In conjunction with any Clarkson College degree program, students may earn a business minor.

## Curriculum Requirements

Twenty-one semester hours of foundation courses provide you with general business knowledge. The business minor foundation courses may also be applied toward General Education electives.

		<b>Semester Hours</b>
BU 204	Advanced Computer Applications	3
BU 207	Principles of Accounting I	3
BU 210	Business Communications	3
BU 306	Principles of Management	3
BU 326	Principles of Marketing	3
	Electives	6
		<b>Total 21</b>

***Note:** The Health Care Business Management Program Director can assist you and your advisor in developing a degree plan to incorporate the business minor.*

## HEALTH CARE BUSINESS MINOR COURSE DESCRIPTIONS

### **BU 204 Advanced Computer Applications**

**3 semester hours**

Using general computer applications, this course is designed to teach advanced features of Microsoft Word, Excel, Access and Power Point software. The information created in one application can be shared with other applications; thus, packaging of materials for presentation will be covered in depth.

***Prerequisite:** BU 104.*

### **BU 207 Principles of Accounting I**

**3 semester hours**

This course focuses on the recording of business transactions and understanding the effects of those transactions upon the accounting equation. The world of business consists of all the activities necessary to provide the members of an economic system with goods and services. Additionally, students will be introduced to reading, preparing and understanding financial statements used for decision-making.

### **BU 210 Business Communications**

**3 semester hours**

This course is an introduction to business communication. Topics such as writing styles, research methods, report writing and cross-cultural communication are examined. Additionally, students study the job search process, how meetings are conducted, personality typing, and negotiating and technological devices that assist in business communication. Oral reporting and presentation skill are also covered.

***Prerequisite:** BU 104.*

### **BU 306 Principles of Management**

**3 semester hours**

This course focuses on the study of managerial roles including planning, organizing, leading and controlling. Specific topics include an examination of organizational culture and design, decision making, environmental assessment, strategic planning, human resources, and motivation. Application of management concepts to real health care entities is stressed.

### **BU 326 Principles of Marketing**

**3 semester hours**

This class is the study of theory and application of the marketing mix, with emphasis on marketing healthcare services internally and externally. Each component of the marketing mix will be examined separately as well as the interactive nature of



components. We will include the impact of qualitative and quantitative data analysis on marketing decisions.

**Prerequisite:** BU 306.

## Associate of Science in Health Information Management

### Director of Health Care Business and Health Information Management

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### Mission

The Associate of Science in Health Information Management (HIM) is designed to provide a highly motivated, critical-thinking individual with an understanding of patient and organizational needs. In support of the Clarkson College mission statement, the program is designed to uphold the values of learning, caring, commitment, integrity and excellence as we provide effective and high-quality education to meet the needs of the community.

### Program Goals

The goals of the Associate Program are to:

1. demonstrate professional verbal and written communication skills when interacting with colleagues, patients, caregivers and the public.
2. demonstrate knowledge of the fundamental, theoretical and analytical skills necessary to prepare students for a career in health information management.
3. offer a high-quality, comprehensive curriculum based upon continuous assessment and quality improvement.
4. develop professional, responsible and innovative leaders for the health and business communities who possess excellent critical thinking skills.
5. demonstrate the ability to use available technology for presentations, analysis of data and other business practice needs.
6. foster an attitude of professionalism in health information management students.
7. provide an educational opportunity for HIM professionals and others within the community.
8. produce graduates who meet the entry-level competencies of AHIMA.
9. retain faculty members involved in ongoing education and professional growth.
10. demonstrate an understanding of responsible and fair resource utilization in health information management careers.

### Curriculum Requirements

In order to complete an Associate of Science in Health Information Management (HIM) degree at Clarkson College, students must successfully complete a total of 71 semester hours. These hours must be completed as follows:

- **General Education = 11 semester hours** (which must include 5 semester hours of the Clarkson College Core Curriculum).
- **Support Courses = 13 semester hours.**
- **Major Courses = 47 semester hours.**

## REQUIRED COURSES FOR ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT PROGRAM

### General Education Courses (11 semester hours)

		<b>Semester Hours</b>
EN 101	English Composition I	3
HC 102	Health Care Communications	3
HC 315	Issues in Health Care	2
MA 120	College Algebra	3
	<b>Total 11</b>	

### Support Courses (13 semester hours)

		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
BU 104	Basic Computer Applications	3
HM 224	Anatomy and Physiology for HIM	4
HM 304	Pharmacology and Drug Administration	3
	<b>Total 13</b>	

### Business Major Core Courses (47 semester hours)

		<b>Semester Hours</b>
BU 211	Business and Health Law	3
BU 306	Principles of Management	3
BU 309	Medical Billing and Reimbursement	3
BU 355	Compliance Issues	3
BU 466	Health Care Delivery Systems and Managed Care	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 155	Clinical Practice I	1
HM 230	Coding I	3
HM 256	Health Care Statistics	1
HM 321	Disease Process I	3
HM 322	Disease Process II	3
HM 331	Coding II	3
HM 332	Coding III	3
HM 350	Health Care Data Systems	3
HM 366	Clinical Practice II	3
HM 430	Coding IV	3
	<b>Total 47</b>	

### Total Semester Hours in Program 71

#### Service-Learning and Community Service Graduation Requirements

15 hours (11 Service-Learning)\* of Clarkson College Service hours must be completed prior to graduation. Graduates who do not complete the required number of Service hours will not receive diplomas or transcripts, until the hours have been completed.

*\*Note: Service hours accrued beyond the minimum number of required service hours can be applied toward the requirements for the Maltese Cross Certificate or Medal.*

## **SAMPLE CURRICULUM PLAN FOR ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT PROGRAM**

The following sample curriculum plan is provided to guide students in planning their college coursework. This sample plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

### **FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 224	Anatomy and Physiology for HIM	4
HM 322	Disease Process II	3
		<b>Total 13</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
BU 104	Basic Computer Applications	3
HM 155	Clinical Practice I	1
HM 230	Coding I	3
HM 321	Disease Process I	3
		<b>Total 13</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
BU 309	Medical Billing and Reimbursement	3
		<b>Total 3</b>

### **SOPHOMORE YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
EN 101	English Composition I	3
HC 102	Health Care Communications	3
HM 331	Coding II	3
HM 350	Health Care Data Systems	3
		<b>Total 12</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
BU 211	Business and Health Law	3
BU 355	Compliance Issues	3
HC 315	Issues in Health Care	2
HM 332	Coding III	3
		<b>Total 11</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
HM 256	Health Care Statistics	1
MA 120	College Algebra	3
		<b>Total 4</b>

### **JUNIOR YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 306	Principles of Management	3
BU 466	Health Care Delivery Systems and Managed Care	3

HM 304	Pharmacology and Drug Administration	3
HM 430	Coding IV	3
		<b>Total 12</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HM 366	Directed Clinical Practice II	3
		<b>Total 3</b>

**Grand Total Semester Hours 71**

## **ASSOCIATE OF SCIENCE IN HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS**

### **BU 102 Introduction to Computers 3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

### **BU 104 Basic Computer Applications 3 semester hours**

This course is to build proficiency skills in the Microsoft Office software suite, including word processing, spreadsheet, database creation and presentation software applications. The current Microsoft Office software is used as the standard for this course.

*Prerequisite: BU 102.*

### **BU 306 Principles of Management 3 semester hours**

This course focuses on the study of managerial roles including planning, organizing, leading and controlling. Specific topics include an examination of organizational culture and design, decision making, environmental assessment, strategic planning, human resources, and motivation. Application of management concepts to real health care entities is stressed.

### **BU 309 Medical Billing and Reimbursement 3 semester hours**

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed.

*Prerequisite: HC 102, BU 102 and HM 150; BU 306 is recommended.*

### **BU 355 Compliance Issues 3 semester hours**

This course provides an introduction to the healthcare regulatory environment, including a review of federal fraud and abuse laws, Anti-kickback, Stark, HIPAA, Sarbanes/Oxley and JCAHO standards. You will learn the essential elements of an effective compliance program and the tools necessary to implement a health care compliance program.

*Prerequisite: HM 150, HM 350 and BU 211.*

### **BU 466 Health Care Delivery Systems and Managed Care 3 semester hours**

This course is an overview of the American health care system. It includes the study of the evolution and current state of health care services and insurance, health professions and health services financing. HMO, PPO and POS plans will be reviewed. Additionally, managed care functions and contracting will be discussed.

*Prerequisite: BU 309.*

**HM 105 Medical Terminology****3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

**HM 150 Health Care Concepts****3 semester hours**

This is an introductory course into the health information management profession. Included in this course are: an introduction to the health information management profession; methods to access and retrieve health data and patient records; the various indexes, registers and coding and reimbursement systems encountered in the health care setting; and an introduction to the legal aspects in health information management.

**HM 155 Clinical Practice I****1 semester hour**

Clinical experience is used to provide students the opportunity to practice the skills learned within the program curriculum. This clinical experience will include release of information, birth certificates, filing, master patient index, admissions and quantitative analysis in the acute care setting.

*Prerequisites: HM 105, HM 150 and HM 224.*

**HM 224 Anatomy and Physiology for HIM****4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite: HM 105 or taking concurrent.*

**HM 230 Coding I: Foundation of Coding****3 semester hours**

This course is an introduction to the nationally approved code sets. This includes use of the manuals and the basic principles of selecting codes to describe services, supplies and conditions.

*Prerequisites: HM 105, HM 150 and HM 224.*

**HM 256 Health Care Statistics****1 semester hour**

This course is the study of the methods/formulas for computing and preparing statistical reports in the health care setting. Emphasis will be placed on descriptive statistics and presenting statistical data.

*Prerequisites: HM 105, BU 104 and MA 120.*

**HM 304 Pharmacology and Drug Administration****3 semester hours**

This course is a study of pharmacological concepts and practices including theory and practice of drug administration. Legal and ethical issues of medication are also covered.

*Prerequisites: HM 105 and HM 224.*

**HM 321 & 322 Disease Process I & II****3 semester hours each**

These courses are designed to study the nature and causes of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis and advanced medical terminology. Through class discussion and assigned case studies, students apply their knowledge and utilize their critical thinking and problem-solving abilities. The classes are organized by body system and do not need to be taken in consecutive order.

*Prerequisites: HM 105 and HM 224.*

**HM 331 & 332 Coding II & III: Principles of Coding** **3 semester hours each**

These courses begin a detailed examination of coding systems across a continuum of health care settings. The student's comprehensive knowledge of coding, terminology, anatomy and physiology, disease process and pharmacology will come into play in identifying all services, supplies and conditions described in sample patient documentation. These classes need to be taken in consecutive order.

*Prerequisites: HM 230, HM 304, HM 321 and HM 322.*

**HM 350 Health Care Data Systems** **3 semester hours**

This course is the study of the healthcare code sets, clinical terminologies, and classification systems encountered in today's healthcare environment. Special attention will be paid to issues surrounding the latest advances in health care data management, health care informatics and the electronic medical record.

*Prerequisites: BU 102 and HM 150.*

**HM 366 Clinical Practice II** **3 semester hours**

This clinical experience will provide students an opportunity to practice the skills learned within the program curriculum. Students will gain experience in all types of healthcare settings. This is a capstone course for the Associate's degree; these students will prepare for and take the comprehensive examination.

*Prerequisite: This course will be taken in the final semester of the senior year.*

**HM 430 Coding IV: Advanced Coding** **3 semester hours**

This class is a practicum in advanced coding, technology and strategies.

*Prerequisite: HM 331.*

## **Certificate in Health Information Management**

### **Director of Health Care Business and Health Information Management**

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This program is for individuals who are interested in medical coding and reimbursement.

### **REQUIRED COURSES FOR CERTIFICATE IN HEALTH INFORMATION MANAGEMENT PROGRAM**

#### **Course Requirements (40 semester hours)**

	<b>Semester Hours</b>
BU 102 Introduction to Computers	3
BU 309 Medical Billing and Reimbursement	3
HM 105 Medical Terminology	3
HM 150 Health Care Concepts	3
HM 224 Anatomy and Physiology for HIM	4
HM 230 Coding I	3
HM 304 Pharmacology and Drug Administration	3
HM 321 Disease Process I	3
HM 322 Disease Process II	3
HM 331 Coding II	3

HM 332	Coding III	3
HM 350	Health Care Data Systems	3
HM 430	Coding IV	3
		<b>Total 40</b>

**Total Semester Hours in Program 40**

**Certification Review Courses**

These review courses are designed for experienced coders who are interested in taking the CPC or CPC-H examinations. Each class is an 80-hour review. The instructor has passed the American Academy of Professional Coders (AAPC) instructor approval exam. Clarkson College is an official site.

Upon completion of either review course, the student will earn 18 Continuing Education Units (CEUs).

**SAMPLE CURRICULUM PLAN FOR CERTIFICATE IN HEALTH INFORMATION MANAGEMENT PROGRAM**

The following sample curriculum plan is provided to guide students in planning their college coursework. This sample plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

After completion of the 40 semester hours, students are eligible to apply for a Clarkson College Certificate of Completion.

Once the 40 semester hours in the Certificate program have been completed, an additional 31 semester hours will fulfill the requirements for the Associate Degree in Health Information Management.

**FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 224	Anatomy and Physiology for HIM	4
		<b>Total 13</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HM 230	Coding I	3
HM 321	Disease Process I	3
HM 322	Disease Process II	3
		<b>Total 9</b>

<b>Summer Semester</b>		<b>Semester Hours</b>
BU 309	Medical Billing and Reimbursement	3
HM 350	Health Care Data Systems	3
		<b>Total 6</b>

## **SOPHOMORE YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
HM 304	Pharmacology and Drug Administration	3
HM 331	Coding II	3
		<b>Total 6</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HM 332	Coding III	3
		<b>Total 3</b>

<b>Fall Semester</b>		<b>Semester Hours</b>
HM 430	Coding IV	3
		<b>Total 3</b>

**Grand Total Semester Hours 40**

## **CERTIFICATE IN HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS**

### **BU 102 Introduction to Computers** **3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

### **BU 309 Medical Billing and Reimbursement** **3 semester hours**

This course will introduce policies, procedures, and laws that govern medical billing and reimbursement. A history of health insurance is presented as well as medical coding and claims processing guidelines. The reimbursement methods for clinics, hospitals, long-term care facilities, and home health agencies are also discussed.

*Prerequisite: HC 102, BU 102 and HM 150; BU 306 is recommended.*

### **HM 105 Medical Terminology** **3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

### **HM 150 Health Care Concepts** **3 semester hours**

This is an introductory course into the health information management profession. Included in this course are: an introduction to the health information management profession; methods to access and retrieve health data and patient records; the various indexes, registers and coding and reimbursement systems encountered in the health care setting; and an introduction to the legal aspects in health information management.

### **HM 224 Anatomy and Physiology for HIM** **4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite: HM 105 or taking concurrent.*



**HM 230 Coding I: Foundation of Coding****3 semester hours**

This course is an introduction to the nationally approved code sets. This includes use of the manuals and the basic principles of selecting codes to describe services, supplies and conditions.

*Prerequisites:* HM 105, HM 150 and HM 224.

**HM 304 Pharmacology and Drug Administration****3 semester hours**

This course is a study of pharmacological concepts and practices including theory and practice of drug administration. Legal and ethical issues of medication are also covered.

*Prerequisites:* HM 105 and HM 224.

**HM 321 & 322 Disease Process I & II****3 semester hours each**

These courses are designed to study the nature and causes of disease. This includes the study of the etiology, signs and symptoms, diagnostic evaluation procedures, complications, treatment, management, prognosis and advanced medical terminology. Through class discussion and assigned case studies, students apply their knowledge and utilize their critical thinking and problem-solving abilities. The classes are organized by body system and do not need to be taken in consecutive order.

*Prerequisites:* HM 105 and HM 224.

**HM 331 & 332 Coding II & III: Principles of Coding****3 semester hours each**

These courses begin a detailed examination of coding systems across a continuum of health care settings. The student's comprehensive knowledge of coding, terminology, anatomy and physiology, disease process and pharmacology will come into play in identifying all services, supplies and conditions described in sample patient documentation. These classes need to be taken in consecutive order.

*Prerequisites:* HM 230, HM 304, HM 321 and HM 322.

**HM 350 Health Care Data Systems****3 semester hours**

This course is the study of the healthcare code sets, clinical terminologies, and classification systems encountered in today's healthcare environment. Special attention will be paid to issues surrounding the latest advances in health care data management, health care informatics and the electronic medical record. *Prerequisites:* BU 102 and HM 150.

**HM 430 Coding IV: Advanced Coding****3 semester hours**

This class is a practicum in advanced coding, technology and strategies.

*Prerequisite:* HM 331.

## Foundations in Health Information Management Program

**Director of Health Care Business and Health Information Management**

Carla Dirkschneider, M.S., RHIA

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The program is designed for individuals with no coding experience. After completion of this 22 semester-hour program, students will be qualified for entry-level positions in health-related business such as billing clerks or patient access representatives. A Clarkson College Certificate will be awarded at the completion of 22 semester hours.

**Course Requirements (22 semester hours)**

		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 224	Anatomy and Physiology for HIM	4
HM 230	Coding I	3
HM 331	Coding II	3
HM 332	Coding III	3
		<b>Total 22</b>

**Total Semester Hours in Program 22****SAMPLE CURRICULUM PLAN FOR FOUNDATIONS IN HEALTH INFORMATION MANAGEMENT PROGRAM**

The following sample curriculum plan is provided to guide students in planning their college coursework. This sample plan is designed for a full-time student. All students should seek the advice of their advisor to plan/customize their degree plan.

**FRESHMAN YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
BU 102	Introduction to Computers	3
HM 105	Medical Terminology	3
HM 150	Health Care Concepts	3
HM 224	Anatomy and Physiology for HIM	4
		<b>Total 13</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HM 230	Coding I	3
		<b>Total 3</b>

**SOPHOMORE YEAR**

<b>Fall Semester</b>		<b>Semester Hours</b>
HM 331	Coding II	3
		<b>Total 3</b>

<b>Spring Semester</b>		<b>Semester Hours</b>
HM 332	Coding III	3
		<b>Total 3</b>

**Grand Total Semester Hours 22****FOUNDATIONS IN HEALTH INFORMATION MANAGEMENT COURSE DESCRIPTIONS****BU 102 Introduction to Computers** **3 semester hours**

This course examines the operation of computers from hardware to software. The Windows operating system will be thoroughly explored and learned. The course also offers an introduction to a wide variety of software applications as well as Internet history and operation.

**HM 105 Medical Terminology****3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

**HM 150 Health Care Concepts****3 semester hours**

This is an introductory course into the health information management profession. Included in this course are: an introduction to the health information management profession; methods to access and retrieve health data and patient records; the various indexes, registers and coding and reimbursement systems encountered in the health care setting; and an introduction to the legal aspects in health information management.

**HM 224 Anatomy and Physiology for HIM****4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

*Prerequisite:* HM 105 or taking concurrent.

**HM 230 Coding I: Foundation of Coding****3 semester hours**

This course is an introduction to the nationally approved code sets. This includes use of the manuals and the basic principles of selecting codes to describe services, supplies and conditions.

*Prerequisites:* HM 105, HM 150 and HM 224.

**HM 331 & 332 Coding II & III: Principles of Coding****3 semester hours each**

These courses begin a detailed examination of coding systems across a continuum of health care settings. The student's comprehensive knowledge of coding, terminology, anatomy and physiology, disease process and pharmacology will come into play in identifying all services, supplies and conditions described in sample patient documentation. These classes need to be taken in consecutive order.

*Prerequisites:* HM 230, HM 304, HM 321 and HM 322.

**Certificate in Health Care Business Informatics PACS Administrator****Assistant Director, Picture Archiving and Communication Systems (PACS)**

Nicole M. Hardin, M.S. R.T.(R)(M)

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*Note:* The PACS Administrator Certificate can be obtained through either the Medical Imaging or Health Care Business Informatics programs.

**Mission**

The Picture Archiving and Communication Systems (PACS) program is designed to enhance the graduate's ability to succeed in today's informatics and radiology environments. The program focuses on both the technical and practical aspects of a PACS work environment. The program compliments a Bachelor of Science in Medical

Imaging degree for professionals with a Radiology background or a Bachelor of Science in Health Care Business Informatics for professionals with computer or IT experience.

**Philosophy**

The overall success of the graduate is based on progressive integration of the curriculum and is followed with practical experience through externship experiences. Selection of coursework is based on the experience and background of the individual to ensure students can apply the knowledge with an externship in a related PACS environment. Traditional students, as well as distance students, can achieve this business knowledge through an interactive and motivational on-line learning environment.

**Outcomes**

Clarkson College recognizes the structural changes which have evolved in the health care informatics industry. Over the next decade, the way that patient care is delivered will continue to be forever changed due to digital imaging and PACS. Radiology and Informatics professionals working within the industry will be required to adjust to these environmental changes. Those entering the profession will be expected to possess new skills and talents to be efficient employees. Clarkson College has developed a PACS certificate for professionals interested in advancing their career. Upon completion of the certificate plan, the student will be able to:

- demonstrate professional, responsible and technical abilities as a PACS Administrator for health care agencies, both in traditional and non-traditional settings.
- create a solid foundation of knowledge for implementing a PACS system to assume the complex role of an administrator.
- examine theoretical knowledge and analytical abilities necessary to be prepared for a PACS position in the health care setting.
- identify system problems when dealing with a PACS system based on theories learned in the curriculum and externship experiences.
- practice cultural, economic, ethical, legal and professional standards along with responsible use of resource utilization in an administrator or management role.

**CURRICULUM PLAN OF REQUIRED COURSES FOR CERTIFICATES IN HEALTH CARE BUSINESS INFORMATICS PACS ADMINISTRATOR**

**Health Care Business Informatics PACS Administrator**

		<b>Semester Hours</b>
BU 340	Management of Information Systems	3
HM 105	Medical Terminology	3
HM 224	Anatomy and Physiology for HIM	4
HM 245	Electronic Medical Records	3
HM 353	Database Management and Networks	3
MI 308	Overview of Medical Imaging	3
MI 390	Digital Imaging and PACS Externship*	3
MI 445	Digital Imaging Systems	3
MI 480	Advanced PACS and Digital Imaging Externship*	3
<b>Total</b>		<b>34</b>
<b>Total Semester Hours in Program</b>		<b>34</b>

\*Externships are clinical hands-on experiences in a supervised setting for a total of 180 hours (to be completed in a 12- to 15-week semester). The externships give students an

opportunity to apply concepts learned in their coursework to the hands-on performance of digital imaging and PACS-related procedures.

## **CERTIFICATE IN HEALTH CARE BUSINESS INFORMATICS PACS ADMINISTRATOR COURSE DESCRIPTIONS**

For prerequisite requirements or additional course description information, please contact the Business Management PACS Director.

### **BU 340 Management of Information Systems 3 semester hours**

This course examines the use of information technologies in business and health care. Information processing is studied at a system level, including discussions of information technology, management information systems, information services and programming languages.

### **HM 105 Medical Terminology 3 semester hours**

This course introduces students to medical terminology using the basic rules for medical word-building. Classroom discussion and text provide an overview of a medical specialty, with their respective body system. Authentic medical records and critical thinking are used to help students interpret medical records.

### **HM 224 Anatomy and Physiology for HIM 4 semester hours**

The course is designed to teach important concepts about human anatomy and physiology in preparation for degree coursework. The course focuses on the structure of organs and their relationship to one another. The course also examines how organs function.

### **HM 245 Electronic Medical Records 3 semester hours**

One of the most unifying practices of modern health care delivery is centered around the development of the electronic medical record. This course offers a broad foundation in health care models and legal policy perspectives, multiple user information requirements, and strategies for mounting and managing organizational initiatives regarding the electronic medical record.

### **HM 353 Database Management and Networks 3 semester hours**

This course is designed to introduce the fundamentals of databases. The students will develop skills in the design, construction, modification and use of databases. Structured Query Language (SQL) will be emphasized, as will (to a lesser extent) Microsoft Access. Special attention will be paid to issues surrounding the use of database technology on the Web, including typical Web database uses, platform options and application server options and concepts.

### **MI 308 Overview of Medical Imaging 3 semester hours**

This course is designed to provide an introduction to the field of diagnostic medical imaging. Department personnel, organization, and workflow will be discussed to help familiarize the student with the intricacies of this unique clinical setting. Basic x-ray physics and instrumentation as well as the various diagnostic imaging modalities will be discussed. The course also stresses the importance of radiation safety, ethics and legal considerations, as well as professionalism.

### **MI 390 Digital Imaging and PACS Externship 3 semester hours**

This course is designed to provide students with hands-on experience in a supervised clinical setting. Working closely with a designated liaison, the student will apply concepts learned in their coursework to performance of digital imaging and PACS related

procedures. The student will be exposed to a variety of issues and problems that will require them to contribute successful solutions. Projects, writing assignments and demonstration of prescribed competency procedures are requirements of the course. This externship will be followed by the advanced level externship course MI 480.

### **MI 445 Digital Imaging Systems**

**3 semester hours**

*(3 hours theory per week)* This course explores the essential components of Digital Imaging Systems for a diagnostic imaging facility. The process of digital imaging will be discussed in detail, focusing on the various aspects from initial selection and purchase to analysis and quality control of the system. Legal and security issues will also be discussed.

**Pre-requisite:** MI 308.

**Co-requisite:** MI 308.

### **MI 480 Advanced PACS and Digital Imaging Externship**

**3 semester hours**

The externship is the capstone to the PACS curriculum. This field experience will be under the supervision of designated administrators and Clarkson College faculty. This is an opportunity to apply classroom knowledge to real world use of a PACS system. During this course, the student will perform clinical hands-on practice in a supervised clinical setting and will put into practice the knowledge acquired in the PACS (MI 486 and MI 487) coursework. The student will be required to demonstrate competency for numerous procedures within the specialty area, focusing on both the routine and advanced including a wide variety of troubleshooting tasks that PACS administrators and managers experience.

### **MI 486 PACS and Imaging Informatics I**

**3 semester hours**

This introductory course focuses on the role of the PACS administrator, process mapping, financial aspects of PACS procurement and project management skills. It also includes focus on computer networking and components such as HIS, RIS, HL7, and DICOM. This course is offered during the Fall and Spring semesters.

### **MI 487 PACS and Imaging Informatics II**

**3 semester hours**

This class is a continuation of PACS and Imaging Informatics I. This course focuses on the requirements and ergonomics of a reading room and OR PACS. Legal issues such as HIPAA and necessary safeguards, disaster recovery, acceptance testing, and troubleshooting are also covered. This course is offered during the Spring and Summer semesters.

## **Professional Development**

### **Director of Professional Development**

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### **Director of Service-Learning and Community Service**

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### **Director of Basic and Advanced Life Support**

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For assistance and/or more information about programs offered, please contact [professionaldevelopment@clarksoncollege.edu](mailto:professionaldevelopment@clarksoncollege.edu).

## **Mission**

The mission of the Office of Professional Development is to assist individuals in successfully acquiring and developing the knowledge, skills and values that will enhance their quality of life, improve their ability to acquire and sustain meaningful employment and promote their involvement in the community.

## **Objectives**

The Office of Professional Development seeks to provide leadership to help establish and support the development of successful partnerships with business companies and corporations, health care systems and alliances, academic and training institutions and the community at large.

- The Office seeks to provide College-sanctioned continuing education activities that meet accreditation standards established by sponsoring professional societies and organization.
- Direct and administer the Nebraska State Office of the American Council on Education College Credit Recommendation Service (ACE/CREDIT) as required by the American Council on Education (ACE).
- Design, implement, evaluate, direct and administer the Nurse Refresher Course, the Certified Nurse Aide course, the Certified Medication Aide course and the Paid Dining Assistant course.
- Design, implement, evaluate, direct and administer American Heart Association Basic and Advanced Life Support and First Aid Courses for the College, business/industry clients and community groups.
- Design, implement, evaluate, direct and administer Microsoft Office Specialist Training and Certification Testing as well as other business and health care related courses and testing.
- Assist College faculty and administrative staff in evaluating the effectiveness of meeting academic and continuing education program objectives/outcomes including participant satisfaction.
- Oversee service-learning and community service programs, funding and planning.

## **ACE/CREDIT**

Clarkson College serves as the Nebraska State Office for the American Council on Education (ACE) and College Credit Recommendation Service (CREDIT) program. ACE/CREDIT is administered by the Office of Professional Development.

## **College Credit Recommendation Service**

The College Credit Recommendation Service (CREDIT) Office, through the American Council on Education evaluates corporate training/educational programs to ensure the inclusion of college-level criteria and recommends college credit appropriate to the education.

## **Philosophy**

The Clarkson College Office of ACE believes that individuals who have successful experiences in the workplace have obtained valuable knowledge and skills that may qualify for college credit. The Clarkson College Office of ACE is committed to assisting individuals in the work setting earn a meaningful college degree with the completion of a minimal number of college courses by recommending credit for work/life experiences.

## **Objectives**

In order to accomplish its mission, the Clarkson College Office of ACE/CREDIT supports the following objectives:

- To appoint an academic team to conduct an evaluation for Nebraska companies who request evaluation of their training courses for college credit recommendations;
- To evaluate and recommend college credit for prior work experience following ACE guidelines;
- To evaluate and recommend college credit for prior military training following ACE and Service members Opportunity Colleges (SOC) guidelines;
- To provide portfolio training, evaluation and recommendations for appropriate college credit;
- To support programs that reduce the cost of earning a college education;
- To provide educational opportunities that complement an employee's work schedule;
- To support the awarding of educational credit through courses and seminars that enhance an employee's opportunities for advancement; and
- To encourage other higher education institutions to participate in ACE/ CREDIT programs.

### **ALLIED HEALTH CONTINUING EDUCATION**

The consistent development and delivery of quality continuing education programs that are relevant to allied health professionals and demonstrate a commitment to lifelong learning are offered. Theory, skills and practical application in a variety of topics are provided for the areas of Radiologic Technology, Medical Imaging and Physical Therapy.

### **BASIC LIFE SUPPORT AND FIRST AID FOR HEALTH CARE AND NON-HEALTH CARE PROFESSIONALS**

The initial BLS Healthcare Providers Course teaches CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). It's intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital for certified or noncertified, licensed or nonlicensed health care professionals. Upon successful completion of the written examination, the course participant will receive a two-year American Heart Association (AHA) certification card.

The renewal BLS Healthcare Providers Course renews health care providers who are current in American Heart Association health care provider training. The course provides a review of current AHA guidelines for basic life support. Successful completion of the course requires the participant to be able to demonstrate skills learned and pass the AHA examination for health care providers.

Health care provider courses are offered regularly at the Clarkson College campus. The staff will also make arrangements with organizations and businesses to provide training on-site (dependent upon instructor availability).

### **Heartsaver First Aid Course and the Heartsaver AED Course**

The Heartsaver First Aid Course and the Heartsaver AED Course provides the skills to effectively assess and maintain life from the critical minutes immediately following an emergency until the arrival of emergency medical services personnel. The course also provides corporations with a complete health and safety training solution for First Aid, CPR and AED.

### **CENTER FOR STRESS MANAGEMENT**

Through a series of training and coaching sessions, professionals, nurses, educators and students are taught a set of emotional management skills that help reduce stress in the



workplace, learn skills of self-care, work and communicate more effectively, and reignite their passion.

These tools will assist with:

- Taking charge of the situation in real time, keeping their "cool" even when everything around them is in chaos.
- Building strong relationships.
- Achieving a greater degree of personal balance and well-being.

### **What is HeartMath®?**

HeartMath® is based on research conducted by the Institute of HeartMath®, a recognized leader in the research on the role of the heart and positive emotions in health and performance. More than ten years of leading-edge research in neurocardiology, physiology, neuroimmunology, psychology, and physics create the foundation of these tools and techniques.

The Director of the Center for Stress Management, Brent Khan is certified by HeartMath® as a 1:1 Provider as well as a group trainer for the Qualified Instructor Program.

### **CONTINUING NURSING EDUCATION**

Continuing nursing education within the Office of Professional Development will contribute to the refinement, enhancement and maintenance of competence in nursing practice, theory, research, administration and training. It will be planned, implemented and evaluated according to perceived and observed needs. It should support professional and personal growth, further the nursing profession and promote self-directed learning. It will provide opportunity for increasing competence, thoughtfulness, ethics and compassion in nursing professionals, in a variety of nursing settings. Finally, it will be innovative, anticipating change in health care systems, technologies and society.

Continuing nursing education programs may include both theory and practice. Innovative practice, in accordance with established adult education principles, will be employed and learners will be encouraged to be actively involved in the learning process. Continuing nursing education will be planned to meet a variety of learning style needs, by providing stimulating, topical, informative and participatory learning experiences. Continuing nursing education will be delivered through convenient, affordable methods and systems to reduce barriers in attendance.

Clarkson College is an approved provider of continuing nursing education by the Nebraska Nurses Association (NNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation, Code#NE03-06C3. Iowa Provider #345.

### **HEALTH INFORMATION MANAGEMENT CONTINUING EDUCATION**

Continuing education is offered online, on-site and throughout the Midwest to advance an individual's career and knowledge in the Health Information Management (HIM) field. Courses are developed, implemented and evaluated to improve personal and professional growth and advancement. Theory, skills and practical application are provided to enhance competence in all aspects of health care business. Courses are appropriate for billers, coders, auditors, compliance officers, non-physician providers, managers and directors.

## **OFFICE OF SERVICE-LEARNING AND COMMUNITY SERVICE**

The idea of service operates under the principle that people are in health professions because they care for and value human life. It is the belief of Clarkson College that we learn and live the Values of the organization through service that provides the opportunity to care for and be committed to our fellow human beings.

The College defines service as College activities in which students, faculty and staff physically engage in personal relationships with some identified agency(ies) or individual(s) external to Clarkson College. The purpose of such stated relationships is for both parties to mutually benefit either through direct physical interaction or intellectual exchange.

Service-Learning is a teaching method that enhances learning and community involvement. It is a credit-bearing educational experience that provides the opportunity for hands-on application of classroom based learning.

Community Service is a non-credit bearing based experience in which students, faculty and staff provide needed service in support of Clarkson College Mission, Vision and Values. These activities are beneficial to all parties and create an enhanced sense of civic responsibility.

In order to fulfill graduation requirements at Clarkson College, students must complete a minimum number of service-learning and community service hours. Students receive a service manual which explains policies and procedures in depth. Designated courses within each program of study will provide an opportunity to complete the Clarkson College service requirements.

The Office of Service-Learning and Community Service works to:

- enhance and coordinate the service mission of Clarkson College,
- provide faculty development regarding incorporating service-learning into credit course curriculums and objectives.
- guide all faculty and staff toward appropriate channels for service.
- focus service opportunities to avoid duplication, over extension of resources (both personnel and fiscal), and maintain focus on mission.
- organize and accurately track service hours, monetary and in-kind donations, and other assessment data.
- manage grant proposals and monies in regards to both service-learning and community service.

## **PROGRAMS OFFERED**

### **RN/LPN Refresher Course**

A course of study is offered for nurses who have inactive or lapsed nursing license status and desire to return to clinical practice. This course also applies for nurses who have an active license but desire updating and learning new skills to meet the demands of new positions or responsibilities. The Nurse Refresher course is not classroom-based. The theory portion of the course is done through home-study. In addition, participants complete an on-campus Skills Lab Day and a clinical rotation at a local medical facility.

### **Nurse Aide (CNA) Course**

Regularly scheduled courses are offered which provide training for the non-licensed individual to provide safe, effective and caring services to patients, residents and clients in many health care settings. Courses are approved by the Nebraska Department of Health and Human Services (NDHHS). Students successfully completing the course

receive a certificate of completion from Clarkson College and may qualify for placement on the State of Nebraska Nurse Aide Registry. Courses are offered in Omaha and Lincoln, Neb. both during the day and during the evening.

### **Medication Aide (CMA) Course**

This course meets State of Nebraska requirements of training for individuals to provide medications in nursing homes, assisted living centers, intermediate care facilities for the mentally retarded, schools, child care settings or patient homes. A medication aide is trained to work under direct supervision of a caretaker or a licensed health care professional. They provide routine medications by the oral, inhalation, topical and instillation routes when appropriate direction and monitoring is provided. The State of Nebraska Medication Aide written examination is handled outside the scope of this course.

### **Paid Dining Assistant Course**

Paid Dining Assistants are single task workers who feed residents who have no complicated feeding problems. They work under the supervision of a licensed registered or practical nurse who is on duty, and do not perform nursing or nursing related services.

This course is approved by the Nebraska Department of Health and Human and provides for competency assessment in performing tasks or duties related to this position. Upon successful completion, an individual may seek placement on the state Paid Dining Assistant Registry.

Additional continuing education courses are provided for Nurse Aides, Medication Aides and other nursing support staff to help them meet state and federal regulations regarding ongoing training.

## **General Education**

### **Director of General Education**

Brent Khan, M.A.

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The core knowledge and skills of a college degree are found in the general education courses that serve as a foundation for the declared major. Clarkson College has designed a five credit-hour core curriculum for associate degree majors and a nine credit-hour core curriculum for bachelor degree majors that provide foundation for health care professionals. In addition to the core curriculum, the General Education curriculum provides courses that address the educational needs of all students.

General education courses are uniquely student-centered and project-oriented. Learning activities are planned to provide the student the opportunity to explore the content while applying it to real-life situations. Courses include off-campus activities and in-class project development. The Omaha area is rich in historical and cultural facilities and activities. General education courses at Clarkson College take advantage of these opportunities, often incorporating field trips to these facilities as part of student courses activities. For these reasons, it is strongly recommended that students complete all of their general education coursework at Clarkson College.

### **Mission Statement**

The Department of General Education emphasizes a general education curriculum relevant to students in the health sciences.

### **Philosophy**

The Clarkson College General Education department provides foundations for personal, academic and professional success by integrating into the curriculum unique learning experiences directly related to health care.

### **General Education Objectives**

1. Examine aspects of communication (including written, verbal, nonverbal, social and therapeutic) that impact healthcare interactions in diverse patient populations.
2. Discuss basic concepts widely used in addressing ethical dimensions of professional healthcare practice and policy.
3. Demonstrate critical thinking skills by providing the opportunity for guided practice situations (such as case studies and presentations)
4. Comprehend the history of ideas and the history of health in social, artistic and political thought.

### **Program Outcomes**

The goal of the Clarkson College General Education curriculum is to enhance the education received by Clarkson College graduates by providing a breadth of understanding, knowledge and experience that can serve as a basis for reaching personal and professional success. Specific objectives of the General Education curriculum are to:

1. provide appropriate and effective general education courses designed specifically to support the Clarkson College mission.
2. provide support courses at the college level that permit students to expand their abilities in writing, mathematics, sciences, humanities and technology.
3. offer general education courses in formats which permit the communication of traditional knowledge and understanding through a variety of delivery systems.
4. develop leadership skills and talents in auxiliary areas, that will provide Clarkson College students the opportunity to take leading roles in their chosen profession.
5. provide the required health care core curriculum, consisting of three courses, designed to enhance each student's success while in college as well as once they graduate.
6. provide a full scope of courses that stay flexible and innovative in assessing the needs of both the student and the institution and modify the curriculum to meet those needs.

### **Core Curriculum**

All undergraduate students are required to complete the Health Care core curriculum as part of the General Education requirements. Students enrolled in the associate degree programs will be required to complete a five credit-hour Health Care curriculum consisting of Health Care Communications and Issues in Health Care. Bachelor degree students will be required to complete a nine credit-hour core curriculum, which also includes the Western Humanities and the History of Health Care course. The Health Care core curriculum courses are designed to enhance each student's success while in college as well as when they graduate and become leaders in their chosen health care fields.

## General Education Requirements

While core curriculum courses are required, students have the option to choose courses from the General Education curriculum. This means students have an opportunity to customize the General Education curriculum to their own interests. Course descriptions are listed in alphabetical order according to the course prefix. Following each course title are the hours of credit received for successfully completing the course.

### GENERAL EDUCATION COURSE DESCRIPTIONS

#### ART

##### **AR 110 Studio Art**

**3 semester hours**

This course offers a fundamental introduction to the three basic areas of fine art: drawing, watercolor painting and oil painting. Student may wish to fulfill their general education requirements by selecting any one of the three areas.

##### **AR 290 Special Topics in Art**

**1-3 semester hours**

Topics may include any art-related subject, such as photography, sculpture or ceramics that is not currently offered by the College.

*Prerequisite: AR 110 or academic background in the area of interest.*

#### BIOLOGICAL SCIENCE

##### **BI 117 Human Biology (Lecture and Lab)**

**4 semester hours**

This course is designed to give the student a working understanding of the structure of the human cell and its many functions. As an introductory class, Human Biology is an excellent preparation for Anatomy, Physiology, Nutrition and Pathophysiology. Students will gain understanding of biological foundations of the human body. Topics include inorganic and organic chemical principles, cell organization, respiration, metabolism,

##### **BI 120 Basic Nutrition**

**2 semester hours**

mitosis, meiosis, genetics and heredity and the cell's role in overall body homeostasis. Basic nutrition is the focus of this introductory nutrition course. Types of nutrients and the effect on human functioning will be explored. Cultural differences in food behaviors will be discussed in relationship to healthy dietary habits.

##### **BI 121 Therapeutic Nutrition Science**

**1 semester hour**

Appropriate nutritional adaptations for a variety of health alterations are explored in this therapeutic nutrition course.

*Prerequisite: BI 120.*

##### **BI 210 Microbiology (Lecture and Lab)**

**4 semester hours**

Microbiology is a course designed to introduce students to microbial structure, classification and identification. The characteristics of bacterial, viral, fungal and protozoan diseases will be examined. The impact of microbiology on health care professions will be emphasized.

*Prerequisites: Nursing majors must take this course concurrently with 200-level nursing courses.*

##### **BI 211 Anatomy (Lecture and Lab)**

**4 semester hours**

Students will gain important concepts about human anatomy in preparation for their degree program coursework. Because knowledge of the human anatomy is essential in understanding and practicing methods used in their skill, anatomy will provide students

anatomical foundation they will need to become successful as a student and a future practitioner.

**Prerequisite** for 200-level nursing course for nursing majors.

**BI 213 Physiology (Lecture and Lab)**

**4 semester hours**

Physiology is a course designed to explore the functions of the human body. Students will gain an understanding of the major body systems. Emphasis is placed on relating anatomy (structure) to physiology, homeostasis (the maintenance of a relatively stable internal environment) and system interactions.

**Prerequisite:** BI 211.

**Prerequisite** for 200 -level nursing course for nursing majors.

**BI 227 Pathophysiology**

**3 semester hours**

Human physiological responses to disease, stress and the environment are studied; and pathophysiological processes are analyzed to provide the scientific rationale for nursing interventions. Diagnostic and medical treatment modalities are studied in conjunction with pathological dynamics.

**Prerequisites:** Biochemistry, Anatomy, Physiology, Microbiology and all 100-level nursing courses.

**BI 290 Special Topics in Biology**

**1-3 semester hours**

This course focuses on topics of interest in specific areas of study selected by Clarkson College. The course may be repeated as different topics are offered.

**BI 311 Advanced Anatomy**

**2-3 semester hours**

The focus of this course centers on advanced exploration of anatomical structures and systems covered in BI 211 Human Anatomy. Correlation of pertinent regional anatomy to clinical cases will be emphasized when relevant. Students have the option to complete the course in traditional format for 2 credits or add a guided independent study application for 3 total credits.

**Prerequisite:** BI 211.

**COMMUNICATION**

**CA 110 Introduction to Sign Language**

**for Communicating with the Hearing Impaired**

**3 semester hours**

An overview of the Beginning Signing Exact English including the development of Signing Exact English (SEE II), the history of deaf education and the strategies employed for developing expressive and receptive skills to enhance manual conversation.

**CA 111 Introduction to Sign Language**

**for Communicating with the Hearing Impaired II**

**3 semester hours**

Continuation of CA 110, with emphasis on signing practice and refinement.

**Prerequisite:** CA 110 or permission of instructor.

**CHEMISTRY**

**CH 110 General Chemistry I (Lecture and Lab)**

**4 semester hours**

This is a chemistry survey course that introduces general, organic, inorganic and biochemistry. Topics include the structure of the atom, how atoms bind together to form molecules, chemical reactions, radioactivity, organic compounds, carbohydrates, lipids, proteins and metabolism, as well as a brief introduction to molecular genetics.

Throughout the course, topics that relate to physiological and medical aspects will be emphasized.

**CH 120 Biochemistry (Lecture and Lab)**

**4 semester hours**

Principles of general chemistry with inorganic, organic and biochemistry. General chemistry concepts and organic nomenclature, synthesis, stereochemistry, biomolecular chemistry and enzymology are covered. Other areas of focus include pH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic coding and pathways in cellular metabolism.

**ENGLISH AND LITERATURE**

**EN 100 Essentials of Writing**

**1 semester hour**

Essentials of Writing offers 1 hour of credit for those who wish to sharpen basic writing skills in a personalized environment. After assessing each student's skills, the instructor prepares an individualized course of study that concentrates on developing reading skills and strategies; grammar and punctuation; invention and discovery techniques; and composing, organizing and developing a thesis statement. Course of study culminates in a polished portfolio of four short essays selected by the student. Credit is earned on a Pass/No Pass basis.

**EN 101 English Composition I**

**3 semester hours**

This introduction to college-level writing proposes to develop individual style and voice in papers that are fully developed, well organized and grammatically accurate. This process includes invention, outline, drafting, peer review, revision and editing. Expository methods may include the abstract, comparison and contrast, cause and effect, problem solution and literary interpretation. The best writers focus on topics important to them. Therefore, within certain parameters, the student will choose the topic and point of view of each writing assignment.

**EN 101.50 English Composition I: Academic Travel**

**3 semester hours**

The keystone experience is two weeks of academic travel that emphasizes discovery learning and first-hand research.

**EN 102 English Composition II**

**3 semester hours**

English Composition II provides advanced instruction and practice in the art of writing. Rhetorical strategies include textual analysis, critical thinking and effective research methodologies.

*Prerequisite: EN 101 or the equivalent of EN 102.*

**EN 290 Special Topics in English**

**1-3 semester hours**

Courses are listed in the semester schedule and focus on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

**GENERAL**

**GEN 101 Strategies for Success**

**1 semester hour**

Strategies for Success will focus on the student who desires a successful career at Clarkson College. Topics such as time management, teaching and learning styles, finding and using information, note-taking, test-taking, reading and listening skills, decision-making, getting along with others, money management and health and wellness will be explored. The student will

work closely with the Student Success Center and their Clarkson College mentor. Credit is earned on a Pass/No Pass basis.

## **HEALTH CARE**

### **HC 102 Health Care Communications**

**3 semester hours**

Health Care Communications focuses on various communication types, including communication with individuals, communication with groups and communications involving systems. The differences between social conversation and therapeutic communication will be explored. Types of communication, verbal and nonverbal, will be explored. Basic elements to clarity in communication will be reviewed. Implications of electronic communication and computer technology will be discussed. The legal and ethical implication of professional communication will be analyzed.

### **HC 200 Health Care Sciences Update I**

**3 semester hours**

This course provides a review of the structural and functional relationships of the human body. Key elements of biochemistry and cell biology will be refreshed before the review of organ systems. Special emphasis will be placed on neuroanatomy and physiology, cardiac and vascular physiology and renal physiology. Finally, the function of the immune system components during its protection of the body from pathogenic microorganisms and cancer, during hypersensitivities autoimmune diseases and during transplant rejection will be discussed.

*Prerequisite: Admission into RN to BSN program.*

### **HC 205 Health Care Sciences Update II**

**3 semester hours**

Current knowledge and insights in pathophysiological processes are analyzed to provide the scientific rationale for pharmacological advances used in today's health care environment.

*Prerequisite: Admission into RN to BSN program.*

### **HC 210 Health Care Sciences Update III**

**3 semester hours**

This course provides a review of the basic principles of microbiology and biochemistry. The student's basic biochemistry knowledge will be expanded to include: stereochemistry, biomolecular chemistry, enzymology, PH influences, bioenergetics, metabolism, biosynthesis, amino and nucleic acids, lipids, proteins, genetic coding and pathways in cellular metabolism. The student's basic microbiology knowledge will be expanded to include the structure, function and characteristics of bacteria, viruses, fungus and protozoa.

*Prerequisite: Admission into RN to BSN program.*

### **HC 220 Gerontology**

**2 semester hours**

This course is an introduction to the field of human aging. The course of study will include a multidisciplinary examination of the way in which human aging is viewed, how we perceive the process of growing older and how society responds to the issues and problems of aging. The class will look at aging from the perspective of the social and political sciences, biological sciences, arts and humanities, care-giving and independent living, especially with the advent of the Baby Boomers in mind.

### **HC 301 Western Humanities and the History of Health Care**

**4 semester hours**

This epoch-based course integrates the history of ideas and the history of health in Western culture. The course surveys the diverse arts and practices which reflect men



and women's timeless search for meaning and healing throughout the agricultural and industrial revolutions.

**HC 315 Issues in Health Care**

**2 semester hours**

This course is designed to introduce the student to ethical principles and theories that affect all of the health professions. This course will also introduce the student to current issues in medical law and contemporary professional themes and trends pertinent to clinical practice.

**HISTORY**

**HI 290 Special Topics in History**

**1-3 semester hours**

This course focuses on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

**MATHEMATICS**

**MA 101 Introduction to Algebra**

**3 semester hours**

Basic concepts of the real number system, polynomials, first-degree equations, algebraic fractions, radicals and quadratic functions. For students needing a refresher course prior to College Algebra I.

**MA 120 College Algebra**

**3 semester hours**

Covers axioms of real and complex numbers; equations and inequalities in a variable and solutions of these systems; polynomial, exponential and logarithmic functions.

*Prerequisite:* Two years of high school algebra, MA 101 or permission of the instructor.

**PHYSICAL EDUCATION/ACTIVITY**

**PE 210 Promotion of Healthy Living**

**3 semester hours**

An overview of the promotion of healthy living, including the determinants of healthy behavior, the models and theories that provide a framework for predicting healthy behavior, and the strategies employed to bring about behavioral changes for health and disease prevention.

**PSYCHOLOGY**

**PY 101 Introduction to Psychology**

**3 semester hours**

Introduction to psychology is a course designed to acquaint students with the history, development and present status of the science of psychology. Students will be exposed to areas of behavior, cognition and learning; and special emphasis will be placed on the study of abnormal psychology and its impact on health care.

**PY 115 Dying and Death**

**3 semester hours**

An introductory course which covers death from several different perspectives. The desired outcome of the course will be a better understanding of the dying patient and their family, with a particular emphasis on improving the quality of care provided to dying people and their survivors.

**PY 200 Human Development****3 semester hours**

A comprehensive exploration of the physical, psychosocial, cognitive and emotional development of individuals across their life span including the effect of culture on growth.

**PY 340 Abnormal Psychology****3 semester hours**

This course is designed to examine the causes, consequences and treatments of abnormal behavior. Health care professionals must recognize that normal and abnormal behaviors are almost always the result of both physiological and psychological factors and must develop an understanding of the medical and mental sides of disorders.

*Prerequisite: PY 101 or the equivalent of PY 340.*

**SOCIOLOGY****SO 101 Introduction to Sociology****3 semester hours**

Overview of the principles and methods of human behavior in groups. Includes group dynamics, cultural variation and social change.

**SPANISH****SP 103 Spanish for the Health Care Provider-Introduction****3 semester hours**

In this introductory course, students will be exposed to the basic Spanish language principles and learn practical vocabulary and insights into Hispanic cultural views on health care aimed at providing a foundation for basic conversation with Hispanic patients and family members.

**SP 104 Spanish for the Health Care Provider-Conversation****3 semester hours**

This course is designed to provide students with intense conversation practice and advanced vocabulary for medical personnel to improve fluency and ease of expression in successfully managing interactions with Spanish-speaking individuals.

*Prerequisite: SP 103 Spanish for the Health Care Provider-Introduction*

**SP 290 Special Topics in Spanish****1-3 semester hours**

Courses focus on topics of interest in a specific area of study selected by Clarkson College. The course may be repeated as different topics are offered.

**STATISTICS****ST 310 Statistics****3 semester hours**

Introduction to the fundamental principles of statistics, including the ability to describe a data set and interpret what the description of the sample says about the population as a whole. An examination of the relationship between probability, chance events and statistical tools will lead to an appreciation of the importance of statistics, both in research and in the real world.

**Reserve Officers' Training Corps (ROTC)****UNO ROTC**

P: 402.554.2318

E: [www.unomaha.edu/~afrotc](http://www.unomaha.edu/~afrotc)

**Creighton Army ROTC**

P: 402.280.2828

E: [www.armyrotc.com/edu/creighton/index.htm](http://www.armyrotc.com/edu/creighton/index.htm)

For students interested in pursuing an ROTC program while working on their undergraduate degree, Clarkson College makes it possible to do so.

Through a partnership agreement with Clarkson College, students may choose from the Army Officer Training Corps Program at Creighton University. Students also may decide on the Air Force ROTC Program at the University of Nebraska at Omaha.

### **AIR FORCE ROTC**

Air Force ROTC training leading to a commission as a lieutenant in the United States Air Force is available to qualified Clarkson College students through the AFROTC Program at the University of Nebraska at Omaha (UNO). Clarkson College students register for the courses at Clarkson College but attend Aerospace Studies classes at UNO while pursuing their degree at Clarkson College. This opportunity results from an agreement between the College and UNO. Students interested in this program should contact UNO ROTC at 402.554.2318.

The following course descriptions are of Aerospace Studies offered by Clarkson College through the four-year UNO program.

### **AIR FORCE ROTC COURSE DESCRIPTIONS**

#### **AES 001 Leadership Laboratory**

AFROTC Leadership Laboratory provides initial and advanced military leadership experiences including cadet squadron operations, commanding, training, recruiting, communicating, drill and ceremonies, customs and courtesies, career planning and staff action practice designed to simulate the professional world of the Air Force officer. Leadership Laboratory is an integral part of all Aerospace Studies courses. All cadets must participate.

#### **AES 131-132 The Air Force Today**

A survey of the USAF with students studying the mission, function and organization of the Air Force. Emphasis is placed on the major Air Force commands, the environment in which the Air Force operates and how the Air Force works in coordination with the military services. This course provides a basic understanding of the armed forces of the Air Force.

#### **AES 231-232 The Development of Air Power**

An introduction to the study of air power. The course is developed from the historical perspective starting with the Wright Brothers and continuing through the 1990s. Emphasis is placed on factors contributing to change in the nature of military conflict and leading to the development of air power as a primary element in national security.

#### **AES 311-312 Air Force Management and Leadership**

A study of management from the point of view of the Air Force junior officer. Basic managerial processes, individual motivational and behavioral processes, organizational and group dynamics of change, leadership and communication are discussed to provide a foundation for the development of junior officer professional skills. Actual Air Force case histories are used.

#### **AES 411-412 National Security Forces in Contemporary American Society**

The armed forces as an element of society, with emphasis on the broad range of American civil-military relations and the environmental context in which U.S. defense policy is exercised. Course themes include the role of the professional military leader-manager in a democratic society; political, economic and social constraints on the

national defense structure; the military justice system; and the variables involved in the formulation and implementation of national security policy.

### **AES 490 Advanced Air Force Leadership/Planning Seminar**

This course instructs Air Force officer candidates on advanced leadership principles and planning/organizational skills through a series of group and individual projects. Special emphasis is placed on communication skills. In addition, topics on performance feedback/reporting, drill and ceremonies and ethics are discussed.

### **ARMY ROTC**

The Army Officer Training Corps Program at Creighton University has a partnership agreement with Clarkson College. This agreement affords Clarkson students the opportunity to participate in the Army ROTC Program at Creighton while pursuing an undergraduate degree at Clarkson College. Students interested in this program should contact Creighton University Army ROTC at 402.280.2828.

Military Science is an elective managerial training program designed to develop college men and women for positions of leadership and responsibility as junior officers in the U.S. Army, Army Reserve or Army National Guard, or for subsequent managerial careers in civilian industry.

Its curriculum encourages reflective thinking, goal setting and problem-solving through an interdisciplinary study of leadership and managerial principles. Specifically, the program is structured to develop skills in the following areas: interpersonal-motivation, decision-making, communication and general supervision. Compatible with any academic major, the program enhances the student's development in college and is open to undergraduate and graduate students.

The Army ROTC Program offers two-, three- and four-year programs of instruction. The program itself is essentially divided into two parts: the basic course (100- to 200-level courses) and the advanced course (300- to 400-level courses). The basic course, normally taken during the freshman and sophomore years, is designed to familiarize the student with the military, the role of an Army officer, and the fundamentals of effective leadership. It is open to all students and incurs no obligation whatsoever. Thus, it affords an opportunity to see what ROTC is all about, at the same time qualifying the student to enter the advanced course.

It is the advanced course, however, which represents the real officer development portion of ROTC. While the basic course provides fundamental knowledge in leadership, the advanced course refines and further develops managerial talents through leadership seminars and extensive practical application. Additionally, the student develops basic military skills common to the Army. Students successfully completing the advanced course will be commissioned as second lieutenants in the U. S. Army, Army Reserves or Army National Guard. Admission into the advanced course is by Military Science Department approval.

The student with prior military service, Reserve/National Guard service or four years of high school ROTC, however, may be given equivalency credit for the basic course and allowed to proceed directly into the advanced course. Likewise, other students are afforded the same opportunity for the two-year program through an accelerated five-week summer program in lieu of the basic course. All ROTC students are eligible to compete for two- and three-year scholarships. Advanced course students receive \$150 per month, up to 10 months a year, for a subsistence allowance.

Students who are members of the Army Reserve or National Guard and who have attained sophomore status may enroll in the ROTC advanced course without taking any basic course classes. They must graduate no later than eight months after commissioning.

Those students qualifying for this two-year program will receive \$150 per month in pay as a subsistence allowance and may also receive tuition assistance of 50 percent if in the Army Reserve or Army National Guard.

After the junior year, ROTC cadets attend Advanced Camp. This is five weeks of intensive leadership and management training conducted during the summer months at Fort Lewis, Washington. The student's ability to lead their unit and to plan and conduct small unit operations is thoroughly evaluated. Travel pay and salary stipend are provided through the Army.

Nursing students may also attend the Nurse Summer Training Program (NSTP) after their junior year. The clinical phase is three weeks long and takes place at various Army Medical Centers across the United States, including Hawaii. Students work on a nursing unit in a preceptor program with an Army nurse. They receive valuable clinical and leadership skills before heading into the senior year at school. NSTP is optional; however, it is highly recommended as students receive valuable training and experience. Travel pay and salary stipend are provided.

The following course descriptions are the Military Science courses offered at Clarkson College through Creighton University's Army ROTC Program.

## **ARMY ROTC COURSE DESCRIPTIONS**

### **MIL 100 Leadership Laboratory**

Leadership Laboratory provides basic and advanced military leadership experience in military courtesy, drill and ceremonies and practical application of classroom-taught subjects. Functions and responsibilities of leadership positions are developed through cadet staff actions and command positions. Leadership Laboratory meets Fridays from 6:30 to 8:00 a.m. at the Peter Kiewit Fitness Center at Creighton University.

***Note:** All military science scholarship and advanced course students must register for MIL 100.*

### **MIL 101 Introduction to Officer Professionalism I**

Examines the role of the commissioned officer in the U.S. Army. Discussion focuses on the role and organization of the Army, role of the National Guard and Reserve, branches of the Army, sources of commissions, role of the non-commissioned officer, customs of the service, military pay and benefits, career opportunities and scholarships.

### **MIL 202 United States Military History**

This course will introduce students to the history of the American military establishment and its relationships to American society from colonial times to the present. Students will become acquainted with the evolution of warfare, military theory and the military profession, with particular emphasis on the place of military institutions in society, so as to develop a sense of historical awareness.

### **MIL 205 Basic Camp-ROTC**

Six weeks of training at Fort Knox, Kentucky. Travel pay and salary stipend provided through the Department of Military Science. The student is not obligated to any military service as a result of attending Basic Camp. Camp graduates are eligible to enroll in Advanced Military Science courses and can compete for two-year military science scholarships.

### **MIL 206 Basic Camp-SMP**

Under the Simultaneous Membership Program (SMP), students who have completed an Army, Army National Guard, or Army Reserves Basic Training Camp may receive credit for the first two years of Army ROTC and enter the ROTC Advanced Program culminating in the awarding of a commission as a Second Lieutenant in the Army Reserve or Army National Guard in two years. Contact the Military Science Department at Creighton University for further details.

### **MIL 207 Fundamentals of Army Ranger Training**

Course designated to challenge the individual in leadership, physical endurance, special operations and small-unit tactics. Competitive area success would lead to regional championship participation at Fort Lewis, Washington.

*Prerequisite: Creighton University Department approval.*

### **MIL 208 Advanced Army Ranger Training**

A continuation of Military Science 207.

*Prerequisite: Creighton University Department approval.*

### **MIL 211 Basic Individual Military Techniques**

Develops student leadership and critical individual skills. Training is basic in nature and includes leadership techniques, written and oral communication, rifle marksmanship, fundamentals of land navigation and physical fitness.

*Prerequisites: MIL 100 and MIL 101.*

### **MIL 212 Advanced Individual Military Techniques**

Continues the development of student leadership and critical individual military skills. Training focuses on advanced military skill and includes orientation to field survival skills operation and training.

*Prerequisite: MIL 211.*

### **MIL 301 Advanced Leadership I**

Students can learn the fundamentals of land navigation, the role and functions of a military line and staff organization, the role of the non-commissioned officer, training management, how to prepare military correspondence, how to conduct oral presentations and how to arrange and conduct meetings and conferences. Includes physical training.

*Prerequisite: Department approval and/or enrollment in MIL 211 and MIL 212.*

### **MIL 302 Advanced Leadership II**

Students learn the fundamentals of small-unit leadership skills and tactics, how to conduct personal, performance and discipline counseling, and how to examine leadership case studies in detail. Includes physical training.

*Prerequisite: MIL 301.*

### **MIL 307 ROTC Advanced Camp Training**

The ROTC cadet attends five weeks of intensive leadership and management training. The training is conducted during the summer months at Fort Lewis, Washington. The

student's ability to lead their unit and to plan and conduct small unit operations is thoroughly evaluated. Travel pay and salary stipend are provided through the Army.

**Prerequisites:** MIL 301 and MIL 302.

#### **MIL 401 Military Professionalism and Ethics**

Leadership seminar on military ethics, ethical reasoning, decision-making and values clarification. Contemporary problems and ethical issues are discussed using the case study method. Entering a new organization, communications and human relations skills, the importance of power and influence are learned. Includes physical training.

**Prerequisite:** MIL 301 and MIL 302 or Creighton University Department approval.

#### **MIL 402 Military Management Seminar**

Develops military management skills by providing a working knowledge of the Army personnel management system, the military justice system, the Army logistical system and post and installations support agencies. The focus of this course is to provide an understanding of basic leadership and management skills required by newly commissioned officers.

**Prerequisite:** MIL 401.

#### **MIL 495 Directed Independent Study**

A Military Science course designed to consider an issue or field of interest that relates to the military establishment. Student should contact a designated faculty member for specific course requirements prior to registration.

**Prerequisite:** Creighton University Department approval.

## **Administration, Faculty and Staff**

Clarkson College expects its full-time and part-time faculty members to be both excellent teachers and experts in their fields. Our instructors are national and local leaders within their professions and have diverse career backgrounds.

With our low student-to-faculty ratio, you are encouraged to develop personal ties with your professors. This is one of the greatest strengths of Clarkson College.

Providing you with enrichment and support, our administration, faculty and staff will encourage new ideas and concepts, a stepping-stone to success in college and health care.

**Please Note:** The date following the individual's name indicates the year the individual began employment with Clarkson College.

## **Academic Administration and Support Staff**

### **PRESIDENT**

**Dr. Louis Burgher**

**President** (2007)

M.D., M.S.M., Ph.D., University of Nebraska College of Medicine

B.S., University of Nebraska

## **VICE PRESIDENTS**

**Tony Damewood, M.B.A.**

**Vice President, Enrollment Management and Campus Life Operations (1999)**

M.B.A., Averett College

B.A., Graceland College

A.A., Southwestern Community College

**Jody Woodworth, M.A., NMT**

**Vice President, Academic Affairs (2007)**

M.A., University of Nebraska at Omaha

B.S., A.S., University of Nebraska Medical Center

## **ALLIED HEALTH PROGRAMS**

**Ellen Collins, M.S., R.T.(R)(M)**

**Director, Radiologic Technology and Medical Imaging**

**Associate Professor, Radiologic Technology (1998)**

M.S., Fort Hays State University

B.S., University of Nebraska-Lincoln

**Andreia Nebel, P.T., D.P.T.**

**Director, Physical Therapist Assistant (2004)**

D.P.T., Creighton University

B.S., Montana State University

## **HEALTH CARE BUSINESS PROGRAMS**

**Carla Dirkschneider, M.S., RHIA**

**Director and Instructor, Health Care Business and Health Information Management (2003)**

M.S., Clarkson College

B.S., College of Saint Mary

## **NURSING PROGRAMS**

**Marla Erbin-Roesemann, Ph.D., R.N.**

**Dean, Nursing**

**Director and Professor, Graduate Nursing (2001)**

Ph.D., M.S., B.S.N., University of Michigan

**Aubray Orduna, M.S.N., R.N.**

**Director and Associate Professor, Practical Nursing and Diversity Services (2000)**

M.S.N., Creighton University

B.S.N., Murray State University

**Ellen Piskac, Ed.D., R.N.**

**Director and Associate Professor, Baccalaureate Nursing (2000)**

Ed.D., College of Saint Mary

M.S.N., B.S.N., University of Nebraska Medical Center



**OFFICE OF PROFESSIONAL DEVELOPMENT**

**Judi Dunn, M.S., R.N., CPP**

**Director, Professional Development (2002)**

M.S., University of Colorado Health Sciences, Denver

B.S.N., Bowling Green State University, Bowling Green Ohio

**Penny Boykins, M.S.**

**Director, Service Learning and Community Service (2006)**

M.S., University of Nebraska at Omaha

B.S., Kansas State College

**Chris Mason**

**Administrative Assistant, Professional Development (2002)**

**Sharon Nieto**

**Secretary, Continuing Education and Basic Life Support (2003)**

**Liz Svatos**

**Director, Basic and Advanced Life Support (2002)**

**ALUMNI RELATIONS**

**Rita VanFleet, B.S.N., R.N.**

**Coordinator, Alumni Relations (2004)**

B.S.N., Clarkson College

**CENTER FOR TEACHING EXCELLENCE**

**Mark White, M.Ed.**

**Director, Center for Teaching Excellence (1999)**

M.Ed., Lesley College

B.A., University of Nebraska at Kearney

**Brooke Wiseman Dowse**

**Coordinator, Community Outreach (2008)**

M.S., B.S., University of Nebraska at Omaha

B.A., California State University

**Jack Morin**

**Coordinator, Instructional Technology (1994)**

**Linda Nieto**

**Coordinator, Online Education (1983)**

**Jane Snare, M.Ed.**

**Coordinator, Instructional Design (1999)**

M.Ed., Wayne State University

B.S., University of Nebraska- Lincoln

**Chris Swanson, M.A.**

**Coordinator, Institutional Effectiveness and Quality Assurance (2008)**

M.A., University of Nebraska at Omaha

B.S., University of Nebraska-Lincoln

**Tess Warsocki**  
**Coordinator** (2000)

**FACULTY SUPPORT**

**Maurcey Davis, M.H.A., B.S.**  
**Office Manager** (2007)  
M.H.A., B.S., Bellevue University

**Sandy Elsasser**  
**Administrative Assistant** (2007)

**Ann Crews**  
**Administrative Assistant** (2007)

**GENERAL EDUCATION**

**Brent Khan, M.A.**  
**Director, General Education** (2006)  
M.A., New York University  
B.A., Drew University

**LIBRARY SERVICES**

**Nancy Ralston, M.L.S.**  
**Director, Library Services** (1999)  
M.L.S., University of South Carolina  
B.S., University of Georgia  
A.F.A., Young Harris College

**Carol Baczynski**  
**Library Assistant** (2006)

**Nicole Koborg, M.L.S.**  
**Resources Librarian** (2000)  
M.L.S., University of Missouri-Columbia  
B.S., University of Nebraska at Omaha

**Amy Masek, M.A.**  
**Access Services Librarian** (2005)  
M.A., University of Missouri-Columbia  
B.A., Nebraska Wesleyan University

**Anne Moore, M.L.S.**  
**Access Services Librarian** (2006)  
M.L.S., University of Texas  
B.S., University of Missouri, Columbia

**Nathan Mulligan, B.S.**  
**Library Assistant** (2006)  
B.S., Buena Vista University  
A.S., Western Iowa Tech Community College

**Dawn Wilson, B.A.**  
**Library Assistant** (2000)  
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