

Student Handbook



Table of Contents

Welcome	1
Administrative Info	2
Financial Considerations	3
Organizational Policies	4
Course Info	5
Academic Policies	7
Transcripts	10
Course Descriptions.....	11

Welcome to Portage Learning!

Our Mission

We Bridge the Gap to Educational Opportunities.

As a leader in online education, Portage Learning recognizes that for many students, there can be significant gaps in educational preparation which create barriers to students' academic and professional opportunities. Through the provision of quality and academically rigorous college courses that are affordable, self-directed, and online, Portage Learning's mission is to bridge these gaps, moving students toward their educational and vocational goals no matter where they are in life. In doing so, we assist schools in admitting well-prepared students who will positively impact their communities.

Who We Are

Portage Learning offers a uniquely accessible and affordable approach to meet students' academic needs. Partnering with Geneva College, an award-winning liberal arts college, Portage Learning enables students to complete college courses via a self-directed, online learning platform. Students have the flexibility of beginning and completing courses in a time frame that accommodates the challenges of diverse schedules. Students can register for courses at any time and on any day of the year. There is no application,

no fixed semester dates, and no ancillary fees. Once enrolled, students are assigned an instructor within 24 hours and may begin course work immediately. Students can enroll in one or more courses at a time. Upon completion of a course, the student may submit an online request via the Student Dashboard for an official transcript(s) to be processed by Geneva College and forwarded to the school(s) of the student's choice.

Portage Learning Academic Vision

At Portage Learning, we show our care for our students in the development of comprehensive and thought-filled courses that enable our students to receive quality academic preparation that facilitates the pursuit of meaningful vocational and community pursuits.



Accreditation

Students completing courses through Portage Learning receive college credit for their courses through Geneva College, which is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council of Higher Education Accreditation (CHEA). The Portage Learning Division is under the College of Professional and Online Graduate Studies division with courses delivered through the PortageLearning.com platform.

All courses are recorded on a Geneva College transcript. Please use the link below to obtain more information about the Geneva College-Portage division courses.

<https://portagelearning.com/about/accreditation>

Administrative Information

Enrollment Procedures

The first step for students is to contact their school of intent to determine the need for the course. It is the students' responsibility to confirm their intended school's acceptance of transfer courses. Transferability is not something any program/college/university can guarantee; acceptance of transfer credits is at the discretion of the receiving institution.

Contact Portage Learning

Using our website (www.portagelearning.com), students may contact Portage Learning. On the website, students can choose the courses needed and register online. Many questions are answered in the FAQ (Frequently Asked Questions) section on the website: <https://portagelearning.com/faq/accreditation>. Students who prefer to talk with a staff person can email studentservices@portagelearning.com or call 1-888-724-3590, option 1.

Administrative Forms

For accurate record keeping by Portage and for the constant improvement of our course offerings, students need to complete three forms in addition to registering for the course. A demographic survey and standard referral form will also be presented upon enrolling in a course. Finally, upon completing a course, students are asked to fill out a course evaluation form. This feedback helps us to make course improvements.

Holiday Hours

During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts:

New Year's Day	Easter
Memorial Day	Independence Day
Labor Day	Thanksgiving weekend
Christmas Break	

Please refer to the Portage Learning website for a schedule of holidays for the current calendar year:

<https://portagelearning.com/student-services/contact>

Contact Portage Learning

Students may contact Portage by visiting www.portagelearning.com. On the website, you can choose the courses you need and register online. Many questions you may have are answered in our FAQ section on the website. If you would like to ask questions or just talk to a staff person, feel free to email (studentservices@portagelearning.com) or call (1-888-724-3590).

Once you have enrolled in our online courses, your instructor will be assigned within one day. After receiving an instructor assignment, you will be able to begin the course by completing the check for understanding. This section will include the general course information as well as technical instructions for the proper software setup on your computer. The modules are your "textbook." Communication is crucial to successful learning. We cannot emphasize enough that checking your student dashboard messaging system daily is essential. When you have worked through the module and feel comfortable with the material, you will submit the completed module and be given access to the first exam. You will complete the exam and submit it for grading by your instructor. This procedure is repeated until you have finished all the modules and exams.

College courses available through Portage as well as detailed content information, outcomes and objectives of each of these courses is available on the website at www.portagelearning.com/courses.

Financial Considerations

Cost

The current cost of each course is listed at www.portagelearning.com/courses. Tuition payments do not guarantee an outcome. Tuition guarantees an opportunity to succeed, and in distance education, the greatest factor in that success is the effort put forth by the student.

Refund Policy

Students enrolled in Portage Learning course(s) may withdraw with written notice to studentservices@portagelearning.com. Include the number and title of course(s) and a brief statement indicating the reason for withdrawal. Tuition charges are refunded in accordance with the drop/add policy outlined below.

Further, the tuition refund will be reduced by \$50 per course for processing/administrative fees. After the drop/add period no further refunds are granted, although a student may still withdraw from an incomplete course.

*A refund for a course will **not** be given if either of the following has occurred:*

- (i) Thirty (30) calendar days or more have elapsed since the date of registration* for the course
- (ii) anything beyond module one (1) exam has been submitted.

**The date of registration is defined as the day course payment is processed*

Military Discount

We provide a 10% military discount on all courses to currently enlisted military personnel, veterans, and spouses/dependants. Interested students should please email proof of enlistment and/or discharge [DD-214], spouse/dependants [DD-1173], to studentservices@portagelearning.com, along with the intended course(s) for enrollment. We will then respond with registration instructions.

Portage Learning Scholarship

Over the last few years, we have seen an increase in the number of students needing to complete multiple courses in order to fulfill their prerequisite requirements. We recognize the growing need for these students to have a clear and dedicated path towards completing these requirements and feel the Portage Academic Scholarship will serve as a motivating force.

How to Qualify

- 1** Complete a minimum of 18 credits through Portage Learning.
- 2** Courses must be completed within 24 months of the date of registration of the first course.
- 3** Apply and be accepted into a degree-conferring program or institution prior to scholarship application.
- 4** Once accepted into a program, complete a Portage Academic Scholarship Application.
Applications are accepted and reviewed on a rolling basis.
- 5** Students receive a letter notifying them of the decision.
- 6** Students awarded a Portage Academic Scholarship receive a check in the amount of \$500 forwarded directly to the degree-conferring program or institution.

Organizational Policies

Terms and conditions of enrollment

- Students have 6 months to start the course from the date of enrollment and one year from the start date to complete the course; otherwise, students will be automatically withdrawn.
- Enrollment does not qualify for deferment of existing school loans.
- Transfer acceptance is at the discretion of the receiving institution and is the responsibility of the students to confirm acceptance of transfer courses with their school(s) of intent.
- Tuition paid does not qualify as educational credit for tax purposes; therefore, students will not be issued a 1098-T at year-end.

Account Security

The security of your coursework is your responsibility. Therefore, it is the student's responsibility to secure personal login information and not leave coursework unsecured for others to access. Accordingly, whatever is submitted under your account will be graded as your work.

Student Privacy

Please note that under the Family Educational Rights and Privacy Act, (FERPA), it is a violation of federal law to publish or announce student grades to anyone other than the student and his/her school of enrollment by request. Not only do instructors refrain from sharing this information with anyone outside of Portage except upon student request, but records within Portage are stored in such a way that they remain confidential. All paper documents that contain personal information are kept in secure files and shredded at the time of disposal.

Non-Discriminatory Policy

Portage follows the NursingABC non-discriminatory policy. NursingABC admits students of any race, color, sex, religion, and national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students in the program. NursingABC does not discriminate against students on the basis of race, color, sex, religion, handicap, and national or ethnic origin in the administration of its educational policies, admissions policies, or any other programs or services.



Course Information

Course Guidelines

As with any class, the instructors have the academic freedom to establish policy for their respective course. All instructors have their own profiles located on the course dashboard detailing the policy of their class, which students are required to read prior to beginning their course. Additionally, students are to read through the syllabus and demonstrate an understanding of all its contents.

Beginning a Portage Learning Course

After enrolling in a course, students are assigned an instructor and can begin the first module. This module will include general course information, course-specific policies, and technical instructions for proper software setup. The module is the “textbook.” Additional resources may be suggested as a supplement to the module material; however, these additional materials are not required for successful completion of the course. Communication is crucial to successful learning. It is extremely important that students check their Canvas Inbox daily to ensure that they are not missing valuable feedback and/or direction from their course instructor. Should a student encounter an issue with the Canvas learning platform, course material, or anything related to course delivery, that student should contact the instructor first. Each course has specific guidelines for progression. It is the responsibility of the student to review the syllabus for understanding of all course requirements, assignments, and restrictions and to contact their instructor if clarification is necessary.

For a comprehensive list of available courses as well as information pertaining to outcomes and objectives see www.portagelearning.com/courses

Faculty

Portage Learning’s esteemed faculty are uniquely qualified to support online students. Our instructors are highly regarded in their fields of expertise not just for their teaching accomplishments but also for their professional accolades. With a deep appreciation for technology and its ability to facilitate learning opportunities for nontraditional students, Portage Learning faculty are passionately committed to supporting students in their academic endeavors.

Student Expectations

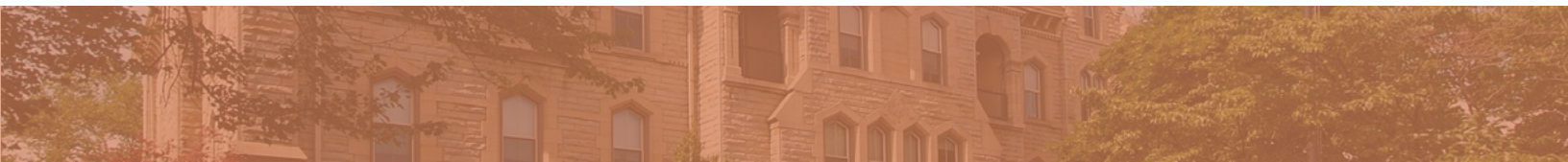
As a student of Portage, you should expect that you will be given prompt and impeccable service by our administrative and instructional staff. Every attempt will be made by your instructor to help you to understand the material to ensure success on the exams.

Portage’s mission includes the expectation that our students will receive quality, academic preparation. In order to achieve that goal, it is expected that students will carefully study the modules. It is the student’s responsibility to learn the material by completing the modules and spending the time necessary to utilize the excellent instruction that is available through the curriculum, prepared by qualified faculty.

Grading Scale

The grading scale is as follows:

100% - 96.5%	A+	96.4% - 92.5%	A	92.4% - 89.5%	A-
89.4% - 86.5%	B+	86.4% - 82.5%	B	82.4% - 79.5%	B-
79.4% - 76.5%	C+	76.4% - 72.5%	C	72.4% - 69.5%	C-
69.4% - 66.5%	D+	66.4% - 62.5%	D	62.4% - 59.5%	D-
59.4% and lower is a failing grade					



Lab Component

Students enrolled in a lab course are required to watch pre-recorded, successful lab demonstrations that reinforce concepts presented throughout the course. Students are required to watch the lab videos in their entirety and complete the corresponding lab exams. In some courses, students may also be required to keep and submit a scientific lab notebook.

Module Problem Sets

The practice problems within the modules are a part of each student's grades. Students should be sure to answer all of the problems, being careful to answer the questions in their own words at all times since this is an important part of adequate preparation for the exams. After completing the problems, students are to compare their answers to the solutions provided at the end of the module. Students can then review the module content and/or contact instructors with any questions regarding missed problem set questions.

Course Progression and Completion

It is the policy for all Portage Learning courses that only one (module/final) exam is to be completed within a 48-hour period. Research on the best practices in learning indicates that time is needed to process material for optimal learning. This means that once an exam has been completed, the next exam may not be opened or taken until 48 hours after the submission of the previous module exam. Please note, the 48-hour restriction only applies to the module exams and modules involving writing; it does not apply to the lab exams. This restriction further allows students to receive instructor feedback/class expectations as the student moves through the material. Instructors, like the College, are not available during the weekend; grading, therefore, is M-F and may take up to 72 hours during these days.

Also, it is the policy of Portage Learning to support a minimum of 21 days to complete a course; this is not a negotiable time period. Please plan your time accordingly.

Note: *Professors reserve the right to reset any exam taken in violation of these guidelines.*

Instructor Assignments

Instructors are assigned by the administration. Students may not request a change in instructor during the course. Students will be assigned the same instructor for repeated courses unless requested otherwise by the instructor.

Required Computer Accessories

It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are potentially compatible with the course, but not all features are available for all tablet computers. The latest full version of Google Chrome, Firefox, Edge, or Safari browser, as well as a strong internet connection is required for the optimal operation of the Canvas Learning Management System. In addition, this course will use the Respondus Lockdown Browser for exams. You are also **required to use the LockDown Browser with a webcam**, which will record you during an online, non-proctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.")

Your computer must have a functioning webcam and microphone. Additionally, students are required to present a photo ID that includes their picture and full name. Please note, Chromebooks and tablets (other than iPad) are not compatible on exams using the Lockdown Browser.

Instructions on downloading and installing this browser will be given at the start of the course. It is recommended to also have the latest version of Flash installed as a browser plugin as some sections of the course may require it. We highly recommend using a high-speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

For more information on basic system and browser requirements, please reference the following:

- **System requirements:** <https://community.canvaslms.com/docs/DOC-10721-67952720328>
- **Browser requirements:** <https://community.canvaslms.com/docs/DOC-10720>
- **Respondus requirements:** <https://web.respondus.com/he/lockdownbrowser/resources/>

Accommodations for Students with Learning Disabilities:

Students with documented learning and / or physical disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. To receive these accommodations, the student should furnish documentation of the learning disability at the time of registration, if possible. Scan and e-mail the documentation to studentservices@portagelearning.com. Upon receipt of the learning disability documentation, Portage staff will provide the student with instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

One-on-one Instruction

Each student is assigned to his/her own instructor. Personalized questions are addressed via the student dashboard messaging system. Online learning presents an opportunity for flexibility; however, a discipline to maintain connection to the course is required; therefore, communication is essential to successful learning. Students must check their messages daily to ensure they are receiving instructor feedback and/or direction. Instructors check messages daily Monday-Friday to answer any questions that may arise.

Academic Policies

Academic Integrity

Academic Integrity is extremely important in education, particularly in a virtual setting. We have implemented artificial intelligence monitoring in all of our courses to meet the demand of schools requiring proctoring and yet maintain the flexibility of taking exams at a time and place convenient for the student.

Students are required to appear on the webcam along with their photo ID for identification verification, take a 360 scan of the room, and show their workspaces. The area is to be well lit and clear of other devices including cell phones. The entire exam period is recorded; students are required to maintain direct facial view in the monitor during the entirety of all exams. Instructors review exams for suspicious activity.

Course specific policies regarding academic integrity are presented in the course syllabus. In general, a violation of the academic integrity policy will result in a warning for the first offense, a "0" on the entire exam for the second offense, and dismissal from the course with a failing grade for a third offense, following review by the instructor in consultation with an administrative-instructional committee.

It is the student's responsibility to review their syllabi pertaining to this policy prior to starting their coursework and to seek clarification from the instructor as needed. Failure to understand course specific policies regarding violations of academic integrity will not excuse the student from its consequences. In the enforcement of the policy, no notification is needed between occurrences. If three occurrences are found in your course prior to your instructor grading your work, each occurrence will be treated as an individual case, and the enforcement will apply as shown above.

Note: *NursingABC/Portage Learning will not release webcam videos of students taking exams to the student, or to any other person or institution. Recorded files are not maintained by Respondus or NursingABC/Portage Learning.*

Academic Dishonesty

Dishonesty in the classroom violates freedom and trust, which are essential for effective learning. Dishonesty also limits a student's ability to reach his or her potential. Portage places a high value on honest, independent work. In a distance learning situation, we depend on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam and/or written paper, as this would compromise the student's preparation for future work. It is required of each student to take exams without consulting course materials or study aids including, but not limited to, another person, the lesson pages, printed materials, or the Internet. It will be necessary to show all your work on exams.

- Answers are to be written in your own words and not simply memorized from course material. Word for word answers from course material will be considered plagiarism.

- Students may not reference or use outside materials from any source, including their own notes or drafts in a word processing document, unless explicitly instructed to do so.
- Additionally, as we are required to evaluate the mastery of the material presented in this course, the use of content/processes/methods from a previous course will be considered as the use of an outside resource.
- Students enrolled in a course that requires writing are to submit work that is original and/or cited in proper formatting per course instructions. All written documents are run through plagiarism software to ensure originality.

Course specific policies regarding academic dishonesty are presented in the course syllabus. In general, a violation of the academic dishonesty policy will result in a deduction per infraction for the first offense, a “0” on the entire exam for the second offense, and dismissal from the course with a failing grade for a third offense, following review by the instructor in consultation with an administrative-instructional committee. Deduction amounts may vary between courses; it is the student’s responsibility to review their syllabi pertaining to this policy prior to starting their coursework and to seek clarification from the instructor as needed. Failure to understand course specific policies regarding violations of academic dishonesty will not excuse the student from its consequences. In the enforcement of the policy, no notification is needed between occurrences. If three occurrences are found in your course prior to your instructor grading your work, each occurrence will be treated as an individual case, and the enforcement will apply as shown above.

Plagiarism

Please note the additional instructions about plagiarism below that apply specifically to the proper use of outside sources when writing a paper:

Avoid the following forms of plagiarism:

- Copying but failing to properly cite short quotes copied from a source.
- Rewording major sections from a source but not citing the source.
- Copying, but failing to cite several paragraphs throughout the paper.
- Copying and pasting extensive portions of the paper from a source.
- Presenting one’s own previously published work as original (self-plagiarism).

Copying, but failing to cite short quotes copied from a source may be one of the most common forms of plagiarism. Avoid this violation of academic integrity by making and keeping notes of information taken from any source including the information needed to create a citation.

Not copying directly, but rewording (paraphrasing) the information from a source but failing to cite the source is a violation of the academic integrity agreement. Make sure you avoid this form of plagiarism by including a citation *after* any words, data, and information that are not your own, original thoughts or words.

Copying extensive portions of the paper from one or more sources without using citations is regarded as plagiarism. Sometimes students will copy and paste from an electronic source as a shortcut to doing the research and the writing that is necessary to construct a good paper. This is the most egregious form of plagiarism and is easily recognized by instructors who often utilize electronic scanning programs that detect this type of cyber-plagiarism.

Copying means duplicating from a paper or electronic source by any means including, but not necessarily limited to mechanical means, electronic copying and pasting or entering data, or information from memory, without properly citing the source.

To avoid plagiarism, be sure to include a citation within the paper where the quote occurs (in-text or parenthetical citation), as well as a reference list at the end of the paper that contains information describing the sources used in the text. Consult your course materials and instructor for instructions.

Instructors have the authority to deal with plagiarism in a paper according to their best judgment. Normally, copying one short quotation without properly citing it may result in a deduction of points and instructions to rewrite the offending



section. Larger infractions may result in a loss of points and the requirement to rewrite the entire paper. Copying all or nearly all of a paper will result in an automatic loss of all points for the assignment.

Academic integrity is of utmost importance, particularly in a virtual setting. We have implemented AI Monitoring in all of our courses to meet the demand of schools requiring proctoring and yet maintain the flexibility of taking exams at a time and place convenient for the student. Students are required to appear on the webcam along with their photo ID for identification verification, take a 360 scan of the room, and show their work spaces. The area is to be clear of other devices including cell phones. The entire exam period is recorded; instructors receive notification of suspicious activity detected by the artificial intelligence monitor, which they then review for verification. Recorded files are not maintained by Respondus or Portage.

Code of Conduct

Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct are prohibited and may be grounds for immediate dismissal from the program without refund. Unacceptable student conduct is organized into two tiers. Review the following details:

Tier I

Tier I misconduct involves disputing the authority of faculty and/or staff, arguing persistently, writing to an instructor using aggressive or abusive language, and making a negative remark about an instructor or staff in any communication with them. Tier I misconduct will result in a warning to the student by the instructor if the incident is mild and a first offense. Student Services and the Academic Review Committee will be copied on the warning as well as given a copy of the offending material. A repeat of a Tier I offense automatically moves it to a Tier II offense.

Tier II

Tier II misconduct is defined as either the repeating of a Tier I offense, or any of the following:

Sexually harassing message(s), threatening, bullying, or attempting to intimidate an instructor and/or staff member (including but not limited to use of gender, racial, ethnic, religious or sexual slurs), or posting derogatory, defamatory statements about faculty, staff, or the Portage program on social media.

A Tier II offense will result in a letter from the Academic Review Committee, which will result in a disciplinary measure that involves anything, depending on the severity of the case, from a warning to failing an exam or course, to expulsion from the Portage program without refund regardless of how long the student was enrolled in the program, at the discretion of the Academic Review Committee.

A student may appeal a disciplinary action by emailing a detailed account of the incident to the Academic Review Committee (academics@portagelearning.com) and the reason for the appeal. The decision of the committee is final.

By enrolling in a Portage course, a student agrees to abide by this policy and agrees that no further appeal is possible following a decision by the committee described above.

Grievances

If a student has a complaint about the course, the student is advised to first consult the instructor of the course. After communicating with the instructor, if the matter is still unresolved, students may file a formal grievance for consideration by the Academic Review Committee. The process must be via written communication only to academics@portagelearning.com, with "Academic Grievance" listed in the subject line of the email. The student must present all details for the committee to consider. The decision of the committee is final; therefore, no further appeal is possible following a decision by the committee.

Note: Remediation will not be extended for exams/written assignments on which the student has been penalized for a violation of the academic integrity policy.



Remediation

Remediation of course assignments is available to qualifying students. Course specific qualifications are outlined in the syllabus.

Note: All communications between NursingABC employees including, but not limited to videos recorded by students, messages, and emails, whether related to discipline, creation or enforcement of policy, or information gathering or sharing, are the sole property of NursingABC.

Transcripts

Requesting a Transcript

Transcripts can be requested on the [Request Transcript page](#) within your [Student Dashboard](#). Status of all transcript requests are available within the [Student Dashboard](#).

Note: Official transcript requests cannot be processed through the Geneva College/National Clearinghouse site; as a transient student your request must be made through the Portage Student Dashboard **only**.

There is no fee for transcripts, and students may order as many as needed.

You may request a transcript at any time after your final course grade is posted by accessing the [Request Transcript page](#) in your [Student Dashboard](#).

Please Note: Official transcripts will only be sent directly to schools unless the school specifically outlines that a sealed official transcript should be attached to each application. In this situation, please contact transcripts@portagelearning.com to request permission for an official transcript to be sent to your personal address. Failure to do so will result in your request rejected as "invalid."

Official Transcripts

Official transcripts may be requested only after the final grade for a course is posted by the instructor. After a valid request is successfully submitted, it may take up to 5 business days from the receipt of your transcript request until the shipment of your official transcript. Transcripts are sent via First-Class Mail; allow 3-5 days for delivery from date of shipment. This process cannot be altered or expedited.

Note: If there is an issue regarding your request, processing may be delayed.

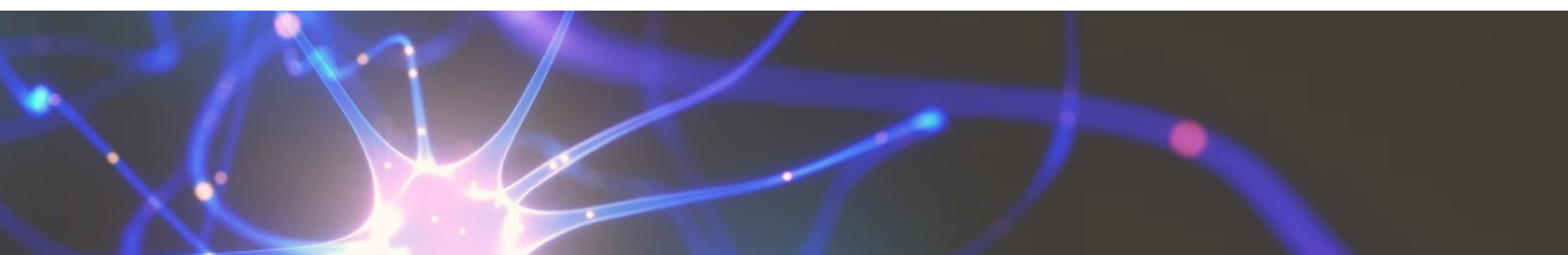
Note: At this time, electronic versions of official transcripts are **not** available.

Unofficial Transcripts

Unofficial transcripts may be requested only after the final grade for a course is posted by the instructor. Unofficial transcripts will be sent via email and processed with the official transcripts twice per week. Unofficial transcripts may be sent directly to a school or to a student. You have access to your unofficial transcript under [My Documents page](#) in the [Student Dashboard](#).

Proof-of-Enrollment/In-Progress Report

A proof-of-enrollment form or in-progress report may be requested at any time after registration and prior to the finalization of a course. Proof-of-enrollment/in-progress reports will be sent via email and processed with the official transcripts twice per week. Proof-of-enrollment/in-progress reports may be emailed directly to a school, and you have access to your proof-of-enrollment/in-progress report under [My Documents page](#) in the [Student Dashboard](#). The report is used to indicate that a student is enrolled in a course; no information regarding course performance is provided.



Important Timing Considerations

Neither the processing nor the shipment of official transcripts, unofficial transcripts, or proof-of-enrollment forms can be expedited.

Transcripts are sent via First-Class Mail and should arrive at your school within 3-5 business days of shipment. We do not have any control of the transcript once it leaves our facility via U.S. Mail.

Keep in mind that your school may require some time to process your transcript after it is delivered. It is important that you confirm receipt with your school 5-7 days after the mailing date. The mailing date is displayed in your [Student Dashboard](#) on the [Request Transcript page](#).

The issuance of transcripts and proof of enrollment will be suspended during holiday and vacation periods.

Course Descriptions

BIOD 101 Essential Biology I w/Lab (4)

Prerequisites: High school biology and chemistry are recommended.

This course will provide students with an introduction to the fundamental laws, theories, and concepts of biology. Topics include chemical principles and the biological chemistry associated with cellular structure and function; taxonomy and the organization of life; the structure and function of macromolecules; the basic structure of cells; energy and cellular respiration; the genetic basis of cellular division, regulation, and the means of inheritance; the mechanistic approaches to cellular signaling; microbiology and the mechanisms employed by both foreign and host defenses. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 102 Essential Biology II w/Lab (4)

Prerequisite: BIOD 101 Essential Biology I w/Lab or equivalent.

A continued examination of the fundamental laws, theories, and concepts of biology. Topics include genetics, the molecular basis of replication, transcription, translation, and gene regulation; the effects of mutations on gene expression; endocrine signaling and the associated disease states; neuron action potentials and signaling cascades; muscle contraction and reflexes; principles of homeostasis and the associated feedback mechanisms relative to blood osmolarity, blood pressure and thermal regulation; an introduction to pharmacology, pharmacokinetics, and the process of clinical trials; epidemiology, and the global impact, surveillance, and investigation of infectious diseases. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 103 Medical Terminology (3)

Prerequisite: General biology is recommended.

A systematic approach to learning the language required to practice in a medically related field. The course will provide the ability to identify, build and recognize terminology used to describe the human body as well as representative pathological processes, procedures, conditions, and diseases that may affect it.

BIOD 121 Essentials in Nutrition (3)

Prerequisites: General biology and chemistry are recommended.

This course will provide the student with the fundamentals of nutrition, both in theory and application. The digestion, absorption, metabolism, and functional importance of nutrients are emphasized. Basic principles of applied nutrition such as energy balance, weight control, and the role of nutrition from birth to death are discussed. The mechanisms and onset of disease states as a result of insufficient nutritional intake are examined. Case studies encourage students to apply the information and prepare them for healthy living. Upon course completion, students will be able to apply nutrition principles to their own lives and be able to make informed nutrition choices.



BIOD 151 Essential Human Anatomy and Physiology I w/Lab (4)

Prerequisites: General biology and chemistry.

A systematic integration of the structure and function of the cells, tissues, organs, and systems of the human body. The systems discussed are the respiratory system, digestive system, skeletal system, axial and appendicular musculature, endocrine system, and the integumentary system. This course also includes an overview of basic anatomical terminology, cell composition, and a discussion of the cellular membrane. Modules include discussions of anatomy and physiology of the individual systems as well as common pathology and treatments associated with each. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced instructor.

BIOD 152 Essential Human Anatomy and Physiology II w/Lab (4)

Prerequisite: BIOD 151 Essential Human Anatomy and Physiology I or equivalent.

A continued systematic discussion of the anatomical and physiological systems within the human body. The systems discussed are the nervous system and the special senses, circulatory system, reproductive system including discussions of mitosis/meiosis and heredity, and the urinary system with a discussion of fluid and electrolyte balance. Modules cover the common pathology and treatments associated with each of the systems outlined above. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced instructor.

BIOD 171 Essential Microbiology w/Lab (4)

Prerequisites: General biology and chemistry are recommended.

A systematic examination of the microbial world, with an emphasis on pathogens. Topics covered include morphology, physiology, and genetics as well as the metabolic and enzymatic reactions associated. Strategic techniques for the growth, isolation and visualization of microbes are included as are microscopic and diagnostic methods. The causative agents and treatment strategies for various pathologies are emphasized. Viral composition, replication and the associated disease states are also covered. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced microbiologist.

BIOD 210 Genetics (3)

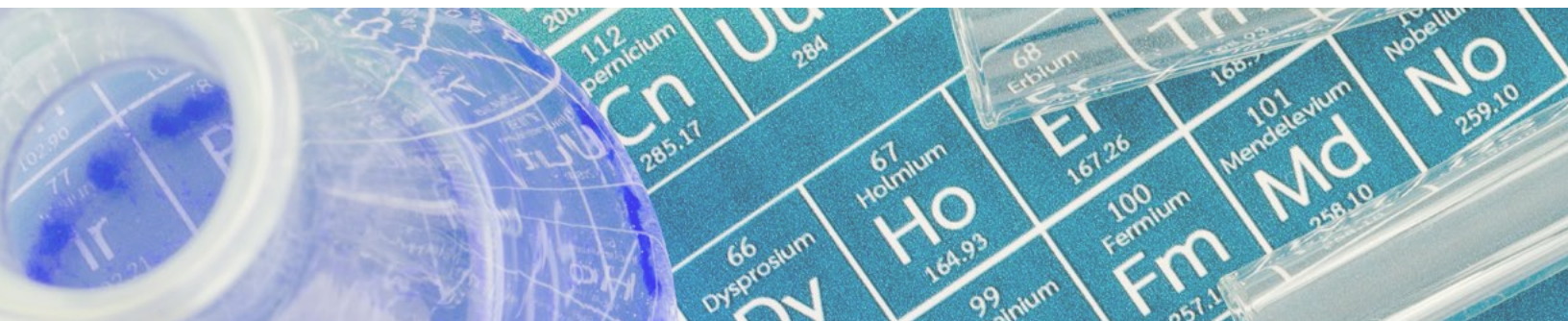
Prerequisites: BIOD 101: Essential Biology I w/Lab and BIOD 102: Essential Biology II w/Lab or equivalent

This course is designed to teach the basic concepts of both classic and modern genetics. Students will study the functions and structures of chromosomes and their importance in genetic transmission to offspring. They will learn the fundamental process of genetic information transfer from DNA to functional protein products. This course will discuss the importance of genetics in understanding inheritable human diseases, including discussions of how heredity and the environment play a role in affecting our genetic constitutions and the development of disease.

CHEM 103 General Chemistry I w/Lab (4)

Prerequisite: High school chemistry is recommended.

A systematic investigation of the fundamental principles of chemistry and the scientific method. The laws, theories and mathematical concepts surrounding chemical reactions are examined. Discussions on the metric system, stoichiometry, thermochemistry, and atomic structure are included. Intra and intermolecular interactions, bonding and the physical properties associated with the solid, liquid, and gas phases are covered in detail. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.



CHEM 104 General Chemistry II w/Lab (4)

Prerequisite: CHEM 103 General Chemistry I w/Lab or equivalent.

An examination of quantitative kinetics, collision theory and the associated reactions are assessed relative to chemical equilibria. Acid-base theories and chemical buffer systems are discussed along with practical titration practices. Discussion on thermodynamics, electrochemical principles, and descriptive chemistry are included. Organic and nuclear chemistry and the approaches used to quantify their reactivity are explored, as well as the chemistry of elements. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.

CHEM 121 Foundations of General Chemistry w/Lab (4)

Prerequisite: High school chemistry is recommended.

A single-semester, comprehensive exploration of the fundamental laws, theories and mathematical concepts of inorganic and biological chemistry designed to contain comprehensive information needed for health professions study. The laboratory component of this course is delivered using virtual labs with detailed instruction and demonstrations from an experienced chemist.

CHEM 210 Biochemistry (3)

Prerequisites: General biology and chemistry are recommended.

An introduction to the fundamentals of biochemistry covering biomolecules and metabolism. Chemical and cellular foundations are explored including cell organization, organic chemistry, and aqueous systems. The structure and function of biomolecules, including amino acids, proteins, carbohydrates, lipids, and nucleic acids are examined. Finally, the metabolism and energy transformation of biomolecules is covered.

CNSL 503 Statistics [Graduate Level] (3)

Prerequisite: MATH 110 Introduction to Statistics or equivalent.

This graduate course provides an introduction to descriptive and inferential statistics. The course is designed to help students gain an understanding of several different types of statistical approaches and skills in being able to discern the most appropriate statistical test to run on a given dataset.

ENGL 101 English Composition I (3)

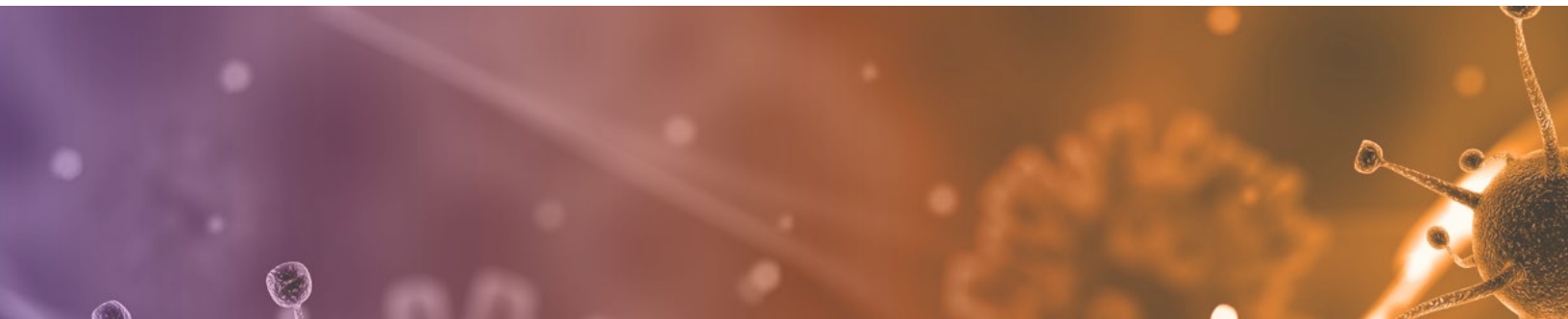
Prerequisite: Students should have a basic understanding of the conventions of standard, written English.

The ability to write well is a key contributor in achieving a high degree of success in academic, business, and medical fields. To be able to effectively communicate one's ideas through a logical and methodical writing process is a necessary skill in today's competitive world. English Composition I (ENGL 101) will help the student to generate effective compositions using various modes of writing. The course will focus on developing the student's ability to utilize critical thinking, organize thoughts, and express those thoughts in standard, written English.

ENGL 102 English Composition II (3)

Prerequisite: ENGL101 English Composition I or equivalent.

English Composition 102 enhances the writing practices and skills acquired in English Composition 101. You will read a wide variety of texts and engage in writing activities that promote critical thinking, literary analysis, and the ability to create argumentative essays that establish a position supported by evidence. You will read and write about genres in American, British, and World Literature, including 1) poetry, 2) prose fiction, 3) drama, 4) historical fiction, 5) thematic short stories, 6) biography/autobiography, and 7) novel. At the end of the course, you will take a comprehensive final exam and write a final research paper in argumentative form with documentation.



HIST 141 American History through 1877 (3)

This course examines the birth of the United States of America from the pre-Columbian era through the time of Reconstruction following the Civil War. It examines political and social history, America's wars, westward expansion, and the role that minorities played in the founding and growth of the nation. This exploration of the past aims to help students understand the origins of the United States and probes its struggles and triumphs. While recounting the major events and people we know, the course also introduces lesser-known but important personalities and happenings that formed the United States into the nation that it is today.

HUMN 160 Global Religion & Culture (3)

This course examines the intersection of religion, culture, and globalization, particularly as they are manifested in the workplace (incl. for healthcare providers). It opens with a model of culture and the diversity of life-features that constitute culture, then presents central tenets and historical origins of the major religions present in the world today and how religious adherence manifests itself in different societies.

MATH 101 College Algebra (3)

Prerequisite: High school algebra is recommended.

A review of the basic principles of algebra and their applications, including unit conversions, solving equations, solving systems of equations, evaluating functions, graphing, and word problems. This is followed by an introduction to intermediate and advanced subjects, including polynomials, factoring, exponential and logarithmic functions, conic sections, probability, and arithmetic and geometric sequences.

MATH 110 Introduction to Statistics (3)

Prerequisite: Algebra proficiency required (high school algebra 2 or college algebra).

A general introduction to mathematical statistics as a tool used in the decision-making process. The course is designed to help students develop an understanding of summarized data in both descriptive and inferential statistical applications through the use of frequency distributions, measures of central tendency, measures of dispersion, probability distributions, random sampling, interval estimation, hypothesis testing, comparisons involving means, and regression analysis.

NURS 231 Pathophysiology (3)

Prerequisite: Anatomy and Physiology.

A systematic examination of the dynamics between functional adaptations, disruptions, and compensatory mechanisms during abnormal physiological processes. Analysis of the sequences of changes leading to various disease states within the main body systems will be coupled to the specific principles of prevention, diagnosis, and treatments.

NURS 251 Pharmacology (3)

Prerequisites: General Biology and Chemistry.

Course provides a comprehensive overview to pharmacology. This course will begin by covering basic pharmacology principles. Following the introduction, the course will move quickly into therapeutics. The goal will be to introduce common pathophysiology associated with each body system and begin to understand how drug therapies are used to target specific disease states.



PHIL 120 Introduction to Ethics (3)

Prerequisite: Proficiency with written English.

The goal of the course is to help students understand the principles of classical theoretical philosophical ethics with case studies designed to develop ways of understanding themselves and becoming enabled to apply those outlooks to the care they expect to give in a medical context as health professionals.

PHYS 165 Physics (3)

Prerequisites: College Algebra required; high school physics recommended.

A single-semester, comprehensive exploration of the fundamental laws, theories, and mathematical concepts as they relate to a college-level survey of physics. Course content includes classical mechanics, electricity and magnetism, and modern physics. Specific topics include, some basics of science, kinematics, dynamics, energy, momentum, waves, electricity, magnetism, quantum mechanics and relativity. While there is no lab component to this course, students will be expected to learn the material on a conceptual level as well as solve mathematic problems using algebra-based physics equations.

PSYC 101 General Psychology (3)

Prerequisite: Proficiency with written English.

This course is an introduction to the scientific study of behavior and a systematic presentation of its basic concepts and methods.

PSYC 140 Developmental (Lifespan) Psychology (3)

Prerequisites: PSYC 101 General Psychology or equivalent is strongly recommended; proficiency with written English is required.

This course studies human growth and development across the lifespan. From conception to death, physical, cognitive, and socioeconomic development is examined.

PSYC 210 Abnormal Psychology (3)

Prerequisite: Introduction to Psychology (PSYC 101) or equivalent is strongly recommended; proficiency with written English is required.

This course offers a broad description of psychological disorders, including philosophical and diagnostic approaches to psychological disorders. Course structure follows the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) and covers the major diagnostic criteria for psychological disorders.

SOCI 180 Introduction to Sociology (3)

Prerequisite: Proficiency with written English.

The primary purpose of this course is to introduce students to a way of seeing themselves, others, and the world. The hope is that they will come to be more discerning of the complexities of social living, while simultaneously understanding social life more fully.

The Portage Learning Student Handbook contains information correct at the time of publication. Portage Learning reserves the right to alter any or all statements contained herein. A student enrolling in a Portage Learning course accepts the academic requirements and criteria described in this Handbook. Course requirements are subject to change and will be updated on the website. Consequently, this document cannot be considered binding and is to be used solely as an informational guide. Students are responsible for keeping themselves informed about policies and for meeting all requirements.