

J&J Healthcare Institute, Inc.



SCHOOL CATALOG
VOLUME XVI
MARCH 2022

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J&J Healthcare Institute, Inc. is licensed by the Commission for Independent Education, Florida Department of Education 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684.

Table of Contents

President’s Message.....	3
History	3
Mission	3
Legal Ownership.....	3
Governing Body.....	3
Staff	4
Faculty	4
Holidays.....	4
Class Start & End Dates for Enrollment	5
Hours of Operation	5
Entrance Requirements	5
Dismissal	5
Attendance	6
Make-Up Work.....	6
Tardiness.....	6
Leave Of Absence.....	6
Transfer of Credit	7
Program Changes.....	7
Grading	7
Unit of Credit.....	7
Grade Point Average (GPA)	8
Repeating Courses	8
Incomplete “I” Grade.....	8
Standards of Academic Progress.....	8
Academic Standards	9
Academic Probation.....	10
Academic Dismissal/Withdrawal.....	10
Graduation Requirements	10
Standards of Conduct.....	11-11
Grievance Procedures	11
Class Schedule.....	12
Academic Advisement.....	11
Financial Advisement	121
Job Placement Services.....	11
Registration.....	12
Student Records	12
Family Rights to Privacy Act.....	12
Drug-Free Workplace	12-13
Emergency Contacts	13
Housing.....	13
Student Rights & Responsibilities	14-14
Fee & Payment Schedule.....	14
Cancellation & Refund Policy	14
Tuition, Fees, Programs & Curriculum.....	15
<u>Home Health Aide</u>	16-17
<u>Phlebotomy Technician</u>	18-20
<u>Patient Care Technician</u>	21-26
<u>Medical Assistant</u>	27-30
<u>Pharmacy Technician</u>	31-34
<u>Practical Nurse</u>	35-41
<u>RN-BSN</u>	42-47
Course Numbering.....	48
Learning Resources Services	48
Description of School Facilities/Equipment	48
Licensing/Approval Agencies.....	48
Non Discrimination Policy	49
Anticipated Start & End Dates.....	50

President's Message

Career training is a road that leads to challenges and roles that force us to take personal leaps and bounds we may never have encountered otherwise. We are honored that you have considered J&J Healthcare Institute, Inc. as an instrument of your journey. It is our desire to help you reach your goals for a new future that can be filled with professional satisfaction and numerous rewards. We do hope that your career choices continuously lead you to pursue education so that you can continue to grow professionally. So it is with great pleasure that we welcome you to our school- let it become your school. J&J Healthcare Institute, Inc. is ready to serve you and the community, making dreams a reality, and helping people just like you take your place on the road of life.

Thank You,

Florence Polynice, President



History

J&J Healthcare Institute, Inc. (JJHI) was started in September of 2006. Owners of J&J Healthcare Institute, Inc. possess over a decade of experience with adult learners in career-oriented training. The institution opened its doors in late June 2007, and started its first students in July 2007.

Mission

J&J Healthcare Institute, Inc. aims to provide hands-on and distant learning training to our students, and to provide skilled workers to communities of interest, who are ready to engage in careers that are in high demand. We aim to improve employability and inspire life long career growth, thereby improving the quality of life of individuals in our community.

Legal Ownership

J&J Healthcare Institute, Inc. is a corporation formed under the laws of the State of Florida. Current owners and officers are Florence Polynice, Joanes Polynice Jr, and Joanne Polynice.



Governing Body

The fictitious name and corporate address of the governing body of J&J Healthcare Institute is:

J&J Healthcare Institute, Inc.

7200 LAKE ELLENOR DR STE 144
ORLANDO, FLORIDA 32809
PHONE: (407) 839-3363
FAX: (407) 839-3364

Staff

Florence Polynice
President-Campus Director

Faculty

(Amendments on Faculty and Staff will be added as an Addendum to the school catalog as hired).

Florence Polynice (PN#1058631)
Part Time Instructor
Home Health Aide, PCT, Anatomy & physiology
Phlebotomy Technician, Pharmacy Tech
J & J Healthcare Institute Inc. Orlando, FL
LPN, Monmouth County Vocational School, Long Branch, NJ

El Agathe Tembeng (RN#9275188 APRN#9275188)
Program Director/ Instructor
RN-BSN, Practical Nurse
BS & MS in Nursing, Armstrong Atlantic State & South University, Savannah, GA

Camille Lubrin-Hazelwood RN (RN# 9208139)
Part-Time Instructor
Practical Nurse
BS in Nursing, Florida Hospital College, Orlando, FL

Carmen Brown (RN# 9256223)
Part Time Instructor
RN-BSN, Practical Nurse
MS in Nursing, Central Michigan University Mount Pleasant, MI

Farhat Murtaza
Part Time Instructor
Health Careers, Structure & Function, Pharmacology
Doctor of Medicine, University Of Karachi, Karachi, Pakistan

Marie Bulger
Part Time Instructor

Allied Health Courses
Medical Lab Assistant, Orange Vocational, Orlando, FL

Holidays

Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day & Day After
Christmas Day through New Year's Day

Class Start & End Dates for Enrollment

A student may enter the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is $6 \times 1.5 = 9$ weeks.

Hours of Operation

Office Hours: Monday through Friday	9:00 a.m. – 5:30 p.m.
School Hours: Monday through Friday	9:00 a.m. – 10:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

Admission Requirements

Admission is open to any qualified applicant. No qualified person will be excluded from enrollment at J&J Healthcare Institute, Inc. based on age, race, gender, disability or national origin. Class start times vary depending upon language of instruction.

If under the age of 18, a parent or guardian must enroll the applicant.

1. The applicant should present evidence or attestation of high school diploma, or GED.
2. Students, who do not have a high school diploma, high school certification or GED and are 17 years of age or older must demonstrate the ability to learn from the program of instruction. Students must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
3. For students who are 17 years of age a parent or legal guardian must also sign the Enrollment Agreement.
4. Applicants receive a catalog prior to signing an enrollment agreement.
5. All accepted students must complete an Enrollment Agreement.
6. Students receive a catalog at least one week before enrollment commences.
7. J&J Healthcare Institute, Inc. will keep records of prospective students denied admission for at least one year.
8. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 24 hours of request.

Important Note: Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application. Presence of criminal convictions on record may be cause to reject an applicant for state licensure.

Dismissal

A student may be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules of conduct and policies of the institution.

Attendance

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. It is the responsibility of the student to make up work missed. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss ten consecutive days of classes will be terminated from the program. Students who miss 20% of the program will be terminated from their program of study. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance.

Make-Up Work

Students who have been absent from class for any reason or have been tardy are required to make up work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since J&J Healthcare Institute, Inc. trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

Leave Of Absence

J&J Healthcare Institute, Inc. requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, J&J Healthcare Institute, Inc. may grant the student's request for a leave of absence and document its decision in the student's file. J&J Healthcare Institute, Inc. will collect the written request within 30 days.

A student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period.

The number of days in a leave of absence commences the day after the student's last day of attendance. "A 12-month period" begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

Transfer of Credit

J&J Healthcare Institute, Inc. reserves the right to accept or deny the transferring in of clock hours/credits received from another school. Credits will be evaluated through the admissions department; credits earned more than 10 years ago will not be accepted. The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by J&J Healthcare Institute, Inc.

Any student, who began a program at J&J Healthcare Institute, Inc. and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly.

Students who transfer out of J&J Healthcare Institute, Inc. to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligation have been met by the student to JJHI. The acceptance of the transferability of credits is the decision of the receiving institution.

Program Changes

J&J Healthcare Institute, Inc. reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes.

Grading

Students are graded according to the following Grade Point Average (GPA) system:

Used in GPA computation:

Letter	Numeric Grade	Status	Grade Point Value
A	94-100	Outstanding	4.0
B	85-93	Very Good	3.0
C	75-84	Satisfactory	2.0
D	Below 75	Unsatisfactory	1.0

Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass

Unit of Credit

The Unit of Credit used at J&J Healthcare Institute, Inc. is a clock hour or semester credit hour. A clock hour is defined as no less than 50 minutes of any one contact hour in which students participate in learning activities on campus or at an approved externship facility. A semester credit hour is the unit of measuring educational credits, usually no less than 50 minutes of any one contact hour per week for the whole semester. A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Grade Point Average (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a “B” (3.0) in a 24-clock hour course is equal to 72 points ($3.0 \times 24 = 72$). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

Repeating Courses

Students may repeat courses taken at JJHI if they received a “W”, “D”, “F” or NP grade. Students may repeat a course twice. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only.

Incomplete “I” Grade

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an “Incomplete” or a grade of “I”. The instructor will grant a grade of “I” if the student has valid reasons for not being able to finish the work. The student and instructor will complete an “Incomplete Grade” form, which stipulates the work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

Standards of Academic Progress

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of JJHI can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of academic progress. It is the goal of the institution to support students in every academic phase of their attendance at J&J Healthcare Institute, Inc. When a student is not meeting the Standards of Academic Progress, faculty will conduct a formal meeting with the student in order to prepare a plan of improvement for the student and discuss the possible consequences that may occur if progress is not made.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standards reflect the commitment of JJHI faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students who are experiencing academic difficulty and to increase public support for J&J Healthcare Institute, Inc. efforts to provide sound educational programs of the highest quality.

Programs of the institution whose length is under 240 clock hours will measure satisfactory academic progress weekly. Students moving through the program must maintain a grade point average of 2.0 ("C") or higher in order to be considered to be making satisfactory progress. Students who fall below this standard will be placed on academic probation. For programs whose length is under 240 clock hours, students will be placed on academic probation for as long as it takes the student to return the average to 2.0 or higher. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Programs of the institution whose length is over 240 clock hours and/or 60 credit hours will measure a quarterly satisfactory academic progress. All students are required to maintain at least a 77% average in each course in the program in order to graduate, and be eligible for the licensure exam. Student must have a minimum of 2.0 overall GPA to graduate.

Academic Standards

Consequences of sustained poor academic performance are summarized below:

Cumulative GPA	Results
0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading. For programs under 240 clock hours these measures are applied at the mid-point and completion of the program.

Academic Probation

Programs of the institution whose length is under 240 clock hours will measure satisfactory academic progress weekly. Students moving through the program must maintain a grade point average of 2.0 (“C”) or higher in order to be considered to be making satisfactory progress. Students who fall below this standard will be placed on academic probation. For programs whose length is under 240 clock hours, students will be placed on academic probation for as long as it takes the student to return the average to 2.0 or higher. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Programs of the institution whose length is over 240 clock hours and/or 60 credit hours will measure a quarterly satisfactory academic progress. All students are required to maintain at least a 77% average in each course in the program order to be considered to be making satisfactory progress. Students with marginal grades (77-79) will be placed on academic probation after a conference with the Instructor/Coordinator. Probationary status will be reviewed for signs of improvement at three and five weeks from the conference.

Academic Dismissal/Withdrawal

“Academic Dismissal” represents a separation of students from J&J Healthcare Institute, Inc. for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

Students are eligible to re-apply for enrollment to JJHI after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

*****This Addendum becomes a part of the Catalog for the student of Veterans’ Affairs*****

Graduation Requirements

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student’s program and have an overall CGPA of 2.0 or greater.

Standards of Conduct

Students enrolling in JJHI assume an obligation to conduct themselves in a manner compatible with JJHI's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, JJHI retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on JJHI's campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any JJHI student, faculty member or employee.
- Substantial damage to JJHI-owned or leased property or to property of a JJHI student, employee, faculty member or visitor occurring on JJHI-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of JJHI's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of JJHI).
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at JJHI are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at JJHI will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

Grievance Procedures

A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged; grievances will also be reviewed with careful consideration by the Director of the Institute. If matter cannot be resolved an appointment may be made with the Director of the Institute. If both parties are unable to rectify the dispute or a result of the discussion does not produce a fair resolution, the next step would be to notify:

The Commission for Independent Education
Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
Telephone: 1-888-224-6684

STUDENT SERVICES

Class Schedule

JJHI has open registration for all programs. Class schedules will be given to students at the time of enrollment and clearly stated on the enrollment agreement. Please see Page 49: Start Calendar for more information about the anticipated start schedules.

Academic Advisement

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed.

Financial Advisement

The Business Office will inform students of all options regarding private funding, loans or payment plans. JJHI does not offer financial aid but various payment options are available to all students. The student has the option of paying the tuition cost 1. Full payment at time of signing enrollment agreement 2. Registration fee at the time of signing enrollment agreement with balance paid prior to program start date 3. Registration fee at time of signing enrollment agreement with balance paid prior to graduation. Students are obligated to pay the balance of the tuition cost in installments as agreed upon with the Business Office. Students will also be able to choose weekly or bi-weekly installments to be paid during the course of their program.

Job Placement Services

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

Registration

Registration is held in a continuous basis. Students may register for courses in person or via the telephone. However, program offerings are scheduled in 6 week cycles. Please see Page 49: 2017-2018 Start Date Calendar for more information concerning anticipated program start dates.

Student Records

The Records Office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. Hard copy of Final Grade Reports is provided at the student's request from the Records Office. The Records Office is also responsible for processing applications for diplomas and certificates.

The school will retain student records permanently in a fire-proof file cabinet and a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

Family Rights to Privacy Act

J&J Healthcare Institute, Inc. complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Drug-Free Workplace

J&J Healthcare Institute, Inc. is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

Emergency Contacts

J&J Healthcare Institute, Inc. is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

Housing

JJHI does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

Student Rights & Responsibilities

J&J Healthcare Institute, Inc. seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- Students can expect to participate fully in JJHI's community without discrimination as defined by federal and state law;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well-being;
- Students have access to established procedures for respectfully lodging a grievance to JJHI;
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from JJHI's academic and administrative departments.
- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.

Fee & Payment Schedule

The Registration fee is due at the time of signing the enrollment agreement. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1. Full payment at time of signing enrollment agreement 2. Registration fee at the time of signing enrollment agreement with balance paid prior to program start date 3. Registration fee at time of signing enrollment agreement with balance paid prior to graduation. Students are obligated to pay the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the

Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, J&J Healthcare Institute, Inc. shall be entitled to collection, attorney fees and cost on the account thereof.

Cancellation & Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

*****This Addendum becomes apart of the Catalog for the student of Veterans' Affairs*****

Home Health Aide

75 CLOCK HOURS

Tuition: \$ 575.00 **Registration Fee:** \$75.00 **Total Program Cost:** \$1,290.00

OTHER FEES:

National Occupational Competency Testing \$17.50 (Optional)

Estimated Cost of: Books/Materials, Kit & other: \$622.50

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Home Health Aides, working for Home Health Agencies, and Hospice Care.

PROGRAM DESCRIPTION:

Students of the Home Health Aide program will learn to perform duties which include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients.

The students will have 33 hours of lab to practice, demonstrate and perform procedures associated with bedside client care. Completion of this program does qualify students' employment in agencies with Medicare and Medicaid patients.

PROGRAM OUTLINE

Full time students will complete this program in 3 ¾ weeks. Part-time students will complete this program in 4 ¾ weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
HHA 100	Verbal & Written Communications	6	0	0	6
HHA 101	Laws & Ethical Standards for Home Health Aides	4	0	0	4
HHA 102	Physical Comfort and Patient Safety	5	5	0	10
HHA 103	Nutrition	10	5	0	15
HHA 104	Infection Control Procedures	5	10	0	15
HHA 105	Home Health Care	7	10	0	17
CPR 100	CPR-Cardiopulmonary Resuscitation	1	3	0	4
	Total	42	33	0	75

Upon completion of the program the student will receive a diploma

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received, however the school cannot guarantee employment.

COURSE DESCRIPTIONS

HHA 100 Verbal & Written Communications

6 Theory Hours/0 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

HHA 101 Laws & Ethical Standards for Home Health Aides

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussion on ethical issues that are faced in the Home Health setting.

HHA 102 Physical Comfort and Patient Safety

5 Theory Hours/5 Lab Hours/0 Externship Hours/10 Clock Hours

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients.

HHA 103 Nutrition

10 Theory Hours/5 Lab Hours/0 Externship Hours/15 Clock Hours

Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

HHA 104 Infection Control Procedures

5 Theory Hours/10 Lab Hours/0 Externship Hours/15 Clock Hours

This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand washing techniques.

HHA 105 Home Health Care

7 Theory Hours/10 Lab Hours/0 Externship Hours/17 Clock Hours

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care.

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

Phlebotomy Technician

165 CLOCK HOURS

Tuition: \$875.00 Registration fee: \$75.00 Total Cost of Program: \$1,830.00

OTHER FEES:

National Occupational Competency Testing \$135 (Optional)

Estimated Cost of: Books/Material, kit & other: \$745

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Phlebotomy Technicians, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers and other medical facilities.

PROGRAM DESCRIPTION:

Students of the Phlebotomy Technician program must complete the Health Science Core Module in conjunction with the Phlebotomy Technician program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it. The Phlebotomy Technician program is designed to train students to perform duties which include blood draw, storing blood and blood components, venipuncture, and basic processing. Students will learn the circulatory system and its functions and pathology of diseases, law and ethics, critical policies and procedures including universal precautions, infection control, OSHA and CLIA guidelines and how they apply to the Phlebotomy Technician's duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

PROGRAM OUTLINE

Full-time students will complete this program in 8 ¼ weeks. Part-time students will complete this program in 10 1/3 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	11	0	0	11
PBY 101	Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting	4	0	0	4

PBY 102	Phlebotomy Skills Theory & Lab	10	20	0	30
PBY 103	Specimen Transfer, Accessioning & Processing	12	12	0	24
PBY 104	Quality Assurance & Safety Procedures	3	3	0	6
	Total	127	38	0	165

Upon completion of the program the student will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received, however the school cannot guarantee employment.

COURSE DESCRIPTIONS

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components and function within the human body.

PBY 101 Law & ethics and the role of phlebotomy technicians in the healthcare setting

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws which govern the duties and the work settings of Phlebotomy Technicians. Students will develop understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

PBY 102 Phlebotomy Skills Theory & Lab

10 Theory Hours/20 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

PBY 103 Specimen Transfer, Accessioning & Processing

12 Theory Hours/12 Lab Hours/0 Externship Hours/24 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error.

PBY 104 Quality Assurance & Safety Procedures

3 Theory Hours/3 Lab Hours/0 Externship Hours/6 Clock Hours

In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes and records accuracy.

Patient Care Technician

600 CLOCK HOURS

Tuition: \$5,500.00 **Registration fee:** \$75.00 **Total Cost of Program:** \$6,775.00

OTHER FEES:

Nursing Assistant Competency Examination: Written – English and Clinical Skills - \$93.00

FDLE Screening – (Background report for those residing in Florida longer than 5 years) - \$34.00

FBI Screening – (Nationwide background report for those residing in Florida less than 5 years) - \$53.00

Estimated Cost of: Books/Materials & Kit: \$1,020.00

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings.

PROGRAM DESCRIPTION:

The Patient Care Technician program is designed to train students in all of the relevant aspects of patient care, including personal care, physical comfort, diagnostic testing specifically electrocardiography, phlebotomy, home health care needs, providing post-operative care, geriatric care and other critical functions. Graduates of this program will be prepared to work at the entry level in hospitals, home health agencies, clinics, laboratories and other healthcare settings.

PROGRAM OUTLINE

Full time students will complete this program in 30 weeks. Part time students will complete the program in 37 ½ weeks.

COURSE CODES	COURSE TITLE	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HHA 100	Verbal & Written Communications	6	0	0	6
HHA 101	Laws & Ethical Standards for Home Health Aides	4	0	0	4
HHA 102	Physical Comfort and Patient Safety	5	5	0	10
HHA 103	Nutrition	10	5	0	15
HHA 104	Infection Control Procedures	5	10	0	15
HHA 105	Home Health Care	7	10	0	17
CPR 100	CPR-Cardiopulmonary Resuscitation	1	3	0	4
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	11	0	0	11
PBY 101	Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting	4	0	0	4
PBY 102	Phlebotomy Skills Theory & Lab	10	20	0	30

PBY 103	Specimen Transfer, Accessioning & Processing	12	12	0	24
PBY 104	Quality Assurance & Safety Procedures	3	3	0	6
HSC 101	Basic Anatomy & Physiology & Medical Terminology for Nursing Assistants	30	0	0	30
HSC 102	Safety, Sanitation, and Emergency Procedures	2	4	0	6
HSC 103	Law & Ethics in Patient Care	4	0	0	4
NAT 100	Nursing Assistant Patient Care Procedures	4	4	0	8
NAT 101	Post-Operative Care	3	3	0	6
NAT 102	Rehabilitative & Geriatric Care	12	10	0	22
NAT 103	Nursing Assistant Externship	0	0	40	40
EKG 100	Structure and Function of the Cardiovascular System & Related Medical Terminology	11	0	0	11
EKG 101	Laws and Ethical Standards of Electrocardiography	4	0	0	4
EKG 102	EKG Instrumentation and Modalities	18	18	0	36
EKG 103	EKG Patient Preparation and Care Procedures	8	16	0	24
PCT 100	Patient Care Technician Theory & Skills Lab I	20	65	0	85
PCT 101	Patient Care Technician Theory & Skills Lab II	20	60	0	80
PCT 102	Career Preparation for Patient Care Technicians	12	0	0	12
	Total	312	228	40	600

Upon completion of this program students will receive a diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received, however the school cannot guarantee employment.

COURSE DESCRIPTIONS

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, and understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HHA 100 Verbal & Written Communications

60 Theory Hours/0 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

HHA 101 Laws & Ethical Standards for Home Health Aides

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussion on ethical issues that are faced in the Home Health setting.

HHA 102 Physical Comfort and Patient Safety

5 Theory Hours/5 Lab Hours/0 Externship Hours/10 Clock Hours

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients.

HHA 103 Nutrition

10 Theory Hours/5 Lab Hours/0 Externship Hours/15 Clock Hours

Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets and other special needs diets and essential nutrition care for patients.

HHA 104 Infection Control Procedures

5 Theory Hours/10 Lab Hours/0 Externship Hours/15 Clock Hours

This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand washing techniques.

HHA 105 Home Health Care

7 Theory Hours/10 Lab Hours/0 Externship Hours/17 Clock Hours

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home **health** aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care.

PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components and function within the human body.

PBY 101 Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws which govern the duties and the work settings of the Phlebotomy Technician. Students will develop understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

PBY 102 Phlebotomy Skills Theory & Lab

10 Theory Hours/20 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, veni-puncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

PBY 103 Specimen Transfer, Accessioning & Processing

12 Theory Hours/12 Lab Hours/0 Externship Hours/24 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error.

PBY 104 Quality Assurance & Safety Procedures

3 Theory Hours/3 Lab Hours/0 Externship Hours/6 Clock Hours

In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes and records accuracy.

HSC 101 Basic Anatomy & Physiology & Medical Terminology

30 Theory Hours/0 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

HSC 102 Safety, Sanitation, and Emergency Procedures

2 Theory Hours/4 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills.

HSC 103 Law and Ethics in Patient Care

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

Students will learn the laws which govern patient care and the role of the Nursing Assistant. Students will learn about the requirements for their career path and the laws that govern the work setting of the Nursing Assistant. Students will also learn the ethical responsibilities of the Nursing Assistant.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

NAT 100 Patient Care Procedures for Nursing Assistants

4 Theory Hours/4 Lab Hours/0 Externship Hours/8 Clock Hours

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care.

NAT 101 Post-Operative Care

This course is designed to help students understand the needs of post-operative patients. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families.

NAT 102 Rehabilitative & Geriatric Care

12 Theory Hours/10 Lab Hours/0 Externship Hours/22 Clock Hours

Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real world circumstances involved in caring for the elderly.

NAT 103 Nursing Assistant Externship

0 Theory Hours/0 Lab Hours/40 Externship Hours/40 Clock Hours

Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant.

EKG 100 Structure and Function of the Cardiovascular System & Related Medical Terminology

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

This course is designed to provide theory on the cardiovascular system, its structure and function in the human body. Students will learn the composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Students will demonstrate skills in related terminology.

EKG 101 Laws and Ethical Standards of Electrocardiography

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

In this course students will learn the laws that govern Electrocardiography, its instrumentation, context of clinical setting, and the ethical responsibilities of the Electrocardiography Aide.

EKG 102 EKG Instrumentation and Modalities

18 Theory Hours/18 Lab Hours/0 Externship Hours/36 Clock Hours

Students will develop skills and knowledge of procedures for the use and maintenance of Electrocardiography instruments, equipment and supplies. Students will practice the various modalities, and the procedures for client preparation.

EKG 103 Patient Preparation and Care Procedures

8 Theory Hours/16 Lab Hours/0 Externship Hours/24 Clock Hours

This course is designed to provide the knowledge and practice of patient preparation for electrocardiography. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, the positioning of leads and the use of gels and other substances, and supplies utilized in the testing procedure.

PCT 100 Patient Care Technician Theory & Skills Lab I

20 Theory Hours/65 Lab Hours/0 Externship Hours/85 Clock Hours

Pre-requisites: HSC 100, HHA 100, HHA 101, HHA 102, HHA 103, HHA 104, HHA 105, HAE 100, CPR 100, PBY 100, PBY 101, PBY 102, PBY 103, PBY 104, HSC 101, HSC 102, HSC 103, NAT 100, NAT 101, NAT 102, NAT 103, EKG 101, EKG 102, EKG 103

In this course students will review skills learned in prior courses, practice their skills, and explore the different areas of the diverse patient care assisting skills they possess. Students will experience practical application of theoretical concepts, receive competency evaluations of skills performance in a simulated healthcare setting, and hone their professional skills.

PCT 101 Patient Care Technician Theory & Skills Lab I

20 Theory Hours/60 Lab Hours/0 Externship Hours/80 Clock Hours

Pre-requisites: HSC 100, HHA 100, HHA 101, HHA 102, HHA 103, HHA 104, HHA 105, HAE 100, CPR 100, PBY 100, PBY 101, PBY 102, PBY 103, PBY 104, HSC 101, HSC 102, HSC 103, NAT 100, NAT 101, NAT 102, NAT 103, EKG 101, EKG 102, EKG 103

In this course students will review skills learned in prior courses, practice their skills and explore the different areas of the diverse patient care assisting skills they possess. Students will experience practical application of theoretical concepts, receive competency evaluations of skills performance in a simulated healthcare setting, and hone their professional skills.

PCT 102 Career Preparation for Patient Care Technicians

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

This course is designed to prepare students for the job search and career development. Students will learn about the various human resource management procedures involved in hospital employment, and other healthcare settings. Students will develop their resumes, professional image, job search skills and practice interviewing techniques. Students will develop a strategic plan for seeking out their first jobs as Patient Care Technicians. They will develop knowledge of certifications for Patient Care Technicians and opportunities for long term career growth.

Medical Assistant

936 CLOCK HOURS

Tuition: \$8,000.00 **Registration fee:** \$75.00 **Total Cost of Program:** \$9,275.00

OTHER FEES:

National Occupancy Competency Testing - \$284.00

Estimated Cost of: Books/Materials, Kit & other - \$916.00

PROGRAM OBJECTIVE:

Upon completion of the Medical Assistant program, graduates will possess the skills and hands on experience to become entry level Medical Assistants, working in all aspects of the medical office.

PROGRAM DESCRIPTION:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared to work at the entry level in medical offices, clinics and various medical practices.

PROGRAM OUTLINE

Full-time students will complete this program in 43 weeks. Part-time students will complete this program in 53 weeks.

COURSE CODE	COURSE TITLE	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AID Education	4	0	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 104	Anatomy & Physiology	72	0	0	72
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
MAT 100	Basic Math	48	0	0	48
MAT 102	Pharmacology	54	0	0	54
COM 100	Computer Applications	20	52	0	72
MAS 101	Medical Office Procedures	24	48	0	72
MAS 102	Fundamentals of Medical Insurance	22	22	0	44
MAS 103	Records Management & Informatics	16	8	0	24
MAS 104	Limited X Ray	100	44	0	144
MAS 105	Patient Preparation	30	42	0	72
MAS 106	Specialized Medical Exams	30	42	0	72
HSC 105	Career Preparation	12	0	0	12
MAS 107	Medical Assistant Externship	0	0	160	160
	Total	509	261	160	936

Upon completion of the program the student will receive a Diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received, however the school cannot guarantee employment.

COURSE DESCRIPTIONS

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 104 Anatomy & Physiology

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

MAT 100 Basic Math

48 Theory Hours/0 Lab Hours/0 Externship Hours/48 Clock Hours

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

MAT 102 Pharmacology

54 Theory Hours/0 Lab Hours/0 Externship Hours/54 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

COM 100 Computer Applications

20 Theory Hours/52 Lab Hours/0 Externship Hours/72 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

MAS 101 Medical Office Procedures

24 Theory Hours/48 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.

MAS 102 Fundamentals of Medical Insurance

22 Theory Hours/22 Lab Hours/0 Externship Hours/44 Clock Hours

In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.

MAS 103 Records Management & Informatics

10 Theory Hours/14 Lab Hours/0 Externship Hours/24 Clock Hours

This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be placed on the computational, cognitive and social aspects of informatics in the medical office.

MAS 104 Limited X-Ray

100 Theory Hours/44 Lab Hours/0 Externship Hours/144 Clock Hours

This course prepares students to prep and perform limited x-ray work on physical extremities and body regions. Students will learn about machine maintenance, principals of use, safety precautions and x-ray procedures.

MAS 105 Patient Preparation

30 Theory Hours/42 Lab Hours/0 Externship Hours/72 Clock Hours

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well prepared examination areas.

MAS 106 Specialized Medical Exams

30 Theory Hours/42 Lab Hours/0 Externship Hours/72 Clock Hours

In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacu-tainer storage, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students will learn to prepare and perform Electrocardiograms (EKG/ECG), perform respiratory testing, wrap and prepare items for

autoclaving, and dispose of bio-hazardous materials. Students will develop a well-rounded skill base in the clinical laboratory testing.

HSC 105 Career Preparation

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

In this course students will prepare for their career in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication and professional image. Students will prepare for the job hunt by preparing a professional resume, and learn job search skills that will help maximize their search results.

MAS 107 Medical Assistant Externship

0 Theory Hours/0 Lab Hours/160 Externship Hours/ 160 Clock Hours

Pre-requisite: All courses must be taken prior to engaging in externship

The externship component is the student's opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Assistant program. Externship hours may vary per week depending on the actual sites assigned. Students must complete a total of 160 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

Pharmacy Technician

720 Clock Hours

Tuition: \$8,000.00 **Registration Fee:** \$75.00 **Total Cost of the Program:** \$9,299.00

OTHER FEES:

National Occupancy Competency Testing - \$149

Estimated Cost of: Books/Materials, kit & other - \$1,075.00

PROGRAM OBJECTIVE:

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Pharmacy Technicians, dispensing and providing pharmacy support to pharmacists and clients.

PROGRAM DESCRIPTION:

This course is designed to provide the knowledge and experience required to successfully execute the duties, the roles, and responsibilities of the Pharmacy Technician. The Pharmacy Technician program provides instruction for record medication requests, perform data entry services and even verify the validity of prescriptions. Students will be instructed on filling prescriptions for customers, including the mixing, measurement, counting, and recording of prescribed quantities and dosage levels.

PROGRAM OUTLINE:

Course Code	Course Description	Theory	Lab	Externship	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 108	Anatomy & Physiology	72	0	0	72
CPR 100	CPR-Cardiopulmonary Resuscitation	4	0	0	4
COM 100	Computer Applications	30	30	0	60
MAS 102	Fundamentals of Medical Insurance	24	24		48
MED 100	Medical Terminology for Pharmacy	24	0	0	24
MAT 100	Basic Math	48	0	0	48
MAT 102	Pharmacology	48	0	0	48
PHY 100	Introduction to Pharmacy Systems	12	24	0	36
PHY 101	Pharmaceutical Classifications	12	24	0	36
PHY 102	IV and Unit Dose Preparations	12	12	0	24
PHY 103	Pharmacy Applications & Dispensing	48	48		96

PHY 104	Pharmacy Management	22	0	0	22
PHY 105	Medication Safety	4	20	0	24
PHY 106	Career Preparation	12	0	0	12
PHY 107	Externship	0	0	80	80
	Total	458	182	80	720

Disclosure: Students will be required to obtain a license from the board of pharmacy to seek employment. Students may begin working in their field of training as soon as license is received, however the school cannot guarantee employment.

COURSE DESCRIPTIONS

HSC 100 Health Science Core Fundamentals

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

HAE 100 HIV/AIDS Education

4 Theory Hours/0 Lab Hours/0 Externship Hours/4 Clock Hours

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

CPR 100 CPR-Cardiopulmonary Resuscitation

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

HSC 108 Anatomy & Physiology

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

COM 100 Computer Applications

20 Theory Hours/40 Lab Hours/0 Externship Hours/60 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

MAT 100 Basic Math

48 Theory Hours/0 Lab Hours/0 Externship Hours/48 Clock Hours

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

MAT 102 Pharmacology

48 Theory Hours/0 Lab Hours/0 Externship Hours/48 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

MAS 102 Fundamentals of Medical Insurance

24 Theory Hours/24 Lab Hours/0 Externship Hours/48 Clock Hours

In this course students will develop the basic skills necessary to initiate the claims development procedures of the pharmacy. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.

MED 100 Medical Terminology for Pharmacy

24 Theory Hours/0 Lab Hours/0 Externship Hours/24 Clock Hours

Students will learn to identify drugs, including a variety of popular drug names and their uses. Students will use pharmaceutical medical terminology, and define the major symbols and abbreviations used on prescriptions and state the meaning.

PHY 100 Introduction to Pharmacy Systems

12 Theory Hours/24 Lab Hours/0 Externship Hours/36 Clock Hours

Students will display knowledge or prescription pricing systems used in pharmacy, maintain stock inventory, prepare electronic purchase orders, receive, store and distribute pharmaceutical supplies. Students will be able to define industry standards in purchasing pharmaceutical supplies. Additionally student will be able to use common pharmaceutical weighing equipment, and use common pharmaceutical volume measurement equipment.

PHY 101 Pharmaceutical Classifications

12 Theory Hours/24 Lab Hours/0 Externship Hours/36 Clock Hours

Upon completion of this course students will be able to define the major classifications of pharmaceuticals. Students will identify the sources from which medications are produced, define poison; define placebo, list the two official compendia of standards for quality and purity of drugs and authoritative information on dosage and administration and list six non-official reference manuals.

PHY 102 IV and Unit Dose Preparations

12 Theory Hours/12 Lab Hours/0 Externship Hours/24 Clock Hours

Upon completion of this course students will be able to compare medication order with label on vial and check expiration date of product; calculate drug dosage for parenteral use, identify common drug/drug incompatibilities, reconstitute parenteral medications, use aseptic techniques to withdraw medication from stock vial measure correct quantity as instructed, select and insert it

into IV solution without error, use aseptic technique to withdraw medication from an ampoules. Students will also be able to prepare parenteral solutions, prepare Total Parenteral Nutrition solutions, prepare chemotherapeutic agents using proper safety techniques and place label on IV solution container and keep records.

PHY 103 Pharmacy Applications & Dispensing

48 Theory Hours/48 Lab Hours/0 Externship Hours/96 Clock Hours

This course emphasizes the importance of reading and preparing medication orders correctly. Students will learn appropriate methods for the transporting of medications safely being aware of hazards: theft, legal implications of accidental loss, and other consequences. Students will learn to identify special precautions pertaining to children, maintain controlled substance inventory, demonstrate the proper technique of preparing pharmaceutical preparations and demonstrate the ability to correctly fill and deliver medication cassettes. Students will collect data from medication administration record and drug use and evaluation form. Identify automated medication dispensing equipment and its proper use.

PHY 104 Pharmacy Management

22 Theory Hours/0 Lab Hours/ 0 Externship Hours/ 22 Clock Hours

This course is designed to provide the training needed for students to be able to display knowledge or prescription pricing systems used in pharmacy, maintain stock inventory, prepare electronic purchase orders, receive, store and distribute pharmaceutical supplies, define industry standards in purchasing pharmaceutical supplies, locate correct stock container and weigh measure, count required individual doses of medication. Student will learn to label with required information, operate unit dose pre-packet equipment, place individual dose in appropriate containers, repackage in predetermined quantities, record prepackage medication data correctly and define role of technician in quality assurance activities.

PHY 105 Medication Safety

4 Theory Hours/20 Lab Hours/0 Externship Hours/24 Clock Hours

Students will learn medication safety procedures required to ensure that the appropriate drugs are reaching the appropriate client. Students will learn the critical importance of accuracy in drug dispensing and performing safety checks for quality delivery control.

PHY 106 Career Preparation

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

Students will learn the importance of professional image and making that first impression. Students will develop their resumes and learn more about optional national certification examinations.

PHY 107 Externship

0 Theory Hours/0 Lab Hours/80 Externship Hours/80 Clock Hours

Students will practice their skills in a pharmacy setting. Supervised by pharmacy staff, students will have the opportunity to gain the hands on skills needed to become successfully employed.

PRACTICAL NURSE PROGRAM

1365 CLOCK HOURS

Tuition: \$24,000.00

Registration Fee: \$150

Total Cost of Program: \$27,700.00

OTHER FEES:

National Occupancy Competency Testing - \$875

Estimated Cost of: Books/Materials, Kit & other: \$2,675.00

PROGRAM OBJECTIVE:

Our objective is to prepare and educate competent nursing students with the ability and opportunity that will enhance the quality of health care to people in various health care settings, and a variety of cultures. Upon completion of this program graduates will be eligible to take the NCLEX-PN exam for licensure as a Licensed Practical Nurse, which is approved by the Florida Board of Nursing. The purpose of this program is to prepare students for employment as licensed practical nurses.

PROGRAM DESCRIPTION:

This program is designed to provide students with classroom theory and clinical experience in nursing skills. The program includes the principles of nursing care, guided learning experience in community facilities, and beginning skills necessary to become a licensed practical nurse. The practical nurse program will provide theoretical instruction of the vocational role and function and personal, family and community health concepts, clinical experiences in fundamentals, body structure and function, human growth and development, nutrition, clinical experiences in medical, surgical, and oncology nursing, pharmacology and medication administration, obstetrics, pediatrics, and geriatric nursing; and biological, psychological, social support and current issues in nursing are all components of the program. Practical nurse program focuses on the performance of selected acts in the care of the ill, injured, or infirmed under the direction of a registered professional nurse.

PROGRAM OUTLINE

Full time students will complete this program in 52 weeks. Part-time students will complete this program in 78 weeks.

PROGRAM OUTLINE

Course Code	Course Title	Theory Hours	Lab Hours	Clinical Hours	Clinical Simulation
TER 001	Medical Terminology	15	0	0	0

HCP 071 002	Health Careers Core	84	6	0	0
HCP 071 200	Fundamentals of Nursing I	54	6	0	0
HCP 071 2101	Fundamentals of Nursing I Clinical	0	0	40	0
PRN 071 090	Body Structure & Function	60	0	0	0
PRN 071 300	Geriatrics	50	0	0	0
PRN 071 002	Fundamentals of Nursing II	25	3	0	0
PRN 071 002 1	Fundamentals of Nursing II Clinical	0	0	40	0
PRN 071 039	Nutrition & Diet	20	0	0	0
PRN 071 040	Pharmacology	50	6	0	0
PRN 071 202	Medical / Surgical I	60	6	0	0
PRN 071 307 1	Medical / Surgical I Clinical	0	0	60	0
PRN 071 202 1	Medical / Surgical I b Clinical	0	0	0	60
PRN 071 307 1	Medical / Surgical II Clinical	0	0	175	0
PRN 071 203	Medical / Surgical III	70	0	0	30
PRN 071 1041	Obstetrics	60	10	0	0
PRN 071 1042	Obstetrics Clinical	0	0	60	0
PRN 071 135	Pediatrics	60	10	0	0

PRN 071 1353	Pediatrics Clinical	0	0	48	20
PRN 071 1354	Mental Health	30	0	0	0
PRN 071 1355	Mental Health Clinical	0	0	30	0
PRN 071 600	Nursing Transition	35	0	85	27
	Total	673	47	538	137

DISCLOSURE: Upon successful completion of this program, the exit exam, and exit interview graduates will be eligible to take the NCLEX-PN exam for licensure as a Licensed Practical Nurse. Students may begin working in their field of training as soon as license is received, however the school cannot guarantee employment.

Term 1

TER 001 Medical Terminology [Theory: 15 Hours; 0 Lab Hours]

This course is designed to provide the necessary information concerning Medical terminology and the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed.

HCP 071 002 Health Careers Core [Theory: 84 hours; Lab: 6 hours]

This course includes the introduction of basic concepts and skills generic to all health care professionals. It includes an orientation to school, program, study and test taking skills, the healthcare delivery systems, communications skills, legal and ethical responsibilities, wellness and diseases, safety and security, emergency situations, computer literacy, medical terminology, and employability skills. Knowledge of blood borne diseases, including the national safety council course aid; infection control, including the following skill hand washing and growing, gloving, and masking; CPL (BLS); first aid; monitoring and recording vital signs; and domestic violence represented a home with a review of mathematics and science related to healthcare.

HCP 071 200 Fundamentals of Nursing I [Theory: 54 hours; Lab: 6 hours]

This course focuses on the basic personal care needs of patient with the measurement of vital signs (TPR & BP) incorporating standard precautions and applications of state nursing practice. It includes the performance of patients care procedures, physical comfort and safety functions specific to nursing assistants.

Prerequisite: HCP 071 002 Health Careers Core

Co- requisite: HCP 071 2101 Fundamentals of Nursing I

HCP 071 2101 Fundamentals Nursing I [Clinical: 40 hours]

This course will provide the student with actual hands on experience in clinical setting. Clinical rotations will include both the nursing home (minimum of 20 hours) and hospital setting. Clinical assignments are task oriented and designed to assist students to develop manipulative skills in providing personal care to patients with emphasis on the geriatric patient. The performance just sheet, the scope of clinical practice, and clinical evaluation guidelines are the tools used for in evaluation of student performance.

Prerequisite: HCP 071 002 Health Careers Core

Co-requisite: HCP 071 200 Fundamentals of Nursing I

PRN 071 090 Body Structure & Function [Theory: 60]

Normal anatomy and physiology of human body is studied. Course content progresses from the simplest form of life, the cell to the more complex structures and functions of human body. Course content is reinforced in succeeding courses.

Pre-requisite: HCP 071 002 Health Careers Core

PRN 071 300 Geriatrics [Theory: 20 hours]

This course includes growth and development related to the stages of adulthood, the aging process and appropriate nursing devices, and elder abuse. The student is introduced to cultural and environmental influences that affect care of adult patient. Dementia, and Alzheimer's disease with the appropriate nursing care, related to signs and symptoms as presented by the patient, is incorporated in course.

Prerequisite: HCP 071 002 Health Careers Core

PRN 071 301 Geriatrics [Clinical: 40 Hours]

This clinical course includes the application of concepts learned in PRN 071 300, related to growth and development related to the stages of adulthood, the aging process and appropriate nursing devices, and elder abuse. The student is introduced to cultural and environmental influences that affect care of adult patient. Dementia and Alzheimer's disease with the appropriate nursing care.

Pre-requisite: PRN 071 300

Term 2

PRN 071 002 Fundamentals of Nursing II [Theory: 25 hours; Lab: 3 hours]

This is a fundamental knowledge and skills course utilizes specific principles. The course includes critical thinking and decision- making skills. A foundation for specific documentation in charting and reporting, and assisting with the collection of patient data will be emphasized. The admission, transfer, and discharging processes, hot and cold applications and monitoring oxygen therapy will be studied.

Prerequisite: Term 1 course

Co-requisite: PRN 071 002 Fundamentals of Nursing II

PRN 071 002 1 Fundamentals of Nursing II [Clinical: 40 hours]

Students will continue to apply nursing knowledge and practice nursing skills from fundamentals of nursing 1 in the clinical setting. Students will be given the opportunity to utilize the nursing

process in planning care for individual patients and in the assessment, implementation and evaluation of patient care.

Co-requisite: PRN 071 002 Fundamentals of Nursing II

PRN 071 039 Nutrition and Diet [Theory: 20 hours]

The individual nutrients essential for optimal physical and mental health will be studied and incorporated into the food pyramid guide. The end products of protein, carbohydrate, fat digestion will be introduced. Serving a meal tray and feeding a patient are skills to be accomplished satisfactorily by the student. Standard hospital diets will be studied and diet modifications for the standard hospital diets are introduced.

Prerequisite: Term 1 course

PRN 071 040 Pharmacology [Theory: 50 hours; Lab: 6 hours]

This course includes calculations, preparation and administration of medications, drug classification, resources, and nursing implications. Safety and legal-ethical responsibilities in drug administration are stressed. Students are given the opportunity to administer selected medications under direct supervision of the instructor in the subsequent courses. Observation, communication, and documentation are emphasized.

Prerequisite: Term 1 course

PRN 071 202 Medical/Surgical Nursing I [Theory: 60 hours; Lab: 6 hours]

This course is designed to provide the student with concepts specific to pre- and postoperative care, including pain management, mental health nursing is emphasized with focus on a therapeutic communication skill, chemical substance abuse, anxiety, and personality disorder.

Prerequisite: term 1 course, plus

PRN 071 002 Fundamentals of Nursing I

PRN 071 002 I Fundamentals of Nursing I

Co-requisite: PRN 071 306 I Medical/Surgical Nursing

Term 3

PRN 071 203 Medical/Surgical Nursing III [Theory: 70 hours / 30 Clinical Simulation hours]

This course includes the disorders involving the cardiovascular/ respiratory and urinary/ reproductive systems disorders. This course includes nursing assessment, diagnostic test, nutritional modifications, all factors, and safety. Fundamental nursing skills and practices are incorporated and skills pertinent to obstetrics are taught. The student learns to recognize the normal and abnormal physiological changes, which can occur during pregnancy and childbirth. Interpersonal relationships, legal/ ethical aspects, patient education, discharge planning, ethic and cultural practices related to pregnancy and childbirth are discussed, as well as teenager and other high-risk pregnancies.

Prerequisite: Term 1, Term 2, and Term 3 courses.

Co-requisite: PRN 071 104 I

PRN 071 1041 Obstetrics [Theory: 60 hours / Lab 10 hours]

Utilizing the nursing process in the classroom and lab setting, a student will learn how to provide support and offer instruction for the care of new family unit. Emphasis is placed on mother-baby care, observational and participatory practice in labor and delivery in the lab setting.

Co-requisite: PRN 071 1042 Obstetrics.

PRN 071 1042 Obstetrics [Clinical: 60 hours]

Utilizing the nursing process in the clinical setting, a student would provide support and offer instruction for the care of new family unit under the supervision of instructor. Clinical rotations are mainly in obstetrical departments with emphasis on mother-baby care, and observational experiences labor and delivery suite. Physician's offices and other health care facilities may be utilized to meet the objectives of the course.

Co-requisite: PRN 071 1041 Obstetrics.

PRN 071 135 Pediatrics [Theory: 30 hours / Lab: 10 Hours]

Beginning with growth and development from neonate through adolescence, common diseases and disorders of children are studied. The student learns to provide care to children, taking into account age, size, level of comprehension and altered health state. Emphasis is placed on the nurse / child/ parent relationship and safety in the delivery of nursing care. The students' knowledge of medication is expanded to include consideration of dosage alteration in the administration of medication to children. The concept of play therapy, in providing care, is a component of this course. Community, state, and federal agencies concerned with care and well-being of children are discussed in this unit.

Pre-requisite; Term 1, Term 2, Term 3, and Term 4 courses

Co-requisite: PRN 071 135 1 Pediatrics

PRN 071 1353 Pediatrics [Clinical: 48 hours / Clinical Simulation: 50]

This course is designed to enhance the students, knowledge of common diseases and disorders of children utilizing hospital pediatric departments, physician's offices, well-baby clinics, day care centers, and elementary exceptional schools.

Co-requisite: PRN 071 135 Pediatrics.

Term 4

PRN 071 1354 Mental Health [Theory hours: 30 hours]

This course is designed to train students on specific disorders and conditions that affect the mind and mental processes. Emphasis in this course is placed on the care, processes and procedures for the care of patients in mental illness and the promotion of mental health.

PRN 071 1355 Mental Health Clinical [Clinical hours: 30 hours]

In a clinical setting, students will employ their knowledge and skills to support in the care, processes and procedures for the care of patients in mental illness and the promotion of mental health.

PRN 071 600 Nursing Transition [Theory: 35 hours; Clinical: 45 hours / Clinical Simulation: 27 hours]

This course prepares that student for transition to the graduate role preparation for licensure is accomplished by the student completing state board application forms and by discussion on the role Florida board of nursing and the purpose of the nurses practice act. Career opportunities are explored with emphasis on health care provided in the client's home. The students compares the variations in the healthcare team's role in providing care in the home setting to the traditional institutional care setting. During this course, clinical patient and assignments are increased in complexity with emphasis place on the student's ability to prioritize and organize nursing care for multiple patients. Medication administration techniques are refined by the student during clinical experiences, which are obtained in acute care settings, and expanded care facilities. These experiences assist the student and assuming the responsibilities of an entry level practitioner. Community agencies may be on a limit basis, since clinical experiences are observational.

Pre-requisites: term 1, term 2, term 3, and term 4 courses.

PRN 071 135 Pediatrics and PRN 071 135 I Pediatrics

Term 5

PRN 071 306 I Medical/Surgical nursing 1 [Clinical: 60 hours]

This course is designed to provide the student with clinical application of concepts specific to the care of the adult medical-surgical patient. The use of the nursing process as an approach to providing nursing care is emphasizing. Pre and post-operative nursing care will be included.

Co-requisite: PRN 071 202 Medical/Surgical Nursing I.

PRN 071 202 Medical/Surgical Nursing I b [Clinical 60: hours]

This course includes the disorders involving the digestive-endocrine systems, the muscular/skeletal systems, and neurological / sensory systems. Nursing assessment, diagnostic tests, nutritional modifications, signs and systems, pathophysiology, psycho-social aspects, medical management, and appropriate nursing interventions will be studied. The study of each body systems centers on health alterations which affects the essential activities of daily living and human function. Appropriate nursing interventions are included in each course.

Prerequisite: term 1 and term 2 courses

Co-requisite: PRN 071 307 I Medical/Surgical Nursing I

PRN 071 307 I Medical/Surgical Nursing II [Clinical: 175 hours]

This course is designed to enhance the student's knowledge, through clinical assignments, of adult patients who are experiencing disorders of digestion, endocrine, imbalances, muscular/skeletal and neurological sensory systems disorders. Using a nursing care plan, the students begin to identify nursing problems, implements nursing actions, and evaluate nursing care under the direction of the instructor.

Co-requisite: PRN 071 202 Medical/Surgical Nursing II

Total program Hours: 1,395

RN-BSN PROGRAM (BSN)

CREDIT HOURS: 120

Tuition: \$9,000

Registration Fee: \$150

Total Cost of Program: \$11,750.00

OTHER FEES:

Estimated Cost of: Books/Materials, Kit & other: \$2,600.00

PROGRAM OBJECTIVE:

Upon completion of their program, the student should be able to:

1. Practice using caring, compassionate, culturally competent, and evidence-based practices in the roles of the baccalaureate nurse using the nursing process to provide patient/client-centered care in a variety of healthcare settings.
2. Use a broad base of techniques to communicate effectively with clients, families, healthcare teams, and communities.
3. Use critical thinking and decision making, local, state, national, and global policies, legislative concepts, and healthcare economics to effect quality healthcare and the evolving healthcare system.
4. Integrate knowledge and skills in nursing leadership and management, quality improvement, and patient safety, as required, to provide healthcare.
5. Integrate knowledge and skills to promote health and prevent disease across the lifespan and the continuum of healthcare environments.
6. Practice professionalism, including the inherent values of altruism, autonomy, human dignity, integrity, and social justice.
7. Formulate a professional ethic that includes lifelong learning and continuous professional development in an ever-evolving healthcare environment.
8. Think critically at a conceptual level and by using mathematical analysis as well as the scientific method, write and speak effectively, use basic computer applications, and understand human behavior in the context of the greater society in a culturally diverse world.

PROGRAM DESCRIPTION:

J & J Healthcare Institute RN to BSN online program is completed completely online. J & J Healthcare Institute RN to BSN online program is designed for registered nurses who have earned an Associate Degree in Nursing. All courses are available online and the required community clinical project will be completed in your local area. J & J Healthcare Institute RN to BSN online program offers direction from qualified faculties that have first-hand knowledge of experience specific to this curriculum or have participated in online educational experiences. J & J Healthcare Institute RN to BSN online program exposes students to a broad range of nursing subjects from community health, critical care, research and assessment.

PROGRAM OUTLINE

Course Code	Course Title	CUs	Term
NBSN4061	Ethics	3 credits	1
NBSN4063	RN-Concepts of Community	3 credits	1
NBSN4060	RN- Nursing Informatics	3 credits	1
NBSN4062	RN-Scientific Basis for Nursing Practice	3 credits	1
NBSN4061	Leadership for RNs	3 credits	2
NBSB4066c	RN-Community as Partner	3 credits	2
NBSN4067	RN-Gerontology for Nurses	3credits	2
NBSN3015	Pathopharmacology	3 credits	2
NBSN439	RN Evidence-Based Practice	3 credits	2
ENGL14	Advanced English Composition	3 credits	3
NBSN305	RN Health Assessment	3 credits	3
STA2023	Statistical Methods	3 credits	3
HUM0430	Humanities	3 credits	3
ECON312	Principles of Economics	3 credits	3
NBSN4068	Professional Nursing	3 credits	3
NBSN4069	Transcultural Nursing	3 credits	3

NBSN4070	Knowledge Development in Nursing	3 credits	3
PSY4103	Communicating in Nursing	3 credits	3
CCN7034	Priorities in Critical Care Nursing	3 credits	3
NBSN4068	Capstone	3 credits	3

First Semester

NBSN4061 – Ethics

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: None

COURSE DESCRIPTION: This course is designed for registered nurses who are pursuing a Baccalaureate of Nursing Science (BSN). Emphasis is placed on foundational knowledge, including history, theory, ethics and legal practice, professional roles, and the social, cultural, political, and economic factors influencing everyday life.

NBSN4063 - RN-Concepts of Community

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course, developed for the registered nurse, establishes the foundation for understanding community health and the relationships among individuals, families, and communities across the lifespan. Selected community and public health models and theories are used to identify health needs of culturally diverse client systems. Health policy, politics, social justice, and research are emphasized as the context for community health advocacy and the roles of the professional.

NBSN4060 - RN Informatics for Professional Nurses

CREDIT HOURS: Three (3) undergraduate semester credit hours*

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course focuses on the nurse’s role in utilizing healthcare informatics to improve patient outcomes. It addresses the use of information science and technology to support patient care and provide leadership within healthcare systems. It focuses primarily on the use of information systems to evaluate plans of care, outcomes of care, and healthcare systems to inform patient safety and quality improvement. Ethical, legal, and financial issues surrounding information systems are also discussed.

NBSN4062 - RN-Scientific Basis for Nursing Practice

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education & Statistics

COURSE DESCRIPTION: This course introduces the student to the research process and establishes a foundation for understanding the scientific basis for practice and the role theory plays in the development of nursing knowledge. Students analyze research reports, access credible sources in response to identified clinical questions, and discuss the integration of evidence into practice using evidence-based practice (EBP) models.

Second Semester

NBSN4065 -Leadership for RNs

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education & NBSN4063 - RN-Concepts of Community

COURSE DESCRIPTION: This course focuses on the knowledge and skills essential to effective nursing leadership and introduces the managing role of the leader within varied nursing practice settings. Managerial concepts and leadership skills needed to promote high quality nursing care delivery outcomes are examined. Emphasis is placed on strategies that facilitate quality improvement and the professional practice of self and others as members of the health care organization.

NBSN4066C - RN-Community as Partner

CREDIT HOURS: Three (3) undergraduate semester credit hours (2 hrs seminar, 12 hrs practicum)

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education & NBSN4063 - RN-Concepts of Community

COURSE DESCRIPTION: This course is designed to facilitate transition of the RN student to the role of professional nurse in the community. Students have opportunities to apply community/public health competencies in the design and delivery of community-focused interventions. Students use the core public health functions to promote health and reduce risk across the life span.

NBSN4067 - RN-Gerontology for Nurses

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course emphasizes essential concepts necessary to provide quality care for the older adult. This course focuses on maintaining wellness and the nurse's role in implementation of best practices in the care of older adults.

NBSN 3015- Pathopharmacology

CREDIT HOURS: Three (3) undergraduate semester credit hours

Prerequisite: None

COURSE DESCRIPTION: A major responsibility of nurses is to help ensure safe administration of medication by having an in-depth understanding of drug categories and how each type interacts with other drugs in the body. In this course, students explore foundational pharmacologic principles and topics, including key drug actions and interactions, effects of

various categories of drugs, and pharmacokinetics and pharmacodynamics. Through case studies and other functional applications, students learn about the pathophysiology related to major health problems across the lifespan and the pharmacologic management of those problems.

NBSN439 - RN-Evidence-Based Practice

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: The emphasis for this course is on the elements of evidence based practice. focus is placed on the cyclical process of identifying clinical questions, searching and appraising the evidence for potential solutions/innovations, planning and implementing practice changes, evaluating the outcomes and identifying additional gaps in nursing knowledge. integration of the existing evidence with clinical judgment, patient preferences, interprofessional perspectives and other resources form the basis for the clinical decision-making process that is inherent in improving patient, population and organizational outcomes. Processes for leading managing practice changes are explored.

Third Semester

ENGL14 - Advanced English Composition

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course is designed to engages students in becoming skilled readers of prose written in a variety of rhetorical contexts, and in becoming skilled writers who compose for a variety of purposes. Through the close reading of selected texts, students deepen their understanding of the ways writers use language to provide both meaning and structure. This course will apply the knowledge of the effectiveness in writing to the healthcare field.

NBSN305 - RN-Health Assessment

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: Assessment of clients across the lifespan through history taking and physical examination. This includes gathering data about general health, illness, symptoms, behaviors, pain and lifespan. Identify goals for client education related to specific risk factors and highlight lifespan, cultural, and environmental considerations. Documentation of data using a functional patterns framework to communicate information between and among health professionals involved in care of client. Application of nursing theory in assessment process.

STA 2023 - Statistical Methods

CREDIT HOURS: Three (3) undergraduate semester credit hours

Prerequisite: Minimum grade of C in MAT 1033C or satisfactory score on an approved assessment.

COURSE DESCRIPTION: An introductory statistics course covering collection, description and interpretation of data. Topics include sampling, summarizing data graphically and numerically, probability distributions, confidence interval estimation, hypothesis testing, correlation and regression.

HUM0430 – Humanities

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course examines an extensive array of humanities and social science issues, specifically to determine how different models, methods and strategies may improve clinical practice. It focuses on non-nursing systems, with reference to their interconnectedness and interdependencies. Students evaluate the implications and consequences of health care decisions. Topics include critical and creative thinking, research and data collection, decision-making, dialogue, pattern/trend analysis, and systems thinking. The primary model used is discovery learning.

ECON312 – Principles of Economics

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course provides an introduction to the financial structures that support nursing practice. The focus is on economic principles, financial management methods, and business strategies that form the foundation for balancing productivity with quality of care and designing effective and realistic care delivery systems that optimize performance, minimize costs, and enhance outcomes. Students will examine methods to evaluate costs and cost effectiveness of care using knowledge regarding health equity and diversity. This course provides graduates with the tools to plan, monitor, and evaluate the acquisition, use, and outcomes of fiscal resources for practice and program initiatives.

NBSN4068 Professional Nursing

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course will assist students in preparation for the NCLEX-RN examination through a strategic and systematic individualized plan of study that utilizes the LIRN program and other relevant resources. This course serves as the foundation to the profession of nursing and to the nursing framework utilized at J & J Healthcare Institute. A historical perspective is used to provide background for subsequent study of contemporary nursing practice and research. The health care system, education, research, ethical and legal issues, and cultural influences on nursing and health care are introduced. Evidence-based practice, which is implemented throughout the nursing program, is presented and selected nursing theories are introduced. The nurse-patient relationship, nursing process, communication process, and critical thinking processes are presented as essential components of patient care. Nursing roles are described and functions of professional organizations are differentiated.

NBSN4069 Transcultural Nursing

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This online course explains contemporary nursing practice. Beliefs about man, society, health, nursing, and cultures are explored so that students can examine the relationship among these factors. Issues in the delivery of health care and the roles of the nurse and patient within the health care system are investigated.

NBSN4070 Knowledge Development in Nursing

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: Prepares nursing students to utilize the nursing process in implementing nursing skills and knowledge when caring for patients across the life span and representing a wide variety of health care concerns. Students will develop skills through discussion, observation, and practice.

PSY4103 Communicating in Nursing

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: This course assists students to focus on basic communication skills essential for working with health-care professionals and clients of various ages. Content includes interpersonal communications and group dynamics. Students will practice communication skills with individuals and within groups.

CCN7034 Priorities in Critical Care Nursing

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education

COURSE DESCRIPTION: Prepares students to utilize the nursing process in implementing clinical nursing skills and technologies when caring for patients with acute and chronic illnesses. Builds upon the basic knowledge and skills practiced in NBSN4070. Students are expected to incorporate evidence-based practice to determine appropriate nursing interventions and apply simulated laboratory skills and rationale into meaningful clinical encounters in concurrent clinical course settings.

NBSN4068 - RN Capstone

CREDIT HOURS: Three (3) undergraduate semester credit hours

PRE/CO-REQUISITES: NBSN4061 - RN-Transition to Baccalaureate Education, NBSN4062 - RN-Scientific Basis for Nursing Practice, NBSN4063 - RN-Concepts of Community, & NBSN4066C - RN-Community as Partner

COURSE DESCRIPTION: This is the capstone experience for the RN/BSN student to synthesize coursework and current evidence into professional practice. Students' unique experiences provide a context in which to demonstrate the role of the professional nurse in the improvement of health care outcomes.

Course Numbering

The course numbering system uses a five or six-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Because JJHI is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be

100.

The course codes are based on program and related topic. Those are defined as follows:

HSC: Health Science Core	NAT: Nursing Assistant Courses
HHA: Home Health Aide	PBY: Phlebotomy Courses
EKG: Electrocardiograph Courses	PCT: Patient Care Technician Courses
MAS: Medical Assistant Courses	MAT: Math or related Courses
COM: Computer Courses	CPR: Cardiopulmonary Resuscitation Course
HAE: HIV/AIDS Education Courses	PHT: Pharmacy Technician courses

Learning Resources Services

J&J Healthcare Institute has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. The Learning Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

Description of School Facilities/Equipment

J&J Healthcare Institute, Inc. is located in Orlando, offering students multiple classrooms, outfitted with laboratory equipment, a skills laboratory area, three offices and a reception area. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The classrooms and administrative offices occupy approximately 2000 square feet of airconditioned space. The physical plant is spacious and attractive and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

Licensing/Approval Agencies

J&J Healthcare Institute, Inc. is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684.

J&J Healthcare Institute, Inc. is approved by the Board of Nursing to offer the Practical Nurse Program, 4050 Bald Cypress Way, Bin #C06, Tallahassee, Fl. 32399-3256. J&J Healthcare Institute, Inc. is not accredited.

*****This Addendum becomes a part of the Catalog for the student of Veterans' Affairs*****

Non-Discrimination Policy

J&J Healthcare Institute, Inc. does not discriminate regarding race, sex, color, creed and/or religion.

Anticipated Start & End Dates for Programs offered in January 2022 – March 2023

Pharmacy Technician		Home Health Aide	
Start Date	End date	Start Date	End Date
05/02/2022	12/16/2022	09/12/2022	10/07/2022
Phlebotomy Technician		Practical Nurse	
Start Date	End Date	Start Date	End Date
07/04/2022	09/09/2022	05/02/2022	07/28/2023
10/10/2022	12/09/2022	08/08/2022	10/27/2023
Patient Care Technician		Medical Assistant	
Start Date	End Date	Start Date	End Date
10/03/2022	05/12/2023	08/08/2022	05/26/2023
RN-BSN			
Start Date	End Date		
11/07/2022	04/07/2023		

Important Note: Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Polk, Orange, and Osceola Counties.

Upon completion of these programs the student will receive a diploma.