

## **ABOUT ORLANDO ACADEMY SCHOOL OF HEALTH PROFESSIONS**

### **ORLANDO ACADEMY**

Orlando Academy, LLC, d/b/a/ Orlando Academy School of Health Professions, hereinafter “School,” was founded for the purpose of providing comprehensive health education and training programs for health and medical professionals. The School is dedicated to enhancing the quality of care patients receive through complete academic and clinical education of health professionals. The School also strives to serve the needs of individuals seeking to enhance their earning power and quality of life by securing a professional career in health care.

### **MISSION**

Adding value to the lives of our students and enriching our community.

### **VISION**

The vision of Orlando Academy School of Health Professions is to educate students through effective and efficient health science education in a professional teaching and learning environment to support the development of dedicated and knowledgeable health care professionals who contribute to the health and well-being of the community.

This mission is accomplished through:

1. Education of healthcare professionals and the provision of continuing professional development opportunities.
2. Dedication and development of programs and curriculum that enhance the knowledge base and clinical skills of our students which forms the basis of quality health care.
3. Service that links Orlando Academy School of Health Professions with healthcare professionals, organizations and communities concerned with the promotion of optimal health care services.

### **INSTITUTIONAL GOALS**

In support of its mission, the Academy has adopted the following goals:

1. Academics - Provide challenging and effective educational programs to develop and promote productive and efficient training and education of health care professionals.
2. Student Support Services - Create conducive educational environment that promotes self empowerment and proficiency that empower individuals to obtain stable and professional careers in the health care industry to increase earning capacity and quality of life.
3. Business, Finance, and Enrollment – To manage and develop the School’s financial resources in accordance with industry and regulatory standards and applicable laws. To manage and develop a diverse student body through constructive and fair student recruitment and retention practices and policies.
4. Community Relations - Develop and promote communal relationships with local health care providers to meet the needs of our students and the community population.

## **ACCREDITATION**

Orlando Academy School of Health Professions is not accredited by a regional or national accrediting agency recognized by the United States Department of Education. Therefore, if you enroll in this institution, you may not be eligible for Title IV Federal financial assistance, State student financial assistance, or professional certification. In addition, credits earned at this institution may not be accepted for transfer to another institution, and may not be recognized by employers.

The School strives to receive accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) within one (1) year of admitting its first class.

## **LICENSURE & AFFILIATIONS**

The School is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The School is a member of National Healthcare Association, an allied healthcare certification agency. The School is the official testing site for the national certification exams provided by NHA. More information can be found by contacting NHA at 7 Ridgedale Ave., Suite 203, Cedar Knolls, NJ 07927.

## **CAMPUS LOCATION**

The School is located in the heart of Central Florida at 1650 Sand Lake Road Suite 115, Orlando, FL 32809. The School is designed to provide excellent learning environment for students by housing four classrooms complete with full laboratory facility and equipment, student and employee lounge, library, computer lab, restrooms and lobby. The School also houses administrative offices for the directors, faculty, and other personnel.

The School's convenient location and facilities are accessible to and usable by disabled persons. The School is located on the ground floor of the building and contains access ramps, elevators, reserved parking, and restroom facilities to accommodate wheelchair accessibility.

## **TRANSFER OF CREDITS**

The School does not guarantee any student the transferability of credits to other institutions. It is the student's responsibility to determine whether credits, degrees, or certifications from the institution will transfer to other institutions or meet employer's training requirements.

## **STATEMENT OF NON-DISCRIMINATION**

Orlando Academy School of Health Professions does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, gender identity or status, or marital status in the administration of its educational and admissions policies and programs. The School welcomes applications from all qualified individuals.

## **ADMISSIONS**

### **GENERAL ADMISSIONS REQUIREMENTS**

The School admits students over the age of 18 with high school diplomas or General Education Development (GED). The applicant must submit a high school transcript or GED prior to enrollment. All students must have a good command of the English language and must sign a Statement of General Health and Statement of Criminal History prior to the start of the program.

The following admissions requirement apply all on-ground and on-line programs of study – Nursing Assistant, Patient Care Technician, Medical Assistant, Medical Billing and Coding, Phlebotomy Technician, Basic X-Ray Machine Operator, and Pharmacy Technician – offered at the School:

All applicants must:

- Be a high school graduate or have a GED
- Physical Examination clearance by a physician
- Provide Proof of Immunizations as required by clinical agencies

### **APPLICATION PROCEDURE**

Applicants to the on-ground programs at the School must meet with the Admissions Coordinator for an interview. Applicants who decide to apply for admission will complete an enrollment agreement for the program of study. A registration fee of \$50.00 is due at the signing of the enrollment agreement.

### **ONLINE LEARNING**

The School may choose to offer certain programs or courses online. Online courses are offered through the Internet, and interaction between the students and faculty using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Handbook at the time of enrollment
- Have Internet access and an established email account
- Commence online contact with the course site within the first few days of the registration
- Understand that student participation is required on a weekly basis and upon the successful completion of assignments each week.

## **ATTENDANCE POLICIES**

### **ATTENDANCE REQUIREMENTS**

#### **Absences**

Attendance is mandatory from the first day of class scheduled. Students are expected to be present for each class scheduled for the applicable program. Students who do not attend the first day of class will be removed from the program which he or she is enrolled in.

Instructors are responsible for monitoring student attendance and advising students who have been absent from their classes. A student must notify the School's administrative office if he or she will be late or absent from a scheduled class. Written documentation or notice is required for an absence to be considered an excused absence.

Students will be allowed one (1) unexcused absence per calendar month. More than one (1) unexcused absence is grounds for dismissal from the program. Students who have been absent more than once in a calendar month will be advised that they are at risk of being dropped from the program. Students who are dropped from the program may apply for reinstatement after one module of suspension.

Excused absence examples:

- Doctor's note for an illness of student, dependent child, or significant other
- Court matters – jury duty, subpoena, deposition, etc.
- Death or funeral services of immediate family members

Un-excused absence examples:

- Automobile or transportation
- Childcare difficulty

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students must successfully appeal their drop within seven school days in order to continue their training program without interruption. If the appeal is unsuccessful, they will be dropped from the program. Students who are dropped from the program may apply for reinstatement after one module of suspension.

#### **Tardiness/Leaving Early**

Students arriving 15 minutes late or leaving more than 15 minutes early will be considered tardy. Every four tardies or leave earlies are counted as one (1) unexcused absence. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day.

#### **Clinical Externship**

THERE ARE NO ALLOWABLE ABSENCES DURING THE CLINICAL EXTERNSHIP. All missed clinical time MUST be rescheduled with the approval of the Externship Coordinator and/or instructor. A student unable to make-up time for missed clinical externship will fail the externship.

## **Holidays**

Holidays observed by Orlando Academy School of Health Professions include:

- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Christmas Break & New Years Day

## **Withdrawal**

Students who must withdraw from the School are required to notify the Director of Education in writing or in person to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal. Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he or she attended. (see "Cancellation and Refund Policy" page 11)

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice the Director of Education. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

## **Leave of Absence**

Students may request a leave of absence (LOA) as long as the leaves do not exceed a total of 60 days during per occurrence as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated LOA Request Form to the Director of Education. A student will be allowed no more than two (2) LOA.

### **Re-admission Following Leave of Absence**

- Upon return from leave, the student will be required to repeat the module and receive final grades from the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered.
- The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.

### **Failure to Return from a Leave of Absence**

- A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

## **ACADEMIC POLICIES**

### **ACADEMIC REQUIREMENTS**

Students are notified of academic progress and attendance reports are given at the end of each module. Students must have an accumulative average of at least 70% on written and clinical coursework to be eligible for graduation. Students must meet program requirements and complete the required clock hours listed for each program prior to graduation. In addition to the program course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, HIV/AIDS, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

### **Maximum Time in Which to Complete**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation.

### **Academic Probation**

At the end of each course, student's academic progress and attendance reports are reviewed to determine whether the student is meeting the above requirements. Students will be placed on academic probation for a period of one (1) month if the student fails to maintain an accumulative academic level of 70% of "C" on written and clinical coursework. At the end of the probation period, the student will be dismissed if he or she fails to achieve an accumulative academic level of at least 70%.

### **Academic Dismissal**

Students who fail to improve their rate of progress after their probation period to at least 70% will receive academic dismissal and must be withdrawn from the School. Students who have been dismissed will be notified in writing of the adverse academic decision.

### **CLINICAL EXTERNSHIP REQUIREMENT**

Students must complete 100% of the required clinical externship hours for the program enrolled in to be eligible for graduation. Students will be placed in externships at sites deemed appropriate by Orlando Academy School of Health Professions in the following counties: Orange, Seminole, Osceola, Lake, or Volusia. Change of assigned clinical site may be approved once (1) with justification and will be considered on an individual basis. Students are not paid during externships and their clinical assignment cannot concur with their employment.

### **ONLINE LEARNING DELIVERY**

All online courses will be delivered via Comcourse Online Learning Management System. More information about this company can be found at <http://www.comcourse.com>.

### **Delivery of Online Course Material**

All necessary course materials including books will be sent directly to the student in advance of the program start date. Students are provided information through the admissions process to prepare for the program coursework.

## **Delivery of Clinical Externship**

Clinical externship sites will be arranged for online students near each student's location by the Externship Coordinator. Online students must complete 100% of the required clinical externship hours for the program enrolled in to be eligible for graduation. Change of assigned clinical site may be approved once (1) with justification and will be considered on an individual basis. Students are not paid during externships and their clinical assignment cannot concur with their employment.

## **STUDENT ACADEMIC APPEALS POLICY**

### **Academic Appeals Procedure**

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial obligations. All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reasons the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought
- Any other documentation the student believes supports the conclusion that the academic decision was incorrect

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall render a written decision and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file. The decision is final and no further appeals are permitted.

When an appeal is denied, the date of dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is unavailable, the matter should be discussed with the Program Coordinator. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Education director may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students;

3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

### **Attendance Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance violation to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

## **ADMINISTRATIVE POLICIES**

### **STUDENT CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the School and the student body.

Students should not interfere with other student's rights, safety, health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft;
2. Disruptive behavior;
3. Possession or use of firearms, explosives, or other dangerous substances;
4. Vandalism or threats of actual damage to property or physical harm to others;
5. Possession, sale, transfer, or use of illegal drugs;
6. Appearance under the influence of alcohol or illegal drugs;
7. Harassing or abusive acts that invade an individual's right to privacy, including sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group;
8. Any activity that may be perceived as hazing, which is defined as a situation or activity that intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of admission or initiation into any affiliation or organization associated with the School.

The School reserves the right to dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

### **DRESS**

Students are required to dress in the scrub suits as designated for the program by color. Students should always remember that the School promotes a professional atmosphere where proper dress and grooming is of importance.

#### **Scrubs**

1. The scrub uniform will be color designated for the program of study.
2. Scrub uniforms must be clean, well-maintained and pressed.
3. During cooler weather, only the following items are allowed to be worn with the scrub uniform:
  - Solid white short sleeve/long sleeve or tee shirt or cotton turtleneck jersey may be worn under the scrub top.
  - Solid white or class scrub color jacket or cardigan sweater.

#### **Shoes**

The following rules pertain to shoes worn with uniforms:

1. White or black leather/vinyl
2. Free of visible lettering (all-white)
3. Comfortable but snugly-fitted (preferably with ties)
4. Full-coverage (no sling-backs, no clogs), closed-toe
5. Clean (including ties); well-maintained/in good repair
6. Socks must be clean, white and cover the entire foot and ankle area

## **Hair/Nails/Jewelry**

1. Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation
2. Trimmed hair, beard, moustache, sideburns
3. No visible tattoos; tattoos that may be visible must be covered
4. Body piercing: one small stud permitted per ear; no other visible piercings
5. Jewelry: wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible as long as it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as psychiatry)
6. Nails: short (not beyond tip of finger); clear/uncolored nail polish; no nail décor/jewelry
7. Hair: must be neat and trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white or blue in color. Facial hair must be neatly trimmed and short.

**Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.**

## **CELLULAR PHONES**

Cellular phones are not permitted in the classroom and must be in the OFF position during class. Students may leave the school's office number with family members for emergency situations.

## **TAPE RECORDERS & LAPTOP COMPUTERS**

Students must obtain prior permission from the Administration Office to use tape records during class lectures. Students in the class and the instructor must be informed of the tape recorder being used. Radios, headsets, CD players, and MP3 players are not permitted in the classroom.

Laptop computers are allowed in the classroom or the computer lab. Students are advised that the School is not responsible for lost or stolen personal property of a student.

## **EATING & DRINKING**

NO food or drinks are allowed in the classrooms or the computer lab. Water bottles with closeable caps are permitted in the classrooms. Gum chewing is prohibited during class.

## **IMMUNIZATIONS**

Students must show proof of negative tuberculosis test or negative chest x-ray if the student has had a positive tuberculosis test in the past, receive full Hepatitis B vaccinations, CPR training, a four hour HIV training class, and HIPPA training prior to beginning their clinical externships.

## **STUDENT GRIEVANCE PROCEDURE**

Persons seeking to resolve classroom problems or complaints not otherwise covered under the Academic Appeals must make reasonable effort to resolve the grievance on an informal basis with the instructor. Unresolved complaints should be made to the Director of Education by means of a written statement outlining the grievance.

The statement should include:

- The specific problem or complaint and the parties at issue
- The date of the grievance
- The informal steps taken to resolve the grievance
- The resolution sought

Within five (5) calendar days of receiving the grievance statement, the Director of Education shall render a written decision and shall forward the decision to the student and the parties involved. Copies of all documents relating to the grievance shall be placed in the student's academic file. If the grievance remains unresolved the student may contact the School President. The President will review the grievance with all parties involved and attempt to resolve the grievance.

If the student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Commission for Independent Education:

Florida Commission for Independent Education  
Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399  
(800) 224-6684

## **REGULATIONS**

Each student is given the School catalog which outlines policies and regulations of the School. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

## **RESERVATIONS AS TO PROGRAMS AND CHARGES**

The School reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to revise its academic programs; and to withdraw subjects, courses, and programs if registration falls below the required number.

## **CRIMINAL BACKGROUND CHECK**

Students enrolling in certain programs may be subjected to a criminal background check prior to beginning their clinical externships as required by the site designated.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at the School assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment.

### **PAYMENT POLICY**

The School requires that arrangements for payment of tuition for all courses be completed in full at the time of registration. Students may choose to pay tuition and fees by check, cash, and by credit card. The School offers the services of several private companies that offer alternative methods of paying for educational costs. No financial aid is offered at this time.

### **TUITION AND FEES**

See Appendix A: Tuition and Fees.

### **TEXTBOOKS**

Textbooks are included in the tuition for each program.

### **CANCELLATION AND REFUND POLICY**

The registration of a student results in the employment of faculty, arrangements for management and physical facilities, and other provisions by the administration that must be contracted in advance. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. Therefore, there will be no refund of tuition except as outlined in the following policy.

#### **Cancellations**

If applicant is not accepted by the School, all monies paid will be refunded. The applicant may also request cancellation in writing within three (3) days after signing the enrollment agreement and receive a full refund of all monies paid. Cancellation after the third business day but before the first day of class will result in a refund of all monies paid except the registration fee. The refund will be made within 30 days of receipt of such notice. Notice of cancellation may be given by mail or hand delivery. If sent by mail, the effective date of the cancellation notice is the date deposited in the mail, properly addressed with postage prepaid.

#### **Withdrawals**

An official withdrawal must be documented in writing. Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he or she attended. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. The refund computation will be based on the last date of student attendance.

### **Institutional Refund Calculation**

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

1. Notice of 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 (3<sup>rd</sup>) business day, but before the first day of class will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 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 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.

### **Refunds under Exceptional Circumstances**

Tuition and fees will be refunded in full under the following circumstances:

- Programs cancelled by the School;
- Involuntary call to active military duty;
- Documented death of student or member of his or her immediate family;
- Illness of the student of such severity of duration, as approved by the School and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded;
- Exceptional circumstances, with approval of the President of the School.

## **STUDENT SERVICES**

### **STUDENT ADVISING**

Students are encouraged to seek academic advising. Academic advising is coordinated by the Director of Education, Program Coordinator, and the Externship Coordinator who serve as advisors and assist students in academic progress and meeting graduation requirements.

### **PLACEMENT ASSISTANCE**

Although the School does not, in any way, guarantee employment, it is the goal of the School to help all students realize a high degree of personal and professional development and successful employment. The School does offer assistance in finding employment to all eligible graduates at no additional charge.

### **ORIENTATION**

New students participate in an orientation program on the first day of class scheduled for each program. This orientation program is designed to acquaint students with the policies of the School and introduce them to the staff and faculty members who will play an important part in the students' progress.

### **LIBRARY**

The School library is available to student use during School business hours. The library contains computers, books and reference materials, and study areas for student use. Individual and group study areas are provided in the library.

The School also provides students, faculty, and staff electronic access to the Library and Information Resources Network (LIRN).

### **HEALTH SERVICES**

The School does not provide health services.

### **HOUSING**

The School does not provide housing services.

## PROGRAM OBJECTIVES & COURSE DESCRIPTIONS

### COURSE NUMBERING SYSTEM

Courses are assigned course numbers using a letter prefix representing the program and the number in which the courses are taken.

### CLOCK HOUR

One clock hour represents 50 minutes of supervised, directed instruction, and appropriate breaks.

### NURSING ASSISTANT

#### Diploma Program

#### 120 Clock Hours

#### Program Description/Objectives

The Nursing Assistant program is designed to provide the student with the necessary tools and skills required to successfully enter the nursing industry. Graduates of the program have found entry-level employment in acute care and long-term care facilities, home care, and clinics. This 120 hour program consists of 80 hours of theoretical classroom lectures and 40 hours of clinical training at local long-term care facilities. The theoretical lectures and clinical externships are based on the official state curriculum and teach the skills, knowledge, and abilities essential to provide basic care to patients in acute care and residents of long-term care facilities. In addition to the Nursing Assistant course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, HIV/AIDS, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

Upon completion of the Nursing Assistant Program, students will be eligible to take the Florida State's Nursing Assistant certification exam. We offer a review one week before the exams are given to make sure students are prepared for the written exam, and have mastered the 40 skills requirements. Once a student has graduated and passed the exams, we will continue to offer skills reviews free of charge, upon student request, in order to properly prepare students for the work they will be performing.

#### Program Outline

Course Number	Course Title	Hours
NA 100	Introduction to Nursing Assisting (including HIV/AIDS)	20
NA 101	Introduction to Anatomy and Physiology	20
NA 102	Basic Skills 1	20
NA 103	Basic Skills 2	20
NA 111	Clinical Externship	40
<b>Program Total</b>		<b>120</b>

## Course Description

**NA 100 Introduction to NA** – This course introduces fundamentals of nursing assisting in a broad view, including, nursing as a profession, educational requirements, and advanced degree opportunities. The student will also be instructed in communication and interpersonal skills, infection control, safety/emergency procedures, including the Heimlich maneuver, promoting residents' independence, and respecting residents' rights. Through this course, the student will be able to understand role of a nursing assistant in a nursing team. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**NA 101 Introduction to Anatomy and Physiology** – This course introduces basic anatomy and physiology of the human body. It provides the opportunity for the student to understand the basic body functions. The student is guided to understand the client's need according to their disease process.

**NA 102 Basic Skills 1** – This course is designed to help the student to build on the basic concepts and skills necessary to provide nursing care to clients of all ages and cultures in primary care, acute care and chronic care settings. This course provides an introduction to the clinical skills necessary for beginning the client's care. The students are provided hands –on skill practice in the laboratory as well as in selected health care settings.

**NA 103 Basic Skills 2** – This course focuses on nursing care with clients who have special needs. It focuses on the nature of common disease, its causes, and the bodily changes that accompany it. It provides a continuation of clinical skill competencies. Clinical skills are practiced in a variety of health care settings.

**NA 111 Clinical Externship** – All NA courses are completed prior to clinical externship. This course contains 40 hours of practicum for nursing assisting. The students are supervised, instructed, and evaluated by preceptors. The students are provided hands-on experiences in long-term care centers, clinics, or hospitals. The student practices general, clinical and administrative competencies through the externship.

**PATIENT CARE TECHNICIAN  
Diploma Program  
740 Clock Hours**

**Program Description/Objectives**

The Patient Care Technician program is designed to prepare students for employment as an advanced cross-trained health care worker. The program consists of theoretical classroom lecture and clinical externships given over a period of and 7 months. The program encompasses the Nursing Assistant Program and progresses into Patient Care Technician Program as well as Phlebotomy. Students learn about residents’ rights, communication, observation, reporting and assisting residents in maintaining basic comfort and safety. Students also learn about the theory, concepts, and skills involved in using specialized materials, equipment, procedures, regulations, laws and interactions within and among social systems within the nurse aide occupation. In addition to the Patient Care Technician course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, HIV/AIDS, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

Upon completing of this program, students will be eligible to take the Florida State’s Nursing Assistant certification exam. Many graduates continue their education and increase their career potential by enrolling in Licensed Vocational Nursing and Registered Nursing programs. We offer a review one week before the exams are given to make sure students are prepared for the written exam, and have mastered the 40 skills requirements. Once a student has graduated and passed the exams, we will continue to offer skills reviews free of charge, upon student request, in order to properly prepare students for the work they will be performing.

**Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
PCT 100	Nursing Assistant: Introduction and Basic Skills	100
PCT 101	Medical Terminology & Common Diseases (including HIV/AIDS)	100
PCT 102	Introduction to Phlebotomy Procedures	100
PCT 103	Advanced Phlebotomy	100
PCT 104	Introduction to EKG	100
PCT 105	Advanced Skills	100
PCT 106	Operating Systems & PC	100
PCT 111	Clinical Externship	40
<b>Program Total</b>		<b>740</b>

## Course Description

**PCT 100 Nursing Assistant: Introduction and Basic Skills** – This course introduces fundamentals of nursing assisting in a broad view, including, nursing as a profession, educational requirements, and advanced degree opportunities. The student will also be instructed in communication and interpersonal skills, infection control, safety/emergency procedures, including the Heimlich maneuver, promoting residents' independence, and respecting residents' rights. Basic anatomy and physiology of the human body is included in this course. It provides the opportunity for the student to understand the basic body functions. The student is guided to understand the client's need according to their disease process.

This course also provides an introduction to the clinical skills necessary for beginning the client's care. The students are provided hands-on skill practice in the laboratory as well as in selected health care settings and provide a continuation of clinical skill competencies. Clinical skills are practiced in a variety of health care settings.

**PCT 101 Medical Terminology & Common Diseases** –This course introduces basic medical terminology to students of terminology utilized in medical settings and common diseases. This course provides the basic knowledge core on which all other courses are built. An introduction to the scope of practice as it relates to nursing assisting is presented. The course provides an introduction to care of mother and baby as well. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**PCT 102 Introduction to Phlebotomy Procedures** – The student is introduced to the role and responsibilities of a Phlebotomy Technician. The course contains basic anatomy, physiology, infection control, collection equipment, blood collection procedures, safety, specimen transport, processing, and other introductory concepts related to phlebotomy.

**PCT 103 Advanced Phlebotomy** – This course provides hands-on knowledge and practice of Venipuncture. The student is educated human anatomy related to phlebotomy and instructed how to accurately collect blood specimen with special emphasis on infection control.

**PCT 104 Introduction to EKG** – This course discusses basic knowledge about the Electrocardiogram and its functions. Though the course, the student understand when this test is needed, how to check it, and demonstrate the procedure.

**PCT 105 Advanced Skills** - This course builds on the concepts developed in PCT 100 – 105. It provides a continuation of clinical skill competencies, especially in acute care settings.

**PCT 106 Introduction to the Operating Systems/ PC** – This course prepares the student to function in clinical laboratories. The students are instructed how to collect information and respond using PC / Operating System

## **Clinical Externship**

**PCT 111 Clinical Externship** – All NA and PCT courses are completed prior to clinical externship. This course contains 40 hours of practicum. The students are supervised, instructed, and evaluated by preceptors. The students are provided hands-on experiences in long-term care centers, clinics, or hospitals. The student practices general, clinical and administrative competencies through the externship.

**MEDICAL ASSISTANT  
Diploma Program  
760 Clock Hours**

**Program Description/Objectives**

The medical assistant curriculum is a 760- hour diploma program that includes 600 hours of classroom instruction followed by a 160-hour externship. This program offers students a broad foundation in basic medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinical personnel and the medical assistant program coordinator. Students’ training will include clinical, laboratory, and medical office procedures courses necessary to become a successful medical assistant. The distinguishing feature of this curriculum is that it also incorporates the administrative medical skills necessary for skilled office workers. Students in the medical assistant program learn basic accounting procedures and computer skills. They will be able to create, interpret, and manage records, and to compute and analyze healthcare data. Students also learn to identify medical and pharmacological terms, identify health systems. In addition to the Medical Assistant course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, HIV/AIDS, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

Graduates of the Medical Assistant Program may assume positions as multi-skilled allied health professionals who perform a wide range of duties in physicians’ offices, clinics and other outpatient health care settings. Medical assistants may be able to advance to an office manager. They may qualify for a variety of administrative support occupations or may teach medical assisting. With additional education, some enter other health occupations, such as nursing and medical technology.

**Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
MA 100	Medical Office Management / Medical Terminology (including HIV/AIDS)	100
MA 101	Anatomy and Physiology	100
MA 102	Basic X-Ray Technician	100
MA 103	Clinical Procedures	100
MA 104	Laboratory Procedures I	100
MA 105	Laboratory Procedures II	100
MA 111	Clinical Externship II	80
MA 222	Clinical Externship II	80
<b>Program Total</b>		<b>760</b>

## Course Description

**MA 100 Medical Office Management / Medical Terminology** – This course is designed to introduce to the students to the fundamental roles and functions of medical assisting. The students are instructed with general policy and rules of health care environments. The course includes federal and state health care rules and regulations. This course is designed to assist students in promoting and developing communication skills. The students are exposed to and taught effective communication skills, including written, verbal, nonverbal and telephone techniques. The course also contains a study of medical terminology, including prefixes, suffixes and abbreviations. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

The course prepares the students to basic accounting including bank deposits, day sheets, payments, refunds, checks, billing, coding and collecting procedures. The students are instructed how to manage medical records with admission, discharge (In/Out patients), transfer and request patient medical records.

**MA 101 Anatomy and Physiology** – This course is provided to the students to provide overall understanding of anatomy and physiology of the human body and how it is related to the disease processes. Emphasis is placed on prevention of disease process and infection transmission and control.

**MA 102 Basic X-Ray** – This course introduces students in the role of the radiographer in limited practice and radiographic equipment. Students are instructed to basic radiography concepts, production, circuit and tube management. Areas covered in this course include x-ray equipment operation and maintenance, principals of exposure and image quality, image receptor system, x-ray darkroom and film processing, and image production and evaluation. X-ray technique, radiobiology, radiation safety, and radiation protection are other topics in this course. Positioning techniques and procedures for the following are included: upper body, lower body, spine and skull,

**MA 103 Clinical Procedures** – This course prepares the students to understand and demonstrate hand washing, utilizing equipments, sterilization skills, infection control, administering oral and vaccines, setting up patients including vital signs, weight, height, electrocardiography, and assisting procedures and minor surgeries. This course also provides the students with concepts including Geriatric, Obstetric, and Pediatric patient care. Students are trained to provide emergency care, understand the needs and care of chronic and terminally ill patients. The course is taught through the use of textbooks, workbooks, and medical laboratory equipment.

**MA 104 Laboratory Procedures I** – This course provides the students with understanding different kinds of specimens, accurately handling each specimen and the reasons and functions of each clinical test. The course prepares the students with knowledge of anatomy and physiology related to venipuncture. The students will practice hands-on knowledge and clinical experiences of venipuncture.

**MA 105 Laboratory Procedures II** – This course provides hands-on knowledge and practice of venipuncture. The student is educated human anatomy related to phlebotomy and instructed how to accurately collect blood specimen concerning infection control. Upon successful completion of MA 104 and MA 105, students are qualified to obtain the Phlebotomy Technician Certificate.

### **Clinical Externship**

**MA 222 Clinical Externship** – All other medical assistant courses are completed prior to clinical externship. This course contains 160 hours of practicum for medical assisting. The students are supervised, instructed, and evaluated by preceptors. The students are provided hands-on experiences in physician offices, clinics, or hospitals. The student practices general, clinical and administrative competencies through the externship. Students are evaluated by an instructor or externship coordinator and completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

## PHLEBOTOMY TECHNICIAN

### Diploma Program

200 Clock Hours

#### Program Description/Objectives

The Phlebotomy Technician Program is designed to provide students with information about the health care delivery system; collection of materials and equipment; vein puncture and capillary puncture techniques; specimen transport and processing techniques; quality assurance and safety techniques; basic concepts of communications, and medical and legal implications of blood collection. Students will be required to complete 160 hours of theoretical classroom instruction and 40 hours of clinical experience in a healthcare environment. In addition to the Medical Assistant course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, HIV/AIDS, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

Students who successfully complete the Phlebotomy Technician Program are eligible to take the national certification examinations given by either the National Certification Agency for Medical Laboratory Personnel (NCA) or the American Society of Clinical Pathologists, Board of Registry (ASCP).

#### Program Outline

Course Number	Course Title	Hours
CPT 100	Medical Terminology & Introduction to Phlebotomy Procedures (including HIV/AIDS)	100
CPT 101	Introduction to the Operating Systems / PC & Advanced Phlebotomy	60
CPT 111	Clinical Lab	40
<b>Program Total</b>		<b>200</b>

#### Course Description

**CPT 100 Medical Terminology & Introduction to Phlebotomy Procedures** – This course introduces basic medical terminology to students of terminology utilized in medical settings. The student is introduced to the role and responsibilities of a Phlebotomy Technician. The course contains basic anatomy, physiology, infection control, collection equipment, blood collection procedures, safety, specimen transport, processing, and other introductory concepts related to phlebotomy. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**CPT 101 Introduction to the Operating Systems & Advanced Phlebotomy** – This course prepares the student to function in clinical laboratories. The students are instructed how to collect information and respond using PC / Operating System. This course provides hands-on

knowledge and practice of Venipuncture. The student is educated human anatomy related to phlebotomy and instructed how to accurately collect blood specimen concerning infection control.

**CPT 111 Clinical Lab** – All CPT courses are completed prior to CPT 111. This course contains 40 hours of clinical laboratory practicum for phlebotomy. The students are supervised, instructed, and evaluated by preceptors. Phlebotomy Clinical Lab will be held at the School on-site laboratory. The student practices general and clinical competencies through the clinical lab.

## MEDICAL INSURANCE BILLING & CODING

### Diploma Program

700 Clock Hours

#### Program Description/Objectives

The objective of the Medical Insurance Billing and Coding program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry-level positions as medical insurance biller and coders in health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as related to the accurate completion of medical insurance claims. Using a format of medical specialties, relevant terms will be introduced and studied.

The 700 hour program consists of 600 hours of theoretical classroom lectures and 100 hours of clinical externship at a medical facility. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students will prepare insurance claim forms, both manually and by computer. Additional skills included in this program encompass interviewing and documentation methods required to obtain and using patient information necessary for successful claims management. Ethical and legal responsibilities of the health care worker as they relate to the medical office are included in the program. General communication skills and professionalism are taught and addressed throughout the program. In addition to the Medical Assistant course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

#### Program Outline

Course Number	Course Title	Hours
MBC 100	Introduction to Medical Billing and Coding (including HIV/AIDS)	100
MBC 101	Medical Terminology and Body Systems	100
MBC 102	Medical Coding Systems	100
MBC 103	Medical Documentation, Evaluation, and Management	100
MBC 104	Medical Insurance Billing, Collections, and Claim Forms	100
MBC 105	Advanced Coding and Administrative Procedures	100
MBC 111	Clinical Externship	100
<b>Program Total</b>		<b>700</b>

#### Course Description

**MBC 100 Introduction to Medical Billing and Coding** – This course introduces students to various types of health care plans, including Managed Care and Health maintenance Organizations (HMO). The course develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to

basic skills require to obtain correct ICD-9 and CPT codes. Students will also have opportunities to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims and completion. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**MBC 101 Medical Terminology and Body Systems** – This course covers basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems.

**MBC 102 Medical Coding Systems** – Students will build on their fundamental concepts of ICD-9 and CPT/HCPCS from MBC 100.

**MBC 103 Medical Documentation, Evaluation, and Management** – This course introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills.

**MBC 104 Medical Insurance Billing, Collections, and Claim Forms** – Students are introduced to Health Insurance Claim Form (CMS-1500) and is provided with the experience of completing various claim forms as part of their hands-on experience. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will continue to develop speed and accuracy on the computer keyboard throughout the program.

**MBC 105 Advanced Coding and Administrative Procedures** – This course provides students with in-depth lessons on different types of computer claims systems, such as carrier-direct and clearinghouse. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

### **Clinical Externship**

**MBC 111 Clinical Externship** – Upon successful completion of MBC 100-105, students participate in a 100 hour clinical externship at a medical office. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance billing and coding students work under the direct supervision of the school staff and/or the medical office staff. Students are evaluated by an instructor or program director and completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

## **BASIC X-RAY MACHINE OPERATOR**

### **Diploma Program**

**600 Clock Hours**

#### **Program Description/Objective**

The objective of this program is to prepare students for employment as Basic X-Ray Machine Operators. The students are instructed in patient care, radiation protection, patient positioning, radiographic equipment and accessories, image production and evaluation. Upon completion of the program, graduates are eligible to take the State of Florida Basic X-Ray Operator Examination for licensure.

The Basic X-Ray Machine Operator program is designed to provide the student with the necessary tools and skills required to successfully enter the profession. The 600 hour program consists of 560 hours of theoretical classroom lectures and 40 hours of clinical externship. The theoretical and laboratory lectures are based on the official state curriculum and teach the skills, knowledge and abilities essential to providing and performing basic x-rays. Lecture topics include health care and body systems, fundamental radiation protection and practice, terminology and positioning techniques and procedures. In addition to the Basic X-Ray Machine Operator course work, students must complete the following Supplemental Courses to be eligible for graduation: CPR, Domestic Violence, and Medical Errors. Supplemental Courses will be offered at the School to the students twice each calendar month (weekday and/or weekend classes). Supplemental Courses can be taken during or after completing the program course work, but prior to graduation.

#### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>
XR 100	Introduction to Basic X-Ray and Body Systems (including HIV/AIDS)	100
XR 101	Fundamentals of Basic X-Ray Machine Operator	100
XR 102	Radiation Terminology	60
XR 103	Positioning – Chest & Upper Body	100
XR 104	Positioning – Abdomen & Lower Body	100
XR 105	Positioning – Spine & Skull	100
XR 111	XR Clinical Externship	40
<b>Program Total</b>		<b>600</b>

#### **Course Description**

**XR 100 Introduction to Basic X-Ray and Body Systems** – This course introduces students in the role of the radiographer in limited practice and radiographic equipment. Students will gain fundamental knowledge of mathematics and physics as relating to radiography. Students are instructed to basic radiography concepts, production, circuit and tube management. Anatomy and physiology is included in this course. Also, students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**XR 101 Fundamentals of Basic X-Ray Machine Operator** – Areas covered in this course include x-ray equipment operation and maintenance, principals of exposure and image quality image receptor systems, x-ray darkroom and film processing, and image production and evaluation. X-ray technique, radiobiology, radiation safety, and radiation protection are other topics in this course.

**XR 102 Radiation Terminology** – Terminology and concepts used in radiology are presented to students as well as anatomical terminology and medical terminology as related to radiology. Students will work with textbook and workbooks in this course.

**XR 103 Positioning Chest & Upper Body** – Students are introduced and taught positioning techniques and procedures for the chest and upper body.

**XR 104 Positioning Abdomen & Lower Body** – Students are introduced and taught positioning techniques and procedures for the abdomen and lower body.

**XR 105 Positioning Spine & Skull** – Students are introduced and taught positioning techniques and procedures for the spine and skull.

### **Clinical Externship**

**XR 111 Clinical Externship** – Upon successful completion of XR 100 – XR 105, basic x-ray machine operator program students work under the direct supervision of the school staff and or the medical office staff in a 40-hour clinical externship. Students are evaluated by an instructor or program director and completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

## PHARMACY TECHNICIAN

### Diploma Program

760 Clock Hours

#### Program Description/Objective

The Pharmacy Technician diploma program provides both technical and practical training that will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. Pharmacy is a dynamic field requiring an ongoing learning process. Today's pharmacy technician has assumed the position which supports and enhances the progressive direction taken by pharmacies. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the school.

The program provides the student with basic knowledge of pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized, and both pharmaceutical and medical terminology and anatomy and physiology are also covered. The program emphasizes theory, as well as hands-on practice. In addition to the program course work, students must complete the Supplemental Courses prior to graduation as continuing education: CPR, Domestic Violence Awareness, and Medical Errors. These courses are offered twice each calendar month to be taken at student's convenience. The HIV/AIDS coursework is included within the Pharmacy Technician curriculum.

#### Program Outline

Course Number	Course Title	Hours
PHT 100	Introduction to Administration of Medications & Pharmacology History & Ethics, and Infection Control (Including HIV/AIDS)	100
PHT 101	Pharmacology of Endocrine and Lymphatic Systems / Nervous & Respiratory Systems	100
PHT 200	Pharmacology of GI, Muscular, Urinary, & Reproductive Systems	100
PHT 201	Pharmacology of Integumentary System & Senses	100
PHT 202	Pharmacology of Cardiovascular, Circulatory and Skeletal System	100
PHT 203	Administrative Aspects of the Pharmacy Technician & Hospital Pharmacy	50
PHT 204	Home Health Care and Pharmacy Operations	50
PHT 222	Clinical Externship	160
<b>Program Total</b>		<b>760</b>

## Course Description

**PHT 100 Introduction to Administration of Medications & Pharmacology History & Ethics, and Infection Control (Including HIV/AIDS)** – This course is designed to provide the student with an general understanding of medication administration, safety and quality assurance. Historical development of pharmacy is introduced in this course. Repackaging and compounding will be discussed and performed. Students are also taught use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Also included are preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensations and methods of payment for pharmacy services. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, mixtures, and IV medications.

The second half of this course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjected covered include a history of and changing roles of pharmacists and pharmacy technicians. This course covers the Law & Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislations.

Lastly, this course covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the counter medications, vitamins and skin care products are discussed in this course. Students learn most common medication errors, alternative medication and food and drug interactions. Hands-on skills in the laboratory practice setting are performed. Students will also be introduced to transmission and treatment, infection control, legal guidelines, and testing procedures related to HIV/AIDS.

**PHT 101 Pharmacology of Endocrine & Lymphatic, Nervous & Respiratory Systems** – Body systems are covered in this course which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Second, student will be introduced to the medications used to treat conditions of the Respiratory and Nervous system. Study of medications for neurological conditions, mental disorders, and a discussion of muscle relaxants are covered. Hands-on skills in the laboratory practice are performed. Lastly, students are introduced to respiratory system and the medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed.

**PHT 200 Pharmacology of the GI, Muscular System Urinary & Reproductive** – Medications for the G.I and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. This course is also designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Hands-on skills in the laboratory practice setting are performed.

**PHT 201 Pharmacology of the Integumentary System & Senses** – This course is designed to introduce the students to medications for the integumentary system and is covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Hands-on skills in the laboratory practice setting are performed.

**PHT 202 Pharmacology of the Cardiovascular, Circulatory and Skeletal System** – This course will provide students with the understanding of the cardiovascular, circulatory, and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed.

**PHT 203 Administrative Aspects of the Pharmacy Technician and Hospital Pharmacy** – Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics, and rashes for NSAID. Use of computers in the pharmacy practice settings is covered. Hands-on skills in the laboratory practice setting are performed.

**PHT 204 Home Health Care and Pharmacy Operations** – This course is designed to familiarize the student with all aspects of home health care, mail order pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. Hands-on skills in the laboratory practice setting are performed.

### **Clinical Externship**

**PHT 222 Clinical Externship** – All other pharmacy technician courses are completed prior to clinical externship. This course contains 160 hours of clinical externship in a pharmacy setting. The students are supervised, instructed, and evaluated by school staff and/or pharmacy staff. The student practices general, clinical and administrative competencies through the clinical externship. Students are evaluated by an instructor or program director and completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

## **ADMINISTRATION & FACULTY**

President	Hong Hyun Kim University of Florida, B.A., M.A.
VP of Academics	Garry Argro, RMA, NCMA University of Florida, B.S. University of Phoenix, M.B.A.
VP of Operations	Jeong W. Bang University of Florida, B.A., B.S.
VP of Student Affairs	James W. Todd, Jr., Ph.D. Indiana University, Ph.D, M.A. Boston College, B.A.
Nursing Assistant Program Director	Mila Pak, RN Barry University School of Nursing, M.N.A.
Admissions Coordinator	Open
Externship Coordinator	Garry Argro, RMA, NCMA University of Florida, B.S.
Instructor	Eunmi Kim, RN Korea Open University, B.S.
Instructor	Yusun Min, RN Seoul Women's College of Nursing, A.S.
Instructor	Cynthia Angelle Cruz Florida Hospital College of Health Sciences, B.S.
Instructor	Elizabeth Moon, Pharm D. University of Florida, Pharm D.
Instructor	Ricardo A. Santos, RMA Keiser University, A.S.
Instructor	Open
Instructor	Open

## APPENDIX A

### TUITION & FEES

#### Tuition

Program	Length (hrs)	Tuition	Textbook/Materials
<b>Nursing Assistant</b>	120 (80 class/40 clinical)	\$1195.00	Included in tuition
<b>Patient Care Technician</b>	600 (460 class/140 clinical)	\$7995.00	Included in tuition
<b>Medical Assistant</b>	900 (740 class/160 clinical)	\$9995.00	Included in tuition
<b>Phlebotomy Technician</b>	165 (135 class/30 lab)	\$995.00	Included in tuition
<b>Medical Insurance Billing/Coding</b>	600 (500 class/100 clinical)	\$9995.00	Included in tuition
<b>Basic X-Ray Machine Operator</b>	600 (560 class/40 clinical)	\$5995.00	Included in tuition
<b>Pharmacy Technician</b>	800 (700 class/20 lab/ 80 clinical)	\$9995.00	Included in tuition

#### Fees & Penalties

Fee	Amount	Description
<b>Registration fee</b>	\$50	Required of all students upon registration or enrollment.
<b>Reentry fee</b>	\$25	Nonrefundable fee required of all applicants for re-enrollment after withdrawal has occurred.
<b>Program change fee</b>	\$25	Required for changing from one program to another.
<b>ID card</b>	\$3	Required of all students enrolled in a program.
<b>Late payment penalty</b>	\$25	Applied to tuition payments that are made past the due date.
<b>Return check penalty</b>	\$25	Applied to returned checks.

**APPENDIX B**

**2008 OFFICIAL SCHOOL CALENDAR**

<b>Holidays</b>	<b>Dates</b>
<b>New Year's Day</b>	01/01
<b>Martin Luther King Day</b>	01/21
<b>Easter Monday</b>	03/24
<b>Memorial Day</b>	05/26
<b>Independence Day</b>	07/04
<b>Labor Day</b>	09/01
<b>Thanksgiving Break</b>	11/27 – 11/28
<b>Christmas Break</b>	12/24 – 01/02/09

<b>Staff Meetings</b>	<b>Dates</b>	
<b>Faculty Meetings</b>	Jan 7	July 7
	Feb 4	Aug 4
	Mar 3	Sept 2
	Apr 7	Oct 6
	May 5	Nov 3
	June 2	Dec 1
	<b>Coordinator Meetings</b>	Jan 14
Feb 11		Aug 11
Mar 10		Sept 8
Apr 14		Oct 13
May 12		Nov 10
June 9		Dec 8

<b>Calendar of Events</b>	<b>Dates</b>
<b>Spring Graduation</b>	May 9
<b>Advisory Board Meeting</b>	July 21
<b>Fall Graduation</b>	Nov 14
<b>Advisory Board Meeting</b>	Dec 15

**APPENDIX C**

**2008 ACADEMIC CALENDAR**

<b>Programs</b>	<b>Start</b>	<b>End</b>
<b>Nursing Assistant</b>		
Day/Full Time	05/05/2008 06/02/2008 07/28/2008 09/29/2008 11/24/2008	06/27/2008 07/25/2008 09/26/2008 11/21/2008 01/23/2009
Night/Full Time	06/02/2008 07/28/2008 09/29/2008 11/24/2008	07/25/2008 09/26/2008 11/21/2008 01/23/2009
<b>Patient Care Technician</b>		
Day/Full Time	06/02/2008	01/23/2009
Night/Part Time	09/29/2008	03/27/2009
<b>Phlebotomy Technician</b>		
Day/Full Time	06/02/2008	07/25/2008
Night/Part Time	09/29/2008	01/23/2009
Online	06/02/2008 07/28/2008 09/29/2008 11/24/2008	07/25/2008 09/26/2008 11/21/2008 01/23/2009

<b>Programs</b>	<b>Start</b>	<b>End</b>
<b>Basic X-Ray Machine Operator</b>		
Day/Full Time	09/29/2008	03/27/2009
Night/Part Time	06/02/2008	02/27/2009
Online	06/02/2008 07/28/2008 09/29/2008 11/24/2008	07/25/2008 09/26/2008 11/21/2008 01/23/2009
<b>Medical Assisting</b>		
Day/Full Time	05/05/2008	12/19/2008
Night/Part Time	05/05/2008	06/26/2009
Online	06/02/2008 07/28/2008 09/29/2008	01/23/2009 05/29/2009 06/26/2009
<b>Medical Insurance Billing &amp; Coding</b>		
Online	05/05/2008 06/02/2008 07/28/2008 09/29/2008	12/19/2008 01/23/2009 05/29/2009 06/26/2009

Programs	Start	End
<b>Pharmacy Technician</b>		
Day/Full Time	05/05/2008 09/29/2008	12/19/2008 06/26/2009
Night/Part Time	06/02/2008	01/23/2009
Online	05/05/2008 06/02/2008 09/29/2008	12/19/2008 01/23/2009 06/26/2009