

# HEALTH CARE TRAINING CORP

## INSTITUTION CATALOG 2026 - 2027 Vol. V

 3400 Lee Blvd. Suite 106, Lehigh Acres, FL 33971

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## MESSAGE FROM OUR PRESIDENT

### Welcome to Health Care Training Corp's School of Nursing

We are delighted to welcome you to Health Care Training Corp's School of Nursing. The healthcare field is a dynamic and rewarding profession—one where your dedication can make a real difference in the lives of others. By enrolling in this program, you have taken the first important step toward building a meaningful and impactful career.

Our program has a proud history of preparing graduates who contribute to every aspect of healthcare profession. Success in the field requires commitment, self-discipline, motivation, and a willingness to grow. Our faculty and staff are fully committed to partnering with you throughout your learning journey as we navigate the challenges of today's ever-changing healthcare environment together.

This catalog is designed to guide you through the program, outlining essential information such as policies and procedures, program details, student expectations, and the services available to support your learning. It is your responsibility to become familiar with this material and adhere to the standards set forth. We encourage you to keep this handbook nearby and refer to it often—it will serve as an invaluable resource for your success.

As a student, you are expected to uphold the general policies and procedures of Health Care Training Corp as well as those specific to our Healthcare Programs. Our faculty and staff are here to support you every step of the way, and we wish you great success as you pursue your goals. Please do not hesitate to reach out if you need guidance or assistance.

Sincerely,

*Iris Ramos*

**Iris Ramos**  
**President**

# GENERAL INFORMATION

## OUR VISION

To provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry level employment.

## OUR MISSION

The mission of Health Care Training Corp is to provide a unique educational experience, helping each student grow professionally and personally, becoming skilled professionals and health care leaders and to respond to the needs of the community by educating students to perform professional and related procedures, and prepare these students to perform competently as home health aides upon program completion.

## LEGAL CONTROL

**Health Care Training Corp** is a Florida corporation privately owned by Health Care Training Corp., which is wholly owned by **Iris Ramos** and is registered with the Florida Department of Corporations as a For-Profit company.

## FACILITIES

Health Care Training Corp is located at 3400 Lee Blvd. Suite 106 Lehigh Acres FL 33971. The campus consists of **2,410 sq. ft.**, with a front door and three side emergency entrances to the building. This space is divided into **2 Classrooms, 2 laboratory classrooms, 1 breakroom, 1 administrative office,** and a **lobby area**. Our facility and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements for safety, fire, building safety and sanitization departments with disability access throughout, and free parking garage.

## STATEMENT OF LICENSURE

Health Care Training Corp is licensed by the Florida Commission for Independent Education, Florida Department of Education, **License #11408**. Additional information regarding this institution may be obtained by contacting the Commission at: 325 West Gaines St., Suite 1414 Tallahassee, FL, 32399-0400; Toll Free telephone number (888) 224-6684 ([www.fldoe.org/cie](http://www.fldoe.org/cie)).

## ACADEMIC CALENDAR

<u>Observed School Holidays</u>  New Year's Day Martin Luther King Day President's Day Memorial Day Independence Day Independence Day Observed Labor Day Veterans Day Thanksgiving Day Christmas Day New Year's Day Observed	<u>Administrative Office Hours</u>  Monday - Friday 8:00 AM - 2:00 PM  <u>Schedule</u>  Day: Monday - Thursday 9:00 AM - 4:30 PM Evening: Monday - Thursday 5:00 PM - 9:00 PM
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The institution operates on a continuous basis, 12 months per year. New classes begin monthly.

Program	Session	2026-2027
<b>Home Health Aide (Morning Classes)</b>	<b>Session 1</b>	01/05/2026 – 01/22/2026
	<b>Session 2</b>	01/26/2026 – 02/12/2026
	<b>Session 3</b>	02/16/2026 – 03/05/2026
	<b>Session 4</b>	03/09/2026 – 03/26/2026
	<b>Session 5</b>	03/30/2026 – 04/16/2026
	<b>Session 6</b>	4/20/2026 – 05/07/2026
	<b>Session 7</b>	05/11/2026 – 05/28/2026
	<b>Session 8</b>	06/01/2026 – 06/18/2026
	<b>Session 9</b>	06/22/2026 – 07/09/2026
	<b>Session 10</b>	07/13/2026 – 07/30/2026
	<b>Session 11</b>	08/03/2026 – 08/20/2026
	<b>Session 12</b>	8/24/2026 – 09/10/2026
	<b>Session 13</b>	09/14/2026 – 10/01/2026
	<b>Session 14</b>	10/05/2026 – 10/22/2026
	<b>Session 15</b>	10/26/2026 – 11/12/2026
	<b>Session 16</b>	11/16/2026 – 12/03/2026
<b>Home Health Aide (Evening Classes)</b>	<b>Session 1</b>	01/05/2026 – 02/05/2026
	<b>Session 2</b>	02/09/2026 – 03/12/2026
	<b>Session 3</b>	03/16/2026 – 04/16/2026
	<b>Session 4</b>	04/20/2026 – 05/21/2026
	<b>Session 5</b>	05/25/2026 – 06/25/2026
	<b>Session 6</b>	06/29/2026 – 07/30/2026
	<b>Session 7</b>	08/03/2026 – 09/03/2026
	<b>Session 8</b>	09/07/2026 – 10/08/2026
	<b>Session 9</b>	10/12/2026 – 11/12/2026
	<b>Session 10</b>	11/16/2026 – 12/17/2026
<b>Phlebotomy Technician</b>	<b>Session 1</b>	01/05/2026 – 02/27/2026
	<b>Session 2</b>	03/02/2026 – 04/24/2026
	<b>Session 3</b>	05/04/2026 – 06/26/2026
	<b>Session 4</b>	07/06/2026 – 08/28/2026
	<b>Session 5</b>	09/07/2026 – 10/30/2026
<b>Medical Assistant</b>	<b>Session 1</b>	01/06/2026 – 12/12/2026
	<b>Session 2</b>	01/05/2027 – 12/04/2027

## FINANCIAL INFORMATION

### TUITION

Program	Tuition	Registration Fee (non-refundable)	Books & Clinical	Program Cost
<b>Home Health Aide Program</b>	\$420.00	\$100.00	\$179.00	<b>\$699.00</b>
<b>Medical Assistant</b>	\$9,000.00	\$150.00	\$225.00	<b>\$9,375.00</b>
<b>Phlebotomy Technician</b>	\$1,100.00	\$150.00	\$105.00	<b>\$1,355.00</b>

## FEES

Fees	Cost
Graduation Fee	\$125.00
Technology	\$27.00
Returned Checks	\$35.00
Official Transcript ( <i>first one is free</i> )	\$25.00
Library Fee	\$5.00
Late Payment Fee	\$35.00
Scrubs	\$70.00
Background Check	\$90.00

- Students must allow two weeks for processing receipts which are requested to be sent by mail or fax.
- Types of Payment: Visa, MasterCard, Bank Wire, Check or PayPal.
- Tuition is subject to change.

## FINANCIAL ADVISING

Payment plans may be customized as needed, to help students meet their financial obligations to the school. This must be arranged with the Registrar upon registration. Plans of payment will usually be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$100.00 is required to be paid at the time of registration.

**Health Care Training Corp does not offer any financial aid.**

## CANCELLATION & REFUND POLICY

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

1. 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 (3<sup>rd</sup>) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours. Cancellation after completing more than 40% of the program will result in no refund.
5. **Termination Date:** In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds will be made within thirty (30) days of termination of students' enrollment or receipt of cancellation notice from students.
7. A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

## COURSE & PROGRAM CANCELLATION

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

# ACADEMIC INFORMATION

## HOME HEALTH AIDE

### Program Description

This program is designed to prepare the student to enter the work force as a home attendant or home health aide. The program content provides instruction in services that assist in maintaining maximum independence and safety in a home environment. All students must complete the home health aide module of study.

### Program Objective

- Demonstrate knowledge of the health care delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively.
- Demonstrate knowledge of the Home Health Aide's legal and ethical responsibility including HIPAA.
- Demonstrate an understanding of and apply wellness and disease concepts.
- Recognize and practice safety and security procedures.
- Recognize and respond to emergency situations including BLS-CPR.
- Recognize and practice infection control procedures.
- Demonstrate basic computer skills.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including AIDS.
- Apply basic math and science skills.
- Demonstrate knowledge of the legal and ethical responsibilities of the Home Health Aide including identifying signs of domestic violence.
- Perform personal patient care procedures.
- Apply principles of nutrition.
- Provide care for geriatric patients including active or passive range of motion.
- Apply the principles of infection control OSHA.
- Provide bio-psycho-social support.
- Perform supervised management functions, following the patient's plan of care.
- Assist with rehabilitative activities.
- Perform home health services.

### Program Breakdown

Course Number	Course Title	Clock Hours	Theory Hours	Lab Hours
CHC 101	Introduction to Healthcare & Caregivers	6	4	2
CHC 102	Patient's Rights	2	2	
CHC 103	Interpersonal Skills	1	1	
CHC 104	HIV/AIDS	4	4	
CHC 105	Body Mechanics	2	1	1
CHC 106	Medical and Surgical Asepsis	4	2	2
CHC 107	Weights and Measures	3	1.5	1.5
CHC 108	Vital Signs	3	1.5	1.5
CHC 109	Observation and Charting	2	1	1
CHC 110	Medical Errors	2	2	
CHC 111	Domestic Violence	2	2	
CHC 112	Nutrition	3	2	1
CHC 113	Emergency Procedures	4	2	2
CHC 114	Changes in Health	2	2	
CHC 115	Rehabilitative Nursing	3	2	1

CHC 116	Patient Care Skills	10	3	7
CHC 117	Death and Dying	2	1	1
HHA 201	The Health Aide in the Home Setting	4	3	1
HHA 202	Maintenance Tasks of Home Care	4	2	2
HHA 203	Dietary Duties for Home Care	4	2	2
HHA 204	Safety Factors in Home Care	4	2	2
HHA 205	Assistance with Self-Administration of Medications	4	2	2
	<b>Total</b>	<b>75</b>	<b>45</b>	<b>30</b>

## MEDICAL ASSISTANT

### Program Description

The Medical Assistant Program is designed to prepare students for employment as medical assistants. This comprehensive training program equips students with the knowledge, skills, and professional behavior necessary to perform both clinical and administrative duties in medical settings, such as physician offices, clinics, and other ambulatory health care environments. Students are introduced to a variety of topics including anatomy and physiology, medical terminology, pharmacology, administrative procedures, medical law and ethics, clinical procedures, and electronic health records. The program includes both classroom instruction and practical hands-on training.

### Program Objective

Graduates of the Medical Assistant Program will be equipped with the skills necessary to demonstrate clinical competency by performing patient assessments, assisting with examinations and procedures, collecting specimens, administering medications, and adhering to infection control standards. They will apply foundational medical knowledge, including an understanding of human body systems, medical terminology, pharmacology, and diagnostic tools, to support quality patient care. In addition, students will be proficient in administrative responsibilities such as appointment scheduling, medical billing and coding, insurance processing, managing patient records, and utilizing electronic health record systems. They will understand and apply essential legal and ethical principles in healthcare, including patient confidentiality, professional boundaries, informed consent, HIPAA compliance, and cultural sensitivity. Effective communication with patients, families, and healthcare professionals, both verbally and non-verbally, will be emphasized, along with professionalism, empathy, and conflict-resolution skills. Through a supervised practicum, students will integrate their clinical and administrative training in a real-world healthcare environment, demonstrating critical thinking, adaptability, teamwork, and a commitment to ongoing professional development.

### Program Breakdown

Course Number	Course Title	Clock Hours	Lab/Clinical Hours	Delivery Method
HIV 110	HIV/AIDS, Blood Pathogens and OSHA	4		4 Theory Online
CPR 120	CPR and First Aid	6	6 Lab	6 Lab on-Campus
MED 100	The Medical Assistant	75		75 Theory Online
MED 200	Human Body Systems and Vital Signs	26	10 Lab	10 Lab on-Campus 16 Theory Online
MED 220	Medical Office Procedures	75	50 Lab	25 Theory Online 50 Lab on-Campus
MED 230	Medical Skills	50	30 Lab	20 Theory Online 30 Lab on-Campus
MED 240	Patient Skills	10	5 Lab	5 Theory Online 5 Lab on-Campus
MED 250	Payment and Insurance Procedures	5		5 Theory Online
MED 260	Computerized Medical Office Procedures	4		4 Theory Online

<b>MED 270</b>	Clinical Office Procedures	25	25 Lab	25 Lab on-Campus
<b>MED 280</b>	Pharmacology for Medical Assisting	90	10 Lab	80 Theory Online 10 Lab on-Campus
<b>PHL 300</b>	Phlebotomy	75	50 Lab	25 Theory Online 50 Lab on-Campus
<b>EKG 310</b>	Electrocardiography	75	20 Lab	55 Theory Online 20 Lab on-Campus
<b>MED 310</b>	Medical and Clinical Assistant Practicum	230	230 Clinical	230 Clinicals On-Ground
<b>Total</b>				

## PHLEBOTOMY TECHNICIAN

### Program Description

The Phlebotomy Program emphasizes adherence to academic standards and provides students with the essential technical knowledge and skills needed to pursue further education and careers in the Health Sciences. The program focuses on developing technical proficiency through competency-based applied learning, which enhances students' academic knowledge, critical problem-solving abilities, and professional work attitudes. Students will acquire technical skills, and occupation-specific skills that prepare them for success in the healthcare field.

### Program Objective

The Phlebotomy Program is designed to equip students with an understanding and hands-on experience in the art and science of blood collection. Our program focuses on developing the following key skills:

- **Technical Skills Development:** Learn the techniques required for effective blood collection and specimen handling.
- **Patient Safety and Comfort:** Learn best practices to ensure the safety and comfort of patients during the blood collection process.
- **Professionalism:** Cultivate a professional attitude and ethical standards necessary for working in healthcare settings.
- **Career Readiness:** Equip students with the tools and confidence needed to enter the workforce in various healthcare environments.
- **Knowledge of Laboratory Procedures:** Advance understanding of laboratory protocols and procedures related to blood collection and analysis.

### Program Breakdown

Course Number	Course Title	Clock Hours	Lab Hours	Delivery Method
<b>HIV 001</b>	AIDS/HIV Education	5		On-Campus
<b>CPR 002</b>	Basic Life Support for Healthcare Providers	4	3 Lab	On-Campus
<b>HIP 003</b>	HIPAA: Ethical, Legal, And Regulatory Issues	4		On-Campus
<b>OSH 004</b>	OSHA: Safety and Infection Control	4	1 Lab	On-Campus
<b>PHL 005</b>	Introduction to Phlebotomy	10	4 Lab	On-Campus
<b>PHL 006</b>	Blood Collection Equipment	3	2 Lab	On-Campus
<b>PHL 007</b>	Blood Cells and Vessels	15	5 Lab	On-Campus
<b>PHL 008</b>	Complications In Blood Collection	20	10 Lab	On-Campus
<b>PHL 009</b>	Methods of Specimen Collection	15	5 Lab	On-Campus
<b>PHL 010</b>	Specimen Collection and Transport	20	10 Lab	On-Campus
<b>PHL 011</b>	Special Phlebotomy Procedures	20	15 Lab	On-Campus
<b>Total</b>		<b>120</b>		

## ADMISSION REQUIREMENTS

The program is open to all persons who meet the following requirements:

- Applicants must receive a catalog one week prior to signing an enrollment agreement.
- Applicants must comply with the “Drug Free” school policy.
- Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Level II FBI Criminal Background Check. Potential students with such problems will be helped with exemption procedures if applicable, and if not, strongly advised to register for programs where there will be employment opportunities available.

## APPLICATION PROCESS

1. Complete an admissions application.
2. Complete a personal interview with an admissions representative.
3. Tour the school facilities with an admissions representative.
4. When necessary, take a Wonderlic test.
5. Receive and read all required pre-enrollment disclosures.

Upon completion of the application process, the school will consider the prospective student’s application in totality. Once accepted, the applicant will be responsible for arrangements for tuition payments, signing the Enrollment Agreement, and paying for the criminal background check and registration fees. Once the Enrollment Agreement has been signed and courses have been determined, the student will be required to attend a comprehensive orientation held prior to the first day of class. 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 to 48 hours of the request.

## RE-ENROLLMENT

Students who voluntarily withdraw from a program may re-enroll for the next available program. To re-enroll a student must follow the required admissions procedures. A re-enrollment fee of \$50 will be applied.

## REGISTRATION

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

## ORIENTATION

A new student is oriented to the school’s facilities, policies, and procedures prior to the start of the program. A new student will receive a written course outline, and a list of competencies required for successful completion of each course, no later than first class meeting. Completion of the application process and administrative matters are also taken care of at this time.

## GRADUATION REQUIREMENTS

To graduate from Health Care Training Corp, and to receive a Diploma, the student must:

- Complete all the required number of scheduled clock hours as stated in the catalog.
- Pass all written and practical examination with a 70% G.P.A average.
- Fulfill all monetary obligations.

## CREDENTIALS AWARDED

Program	Clock Hours Required	Credential Awarded
Home Health Aide	75	Diploma
Phlebotomy Technician	120	Diploma
Medical Assistant	750	Diploma

## **DEFINITION OF A UNIT OF CREDIT AND CLOCK HOUR**

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

## **COURSE WITHDRAWAL POLICY**

To apply for a withdrawal, students will provide notification of intent to withdraw, in writing or orally, to the Registrar's Office. The Registrar will document the reasons and date of the student request.

## **WITHDRAWAL POLICY**

A student may withdraw from a class and obtain the notation of "W" until the day before the final exam.

- Unsatisfactory academic performance following the above deadline will not be accepted as a reason for withdrawal.
- Students who are seeking a withdrawal for medical reasons must provide appropriate medical information using the "Withdrawal Form" available at the Health Care Training Corp website.
- If a withdrawal for medical reasons is approved, an "I" will be recorded for each course.
- Students who receive a withdrawal for medical reasons may be placed "on hold" until the Institute determines that the student is ready to return. If a withdrawal for medical reasons is not approved, but the situation justifies a withdrawal, the request may be approved as a late withdrawal, and grade of "W" will be recorded.
- If a student withdraws from a course while an alleged academically dishonest act is under review, and the case is not resolved in favor of the student, the academic department, in conjunction with faculty and appropriate Institute committee, reserves the right to assign the appropriate grade for the course.

## **MAKE-UP WORK POLICY & REPEATING COURSES**

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

## **ATTENDANCE POLICY**

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

A record of attendance of attendance is kept for each student and is documented as a part of the student's permanent records. In order for students to achieve their goals for successful completion of their program, they are expected to attend all schedule classes.

Student records are available to students upon written request. Regular and punctual attendance to schedule classes is expected.

Students are required to conduct themselves in a professional manner, showing respect for self, instructors, and classmates alike. Good conduct, courtesy, interest, and regard for others should be exhibited at all times. During attendance, students are asked to adhere to the dress code of the program.

If a student misses a class, the hours recorded for the absence will be the number of hours listed on the schedule. The student is responsible for compliance with attendance standards.

A student who is subject to dismissal for attendance for one course, but is in good standing in other courses, may petition the Program Director to maintain students' status in the other courses, rather than be dismissed from the program.

If a student is not on an approved leave of absence, and is absent more than five consecutive school days, the student will be dismissed.

## **TARDINESS**

Students should contact the school if they anticipate being exceedingly late. A student who is late three (3) times in succession will be warned. Five successive tardies will be subject to disciplinary action. A student arriving to class late or leaving class very early will only receive credit for that portion of the class for which they attended.

## **ABSENCES**

Excused absences may be granted (with a limit of two excuses) for any of the following reasons:

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

## **LEAVE OF ABSENCE**

A student requesting a Leave of absence must do so in writing. The letter must state both the reason for the Leave of Absence and the time period required. The decision shall be at the sole discretion of the Program Director, provided that:

1. The leave of absence does not exceed 60 days.
2. The student returns to the exact point in the program the student left.

A student, who does not return at the end of their Leave of Absence, will be considered to have withdrawn from the program. Tuition charges for the time of attendance will be calculated according to the regular refund policy as published on the student's enrollment agreement. If a student is on leave for medical purposes, the student must present a statement from his/her physician permitting return to school.

## **DISMISSAL**

A dismissed student has the right to appeal through the grievance procedure. Health Care Training Corp reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress.
- Missing more than 20 percent of instruction time.
- Not maintaining the minimum grade point average.
- Not meeting financial responsibilities to the school.
- Violation of probationary status.
- Non-compliance of the rules and regulations of the school.
- Engagement in any illegal or criminal act such as possession of firearms and/or other weapons, theft, vandalism of school property, possession, or use of drugs on school premises or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the school.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school's refund policy.

## **TRANSFER OF CLOCK HOURS**

The school has the right to accept or deny the transfer of clock hours/credits received from another school. 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 accepted by school. Any student who

began a program at the school and wishes to transfer to another program will receive credit for courses passed and have his/her tuition adjusted accordingly. Students who transfer out of the school to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to the school have been met.

Transfer of Clock hours from Health Care Training Corp to another institute is at the discretion of the receiving institution, it is the students' responsibility to confirm whether clock hours will be accepted by another institution of their choice.

Health Care Training Corp does not recognize acquired life experience and prior experimental learnings as a consideration for enrollment or granting credit towards any of its programs. The school does not have an articulation agreement or transfer agreement with any other school, college, or university at present time.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.

## **STUDENT SERVICES**

Student will receive advisement and or counseling with the following topics: **Academic Planning** which includes **academic advising**, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

### **ACADEMIC ADVISING**

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

### **ACADEMIC COUNSELING**

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

### **PLACEMENT ASSISTANCE SERVICES**

The School Director serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood

of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Maintaining employment once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort.

## SATISFACTORY ACADEMIC PROGRESS

Written examinations will be given during and at the completion of each course. Quizzes and special assignments may be given by instructors within a program. If quizzes or extra work assignments are to be counted as part of the student grades, the grading policy of any additional work will be discussed prior to the request of the work being given to the student. A signed statement of agreement on the policies governing grading terms will be requested of all students. Quizzes and extra work will not exceed 10% of the total grade for a student. All written portions of the examination are graded according to the following grade table in the Grading System below.

The instructor evaluates the student during each course of study on the below grading scale. Evaluation is based on the student's ability to demonstrate competence in the required skills and ability to follow instructions. Students are given every opportunity to acquire the necessary skills to demonstrate required competencies for industry employment. No student will be automatically terminated for failure in their first attempts to acquire skills but will be advised on correctional assignment required to master the particular course.

## GRADING SYSTEM

Students must maintain or earn a grade of "C" or more to complete the program successfully. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects. Theory, manual skills, and clinical performance work will be graded according to the following scale:

The following grading scale will be used:

### Grading Scale

Letter Grade	Quality Points	Definition
A	4.0	90-100%
B	3.0	80-89%
C	2.0	70-79%
D	1.0	60-69%
F	0	<59%
I	0	Incomplete
P	0	Pass
W	0	Withdrawal
X	0	Ongoing
NR	0	Grade not Reported

## GRADE POINT AVERAGE CALCULATION (GPA)

The GPA is calculated using the following formula: Multiply the number of hours for each course/module (considered in the evaluation period) by the grade achieved. Divide then the sum of the points (grade points) by the total number of courses/modules attempted. The result will be a number between 0 and 100. Assign as GPA the corresponding unit according to the grade scale of our school's catalog.

## GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administered and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

## MAXIMUM TIMEFRAME

Although Health Care Training Corp strictly adheres to maximum allowed time, all withdrawals, incomplete and or repeats must be completed within the time frame of 150% of the course length. The student must successfully complete the course objectives in a maximum time frame, not to exceed 150% of the normal program length.

## SATISFACTORY ACADEMIC PROGRESS

All students are required to meet the standards of academic progress that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include: a **minimum cumulative grade point average** requirement (CGPA); a **minimum successful completion rate** based on all clock hours attempted; and a **maximum time frame requirement** to successfully complete all required clock hours for the program.

### SAP - Quantitative Criteria

Students must complete at least **70% of clock hours** each semester to remain compliant with SAP Policy. clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for twelve clock hours; the student is required to successfully complete a minimum of eight clock hours ( $12 \times 67\% = 8$ ) for the term. Failure to meet these standards may result in dismissal from the academic program and an ineligibility to earn the Diploma.

### SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of **2.0** at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative clock hours he or she has attempted in the program of study.
3. To maintain Satisfactory Academic Progress, a student must establish and maintain at least a **2.0** overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted. Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Institute's Academic Director
4. A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and clock hour Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a **"C"** or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of **2.0** or higher.

## SAP - Evaluation

1. Students are evaluated after the completion of every course and at the end of an academic semester.
2. If a student fails a course before the semester ends, he is immediately placed on academic probation.
3. The student will remain on academic probation until:
  - ✓ The student retakes the failed course when it is next offered and passes on the next attempt; or,
  - ✓ The student retakes the failed course and fails it again; or,
  - ✓ The student takes another course (before retaking the first course) and fails it.
4. If the student takes the course a second time and passes it, the student is removed from academic probation.
5. If the student fails the course for a second time, the student is academically dismissed from the Institute.
6. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

### SAP Evaluation - Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in the **program** of enrollment is equal to 150% of the total length of the program. The maximum timeframe for Health Care Training Corp programs is as follows:

Program	Program Length	Maximum Allowed Timeframe
Home Health Aide	75 Clock Hours	113 Clock Hours
Phlebotomy Technician	120 Clock Hours	180 Clock Hours
Medical Assistant	750 Clock Hours	1,125 Clock Hours

### SAP - Appeals

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Institute's Academic Director who will then make the decision whether to accept the student's appeal within 5 days. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

## ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the Institute until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the Institute, and retake any failed classes before proceeding to other courses.

## APPEALS

Students terminated for unsatisfactory academic progress may file a written appeal based on mitigating circumstances. Mitigating circumstances include, among other things, the student being ill, employed full-time, or death or illness of a family member. Students terminated for disciplinary violations may also file a written appeal. All appeals should be submitted to the Director.

Time Frame for Appeals: Appeals must be submitted within 5 calendar days of any mitigating circumstance. Once submitted the Director will respond within 5 business days in regard to approval or denial of the appeal.

Approved Appeals: Once the appeal has been approved the student will be notified within 10 business days of the appeal having been filed and will be allowed to return to the program. If any make-up work is needed the student will be allowed to make up the work. Please refer to the "Make-Up Work" policy.

Denied Appeals: Appeals that are denied will be notified to the student within business days of the appeal having been filed. Students will have to restart the program, and full tuition will be charged.

## POLICIES AND PROCEDURES

### DRESS CODE

All students are required to wear name badges and uniforms from Health Care Training Corp. The uniform is embroidered with the school logo. All students are required to wear leather (no mesh) athletic all white tennis shoes, waterproof, and that are in new or like-new condition. Also, clean socks must be worn at all times. Uniforms may be purchased from the school. All students are required to maintain the highest level of hygiene at all times. No artificial nails, natural colors, and ¼ inch length from nail bed, no chipped or peeling polish. Minimum jewelry, small round earrings (two holes max per earlobe), no visible piercings, no tongue or belly piercings.

### ACADEMIC WARNING OR PROBATION

If the student falls below the criteria on the SAP listed above in the catalog, he/she will be placed on a probationary period (*the period is specified above on the SAP*) Any student having to repeat courses will have to pay \$50.00 per course. At the end of the probationary period, if the student has not satisfied the specified requirements, he/she may be terminated from the institute. Students meeting this requirement at the end of the probationary period will be removed from this status.

Probation is an administrative status. Students on probation are at risk of termination from the program. Students on probation are monitored more closely, requiring academic advice on a regular basis to determine student progress. Students on probation may be required to attend extra course sessions. Students placed on probation will be notified in writing and will receive academic advising to assist them in grade improvement.

### SUSPENSION & DISMISSAL

Students are eligible to apply for readmission after a minimum of one term, and, if permitted to return, will be on academic probation. If at any time after having been suspended once, a student on probation has a cumulative average below the minimum required, the student will be dismissed from the institute and will not be eligible to return.

Any appeals for failure to maintain satisfactory progress must be made in writing to the Academic Director within **15 days of notice of dismissal**. The student will be notified in writing of the decision. The maximum time limited given to a student to complete their program is **1.5** times the normal length of that program. A student not meeting these criteria will be terminated for not making satisfactory progress.

### APPEALS PROCESS

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

### STUDENT CONDUCT POLICY

At Health Care Training Corp appropriate students conduct in each class and when communicating with others in the Institute is very important. Any inappropriate conduct could result in dismissal from the Institute.

**The following types of conduct are unacceptable:**

1. All forms of academic misconduct including, but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty.

**Plagiarism:** All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student should identify the source to make clear the extent to which the source has been used. The Institute considers plagiarism and falsification of documents a serious matter that will result in appropriate sanctions including loss of full or

partial credit for the work, suspension for a specific period, or expulsion from the program.

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

## **PENALTIES FOR MISCONDUCT**

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

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

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

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

1. **Warning/Censure:** Written notice or reprimand to the student that a violation of specified institute policies or campus regulations has occurred, and that continued or repeated violations of the institute policies or campus regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, and/or Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.
2. **Disciplinary Probation:** A status imposed for a specified period during which a student must demonstrate conduct that conforms to the institute's standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.
3. **Loss of Privileges and Exclusion from Activities:** Exclusion from participation in designated privileges and activities for a specified period. Violation of any conditions in the written Notice of Loss of Privileges and Exclusion from Activities, or violation of institute policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Probation, Suspension or Dismissal.
4. **Suspension:** Termination of student status at the institute for a specified period with reinstatement thereafter certain, provided that the student has complied with all conditions imposed as part of the suspension and provided that the he or she is otherwise qualified for reinstatement. Violation of the conditions of Suspension or of institute policies or campus regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.
5. **Dismissal:** Termination of student status for an indefinite period. Readmission after dismissal may be granted only under exceptional circumstances.
6. **Restitution:** A requirement for restitution in the form of reimbursement may be imposed for expenses incurred by the institute or other parties resulting from a violation of these policies. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing damage or costs.
7. **Revocation of Awarding of Degree:** Subject to the concurrence of the Institute Governing Board.

## GRIEVANCE POLICY

A grievance procedure is available to any student who believes an institute decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate course professor. If the professor is unable to resolve the student's complaint, the professor will refer it to the Academic Director in writing. If the Academic Director is unable to resolve the student's complaint, he will refer it to the President. The President will take steps to resolve the complaint. The President's decision is final.

### Informal Resolution

Students are encouraged to speak directly with their mentor or staff member most concerned with or responsible for the situation that is the cause of the complaint. If this communication does not lead to a resolution, or such a discussion is not deemed appropriate, the student may register an informal complaint or file a formal written complaint.

### Informal Complaint

A student may register an informal complaint within thirty (30) days of the event that triggered the complaint. The earlier the communication is made, the more likely it is to resolve the matter satisfactorily. Complaints should be made to the Academic Director. Informal complaints may be made in person, by telephone, or email. Appropriate institute staff will review the matter presented by the student and determine whether any action is required. The student will be notified of the Institute's response within 20 days of the informal

complaint. If the student is not satisfied with the decision and/or attempts at resolution, he/she may go on to make a formal complaint.

### **Formal Complaint**

A formal complaint must be submitted in writing to the Department Chairperson. Formal complaints must be filed within sixty (60) days of the event that triggered the complaint and state the nature of the grievance and the remedy being sought. Any previous attempts to resolve the issue should also be described.

Receipt of the complaint will be acknowledged within fifteen (15) days. The appropriate institute administrator will then review the matter. A final written determination, including any proposed resolution, will be sent to the student within thirty (30) days of the receipt of the complaint. The relevant institute office will keep a complete record of formal complaints.

Records of the outcome of all formal complaints will also be stored in a centralized database and the student's electronic file.

Students who at the end of this process feel a grievance is unresolved may refer it to:

*Commission for Independent Education, Florida Department of Education*  
325 West Gaines Street, Tallahassee, FL 32399-0400  
Phone 850.245.3200, or Toll Free 888.224.6684, or online at <http://www.fldoe.org/policy/cie>

### **MODIFICATIONS**

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

### **NON-DISCRIMINATION**

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

### **ANTI-HAZING**

At **Health Care Training Corp**, the practice of hazing is prohibited. Hazing is defined as any action taken or situations created to intentionally produce mental or physical discomfort, embarrassment, harassment, or ridicule.

### **DRUG FREE POLICY**

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

1. Unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.
2. Those violations of this prohibition will result in discharge or other appropriate actions.
3. As a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
4. All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for

education.

5. This policy is in compliance with the U.S. Department of education and the Drug-free Schools and Communities Act Amendment of 1989.

## SMOKING, FOOD AND BEVERAGE

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

## EMERGENCY CLOSURE

In the event of an emergency, Health Care Training’s administrative office will close as determined by Lee County due to inclement weather or natural disaster (hurricane, etc.).

# COURSE DESCRIPTIONS

## COURSE NUMBERING SYSTEM

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

### Sample Course Number (HHA 201)

**Letters** = Discipline = Home Health Aide

**Digits** = 100 = Program Sequence

## HOME HEALTH AIDE

### CHC 101: Introduction to Healthcare & Caregivers – 6 Clock Hours (2 Lab Hrs.)

During this module, the student learns the role and responsibility of being a caregiver in the healthcare field. An overview of the various aspects of healthcare and how modern technology has gained importance to the execution of job duties. The student will also learn techniques on how to be fiscally responsible. Discussion of employment and self-employment opportunities will be covered as well. Upon completion of this course, the student will have created a resume based on their positive attributes as well as the tools needed to interview potential employers well. **Prerequisite:** NONE

### CHC 102: Patients’ Rights – 2 Clock Hours

The student is instructed in patient rights as specified in Florida Code of Regulations and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. **Prerequisite:** CHC 101

### CHC 103: Interpersonal Skills – 1 Clock Hours

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction. **Prerequisite:** CHC 101/CHC 102

### CHC 104: HIV/AIDS – 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. **Prerequisite:** NONE

**CHC 105: Body Mechanics – 2 Clock Hour (1 Lab Hr.)**

In this module, the student learns the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques. **Prerequisite:** CHC 101/CHC 102/CHC 103

**CHC 106: Medical & Surgical Asepsis – 4 Clock Hours (2 Lab Hrs.)**

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and health care workers. **Prerequisite:** CHC 101/CHC 102/CHC 103/CHC 104/CHC 105

**CHC 107: Weights and Measures – 3 Clock Hours (1.5 Lab Hrs.)**

During this module, the student learns to accurately measure intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length, and liquid volume. The student will also learn military time i.e., a twenty-four (24) hour clock. **Prerequisite:** CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106

**CHC 108: Vital Signs – 3 Clock Hours (1.5 Lab Hrs.)**

During this module, the student learns the vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure and different parameters of vital sign and nursing care management, reporting, and proper documentation. **Prerequisite:** CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107

**CHC 109: Observation and Charting – 2 Clock Hour (1 Lab Hr.)**

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. There is also an introduction to medical terminologies. **Prerequisite:** CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108

**CHC 110: Medical Errors – 2 Clock Hours**

The purpose of this course is to educate healthcare professionals about the performance improvement process, the influence of human factors in errors, how to identify situations where errors commonly occur, and how to apply strategies for prevention. **Prerequisite:** NONE

**CHC 111: Domestic Violence – 2 Clock Hours**

This course is designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers. It concludes with strategies for healthcare workers to use in identifying and managing victims of domestic violence. Aspects of recognizing signs of substance abuse will also be discussed. **Prerequisite:** NONE

**CHC 112: Nutrition – 3 Clock Hour (1 Lab Hr.)**

The student learns the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs Poor, Regular and Special Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion of Foods or Nutrients, Therapeutic Diet that are Served in 4 Particular Form, Supplemental Food and Fluids, and Principles of Fluid Balance. **Prerequisite:** 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109

**CHC 113: Emergency Procedures – 4 Clock Hours (2 Lab Hrs.)**

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms and the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking

resident. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112*

#### **CHC 114: Changes in Health – 2 Clock Hours**

The purpose of this course is for the student to utilize their observational sense to detect any changes in the emotional, physical, and psychological health of the patient and how to handle those situations.

**Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113*

#### **CHC 115: Rehabilitative Nursing – 3 Clock Hour (1 Lab Hr.)**

During this module, the students learn importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, and assistive devices to assist the resident to assist with their activities of daily living. **Prerequisite:** *CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114*

#### **CHC 116: Patient Care Skills – 10 Clock Hours (7 Lab Hrs.)**

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing, and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents. The student learns how to collect specimens, including stool, urine, and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, or changing the tubes). Student also learns the meaning of intake and output, bed making, cleansing enemas and laxative suppositories, bandages, and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces. **Prerequisite:** *CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115*

#### **CHC 117: Death & Dying – 2 Clock Hour (1 Lab Hr.)**

During this module, the students learn the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care. **Prerequisite:** *CHC 101/ CHC 101/CHC 102/CHC 103/CHC 104/CHC 105/CHC 106/ CHC 107/CHC 108/CHC 109/CHC 112/CHC 113/CHC 114/CHC 115/CH 116*

#### **HHA 201: The Health Aide in the Home Setting – 4 Clock Hour (1 Lab Hr.)**

The student will learn an orientation to home health care, understanding and working with various client populations, practical knowledge, and skills in home management. This course teaches verbal and written communication skills applicable to the home health aide practice. The student will learn the legal and ethical responsibilities of the home health aide. It teaches the home health aide how to perform home health care services while providing a safe and comfortable environment for the patient.

**Prerequisite:** NONE

#### **HHA 202: Maintenance Tasks of Home Care – 4 Clock Hours (2 Lab Hrs.)**

This course is designed to prepare the student on how to properly maintain the patient's home and belongings. Topics covered will include how to properly clean the living areas including the kitchen, and how to do laundry. Students will also learn the importance of watching for various objects in the home that may currently or at some time in the future become a safety hazard. **Prerequisite:** *HHA 101*

#### **HHA 203: Dietary Duties for Home Care – 4 Clock Hours (2 Lab Hrs.)**

In this course, the factors related to food in the client's home are addressed. The student will learn what factors to take into consideration when food shopping, how to properly store food and fluids, and prepare and serve food trays in the home. An emphasis will be placed on how to prevent the potential of food poisoning, balancing a proper diet with fluids, and checking for expired items regularly. **Prerequisite:** *HHA 201/HHA 202*

### **HHA 204: Safety Factors in Home Care – 4 Clock Hours (2 Lab Hrs.)**

In this course, the student will learn when it is proper to report any safety concerns to the family and/or employer. The student will learn how to set up the resident's home to ensure the highest level of safety possible. An emphasis will be placed on preventing falls by making sure all walkways are free of any obstructions. The proper care of the resident's bathroom will also be a focus including use of shower chairs, rubber mats both inside and outside the bathtub/shower and other specialized equipment used in the bathroom that could pose a threat of injury including potential slip and fall emergencies. **Prerequisite:** HHA 201/HHA 202/HHA 203

### **HHA 205: Assistance with Self-Administration of Medications – 4 Clock Hours (2 Lab Hrs.)**

This course covers all the aspects of assisting residents with self-administration of medication as outlined by the Florida Department of Elder Affairs. The student will learn how to set up a medication storage system that prevents medication errors. The various routes of medication intake will be stressed as well as how to read prescription bottles in the event that the resident needs assistance. The student will also learn the documenting requirements involved with this process. **Prerequisite:** HHA 201/HHA 202/HHA 203/HHA 204

## **MEDICAL ASSISTANT**

### **HIV 110 HIV/AIDS, Blood Pathogens and OSHA – 4 Clock Hours**

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance healthcare setting. Completion of hours certificate is awarded at the end of the course.

### **CPR 120 CPR and First Aid – 6 Clock Hours, 6 Lab Hours**

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards. This course is graded on a Pass or Fail basis.

### **MED 100 The Medical Assistant – 75 Clock Hours**

The students will learn about the history of medicine, law and ethics, patient care, the administration of medication and administrative duties.

### **MED 200 Human Body Systems and Vital Signs – 26 Clock Hours, 10 Lab Hours**

This comprehensive course provides students with foundational knowledge of the major human body systems and the essential clinical skill of measuring vital signs. Students will learn to identify the anatomy, functions, and common medical conditions related to the nervous, respiratory, circulatory, muscular, skeletal, reproductive, digestive, and urinary systems. In addition to system-based instruction, students will develop hands-on proficiency in measuring and recording vital signs, including blood pressure, respiratory rate, and heart rate. Emphasis is placed on the integration of theoretical knowledge with practical application to support students in entry-level healthcare roles.

### **MED 220 Medical Office Procedures – 75 Clock Hours, 50 Lab Hours**

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic, and other healthcare facilities. Students will learn the requirements to become a Medical Assistant and the role they perform as a member of the health care team. A variety of operational tasks such as telephone technique, reception duties and managing patient appointments will be taught. Maintaining manual and electronic medical records will be performed. Written and verbal communication skills, charting methodologies and patient education will be utilized in this course.

### **MED 230 Medical Skills – 50 Clock Hours, 30 Lab Hours**

This course provides students with the hands-on experience required for performing the various skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the skills necessary for this profession.

**MED 240 Patient Skills – 10 Clock Hours, 5 Lab Hours**

This course provides students with the hands-on experience required for performing the various patient skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the patient skills necessary for this profession.

**MED 250 Payment and Insurance Procedures – 5 Clock Hours**

This course familiarizes the student with medical insurance reimbursement. Students are introduced to different types of policies and coverage. Emphasis is placed on categorizing plans and defining acronyms commonly used in the health facility. Students will also be introduced to coding systems, deductibles, coinsurance, and procedures for completing forms.

**MED 260 Computerized Medical Office Procedures – 4 Clock Hours**

Career opportunities and qualifications of a medical assistant, the responsibilities of the medical receptionist, appointment system, telephone procedure, record management, patient records, billing, banking services and procedures, payroll records, basic office management, professional reports, medical insurance, and coding.

**MED 270 Clinical Office Procedures – 25 Clock Hours, 25 Lab Hours**

Instruction in patient preparation, draping, taking, and recording of information, assisting the physician with examinations, and caring for the examination room.

**MED 280 Pharmacology for Medical Assisting – 90 Clock Hours, 10 Lab Hours**

Identification of basic drugs, their uses, and effects on the body. Different modes of drug administration, the identification of injection areas and techniques. Drug administration math.

**PHL 300 Phlebotomy – 75 Clock Hours, 50 Lab Hours**

This course provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy; venipuncture and skin puncture techniques; anatomy and physiology of the circulatory system; types of tubes; blood tests; interfering substances; risk factors; efficient work practices; blood specimens; donor room techniques; labeling; transporting; logging-in of specimens; Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and other diseases; demonstration of correct infection control techniques.

**EKG 310 Electrocardiography – 75 Clock Hours, 20 Lab Hours**

Students learn the nature and purpose of the electrocardiograph (EKG); equipment maintenance; materials needed; patient preparation; EKG taking and mounting procedures; EKG records; monitoring records for abnormal or erratic tracings.

**MED 310 Medical and Clinical Assistant Practicum – 230 Clock Hours, 230 Clinical Lab Hours**

This clinical course consists of clinical externship experience. Under direct supervision of a registered nurse, students can perform the competencies learned during the program.

## **PHLEBOTOMY TECHNICIAN**

**HIV 001 AIDS/HIV Education – 5 Clock Hours**

Students will learn the epidemiology of the disease process reviewing basic concepts of the virology of HIV and its pathophysiology. An overview of transmission, non-transmission, testing methods, legal and ethical issues, preventative measures, and reference to the Center for Disease Control.

**CPR 002 Basic Life Support for Healthcare Providers – 4 Clock Hours, 3 Lab Hours**

Students will learn the skills of CPR of all ages; use of an automated external defibrillator; and relief of foreign body air way obstruction.

**HIP 003 HIPPA: Ethical, Legal, and Regulatory Issues – 4 Clock Hours**

Students will learn about the importance of standards of care and the legal, regulatory, and ethical issues of confidentiality, along with the ways to ensure that the phlebotomist protects the patient's right to privacy.

**OSH 004 OSHA: Safety and Infection Control – 4 Clock Hours, 1 Lab Hour**

Students will learn about infection control. Procedures for developing and maintaining an environment that minimizes the risk of transmitting infectious agents among healthcare workers and patients will be covered. Students will practice techniques for preventing transmissions including hand hygiene and the use of personal protective equipment.

**PHL 005 Introduction to Phlebotomy – 10 Clock Hours, 4 Lab Hours**

This course will include the phlebotomist demonstration of appropriate professional behavior of a phlebotomist, as well as discussion on patient procedure in specimen collection. Explaining the performance of a variety of blood collection methods using proper techniques and standard precautions, including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants.

**PHL 006 Blood Collection Equipment – 3 Clock Hours, 2 Lab Hours**

Students will learn about equipment used for routine venipuncture and techniques to ensure the safety and comfort of both patient and phlebotomist.

**PHL 007 Blood Cells and Vessels – 15 Clock Hours, 5 Lab Hours**

Students will learn about the use of dermal puncture as an alternative collection procedure when minute amounts of blood are needed for the testing. Students will have the opportunity to practice dermal puncture, select the proper skin puncture devices to use, and select an appropriate puncture site.

**PHL 008 Complications in Blood Collection – 20 Clock Hours, 10 Lab Hours**

Students will learn that venipuncture complications can arise. Students will learn the many factors that can interfere with the collection of blood. It will also introduce several special populations that phlebotomists may encounter, such as the pediatric and geriatric patients.

**PHL 009 Methods of Specimen Collection – 15 Clock Hours, 5 Lab Hours**

Students will learn about the most common procedures a phlebotomist performs: routine, venipuncture. Students will develop knowledge of obtaining vital information about patient identification and the proper procedures for obtaining a blood specimen by evacuated tube method and syringe method. Students will have the opportunity to practice venipuncture.

**PHL 010 Specimen Collection and Transport – 20 Clock Hours, 10 Lab Hours**

Students will learn about the principles and practice of specimen transport, handling, and processing. The student will have the opportunity to explore the general guidelines for specimen transport, including time, temperature, and light constraints.

**PHL 011 Special Phlebotomy Procedures – 20 Clock Hours, 15 Lab Hours**

Students will explore fasting collections, such as the oral glucose test, blood cultures, blood donations, urinalysis, and blood smears. Students will learn about specimens that require special handling.

## STAFF & FACULTY

### STAFF

- Iris Ramos President & CEO
- Iris Ramos Academic & Admissions Director
- Iris Ramos Program & Student Services Director

### FACULTY

- **Dennis Ballester Dominguez**
  - Certificate of Completion as Nurse Assistant from Tropical Health Training
- **Iris Ramos**
  - Certificate of Completion as Nurse Assistant from Tropical Health Training
- **Raquel Melo Marroqui**
  - Bachelor of Science in Nursing from Keiser University
- **Yudiel Ballester Hernandez**
  - Certificate of Completion as Nurse Assistant from Health Care Training Corp

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