



## 2020-2021 SCHOOL CATALOG

Volume 15, Version 3

Effective Date: September 15, 2020

### LOCATIONS

**MAIN CAMPUS**  
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### **LICENSED BY:**

Commission for Independent Education (CIE)  
325 West Gaines Street, Suite 1414; Tallahassee, FL 32399-0400  
(850) 245-3200 / Toll Free (888) 224-6684

Additional information regarding the institution, if licensed, may be obtained by contacting the toll-free telephone number (888) 224-6684

### **APPROVED BY:**

Florida Board of Nursing  
4050 Bald Cypress Way, Bin #C06, Tallahassee, FL 32399-3256  
NCLEX-RN Program Code: **US704152 - US704189**  
NCLEX-PN Program Code: **US701157 - US701152**  
CNA-Program Code: **1557 - 1584**

Florida Board of Pharmacy  
4052 Bald Cypress Way, Bin #C04, Tallahassee, FL 32399  
Pharmacy Technician Program Provider Number:  
**RTTP593** (Miami) **RTTP92** (Miramar)

### **ACCREDITED BY:**

Council on Occupational Education (ID#: 312400)  
7840 Roswell Road, Building 300, Suite 325; Atlanta, GA 30350  
(770) 396-3898 / Toll Free (800) 917-2081  
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**\*The Associate of Science in Nursing Program is a Candidate for Accreditation by the Accreditation Commission for Education in Nursing (ACEN) for the Miramar campus only.**

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
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<http://www.acennursing.us/candidates/candidacy.asp>

### **STATEMENT OF OWNERSHIP**

Florida Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida.

Florida Vocational Institute, Corp. is a subsidiary of SB Education, Inc.

### **GOVERNING BODY**

The Board of Directors is the governing board for FVI.  
350 East Las Olas Blvd. Suite  
1250 Fort Lauderdale, FL 33301

### **BOARD OF DIRECTORS**

Gil Bonwitt	President
Jeffrey Scheck	Vice President



Martin Scheck  
Elise Bonwitt  
Steven Scheck

Vice President  
Secretary  
Vice President

## **PRESIDENT'S MESSAGE**

FVI School of Nursing and Technology's (FVI) is a leading career school committed to preparing students for in-demand jobs in nursing, healthcare, and technology fields. Through our School of Nursing and Technology, we offer a variety of short-term programs that enable students to achieve their career goals as quickly as possible. Our purpose is to give people with potential the power to succeed. For us that means that our students leave FVI highly qualified, confident in their abilities and ready for potential employment opportunities that align with their goals.

FVI also build its education curricula based on employer partners' needs. This enables companies to quickly fill their most in demand roles with our qualified graduates-people who have the skills and certifications needed to get to work immediately.

We focus on you learning real-world skills required to be ready for a career in healthcare, nursing, and information technology. Currently, the demand for healthcare and information technology professionals is growing rapidly\*. Majority of programs can be completed in less than a year giving you an opportunity to get your career started quickly.

\* [http://www.bls.gov/emp/ep\\_table\\_103.htm](http://www.bls.gov/emp/ep_table_103.htm)

## **HISTORY**

FVI School of Nursing and Technology (FVI), formerly known as Florida Vocational Institute opened in February 2007 at 6840 S.W. Bird (40<sup>th</sup>) Street in Miami, Florida. After outgrowing the original facility, FVI moved in 2014 to its current location at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

FVI School of Nursing and Technology (FVI) opened an extension (branch) campus in March 2018 at 3520 Enterprise Way in Miramar, Florida. The Miramar campus is an approved extension campus of the Main campus, FVI School of Nursing and Technology-Miami located at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

FVI School of Nursing and Technology (FVI) is licensed by the State of Florida, Commission for Independent Education (CIE). FVI School of Nursing and Technology (FVI) is accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010.

## **EDUCATIONAL PHILOSOPHY**

We believe everyone who wants a career opportunity should be able to achieve that goal. FVI School of Nursing and Technology (FVI) focuses on providing high quality instruction and hands-on learning for our students. We believe that providing a path to a new career through education is one of the advantages people have in this country. We believe that education should be based on the careers that are in demand in our community and should prepare our students for careers as quickly as possible.

## **SCHOOL MISSION**

FVI School of Nursing and Technology's mission is to educate and prepare students to become entry-level professionals in high demand careers. We aim to improve employability and inspire lifelong career growth, thereby improving the lives of individuals in our community.

FVI's School of Nursing's mission is to develop student knowledge, skills, and competencies to provide safe and effective care, promote the health and wellbeing of the client, and enter the profession of nursing serving a diverse community.

## **FACILITY AND EQUIPMENT**

FVI School of Nursing and Technology offers its students modern facilities providing an atmosphere conducive to learning. FVI School of Nursing and Technology's main campus located in Miami, Florida is 15,839 square feet of classroom, labs, and administrative space. Similarly, the branch campus located in Miramar, Florida is comprised of 29,747-square feet of space.

Both facilities include fully equipped classrooms, medical and computer labs, a student lounge, a reception area, a library/resource information area with available hard references, as well as online databases of journals and information and administrative offices.

At each facility, bathrooms are following the Americans with Disabilities Act guidelines. There is ample parking for the students, including an elevator to access the school facilities. Each facility is located close to public transportation and local restaurants.

## **HOURS OF OPERATION**

The School's Administration and Student Services offices are open Monday through Thursday from 8:30am to 8:00pm. and Friday from 8:30am to 4:00pm. Non-degree program classes may be scheduled from Monday through Friday from 8:30am to 10:30pm. Nursing program classes may be scheduled from Monday through Thursday from 8:30am to 10:30pm and Friday and Saturday from 8:30am to 4:00pm.

## **STATEMENT OF AFFIRMATIVE ACTION**

FVI School of Nursing and Technology (FVI) admits students of any sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliation with all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs, or political affiliations in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

## **SPECIAL NOTE**

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

## **INFORMATION SHARING & THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

### **FERPA**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

## **Directory Information**

In compliance with **FERPA**, the following statement reflects FVI School of Nursing and Technology's policy: *The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA (Grade Point Average), social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform the school that any or all the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that FVI School of Nursing and Technology (FVI) is notified in writing by the student to permit release of "directory information."

## **Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

## **Posting of Grades by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

## **Responsibilities of the Staff Member**

FVI School of Nursing and Technology (FVI) employees may have access to student education records. Their confidentiality, use, and release are governed by **FERPA (Family Educational Rights and Privacy Act)**. The use of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Director of Education and/or Campus President. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247.

## **Information Release via Telephone**

No information concerning any student is released to any individual, group or organization via telephone, cellular phone, or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.

# ADMISSIONS POLICY

## Admissions Requirements and Procedures

FVI School of Nursing and Technology (FVI) affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational training to the public and administering all educational services.

## General Admissions Requirements

To be eligible for general admission, the applicant must meet the following requirements:

- The applicant must be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.
- The applicant must complete an initial interview with an Admissions Representative. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.
- The applicant must provide a valid driver's license, state ID with photo, or valid passport.
- The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or school in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school, or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially certified as the equivalent of high school completion in the United States.

**Note:** Due to the passage of the Consolidated and Further Continuing Appropriations Act of 2012, applicants who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test **unless** the applicant previously attended an eligible program at any Title IV institution prior to July 1, 2012 then the applicant may continue to establish Title IV eligibility in any eligible program under one of the ATB Alternatives as a "grandfathered student". If an applicant meets the "grandfathered test" then he/she may be admitted into the Medical Assistant, Patient Care Technician or Cyber Security and Network Technician programs upon demonstrating the ability to benefit (ATB) and successfully attaining a **minimum score of 200 Verbal/210 Quantitative** on Wonderlic Basic Skills Test and/or has satisfactorily completed 225 clock hours of post- secondary training in place of the ATB.

## Accommodations for Students with Disabilities

The institution is an Equal Opportunity Educational institution complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation, or any other protected characteristics. If an applicant or currently enrolled student requires academic accommodation and/or auxiliary assistance in conjunction with the admission process or their program of study, he/she should submit a written request to the School President.

Please submit copies of current documentation of a disability. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability.
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon receipt of the formal written request, a meeting will be scheduled. The initial meeting, formal request, and response from the school must take place prior to any accommodations being made. The Dean and/or School President will work with the applicant or student to identify any reasonable accommodations/adjustments necessary to enable him or her to fully participate in the educational process.

**Note:** To be eligible for Title IV, HEA funding, you must be able to benefit from the reasonable accommodations.

- The applicant applying for the below programs must pass a Scholastic Level Exam (SLE) with a minimum score. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant does not achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam after a minimum of 24 hours has elapsed from the date of the second attempt. After these three attempts, the applicant can retake the test one more time 30 days from the date of the last attempt.

<b>Programs</b>	
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Cyber Security & Network Technician	14
Medical Office Administration	14
Pharmacy Technician	11
Practical Nursing	16
Web Developer	14

- The applicant must pay the required Registration Fee and complete all tuition payment requirements.
- The applicant must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.  
**Age Disclaimer:** Most employers will not hire a person younger than 18 years of age.
- The applicant entering a clinical training program will be required to pass a criminal background record check.

**Disclosure:** Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged to contact the Florida Business and Professional Regulations for information regarding a licensure application: [www.myfloridalicense.com](http://www.myfloridalicense.com) prior to enrolling.

### **Additional Admission Requirements for the Nursing Programs**

After achieving a passing SLE score, applicants will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN) or (A2-PN). Applicants may be admitted to the Associate Degree in Nursing program with an **A2-RN** score of **75% or higher** on (1) English Language Composite Score made up of reading, grammar, vocabulary and (2) a score of **75% or higher** on Math Composite Score. Applicants may be admitted to the Diploma in Practical Nursing program with an **A2-PN** score of **70% or higher** on (1) English Language Composite Score made up of reading, grammar,



vocabulary and (2) a score of 70% or higher on Math Composite Score.

Prior to taking the Evolve Reach Admission Assessment, applicants will be provided an opportunity to purchase the study guide. Applicants are strongly discouraged from taking the assessment without completing the entire review workbook. If the applicant is unsuccessful after his/her first attempt, he/she should be directed to complete the HESI online remediation for at least one week before being allowed to take the assessment for the second time. Upon successful completion of the online remediation, one more opportunity to take the A2-RN or A2-PN will be permitted. Applicants can take this assessment **no more** than two times in a 12-month period. Applicants must take the admission assessment at the campus they are requesting admission.

**Note: Admission to the Nursing programs does not guarantee an applicant's ability to participate in clinical training experiences, sit for a nurse licensing examination, or obtain employment as a professional nurse in this or any other state.**

- An applicant will be interviewed by an admission representative and by the Director of Nursing.
- The program requires that the student be 18 years of age at the time he or she starts the clinical rotations.
- Applicants must submit to and pass a 10-panel drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.
- Applicants must submit to and pass a criminal background check administered by the school prior to starting the program or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.
- Any applicant who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the Nursing program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

**Note: Applicants/students are subjected to initial and ongoing criminal background checks prior, during, and at the completion of the program.**

- Nursing students must complete clinical rotations off site at designated locations. The institution maintains signed agreements with these facilities. Students are reminded that, with few exceptions,

clinicals are most often available only during daylight hours. Students must make themselves available to participate in assigned clinicals as required by the students' program. Students must complete their clinical experiences to graduate from their program. The Institution does not assure that clinicals will be available in the immediate vicinity. **Students must be able to travel to clinical sites that can be further than 50 miles away from the school.** If a clinical experience is part of the students' program, the student cannot graduate without successfully completing 100% of clinical requirements. Students are bound by the rules and regulations that govern the clinical site. Students are responsible for his/her own transportation to and from each clinical site.

- The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire prior to the last day of the current school year and must remain valid throughout the program. If the applicant does not have a CPR card, opportunities will be provided for this to be completed. **Due to COVID pandemic, the Nursing program has waived this requirement for admissions due to limited classes availability due safety protocols however all students must understand that a current CPR card must be submitted within the 60 days of the initial semester from Summer 2020 -Spring 2021 program starts.**
- The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The School does not provide health insurance for students.
- Since most clinical sites require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she may require.

When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Programs Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and completed its evaluations; letters of acceptance or denial are mailed to the applicants.

### **Health Clearance, Vaccinations, and Immunizations**

- Applicants must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, "current" is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the Institutions physical and mental health form.
- The applicant is responsible for all costs associated with health clearance and immunization. Students in any nursing program are required to obtain influenza vaccination annually. Failure to follow the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.
- Applicants are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse prior to the first clinical course. Students are required to attest to their ability to perform skills and functions essential to nursing practice, and that are required for successful completion of the nursing education program.
- All required immunizations and TB test results must be completed prior to or within the first **6 weeks (about 1 and a half months)** of the first academic term that the student starts school.
- If the TB test results are positive, the applicant must submit negative chest X-ray results.

- Hepatitis B immunization is administered in a series. Students must complete the initial dose of the Hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.
- At a minimum, applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Applicants should prepare for the mental and emotional stressors that are also common to nursing practice. Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.

### **Essentials Abilities Standard for Nursing Students**

The profession of nursing requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adapted the standards established by the National Council of State Boards of Nursing (NCSBN).

The nursing school will make appropriate academic accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities.

- The rights of applicants and students
- The safety of the applicant, student, classmates, and clients
- The significant clinical component of the program curriculum
- The requirements imposed by clinical agency agreements.
- The condition for licensure as a Registered Nurse

The competing interest and the educational activities required to complete the Associate of Science in Nursing program may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment.

Applicants who feel that they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the campus administrator to be evaluated for appropriate accommodations.

### **Additional Admission Requirements for the Pharmacy Technician Program**

- The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years, and/or any conviction that was drug or pharmacy related).

### **Additional Program Requirements Required for Allied Health Externship/Clinical Experience**

- The student must meet the following health and immunization requirements at least one term **prior** to the start of the externship/clinical portion of the training. 1) The student must either present documentation of having had Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks prior to the start of externship. 2) The student must submit to and pass a drug screen in the term prior to starting externship. **Disclosure: Any student whose test results turn out be inconclusive (such as a diluted sample) will be required to retest at his/her own expense. If a student fails a drug screen or refuses to submit to a drug screen, the student will not be eligible to start externship and will be dismissed from the program.**
- All allied health programs require students to do clinical or externship work off site at designated locations. The institution maintains signed agreements with these facilities. Students are reminded that, with few exceptions, clinicals are most often available only during daylight hours. Students must make themselves available to participate in assigned clinicals/externships as required by the students' program. Students must complete their clinical/externship experiences to graduate from

their program. The Institution does not assure that clinicals will be available in the immediate vicinity. **Students must be able to travel to clinical/externship sites that can up to 25 miles away from the school.** If a clinical or externship experience is part of the students' program, the student cannot graduate without successfully completing 100% of clinical or externship requirements. Students are bound by the rules and regulations that govern the clinical or externship site.

## **Nursing Program Health and Clinical Requirements**

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that shows acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

### **1. Cleared Background Check**

The applicant must submit to and pass a criminal background check and be cleared per School policy as well as appropriate State Board of Nursing rules and regulations. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Director of Nursing in writing, any change in their criminal background or status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

### **2. Negative Drug Screen**

The applicant must submit to and pass a drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a School designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

### **3. Current BLS CPR Card**

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The School must maintain a current signed copy of the student's CPR (cardiopulmonary resuscitation) card within the student file. Students are required to always have their CPR card on them during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

### **4. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms**

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Director of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Director of the nursing program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Director of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience. Please note that some clinical sites may require that students have health insurance to participate in clinical experiences at their facilities. The School does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

## **5. Immunizations**

Proof of Immunizations are mandatory for every nursing student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the education program. All students are required to sign the acknowledgement of information regarding immunization requirements.

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation. Where the campus has an affiliation with a healthcare center the expectation is the student will use the center. Students may choose to obtain the immunizations from another healthcare provider; however, immunization documentation must include specific information about the type of healthcare provider and the immunization/s administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session will result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course. Immunization requirements are based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or School policy. The School has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

## **Serological Evidence of Immunity Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given five months after the second. Proof of the first administration must be provided to participate in any agency based clinical rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood. For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file.

Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in case of an exposure.

## **Measles, Mumps, and Rubella (MMR)**

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime. Individuals must submit proof.

of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease. If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines.

Students are required to provide documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal. Varicella (Chicken Pox) Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the School and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a prompt fashion, may result in program dismissal.

## **Tetanus, Diphtheria, Pertussis (Td/Tdap)**

Students must provide proof of vaccination for tetanus, diphtheria, and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one- time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the College and maintain compliance with the immunization and health clearance policy.



## Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the College and maintain compliance with the immunization and health clearance policy.

### Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program. For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the College only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

#### Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48- 72 hours.
- Step #2 TB skin test is administered 7 to 21 days after the 1st test and it is read within 48-72 hours.
- Annual TST.

#### One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48- 72 hours.
- Annual TST.

Annual tuberculosis screening and TST (Tuberculin Skin Test) is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to the College. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggests further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document “no evidence of active pulmonary disease” by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting “no evidence of active pulmonary disease” must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required first and annual screening and TST testing. In case of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting “no evidence of active pulmonary disease.” Students with a history of BCG vaccination are not exempt from annual TB screening. A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the quarter in which the student initially enrolls in the nursing program. Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

## 6. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The School has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe to maintain enrollment and progress. All additional requirements are at the student's expense.

## 7. Student Health Requirements

It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program. Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The School or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno- suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The clinical instructor and Clinical Director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

**NOTE:** Any changes in physical or mental health must be reported immediately to the clinical instructor and Director of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the School prior by the designated deadline. **NOTE:** Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Director of Nursing in consultation with the School President.

## 8. Provide any additional documentation that may be required by the assigned clinical site.

## Transfer of Credit Policy

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. The request to transfer credit must be initiated by the applicant or student. Accreditation does not guarantee transfer of credits.

Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President/ Director of Nursing, in which case all necessary documents must be received no later than 14 calendar days after the start date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the School to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

To be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Anatomy & Physiology I and II courses in Nursing program must have a grade of "B" or higher on the transcript from the awarding institution and earned within the last five years (60 months).
- Credit may be awarded for Anatomy & Physiology I and/or II with grade of "C" or that was earned after five years (60 months) by passing an Anatomy & Physiology standardized exam with a score of 78 or higher to receive credit. Applicants will be granted one attempt only to achieve a passing score at his/her own expense. Exam fee is \$75.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.

Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

**NOTE:** The School does not award credit for life or work experience. Only general education courses may be transferred. Nursing courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a "NUR" or "PNR" prefix).

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

## **Financial Arrangements**

The student must make financial arrangements with the Financial Aid Office regarding the FAFSA application, Scholarships and/or a Cash payment plan prior to enrolling. This institution is eligible to participate in various Title IV financial aid programs. These programs are available to those who qualify.

Prior to admission, the prospective student is given a career profile form, an interview with an admissions representative, and a tour of the school facilities. The interview will elaborate on school and program requirements, career opportunities, the physical demands of the job, and the any applicable State Board requirements.

## **Distance Education (Live Online Instruction) Policy:**

A distance education (live online or hybrid) courses are courses in which:

- More than half of the course is delivered electronically using the internet or other computer-based method.
- Teaching is conducted from a remote location.
- Students have access to the instructor remotely, in-person or both; and
- Learning is achieved through an integrated learning experience.

Sufficient technology is required to complete distance education (online or hybrid) courses at FVI School of Nursing and Technology. While a tablet, smart phone and other mobile devices may allow from some completion of course work, they will not work in all areas.

Distance Education (Live Online) courses are delivered 100% through Live Online or synchronous distance education format.

All programs offered by FVI are taught through a combination of live online, hybrid or on campus residential format. Most programs contain an externship or clinical which students are required to travel to at his/her own expense at an approved healthcare facility.

FVI School of Nursing and Technology programs utilize an instructor-led live online or synchronous learning environment. Classes offered via a hybrid delivery will require students to attend class up to two days per week at the enrolled campus. There are some programs that may also be offered via 100% face to face delivery where students are required to physically attend all classes at the campus where he/she enrolled.

## **Online Orientation and Technical Requirements**

All courses regardless of delivery method will require the use of a laptop or computer.

The new student orientation provides an overview of the online learning environment. The syllabus for each course is available in the FVI Learning Management System and delineates student learning objectives.

Students who purchase a laptop through the school should receive a laptop on the first day of the program start. If a student chooses to buy one on their own, he/she will need to ensure that his/her own equipment meets the minimum hardware and software requirements to participate in his/her program.

In addition to meeting foregoing admissions requirements, prospective students for a live online or an online hybrid program must:

- Have reliable Internet access.
- Meet the technical requirements shown below.
- Participate in orientation prior to the start of the program which includes:
  - A browser check to ensure compliance with technical computer requirements.
  - An introduction to online learning and FVI resources and support teams

- An overview of FVI's Learning Management System, i.e., Canvas.
- Information regarding policies, navigating the online course and resources to aid in the learning process.

To ensure student's online learning experience is satisfying, FVI School of Nursing/School of Technology requires the following minimum hardware, operating system, software, and Internet specifications:

#### **Hardware:**

- Windows computer with a 2.0 GHz frequency CPU speed or above
- MAC computer (Intel Processor) with a 2.0 GHz frequency CPU speed or above  
Intel Core 2 Duo CPU
- 4 GB Memory (RAM) or above
- 64 GB of free hard drive space
- 1366 x 768 or higher computer screen resolution
- Ethernet connection (LAN) or wireless adapter (Wi-Fi)
- Integrated video and sound card
- Internal or External webcam and microphone
- Speakers

**\*Chromebooks and mobile devices such as tables and smart phones are NOT fully compatible with all features within the online course or learning resources.**

#### **Operating Systems (OS):**

- Windows 10
- Mac OS X: 10.12 (Sierra), 10.13 (High Sierra), or 10.14 Mojave), 10.15 (Catalina) or newer

#### **Internet Browser**

Both Windows and Mac Computers:

- Mozilla Firefox 68 and 69 (stable channel) at mozilla.org
- Google Chrome 76 and 77 (stable channel) at google.com/chrome
  - Latest versions are not compatible with Flash Player

Mac Computers:

- Safari Versions 12 and 13

#### **Internet Service Providers**

- A reliable high-speed internet connection is required (upload and download speeds of at least 5Mbps)

#### **Browser Configurations**

- Disable Pop-up Blockers
  - Enable Cookies in Browser
  - Enable JavaScript

**NOTE: Students enrolled in a program with all programs must have access to a working computer or laptop and have internet access. If you have a tablet or smart phone, it is important that students understand that all classroom functions are not accessible on a tablet, smart phone, or other mobile device.**

## ACADEMIC INFORMATION

### **Credit for Prior Education**

FVI School of Nursing and Technology (FVI) reserves the right to accept or deny transferring credit hours received from another school. The granting of credit for prior education or exams cannot exceed forty percent (40%) of any program. Programs and tuition will be adjusted per the number of credit hours accepted by FVI School of Nursing and Technology (FVI) or FVI School of Nursing.

### **Transfer Students**

All transfer credits will be counted as credits attempted and credits completed.

Students who transfer out of FVI School of Nursing and Technology (FVI) may receive a transcript reflecting clock or credit hours and grades if all financial obligations have been met by the student. Please note that transferability of credits is the decision of the receiving institution.

**DISCLAIMER:** FVI School of Nursing and Technology (FVI) is a post-secondary career school designed to teach students the skills needed for obtaining or enhancing employment. Credits earned at FVI School of Nursing and Technology (FVI) may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each receiving institution. FVI School of Nursing and Technology (FVI) does not guarantee any credits will transfer to any other institution.

### **Definition of Clock Hour**

A clock hour consists of 50 minutes of instructional time in a 60-minute block of time.

### **Clock to Credit Hour Formula**

A credit hour is equivalent to a minimum of each of the following: one semester credit hour for 15 Contact hours of theory, 30 contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, there are assigned Out of class/ preparation hours for a credit hour course.

### **Class Schedule and Class Size**

FVI School of Nursing and Technology (FVI) has open registration for all programs. Class schedules will be given to students on the first day of classes. Classes may be scheduled Monday through Friday: Day sessions are from 8:30 am to 1:30 pm and Evening sessions are from 5:30 pm to 10:30 pm Class schedules vary by program.

### **Course/Drop Add Period**

A non- degree student may not drop or add a course, except in certain circumstances after the **third day** of the class/term start. A nursing student may not drop or add a course, except in certain circumstances after the **first week** of the semester start date.



## SATISFACTORY PROGRESS & PROBATION POLICY

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards apply to all students attending this institution.

A student's record is reviewed periodically to determine whether the student is making satisfactory progress academically and attending classes to complete the course within the specified timeframe in accordance with this policy. The maximum timeframe a student may take to complete a program of study is one and one-half times the length of the program, e.g., program length = 36 weeks, maximum time frame = 54 weeks. If the student is unable to complete the program in this time, the student will no longer be eligible for financial aid. To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965.

All students must maintain Satisfactory Progress to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period and will be checked prior to disbursement of aid. Incomplete courses, repetitions, and non-credit remedial courses do not apply and will have no effect on satisfactory progress.

### **Same as or Stricter Than**

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Financial Aid Administrator reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements.

### **Maximum Timeframe**

The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory progress is stated below:

<b><u>Associate Degree</u></b>	<b>Normal Timeframe</b>	<b>Maximum Program Timeframe</b>
Medical Office Administration (AAS)	66 Credits	99 Credits
Nursing (AS)	72 Credits	108 Credits

<b><u>Diploma</u></b>	<b>Normal Timeframe</b>	<b>Max. Program Timeframe</b>
Cyber Security and Network Technician	24 Credits	36 Credits
Medical Assistant	32 Credits	48 Credits
Patient Care Technician	25 Credits	37.5 Credits
Pharmacy Technician	32 Credits	48 Credits
Practical Nursing	58 Credits	87 Credits
Web Developer	24 Credits	36 Credits
Web Design and Digital Marketing	18 Credits	27 Credits

<b><u>Clock Hour Certificate</u></b>	<b>Normal Timeframe</b>	<b>Maximum Program Timeframe</b>
Nursing Assistant/Home Health Aide	180 Clock Hrs.	270 Clock Hrs.
Home Health Aide	75 Clock Hrs.	112 Clock Hrs.

## **Evaluation Periods**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

Formal evaluation periods for Satisfactory Academic Progress for credit hour programs, are based on an 18-week term. Nursing programs are based on a 15-week term.

<b>Credit Hour Programs</b>			
<b>Evaluation Period</b>	<b>Cumulative Credits Attempted</b>	<b>Minimum Percentage of Cumulative Credits Completed</b>	<b>Minimum Cumulative GPA</b>
1	2 to 18	60%	1.75
2	18.1 or higher	67%	2.00
3 or more	18.1 or higher	67%	2.30

Formal evaluation periods for Satisfactory Academic Progress for clock hour programs are based on the actual contracted hours at the school and  $\frac{1}{2}$  of the instructional weeks for the program.

<b>Clock Hour Programs</b>	<b>Total Clock Hours</b>	<b>Midpoint Evaluation in Weeks</b>	<b>Midpoint Evaluation in Clock Hrs.</b>	<b>Min. CGPA</b>
Nursing Assistant/Home Health Aide	180	4.5	90	2.00
Home Health Aide	75	1.5	37.5	2.00

## **Qualitative Measure of Satisfactory Academic Progress (SAP)**

The school measures qualitative progress based on a 4.0 scale. All courses for which the students receive a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA), except that of a Withdrawal (W) or an Incomplete (I) will not be included in determining a student's CGPA. If a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. Students must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade.

The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum a 2.0 cumulative GPA for each subsequent period.

The school's satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace that students must progress to ensure educational program completion within the maximum timeframe of 150%. The maximum time frame is no longer than 150% of the published length of the educational program.

## **Quantitative Requirement**

Students are required to complete his/her educational program in no longer than 150% of the published length of the program. This timeframe is applicable for all students including those who did not receive financial aid.

At the midpoint of the maximum timeframe, students must have successfully completed  $\frac{1}{2}$  of the program's credit hour requirements.

For example: The maximum timeframe for the Medical Assistant program is 54 weeks. The total credit hours for completion of this program are 32. By the time, the student has been in the program for 27 weeks (1/2 of the maximum time frame), they must have completed 16 semester credits.

The students who have failed to meet the quantitative and qualitative standards are placed on Financial Aid Warning.

### **Financial Aid Warning and Academic Probation**

Students who do not meet the qualitative and quantitative academic progress for a designated period will be placed on Financial Aid Warning and given one designated period to meet the minimum academic standard. Students who do not meet that standard will be placed on academic probation and will lose all Title IV student funding. Students who achieve sufficient academic progress at the end of a designated academic period, will regain Title IV eligibility.

Note: Students on academic probation will have to pay all costs of attendance for the period during which they are on academic probation.

Students who do not achieve sufficient academic progress at the end of the academic probation period will be withdrawn from the program.

Students must have completed all required credits or clock hours with a minimum of a 2.0 cumulative grade point average to graduate.

### **Student Appeal Procedures**

The student has **seven (7) business days** to submit an appeal regarding failure to meet SAP. The appeal must be given to the Director of Education or the School President, either of whom will meet with members of an Appeal Committee to decide on the appeal.

The student must provide supporting documents and describe any mitigating circumstance(s) that deserve special consideration. The basis by which a student may file an appeal: death of a relative, injury, illness of the student or other special circumstance.

Once the school receives the appeal, and it is evaluated, a written and final decision will be provided to the student within **ten (10) business days**.

The student will be notified of the School Presidents decision within **ten (10) business days** following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal.

## **Grading System**

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

- ☐ Evaluations will be accomplished by a final course grade for every course in a program. Letter grades "A," "B," "C," and "F" will be used.
- ☐ Plusses and minuses may be assigned to grades of "B" or "C."
- ☐ Minuses may be assigned to an "A" grade.
- ☐ A minimum passing grade is a "C-" for all courses except for the nursing program. A minimum grade of a C is required for nursing courses except for math, science and nursing core courses within the Nursing program where a passing grade is a "C+."
- ☐ Temporary grade (IN) is treated as an "F" (zero quality points) until it is removed.
- ☐ Grades with a P and W are ignored with calculating average quality score.

Grade	Numerical grade	Quality Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.7
F	Below 70	0.0
P	Proficient	n/a

Other letter grades used by the School

include I	Incomplete
W	Withdrawn
WF	Withdrawn Failing
TR	Transfer Credit

## **Attendance**

Regular attendance is expected of all students. Attendance is taken daily in class by the instructor and given to the Registrar before the end of each class day. Students are expected to attend all scheduled classes and to arrive on time. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis. Students will be notified by phone, text, or e-mail if their attendance is in danger of violating attendance requirements.

**Nursing Program:** Students should refer to the Nursing Student Handbook regarding additional attendance

policies regarding clinical, simulation and lab.

Students may appeal the school's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances. For example, illness, military duty, death of a family member, court appearances or jury duty.

Appeals must be received within seven (7) business days of the student being notified of the decision that he or she wishes to appeal.

## **Absences**

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students with chronic absences may receive a failing grade for the course. A student will be withdrawn from any course or program if he/she does not attend within a **fourteen (14) consecutive calendar day period** (excluding school holidays or breaks that are longer than five consecutive days). All students must complete 100% of all Externship/Clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed because of absence at the discretion of the instructor.

## **Tardiness/Leaving Early**

A student is considered late if he/she arrives 15 minutes after the scheduled class start time. The instructor will recommend the student concerning excessive tardiness or leaving early.

## **Make-Up Work**

Arrangements to make-up assignments, projects, tests, and homework missed because of absences must be made with the approval of the instructor.

## **Course Repeat Policy**

If a student repeats a course, only the highest grade will be counted, and previous grades will be removed.

A student may only repeat a previously failed course one time. A student who fails the same course twice must be withdrawn from the program/school.

All failed courses must be repeated and successfully completed in compliance with course and program requirements. All courses from which a student has withdrawn must be repeated and successfully completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student's enrollment, delay the student's expected graduation date, negatively affect financial aid eligibility and/or affect the student's satisfactory academic progress.

Students who need to repeat a course must meet with the Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

**Nursing Program:** Students who fail a general education course may repeat a course only one time. Failure of the same course, or failure of any three general education courses shall result in the student being dismissed from the Associate of Science in Nursing program. Failure of any two nursing courses shall result in a student being dismissed from the Associate of Science in Nursing program.

Nursing students who withdraw from a general education or core nursing course or from the school will receive

a grade of “W” if they withdraw before the end of the 9th week. If nursing students withdraw in week 10 (tenth), the student will receive a “WF” grade for the course. The grade will be recorded on their transcript. A “WF” grade is regarded the same as an “F” grade in determining whether the nursing student can remain enrolled in the program.

Nursing students are allowed only two course withdrawals (including both “W” and “WF”) from core nursing courses and/or required science courses during the entire nursing program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

### **Academic Appeals**

The Academic Appeals policy and process provides a vehicle for by which students may appeal academic decision or actions such as a final grade or consequences of attendance violations. Students who wish to appeal an academic status or eligibility should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students considering appealing a decision related to classroom policies, such as testing in a course, course assignments, or grades should first discuss their concerns with their instructor.

Appeals must be received within seven (7) business days of the student being notified of the decision or grade that he or she wishes to appeal. Academic Appeals must be sent in writing to the Director of Education. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for a review of the decision.

The Director of Education or Director of Nursing will meet a meeting of an Academic Appeal Committee. This meeting will be held within ten (10) business days of receiving the student's appeal. The student will be notified in writing via mail or e-mail of the Academic Appeal Committee's decision by the end of the next business day after the Committee meeting. If the student believes that he or she did not receive the due process, then he or she may file a grievance or complaint by following the Grievance/ Complaint Procedures section of this catalog.

### **Leave of Absence**

A student may be granted one (1) leave of absence (LOA) during the program of study. LOAs may **not extend beyond one academic term**. A Leave of Absence (LOA) request with documentation must be approved by the Director of Education and/or Director of Nursing.

A nursing student may be granted one (1) leave of absence (LOA) prior to the start of an academic term and only one (1) may granted during his/her program of study.

If a LOA is approved, and the student's enrollment is temporarily interrupted the student will return to school in the same status held prior to the leave of absence.

If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

### **Standard Period of Non-Enrollment**

A student may be placed on a standard period of non-enrollment (SPN) for a period of no longer than one academic term. A standard period of non-enrollment may be required when a student must repeat a course that is not being offered during the current term. Not all courses are offered every term. The school reserves the right to reschedule a course for the next academic term if there are fewer than **five (5)** students registered for the course.

If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be



used for refund purposes.

## **Records**

Student records are permanently kept by the school on file, safe from fire and other perils. These records are available to the student upon written request.

## **Progress Report**

At the end of each academic term, the school will provide a progress report.

## **Dismissal/Withdrawal**

Students are eligible to re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present evidence of some change in the student's circumstance.

## **“Official” Voluntary Withdrawal**

A student is “Officially” withdrawn on the date the student notifies the Registrar or School President in writing of their intent to withdraw.

## **Unofficial Withdrawal**

(14) Any student that does not provide official notification of his or her intent to withdraw and is absent for more than a **fourteen consecutive calendar day period**, does not maintain satisfactory academic progress, does not follow the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

## **Re-instatement**

Students are eligible to re-apply for enrollment at FVI School of Nursing and Technology (FVI) after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present evidence of some change in the student's circumstance.

Students are eligible to re-enroll one time to complete their program.

## **Incomplete Grade**

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an “Incomplete” or “I” grade. The instructor will grant a grade of “I” if the student has valid reasons for not being able to finish the work. Students have 10 calendar days from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

## **Course Incompletes, Repetitions and Non –Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of

instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock/credit hours received will not be included in the calculation of the student's GPA; however, these Hours; credits will be counted toward the quantitative requirements.

### **Program Changes/Cancellation**

The school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellation are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and Council on Occupational Education (COE).

### **Recognition Awards**

President's List: Students achieving 4.0 for a semester will be placed on the Presidents' List for the semester or academic term.

Dean's List: To qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.

Perfect Attendance: To qualify for this achievement award, students must have perfect attendance during their course of study.

Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

### **Graduation Requirements**

The student must follow the following requirements to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Successfully complete the total number of credits or courses required by the student's program within the required time frame and have an overall GPA of 2.0 (C) or better.
3. Nursing students should refer to specific program requirements.

### **Transcripts**

A complete transcript of each student's grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; additional copies cost \$5.00 each. Transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

### **Veteran's Attendance Policy**

Students are expected to attend all scheduled class meetings and to arrive on time. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence. Students **exceeding 20% absences** in a course will be terminated from their VA educational benefits for unsatisfactory attendance.

A student may be recertified for VA educational benefits once the student has completed a subsequent class with satisfactory attendance. The student who chooses to attend a subsequent class, without VA educational benefits, will be responsible for paying all charges associated with that class. The student's attendance record will be kept in the veteran's file for USDVA and FDVA SAA monitoring purposes. Attendance is monitored, and the attendance policy is enforced.

### **Standards of Academic Progress for VA Students**

Students receiving VA education benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 for each course (Certification Period). A VA student that falls below a 2.0 CGPA at the end of a course (Certification Period) will be placed on academic probation for a maximum of two consecutive certification periods (two courses). If the VA student does not achieve a 2.0 CGPA at the end of the probation period (two courses/two certification periods) the student's VA educational benefits will be terminated. The student may continue to attend the institution without VA educational benefits and establish satisfactory progress under the school's satisfactory progress policy which is measured at the end of each academic term. (See the school's Satisfactory Academic Policy published in the school's catalog at fvi.edu.

### **Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each payment period.

A VA student whose GPA falls below 2.0 at the end of any payment period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after reaching a CGPA of 2.0.

### **Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school maintains a written record that clearly shows that previous education and training has been evaluated and granted credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and the veteran so notified.

# STUDENT SERVICES

## **Advising Services**

Advising and guidance begins with the admissions interview and continues throughout the student's course of study. Since FVI School of Nursing and Technology (FVI) is a small school, faculty advising is limited to academic counseling. All personal issues should be referred to the proper outside agency.

## **Financial Advising Services**

The Business Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds as well as Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled. For more information on how to apply for Financial Aid see catalog section, Financial Information, or contact our Financial Aid Office.

## **Career Services Assistance**

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the institution's completion rate and job placement rate. Statistics pertaining to these are updated and published annually on the institution's website under the Consumer Disclosure section. Copies are available from the Admissions or the Registrar's office.

The Career Services staff aids graduates in finding employment through resume preparation, helping with development of interviewing skills, and finding job leads right for the graduates.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Obtaining employment is the graduate's responsibility.

To follow reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

**Employment Guarantee Disclaimer:** FVI School of Nursing and Technology (FVI) will assist students in obtaining suitable employment at no additional charge. It is understood that FVI School of Nursing and Technology (FVI) cannot promise or guarantee job placement or a specific salary for its students or graduates.

## **Completing a program in a language other than English may reduce employability where English is required.**

Certifications are not required for graduation; however, students are strongly encouraged to earn certifications to enhance employment marketability. Nursing program graduates will be required to pass the NCLEX exam to secure employment as a nurse. Students should visit the Program Director for more information and the steps needed to register for these certification exams.

## **Tutoring Services**

Students should understand that tutoring is not a substitute for regular class attendance. Should students have difficulty understanding material with their program content then the Program Director may schedule tutoring or extra lab time with an instructor. These sessions will be scheduled outside the normal class schedule and arrangements should be made with the instructor or Program Director.

## **Housing**

FVI School of Nursing and Technology (FVI) does not offer housing to its students.

## **Lost and Found Services**

FVI School of Nursing and Technology (FVI) assumes no responsibilities for articles lost by student. Students may check the Business Office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days. After 30 days the school will dispose of any unclaimed items.

## **Personal Property**

FVI School of Nursing and Technology (FVI) cannot be responsible for the student's books, materials, or any personal belongings.

## **Learning/Media Resource Area**

FVI School of Nursing and Technology (FVI) has a Learning/Media Resource area (Library). During new student orientation, students will be informed of the hours of operation; sign-in/out procedures: print material available, and non-print material available and other policies. The center is opened to students, faculty, and staff during school hours.

## **Class Registration/Deadlines**

Class registration is held on a continuous basis. However, the student must attend class no later the **third day** of the scheduled courses. For more information concerning program start dates or start of classes, please see the Start Date Calendar on the last page of school catalog or contact the Registrar's office.

## **Transportation**

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. FVI School of Nursing and Technology (FVI) campuses have ample parking available.

## **Emergency Contacts**

FVI School of Nursing and Technology (FVI) is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the line of the application form. Students should carry emergency information always, as well as any medical insurance card(s).

## **Crime Statistics Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty, and employees.

Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal.

A crime statistics report is available by October 1 of every year. All employees and students will receive annually a copy of the Crime Statistics Report, and an acknowledgement is kept in the employee personnel file and student's academic file. Also, a detailed report from the Miami-Dade and/or City of Miramar Police Departments will be given to every student obtained upon request.

# **SCHOOL RULES AND REGULATIONS**

## **Drug and Alcohol Policy**

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. FVI School of Nursing and Technology (FVI) has a substances abuse policy that is inclusive of alcoholic beverages. FVI School of Nursing and Technology (FVI) adheres to the Drug Free Workplace Act of 1988 and the Drug Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the workplace. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are prohibited everywhere on school grounds or during any activity sponsored by FVI School of Nursing and Technology. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the action to take if a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state, and federal. Violation of this policy constitutes grounds for dismissal.

FVI School of Nursing and Technology (FVI) is a drug-free workplace for staff, faculty, and students.

## **Weapons Policy**

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of FVI School of Nursing and Technology. Violation of this policy constitutes grounds for dismissal.

## **Sexual Harassment Policy**

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), FVI School of Nursing and Technology (FVI) has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide sanctions for violators of this policy. Any action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is prohibited and will be subject to disciplinary action.

In case of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or another forcible or non-forcible sex offense, the accused will be immediately dismissed.

## **Title IX Coordinator**

Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students at FVI School of Nursing and Technology (FVI) are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin in all aspects of a recipients' educational programs.

## **Title IX Coordinator Contact Information:**

Denyse Antunes,  
Title IX Coordinator  
FVI School of Nursing and Technology  
7757 W. Flagler Street Suite 220  
Miami, FL 33144

### **Conduct Policy**

Students enrolling in FVI School of Nursing and Technology (FVI) assume an obligation to conduct themselves in a professional manner. FVI School of Nursing and Technology (FVI) has the authority to exclude those who are disruptive of the educational process.

**Note:** Nursing students should refer to the Nursing Student Handbook for student conduct policy requirements. Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

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

### **Probation Policy**

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress
2. Excessive absenteeism
3. Inappropriate behavior

### **Suspension/Dismissal/Termination Policy**

A student may be suspended/dismissed or terminated from the school because of inappropriate conduct, violation of the Drug, Alcohol and Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the time of the dismissal/termination will apply.

A student may appeal a determination of suspension/dismissal/termination by sending a written appeal to the



Director of Education or the School President. The Director of Education or School President will review the appeal and decide on the re-instatement of the student within **ten (10) business days**.

## **Health and Safety Policy**

FVI School of Nursing and Technology (FVI) follows requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

## **Adverse Weather and Emergency Closing Policy**

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Information will also be posted on the school's website. When the decision to close FVI School of Nursing and Technology (FVI) is made AFTER the workday has begun, employees will receive official notification from the Administration and students will be informed appropriately.

## **Emergency Evacuation Plan Policy**

In case of a medical emergency, fire, or any other disaster, please listen to the administrator in charge for instructions.

- All instructors oversee their class. Follow the evacuation flow chart to evacuate the building in an organized and orderly manner.
- Do not take time to gather books or other belongings. The instructor of each class is the Evacuation Coordinator and shall keep their class calm.
- The Evacuation Coordinator for the main office is the School Official in Charge.
- Do not try to extinguish the fire.
- A School Official will handle contacting the proper fire and rescue departments.
- In case of a security problem, listen to the designated school official for security instructions. In all instances, you must remain calm. A school official will coordinate with the Police or Fire Department for the proper actions necessary.
- FVI School of Nursing and Technology (FVI) has an Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students, and visitors.

## **Incident/Accident Policy**

In case of an incident or accident, please inform a School Administrator so the proper actions can be taken.

## **Dress Code Policy**

Since the primary purpose of FVI School of Nursing and Technology (FVI) is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are an out-of-pocket expense and students should budget \$50-\$100 for this expense. **Nursing students should refer to the Nursing Student Handbook for specific dress code policies for the nursing program.**

1. While on campus and in lectures, allied health students must wear a uniform and footwear right for the School learning environment. The student should demonstrate proper hygiene to avoid offensive odor.
2. In the student laboratory, proper clothing must be worn for all scheduled classes. Closed-toe shoes must be always worn in the lab.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is

assigned. In addition to the facility's dress code, or if the dress code is optional, the following rules apply:

- i. Students must follow number 2 above. If the facility requires the student to wear a scrub uniform, it must be the school's uniform. The student handles buying the correct scrub uniform. The student must always wear their Student ID badge.
- ii. Students must not wear clothing made of denim material of any color. (No jeans or jean skirts, etc.)
- iii. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind.
- iv. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
- v. While attending clinical rotations, students' hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep it clean and well groomed.
- vi. Before attending clinical rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
- vii. Keep fingernails clean and at a reasonable length.
- viii. At the preceptor or instructor's discretion, students not conforming to the dress code of the facility or the program may be sent home. This may result in a recorded absence.

### **Smoking and Beverage Policy**

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) are not allowed in the laboratories.

### **Cell Phones**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Phones should not be used in class for personal use. **Nursing students should refer to the Nursing Student Handbook for cell phone policy governing the nursing program.**

# TUITION AND FEES

*Published Tuition and Fees for new and returning students effective 11/3/2020.*

Program	Tuition	Reg. Fee	Background/ Immunizations/ Titters	Books & Supplies	Uniforms/Kit	*Cert Exams	Laptop+	Total Program Cost
**Associate of Science in Nursing	\$42,750	\$100	\$595	\$5,470	\$495	\$410*	\$650	\$50,470
*Health Services- Medical Office Administration (AAS)	\$30,800	\$100	\$0	\$2050		\$300	\$650	\$33,900
**Practical Nursing	\$26,205	\$100	\$595	\$1,330	\$265	\$310*	\$650	\$29,455
**Medical Assistant	\$15,400	\$100	\$0	\$575		\$0	\$650	\$16,725
**Pharmacy Technician	\$15,400	\$100	\$0	\$575		\$0	\$650	\$16,725
**Mental Health Technician	\$15,400	\$100	\$0	\$575		\$0	\$650	\$16,725
**Patient Care Technician	\$10,950	\$100	\$0	\$575		\$0	\$650	\$12,275
**Cyber Security and Network Technician	\$14,300	\$100	\$0	\$900		\$750*	\$775	\$16,825
**Web Developer	\$14,300	\$100	\$0	\$475		\$0	\$775	\$15,650
*Web Design and Digital Marketing	\$10,400	\$100	\$0	\$475		\$0	\$775	\$11,750
**Nursing Assistant/ Home Health Aide	\$920	\$100	\$0	\$110		\$0	\$0	\$1,130
***Home Health Aide	\$390	\$100	\$0	\$35		\$0	\$0	\$525

***All programs are not taught at all locations. \* denotes programs taught at the Miramar location - \*\* Denotes programs taught at both locations - \*\*\* denotes programs taught at the Miami location only at the time of the printing of this catalog.***

\*Test fees are set by the testing agency and are subject to change.

Students must pay the registration fee at the time of enrollment. Books and supplies, after cancellation period, are not refunded.

***+Students may choose to purchase their laptop from the school or from a dealer of their choice. If an applicant plans to buy a laptop outside of the school, minimum specifications will be provided during the enrollment process.***

## Other Fees

There may be an out-of-pocket expense for the following items (depending upon the program):

- Allied Health scrub/uniform set: \$25 each
- Nursing scrub uniform set: \$65 each
- FVI polo shirt: \$25 each
- Physical: \$70
- PPD: \$25

- Tdap-\$ 80
- Hepatitis B: \$100
- 10-panel drug test: \$50
- Influenza \$30
- Prometric Nursing Assistant Competency Examination: Written - Clinical Skills English: \$155
- FBI Background Screening: \$91
- Window Server Administration (MTA-365) \$100
- Security+ exam: \$319
- Diploma/Degree Validation – Required for Foreign credentials only \$70-\$200.
- School ID replacement: \$5

### **Course Retake Charges**

Non-nursing students will be charged the following fees for repeat courses. This includes failed or withdrawn courses.

- First course : no charge
- Second or third course:
  - Allied health: \$427.77 per credit
  - Technology: \$595.83 per credit

Nursing program students will be charged the following for repeat courses. This includes failed or withdrawn courses.

- Nursing (ASN) \$593.75 per credit
- Practical Nursing; \$451.72 per credit
- Health Services (AS): \$466.66 per credit

### **Transcripts/Diplomas**

Duplicate diploma:	\$25.00 fee per diploma
In-service certificates:	\$5.00 for each
Official transcripts:	\$5.00 for each

## **FINANCIAL INFORMATION**

### **Financial Obligations**

The tuition must be paid on time per the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School President.

FVI School of Nursing and Technology (FVI) maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grant and loan programs, student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled and accepted may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document can be obtained online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements.

### **Applying for Financial Aid**

The student must complete the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The student and parent or spouse, must obtain a PIN number to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and /or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation, and personal expenses) The Financial Aid officer will take the COA and deduct the EFC to find the student's need. The Financial Aid Office will develop a package for the student which will list the various financial aid programs available to the student. Financial Aid will be awarded to student in two different disbursements. First disbursement will be made to the school once student completes all eligibility requirements and posts attendance. First time loan borrower will receive they first loan disbursement 30 days after class start. Second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar's office showing that the student is progressing academically on their course of study. Half of both, hours, and weeks of the program of study must be completed before student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

FVI School of Nursing and Technology (FVI) participates in different federal financial aid programs, which include:

### **Federal Pell Grant**

The Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov>. The amount of the award depends upon the determination of the student's eligibility., his or her enrollment status, cost of attendance and a payment schedule issued by the U.S Department of Education, Office of Student Financial Assistance. Contact the Financial Aid Office for more information.

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell Grant. This need based federal aid program amount changes per award year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). The Pell Grant program is limited to 12 semesters for the lifetime of a student or 600% of Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at <https://fafsa.ed.gov> or contact the school's Financial Aid Office to apply.

## **Federal Direct Loan Program (FDLP)**

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is budgeted Cost of Attendance less estimated financial aid). The Federal Government pays interest on the Direct subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan.

borrower has the option to pay interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply the student must contact the School's Financial Aid Office.

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

Federal Direct Parent Loan for Undergraduate Student (PLUS) Loan are for parents with good credit histories who want to borrow to help for their undergraduate student's education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. For additional information students, should contact's the School's Financial Aid Office.

## **Counseling**

Students borrowing for the first time are required to complete the Entrance Counseling provided by the Department of education at [www.studentloans.gov](http://www.studentloans.gov). If a student has previous loans from attending another institution and does not show a completed Entrance Counseling, he/she will be required to complete a new one. This is a useful information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they **must** visit the Financial Aid Office for an exit interview. In this interview, the student must complete the exit counseling at the previous mentioned web site. The Financial Aid administrator will also collect updated information from the student including three personal references to provide the loan servicer within case of delinquency. This is part of FVI School of Nursing and Technology's default management program to help student repay their loans successfully. Official withdraws must follow the same procedure as graduating students. For unofficial withdraws an exit counseling publication provided to the school by FSA Pubs will be mailed to the student's address on file.

## **Credit Balance**

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to handle any credit balance on the student's account. The statement also informs the student that he/she may modify/cancel such authorization and receive a full refund of his/her credit balance within 14 days of the day the credit balanced occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days from the date the credit balance occurred.

## **Disbursement Notice**

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts and source of funding. Students will also be notified herein that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

## **Verification**

A student's Free Application for Federal Student Aid (FAFSA) may be selected for "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information.

Student who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes the specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as the tax/income information as directed by the Financial Aid Office. For more information regarding policies and procedures for verification, please contact the Financial Aid Office.

## **Veterans Benefits/Other Funding Sources**

***Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 31 or 33, Title 38. The determination for TVC funds is made directly through the Veteran's Commission. Chapter 31 and 33 veterans may attend and participate in their scheduled courses and program without penalty pending the receipt of VA payments.***

Additional funding may be obtained for eligible candidates through many different programs including CareerSource South Florida, Division of Vocational Rehabilitation, and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

FVI School of Nursing and Technology (FVI) offers the several scholarships on a first come first serve basis. Each scholarship is budgeted annually with a limited amount of funding available each year for each scholarship. Applicants should contact the Financial Aid Office for details.

The following policy applies to all institutional scholarship and grant programs:

### **Unexpended Award Funds:**

Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.

### **Transfer of Awards:**

No institutional scholarships awarded by the Committee, for the benefit of FVI students, may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a like cash sum.

### **Loss of Awards:**

All recipients of any scholarship must maintain a C average and remain in Satisfactory Academic Progress as defined by the school's catalog. No recipient may continue to participate in the scholarship program if they are placed on academic probation, attendance probation, or disciplinary probation. Any probation status will result in the revocation of all institutional scholarship awards that are not a part of Federal Student Aid.

Any recipients convicted of DUI, or any criminal offense, other than a summary offense, that

individual shall forfeit all scholarship awards granted by FVI.

**Federal Student Aid:**

Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student's educational expenses.

**General Disclaimer:**

Scholarship applicants understand that all applicants have been assumed to have provided information regarding their intention to enroll and complete the program to which this scholarship applies.

**Fee & Payment Schedule**

The Registration fee of \$100.00 is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class.

**TUITION AND OTHER COSTS FOR PROGRAMS OF TWO TERMS OR LONGER:**

A student will be charged only one Term at a time. Tuition and other costs for future Terms become payable as they occur. The student budget sheet or financial aid notification is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged at the beginning of each Term. If a student's enrollment is terminated before the end of a Term, the tuition charged for the Term may require adjustment in accordance with the School's refund policy as stated in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit card and/or by federal or state financial aid sources. If the student maintains continuous enrollment in her / his program of study, and upon the request of the student and the approval of the School, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date. The student will be charged tuition for the additional instructional hours/credits based on same tuition rate as stated above. Students who are dismissed from the School for any reason and who wish to re-enroll, must be approved for re-admission, satisfy the current requirements for admission, and sign a new enrollment agreement. The new enrollment agreement will reflect the then current tuition and fees rate for the remaining period of enrollment.

**TUITION AND OTHER COSTS FOR PROGRAMS OF ONE TERM OR LESS.** The total tuition and other costs are shown above. A student will be charged for the entire program and become payable on the first day of class. The student budget sheet is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged on the first day of class. If a student's enrollment is terminated before the end of the program, the tuition charged may require adjustment in accordance with the School's refund policy as stated.

in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit card and/or by federal or state financial aid sources. If the student maintains continuous enrollment in her / his program of study, and upon the request of the student and the approval of the School, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date. The student will be charged tuition for the additional instructional hours based on same tuition rate as stated above. Students who are dismissed from the School for any reason and who wish to re-enroll, must be approved for re-admission, satisfy the current requirements for admission, and sign a new enrollment agreement. The new enrollment agreement will reflect the then current tuition and fees rate for the remaining period of enrollment.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or



paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

If a student's account is sent to collection, FVI School of Nursing and Technology (FVI) shall be entitled to collection, attorney fees and cost on the account thereof.

Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all his/her awards. If any remaining balance to schedule is due now, student will be advised of different options to cover such balance.

### **Cancellation/Rejection Policy**

FVI School of Nursing and Technology (FVI) will refund all monies paid by an applicant who is rejected for enrollment by the School, or who enrolls in a program that the School cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing the enrollment agreement.

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class, or within the first three-day drop/add period of the program start, the student is financially responsible for the registration fee and any applicable background fee processed with the enrollment, not to exceed \$100.

### **Refund and Cancellation Policies**

If an applicant/student cancels or withdraws or is terminated by FVI School of Nursing and Technology (FVI) for any reason, refunds will be made per FVI School of Nursing and Technology (FVI) Refund Policy (see below).

If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or FVI School of Nursing and Technology (FVI) determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student's last day of class attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of FVI School of Nursing and Technology (FVI) from all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

### **Programs Exceeding 12 Months in Length**

For programs of more than 12 months in length, students who do not enter the subsequent 12-month period, will not be charged for the subsequent 12 months. Should the student enter the subsequent 12-month period, the institutions published refund policy will apply. The student will only be charged by the term in any program in which he or she is enrolled.

### **Tuition Refund Policy**

A student wishing to officially withdraw should inform FVI School of Nursing and Technology (FVI) in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to FVI School of Nursing and Technology (FVI) after withdrawing must sign a new enrollment agreement and will be subject to the then- current price of tuition.

### **Refunds for Students Enrolled Prior to Visiting the Institution:**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

A student's last date of attendance as documented by FVI School of Nursing and Technology (FVI) will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:

#### **Programs Billed by Term:**

<u>Proportion of Total Term Taught</u>	<u>Tuition Due for the Term</u>
20% or Less	Pro-Rata
20.01% up to and including 30%	30%
30.01% up to and including 40%	40%
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

#### **Programs billed by the Program:**

#### **Nursing Assistant/Home Health Aide, Home Health Aide, and IT Help Desk programs only:**

<u>Proportion of Total Program Taught</u>	<u>Tuition Due for the Program</u>
40% or Less	Pro-Rata
40.01 % up to and including 50%	50%
More than 50%	100% / No Tuition Refund

## **RETURN TO TITLE IV POLICIES AND PROCEDURES**

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined per the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges.

Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the number of Federal funds earned must be decided. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour programs is one-half of the academic year or program length (whichever is less). The payment period for credit hour programs is at the beginning of each academic term/semester.

The Date of Determination is the date that the institution decides is the withdrawal date. For schools that must take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for prompt refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution decides that the student withdrew to return all unearned funds for which it is responsible. The school must notify the student if they owe a repayment via written notice.

The school must tell the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

### **Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

There are programs measured in clock hours, and these programs use the payment period for the period of calculation. Programs measured in credit hours use the academic term for the period of calculation.

### **The Calculation Formula:**

Determine the amount of Title IV, HEA student aid that was disbursed plus Title IV, HEA student aid that could have been disbursed.

Calculate the percentage of Title IV, HEA student aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.: 4493 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, continues with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE

RETURNED. 100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to FVI School of Nursing and Technology (FVI) OR
2. Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

The School may return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

By Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is distributed in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Earned AID:**

Title IV, HEA student aid is earned in a prorated manner on a per diem basis (clock hours/credit hours) up to the 60% point in the term. Title IV, HEA student aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

### **Post Withdraw**

If you did not receive all the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

The School's responsibilities regarding Title IV, HEA funds follow:

- Providing students information with information in this policy.
- Finding students who are affected by this policy and completing the return of Title IV funds calculation for those students.
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution does not always have to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must decide with the School or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities regarding Return of Title IV, HEA Funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the proper institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that the School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to

the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

### **Return to Title IV Questions**

If you have questions regarding Title IV, HEA program funds after visiting with the financial aid office, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800- 730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

### **Tuition, Fees, Programs & Curriculum**

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The institution guarantees, to entering first time students, that tuition will not increase during the time they are enrolled.

**Contact Information for Assistance in Obtaining Financial Aid Information**

Eliezer Tabares- Financial Services Director  
7757 West Flagler Street Suite 220  
Miami, FL 33144  
Telephone: (305) 665-1911  
Fax: (305) 665-1917  
[etabares@fvi.edu](mailto:etabares@fvi.edu) Office Hours:  
Monday through Thursday  
9:00AM – 7:00PM PM  
Friday 9:00 AM – 5:00 PM

## **STUDENT ACTIVITIES**

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon student's preferences. Please contact the Instructor, Program Director, Director of Education, or the School President to discuss any planned activity.

## **STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license FVI School of Nursing and Technology (FVI) and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.
2. The cost of attending the institution, including: Tuition and fees, books, and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.
3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.
5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.
6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for sending financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.
7. The standards which the students must maintain to be making satisfactory academic progress.
8. Special facilities and services provided to the handicapped.
9. Information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

FVI School of Nursing and Technology (FVI) takes part in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One major source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey. The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school



characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – <http://www.nces.ed.gov/IPEDS>.

## **STUDENT RESPONSIBILITIES**

Education costs time, money, and effort. As a student, you should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs, and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. Accept responsibility for the promissory note and all other agreements that you sign.
4. Promptly provide any information requested by the school.
5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in your student status.
6. Notifying the school if you need to withdraw from the school or wish a leave of absence.

## **VOTER REGISTRATION POLICY**

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website. U.S. citizens who are students and of voting age, can find information specific to their states of residence from: [www.eac.gov/voterresources](http://www.eac.gov/voterresources) or call the Election Assistance Office at (866) 747-1471.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURES**

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimation by an instructor or another school employee. A student should first discuss the concern with his/her instructor or Program Director immediately.

An appeal is an escalation to the next level of authority. If it is about an academic decision, such as a final grade, please see the academic appeal process.

A student has a right to appeal all matters with respect to:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures, and grading concerns
- Disciplinary action taken a violation for student conduct

Certain decisions may not be appealed. If a student has failed to meet the standards of Satisfactory Academic Progress (SAP) including exceeding the maximum timeframe to complete the program, he

or she is not entitled to an appeal unless there is documenting mitigating circumstances such as medical or disability conditions that impacted the student's ability to take part in the program. The specific requirements for SAP appeal are contained in the School's SAP policy.

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with a dispute or concern should raise the concern as soon as possible to assure that a settlement is made in a prompt fashion.
2. If a dispute or concern cannot be resolved with the person involved through discussion, then the student needs to immediately verbally raise his or her concern to the Director of Education so the issue can be addressed in a prompt fashion.
3. If the dispute cannot be resolved with the Director of Education, then the next step in the appeal process is to appeal in writing to the School President. The written complaint should be sent within seven (7) business days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date, or dates when the issue arose, the reason the student is appealing the decision and steps taken to resolve the dispute to date. When sending the appeal, the student should include as much factual evidence as possible. The School President will oversee the gathering of additional data about the issue or incident, as necessary. Then the School President will meet the Appeals Committee which will consist of the School President and heads of other departments to meet with the student if requested or otherwise assess and develop a resolution to the complaint. A response from the Appeals Committee will be provided in writing to the student with ten (10) business days. A decision will be provided and delivered to the student in person if the student is on campus or to the student's e-mail address or mailing address with acknowledgement of receipt required.
4. If the dispute has not been resolved and the student is still unsatisfied with the response from the School's Appeal Committee then the student may take a fourth step and file an appeal to SB Education at 350 East Olas Blvd. Suite 1250 Fort Lauderdale, FL 33301 . The appeal must be in writing and must be received within seven (7) business days of being notified of the Appeal Committee's decision. The President/CEO will conduct his/her own investigation of the issue and will respond to student within ten (10) business days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student's e-mail address or mailing address with acknowledgement of receipt required.
5. If the dispute remains unresolved after the evaluation by the President/CEO of SB Education then the student should address his or her concern to the state licensing authority, and/or the School's accrediting body or the Commission of Independent Education.

The title and address of the state licensing authority is:

**COMMISSION FOR INDEPENDENT EDUCATION (CIE)**  
**FLORIDA DEPARTMENT OF EDUCATION**  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free (888) 224-6684  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

The title and address of the accrediting body is:

**COUNCIL ON OCCUPATIONAL EDUCATION (COE)**

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

(770) 396-3898 / Toll Free (800) 917-2081

Fax (770) 396-3790

[www.council.org](http://www.council.org)

## **ACADEMIC PROGRAMS**

### **Associate of Science in Nursing**

72 Semester Credits/ 90 Instructional weeks  
Participates in Financial Aid programs

### **Applied Associate of Science in Health Services:**

#### **Medical Office Administration**

66 Semester Credits/ 72 Instructional weeks  
\*\*\*Program Pending Financial Aid approval

#### **Cyber Security and Network Technician**

24 Semester Credit/ 36 Instructional weeks  
Participates in Financial Aid programs

#### **Medical Assistant**

32 Semester Credits/ 36 Instructional weeks  
Participates in Financial Aid programs

#### **Home Health Aide**

75 Clock Hours/ 5 Instructional weeks  
Not eligible for Financial Aid

#### **Nursing Assistant/Home Health Aide**

180 Clock Hours/ 9 Instructional weeks  
Not eligible for Financial Aid

#### **Patient Care Technician**

26 Semester Credits/ 28 Instructional weeks  
Participates in Financial Aid programs

#### **Pharmacy Technician**

32 Semester Credits/ 36 Instructional weeks  
Participates in Financial Aid programs

#### **Practical Nursing**

58 Semester Credits/60 Instructional weeks  
Participates in Financial Aid programs

#### **Web Design and Digital Marketing**

18 Semester Credits/ 27 Instructional Weeks  
Participates in Financial Aid programs

#### **Web Developer**

24 Semester Credits/ 36 Instructional weeks  
Participates in Financial Aid programs

**Note:** All Non-degree diploma level credit hour programs are assigned “Out of Class/Prep Hours” (homework hours) that are indicated as “Out of Class/Prep Hours” in the program descriptions.

# **FVI SCHOOL OF NURSING**

## **Mission**

FVI School of Nursing's mission is to develop student knowledge, skills, and competencies to provide safe and effective care, promote the health and wellbeing of the client, and enter the profession of nursing serving a diverse community.

## **Philosophy**

FVI School of Nursing administration and faculty believe nursing is an art and science that requires the nurse to apply scientific and clinical reasoning in care of the client. Caring is provided through mutual respect and trust in a collaborative environment which provides support, hope, and compassion to help the client achieve desired outcomes.

## **Essentials Abilities Standard for Nursing Students**

The profession of nursing requires the caregiver to be physically and mentally fit to perform the duties of care. FVI has adapted the standards established by the National Council of State Boards of Nursing (NCSBN).

The School will make appropriate academic accommodations to facilitate enrollment and participation of qualified individuals with temporary or permanent disabilities.

1. The rights of applicants and students
2. The safety of the applicant, student, classmates, and clients
3. The significant clinical component of the program curriculum
4. The requirements imposed by clinical agency agreements
5. The condition for licensure as a Registered Nurse

The competing interest and the educational activities required to complete the Associate of Science in Nursing program may prevent some prospective students and active students with disabilities from qualifying for enrollment or continued enrollment.

Applicants who feel that they may have difficulty meeting the Essential Abilities Standards are encouraged to meet with the campus administrator to be evaluated for appropriate accommodations.

## **Prerequisites**

The Associate of Science in Nursing program was designed to progressively develop student knowledge, skills, and competencies as they advance through the degree plan. Courses have been developed to build on previous experiences and allow the student to apply knowledge, skills, and competencies in a progressive and cumulative fashion.

## **General Education**

The Associate of Science in Nursing program requires the student to successfully complete general education prerequisites prior to progressing to nursing concentration courses. Students must achieve a minimum of a letter grade of "C" with a minimum course GPA of 2.0 for each required general education course except for the required science courses. Students must achieve a minimum of a letter grade of "C+" with a minimum course GPA of 2.3 for Anatomy & Physiology I and Lab, Anatomy and Physiology II and Lab and Microbiology and Lab courses.

Students who fail a general education course may repeat a course only one time. Failure of the same course, or failure of any three general education courses shall result in the student being

dismissed from the Associate of Science in Nursing program. Failure of two nursing core courses shall result in being academically dismissed from the program.

The Diploma in Practical Nursing program requires students achieve a minimum of a letter grade of “C+” with a minimum course GPA of 2.3 for Anatomy & Physiology and Lab. Students who fail any course may repeat a course only one time. Failure of the same course twice shall result in the student being dismissed from the Diploma in Practical Nursing program.

### **Nursing Concentration Courses**

Nursing programs provide four levels of nursing concentration courses. Each level increases in difficulty and builds on prior experiences. Students are expected to retain knowledge, skills, and competencies from prior courses as they progress through the nursing curriculum. Students must achieve a minimum of a letter grade of “C+” with a minimum course GPA of 2.3. Students who fail a nursing concentration course may repeat a course only one time. Failure of the same course, or failure of any three nursing concentration courses shall result in the student being dismissed from the Associate of Science in Nursing program.

### **Leveling and Cumulative Knowledge, Skills, and Competencies**

Students are expected to apply and analyze knowledge, skills, and competencies from previous course work as they progress through their Nursing program. The Curriculum has been divided into four levels. The following table presents the levels with course sequencing.

	Level I	Level II	Level III	Level IV
<b>ASN Courses</b>	NUR100 0 NUR110 0	NUR1500	NUR2100	NUR2600

	Level I	Level II	Level III	Level IV
<b>PN Courses</b>	PRN010 0 PRN015 0	PRN0200	PRN0300	PRN0400

As the curriculum progresses, so will the level of difficulty of content and evaluation. Students are encouraged to seek advising and tutoring to maintain and improve individual performance as each course examination shall contain content from previous courses.

### **Course Examinations**

Course examinations shall be comprehensive and delivered through the student Learning Management System (LMS). Examinations are designed to assess the student’s achievement of the Course Student Learning Outcomes (CSLOs) and their progress towards meeting the End of Program Student Learning Outcomes (EOPSLOs). Alternate format questions will be delivered to include adaptive questions in nature. Students are expected to achieve the minimum passing score on all course final exams. Please see the grading section of the Catalog for further information.

### **Final Program Examination**

Nursing programs have a final comprehensive examination for which the student must achieve the required grade to successfully pass the final program course. Students will have an opportunity to take a non- weighted practice final exam at least two weeks before the final

program examination. An opportunity to remediate areas of weakness will allow students to improve identified content in preparation for the final examination.

### **Final Program Examination Failure**

Should a student fail the final program examination, the student may appeal for an opportunity to repeat the examination. If the appeal is accepted, the student shall receive a grade of “incomplete” and will be permitted to take a replacement examination at a predetermined make-up date. The make-up date is not negotiable. Failure to complete the replacement examination on the established date and time shall result in the incomplete grade returning to the original grade. At no time shall a second appeal be accepted or approved. Replacement examination fee applies.

### **Grading**

A minimum cumulative GPA of 2.0 is required for a student to successfully complete the Associate of Science in Nursing or Practical Nursing program. The minimum passing score for all science and nursing concentration courses is a grade of “C+” (78% or 2.3 GPA). Non-science general education courses are accepted with a minimum grade of “C” (73% or 2.0 GPA).

### **Program Completion**

Nursing programs must be completed within 150% of the allowed degree plan time. Should a student fail to meet the maximum timeframe allowed, the student shall be dismissed from the program. Please see the Satisfactory Academic Progress policy for further information and guidance.

### **Graduation Requirements**

For the student to graduate the Nursing programs, they must meet the following requirements:

1. Student has a minimum cumulative GPA of 2.0 or higher.
2. Student has completed and passed all required laboratory simulation and clinical requirements.
3. Student has satisfied all financial obligations with the School.
4. Student has met with the Career Services department for assistance with job placement or provides documentation of continued employment.
5. Student has completed Exit Interview with the Financial Services
6. Student has completed the Graduation Clearance form and sent it to the Registrar at least 60 days before the last day of class.

### **Nursing Licensure**

Students must be aware the FVI does not guarantee eligibility for licensure. Applicants should review the Florida Board of Nursing’s website for licensure requirements and criteria which may result in disqualification for licensure.

The Associate of Science in Nursing and the Practical Nursing curriculum have been designed to meet the Florida Board of Nursing requirements. Applicants and students must note that FVI does not guarantee the program will be accepted by other states or territories of the United States. Applicants wishing licensure outside of Florida should contact the appropriate state board of nursing prior to enrollment.

### **Documentation of Program Graduation**

Upon successfully meeting graduation requirements for the Associate of Science in Nursing program or the Practical Nursing program as published in the School Catalog, the student’s transcript will be prepared and sent to the Florida Board of Nursing. The process of graduation

clearance and sending the transcript to the Florida Board of Nursing may take up to 60 days from the date of program completion. Additional processing time by the Florida Board of Nursing should also be anticipated. Please see the Florida Board of Nursing's website for licensure and application processing information.

### **Graduate Preparation for Licensure**

FVI offers graduates free licensure preparation for up to 90 days following program completion. The graduate preparation program is custom designed for each student and is managed by an assigned faculty mentor. Graduates should anticipate testing NCLEX (National Council Licensure Examination) within 90 days of graduation and being on campus at least twice per week until the NCLEX is taken. Graduate engagement and completing activities, assessments, and advising is critical to successfully passing the NCLEX.

## **ASSOCIATE OF SCIENCE IN NURSING**

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

The Associate of Science in Nursing program prepares the student to provide safe and effective care of the client across the lifespan. Students will develop knowledge and skills necessary to promote health.

and provide care for clients with alternations in psychosocial and physiological integrity. Upon completion of the program, the student will demonstrate competencies necessary for an entry level professional nursing position.

### **End of Program Student Learning Outcomes**

Upon the completion of the Associate of Science in Nursing program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Perform safe, effective, and appropriate nursing care to clients.
2. Demonstrate ability to provide holistic care to culturally diverse clients, families, and groups.
3. Collaborate effectively with clients, families, and other members of the health team.
4. Integrate best current evidence-based practice within the ethical legal framework in client care.
5. Utilize nursing process and critical thinking to support sound clinical decisions.
6. Use appropriate information management tools to monitor outcomes of care processes.
7. Participate in activities that promote professional development and personal growth.

### **Program Outcomes**

The Associate of Science in Nursing program has identified the following program outcomes:

1. The student will complete the program within 150% of the program length.
2. The graduate shall achieve licensure as a Registered Nurse.
3. The licensed graduate shall secure a job as a Registered Nurse.



**Program Length:** 90 Instructional weeks (22 months)

**Delivery:** Residential in English

**Location:** Miramar

Miami

Day classes: Monday thru Friday 8:30 am- 3:00 pm

Evening classes: Monday thru Thursday 5:30 pm-10:30 pm and  
Saturday 8:30 am- 1:30 pm

**Clinical rotations:** Day/times varies Monday thru Sunday between 6:30am until 11:00pm  
Based on clinical site availability each semester

**Credential:** Associate of Science

**Credit Hours:** 72 Semester Credits

**Total Contact Hours:** 1515

**Program Breakdown by Course - Associate Degree-Nursing**

Course Number	Course Title	Credit Hours	Theory Hours	Lab Hours	Clinical/ Sim
ENC1101	English Composition I (online)	3	3	0	n/a
MAT1105	College Math (online)	3	3	0	n/a
PSY2012	General Psychology (online)	3	3	0	n/a
BCS2085	Anatomy and Physiology, I and Lab (online)	4	3	1	n/a
HUM1205	Human Diversity (online)	3	3	0	n/a
BCS2086	Anatomy and Physiology, II and Lab (online)	4	3	1	n/a
MCB2010	Microbiology and Lab (online)	4	3	1	n/a
NUR1000	Nursing Concepts I	9	5	1	3
NUR1100	Introduction to Pharmacology	3	3	0	0
NUR1500	Nursing Concepts II	12	9	0	3
NUR2100	Nursing Concepts III	12	9	0	3
NUR2600	Nursing Concepts IV (Capstone)	12	9	0	3
<b>Total</b>		<b>72</b>	<b>56</b>	<b>4</b>	<b>12</b>

**Disclosure:**

Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive an Associate of Science Degree. To work as a Registered Nurse in the State of Florida, graduates must sit and pass the NCLEX exam. **NCLEX** (National Council Licensure Examination) is a nationwide examination for the [licensing of nurses](#) in the United States and Canada.

# HEALTH SERVICES- MEDICAL OFFICE ADMINISTRATION (AAS)

**Program Length:** 72 weeks (18 months)

**Delivery:** Hybrid Online Delivery: more than 50% online courses excluding final work-based course.

**Location:** Miramar

**Class Schedule:** Monday thru Thursday (20 hours per week)

Morning Session: 8:30am – 1:30pm

Evening Session: 5:30pm – 10:30pm

**Credential:** Applied Associate of Science

**Credit Hours:** 66

## **Program Objective/Description:**

The Applied Associate of Science in Health Services - Medical Office Administration prepares students to become an entry level healthcare business professional who will have the necessary skills to assign correct medical codes to diagnosis, procedures and other services offered by healthcare organizations providing treatment and services to patients.

This program is designed for Medical Assistant diploma graduates who want to develop clerical and administrative skills to work in a healthcare administrative setting. This program is also offered via online where more than 50% of the courses are offered online; however, there are courses that are campus based.

Students will learn various clerical and administrative functions that relate to insurance claims, compliance and reimbursement which are integral to the financial resources of every healthcare organization providing treatment and services to patient.

Student will learn:

1. Knowledge of coding guidelines and regulations to meet compliance requirements.
2. Knowledge of anatomy, physiology, and medical terminology to understand clinical documentation and code descriptors.
3. Develop student's ability to assign correct medical codes to diagnoses, procedures and services performed by physicians and other healthcare providers in offices and other facility settings.
4. Develop student's ability to perform clerical and administrative functions.
5. Understanding of how to integrate medical coding and payment policy changes into a practice's reimbursement processes.
6. Prepare students to sit for the American Association of Healthcare Administrative Management (AAHAM)
7. Certified Compliance Technician Certification
7. Prepare students to sit for the American Academy of Professional Coders (AAPC) credential examination as an apprentice.
8. Prepare students for entry level employment in billing and coding, health records or medical office administration.

## **Program Requirements for Allied Health Externship/Clinical Experience:**

Students are reminded that, with few exceptions, clinicals are most often available only during daylight hours. Students must make themselves available to take part in assigned clinicals/externships as required by the students' program. Students must complete their clinical/externship experiences to graduate from their

program. The Institution does not assure that clinicals will be available in the immediate vicinity. **Students must be able to travel to clinical/externship sites that can up to 5-25 miles away from the school.**

### **Program Breakdown by Course**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
AHP1000	Introduction to Healthcare (online)	3
AHP1010	Basic Anatomy and Physiology (online)	3
AHP1025	Pharmacology (online)	3
MAA1100	Medical Office Administration for Medical Assistants (online)	3
MAA1200	Introduction to Medical Insurance, Billing and Coding (online)	3
MAS1050	Patient Preparation & Clinical Procedures (hybrid)	3
PCD1000	Career Development (online)	3
MAS1015	Introduction to X-Ray and Imaging (online)	3
MAS1020	Specialized Medical Exams I (Phlebotomy & 4hr HIV) (hybrid)	3
MAS1025	Specialized Medical Exams II (EKG/ECG) (hybrid)	3
CGS1060	Introduction to Technology and Applications (online)	2
ENC1101	English Composition (online)	3
MAT1101	College Mathematics (online)	3
BSC1085L	Anatomy & Physiology with Lab (hybrid)	4
PSY2012	General Psychology (online)	3
HUM1205	Human Diversity (online)	3
HSA1050	Healthcare Compliance (online)	3
HSA2150	Health Information Systems (online)	3
HSA2125	Procedural (CPT-4) Coding (online)	3
HSA2225	Diagnostic (ICD-10) Coding (online)	3
HSA2325	Outpatient (HCPCS) Coding (online)	3
HSA2500	Professional Practice Experience (work-based)	3
	<b>Total</b>	<b>66</b>

## DIPLOMA PROGRAMS

### NURSING ASSISTANT/HOME HEALTH AIDE

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

The Nursing Assistant/ Home Health Aide program is designed to train students in all the relevant aspects of long-term patient care under the supervision of a Registered Nurse. Completion of this program prepares graduates to sit for the Certified Nursing Assistant Exam\*. Students will demonstrate their skills in a 40-hour clinical practice. Upon completion of this program, graduates will be able to have skills and hands-on experience and seek entry-level employment as Nursing Assistants or as Home Health Aides.

**Program Length:** 9 weeks (2.25 months)

**Delivery:** Residential in English

**Location(s):** Miramar  
Miami

**Class Schedule:** Monday thru Thursday (20 hours per week)  
Evening: 5:30pm -10:30pm

**Credential:** Diploma

Clock Hours 180

Credit Hours N/A

#### **Program Breakdown by Course**

Course Code	Course Title	Contact Hours
PCA1000	Fundamentals of Patient Care I ( Hybrid)	60
PCA1004	Fundamentals of Patient Care II (Hybrid)	60
PCA1005	Procedures and Lab Skills (HIV 4hrs) (Residential)	20
PCA1050	Nursing Assistant Clinical Learning Experience	40
	<b>Total Hours</b>	<b>180</b>

**Disclosure:** Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive a diploma. To work as Nursing Assistant in the State of Florida, graduates must sit and pass the state Certified Nursing Assistant written and practical exam.

The application fee for the Certification Nursing Assistant written and practical exam is an out-of-pocket expense. Applicants should visit the Florida Board of Nursing website for the examination requirements: <http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

## HOME HEALTH AIDE

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

Students will be prepared to perform the home health care duties and physical comfort and safety for patients, residents, and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly; apply principles of infection control and assist with rehabilitative activities. Upon completion of the program, students will receive a diploma and will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma and graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

**Program** 3 weeks or 5 weekends  
**Length:** Residential in Bilingual  
**Delivery:** (Spanish/English)  
Live Online (English)  
**Location:** Miami

**Class Schedule:** Residential: Friday and Saturday (15 hours per week)  
Day Session: 8:30am-4:00pm  
Live Online Day: Monday-Friday (25 hours per week)  
Day Session: 8:30am- 1:30pm

**Credential:** Certificate

Clock Hours 75  
Credit Hours N/A

### **Program Breakdown by Course**

Course Code	Course Title	Theory Hours	Lab Hours	Total
HHA0110	Home Health Care – Foundation of Patient Care (online)	10	15	25
HHA0120	Client Care, Special Clients and Special Needs. HIV/AIDS Seminar (Online)	10	15	25
HHA0130	Understanding Your Clients and Home Management and Nutrition. BLS for Healthcare Providers (CPR) Online	10	15	25
<b>Total Hours</b>		<b>30</b>	<b>45</b>	<b>75</b>

**Disclosure:** Upon completion of the program the student will receive a diploma and is eligible to work as Home Health Aide. Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

## PATIENT CARE TECHNICIAN (HYBRID)

### Program Objective/Description:

The Patient Care Technician (PCT) program is designed to train the student for an entry-level position in all the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested in an entry-level position as a patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as a Home Health Care Aid. The student learns to use basic types of patient care technician/home health care, phlebotomy, and EKG equipment. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA (Occupations Safety and Health Administration), Infection Control and Universal Precautions, Understanding Alzheimer's disease, Assistance with Self-Administered Medication Training and CPR. Upon completion of this program, student will have the skills and hands-on experience needed as an entry-level Patient Care Technician utilizing patient care skills in a variety of healthcare settings. The PCT graduate is eligible to challenge the Florida State Certification Nursing Assistant Exam.

**Program Length:** 28 Instructional weeks (7 months)

**Delivery:** Online Hybrid

**Location/Instruction:** Miami – Bilingual\* (Spanish/English) classes  
Miramar – English classes

**Class Schedule:** Monday thru Thursday (20 hours per week)  
Morning Session: 8:30am –1:30pm

**Credential:** Diploma

**Contact Hours:** 585

**Credit Hours:** 26

### Program Breakdown by Course

Course Code	Course Title	Credit Hours	Homework Prep Hours
AHP1000	Introduction to Healthcare (Online)	3	15
AHP1010	Basic Anatomy & Physiology (Online)	3	15
PCT1002	Fundamentals of Patient Care I (Hybrid)	3	15
PCT1004	Fundamentals of Patient Care II (Hybrid)	3	15
PCT1006	Patient Care Procedures and Lab Skills (Residential	2	5
PCT1012	NA (Nursing Assistant) test & Skills Review (Residential)	2	5
MAS1020	Specialized Medical Exams (Phlebotomy) Hybrid	3	15
PCD1000	Career Development (Online)	3	15
MAS1025	Specialized Medical Exams (EKG/ECG) Hybrid	3	15
PCT1025	Patient Care Clinical Experience (Work-based)	1	5
<b>TOTALS:</b>		<b>26</b>	<b>120</b>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**DISCLOSURE:** To work in a hospital setting in the State of Florida, PCT graduates **must** pass the state Certified Nursing Assistant written and practical exam. For specific eligibility requirements, please Florida Board of Nursing website for the examination requirements: <http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/>

**NOTE:** The first exam voucher for Florida Certified Nursing Assistant and the first Basic Life Support (BLS) course fee are included in the program. Students must demonstrate practical competency by Lead Instructor before the CNA application will be given.

## **PRACTICAL NURSING (RESIDENTIAL)**

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

The Diploma in Practical Nursing program prepares the student to provide safe and effective care of the client across the lifespan. Students will develop knowledge and skills necessary to promote health and provide care for clients with alternations in psychosocial and physiological integrity. Upon completion of the program, the student will demonstrate competencies necessary for an entry level professional Practical Nursing position. variety of healthcare settings. The Practical Nursing graduate is eligible to sit for Florida State Certification NCLEX-PN Exam.

### **End of Program Student Learning Outcomes**

Upon the completion of the Diploma in Practical Nursing program, the graduate will demonstrate the knowledge, skills, and competencies to:

1. Coordinate safe and effective care of clients with other members of the health team.
2. Contributes to the protection of clients and health care personnel from health and environmental hazards.
3. Incorporate knowledge of expected stages of growth and development and prevention and early detection of health problems.
4. Assist in the promotion and support of the emotional, mental, and social wellbeing of clients.
5. Provides comfort to clients and assistance in the performance of activities of daily living.
6. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies.
7. Reduces the potential for clients to develop complications or health problems related to treatments, procedures, or existing conditions.
8. Provides care for clients with acute, chronic, or life-threatening physical conditions.

### **NOT CURRENTLY ACCEPTING APPLICATIONS**

### **Program Outcomes**

The Diploma in Practical Nursing program has identified the following program outcomes:

1. The student will complete the program within 150% of the program length.
2. The graduate shall achieve licensure as a Practical Nurse.
3. The licensed graduate shall secure a job as a Practical Nurse.

**Program Length:** 60 Instructional weeks (14.2 months)

**Delivery:** Residential

**Location/Instruction:** Miami – English classes  
Miramar – English classes

**Class Schedule:** Monday thru Thursday (26 hours per week)  
Morning Session: 8:30am –  
3:30pm Clinical Days and times:  
vary Monday-Sunday 6:30am-  
11:00pm

**Credential:** Diploma

**Contact Hours** 1418

**Credit Hours:** 58

### **Program Breakdown by Course**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BCS0185	Anatomy & Physiology with Lab	4
PRN0100	Practical Nursing Concepts I	11
PRN0150	Pharmacology	3
PRN0200	Practical Nursing Concepts II	12
PRN0300	Practical Nursing Concepts III	15
PRN0400	Practical Nursing Concepts IV	13
	<b>TOTALS:</b>	<b>58</b>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.



## MEDICAL ASSISTANT (LIVE ONLINE/HYBRID\*)

### Program Objective/Description:

The Medical Assistant program is designed to train students in all the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X-Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and have the skills and hands-on experience to work at the entry-level in medical offices, clinics, and various medical practices. This program is offered via live online where more than 50% of courses are offered either online or via hybrid delivery.

**Program Length:** 36 weeks (9 months)

**Delivery** \*Live Online Hybrid Delivery: combination of online and face to face

**Location/instruction:** Miami – Bilingual\* (Spanish/English) classes  
Miramar – English classes

**Class Schedule:** Monday thru Thursday (20 hours per week)

Morning Session: 8:30am – 1:30pm

Evening Session: 5:30pm – 10:30pm

**Credential:** Diploma

**Program Length:**

**Contact Hours** 760

**Credit Hours:** 32

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
AHP1000	Introduction to Healthcare (Online)	3
AHP1010	Basic Anatomy and Physiology (Online)	3
AHP1025	Pharmacology for Medical Assistants (Online)	3
MAA1100	Medical Office Administration for Medical Assistants (Online)	3
MAA1200	Introduction to Medical Insurance, Coding and Billing (Online)	3
MAS1050	Patient Preparation & Clinical Procedures (Hybrid)	3
PCD1000	Career Development (Online)	3
MAS1015	Introduction to X-Ray and Imaging (Online)	3
MAS1020	Specialized Medical Exams (Phlebotomy & 4hr HIV) (Hybrid)	3
MAS1025	Specialized Medical Exams (EKG/ECG) (Hybrid)	3
MAS1500	Medical Assistant Externship (work-based)	2
	<b>Total</b>	<b>32</b>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**NOTE:** The first exam voucher for the Nationally Registered Certified Medical Assistant (NRCMA), Nationally Registered Certified Phlebotomy Technician (NRCPT), Nationally Registered Certified Echocardiography Technician (NRCET), and Basic Life Support (BLS) are included in cost of the program.

## MENTAL HEALTH TECHNICIAN (RESIDENTIAL)

### Program Objective/Description:

The Mental Health Technician program will prepare students to perform duties of patient care under the supervision of a registered nurse. MHT/BHT will learn to provide direct patient care while effectively and therapeutically interacting with patients or clients, their families and other members of a health care team while delivering care to those under supervision in an in-patient or community-based setting. MHT/BHTs must demonstrate competency through training, experience, and clinical supervision in the following performance domains of 1) clinical competency 2) client and personal safety 3) co-facilitation of therapeutic activities and support groups 4) documentation and patient confidentiality and 5) ethical and professional responsibilities.

Student will learn how to provide clinical support services in all in-patient and community- based program. In addition, the MHT/BHT students will learn all required clinical skills required to work as a Mental health Technician in a substance abuse, mental health, and hospital setting. The program includes nonviolent crisis prevention ® training and basic life support (CPR) training and HIV/AIDS, HIPPA and Infection control in-services. Students will be strongly encouraged to challenge the Florida Nursing Assistant exam as some hospitals require NA certification in addition to the Mental Health Technician certification. Students will prepare to sit for the Mental Health Technician certification.

**Program Length:** 36 Instructional weeks (9 months)  
**Delivery:** Residential  
**Location/Instruction:** Miami – Bilingual\* (Spanish/English) classes  
Miramar – English classes

**Class Schedule:** Monday thru Thursday (20 hours per week)  
**\*CURRENTLY NOT ACCECTING APPLICATIONS\***

**Credential:** Diploma

**Contact Hours** 720  
**Credit Hours:** 34

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
AHP1000	Introduction to Healthcare	3
AHP1010	Basic Anatomy & Physiology	3
PCT1000	Fundamentals of Patient Care I	3
PCT1004	Fundamentals of Patient Care II	3
PCT1006	Patient Care Technician Procedures and Lab Skills	3
PCT1012	NA Test & Skills Review	3
MHT1002	Mental Health I	3
MHT1004	Mental Health II	3
MHT1006	Mental Health III	3
MHT1008	Mental Health IV	3
PCD1000	Career Development	3
MHT1500	Mental Health Technician Clinical	1
<b>TOTALS:</b>		<b>34</b>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**DISCLOSURE:** To work in a hospital setting in the State of Florida, MHT (Mental Health Technician) graduates **must also pass** the state Certified Nursing Assistant written and practical exam. For specific eligibility requirements, please Florida Board of Nursing website for the examination requirements: <http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/>

## PHARMACY TECHNICIAN (\*LIVE ONLINE/HYBRID)

### Program Objective/Description:

The Pharmacy Technician program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technician.

This program prepares students for a position as a pharmacy technician. A diploma will be awarded upon successful completion of this program. This program is offered via live online where more than 50% of courses are offered either online or via hybrid delivery.

**Program Length:** 36 Instructional weeks (9 months)

**Delivery:** \*Live Online /Hybrid ( required to come to the campus 9 class sessions)  
Residential

**Location(s)/Instruction:** Miami – English classes  
Miramar – English classes

**Class Schedule:** Monday thru Thursday (20 hours per week)  
Morning Session: 8:30am – 1:30pm  
Evening Session: 5:30pm – 10:30pm

**Credential:** Diploma

**Program Length:**

**Contact Hours:** 760

**Credit Hours:** 32

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
AHP1000	Introduction to Healthcare (Online)	3
AHP1010	Basic Anatomy and Physiology (Online)	3
PHT1002	Pharmacy Law and Regulations (Online)	3
PHT1012	Pharmacy Principals and Practice (Hybrid)	3
PHT1016	Pharmacy Calculations (Online)	3
PHT1022	Pharmacology I (Online)	3
PHT1024	Pharmacology II (Online)	3
PHT1032	Introduction to Sterile and Non-Sterile Compounding (Hybrid)	3
PHT1042	Pharmacy Technician Certification (PTCE) Exam Preparation (Hybrid)	3
PCD1000	Career Development (Online)	3
PHT1200	Pharmacy Technician Externship (Work-based)	2
Total		32

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

**DISCLOSURE:** Student must become registered as Registered Pharmacy Technician with the Florida Board of Pharmacy before he/she can begin working in their field of training in the State of Florida. All employers will conduct a background check and drug screen for employment in the State of Florida.

**NOTE:** The first application fee for the Registered Pharmacy Technician with the Florida Board of Pharmacy, the first exam voucher for the Nationally Certified Pharmacy Technician Board (PTCB), and Basic Life Support (BLS) course fee are included in the cost of the program.

## CYBER SECURITY AND NETWORK TECHNICIAN (LIVE ONLINE)

### Program Objective/Description:

As a Cyber Security and Network Technician, students can validate the ability to handle day-to-day management of the server operating system, file structure, and directory services. Students will also learn to handle software distribution and updates; monitor servers; provide troubleshooting support; build and configure servers; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion- detection systems. At the completion of this program, students will be qualified to manage, support, and troubleshoot information systems in a wide range of computing environments such as Microsoft Windows® server and Linux.

Additionally, the program will provide the concepts, commands, and practice required to configure Cisco® switches and routers in a multi-protocol network environment. Finally, students also learn cloud-based systems administration. This program contains training and certification to help students build and validate their cloud skills. Content is delivered through lectures, discussions, demonstrations, exercises, and virtualized laboratory projects.

**Certification Preparation:** Students will be equipped to sit for the following certification exams: CompTIA® Network+, CompTIA® Security+, AWS (Amazon Web Services) certified Cloud Practitioner, and AWS certified Solutions Architect Associate.

**Program Length:** 36 Instructional Weeks (9 months)

**Delivery:** Live Online

**Location(s):** Miramar – English  
Classes Miami –  
English classes

**Class Schedule:** Monday thru Thursday

**Evening Session:** 5:30pm-10:30pm

### **NOT CURRENTLY ACCEPTING NEW APPLICATION\***

**Credential:** Diploma

**Contact Hours:** 720

**Credit Hours:** 24

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
CET0100	Maintaining Computers & Operating Systems (online)	2.0
CNT0115	Introduction to Networking (online)	2.0
CNT0215	Advanced Networking Concepts (online)	2.0
CET0260	Security+ (online)	2.0
CTS0227	Cisco Routing and Switching I (online)	2.0
CTS0237	Introduction to Windows Server (online)	2.0
CTS0247	Linux (online)	2.0
CYS0253	Ethical Hacking & Network Defense (online)	2.0
CTS0337	Administering Windows Servers (online)	2.0
AWS0315	AWS Cloud Foundations (online)	2.0
AWS0317	AWS Cloud Architecting (online)	2.0
CTS0327	Cisco Routing and Switching II (online)	2.0
<b>Total</b>		<b>24</b>

## WEB DEVELOPER (TD)

### Program Objective/Description:

In the Web Developer program, students are offered a wide array of fundamental and in-depth training on front-end web development, as well as the fundamentals of back end development. Students learn how to write effective front-end programs, which interact with servers and load asynchronously. Students will also learn to design and implement graphical interfaces which follow best practices of UX design and are mobile- friendly. The back-end experience will include an introduction to common design patterns.

**Training Objective:** To build an understanding of designing, creating, and maintaining websites through different programming languages.

**Technologies Covered:** HTML5, CSS#, Bootstrap, Material Design, JavaScript, jQuery, AngularJS, ReactJS, Font Awesome, Firebase, Web Components, Node.JS, Express.JS, session and cookie management, Agile/scrum, php, Laravel, ImpactJS game development, Mobile apps with PhoneGap and Git.

**Program Length:** 36 Instructional Weeks  
**Delivery:** Online or Residential  
**Location(s):**

**Credential:** Diploma

**Contact Hours:** 720  
**Credit Hours:** 24

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
WEB1010	Basic Front-End Programming (online)	2
WEB1100	Fundamentals of JavaScript Development (online)	2
COP1000	Problem Solving (online)	2
WEB2000	Intermediate Front-End Structure (online)	2
WEB2020	Intermediate Styling Techniques (online)	2
WEB2040	SQL Databases (online)	2
WEB2900	Modern MV* Front End Frameworks (online)	2
WPS1000	Introduction to WordPress (online)	2
PHP1000	Fundamentals of PHP Development (online)	2
PHP2000	PHP Techniques and Framework (online)	2
WPS2000	Advanced WordPress Concepts (online)	2
CAP2000	Capstone Project (online)	2
	<b>Total</b>	<b>24</b>

## WEB DESIGN AND DIGITAL MARKETING (TD)

### Program Objective/Description:

The web design and digital marketing program will train students in all aspects of the design process of websites and web applications, as well as in effectively promoting them through digital marketing. Students will learn not only HTML (Hypertext Markup Language), CSS (Cascading Style Sheets), and JavaScript but also the use of industry-standard tools such as image and vector manipulation programs within the Adobe Creative Cloud Suite. Students will receive comprehensive training on client-side programming, AJAX programming, CSS frameworks, build tools required for front-end developers, design techniques, color, typography, responsive web design, and user experience basics. Students will also receive an introduction to PHP and learn how to correctly extend, modify, and maintain WordPress themes and plug-ins. After acquiring basic front-end developer skills, students will learn about U I/UX design principles, social media marketing, search engine optimization (SEO), paid search engine marketing (SEM), marketing messaging, marketing strategy, and analytics for digital marketers.

**Training Objective:** To build an understanding of designing, creating, and maintaining websites using HTML5/CSS3/JS and Word Press, as well as to gain an understanding of how to promote a web presence to carry out business objectives.

**Technologies Covered:** HTML5, CSS, JavaScript, WordPress, and Adobe Creative Suite

**\*NOT CURRENTLY ACCEPTING NEW APPLICATION\***

**Program Length:** 27 Instructional weeks  
**Delivery:** Online/Hybrid or  
**Location(s):** Residential Miramar

**Class Schedule:** Monday thru Thursday  
Evening: 5:30pm -10:30pm

**Credential:** Diploma  
**Program Length:**  
**Contact Hours:** 540  
**Credit Hours:** 18

### Program Breakdown by Course

Course Code	Course Title	Credit Hours
WEB0900	Design Principles (online)	2
WEB1010	Basic Front-End Programing (online)	2
WEB1100	Fundamentals of JavaScript Development	2
WEB2000	Intermediate Front-End Structure (online)	2
WEB2020	Intermediate Styling Techniques (online)	2
ROR0900	Intro to php and WordPress (online)	2
UIX1000	UI/UX Design (online)	2
MAR1000	Digital Marketing Techniques, Strategy, and Analysis (online)	2
MAR1010	Effective Engagement in Digital Marketing (online)	2
<b>Total</b>		<b>18</b>

## COURSE NUMBERING

All courses will be considered as first level courses for all diploma level programs. Each course is identified by an alpha-numeric identifier and course description.

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

<b>AHP:</b>	Allied Health Professional
<b>GEN:</b>	General
<b>NA/HHA:</b>	Nursing Assistant/Home Health Aide
<b>MAS:</b>	Medical Assistant
<b>PCT:</b>	Patient Care
<b>PHT:</b>	Pharmacy Technician
<b>PCD</b>	Professional Career
<b>WEB:</b>	Web Development
<b>BSC:</b>	Biology Science
<b>ENC:</b>	English
<b>HUM:</b>	Humanities
<b>MAT:</b>	Mathematics
<b>MCB:</b>	Microbiology
<b>PSY:</b>	Psychology
<b>NUR:</b>	Nursing

## COURSE DESCRIPTIONS

### **AHP1000                      Introduction to Healthcare                      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibility of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

### **AHP1010                      Basic Anatomy and Physiology                      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions. Instructor may provide additional resources or materials as a part of the lesson plan.

**Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

### **AHP1025                      Pharmacology for Medical Assistants                      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

This course provides medical assistants with the general knowledge of pharmacologic categories, medication dosage and routes of admission, and factors affecting drug kinetics. The student will learn dosage calculations, reading drug labels, fundamentals of pharmacology, and the basics of drugs in the context of drug classes, the mechanics of action, and effects on the body systems. The course aims to provide medical assistants with sufficient background information so that they will be able to play a key role avoiding dispensing errors, assist patients with drugs administration, and comply with controlled substance guidelines.

**Pre-requisite(s):** None **Class Type(s) Offered:** (O) Online (R) Residential

**AWS0315 Cloud Foundations 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. The course content is delivered through lectures, hands-on lab reinforcing some of the core concepts. This course also helps prepare students for an AWS Certified Cloud Practitioner certification. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**AWS0317 Cloud Architecting 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This intermediate course covers the fundamentals of building IT infrastructure on AWS and helps students gain the skills they need to pursue the AWS Certified Solutions – Architecture certification. The course content is delivered through lectures, hands-on labs, and project work. **Pre-requisite(s):** AWS0315 **Class Type(s) Offered:** (O) Online (R) Residential

**BSC0185 Anatomy & Physiology with Lab 4 Credit Hours**  
**(75 Contact hours; 11.25 Out of class prep hours)**

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also covered/ Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course. **Pre-requisites:** None; **Class Type(s) Offered:** (H) Hybrid (R) Residential

**BSC2085 Anatomy and Physiology, I and Lab 4 Credit Hours**  
**(75 Contact hours; 11.25 Out of class prep hours)**

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs and the endocrine system are also covered/ Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course. **Pe-requisite(s):** None; **Class Type(s) Offered:** (H) Hybrid (R) Residential

**BSC2086 Anatomy and Physiology, II and Lab 4 Credit Hours**  
**(75 Contact hours; 11.25 Out of class prep hours)**

Building on Anatomy and Physiology I, this course examines major parts of the body and how they work independently as well as together. The reproductive system is discussed as well as stages of human development. Students learn about the lymphatic system and the three lines of defense the body has against pathogens. The cardiovascular, digestive, respiratory, and urinary systems are covered as well as nutrition, metabolism, body fluid balances, and aging. **Pe-requisite(s):** BSC2085; **Class Type(s) Offered:** (H) Hybrid (R) Residential

**CAP2000 Capstone Project 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

The Capstone project is designed for the students to select a key project based on either PHP or Node.JS and through applied learning develop a portfolio project in a structured learning environment. The Capstone Project gives the student an opportunity to apply everything they have learned. The students will form teams, create project plans, conduct risk analyses, create test plans, and write software. True to the real- world experience of software development, students can expect to have to adjust project plans and deliverables. The components the



students will learn during this phase are, Project Selection, Team Selection, Role Assignment, and Planning, Technology Research, Feasibility Study, and Prototyping, Platform, Language, and DBMS Selection, Development Methodology, Architecture, and Framework Selection. This will culminate in Software Delivery, Presentation Preparation, and Software Project Presentations. **Pre-requisites:** COP1000, WEB2000, WEB2020 and WEB2040; **Class Type(s) Offered:** (O) Online (R) Residential

**CET0100      Maintaining Computers and Operating Systems      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will learn the fundamental components and functions of computer technology, networking, and security. They will also gain the skills required to identify hardware, peripheral, networking, and security components. In addition, they will learn to install, configure, upgrade, and maintain PC workstations, the Windows OS (Operating Systems) and SOHO networks. Students will use troubleshooting techniques and tools to resolve PC, OS, and network connectivity issues and implement security practices effectively and efficiently. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**CET0260      Security      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Upon successful completion of this course, students will be able to identify fundamental concepts of computer security, major security threats and vulnerabilities, and network security. Students will gain the skills to manage application, data, and host security by accessing control, proper authentication, and thorough account management. They will also learn to manage certificates. In addition, topics such as compliance & operational security, risk management, and disaster recovery planning will also be covered in this course. Students will be prepared to sit for the CompTIA® Security+ certification exam. **Pre- requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**CNT0115      Introduction to Networking      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**CNT0215      Advanced Networking Concepts      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. Students will learn the services deployed on each major type of network implementation as well as identify the primary network operating systems. Students will study important network protocols, technologies in network security, and data storage technologies. They will also gain the skills to identify major issues, models, tools, and techniques in network troubleshooting and disaster recovery. Students will be prepared to sit for the CompTIA® Network+ certification exam. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**COP1000      Problem Solving      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this unit, students study techniques for web design and programming which have a root in mathematics. The goal of this unit is to get students to know how to emulate randomness, understand asynchronous programming and callbacks, use the modulus operator to restrict execution flows and avoid out of bounds exceptions, write effective if statements (by recognizing occurrences of De Morgan's laws as well as the distributive property of ands and ors), and understand if-else chains and negation. **Pre-requisite(s):** WEB1010 and WEB1100; **Class**

**Type(s) Offered:** (O) Online (R) Residential

**CTS0227 Cisco Routing and Switching I 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Upon successful completion of this course, students will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multi- area Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**CTS0327 Cisco Routing and Switching II 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Upon successful completion of this course, students will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multiarea Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks. **Pre-requisite(s):** CTS0227

**CTS0237 Introduction to Windows Servers 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course introduces students to several tools and technologies available to help plan a migration to Windows Server® 2012. By gaining the skills to identify the various migration tools available, planning for individual installations on servers, and configuring and activating the servers after installation, students will learn how to establish a basic Windows Server® 2012 environment. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**CTS0337 Administering Windows Servers 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. It collectively covers implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. **Pre-requisite(s):** CTS0237; **Class Type(s) Offered:** (O) Online (R) Residential

**CTS0247 Linux 2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course introduces the basics of the Linux command-line interface (CLI) and some of the built-in CLI commands. Students will understand what a shell is, how to navigate the file structure of a Linux Operating System, piping commands, creating shell scripts, using regular expressions, and using vi. Students will also learn how to manage the file system, administer

user, and group permissions, configure hardware, and configure networking interfaces. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**CYS0253      Ethical Hacking and Network Defense      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this course, students will learn to understand how attackers compromise networks both in the private and public sector and learn to conduct test attacks on their networks to discover vulnerabilities before attackers do. Students will also learn about the different types of port scans and how to use port-scanning tools, how to conduct ping sweeps, and how to use shell scripting to automate security tasks. **Pre-requisite(s):** CET0100 and CNT0115; **Class Type(s) Offered:** (O) Online (R) Residential

**ENC1101      English Composition      3 Credit Hours**  
**(45 Contact hours; 11.25 Out of class prep hours)**

This course examines phases of the writing process, with emphasis on the structure of writing and techniques for communicating clearly, precisely, and persuasively. Students will develop the grammar, punctuation, critical thinking, organizational and research skills associated with writing. To promote the writing process, students will brainstorm, gather, and synthesize facts, discuss audience considerations, draft, revise, edit, proofread, and analyze their own and others' work in written and oral formats. In this course, students will also improve their ability to conduct research, and compose and communicate professionally in written, oral, and virtual/visual modalities. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**GEN132      Employability/Career Planning Skills      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State's registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships. **Pre-requisite(s):** None

**HHA0101      Home Health Care - Foundation of Patient Care      25 Clock Hours**  
**( 30 Contact hours; 0 Out of class prep hours)**

This course introduces the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety, and body mechanics, as well as medical emergencies and disaster guidelines. **Pre-requisite(s):** None

**HHA0120      Client Care, special clients, and special needs      25 Clock Hours**  
**(30 Contact hours; 0 Out of class prep hours)**

This course emphasizes in develop the student's skills in the patient care techniques, maintaining mobility, skin care, and comfort, the personal care procedures, such as bathing, grooming, toileting, taking vital signs, I & O, catheter care, etc. In addition, focuses on special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease, etc. Students will demonstrate knowledge of HIPAA guidelines, and the general laws and ethical responsibility of healthcare workers. Student will learn to communications skills concepts and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, HIV, Alzheimer's Disease. **Pre-requisite(s):** None

**HHA0103      Understanding Your Clients and Home Management      25 Clock Hours**  
**(30 Contact hours; 0 Out of class prep hours)**

This course focuses on the aspects of culture and family: basic human needs, cultural differences, and families; the aspects of body systems: common disorders and observing and reporting; and the aspects of human development such as stages/common disorders, aging, death, and hospice care, also this course will orient to the student in the client's environment, housekeeping, laundry, bed making, client's proper nutrition, special diets, and managing time and money. BLS for Healthcare Providers (CPR) course is included. **Pre-requisite(s):** None

**HSA1050                      Health Compliance                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course provides an overview of Healthcare Compliance. In today's healthcare environment, compliance is of the utmost importance. Regardless of what role you have in the revenue cycle, understanding compliance is a necessity. Topics include Fraud and Abuse, the U.S. Sentencing Guidelines, HIPAA, and Administrative Sanctions. The course will prepare you for the AAHAM (American Association of Healthcare Administrative Management) Certified Compliance Technician certification exam. You can use your CCT (Certified Compliance Technician) Certification towards satisfying Centers for Medicare & Medicaid (CMS (Content Management Systems)), The Joint Commission (TJC) and Det Norske Veritas (DNV) Requirements. **Pre-requisite(s):** None **Class Type(s):** O-Online or R-100% Campus-based

**HSA2150                      Health Information Systems                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course introduces medical billing systems and their use in office transactions including patient registration, charge entry, payment posting, billing routines, and report generation. Also covered are electronic claims submission requirements and claim management techniques. Dealing with rejected claims is addressed, and credit balances and refunds are explained. Factors that determine the need for system expansion or changes are also discussed.

**Pre-requisite(s):** None **Class Type(s):** O-Online or R-100% Campus-based

**HSA2125                      Procedural Coding (CPT-4)                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course will emphasize the rules and guidelines on the CPT (Current Procedures Terminology) coding manual. It will benefit those who work or want to work in the medical field whether it is as a medical biller, medical coder, medical collector, or medical office administrator. The class format is designed to help the beginner coder learn and understand the concept of coding using the CPT coding manual. **Pre-requisite(s):** None **Class Type(s):** O-Online or R-100% Campus-based

**HSA2225                      Diagnostic Coding (ICD-10-CM-HCPCS)                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is an introduction to basic diagnostic coding and present students to the characteristics and conventions of ICD-10-CM (International -Classification of Diseases, 10th Edition, Clinical Modification), and other diagnosis coding systems or code sets (DSM-IV, ICD-0, etc.). Focus is placed on using diagnosis codes correctly and official coding guidelines; and includes extensive practice coding exercises.

**Pre-requisite(s):** None **Class Type(s):** O-Online or R-100% Campus-based

**HSA2325                      Outpatient Coding                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is an introduction to HCPCS coding. Healthcare Common Procedure Coding System (HCPCS) is a standardized code system necessary for medical providers to submit healthcare claims to Medicare and other health insurances in a consistent and orderly manner. Students will apply coding skills learned in previous classes (ICD-10-CM & CPT) and learn to put them all together by coding medical cases. Focus is placed on using all medical codes correctly and official coding guidelines; and includes extensive practice coding exercises.

**Pre-requisite(s):** HSA2125, HSA2225 **Class Type(s):** O-Online or R-100% Campus-based

**HSA2500 Professional Practice Experience 3 Credit Hours**  
**(260 work-based hours; 15 Out of class prep hours)**

This is work-based activity where students will apply all their compliance, billing, and coding knowledge. This is where students will apply all their compliance, billing, and coding knowledge in a healthcare setting. Focus is placed on professionalism, basic knowledge of medical terminology, usage of medical codes (CPT (Current Procedures Terminology), ICD-10-CM, HCPCS (Healthcare Common Procedure Coding System)) correctly and official coding guidelines. **Pre-requisite(s):** HSA2125, HSA2225, HSA2325 **Class Type(s):** W-100% Work-based

**HUM1205 Human Diversity 3 Credit Hours**  
**(45 Contact hours; 11.25 Out of class prep hours)**

This course will define "culture" and examine how cultural variables and practices influence communication. It will emphasize achieving cultural communication competence and reducing cultural conflict by examining the role of identity, ethnicity, gender, perception, values, beliefs, and attitude within and outside one's culture(s). Students will analyze the dimensions of cultural values and cultural communication styles. They will analyze verbal and nonverbal communication styles associated with race, gender, and class. Students will also examine multiculturalism in the workplace and analyze the dynamics of communication among diverse people and ethnic groups. Upon successful course completion, students will be able to relate and compare different experiences and make connections between dominant/subordinate cultures and one's own life. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAA1100 Office Administration for Medical Assistants 3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course develops the knowledge and skills necessary to perform the front office administrative tasks of medical assistant in clinical settings. The students will learn how to handle telephone and in-office communication with patients and health professionals, schedule, and monitor patient appointments, perform patient registration following medical laws and regulation guidelines, create, file, and manage patient medical records and insurance information. The students will develop essential skills to use electronic medical management systems (EMR/EHR) and electronic appointment scheduling for multiple providers. Additionally, appropriate professional behavior is emphasized.

**Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAA1200 Introduction to Medical Insurance, Billing, and Coding 3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course introduces the student to the basics of billing, coding, and insurance pertaining to medical assistant administrative tasks in clinical settings. The students will be introduced to procedural coding using the CPT profession book and diagnostic coding using the ICD-CM book. The students will learn how to collect insurance information, fill out insurance forms, perform insurance eligibility verification, determine coverage of services, explain to patient's insurance benefits, and collect payments. Additionally, the students will learn about insurance types, third-party payers, the process of claim submission and follow-up, and terminology for insurance and claims. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAR1000 Digital Marketing Techniques, Strategy, and Analysis 2 Credit Hours**  
**(15 theory hours; 45 lab hours; 15 Out of class prep hours)**

In the world of digital marketing, content reigns supreme. In this course, you will learn how to use trial and error to identify an audience and develop a content strategy that goes hand in hand with your target audience. You will also learn how to measure the impact of your content strategy, and you will see case studies to discuss the importance of creating a brand holistically through every medium (Social, Search, Print, etc.). You will put all this work to effective use by

developing a content site with a lead catching mechanism to start building a real audience of real users. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAR1010      Effective Engagement in Digital Marketing      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

The goal of this course is to teach you how to acquire, convert, and keep customers, then how to optimize conversions. You will learn the main means of customer acquisition in digital marketing and how to think about audiences and engagement. You will also learn how to improve conversion rates by using well established techniques in call to action and landing page design, and how to use drip marketing to increase conversions and improve customer retention. Finally, you will learn how to employ A/B testing and analytics to continuously fine-tune various aspects in your sales funnel – from first impression to repeat business. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAS103              Pharmacology              3 Credit Hours**  
**(45 theory hours /15 lab hours; 15 Out of class prep hours)**

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

**Pre-requisite(s)** None

**MAS1015              Introduction to X-ray and Diagnostic Imaging      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course prepares students to prep and perform limited X-Ray work on extremities and body region. Students will learn about machine maintenance, principal of use, safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge on other imaging procedures including MRI, CT as well as Ultrasound. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**MAS1050              Preparation and Clinical Procedures      3 Credit Hours      Patient**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn proper draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean, and well-prepared examination areas. **Pre-requisite(s):** None; **None; Class Type(s) Offered:** (H) Online with 1 day per week on campus for lab (R) Residential.

**MAS1020              Specialized Medical Exams -Phlebotomy & HIV      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this course, students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, proper storage, and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students also receive the 4-hour HIV training. **Pre-requisite(s):** None; **Class Type(s) Offered:** (H) Online with 1 day per week on campus for lab (R) Residential.

**MAS1025              Specialized Medical Exams - (EKG/ECG)      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

The course is designed to introduce basic principles of ECG. Students will be prepared to

performed electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders. **Pre-requisite(s):** None; **None; Class Type(s) Offered:** (H) Online with 1 day per week on campus for lab (R) Residential.

**MAS1500 Medical Assistant Externship 2 Credit Hours**  
**(160 externship hours)**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to "on-the-job experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient's physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and administrative duties. **Pre-requisite(s):** Successful completion of all required courses. (W) Work-based

**MAT1105 College Math 3 Credit Hours**  
**(45 Contact hours, 11.25 Out of class prep hours)**

This course takes students through topics that provide a working knowledge of college level algebra and its applications. The course begins with the basics of algebra covering operations with numbers, fractions, decimals, percentages, and quadratic equations. Students will also learn to perform operations on real numbers and polynomials and solve both linear and quadratic equations and inequalities. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear, quadratic, and absolute value, and piecewise-defined functions and solve and graph exponential and logarithmic equations.

Pe-requisite(s): None; **Class Type(s) Offered:** (O) Online (R) Residential

**MCB2010 Microbiology and Lab 4 Credit Hours**  
**(75 Contact hours; 11.25 Out of class prep hours)**

This course teaches microbiology as it applies to the healthcare field. Students will study pathogenic microorganisms and their role in human disease, human immunology, symptoms and treatment of microbial infection, and prevention measures against microbial infection. This course will provide an understanding of recognition, treatment, and prevention of microbial pathogenesis. Students will also complete experiments, track and record results, answer lab-based questions, and complete lab-based assessments to meet the lab requirements of the course. Pe-requisite(s): None; **Class Type(s) Offered:** (H) Hybrid (R) Residential

**MHT1002 Mental Health I 3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to introduce students to mental health including definition and causes of mental disorders as well as treatment modalities. Students will learn the 10 classes of drugs with Substance-Related and Addictive Disorders including prevalence, risks, consequences, prevalence, intoxication, and Withdrawal. This course will also provide Knowledge of Maslow's hierarchy of needs, physical responses to stress, psychological responses to stress, ego defense mechanisms, stages of grief, and stages of growth and development while caring for the mental health patient. In-Service: Substance Abuse **Pre-requisite(s):** None

**MHT1004 Mental Health I 3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to teach the different mental health disorders including common signs and symptoms and the general intervention. This course will also describe the characteristics of therapeutic communication making emphasis on the communication process and techniques, as well as the support to mental health patients.

**Pre-requisite(s):** None

**MHT1006 Mental Health III 3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to teach the skills and documentation related to supervision of the mental health patient and related to caring the patients. This course will also provide the

knowledge on how to implement crisis intervention techniques and emergency services in a mental health setting. During this course, students will learn important aspects of HIPAA regulations and ethical considerations while taking care of the mental health patients. In-Service: Crisis Intervention **Pre-requisite(s):** None

**MHT1008      Mental Health IV      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to introduce the concepts of planning and implementation of care and treatment for individual patients. The course provides education on the various resources and support groups available for the mentally ill and substance using clients, community mental health centers, developmentally disabled centers. **Pre-requisite(s):** None

**MHT1010      Mental Health V      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to teach how to conduct individual, group and family presentations and discussions to help patient recovery and wellness. This course will also prepare students to perform pharmacological aspects of care as directed including the 6 rights of medication administration, reporting side effects of medication, and supervising/ documenting patient medication administration. **Pre-requisite(s):** None; **Class Type(s) Offered:** (R) Residential

**MHT1015      Mental Health Technician Clinical Experience      1 Credit Hour**  
**(60 Externship Hours)**

This 60-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The MHT Extern provides direct patient care under the direction of the RN (Registered Nurses) professional to all assigned patients, handling maintaining a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcomes. **Pre-requisite(s):** MHT102, MHT104, MHT106, MHT108, MHT110; **Class Type(s) Offered:** (R) Residential

**NA0103      Fundamentals of Nursing Assistant I      60 Clock Hours**  
**(60 Contact hours; 0 Out of class prep hours)**

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other essential functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the proper procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients. During this course, students will also learn and practice mathematics and science knowledge as it relates to patient care skills; and how to use electronic medical record systems to document important patient information such as vital signs reading and notes regarding patient care. In-services: HIPAA, OSHA, Domestic Violence, Alzheimer's Disease, Communication with Cognitively Impaired Client and Medical Records. **Pre-requisite(s):** None; **Class Type(s) Offered:** (R) Residential

**NA0105      Fundamentals of Nursing Assistant II      60 Clock Hours**  
**(60 Contact hours; 0 Out of class prep hours)**

This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, proper communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation, and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly.



Students will become oriented as to the purpose and history of patient care. Students will learn about the medical workers involved in patient care and the role of nursing assistants. Students will practice patient care skills and administrative skills; this includes newborn care and children with disabilities. Students will also practice employability skills such as the job search, interview techniques, resume writing, and employer expectations.

In Services: Assistance with Self-Administered Medication Training, Resident Right, Medical Errors, Cultural Competences, and Medical Records. **Pre-requisite(s):** None; **Class Type(s) Offered:** (R) Residential

**NA0107      Procedures and Lab Skills      20 Clock Hours**  
**(30 Contact hours; 0 Out of class prep hours)**

This course will provide the students with the essential information concerning to the HIV/AIDS, history and development of the disease, procedures and protocols required for the caring of the AIDS patient, the stage of carrier, expectations, etc. The Basic Life Support for Healthcare Providers (BLS) Classroom Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED (Automated External Defibrillator), and relieve choking in a safe, prompt, and effective manner. Upon completion of the course and passing the test the student will receive the BLS card from the AHA valid for two years. Also, in this course, the student will be prepared to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. In-Service: Infection Control, Bloodborne Pathogens and Hazardous Materials. **Pre-requisite(s):** None; **Class Type(s) Offered:** (R) Residential

**NA0109      Nursing Assistant Clinical Learning Experience      40 Clock Hours (40**  
**Clinical hours/ 0 Out of class prep hours)**

This 40-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Nursing Assistant Clinical Learning Experience provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcomes. **Pre-requisite(s):** Successful completion of all nursing assistant coursework. **Class Type(s) Offered:** Work-based

**NUR1000      Nursing Concepts I      9 Credit Hours**  
**(105 Contact hours; 135 Clinical hours; 18.75 Out of class prep hours)**

This course introduces the student to the integrated process and basic concepts of client needs, **across the lifespan, including the family, and community**. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphasis are given in developing communication, collaborative, and critical thinking skills. The nursing process and evidence-based practice are taught in detail as bases of nursing practice. Foundation of **medical surgical nursing, geriatrics, pediatrics, and obstetrics concepts** of health, wellness, illness cultural and spirituality are introduced. Nursing practice of informatics and documentation are integrated into the care of clients, family, and community. Focus will be placed on **role development, legal aspects of practice, health teaching and counseling skills**. Concepts of Patient Safety, Asepsis and Infection Control, Hygiene and Personal Care, Wound Care, **Nutrition**, Pain Management, Oxygenation, Fluid and Electrolyte Balance, Bowel and Urinary Elimination, Cognition and Sensation, Sleep, and Sexuality, Perioperative Nursing Care, **Public Health and Community Based Nursing** will be taught in detail. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide. Prerequisites: ENC1101, MAT1105, PSY2012, BCS2086, HUM1205, MCB2010.

**Class Type(s) Offered:** (R) Residential

**NUR1100      Pharmacology for Nursing      3 Credit Hours**  
**(45 Contact hours; 11.25 Out of class prep hours)**

This course introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. A review of the **body structure and function as**

**well as legal aspect of nursing practice will be reviewed.** Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in **medication administration** to all categories of clients, from **pregnancy, newborn, pediatrics, and geriatrics**, using the nursing process and evidenced-based nursing practice. The course will cover medication classifications for common medical-surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide Prerequisites: Prerequisites: ENC1101, MAT1105, PSY2012, BCS2086, HUM1205, MCB2010; **Class Type(s) Offered:** (R) Residential

**NUR1500      Nursing Concepts II      12 Credit Hours**  
**(135 Contact hours; 135 Clinical hours; 33.75 Out of class prep hours)**

This course develops the skill, knowledge, and competencies of the student in the safe care of clients with **medical-surgical** related acute and chronic related illnesses and injuries across the client's lifespan. Concepts relating to nursing care and management of diseases of the cardiovascular, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological are emphasize in the course. To link relationship between neurological disorders, students will be introduced to **mental health concepts** across the lifespan. Applying knowledge from previous course work, the student will build **interpersonal relationships** and demonstrate effective communication skills. Common mental health disorders, **substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered in the course for all categories of clients** Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide Prerequisites: ENC1101, MAT1105, PSY2012, BCS2086, HUM1205, MCB2010; **Class Type(s) Offered:** (R) Residential

**NUR2100      Nursing Concepts III      12 Credit Hours**  
**(135 Contact hours; 135 Clinical hours; 33.75 Out of class prep hours)**

This course allows the student to apply and analyze care of clients with **medical-surgical** related acute and chronic related illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as, care and management of clients with cancer, burns, sensory deprivation, and emergency. The student will provide care to the client, family, and community demonstrating competency and **leadership** while reinforcing health promotion and maintenance concepts. Specialized care of **obstetrical, newborn, and pediatric clients** in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, **health education, growth and development principles, and legal aspects of practice.** Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX- RN Blueprint as a guide. Prerequisites: ENC1101, MAT1105, PSY2012, BCS2085, BSC2086 HUM1205, MCB2010, NUR1000, NUR1100, NUR1500; **Class Type(s) Offered:** (R) Residential

**NUR2600      Nursing Concepts IV (Capstone)      12 Credit Hours**  
**(135 Contact hours; 150 Clinical hours; 33.75 Out of class prep hours)**

This course allows the student to analyze knowledge, skills, and competencies acquired through previous course work. The student will identify areas requiring further development in the care of the client across the lifespan with a focus on the integrated process, client needs, and quality and safety in healthcare. **Concepts of medical surgical, obstetrics, pediatrics, geriatrics, family, community health, nutrition, human growth and development throughout the lifespan, body structure and function, interpersonal relationship skills, mental health concept, pharmacology and administration of medication, legal aspects of practice, leadership skills, professional role and functions, health teaching and counselling skills, and personal concepts are reviewed.** *Prevention of Medical Errors, Florida Laws and Rules, Recognizing Impairment at the Workplace, Domestic Violence, HIV/AIDS, Human Trafficking are covered in the course as needed for registration by the board of nursing.* Students are prepared for the NCLEX-RN Exam using the NCSBN NCLEX-RN Blueprint as a guide Prerequisites: ENC1101, MAT1105, PSY2012, BSC2086, HUM1205, MCB2010, NUR1000, NUR1100, NUR1500, NUR2100; **Class Type(s) Offered:** (R)

## Residential

### **PCD1000      Career Development      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. **Pre- requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

### **PCT1002      Fundamentals of Patient Care I      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other essential functions and procedures needed in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the proper procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

### **PCT1004      Fundamentals of Patient Care II      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, proper communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation, and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health; this includes newborn care and children with disabilities. In Services: **Assistance with Self-Administered Medication Training, and Resident Right.** **Pre-requisite(s):** None; **Class Type(s) Offered:** (H) Online with 1 day on campus for lab (R) Residential.

### **PCT106      Patient Care Technician Procedures and Lab. Skills      3 Credit Hours** **(60 Contact hours; 15 Out of class prep hours)**

This course is designed to provide student with knowledge on how to deal with the several types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Student will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, give tube feeding and setting up oxygen administration.

**Pre-requisite(s):** None; **Class Type(s) Offered:** (H) Online with 1 day on campus (R) Residential.

### **PCT112      NA Test & Skills Review      3 Credit Hours**

**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. **Pre-requisite(s):** None; **Class Type(s)** Offered: (H) Online with 1 day on campus for lab (R) Residential.

**PCT114                      Employability Skills/ NA Skills Review II                      3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. **Pre- requisite(s):** None; **Class Type(s)** Offered: (R) Residential

**PCT116                      Patient Care Clinical Externship                      1 Credit Hour**  
**(80 externship hours/ 0 Out of class prep hours)**

This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Student PCT Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcome. **Pre- requisite(s):** Success completion of coursework.

**PCT1006                      Patient Care Technician Procedures and Lab Skills                      2 Credit Hours**  
**(60 lab hours; 10 Out of class prep hours)**

This course is designed to provide student with knowledge on how to deal with the distinct types of wounds, wound healing, hot and cold applications and assisting patients with physical examinations. Student will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, give tube feeding and setting up oxygen administration.  
**Pre-requisite(s):** None; **Class Type(s)** Offered: (R) Residential

**PCT1012                      NA Test & Skills Review                      2 Credit Hours**  
**(60 lab hours; 5 Out of class prep hours)**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognize certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. **Pre- requisite(s):** None; **Class Type(s)** Offered: (R) Residential

**PCT1025                      Patient Care Clinical Externship                      1 Credit Hour**  
**(45 externship hours; 0 Out of class prep hours)**

This 45-hour clinical experience is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Student PCT Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member to achieve established outcome. **Pre- requisite(s):** Success completion of

coursework.

**PHP1000                    Fundamentals of PHP Development                    2 Credit Hours**  
**(15 theory hours; 45 lab hours; 15 Out of class prep hours)**

Explains how to install a LAMP system, do the most basic apache and MySQL configurations, and introduces the basics of the PHP programming language. Students will learn the PHP syntax and how to use build-in PHP functions, how to submit information between pages, upload images, work with the session, contact a MySQL database and how to organize a PHP project to create scalable websites. **Pre-requisite:** None; **Class Type(s) Offered:** (O) Online (R) Residential

**PHP2000                    PHP Techniques and Framework                    2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course reviews the basic PHP syntax and introduces Object Oriented Programming. Also details the MVC pattern, teaches how to develop large websites using a modern back-end framework like Phalcon PHP or similar, and how to add PHP libraries using composer. Students will learn how to use controllers and models efficiently, how to connect with the database using an ORM library and how to work with templates and layouts.

**Pre-requisites:** WEB1010, WEB2000, WEB2040 and PHP1000

**PHT1002                    Pharmacy Law and Regulations                    3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to give students the opportunity to learn key terms concerning Pharmacy Law and regulations, as well as to trace the history of federal laws affecting pharmacies today. The student will explore FDA, DEA, and HIPAA regulations and procedures and how these affect pharmacy technicians' work. The Introduction to the classification of controlled substances and record keeping, ordering, and storage processes will also be covered in this course. In addition to learning federal regulations, students will research their state's laws and learn to determine which law prevails. Beyond the letter of the law, the student will have the opportunity to learn how to compare technicians' tasks with pharmacists' responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy.

**Pre-requisite(s):** None **Class Type(s) Offered:** (O) Online (R) Residential

**PHT1012                    Pharmacy Principles and Practice                    3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to prepare the student with the professional aspects of working in various pharmacy settings. The student will have the opportunity to learn key terms encountered in hospital pharmacies, retail and or community pharmacies, and long-term care facilities. The student will become familiar with the different hospital units, the stock they require, and the distinct functions they serve. The student will be introduced to the different Pharmacy Technician duties within each setting and how these differ from one another. The course will delineate the most common tasks performed by hospital pharmacy technicians compared to retail Pharmacy Technicians and disclose the pertinent information needed for processing patient orders in the various settings. **Pre-requisite(s):** None; **Class Type(s) Offered:** (H) Online with 1 day on campus (R) Residential.

**PHT1016                    Pharmacy Calculations                    3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course is designed to introduce the student to calculations and dimensional analysis formulas needed in the various Pharmacy settings. The analysis of these formulas will enhance students' mathematical skills and show how these skills are applied to the daily duties of a Pharmacy setting. The student will achieve an overall understanding of business math and how it is employed in the general operation of a pharmacy. Students' understanding of Pharmacy calculations will be reinforced using hands on applications in the Pharmacy lab. **Pre-requisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**PHT1022                    Pharmacology I                    3 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

<b>PHT1024</b>	<b>Pharmacology II</b>	<b>3 Credit Hours</b>
	<b>(60 Contact hours; 15 Out of class prep hours)</b>	

**PHT1032 Introduction to Sterile and non-Sterile Compounding 3 Credit Hours**  
(60 Contact hours; 15 Out of class prep hours)

<b>PHT136</b>	<b>Pharmacy Information Systems</b> <b>(60 Contact hours; 15 Out of class prep hours)</b>	<b>3 Credit Hours</b>
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<b>PHT1042</b>	<b>Pharmacy Technician Certification (PTCE) Exam Preparation (60 Contact hours; 15 Out of class prep hours)</b>	<b>3 Credit Hours</b>
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(PTCE). The course includes various electronic practice exams that mimic the certification exam format and exam requirements. Students will be presented with several test taking strategies and technique to increase their chances of passing the exam and gaining certification with a passing score. The Official PTCB blueprint is reviewed with the students as well as familiarity with the PTCB website. Out-of-class activities will be assigned and assessed as part of this module. Students will learn employability skills including how to complete an employment application and how to create a resume. Importance of soft skills will be emphasized. **Pre-requisite(s):** PHT1002, PHT1012, PHT1022, PHT1024, PHT1032, PHT1036; **Class Type(s) Offered:** (H) Online with 1 day on campus (R) Residential.

**PHT1200                      Pharmacy Technician Externship                      2 Credit Hours**  
**(160 externship hours/ 0 Out of class prep hours)**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution used by participating sites. **Pre-requisite(s):** Successful completion of PHT courses and a GPA of 2.0; **Class Type(s):** (W) Work-based experience

**PRN0100                      Practical Nursing Concepts 1                      11 Credit Hours**  
**(120 theory hours; 30 lab hours; 120 Clinical hours/ 67.5 Out of class prep hours)**

This course introduces the student to the integrated process and basic concepts of client needs across the lifespan, including the family, and community. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs, and cultures. Emphasis are given in developing communication skills and in coordinating care with other health providers. Though nursing assessment is not a main function of a licensed practical nurse, other aspects of the nursing process and evidence-based practice are taught in detail as bases of nursing practice. Foundation of medical surgical nursing, geriatrics, pediatrics, and obstetrics concepts of health, wellness, illness cultural and spirituality are introduced. Nursing practice of informatics and documentation are integrated into the care of clients, family, and community. Focus will be placed on LPN's role in the health care team and legal aspects of practice. Course content includes providing safe and effective care environment, which incorporate; patient advocacy, concepts of management and supervision, legal responsibilities, establishing priorities, and referral process. Basic nursing skills are also taught in this course including practicing aseptic techniques and ways to prevent the spread of infection, assisting clients perform activities of daily living and personal care, performing wound care, and others. Taking vital signs, collection of laboratory specimens, and performing basic laboratory tests such as glucose monitoring, and others are also taught in the course. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide. **Prerequisite(s):** None **Class Type(s):** (R) Residential

**PRN0150                      Pharmacology                      3 Credit Hours**  
**(45 Contact hours; 11.25 Out of class prep hours)**

This course introduces the student to basic principles of pharmacology and safe administration of medication through-out the client's lifespan. A review of the body structure and function as well as legal aspect of nursing practice will be reviewed. Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidenced-based nursing practice. The course will cover medication classifications for common medical-surgical conditions, diseases and illnesses including contraindication, side effects, adverse effects, and most importantly nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide. **Prerequisite(s):** None **Class Type(s):** (R) Residential

**PRN0300      Practical Nursing Concept 3      15 Credit Hours**  
**(150 Contact hours; 224 Clinical hours; 67.5 Out of class prep hours)**

This course allows the student to provide care of clients with medical-surgical related acute and chronic related illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as, care and coordinating care of clients with cancer, burns, sensory deprivation, and emergency. The student will provide care to the client, family, and community demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Specialized care of obstetrical, newborn, and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide. **Prerequisite(s):** PRN0100, PRN0150, PRN0200; **Class Type(s):** (R) Residential

**PRN0400      Practical Nursing Concept 4 Capstone      13 Credit Hours**  
**(150 Contact hours; 158 Clinical hours; 67.5 Out of class prep hours)**

Develop knowledge, skills, and positive attitude in providing care to clients with acute, chronic, and life-threatening conditions. This course allows the student to analyze knowledge, skills, and competencies acquired through previous course work. The student will identify areas requiring further development in the care of the client across the lifespan with a focus on the integrated process, client needs, and quality and safety in healthcare. Concepts of medical surgical, obstetrics, pediatrics, geriatrics, family, community health, nutrition, human growth and development throughout the lifespan, body structure and function, interpersonal relationship skills, mental health concept, pharmacology and administration of medication, legal aspects of practice, leadership skills, professional role and functions, and personal concepts are reviewed. *Prevention of Medical Errors, Florida Laws and Rules, Recognizing Impairment at the Workplace, Domestic Violence, HIV/AIDS, Human Trafficking* are covered in the course as needed for registration by the board of nursing. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide. **Prerequisite(s):** PRN0100, PRN0150, PRN0200, PRN0300; **Class Type(s):** (R) Residential

**PSY2012      General Psychology      3 Credit Hours**  
**(45 Contact hours; 11.25 Out of class prep hours)**

This course provides broad coverage of the current body of knowledge of the science of psychology, including basic concepts, methods, theories, and applications that constitute the discipline. Students will learn how cognitive, emotional, physical, social, and psychological processes influence their lives, chosen areas of study, and careers. Students will apply the skills of critical thinking, observation, and information gathering and analysis as they examine psychological phenomena. Upon successful course completion, students will be able to use fundamental psychological theories to build better self-awareness and understanding of human behavior. **Prerequisite(s):** None; **Class Type(s) Offered:** (O) Online (R) Residential

**UIX1000      UI/UX Design      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course will teach students the tools and conceptual framework for the process of user interface design. Students will learn about user flows, low-res wireframes, tools, and techniques for rapid prototyping of apps and websites and learn the basics of user research. **Prerequisite(s):** None; **Class Type(s):** (O) Online (R) Residential

**WEB0900      Design Principles      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this unit, students will learn the basics of web design and start working with graphical tools like web flow and the Adobe Creative Suite. Students will learn about raster and vector graphics, image manipulations, filters, principles of design composition, composing multiple images, symmetry, balance, choosing good color pallets and they will compose full wireframe for a website that they will create in the future.

**Pre-requisite(s):** None; **Class Type(s):** (O) Online (R) Residential



**WEB1000      Basic Front-End Programing (JavaScript, HTML5, CSS)      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students learn how to work through documentation of CSS frameworks by using Bootstrap and Materials to create grid-based layouts. They also learn the basics of material design, forms posting, intro to JavaScript (variables, if statements, loops, simple objects, and attacking event handlers), selecting elements with jQuery, changing the contents of elements with jQuery, and sending AJAX requests with jQuery. The expected level of ability by the end of the course is being able to use a CSS framework to design a responsive grid, knowing enough code to solve simple algorithmic challenges like aggregating the elements of an array, and knowing how the request-response model works and thus being able to do basic Ajax programming using jQuery.

**Pre-requisite(s):**None; **Class Type(s):** (O) Online (R) Residential

**WEB1010      Basic Front-End Programing      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students learn how to work through documentation of CSS frameworks by using Bootstrap and Materials to create grid-based layouts. They also learn the basics of material design, forms posting, intro to JavaScript (variables, if statements, loops, simple objects, and attacking event handlers), selecting elements with jQuery, changing the contents of elements with jQuery, and sending AJAX requests with jQuery. The expected level of ability by the end of the course is being able to use a CSS framework to design a responsive grid, knowing enough code to solve simple algorithmic challenges like aggregating the elements of an array, and knowing how the request-response model works and thus being able to do basic Ajax programming using jQuery.

**Pre-requisite(s):** None; **Class Type(s):** (O) Online (R) Residential

**WEB1100      Fundamentals of Java Script Development      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This unit is devoted to learning advanced jQuery techniques such as event delegation, distinct types of Ajax requests (including jsonp), interacting with a firebase back-end and with the Wikipedia api. Students will also receive an introduction to node.js and work through developing a template for a site which implements authentication and authorization functions. **Pre-requisite(s):** WEB1010; **Class Type(s):** (O) Online (R) Residential

**WEB2000      Intermediate Frontend Structure      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will learn about html5 semantic elements, basics of the shadow DOM, HTML 5 templating, work with the canvas object, design html emails using tables, performance optimization of webpages, and basics of UX design. General workplace health and safety is discussed along with what to do in emergencies such as fire and natural disasters. **Pre-requisite(s):** WEB1010 and WEB1100; **Class Type(s):** (O) Online (R) Residential

**WEB020      Intermediate Styling Techniques      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course instructs students about the principles of web typography, picking font schemes, working with SVG graphics, using pseudo-elements (: after and: before), use third party animation suites to create CSS effects, and takes a deeper dive into bootstrap and learning about using it to easily create sliders and other components. Students will also work on two Ajax applications to fine-tune their front- end programming skills. **Pre-requisite(s):** WEB1010 and WEB1100

**WEB2040      SQL Databases      2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

This course emphasizes what developers need to know about SQL. Students go through ample practice with nested selects and joins, loading pre-existing datasets into a sql database using the shell, locating, and fixing errors in a table, understanding foreign keys and relationships between entities, and creating tables of proper data types. An intro to NoSQL is also given, with some basic exercises. This course also serves as a Node.JS introduction and AJAX refresher, as students develop CRUD APIs on NodeJS working on a SQL database as well as on NoSQL.

**Pre-requisite(s):** WEB1010 and WEB1100

**WEB2900          Modern Front-End Frameworks          2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this course, students learn the in-depth workings of a modern MV\* front end framework (AngularJS or React) and the MV\* design pattern in general. They will develop two applications of their own using a modern front- end framework. **Prerequisites:** WEB1010 and WEB1100, COP1000, WEB2000, WEB2010, WEB2020 and WEB2040

**WPS1000          Introduction to WordPress          2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

In this course, Students will take a deeper Dive into Node.JS. Students will learn how to handle request parameters, query strings, session data, and cookies. They will also learn how to do OAuth authentication with Facebook, Twitter, and Google, and how to connect to a database. An introduction to Object-oriented programming in JS is also given. **Prerequisites:** COP1000, WEB2000, WEB2010, WEB2020 and WEB2040

**WPS2000          Advanced WordPress Concepts          2 Credit Hours**  
**(60 Contact hours; 15 Out of class prep hours)**

Students will learn advanced WordPress concepts like creating and altering their own themes, implementing subthemes, and building widgets and plugins. Students will learn how to use HTML, JavaScript, and PHP to improve the functionality of WordPress and create a website tailored to the specifications of a customer. Students will learn how to update current themes and plugins and how to make an HTML template into a WordPress theme. **Prerequisites:** WEB1010, WEB2000, PHP1000, WEB2040 and WPS1000.

## ADMINISTRATION

School President  
Compliance Director  
Director, Financial Svcs.  
Director, Hiring Partners  
Campus Director

Denyse Antunes  
Richard Zaiden  
Eliezer Tabares  
Andrea Holguin  
Gretel Chong

### **Main (Miami) Campus**

Campus Director  
Director of Education

Gretel Chong  
Jorge Gomez

Financial Services  
Bursar  
Enrollment Services  
Enrollment Services  
Enrollment Services  
Enrollment Services  
Student Services  
Student Services  
Student Services  
Student Services  
Student Services  
Registrar

Esteban Schmidt  
Luisa Enriquez  
Barbara Rodriguez  
Priscilla Pastora  
Cheila Gonzalbo  
Yanisleydi Marco  
Michelle Del Rey  
Tatiana Mendez  
Joel Valmana  
Souling Lee  
Aileen Chong  
Ileana Brito

### **Miramar Campus**

School President  
Director of Education  
Director of Nursing

Denyse Antunes  
Bronson Boufford  
Maria Walwema

Financial Services  
Bursar  
Student Services  
Student Services  
Student Services  
Student Services  
Registrar  
Nursing Support

Luisa Bermudez  
Doreen Gil  
Michelle Del Rey  
Andrea Holguin  
Vanessa Perez  
Gabriella Charlot  
Brenda Cartaya  
Armelle Saintil

Enrollment Services  
Enrollment Services  
Enrollment Services

Arelis Suarez  
Patricia Inigo  
John Martin

Librarian

Edith Delevoe

# FACULTY

## Miami Faculty

### **Calle, Juan Carlos, MD**

- Area of Experience or Expertise: Anatomy & Physiology and Medical Assistant
- Degrees/Diplomas: Doctor in Medicine –Higher Institute of Medical Sciences of Havana, Cuba

### **Elvirez, Yurienys Leídas**

- Area of Experience or Expertise: Nursing Assistant/ HHA and Patient Care Technician
- Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

### **Gomez, Jorge R., BS**

- Program Director/Instructor
- Area of Experience or Expertise: Medical Assistant Program
- Degrees/Diplomas: Bachelor of Science, Nutrition–Kaplan University; Certified Clinical Medical Assistant – National Healthcare Association; Certified EKG Technician – National Allied Health Test Registry; Certified Phlebotomy Technician – National Allied Health Test Registry

### **Hernandez, Ronny, MD**

- Area of Experience or Expertise:: Medical Assistant and Patient Care Technician
- Degrees/Diplomas: Doctor in Medicine – Higher Institute of Medical Sciences of Santiago de Cuba; Certified Phlebotomy Technician NHA, Certified Nursing Assistant Florida Dept. of Health

### **Lopez, Venus**

- Area of Experience or Expertise: Pharmacy Technician
- Degrees/Diplomas: Pharmacy Diploma, Everest Institute Registered Pharmacy Tech Florida Department of Health

### **Loriga, Yaneisy, RN**

- Area of Experience or Expertise: Clinical Learning Experience/Externship Supervisor
- Degrees/Diplomas: Associate Degree in Nursing, Florida National University, RN Florida Department of Health

### **Morejon, Yanet, RN**

- Area of Experience or Expertise: Nursing Assistant/HHA and Patient Care Technician
- Degrees/ Diplomas: Associate of Science in Nursing - EDP University of Puerto Rico, Associate of Science – Miami Dade School, Billing and Coding Specialist – Technical Career Institute

### **Pepper, Sandra**

- Area of Experience or Expertise: Pharmacy Technician
- Degrees/Diplomas: Pharmacy Technician – Everest School Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

### **Rivera, Marco**

- Area of Experience or Expertise: Pharmacy Technician
- Degrees/ Diplomas: Bachelor of Science Exceptional Student Education – Miami Dade School Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

**Susarte Alonso, Maria Del Pilar, MD**

- Area of Experience or Expertise: Medical Assistant courses
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Havana; Registered Medical Assistant

**Tapia, Marcia**

- Area of Experience or Expertise: Medical Assistant courses
- Degrees/ Diplomas: Certified Medical Assistant, Certified Billing and Coding

**Tovar, Freddy, MD**

- Area of Experience or Expertise: Anatomy & Physiology and Medical Assistant courses
- Degrees/ Diplomas: Doctor in Medicine – National University of Bogota-Colombia. Registered Medical Assistant, Registered Phlebotomy Technician

**Valdes, Yojany, RN**

- Area of Experience or Expertise: Nursing Assistant/HHA and Patient Care Technician
- Degrees/Diplomas: Bachelor of Science in Nursing, Licentiate in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant - Miami, Florida

**General Education Faculty (Online)**

**Beneckson, Robert , MS**

- Area of Experience or Expertise: Psychology courses
- Degrees/Diplomas: Master of Science, Clinical Psychology, Nova Southeastern University  
Bachelor of Art in Community Psychology, Florida International University

**Gordon, Linda, PhD.**

- Area of Experience or Expertise: Human Diversity, College Mathematics, English Composition
- Degrees/Diplomas: PhD. Curriculum Instruction, Florida Atlantic University  
Master of Science Degree in Education, Nova Southeastern University, Davie, FL  
Bachelor of Science in Biology, University of California Los Angeles (UCLA)

**Lozano, Bellaida, MD**

- Area of Experience or Expertise: Medical Assistant, Anatomy & Physiology I and II, Microbiology
- Degrees/Diplomas: Doctor of Medicine, Universidad Carabobo

## **Miramar Allied Health Faculty**

### **Adsungur, Lori, LPN**

- Area of Experience/Expertise: Patient Care Technician
- Degrees/Diplomas: Practical Nursing, Mc Fatter Vocational Center  
Florida Licensed Practical Nurse

### **Bello, Maria**

- Area of Experience or Expertise: Medical Assistant
- Degrees/Diplomas: Diploma, Medical Coding and Billing Specialist
- NAHP – EKG Certification

### **Botero, Alexandra, RN**

- Area of Experience or Expertise: Home Health Care, Nursing Assistant, Patient Care Technician
- Degrees/Diplomas: Doctor of Medicine, University of The Central East Dominican Republic  
University of Sacred Heart, Puerto Rico, Nursing RN  
University of Trident, California – Global Ph.D.

### **Clark, Zanette, MSN, RN**

- Area of Experience or Expertise:: Patient Care Technician and Nursing
- Degrees/Diplomas: Master of Science Degree, Nursing Education, University of Phoenix;  
Bachelor of Science Degree-Nursing, FAMU  
Florida Registered Nurse

### **Garcia, Selma, PhD.**

- Area of Experience or Expertise: Pharmacy Technician
- Degrees/Diplomas: PhD. Environmental Sciences, University of North Texas, Denton, TX  
Florida Registered Pharmacy Technician, Florida Department of Health  
Certified Pharmacy Technician (PTCB)

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### **Gonzales, Fabian, MD**

- Area of Experience or Expertise: Medical Assistant
- Degrees/Diplomas: Doctor of Medicine, University Del Este. Dominican Republic
- Associate Degree, Accounting – Miami Dade Community School

### **Rodriguez, Yusibel, BSN**

- Area of Experience or Expertise: Patient Care Technician
- Degrees/Diplomas: Bachelor of Science Degree in Nursing, Ana G. Mendez University, Miami Lakes, FL.

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### **Thompson, Lisa, BS, CPhT**

- Program Chair/Lead Faculty
- Area of Experience or Expertise: Pharmacy Technician
- Degrees/Diplomas: Bachelor's in Business Administration, Everest University, Pompano, FL; Florida Registered Pharmacy Technician, Florida Department of Health  
Certified Pharmacy Technician (PTCB)

### **Miramar General Education Faculty**

#### **Beneckson, Robert , MS,**

- Area of Experience or Expertise: Psychology
- Degrees/Diplomas: Master of Science, Clinical Psychology, Nova Southeastern University  
Bachelor of Art in Community Psychology, Florida International University

#### **Gordon, Linda, PhD**

- Area of Experience or Expertise: Human Diversity, College Mathematics, English Composition
- Degrees/Diplomas: PhD. Curriculum Instruction, Florida Atlantic University.  
Master of Science Degree in Education, Nova Southeastern University, Davie, FL.  
Bachelor of Science in Biology, University of California Los Angeles (UCLA)

#### **Lozano, Bellaida, MD**

- Area of Experience or Expertise: Medical Assistant, Anatomy & Physiology I, II, Microbiology
- Degrees/Diplomas: Doctor of Medicine, Universidad Carabobo

### **Miramar Nursing Faculty**

#### **Francis, Lurline, MSN, RN**

- Area of Experience/Expertise: Medical-Surgical Nursing, Mental Health Nursing, Pediatric Nursing, Emergency Room Nursing, Nursing Leadership and Management, Nursing Education, NCLEX Review
- Degrees/Diploma:  
Master of Science in Nursing- Nova Southeastern University  
Bachelor of Science in Nursing- Florida Atlantic University  
Associate in Nursing Degree-Oakwood College, Alabama

#### **Forbes, Norma, DNP(c), RN, MSN.**

- Area of Expertise/Experience: Medical-Surgical Nursing, Geriatrics, Oncology, Maternal and Child Nursing, Nursing Leadership and Management, Nursing Education
- Degrees/Diploma:  
Doctor of Nursing Practice candidate: EDG- February 2021  
Master of Science in Nursing- Florida Atlantic University  
Bachelor of Science in Nursing- Florida Atlantic University  
Licensed Practical Nurse-Sheridan College

#### **Iduate, Cynthia, MSN/Ed, RN**

- Area of Expertise/Experience: Medical Surgical Nursing, Bariatric Surgery, Pre-Operative Nursing, Emergency Room Nursing, Patient Transport, Nursing Leadership and Management, Nursing Education
- Degrees/Diploma:  
Master of Science in Nursing Education- University of Phoenix  
Bachelor of Science in Nursing- Barry University

#### **Macaranas, Enilaine, MSN, RN**

- Area of Expertise/Experience: Medical Surgical Nursing, Oncology, Maternity, Neonatal Intensive Care, Nursing Education
- Degrees/Diploma:  
Master of Science in Nursing- Benedictine University  
Bachelor of Science in Nursing- University of Santo Thomas, Philippines

#### **Myles, Jaquelin, DNP, RN, MSN/Ed, CNE-BC**

- Area of Expertise/Experience: Oncology Nursing, Medical Surgical Nursing, Geriatric Care, Gerontology, Pharmacology, Fundamentals of Nursing,
- Degrees/Diplomas:  
Doctor in Nurse Practice (DNP)- American Sentinel University.

Master of Science Degree in Nursing Education, University of Phoenix  
Bachelor of Science in Nursing- New York University

**Patterson, Marixa, DNP, RN, MSN**

- Area of expertise: Emergency Room Nurse, Medical Surgical Nursing, Nursing Education, Nursing Leadership and Management
- Degrees/ Diplomas:  
Doctor of Nursing Practice-Chamberlain University, Downers, Chicago  
Master of Science in Nursing-University of Phoenix, Miramar, Florida  
Bachelor of Science in Nursing- Nova Southeastern University, Davie, Florida

Associate of Science in Nursing- Miami Dade Community College

**Parenteau, Ingrid, PhD, MSN, RN**

- Area of Expertise/Experience: Fundamentals of Nursing, Medical Surgical Nursing , Mental Health and Pediatric Nursing
- Degrees/Diplomas:  
Doctor of Philosophy in Nursing- Barry University  
Master of Science in Nursing- Barry University  
Associate Degree in Nursing- Key West Community College

**Perez, Eddy, MSN, APRN-BC, MD (Cuba)**

- Clinical experience: Medical Surgical Nursing
- Degrees/Diplomas:  
Master of Science in Nursing – Florida National University  
Advanced Practice RN- Family Nursing-Florida National University.  
Associate of Science Degree in Nursing, Fortis College, Cutler Bay, FL  
Doctor of Medicine- Cuba  
Doctor of Theology- USA

**Perez, Elisabeth, MSN, APRN-BC-**

- Clinical Experience: Oncology Nursing, Cardiovascular Nursing, Neurological Nursing
- Degrees/Diplomas:  
Master of Science in Nursing Florida National University  
Advanced Practice Family Nursing- Florida National University  
Bachelor of Science Degree in Nursing, Barry University

**Rounds-Stanley, Paulette**

- Clinical Experience: Medical Surgical Nursing, Maternal and Child Nursing, Pediatric Nursing, Mental Health and Psychiatric Nursing, Nursing Leadership and Management, Nursing Education
- Degrees/Diplomas:  
Master of Science in Nursing- Nova Southeastern University  
Bachelor of Science in Nursing- Alcorn State University, MS  
Associate Degree in Nursing- Hinds Community College, Raymond, MS

**Santos, Giannina, DNP, APRN-BC**

- Area of Expertise/Experience: Fundamentals of Nursing, Medical Surgical Nursing , Maternal and Pediatric Nursing
- Degrees/Diplomas:  
Doctor of Nursing Practice, University of Alabama  
Master of Science in Nursing Education, Florida Atlantic University



**Olivier, Roger, BS**

- Area of Experience or Expertise: Cyber Security and Network Technician
- Degrees/Diplomas: Master of Science Degree-Business Administration (In Progress), Nova University & Daniel Webster School, Nashua, NH.
- Bachelor's Degree, Technical Management – DeVry University- Miramar, Florida
- Associate Degree, Associate Degree, Network Engineering-Florida Career School-Miramar, Florida

**Falconer, Beverly, M.Ed.**

- Area of Experience or Expertise: Cyber Security and Network Technician
- Degrees/Diplomas: BS Electrical Engineering, University of Miami, Miami, FL.  
M.Ed. Educational Leadership, Florida Atlantic University, Davie, FL

**Peralta, Juan, MBA**

- Area of Experience or Expertise: Cyber Security and Network Technician
- Degrees/Diplomas: Master's in Business Administration, Florida International University  
Bachelor of Science in Computer Engineering , Escuela Superior Politecnica.

## ACADEMIC CALENDAR

THE SCHOOL WILL BE CLOSED IN  
OBSERVANCE OF THE FOLLOWING  
HOLIDAYS:

### 2020

**Martin Luther King Jr.** – Monday, January 20, 2020  
**President's Day** – Monday, February 17, 2020  
**Memorial Day** – Monday, May 25, 2020  
**Independence Day (observed)** – Friday, July 3, 2020  
**Labor Day** – Monday, September 7, 2020  
**Thanksgiving** – Thursday & Friday, November 26-27, 2020  
**Winter Break** – Wednesday, December 18– Sunday, January 3, 2021

### 2021

**Martin Luther King Jr.** – Monday, January 18, 2021  
**President's Day** – Monday, February 15, 2021  
**Memorial Day** – Monday, May 31, 2021  
**Independence Day (observed)** – Monday, July 5, 2021  
**Labor Day** – Monday, September 6, 2021  
**Thanksgiving** – Thursday & Friday, November 25-26, 2021  
**Winter Break** – Thursday, December 17 – Sunday, January 2, 2022

### 2022

**Martin Luther King Jr.** – Monday, January 17, 2022  
**President's Day** – Monday, February 21, 2022  
**Memorial Day** – Monday, May 30, 2022  
**Independence Day** – Monday, July 4, 2022  
**Labor Day** – Monday, September 5, 2022  
**Thanksgiving** – Thursday & Friday, November 24-25, 2022  
**Winter Break** – Friday, December 23 – Monday, January 2, 2023

## 2020-21 Anticipated Program Start & End Dates

Nursing (AS) – Miramar Practical Nursing–Miami/Miramar	
Start Date	Anticipated End Date
08/31/2020*	08/22/2022*
01/11/2021*	12/22/2022*
05/10/2021*	05/08/2023*
08/31/2021*	08/20/2023*
01/10/2022*	12/10/2023*

Practical Nursing–Miami/Miramar	
Start Date	Anticipated End Date
08/31/2020*	12/12/2021*
01/11/2021*	04/24/2022*
05/10/2021*	08/22/2022*
08/31/2021*	12/12/2022*

Medical Assistant/Pharmacy Technician Mental Health Technician	
Start Date	Anticipated End Date
10/13/2020*	07/19/2021*
11/03/2020	08/09/2021
11/30/2020*	08/30/2021*
01/05/2021	09/27/2021
01/27/2021*	10/18/2021*
02/22/2021	11/08/2021
03/15/2021*	11/30/2021*
04/05/2021	12/16/2021
04/26/2021*	01/25/2022*
05/17/2021	02/15/2022
06/08/2021*	03/09/2022*
06/29/2021	03/31/2022
07/26/2021	
08/16/2021	
09/07/2021	

Patient Care Technician Web Design and Digital Marketing	
Start Date	Anticipated End Date
10/13/2020*	05/11/2021*
11/03/2020	06/24/2021
11/30/2020*	07/18/2021*
01/05/2021	08/09/2021
01/27/2021*	08/30/2021*
02/22/2021	09/21/2021
03/15/2021*	10/12/2021*
03/31/2021	11/2/2021
04/21/2021*	11/23/2021*
05/17/2021	12/16/2021
06/08/2021*	01/25/2022*
06/29/2021	02/15/2022
07/26/2021	04/21/2022*
08/16/2021	05/12/2022
09/07/2021	06/06/2022*

**Important Note:** Class schedules are subject to change without notice. Current students will not be affected by any program change or cancellation. School closure for inclement weather situations will follow public school closures for Miami-Dade or Broward County. It is

Home Health Aide	
Start Date	Anticipated End Date
10/13/2020	12/07/2020
01/27/2021	03/09/2021
03/15/2021	04/19/2021
4/26/2021	06/04/2021
06/08/2021	07/18/2021
07/26/2021	09/18/2021

Web Developer Cyber Security and Network Technician	
Start Date	Anticipated End Date
10/13/2020*	07/19/2021*
11/30/2020*	08/30/2021*
01/27/2021*	10/18/2021*
03/15/2021*	11/30/2021*
04/26/2021*	01/25/2022*
06/08/2021*	03/09/2022*
07/26/2021*	04/21/2022*
09/07/2021*	06/06/2022*

the responsibility of the student to apply for graduation according to the deadlines published in the Calendar. **The Miramar campus only starts new classes - start dates with the asterisk(\*)**.

**Note:** Nursing Assistant /Home Health Aide Program schedules are published periodically.

The Photographs used on the cover of this publication are from stock.

**FVI School of Nursing and Technology**  
**Addendum to Catalog Volume 15– Version 3**  
**Effective Date: July 1, 2021**

FVI School of Nursing and Technology *reserves the right to make changes within the term of the catalog, which may affect any of the information published, and to make such changes by notifying individual students. As such changes, may occur, it will be published in a catalog addendum. Information published in a catalog addendum is meant to supersede language present in the school catalog or any previous catalog addendum.*

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**Page 9, Admissions Policy**

**Admissions Requirements and Procedures**

FVI School of Nursing and Technology (FVI) affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational training to the public and administering all educational services.

**General Admissions Requirements**

To be eligible for general admission, the applicant must meet the following requirements:

- Be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement. Must be eighteen years of age prior to the start of clinical or externship.
- Complete an initial interview with an Admissions Representative. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.
- Provide a valid driver's license, state ID with photo, or valid passport.
- Be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or school in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school, or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially certified as the equivalent of high school completion in the United States.
- Pass a Scholastic Level Exam (SLE) with a minimum score for any of the below programs. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant does not achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam after a minimum of 72 hours has elapsed from the date of the second attempt. After these three attempts, the applicant can retake the test one more time 30 days from the date of the last attempt.

**Programs**

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- Pay the required Registration Fee and complete all tuition payment requirements.
- Complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.  
**Age Disclaimer:** Most employers will not hire a person younger than 18 years of age.

**Additional Admission Requirements for the Associate of Science in Nursing program:**

- After achieving a passing SLE score, applicants will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN) or the ATI Test of Essential Academic Skills (TEAS) nursing entrance examination.
- Evolve Reach Admissions Exam (HESI A2-RN)
  - Applicants may be admitted to the Associate Degree in Nursing program with an **A2-RN** score of **75% or higher** on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) a score of **75% or higher** on Math Composite Score.
  - Applicants may be admitted to the Diploma in Practical Nursing program with an **A2-PN** score of **70% or higher** on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) a score of 70% or higher on Math Composite Score.
  - Applicants can take these assessments **no more** than two times in a 12-month period.

OR
- ATI Test of Essential Academic Skills (TEAS- RN)
  - Applicant may be admitted to the Associate Degree in Nursing program with an ATI Proctored TEAS-RN composite score of 60 or higher on (current version) of the TEAS-RN examination.
  - Applicants can take these assessments **no more** than two times in a 12-month period.
- Submit a satisfactory Level II background check (upon enrollment).
- Submit a negative 10-panel drug-screening result (upon enrollment) and the completion of ALL required health screening (immunizations **including proof of flu and COVID vaccines**).
- Interview with the Director of Nursing.
- Provide proof a current American Heart Association (AHA) BLS Healthcare Provider Course (CPR) card.
- Submit a signed Allied Health and Nursing Program Disclosure Form.
- Provide valid proof of medical insurance card or a sign a medical waiver form.

**Disclosure:** Applicants/students are subject to initial and ongoing criminal background checks prior, during, and at the completion of the program. Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged to contact the Florida Business and Professional Regulations for information regarding a licensure application: [www.myfloridalicense.com](http://www.myfloridalicense.com) prior to enrolling.

**Advancement to the nursing major concentration of the nursing program is contingent on the following:**

- Earn a Minimum grade of C+ for pre-requisite courses: Anatomy & Physiology I and II; Microbiology with Lab and College Mathematics.
- Earn a minimum grade of “C” for pre-requisite courses: English Composition, General Psychology and Human Diversity.
- Maintain good academic and non-academic standing.
- Must be 18 years of age to participate in clinical rotations.
- Must have all clinical requirements uploaded to the Complio portal at least 30 days prior to the start of the upcoming academic term.
- Must be able to travel to clinical sites that can be further than **50 miles away from the school**. Students are responsible for his/her own transportation to and from each clinical site.

**Health Clearance, Vaccinations, and Immunizations**

- Applicants must also provide a current history and physical from a licensed health care provider addressing physical and mental health. For this policy, “current” is defined as within the past year. Documentation from the healthcare provider must state the applicant meets the essentials of fitness for professional nursing using the Institutions physical and mental health form.
- The applicant is responsible for all costs associated with health clearance and immunization. Students in any nursing program are required to obtain influenza vaccination annually. Failure to follow the health clearance, vaccinations, and immunization policy by the required date may result in the student being dismissed from the program.
- Applicants are required to submit documentation of a recent medical clearance by a physician or licensed advanced practice nurse prior to the first clinical course. Students are required to attest to their ability to perform skills and functions essential to nursing practice, and that are required for successful completion of the nursing education program.
- All required immunizations and TB test results must be completed prior to or within the first **6 weeks (about 1 and a half months)** of the first academic term that the student starts school.

- If the TB test results are positive, the applicant must submit negative chest X-ray results.
- Hepatitis B immunization is administered in a series. Students must complete the initial dose of the Hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.
- At a minimum, applicants will be required to lift patients, stand for several hours at a time, and perform bending activities. Applicants should prepare for the mental and emotional stressors that are also common to nursing practice. Applicants with existing conditions are responsible for maintaining personal health at a level that meets the standards of essential functional abilities with or without accommodation.

### **Page 18, Transfer of Credit Policy**

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. The request to transfer credit must be initiated by the applicant or student. Accreditation does not guarantee transfer of credits.

Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President/ Director of Nursing, in which case all necessary documents must be received no later than 14 calendar days after the start date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the School to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

To be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general must have been completed within the previous ten years (120 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Anatomy & Physiology I and II courses in Nursing program must have a grade of "B" or higher on the transcript from the awarding institution and earned within the last five years (60 months).
- Credit may be awarded for Anatomy & Physiology I and/or II with grade of "C" or that was earned after five years (60 months) by passing an Anatomy & Physiology standardized exam with a score of 78 or higher to receive credit. Applicants will be granted **one attempt** only to achieve a passing score at his/her own expense. Exam fee is \$100

- All other courses must have a grade of “C” or higher on the transcript from the awarding institution.

Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at the FVI School of Nursing for transfer credit to be awarded.

**NOTE:** The School does not award credit for life or work experience. Only general education courses may be transferred. Nursing courses completed at another post-secondary institution are not eligible for transfer credit (i.e., courses with a “NUR” or “PNR” prefix).

### **Page 27, Course Repeat Policy**

If a student repeats a course, only the highest grade will be counted, and previous grades will be removed. A student may only repeat a previously failed course one time. A student who fails the same course twice must be withdrawn from the program/school.

All failed courses must be repeated and successfully completed in compliance with course and program requirements. All courses from which a student has withdrawn must be repeated and successfully completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student’s enrollment, delay the student’s expected graduation date, negatively affect financial aid eligibility and/or affect the student’s satisfactory academic progress.

Students who need to repeat a course must meet with the Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

**Nursing Program:** A student who fails a course may repeat a course **only one time**. Failure of **any three (3) science and/or core nursing courses (whether it is three different courses or combination of the same repeated courses)** shall result in a student being dismissed from the Associate of Science in Nursing program.

Nursing students who withdraw from a general education or core nursing course or from the school will receive a grade of “W” if they withdraw before the **end of the 10th week**. If a nursing student withdraws in **week 11th (twelfth)**, the student will receive a “WF” grade for the course. The grade will be recorded on their transcript. A “WF” grade is regarded the same as an “F” grade in determining whether the nursing student can remain enrolled in the program.

Nursing students are allowed only two course withdrawals (including both “W” and “WF”) from core nursing courses and/or required science courses during the entire nursing program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.



**Page 33, Tuition and Fees**

<b>Program</b>	<b>Tuition</b>	<b>Reg. Fee</b>	<b>Background/ Drug Screen</b>	<b>Books</b>	<b>Uniform</b>	<b>Cert</b>	<b>Laptop</b>	<b>Total Program Cost</b>
Nursing Assistant/HHA	\$1200	\$100	\$108	\$150	0	\$140	0	\$1,698
Home Health Aide	\$500	\$50	\$0	\$50	0	\$0	0	\$ 550

**Other Fees**

There may be an out-of-pocket expense for the following items (depending upon the program):

- Allied Health scrub/uniform set: \$25 each
- Level II Background: \$90
- Physical: \$70
- PPD: \$25
- Tdap-\$ 80
- Hepatitis B: \$100