

Yechanlaz Instituto Vocacional Inc



SCHOOL CATALOG

2015–2016

VOLUME XXI

6617 S. W. 8 ST MIAMI, FL 33144
Phone: (305) 264-4972 * Fax: (305) 264-4948
WWW.YECHANLAZ-INSTITUTO.COM

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LOCATION

YECHANLAZ INSTITUTO VOCACIONAL, INC.
6617 S. W. 8 ST MIAMI, FL 33144
Phone: (305) 264-4972 - Fax: (305) 264-4948
www.yechanlaz-instituto.com

LICENSED BY:

**THE COMMISSION FOR INDEPENDENT EDUCATION
FLORIDA DEPARTMENT OF EDUCATION**

Additional information regarding this institution may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400
Toll free number (888) 224-6684
www.fldoe.org/cie/

ACCREDITATION BY:

COUNCIL ON OCCUPATIONAL EDUCATION [OE]

7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Toll free 800-917-2081
www.council.org

ACCREDITATION

YECHANLAZ INSTITUTO VOCACIONAL, INC. became accredited by Council Occupational Education [COE] on October 2012.

STATEMENT OF OWNERSHIP

YECHANLAZ INSTITUTO VOCACIONAL, INC. is owned by Argelia Alcuria President and Armando Alcuria Vice President. It is a corporation formed under the laws of the State of Florida. The school is located at 6617 SW 8 Street, Miami, FL 33144.

GOVERNING BOARD OF DIRECTORS

PRESIDENT: ARGELIA ALCURIA, 6617 SW 8 Street, Miami, FL 33144
VICE-PRESIDENT: ARMANDO L. ALCURIA, 6617 SW 8 Street, Miami, FL 33144
SECRETARY: MARIA G. ALCURIA, 6617 SW 8 Street, Miami, FL 33144
TREASURE: ARMANDO ALCURIA Jr., 6617 SW 8 Street, Miami, FL 33144

ADMINISTRATION

ADMISSION
Juana Izquierdo Suengas
Armando L. Alcuria

DIRECTOR
Argelia Alcuria

SECRETARY
Maria Alcuria

STUDENT SERVICES
Juana Izquierdo Suengas
Maria Alcuria

PLACEMENT
Juana Izquierdo Suengas
Armando L. Alcuria

FINANCIAL AID
Maria Alcuria
Maritza Aleman
Juana Izquierdo Suengas

ACADEMIC RECORDS
Armando Alcuria, Jr.
Armando L. Alcuria

FINANCE DEPARTMENT
Juana Izquierdo Suengas
Armando L. Alcuria

FACULTY
Argelia Alcuria
Sonia Barbeite
Nora Hernandez
Tomas Triana
Felicia Esteves

FACULTY/INSTRUCTORS

Instructor Name: Sonia Barbeite

COURSE(S) TAUGHT:	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION:
Patient Care Technician	<p>Registered Nurse Part Time</p> <p>License: State of Florida # RN1448622</p> <p>Awarding Institution: Miami Dade Community College, 11011 SW 104 ST, Miami, FL 33176</p>

Instructor Name: Argelia Alcuria

COURSE(S) TAUGHT:	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION:
Phlebotomy	<p>Certified Nursing Assistant, Full Time Phlebotomy Technician</p> <p>Licenses: State of Florida # CNA 75818, Phlebotomy Technician #698107548</p> <p>Awarding Institution: Garces Commercial College, 1301 SW 1 Street, Miami, FL 33135</p>

Instructor Name: Nora Hernandez

Patient Care Technician	<p>Certified Nursing Assistant, Part Time Certified Massage Therapist</p> <p>Licenses: State of Florida # CNA 273533, Massage Therapist #MA69173</p> <p>Awarding Institution: Yechanlaz Instituto Vocacional, Inc., 6617 SW 8 Street, Miami, FL 33144 [NA], Professional Hands Institute 10 NW 42 Avenue #200, Miami FL 33126 [Massage Therapy]</p>
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Instructor Name: Felicia Estevez

COURSE(S) TAUGHT:	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION:
Medical Assistant	<p>Certified Medical Assistant Part Time Certified Clinical Hemodialysis Technician</p> <p>Licenses: Medical Assistant #132311, Certified Clinical Hemodialysis Technician -CCHT</p> <p>Awarding Institution: ARMA 61 Union St #5, Westfield, MA 01085 [Certified Medical Assitant] and The Nephrology Nursing Certification Commission-CCHT [Clinical Hemodialysis Technician]</p>

Instructor Name: Tomas Triana

COURSE(S) TAUGHT:	DEGREES / DIPLOMAS HELD & AWARDING INSTITUTION:
Cardio-graphic Technology/EKG Technicain	<p>Certified Medical Assistant, Part Time Certified Cardiographic Technician Phlebotomy Technician</p> <p>Licenses: Certified Medical Assistant #20140511483 Certified Cardiographic Technician #20140511485 Phlebotomy Technician #20140511484</p> <p>Awarding Institution: Florida Registry of Medial Assistants www.hprus.org [Medical Assistant]; Electrocardiography Technician www.hprus.org [Cardiography Technician]and Florida Registry of Phlebotomy Technicians www.hprus.org [Phlebotomy Technician]</p>

HISTORY

YECHANLAZ INSTITUTO VOCACIONAL, INC. was established in December, 1994. To provide training and centered around the education of the student to help him/her obtain the training necessary have employable skills, professional and technical career. The school was also established with the thought in mind to aide individuals in obtaining their dreams to fulfill the need of an individual community and the nation's industries with individuals full of knowledge willingness to work. Our school provides educational aim to train, guide and motivate the students to an effectively challenging and rewarding career.

PHILOSOPHY

YECHANLAZ INSTITUTO VOCACIONAL, INC. philosophy and believes are that any person willing to apply himself to the study, obtain the knowledge and practical skills can earn a certificate or diploma. He/she will have a future in a rewarding career. He/she will obtain the benefits from the training offered with the programs. The school places emphasis on the student's personal and professional development.

MISSION

YECHANLAZ INSTITUTO VOCACIONAL, INC. mission is to provide individuals with field knowledge, prepare them with employable skills necessary to work and educate them in safety procedures in the field.

DESCRIPTION OF SCHOOL FACILITY

YECHANLAZ INSTITUTO VOCACIONAL, INC. is located at 6617 SW 8 Street, Miami FL 33144 in the heart of the Southwest section of Miami, and it is easily accessible by cross town busses that provide transportation to the school from the neighboring districts of Westchester and Sweetwater. The school's classrooms and administrative offices occupy approximately 3,850 square feet of an air conditioned building. The school also comes with ample parking facilities located behind the school, including handicap parking. We provide access ramps in the shopping center for the wheelchair in accordance with the local regulations. Our classrooms are spacious, well lighted and provides a comfortable learning environment.

Our school's lab area is equipped with all required and necessary equipment for our students and faculty to use.

We also have a small library equipped with reference books, medical dictionaries and computers available for students and faculty use.

Finally, our school also has a file room well secured and locked to keep all our student's records. This room is only accessible to the school administration.

POLICY STATEMENT

YECHANLAZ INSTITUTO VOCACIONAL, INC. does not discriminate against race, color creed and/ or religion. The school agrees to comply with title VI of the Civil Rights Acts of 1964 and the regulations of the Department of Education. We are an equal opportunity school and applications will process in accordance with the regulations and laws of the State of Florida.

CLOCK HOURS DEFINITION

YECHANLAZ INSTITUTO VOCACIONAL, INC. utilizes regular 60 minute clock hour system; which breaks down to 50 minutes of instruction and a 10 minute break. The following method was utilized: **EXAMPLE:** 4 CLOCK/HOUR = 4 X 60 min- (including 10 minutes break) is the same equivalent to 240 minutes.

COURSE NUMBERING

YECHANLAZ INSTITUTO VOCACIONAL, INC. chooses a very simple numbering system for all its courses. We implemented a combination of letters and numbers to identify each course. The following method was utilized: **EXAMPLE:** NA 000 = ORIENTATION (this means that Nursing Assistant course number 000).

EKG CARDIOGRAPHIC TECHNOLOGY / EKG TECHNICIAN COURSES

MA MEDICAL ASSISTANT COURSES
NA NURSING ASSISTANT/HOME HEALTH AIDE COURSES
PCT PATIENT CARE TECHNICIAN COURSES
PBT PHLEBOTOMY TECHNICIAN COURSES
BES BASIC ENGLISH SKILL COURSES
INT EKG CLINICAL EXTERNSHIP
TEC EKG REPORTING COURSES
PHI ETHIC COURSES
MED MEDICAL/EMERGENCY TERMINOLOGY COURSES

PROGRAM CURRICULUM

Phlebotomy Program

Total Program Hours: 180 Hours

Length: 12 Weeks

PROGRAM OBJECTIVE: This program will provide students with the basic knowledge and skills of Phlebotomy that will enable them to work in the health care setting. Graduates will apply their skills in electrocardiography, stress testing, and Holter Monitoring. In this program, our goal is to offer the students safety methods and professional procedures to assure for that sample of individuals reach laboratories in an expedient manner. The program is designed to lecture students in the theory and practice of Phlebotomy using all the tubes in accordance to sample and the modern methods used by laboratories and hospitals.

Also, we offer the necessary knowledge of Infection Control and OSHA Blood borne Pathogens), and AIDS/HIV. We prepare students to become register nationally, to pass the exam and be eligible for the Certification of the State Florida.

PROGRAM DESCRIPTION: Students will be exposed to the theory and practice of Phlebotomy by using all the tubes in accordance to sample and the modern methods used by laboratories and hospitals. Also, we offer students the necessary knowledge of Infection Control, OSHA, Blood borne Pathogens, and AIDS/HIV. We prepare them to become register nationally, to pass the exam and be eligible for the Certification of the State Florida. This program is offered in Spanish only.

In this program we offer the necessary practice function and techniques of the phlebotomy. We also offer a complete practice in the lab with all the equipment necessary. We offer safety methods to assure that the sample reaches laboratories in an expedient manner. The student will use for practice sessions an artificial arm with artificial blood extraction which simulates a human arm.

We will teach the student how to perform phlebotomy successfully and safely. The course is designed for the student to develop the knowledge practice of the patient's care and preparing them to become registered nationally. It will prepare the student for a successful employment as a phlebotomist and also become eligible for the Florida State Certification.

- **Theory Program: 90 Hours**
- **Lab shop (practice program): 30 Hours**
- **Externship (field training): 60 Hours**

Course Number	Course Title	Clock Hours	Lab Hours
PBT 000	ORIENTATION	00	
PBT 101	INTRODUCTION TO PHLEBOTOMY	06	
PBT 102	ANATOMY STRUCTURE AND CIRCULATORY SYSTEM.	10	
PBT 103	PHLEBOTOMY IN RELATION TO THE HEALTH CARE SETTING	06	
PBT 104	TRANSMITTED DISEASES, HIV/AIDS, HEPATITIS-B AND OTHER	08	
PBT 105	BLOOD COMPOSITION (RBC-WBC-TROMBOCYTE AND PLASMA)	10	
PBT 106	IDENTIFY AND RECOGNITION OF COLLECTION	12	
PBT 107	PROCEDURES OF BLOOD COLLECTION AND PUNCTURE SKIN		30
PBT 108	PROCEDURES OF INFECTION CONTROL	08	
PBT 109	PROVIDE QUALITY ASSURANCE AND SAFETY	08	
PBT 110	PROVIDE PROFESSIONAL COMMUNICATION	06	
PBT 111	ACCEPTED PROCEDURES OF TRANSPORTING SPECIMEN AND PROCESS SPECIMEN	08	
PBT 112	LEAD EMPLOYABILITY SKILLS	08	
PBT 113	EXTERNSHIP	60	

Cardio-graphic Technology / EKG Technician

Total Program Hours: 1080 Hours

Length: 36 Weeks

PROGRAM OBJECTIVE: This program is to provide specialized, qualified, and knowledgeable technical assistance in health institutions, private physician's offices or clinics. It will also prepare the student to sit for the National Examination given by **Florida International Association of Cardio graphic Technicians, Inc.**

PROGRAM DESCRIPTION: This course offers a complete study in all aspects related to the human anatomy and physiology. The Cardio-graphic Technology EKG Technician will learn how to use the EKG equipment, holster and stress monitoring. The student will be able to apply his/her knowledge at hospitals, clinics, and many other related places. This program is offered in Spanish only.

This program emphasizes in training the student the correct procedures on how to use the EKG machine. The student will learn how to apply the machine on the human body correctly.

This program is supervised by the teacher and is designed to teach the student about practice knowledge and abilities for monitoring the EKG equipment. It will prepare the student for employment in the field of Cardio-graphic / EKG Technology.

- **Theory Program: 750 Hours**
- **Lab Shop (practice program): 150 Hours**
- **Externship (field training): 180 Hours**

Financial Aid available for those that qualify!

Course Number	Course Title	Clock Hours	Lab Hours
EKG 101	EKG I	60	
EKG 102	EKG II	60	
EKG 103	EKG III	60	
EKG 106	ANATOMY & PHYSIOLOGY I	60	
EKG 107	ANATOMY & PHYSIOLOGY II	60	
EKG 108	ANATOMY & PHYSIOLOGY III	60	
INT 105	EKG CLINICAL EXTERNSHIP	200	
INT 109	PRECAUTION UNIVERSAL OF INFECTION CONTROL	60	
INT 1091	CLINICAL PROCEDURES	30	30
INT 1092	EMPLOYABILITY SKILLS		20
INT 1093	PRINCIPLES OF RADIOLOGY	30	30
MED 110	MEDICAL TERMINOLOGY	60	
MED 111	CPR		20
MED 112	EMERGENCY MEDICINE	60	
MED 113	HOLTER & STRESS MONITORING	20	40
MED 114	ETHICS	60	
TEC 116	EKG REPORTING	60	

Patient Care Technician

Total Program Hours: 720 Hours

Length: 36 Weeks

PROGRAM OBJECTIVE: The program is designed to prepare students for employment as Nursing Assistants, Home Health Aides, or Patient Care Technicians. It offers the foundation of knowledge and skills to increase the role of the nursing assistant to technicians employable in both acute and long term care settings. Upon completion of this program, students are qualified to sit for the State Board Examination for Nursing Assistant Certification Exam.

PROGRAM DESCRIPTION: This program is designed to provide students with skills that can be used throughout the health care industry. The course completes the requirements for Nursing Assistant, Home Health Aide and Patient Care Technician. This program is offered in Spanish only.

This program also emphasizes in training students the correct procedures and skills that a patient care technician should follow. This program is supervised by the teacher and is designed to teach the student about common practice knowledge for monitoring the EKG equipment. This program prepares students for successful employment the Patient Care Technician field.

- **Theory Program: 360 Hours**
- **Lab Shop (practice program): 240 Hours**
- **Externship (field training): 120 Hours**

Financial Aid available for those that qualify!

Course Number	Course Title	Clock Hours	Lab Hours
PCT 101	INTRODUCTION TO NURSING ASSISTANT	20	
PCT 102	EMERGENCY CARE/CPR/SAFETY/FIRE SAFETY/INFECTION CONTROL		60
PCT 103	HIV/AIDS/OSHA		10
PCT 104	PERSONAL CARE AND TREATMENTS	50	
PCT 105	CLINICAL LAB I		80
PCT 106	MEDICAL TERMINOLOGY	30	
PCT 107	NUTRITION AND THERAPEUTIC DIET	20	
PCT 108	BODY MECHANICS/LIFTING/TRANSFER/WARM & COLD APPLICATIONS		40
PCT 109	PATIENTS CHARTS/ADMISSIONS/DISCHARGE/TRANSFERS	40	
PCT 110	PRE-OP AND POST-OP NURSING CARE	20	
PCT 111	ANATOMY AND PHYSIOLOGY/DISFUNCTIONS	30	
PCT 112	CHILDHOOD ILLNESS/NEWBORN CARE		30
PCT 113	CARE OF THE TERMINALLY ILL PATIENTS	30	
PCT 114	GERIATRIC NURSING/AGING PROCESS	20	
PCT 115	MEDICAL LAW AND ETHICS	10	
PCT 116	DOMESTIC VIOLENCE REVIEW	10	
PCT 117	HOME HEALTH AIDE/LONG TERM CARE	10	
PCT 118	PCA CERTIFICATION TEST REVIEW	10	
PCT 119	EMPLOYABILITY SKILLS/CUSTOMER SERVICE AWARENESS	10	
PCT 120	EXTERNSHIP	60	
PCT 1101	INTRODUCTION TO PHLEBOTOMY TECHNOLOGY	10	
PCT 1102	VENIPUNCTURE PROCEDURES		20
PCT 1103	INTRODUCTION TO ELECTRO-CARDIO TECHNOLOGY	20	
PCT 1104	ELECTRO-CARDIO MONITORING PROCEDURES		20
PCT 1105	EXTERNSHIP	60	

Medical Assistant

Total Program Hours: 720 hours

Length: 36 Weeks

PROGRAM OBJECTIVE: This program is designed for a nine months of four class hours per day. It represents an attempt to initially introduce basic background information in the general, administrative, and clinical areas.

PROGRAM DESCRIPTION: Introduction to structure of the body, medical terminology and clinical procedures. The program covers the following systems: immune, digestive, respiratory, urinary and reproductive. The program also covers office techniques and coding documentation for billing. This program is offered in Spanish only.

- **Theory Program: 450 hours**
- **Externship (field training): 270 Hours**

Financial Aid available for those that qualify!

Course Number	Course Title	Clock Hours	Externship Hours
MA 101	ANATOMY & PHYSIOLOGY	60	
MA 102	LABORATORY PROCEDURES	60	
MA 103	ELECTROCARDIOGRAPHY	60	
MA 104	ADMINISTRATION OF MEDICATIONS	30	
MA 105	MINOR SURGICAL PROCEDURES	30	
MA 106	MEDICAL TERMINOLOGY	30	
MA 107	MEDICAL OFFICE MANAGEMENT	60	
MA 108	INFECTION CONTROL	30	
MA 109	EMERGENCIES IN THE MEDICAL OFFICE	30	
MA 110	RADIOGRAPHY	60	
MA 112	EXTERNSHIP		270

PAYMENT SCHEDULE

We require a registration and administrative fee for enrollment in any of our programs. We also require the student to pay \$200.00 on the first day of class. All this is detailed in the Enrollment Agreement that the student signs at the time of registration. These fees will be applied for the program of study that he/she has registered for. The student has the following options for paying the tuition costs:

1. Payment in full prior to attendance of the first class,
2. Paying the balance of the tuition cost in weekly, biweekly or monthly installments

In addition to the registration fee and administrative fee; the installment payments will be written on the enrollment agreement at the time of the registration.

NOTE: See Refund Policy for more information on page 23.

	Phlebotomy	Cardio-graphic Tech/ EKG Tech	Patient Care Tech	Medical Assistant
Registration and Administrative fee [non-refundable]	\$100.00	\$100.00	\$100.00	\$100.00
Books & Supplies	\$ 40.00	\$ 190.00	\$775.00	\$300.00
Tuition Cost	\$ 460.00	\$6210.00	\$3565.00	\$4700.00
Total Program Cost	\$600.00	\$6500.00	\$4440.00	\$5100.00
First day of class	\$ 200.00	\$ 200.00	\$200.00	\$200.00
Number of Installments	10	10	15	15
Total Financed	\$ 300.00	\$6,200.0	\$4,470.00	\$4,800.00
If financing you will pay: Weekly 10 Installments	\$ 30.00	\$ 620.00	\$298.00	\$320.00
Biweekly 5	\$ 60.00	\$1260.00	\$894.00	\$960.00
Monthly 2	\$15 0.00	\$3,100.00	\$2,235.00	\$2,400.00

All installments must be paid before the end of the program. All Students that would like to finance the program with our school will have to comply with the requirements of the registration fee above and in accordance with the payment of \$200.00 dollars due on the first day of class.

Students that are eligible to received Title IV funds must comply with the Title IV requirements.

FINANCIAL AID OR GRANTS

YECHANLAZ INSTITUTO VOCACIONAL INC. does participate in Government Pell Grant Title IV. Student Applicants must qualify for the Aid (See Title IV Policy and Requirements on page 17).

ADMISSION REQUIREMENTS AND PROCEDURES

The applicant is interviewed by the Chief Administrative Officer and instructor to discuss the program requirements. The school also advises the applicant that all programs are taught in Spanish. An applicant requesting admission must be at least 18 years of age, must have proof of High School Diploma or equivalent GED diploma.

Any applicant desiring to apply to the institution must contact the school directly. Prior to being accepted an applicant must:

1. Be interviewed by an admissions officer or campus director.
2. Complete an enrollment agreement
3. Pay a \$100.00 registration fee (see Refund policy on the school catalog page 23)
4. Submit other information which may be required to determine qualifications (This may include but is not limited to proof of residency or legal status, translation of transcripts from other countries, etc.)
5. Be taken on a tour of the school, which emphasizes on areas related to these programs.
6. An enrollment becomes official after the signature of both the applicant and the school director or the school's designee is contained on the fully executed enrollment agreement and the applicant has satisfactorily completed all admissions procedures. Applicants may enroll at the institution at any time.

The institution has executed these admissions criteria since the institutions' inception. The criterion has been reviewed by the staff and we have found that the admission criteria is adequate for qualifying students and offer reasonable expectation for successful completion of the occupational programs offered by the institution regardless of the delivery mode. We came to this conclusion due to the consistently strong outcomes achieved year over year, and through the consistent student satisfaction expressed in surveys.

ACCEPTING AND TRANSFERRING CREDITS

YECHANLAZ INSTITUTO VOCACIONAL INC. does not accept the transfer of any prior credits from any institution.

TRANSFERRING OF PROGRAMS

YECHANLAZ INSTITUTO VOCACIONAL INC. does not accept the transfer of any students from another institution. The institution does allow the transfer between programs within the institution.

ADMISSION REFUSAL

YECHANLAZ INSTITUTO VOCACIONAL, INC. reserves the right to refuse the admission to any student that does not meet the school standards or for any other reason that the school feels necessary to maintain the school's integrity and a safe place to learn.

CANCELLED COURSES OR PROGRAMS

YECHANLAZ INSTITUTO VOCACIONAL, INC. reserves the right to cancel courses or programs that do not meet the school standards or for any other reason that the school feels necessary to maintain the school's integrity. The following reasons will qualify for course cancellation: not meeting the minimum of 5 students' registration per course or program. In the event that a course or program is cancelled, we will give all registered students the following choices: (1) full refund, (2) change of course or program and (3) pre-enrollment for a future course or program. Title IV students refunds will be conducted as specified in the Title IV Policy.

RECRUITING POLICY

YECHANLAZ INSTITUTO VOCACIONAL, INC. does not recruit nor solicit prospective students from the following places/offices:

1. Welfare offices
2. Unemployment lines and Employment offices
3. Food stamp centers/offices
4. Homeless shelters
5. Nursing homes

HOURS OF OPERATION

The school office is open during the following times:

Monday to Friday from 9:00 a.m. to 9:00 p.m. eastern standard time
Saturdays we open from 9:00 a.m. to 4:00 p.m. eastern standard time.
Sundays we are closed.

[see admissions requirements in the school catalog on page 13].

PERIODIC EVALUATIONS

YECHANLAZ INSTITUTO VOCACIONAL, INC. conducts periodic evaluations to all its students by means of tests and quizzes. These evaluations are only conducted by the student's instructor (see Rules and Regulations starting on page 20). Also, the school faculty conducts course evaluations at mid-term of the program to provide a thorough and updated course

material. Additional to the periodic evaluations, the students receive a written course syllabus on the first day of class (see Course Description starting on page 26).

HOLIDAYS

HOLIDAY
NEW YEAR'S DAY
MARTIN L. KING DAY
PRESIDENT'S DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETERAN`S DAY
THANKSGIVING DAY
CHRISTMAS DAY

The School will not be open on the following holidays. Additional holidays may be declared at the discretion of the Chief Administrative Officer.

GRADUATION REQUIREMENTS

A diploma of completion is presented to the student that has successfully achieved the following:

1. Satisfactorily complete all required course materials.
2. Satisfactorily complete the required attendance class hours.
3. Fulfill all monetary obligations to the school.
4. Financial Aid students must fulfill the Title IV requirements.

GRADING

Students are graded based on the evaluation done by their professor during their classroom assignments. The assignments in class will be either written or practical. The evaluation of the program assignments will be retained and recorded by the school in the student's file. At the end of the program; the school will give a final exam consisting of practical and theory for certification of course completion. The school only certifies that the student has successfully completed the program and will receive a program Diploma.

The school utilizes in all the programs of study the following grading method:

PERCENTAGE	MEANING
90-100%	EXCELLENT
80-89 %	GOOD
70-79 %	PASSING
Below 69%	FAILING
I	INCOMPLETE
W	WITHDRAW

Minimum grades to be considered satisfactory will consist in a grade of at least 70% in the total class work and performance. Any grade below 70% score will be considered unsatisfactory and the student will have to repeat the entire course.

MAKE UP WORK

Students with incomplete courses will receive written notice and are required to make up any incomplete assignments or examinations within one week of such notice in order to receive credit.

INCOMPLETE AND WITHDRAWAL

A student that left at the beginning of the third week after the Mid-Point of the course will obtain a grade of "I" or "W". If the student doesn't come back, then the grade will be changed to an "F" (G.P.A). If the course is not completed, the student must retake the program at a later date which may delay the student's graduation date. If a student fails to take action in completing a course; then he/she needs to try to eliminate a grade of "I" or "W". He/she will damage his/her satisfactory progress at which point the final grade given will be an "F". The student may later appeal for the school to review the file in the hopes to reconsider the final grade due to unfortunate circumstances such as: illness, death in family, etc. Such appeal will be granted only by the School Director.

SATISFACTORY PROGRESS

A student must maintain a passing score of at least 70% in order to pass the course. All class materials and mid term exams must accumulate the minimum passing score.

Any student who does not accumulate the minimum passing average score will be placed on probation for 3 weeks. If at the end of the probation period the student does not achieve the necessary grade point average, then the training will be terminated. The maximum time limit given to a student to complete their program is 1.5 time the normal length of that program.

Satisfactory Academic Progress [SAP] TITLE IV Policy

REQUIREMENTS

To be eligible for federal student aid at Yechanlaz Instituto Vocacional, Inc., students must maintain satisfactory academic progress as outlined below.

To be making satisfactory progression, students must:

- Maintain adequate internship training competency ratings.
- Maintain adequate workplace behaviors.
- Maintain a minimum grade progress at no less than 70 percent grade point average.
- Maintain a minimum of 67 percent attendance of their cumulative registered clock hours.

Students in this program must contract for 20-30 hours a week and successfully complete the program within the minimum time allowed:

The maximum timeframe in which students may receive federal student aid cannot exceed 150 percent of the approved program hours.

Also, SAP will be checked on a payment period

FEDERAL STUDENT AID PROBATION:

Students who fail to maintain satisfactory academic progress will be given the opportunity to appeal the loss of Federal student aid. If the appeal is successful, the student will be placed on financial aid probation for one payment period. Student's progress will be closely monitored to ensure adequate progress is being made. Students will be eligible to receive their federal student aid during this time; however, their attendance percentage must be above 67 percent to graduate. If the student fails to maintain adequate attendance and grades, then his or her federal student aid will be terminated.

FEDERAL STUDENT AID TERMINATION/DENIAL:

Students who fail to establish satisfactory academic progress after their financial aid probation will be terminated from federal student aid. Students will be ineligible for aid during the federal student aid termination period. Students must meet required standards such as: grades, SAP and attendance of the clock hours required in a payment period before further federal student aid is issued.

FEDERAL STUDENT AID RE-INSTATEMENT:

Students who have been terminated from federal student aid eligibility may request reinstatement after satisfactorily meeting SAP policy at the student's own expense and repaying any federal

student aid overpayment that may have been received. If the student's federal student aid is reinstated, aid will not be available for the hours completed during termination.

If students lose federal student aid eligibility because of unsatisfactory academic progress, they may regain eligibility by raising their cumulative GPA to the minimum standard and/or by making up the credit deficiency. No federal student aid will be available to cover the cost of these courses. Also, the minimum attendance of 67% must be met before federal student aid eligibility is re-established, students are responsible for presenting evidence to the Office of Financial Aid that they have complied with Yechanlaz Instituto Vocacional, Inc.'s satisfactory academic progress policy.

APPEAL:

If there are extenuating circumstances, students at Yechanlaz Instituto Vocacional, Inc. have the right to appeal the action relating to progress warning, probation, termination, or reinstatement through the student due-process procedure. Extenuating circumstances would include illness, accident, and death in the family or any other circumstance determined by the school on a case by case basis. If a student believes that they can present mitigating circumstances, they must request reconsideration in writing to the Office of Financial Aid. The request should include a comprehensive description of the circumstance(s) and documentation from at least two qualified persons who can verify the information. The Appeals Committee will review the appeal, make a recommendation, and send a letter of response.



STUDENT SERVICES

HOUSING

YECHANLAZ INSTITUTO VOCACIONAL, INC. does not have housing for its students. However, there are several apartment building and condominiums near by for rent. If the student needs assistance in securing a living space we will refer him/her to a local Realtor for assistance.

STUDENT RECORD

All student records are permanently retained by the school and are available to students upon written request. Student transcripts will be provided to potential employers within **10 school days** - only after written request has been made by the student.

STUDENT PLACEMENT

YECHANLAZ INSTITUTO VOCACIONAL, INC. makes every effort to assist with job placement and furnishes names and address of potential employers that may have potential immediate job openings. A student academic record, attendance, personal characteristics, attitude and personal demeanor will all contribute to the school's overall evaluation. Our school will assist the student with employment but cannot guarantee job placement. Graduates of Spanish speaking programs may encounter employment limitations due to the fact that most businesses require fluency in the English language.

ACADEMIC ADVISING

Advisement and guidance begin with the admission interview and continue throughout the program of study. Yechanlaz Instituto Vocacional, Inc. is a small school with faculty consultants trained to handle minor academic problems. All personal and other problems will be referred to an outside professional

GRIEVANCE PROCEDURE

A Grievance Procedure is available to any student who believes a school decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first meet with the Director of Education and complete a written statement. If the grievance is not resolved, then the Executive Director will review it with all parties concerned. The Executive Director's decision is final.

Students who feel a grievance is unresolved may refer their grievance to:

Executive Director Commission for Independent Education
325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400,
Toll free 1-888-224-6684
www.fldoe.org/cie/

Or

COE
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Toll free 800-917-2081
www.council.org

RULES & REGULATIONS

ATTENDANCE/CLASS CUTS

After five un-excused absences, the student is counseled by the Chief Administrative Officer and placed on probation. Should the student have another un-excused absence while in probation, the student will be terminated. Class absences without prior approval from the instructor or chief administrative officer are not permitted and are considered an absence for the entire class period. A student that does not adhere to the attendance policy will be placed in probation for 30 days and will be submitted to the chief administrative officer which may result in termination. Probation periods are not applicable for academic progress. All Title IV participants must adhere by the requirements of the Title IV Policy.

TARDINESS

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor consider the reason for tardiness legitimate. All class time missed in excess of 10 minutes must be made up by the student prior to graduation. The instructor will assign make up work when applicable.

CONDUCT

The student is expected to conduct themselves in a professional manner at all times. Foul language, possession of un-prescribed drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. Any student, who conducts himself in an unsatisfactory manner, the school will terminate the student. Theft of property from the school or other property of students is grounds for immediate dismissal.

1. All students that are in possession of alcoholic beverages and/or drugs (not prescribed).
2. All students that their conduct is not appropriate with the administration, instructor or other student.
3. Theft of property from the school or other student.

UNIFORMS AND DRESS CODE

Yechanlaz Instituto Vocacional, Inc requires all students to wear the school uniform at all times. The uniform must be clean and ironed. Any student without a uniform will be sent home.

DRUGS AND ALCOHOL

Yechanlaz Instituto Vocacional, Inc is a drug free school and work place. The consumption of un-prescribed drugs and alcohol is a violation of our school policy and will not be tolerated. All students and school staff must adhere to the following provisions:

1. The school prohibits the possession, use or distribution of illicit drugs and alcohol.

2. The school prohibits item #1 in and outside school premises.
3. The school prohibits item #1 in any of the schools activities or Externships.

Yechanlaz Instituto Vocacional, Inc. is a drug-free workplace for staff, faculty and students.

The following is a list of places for **Drug Prevention Programs and Help**:

- **The Center for Substance Abuse Treatment and Referral Hotline 1-800-662-HELP [4357]**
- **The Drug Free Workplace Helpline 1-800-967-5752**
- **The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600**
- **U.S. Department of Health and Human Services 800-WORKPLACE**
- **U.S. Department of Education Regional Centers Drug Free Schools and Communities 502-588-0052**

STUDENT HEALTH SERVICES

Yechanlaz Instituto Vocacional, Inc is not legally or financially responsible for medical care and does not provide the service of a Medical Doctor in the premises. In the event of a medical emergency at the school with a student and staff; the Fire Rescue will be called in for assistance. The School requires all students to provide an Emergency Contact Person and it is part of the Admissions Package. The School will contact the Emergency Contact Person if needed. The school recommends all Students and Staff to carry their Medical Card with them at all times.

Family Educational Rights and Privacy Act 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

The School generally requires a written request form from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327)

Or you may contact FERPA at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520**

PROBATION

A student that does not adhere to the attendance policy will be placed in probation for 30 days and will be submitted to the chief administrator officer which may result in termination. Probation periods are not applicable for academic progress. Students participating in Title IV program [Pell Grants] must follow Title IV Policy.

INTERRUPTION IN TRAINING/TERMINATION

No student is terminated for failure to learn the required skills. Any student that has not successfully completed examination at the end of each course is encouraged to attend the additional class sessions for extra practice. The student is permitted to re-take the exam within a reasonable time as determined by the instructor. If the student fails to achieve a passing grade the second time; he/she is counseled by the Chief Administrative Officer. If the student chooses not to continue the training; the school will not award him/her a Certificate of Completion. The student must also fulfill the requirements set out in the Satisfactory Progress Policy. Students participating in Title IV program [Pell Grants] must follow Title IV Policy.

DISMISSAL

A student may be dismissed or suspended by the director in accordance with the School policy and regulations. The student conduct is grounds for dismissal due to: (1) unsatisfactory conduct, (2) possession of School property without authorization, (3) academic reason, etc. The school Refund Policies for the remainder portion of the program at the time of the dismissal will apply. Students participating in Title IV program [Pell Grants] must follow Title IV Policy.

LEAVE OF ABSENCE

Any student that has had excessive absences during the training should have a good excuse for those absences. A student may be granted a leave of absence for up to 180 days. A request for a leave of absence must be requested by writing and the date of expected return must be specific. If it is by any medical reason or by sickness it must be authorized by a certified Doctor. If the absence exceeds the amount of days requested, the student must obtain a written letter of approval from the school Director prior to re-enter the program of study. If after the time of the leave of absence the student doesn't return to the school and doesn't notify the school the student's contract of the student will be considered terminated within accordance of the school Refund Policy. Students participating in Title IV program [Pell Grants] must follow Title IV Policy.

RE-ENTRY

Any student that has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must be interviewed by the Chief Administrative Officer. He/she must show cause/reason as to why he/she should be re-instated. The decision of the Chief Administrative Officer is final.

STANDARD REFUND POLICY



Should a student be terminated or cancel for any reason, all refunds will be made according to following refund policy:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid, with the exception of **\$50.00 administrative fee [non-refundable – not to exceed \$100.00]**.
4. Cancellation after attendance has begun, but prior to 50% completion of the programs, will result in a prorate refund computed on the number of hours completed to the total program's hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Books and materials purchased at the school could be returned with original receipt and within 10 days from purchased date only.
7. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
8. Refunds will be made within 30 days of termination or receipt of Cancellation Notice without student's request.
9. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules.

TITLE IV RETURN POLICY

Should a student be terminated or cancel for any reason, all returns will be made according to the following Financial Aid return policy:

The institution determines the amount of Title IV that was earned by the student. All Title IV returns will be calculated by each pay period.

The student will be obligated for any tuition, fees, books or equipment not covered by Title IV returns.

The institution will determine the total amount of Title IV aid disbursed or that could have been disbursed on the student's behalf.

Student's Responsibility:

- The amount of Title IV aid earned by the student [it's determined by the total wages earned and classification of student in regards to dependency].
- The percentage of Title IV aid earned by the student [it's determined by the student's percentage of attendance].
- Total amount of unearned Title IV aid to be returned to each program by the student [it's determined by total attendance].

Institution's Responsibility:

- The amount of Title IV aid retained by the school
- The amount of unearned Title IV aid to be disbursed or returned by the school
- Total amount of unearned Title IV aid to be returned to each program by the school.

Refund of unearned Title IV funds will be returned within 30 days from the date that the institution determines and confirms that the student withdrew.

If you have questions about your Title IV program funds, you can call the Federal Student Aid information center at **1-800-4-FEDAID** [1-800-433-3243] or visit the student Aid web site at **www.sduudentaid.ed.gov**.

CLASS SCHEDULE

PHLEBOTOMY

Length: 12 Weeks

Clock Hours: 180 Hours

[Theory: 90, Lab: 30 and Externship: 60]

Weekly: 10 Hours per week

Tuesdays and Thursdays 9:30 to 2:30

Saturdays: 10:00 to 3:00 REVIEWS

CARDIO-GRAPHIC TECHNICIAN / EKG TECHNICIAN

Length: 36 Weeks

Clock Hours: 1080 Hours

[Theory: 750, Lab: 150 and Externship: 180]

Weekly: 25 Hours per week

Mondays, Tuesdays, Wednesdays and Thursdays 8:30 to 3:00

Mondays, Tuesdays, Wednesdays, Thursdays and Fridays 6:00 to 9:00am

Saturdays: Lab Hours available when needed

PATIENT CARE TECHNICIAN

Length: 36 Weeks

Clock Hours: 720 Hours

[Theory: 360, Lab: 240 and Externship: 120]

Weekly: 16.7 Hours per week

Mondays, Tuesdays, Wednesdays and Thursdays 8:30 to 2:00

Mondays, Tuesdays, Wednesdays, Thursdays 6:00am to 9:00am and Saturday 9:00-1:30

Saturdays: Lab Hours available when needed

MEDICAL ASSISTANT

Length: 36 Weeks

Clock Hours: 720 Hours

[Theory: 450 and Externship: 270]

Weekly: 12.5 Hours per week

Tuesdays and Thursdays 8:30 to 2:00

Mondays, Tuesdays, Wednesdays and Thursdays 6:00 to 9:00am

Saturdays: Lab Hours available when needed

PHLEBOTOMY



PROGRAM LENGTH: 11 WEEKS

CLOCK HOURS: 180 HOURS

PBT 000 ORIENTATION

PBT 101 INTRODUCTION TO PHLEBOTOMY

6 CLOCK HOURS

The student will be able to:

Phlebotomy Definition

Identify the major department/section with the clinical laboratory, hospital.

Function of phlebotomist, with the medicine.

Identify relationship between the Phlebotomist and laboratories.

Propose of study of a phlebotomist.

PBT 102 ANATOMY STRUCTURE AND CIRCULATORY SYSTEM

10 CLOCK HOURS

The student will be able to:

Describe the function of the circulatory system.

Describe and define major Body with emphasis on the circulatory system.

List and describe the main superficial veins, used in performing venipuncture.

Describe the anatomy of the circulatory system.

Briefly understand the psychological of the circulatory system.

PBT 103 PHLEBOTOMY IN RELATION TO THE HEALTH CARE SETTING

6 CLOCK HOURS

The student will be able to:

Identify the major departments with the clinical laboratory requirement.

Describe role of the major classification of the clinical laboratory of phlebotomy

List of various departments the health care setting in which the phlebotomist must interest to obtain laboratory specimen from patients.

PBT 104 TRANSMITTED DISEASES, HIV/AIDS, HEPATITIS-B AND OTHER

8 CLOCK HOURS

The student will be able to:

Identify HIV and, how is the treatment.

Describe methods of transmission.
Distinguish between fact and fallacy in the treatment of communicable disease.
Identify community resource and services available to the patient.
Apply Universal precaution and infection control as recommended by center disease control.
Define what hepatitis-B, the consequences and types are.
Identify risk related between you work as phlebotomist.
Know and apply the plan of exposition.
Recognize risk and consequences, if the vaccination is declined.

**PBT 105 BLOOD COMPOSITION (RBC-WBC-TROMBOCYTE AND PLASMA)
10 CLOCK HOURS**

The student will be able to:

Recognize different types of WBC and their function of the defense of the body.
Identify RBC and the reticulocyte.
Study the composition of the blood and their composition.
Identify the Buffy coating and composition,
Briefly understand the routes of the coagulation.

**PBT 106 IDENTIFY AND RECOGNITION OF COLLECTION
30 CLOCK HOURS**

The student will be able to:

Explain the special precaution and types of equipment needed to collect blood from neonate.
Identify and discuss proper use supplies used in collecting micro-specimen.
Describe the types of patient specimen that are analyzed in the clinical lab and the phlebotomist role in collecting.
Identify and describe substances potentially encounter during phlebotomy which can interfere in analyze of blood constituents.

**PBT 107 PROCEDURES OF BLOOD COLLECTION AND PUNCTURE SKIN
30 CLOCK HOURS**

The student will be able to:

Identify the procedures of the puncture the skin and venipuncture.
Identify the protocol of the steps of the venipuncture and puncture skin.
Identify correct order of the code tube for the extraction.
Identify advantages and disadvantages of the sample collection.
Identify and utilize the correct methods of disposed of the contaminated materials.
Perform a good techniques with the professionally for the capillary puncture.
Provide perform appropriate handling of the contaminated materials in the sample.
Describe the most common complication associated with capillary and venipuncture their causes prevention and treatment.

**PBT 108 PROCEDURES OF INFECTION CONTROL
8 CLOCK HOURS**

The student will be able to:

Identify the term "Nosocomial Infection"
Identify the importance of the application of the INF.
Control with the phlebotomy practice.

Describe and practice procedures for the infection control.
Identify aseptic and antiseptic with technique of hand-washing.
Demonstrate professional knowledge and be ethical use your duty.
Identify potential routes of infection.
Identify isolation process with car of color and reason.
Uses prevent the spreading of infection.

PBT 109 PROVIDE QUALITY ASSURANCE AND SAFETY 8 CLOCK HOURS

The student will be able to:

Distinguish and perform procedures of test when collecting blood specimen.
Demonstrate knowledge and practice appropriate in patient safety.
Practice laboratory safety in accordance with established procedures.
Follow documents procedures for works related accident.
Identify quality control.

PBT 110 PROVIDE PROFESSIONAL COMMUNICATION 8 CLOCK HOURS

The student will be able to:

Maintain adequate behavior and professional all time.
Communicate appropriate with the patient and member of health care team.
Demonstrate reflect and responsibility of the patients rights.
Demonstrate abilities in the use of information of computer and telephone.
Explain to patient the procedure to be used in specimen collection.
Demonstrate the correct and management of the medical record.

PBT 111 ACCEPTED PROCEDURES OF TRANSPORTING SPECIMEN 8 CLOCK HOURS

The student will be able to:

Describe the significance of time constrain for specimen collection delivery.
Recognize and perform routine process in the transporting the sample.
Describe employees accidents related with phlebotomy.
Demonstrate knowledge of requisitioning procedures.
Follow protocol for accepting verbal test order.

PBT 112 LEAD EMPLOYABILITY SKILLS 8 CLOCK HOURS

The student will be able to:

Conduct a search employment.
Identify complete the employment application.
Assemble documents that may be required when applying for a job.
Identify acceptable interview techniques.
Identify and demonstrate awareness of personal wellness.
Describe and practice habits acceptable in the responsibility of the employment.

Have a good behavior and manner in a conduction of an interview.

PBT 113 EXTERNSHIP

60 CLOCK HOURS

The student will be able to:

Apply theory and laboratory practice actual patients care.

CARDIOGRAPHIC TECHNOLOGY / EKG TECHNICIAN



PROGRAM LENGTH: 36 WEEKS

CLOCK HOURS: 1080 HOURS

EKG 101 EKG I

60 CLOCK HOURS

The student will learn the basic principles of Cardio-graphic Technology EKG Technician. He/she will learn the technology of operating medical instruments. Electrocardiograph is for recording the electrical activity of the heart and to identify the correct paper speed of the EKG.

EKG 102 EKG II

60 CLOCK HOURS

In this apprenticeship the student will learn how learn how to identify the location and structure of the heart media-sternum, what is measured horizontally and what voltage is measured vertically, EKG WAVE FORMS, and how to determine heart-rate by using the EKG graph.

EKG 103 EKG III

60 CLOCK HOURS

This course will teach the student how to handle special problems such as doing an EKG ON AN AMPUTEE, how to respond to code blues, how to do an EKG on a patient who seated in a chair. Students will be taught various terms including hypertrophy and dilation and be able to distinguish between these distinct processes.

INT 105 CLINICAL EXTERNSHIP

200 CLOCK HOURS

This course is supervised by the teacher and is designed to teach the student about practice knowledge abilities for the handling of the EKG electrocardiograph machinery.

EKG 106 ANATOMY & PHYSIOLOGY I
60 CLOCK HOURS

This course instructs on the structure and function of systems of the human body, with emphasis on those aspects most pertinent to allied health technology programs. This course covers introduction to the Human Body and the Integumentary System, cell structure and their functions, tissues, glands and membranes.

EKG 107 ANATOMY & PHYSIOLOGY II
60 CLOCK HOURS

This course instructs the student on the structure and functions of the skeletal, muscular, nervous and endocrine systems.

EKG 108 ANATOMY & PHYSIOLOGY III
60 CLOCK HOURS

This course instructs the student on the structure and functions of the Cardiovascular, Lymphatic and respiratory systems.

INT 109 PRECAUTION UNIVERSAL OF INFECTION CONTROL
60 CLOCK HOURS

This course instructs the student on the structure and functions of the Microorganisms and infections.

INT 1091 CLINICAL PROCEDURES
60 CLOCK HOURS

This course introduces clinical procedures including medical asepsis, vital signs, physical examination, the importance of sterilization and disinfection. This course teaches students the methods of administering medication.

INT 1092 EMPLOYABILITY SKILLS
20 CLOCK HOURS

This course instructs the student on how the hiring process works. This course also teaches the student how to fill out an application and how to act in an interview.

INT 1093 PRINCIPLES OF RADIOLOGY
60 CLOCK HOURS

This course presents an introduction to x- ray technology, fluoroscopy, positioning the patient and the procedure for producing a radiograph.

MED 110 MEDICAL TERMINOLOGY
60 CLOCK HOURS

This course teaches the student medical terminology, which include work components, definitions, spelling, pronunciation, and the use of medical references and resources for research

and practice. Medical terminology is learned as it relates to clinical medicine, surgery, laboratory medicine, pharmacology, radiology, and pathology.

MED 111 CPR

20 CLOCK HOURS

This course teaches the study of clinical procedures within cardiopulmonary resuscitation, the taking of and recording of vital signs.

MED 112 EMERGENCY MEDICINE

60 CLOCK HOURS

This course teaches the student the basic emergency medical principles which are given in lectures and demonstrations in the care of emergencies, and accidental injuries. This course will provide the students with a basic knowledge in all topics of emergency medicine; treatment of wounds, hemorrhages, shock, heat exhaustion, poisoning, lacerations, dislocations, fractures, electrical burns, etc.

MED 113 HOLSTER & STRESS MONITORING

60 CLOCK HOURS

This course teaches the student holster and stress monitoring principles which are given in lectures and demonstrations, describing procedures used in ambulatory ECG. Monitoring will include patient instructions, artifact recognition and reorder maintenance.

PHI 114 ETHICS

60 CLOCK HOURS

This course is an overview course in morality and ethics. Applications of basic principles are studied as they relate to personal, medico-legal, and managerial ethical issues. Students will study the basic of human good, personal rights, and the basis of justice. Each student will be assigned an ethics term paper and several case studies, which relate to their professional aspirations.

TEC 116 EKG REPORTING

60 CLOCK HOURS

This course covers EKG machinery skills and basic office skills.

PATIENT CARE TECHNICIAN



PROGRAM LENGTH: 8.5 MONTHS

CLOCK HOURS: 720 HOURS

PCT 101 INTRODUCTION TO NURSING ASSISTANT

20 CLOCK HOURS

This course contains the principles and basic instruction of telephone skills, and CNA/HHA reporting and recording skills.

PCT 102 EMERGENCY CARE/CPR/SAFETY/FIRE SAFETY/INFECTION CONTROL

60 CLOCK HOURS

This course contains the principles, practices and techniques about infection control and gives an overview of the methods of prevention of infection and the patient care assistant's role. It also includes description of the methods of accident prevention, safety measures, cardiopulmonary resuscitation, Heimlich maneuver, and the control of necessary precautions and possible prevention. Methods of fire prevention and fire safety including the R.A.C.E. system are within the course content.

PCT 103 HIV/AIDS/OSHA

10 CLOCK HOURS

This course contains a description of the principles and practices of caring for a patient with HIV/AIDS/OSHA or other contagious diseases. It gives detailed information of the cause, transmission, prevention, and treatment of the HIV/AIDS/OSHA infection and related patient care. The Center for Disease Control (CDC'S) guidelines for Universal Precautions procedures and techniques are covered in this course. Community resources are also discussed and explained.

PCT 104 PERSONAL CARE AND TREATMENTS

50 CLOCK HOURS

This course contains a description of the principles and procedures of personal care. Baths, skin care, oral hygiene, hand and foot care, shampooing, methods of elimination, and bed making are covered in this course.

PCT 105 CLINICAL LAB 1

80 CLOCK HOURS

This course contains clinical instruction by an RN in specific procedures to include the taking of vital signs (temperature, pulse, respiration, and blood pressure) in a simulated hospital setting. Method of instruction is based on return demonstration of procedure used in taking vital signs and the reading of accurate results to the evaluator's satisfaction. The measuring of a patient's height and Weight is also covered. Return demonstration of height and weight to the evaluator's satisfaction will again be done within the course's content.

PCT 106 MEDICAL TERMINOLOGY

30 CLOCK HOURS

This course contains a description of key medical terms that are a necessary for the Patient Care Assistant.

PCT 107 NUTRITION AND THERAPEUTIC DIET

20 CLOCK HOURS

This course contains basic instruction in nutrition, diets and fluid intake. It covers service and feeding a patient their ordered diet, serving and feeding the helpless, blind patient and feeding of a patient with a bulb syringe. Monitoring, measuring and documentation of the patient's food and fluid intake and various types of output are also covered in this course. The Heimlich maneuver, signs and symptoms, causes and treatment, diet and special problems related to the diabetic patient and Diabetes are also covered. Discussions of hypoglycemia are within this course outline as well. This course also contains the social, psychological and physiological aspect of eating, dieting factors affecting the nutrition of the elderly, and the primary causes of nutrition deficiency.

PCT 108 BODY MECHANICS/LIFTING/TRANSFER/WARM & COLD APPLICATIONS

40 CLOCK HOURS

This course contains the principles, practices, importance and techniques of proper body mechanics. Lifting, moving, positioning and transferring of a patient are also discussed in this course's content. The student will learn the importance of ROM (range of Motion) and the correct technique in performing it. Routine demonstration of all aspects and techniques of this course is an essential part of the student's training. The course also discusses ambulating devices, their importance and the patient care assistant's role and responsibility in using them. In addition, the warm and cold application's component of this course covers a description of the principles, procedures and techniques as well as the types of warm and cold applications. It identifies those individuals at greater risk of complications during such applications. The patient care assistant's responsibility during the warm and cold application, the prevention of injury and promoting the patient's comfort are also stressed in this course.

PCT 109 PATIENT'S

CHARTS/ADMISSIONS/DISCHARGE/TRANSFERS

40 CLOCK HOURS

This course contains a description of the correct procedures and reasons for admitting, transferring and discharging the patient and the Patient Care Assistant's responsibility and role in these processes. The patient care assistant is also given instruction on the patient's chart and the correct procedures for recording entries.

PCT 110 PRE-OP AND POST-OP NURSING CARE **20 CLOCK HOURS**

This course contains a description of the care of a patient preoperatively and postoperatively. It covers both the physical and psychological aspects of patient care.

PCT 111 ANATOMY AND PHYSIOLOGY/DYSFUNCTIONS **30 CLOCK HOURS**

This course covers the human anatomy and physiology. It gives an in depth overview of systemic dysfunction as it relates to diseases.

PCT 112 CHILDHOOD ILLNESS/NEWBORN CARE **30 CLOCK HOURS**

This course contains a description of the proper nursing techniques in caring for an infant/pediatric patient. Childhood illnesses and congenital abnormalities are covered in this course. The student will receive instruction in basic nursing care of the pediatric and have positive communication skills with the family.

PCT 113 CARE OF THE TERMINALLY ILL PATIENTS **30 CLOCK HOURS**

This course contains a description of the principles and procedures of postmortem care. Psychological, social, physical and spiritual needs of the terminally ill patient and family are also covered. The stages of death and dying by Dr. Elizabeth Kubler-Ross are discussed within the course content. The student's personal feelings and reaction **to the death and dying process are also covered.**

PCT 114 GERIATRIC NURSING/AGING PROCESS **20 CLOCK HOURS**

This course contains a description of the care of the geriatric patient. This course is an overview of the body systems and these changes as related to the aging process. The psychological problems resulting from the aging process are also discussed.

PCT 115 MEDICAL LAW AND ETHICS **10 CLOCK HOURS**

This course contains a description of practicing human relations skills needed to be a Patient Care Assistant. In addition, the course reviews laws and ethics terminology and procedures used in the medical field.

PCT 116 DOMESTIC VIOLENCE REVIEW **10 CLOCK HOURS**

This course contains in depth study of domestic violence. It will assist the health care professional to understand and work with domestic violence victims and their families.

PCT 117 HOME HEALTH AIDE/LONG TERM CARE **10 CLOCK HOURS**

This course contains a description of the importance and new trend of the home health care field. The responsibilities and practices of the home health care assistant are covered. Comprehensive long term care and rehabilitation programs are also stressed and discussed during this course.

PCT 118 PCA CERTIFICATION TEST REVIEW

10 CLOCK HOURS

This course contains a series of test taking skills and basic occupational knowledge to enable the student to prepare for taking class tests, and successfully completing the course. This course will also prepare the student with a study model for appropriately preparing for the State Certified Test, both written and performance portions.

PCT 119 EMPLOYABILITY SKILLS/CUSTOMER SERVICE AWARENESS

10 CLOCK HOURS

This course contains a description of the employment preparation necessary in order to prepare the student for a job as a Patient Care Assistant.

PCT 120 EXTERNSHIP

60 CLOCK HOURS

This course includes 80 hours of the clinical portion of the Patient Care Assistant Course.

PCT 1101 INTRODUCTION TO PHLEBOTOMY TECHNOLOGY

10 CLOCK HOURS

This course is basically a review of the basic elements required to practice Phlebotomy. It demonstrates the various roles encountered in health institutions.

PCT 1102 VENIPUNCTURE PROCEDURES

20 CLOCK HOURS

This course reviews the equipment, proper procedures, specimen collection and handling procedures, complications of a phlebotomy.

PCT 1103 INTRODUCTION TO ELECTRO-CARDIO TECHNOLOGY

20 CLOCK HOURS

This course emphasizes in the elements needed to perform and EKG monitoring, interpretations of the EKG and EKG machinery.

PCT 1104 ELECTROCARDIO MONITORING PROCEDURES

20 CLOCK HOURS

This course reviews the procedures needed to take and monitor an EKG, as well as the skills needed to do so.

PCT 1105 EXTERNSHIP

60 CLOCK HOURS

This course includes 60 hours of the clinical portion of the EKG monitoring program.

MEDICAL ASSISTANT



PROGRAM LENGTH: 9 MONTHS

CLOCK HOURS: 720 HOURS

MA 101 ANATOMY & PHYSIOLOGY

60 CLOCK HOURS

Introduction to the structure of the body including the skeletal, muscular, cardiovascular, lymphatic, nervous, integument, endocrine, immunity, digestive, respiratory, urinary and reproductive systems.

MA 102 LABORATORY PROCEDURES

60 CLOCK HOURS

This course introduces clinical procedures, including medical asepsis, vital signs, physical examination, appreciation of ear and eye, local application of heat and cold, importance of sterilization and disinfection, urinalysis, venipuncture and microbiology.

MA 103 ELECTROCARDIOGRAPHY

60 CLOCK HOURS

Course details includes, blood path through the heart, the conduction system of the heart and the components of the E.K.G. cycles are studied. Techniques of electrocardiography, standardization and the procedure for recording and mounting a standard 12 lead electrocardiogram are mastered.

MA 104 ADMINISTRATIONS OF MEDICATIONS

30 CLOCK HOURS

Course teaches classification of drugs based on preparation and on action, the prescription, preparation and administration of medication, and intra-dermal, subcutaneous, and intramuscular injections.

MA 105 MINOR SURGICAL PROCEDURES

30 CLOCK HOURS

This course involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages.

MA 106 MEDICAL TERMINOLOGY

30 CLOCK HOURS

This is an introductory course to the field of Medical Terminology, including basic word structure and the use of medical and technical dictionaries.

MA 107 MEDICAL OFFICE MANAGEMENT

60 CLOCK HOURS

This course discuss the purpose and use of office equipment, introduce and define computer terminology, determine capabilities of office computer software, and identify needs and uses of computer software.

MA 108 INFECTION CONTROL

30 CLOCK HOURS

Explain and discuss the growth requirements of microorganisms and how to control them, hand washing, common disinfectants and antiseptics, standard universal precautions.

MA 109 EMERGENCIES IN THE MEDICAL OFFICE

30 CLOCK HOURS

This course consists of how to manage emergencies in the medical office, acute illness, first aid in accidents and injuries, C.P.R and more.

MA 110 RADIOGRAPHY

60 CLOCK HOURS

This course is about the introduction to X-Ray, the X-Ray machine, fluoroscopy, positioning the patient, and X-Ray precautions. Also, it covers general procedures for the production of radiography.

MA 112 EXTERNSHIP

270 CLOCK HOURS

Students are placed in doctor's offices to gain actual experience as a Medical Assistant.

