



School Catalog



9600 S.W. 8 Street, Suite 42

Miami, Florida 33174

Phone: (305) 554-9281

Fax: (305) 554-9187

Website: www.itischool.com



Licensed by:
The Commission for Independent Education
Florida Department of Education

**InterAmerican Technical Institute is accredited by the Accrediting
Commission of Career Schools and Colleges.**



Volume 18

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This School Catalog must be available to all applicants prior to enrollment.
Catalog is also available for review online at: www.itischool.com/catalog

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MISSION STATEMENT

ITI is committed to providing high quality vocational technical education. To meet this challenge, the school offers high-quality methods of instruction combined with well-balanced curriculum, flexibility, and comprehensive continuing education courses to prepare students whose basic skills deficiencies due to language barrier may prevent success in the vocational job preparatory programs of their choice. The school strives to maintain the flexibility necessary to meet the needs of a diverse population and the varying educational requirements prompted by the changes in the society it serves. The school recognizes its responsibility to assist students in achievement of their success. Our students will have the potential to become successful entry-level employees upon graduation.

HISTORY

InterAmerican Technical Institute was established, at the current location, in November 2000 in order to provide relevant technical education and employable skills in the health related area and computer training. The Corporation, Dade County Institute of Technology, Inc., was organized in November, 2000 under the laws of the State of Florida. The school began offering classes in Nursing Assistant/Home Health Aide, Electrocardiography Aide, Phlebotomy, and Computer Business Application in October 2001. In October 2009 the Patient Care Technician Program was added. In October 2012, the school was accredited by the Accrediting Commission of Career Schools and Colleges ACCSC.

In 2015, the institution discontinued offering the following programs: Nursing Assistant, Phlebotomy, and Electrocardiography Aide. Currently, the school offers the following programs: Home Health Aide, Patient Care Technician and Computer Business Application.

OUR PHILOSOPHY

ITI holds the proud duty to put its students first. We established ourselves to serve the educational needs of every person that step into our classrooms, providing them with the quality education that is required to succeed in their field of choice. We do not only seek a well instructed graduate with the sufficient knowledge to excel in the workforce of their choice but we also seek to impact each student in ways that not only improve their careers but also improve their lifestyle. ITI looks to enhance every student's social abilities so they are able to handle any obstacle that they face in the real world with confidence and prestige.

The **goals** of InterAmerican Technical Institute are:

1. To improve the basic, personal and technical skills of adult students and prepare them for the current job market
2. To provide leadership in meeting the changing technical education needs of the local community by providing bilingual education and training that enables graduates to obtain entry-level employment.
3. To maintain the flexibility necessary to meet the needs of a diverse population and the varying educational requirements prompted by the changes in the society it serves.
4. To maximize educational opportunities with other agencies, businesses, and industries.
5. To promote lifelong learning.

OWNERSHIP

InterAmerican Technical Institute is owned and controlled by Dade County Institute of Technology Inc., a corporation formed under the laws of the State of Florida.

ACCREDITATION AND LICENSES

InterAmerican Technical Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 Phone: 703-247-4212. www.accsc.org.



The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.



InterAmerican Technical Institute is licensed by the Commission for Independent Education, Department of Education. License No. 2373.

Additional information regarding this institution may be obtained by contacting the Commission: 325 West Gaines Street, Suite 1414. Tallahassee, Florida 32399-0400 Phone: 850-245-3200. Toll-free telephone number 888-224-6684. <http://www.fldoe.org/policy/cie>

The school is a participant in the Student Financial Assistance Program supported by the US Department of Education.

GOVERNING BODY

President:	Jorge Matus
Vice-President	Roberto Luna
Treasure:	Edward Cordoba

ADMINISTRATIVE STAFF

Director of school:	Rebeca Rosabal	rebeca.rosabal@itischool.com
Director of Training:	Roberto Luna	roberto.luna@itischool.com
Director of Admission:	Rebeca Rosabal	rebeca.rosabal@itischool.com
Student Services Director:	Jorge Matus	jorge.matus@itischool.com
Financial Aid Director	Barbara Fonts	barbara.fonts@itischool.com



FACULTY

FACULTY MEMBER:	PROGRAM TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)	LICENSE NUMBER:
Lenniet Coello <small>Instructor</small>	Computer Business Application Program Lenniet.coello@itischool.com	Master of Science in Computer Science. Villa Clara (UCLV), Cuba Master of Science in Educational Mathematics. Camaguey University, Cuba Bachelor in Computer Science Engineer (magna cum laude). Camaguey University, Cuba.		
Nidia L. Estremera <small>Instructor.</small>	Patient Care Technician Program. Nidia.estremera@itischool.com	Medical Doctor. University of Medical Sciences. Camaguey, Cuba	Florida Registry of Medical Assistant.RMA Registry Number: MA2013095542 Registered Phlebotomy Technician. RPT Registry Number: PT2013095543	
Magdalena Garcia <small>Instructor.</small>	Patient Care Technician Program Magdalena.garcia@itischool.com	Nursing Technician Graduate. Polytechnic Institute of Health. Holgui, Cuba Patient Care Technician Program. Interamerican Technical Institute Miami, Florida.	Certified Nursing Assistant	CNA 323989
Ana Maria Lopez <small>Instructor.</small>	Patient Care Technician Program. Ana.lopez@itischool.com	Licentiate in Nursing Higher Institute of Medical Sciences of Havana Patient Care Technician Yechanlaz Instituto Vocacional. Miami, Florida	Certified Nursing Assistant.	CNA 199237
Jacqueline Garcia-Matus. RN <small>Program Coordinator</small>	Health Related Program Coordinator. Jacqueline.matus@itischool.com	Registered Nurse. University of Mexico, Mexico, D.F.	Register Nurse. Florida USA	RN 2752622

FACILITIES AND EQUIPMENT

The school is located in the Miami cosmopolitan area. It is within the Miami Dade County in the State of Florida. The school's facility is modern building and occupied approximately 3,835 square feet under air conditioning. The School houses large classrooms, administrative offices to satisfy the students' needs, up-to date computers, medical laboratories, and a large supervised parking area. Audiovisual materials are incorporated to the theoretical classes to enhance the quality of instruction. In addition to the administrative offices and classrooms, the school maintains a library continually updated and increased with new relevant material. Computer terminals with internet access are also provided as research tools.



CLASS SIZE

All students are taught by individualized instruction. The average student-teacher ratio is 15:1 for any session. Maximum class size is 15 students per session.

The maximum numbers of students in a classroom or laboratory are:

Patient Care Technician:	15 Students
Home Health Aide	15 Students
Computer Business Application:	8 Students

ADMISSION REQUIREMENTS

Programs are open to young and mature individual who have sincere desire of self-improvement and training for a career opportunity in Home Health Aide, Patient Care Technician and Computer Business Application. The school encourages applications from qualified students from all cultural, racial, religious, and ethnic groups.

As a minimum:

- Students must be at least 17 years of age, which is beyond the age of compulsory education.
- Students must have a high school diploma or GED equivalent to be enrolled as a regular student.
- Students enrolling must be physically able to perform the required function for successful completion of the program.
- Applicants who first enroll in an eligible program of study on or after July 1, 2012 and who want to participate in Federal Financial Aid (Title IV) must have a high school diploma or GED (the ability-to-benefit criteria for admission will not be accepted). If the applicant attended an eligible program at a Title IV institution prior to July 1, 2012, the applicant may participate in Federal Financial Aid (Title IV) by providing a high school diploma, GED or demonstrating that the applicant took and passed the ability-to-benefit for the applicable eligible program.

All applicants seeking employment as a Patient Care Technician may be required to pass the Florida Board of Nursing Certified Nursing Assistant (CNA) exam in order to be eligible for employment. All candidates applying for the CNA exam will be subject to a Level II

Background Check, performed by the Florida Board of Health, of which, any individual with a previous offense that falls under the prohibitive offenses delineated under Chapter 435, FRS., and Chapter 408.809, FRS., may be ineligible to sit for the exam and may be denied permission to exercise the CNA license. It is the recommendation of this institution that any individual with any criminal history be advised by the Student Service Department prior to registering for the Patient Care Technician.



ADMISSION PROCEDURES

When an interested party inquires about admission, an appointment is arranged to visit the school and meet with a school representative where all the program options are explored. At the time of the visit, the student will be given a tour of the facility and a school catalog. If the person decides to enroll, he/she will complete a Preliminary Application. The Director of the school will review the entire student's information and make a decision on the acceptance of the person as a regular student. The student will be then referred to the Business Office to complete an enrollment agreement. At this time applicants must provide a copy of his/her high school diploma or transcript or a copy of his/her GED Certificate. An applicant under age 18 must have a co-signer (Parent or Guardian) before admission is granted.

CLASS SCHEDULE AND HOLIDAYS

Classes are held Monday through Thursday from 8:30 a.m. to 12:30 p.m. for the morning shift and 6:00 p.m. to 10:00 p.m. for the evening shift. Class Schedule for Computer Business Application and Home Health Aide Programs are Monday through Friday from 8:30 a.m. to 12:30 p.m. for the morning shift and 6:00 p.m. to 10:00 p.m. for the evening shift. The institution offers classes on a continuing year-round basis. Fridays are also used for class make-up work, staff meetings, special training conferences, and faculty conferences.

The library is open on weekdays (Monday – Thursday 9 am to 9 pm) and Friday and Saturday (9 am to 4 pm).

Office Hours: Monday-Thursday: 8:30 am – 8:30 pm. Friday: 8:00 am – 5:00 pm. Saturday: 9:00 am – 4:00 pm.

The school observes the following holidays and vacation breaks: Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Holidays*.

*Vacation break is approximately two weeks at the end of December.

Note: In the event of an emergency due to inclement weather or a natural disaster, the school will close as determined by the Miami-Dade Public School System.

GRADUATION REQUIREMENTS

A student is eligible for graduation when he/she has fulfilled the following requirements:

1. Complete all designated requirements (tests, assignments, etc.) of the program.
2. Complete the program with a minimum 2.0 grade point average.

3. Maintain attendance in compliance with the school policy.
4. Complete the program within 1.5 times the normal program length.
5. Satisfy all financial obligations with the institution.

GRADING SYSTEM

Vocational credit courses are graded according to the following Grade Point Average (GPA) system:

Letter Grade:	Percentage Equivalent:	Point Value:	Description:
A	90–100%	4.0 points	Excellent
B	80-89%	3.0 points	Good
C	70-79%	2.0 points	Satisfactory
D	60- 69%	1.0 point	Passing below satisfactory
F	50- 59%	0 point	Failure
I	----	----	Incomplete
W	----	----	Withdrawal

Grade points are computed by multiplying the number of credits earned by the point value of the final grade for that particular course. The Grade Point Average of a student is computed by adding the total grade point values for all the courses and dividing by the total number of credit hours assigned to all courses attempted.

Course Repetitions: Failures may not be made up except through a repetition of the course. When a student repeats a course for which a failure “F” grade was received, both grades will appear on the transcript. However, only the higher grade will be used in calculating the grade point average on the student’s academic record.

Incomplete Grades: When an “I” (incomplete) grade is given the specific work to be completed and a completion date will be specified. A student who receives an “I” (incomplete) has two weeks from the end of the course to make up any incomplete assignment or examination in order to receive a grade. “I” will be changed to “F” if not satisfactorily completed by the agreed upon date.

The transcript of a student who officially withdraws will receive a “W” grade.

DEFINITION OF CREDIT HOURS

A clock hour is defined as 50 minutes of instruction in a 60 minute period of time.

A credit hour is defined as follows: One semester credit hour represents 15 hours of lecture with an instructor, 30 hours of supervised laboratory setting of instruction, or 45 hours of externship.

Patient Care Technician program and Computer Business Applications program are subject to the ACCSC Clock Hours to Credit Hours Conversion formula. One semester credit hour includes at least 30 clock hours of instruction and for each 30 clock hours of instruction, 7.5 hours of out-of-class work/preparation. Total semester credit hours for a program of study include the calculation for Total Out-Of-Class Work/Preparation.

Full time students must maintain a minimum of 15 credit hours per semester.

CREDIT FOR PREVIOUS TRAINING

Credit may be allowed for previous education. For example, students who have previously completed the Health Science Core in any other health vocational program at InterAmerican Technical Institute or another licensed technical vocational school do not have to repeat it.

Courses must be similar or equivalent in content to those offered by InterAmerican Technical Institute. Courses must have been completed within six (6) years of submission of the petition. Courses(s) transferred must have been completed with a grade of C or higher.

The amount of credit accepted will be determined by the school director and any necessary adjustments in the student's program will be made. At least 25 percent of the credits or hours required for completion of a program must be earned through instruction taken at InterAmerican Technical Institute. If transfer credit is approved the student is responsible for purchasing the remaining courses in the program to which he or she is applying. Program tuition will be prorated.

INTERNAL TRANSFER

A student wishing to transfer from the original program to another must notify the Registrar's Office of his/her intention. An evaluation of the student performance record is made and all credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

TRANSFERABILITY OF CREDITS

Decisions concerning the acceptance of credits by other institutions are made at the sole discretion of the accepting institution. It is student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

ATTENDANCE POLICIES

Regular attendance and punctuality will help students develop good attendance habits required for successful careers. Students are required to attend all class meetings, to arrive on time, and to stay for the duration of the class. Attendance is recorded on a daily basis. To maintain satisfactory attendance, students must be present at least 75 percent of classes during the program.

The school allows reasonable absences, such as personal illness, death in the family, court appointments, etc. These absences are considered as excused absences and the student will not be penalized for it. However, it is the responsibility of the student to notify the school if he/she is unable to attend classes.

If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g. hospitalization and recovery from a serious accident or illness), the student should notify the school to request a leave of absence.

If a student has more than three (3) consecutive **unexcused** absences, he/she may be called for an advising session. Eight (8) days of consecutive unexcused absence will result in automatic termination. Reinstatement will be left to the Director's discretion.

In all cases, whether a student has excused or unexcused absences, all missed work must be made up by the student. It is the responsibility of the student to make arrangements with the instructor to make-up missed class work and tests.

MAKE-UP WORK

When students have been absent all work is required to be made up. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the course or module in which the work was missed. Arrangements to take a missed exam must be made with the instructor within two weeks of returning from an absence.

When an "I" (incomplete) grade is given, the specific work to be completed and a completion date will be specified to the student. A student who receives an "I" (incomplete) has two weeks from the end of the course to make up any incomplete assignment or examination in order to receive a grade. "I" will be changed to "F" if not satisfactorily completed by the agreed upon date.

LEAVES OF ABSENCE

A leave of absence must be requested in writing by the student or guardian and approved by the School Director. Leave of Absence request may not exceed a total of 180 days in a 12 month period. This 12 month period begins with the first day of the first leave of absence.

A student on an approved leave of absence will retain his/her in-school status, but Financial Aid will cease during the period the student is on an approved leave of absence and recommence once the student return to class. Students receiving Federal Financial Aid must understand and follow Federal Title IV leave of absence regulations.

A student who is granted a leave of absence while attending a course will be required to retake that course upon returning from the leave of absence. The returned date will be coordinated with the school Director to ensure that the returned date will fall at the beginning of a new course. The student will not incur any additional charges for retaking the course. Expected graduation date will be adjusted according to the number of days the student was on an approved leave of absence.

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

TARDINESS POLICY

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate. Continual tardiness to class will result in a determination by the administration as to the student's ability to continue the program.

SCHOOL ATTIRE

Students are required to be neat and clean in appearance while attending classes. Since the primary purpose of this institution is to prepare the students for employment, students enrolled in a health related program are required to wear a white coat or scrub at all time. Items of dress which may be considered a safety hazard or create classroom disturbance are prohibited.

MAXIMUM TIME FRAME

The maximum time a student may take to complete his/her program of study, including externship, is one and one-half times the length of the program, e.g. course length = 12 weeks, maximum time frame = 18 weeks (12 x 1.5). If the student is unable to complete the program in this time, the student will be terminated and not allowed to graduate.

SATISFACTORY PROGRESS

Satisfactory Progress of students is checked three (3) times during the program. Satisfactory progress is revised at 25% of the program length and the student must obtain a minimum grade point average (GPA) of 1.0 and completed 67% of the credits attempted in that time, and maintain satisfactory attendance. Another satisfactory progress is performed at the middle of the program and the student must obtain a minimum GPA of 1.5 and completed 67% of the credits attempted in that time and maintain satisfactory attendance. At the end of the program the student must have achieved a grade point average of at least 2.0 and completed 100% of the credits attempted in that program.

ACADEMIC PROBATION

If the student is not maintaining satisfactory progress at the time it is checked, the student will be placed on a thirty day probationary period. After this time the student should have raised his/her grade point average to minimum standard, as specified above. The School Director will grant the probation and will notify the student in writing. Student meeting this requirement at the end of the probationary period will be removed from this status. If however, the student was unable to raise his/her GPA after the probationary period, he/she may be dismissed from school.

CONDUCT

Students must behave in a manner that will enable the school to recommend them to prospective employers as courteous, considerate and well-mannered individuals.

They must adhere to conduct that will not interfere with the learning process of the class in general. Entering the school or classrooms while under the influence of alcohol, unlawful drugs or narcotics of any kind are grounds for dismissal.

Smoking, eating, drinking (soda, coffee, etc.) is not allowed in any of the classrooms or labs. Students will be responsible for all property destroyed or damaged, with or without intent when the student behavior is considered to be negligent. Intentional defacing or destruction of school property by any student will result in immediate dismissal.

Students are required to keep their work areas clean and in an orderly manner. They must return all equipment and supplies to their proper storage area before they leave their classroom or lab.

TERMINATION

A student may be dismissed from the school for failure to comply with the following school policies

- Conduct
- Attendance
- Non-satisfactory academic progress

- Drug & alcohol use.
- Tuition

Before a student is dismissed he/she may be placed on a probationary period, no more than 30 days. If during this period the student has not overcome the situation, he/she may be a candidate for dismissal. A student may apply for readmission after a thirty day period.

Refunds for the student, if any, will be made accordingly to the school refund policy.

TERMINATION APPEAL PROCESS AND RE-ENTRY

A student that has been terminated from the school may appeal this determination by submitting a letter to the school Director describing in detail the extenuating circumstances for the reasons that caused the termination. The decision to reinstate the student will be left to the discretion of the school Director.

NATURE AND EXTENT OF CHANGES IN PROGRAMS OR COURSES

The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date. The school also reserves the right to change program content, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

DISCRIMINATION POLICY

InterAmerican Technical Institute offers training to all applicants on an equal basis regardless of race, religion, color, sex, age, nationality, and ethnic origin.

STUDENT SERVICES

HOUSING AND TRANSPORTATION

The school does not provide housing or childcare for students; however, a current listing of available rental units, local public transportation, and childcare information is available by contacting the school Director.

Transportation

At ITI we are aware that transportation can sometimes be an obstacle. Therefore, we offer students bus passes at a discounted rate so that they can get to and from school without any worries. Attendance is very important to ensure the success and completion of our programs. Bus passes are ordered mid-month for the following month. For information of how to obtain a Student Bus Pass, please contact the School Director or call 305-554-9281

Please see useful transportation websites below:

- Miami-Dade County Area: www.co.miami-dade.fl.us/transit/
- Hialeah Transit System: www.hialeahfl.gov
- Miami-Dade County Transit System: www.miamidade.gov/transit/
- City of Homestead Free Trolley:
www.cityofhomestead.com/media/pdf/TrolleyBrochure.pdf
- Florida Department of Transportation: www.dot.state.fl.us/transit/
- Tri-Rail: www.tri-rail.com/
- City of Coral Gables Trolley: www.coralgables.com/index.aspx?page=325
- 95 Express: www.coralgables.com/index.aspx?page=325
- South Florida Commuter Services: www.1800234ride.com/
- Florida Metro Guide: www.floridametroguide.com/flcommuter.htm
- American Public Transportation Association (APTA):
www.apta.com/resources/links/unitedstates/pages/floridatransitlinks.aspx
- MapQuest: www.mapquest.com

Special Needs

From time to time, students may face special needs which affect their ability to comfortably continue their training. A Campus Director of Education is available to assist students individually to address special needs. Our goal is to help develop a solution that facilitates students individually to have the ability to successfully complete their program of study. For specific hardship assistance, you may visit the following website:

Open Arms: www.openarmscommunitycenter.org

ADVISING/COUNSELING

Students are encouraged to make an appointment in order to receive advising regarding their academic progress, placement opportunities and other related matters. All advising done to students is documented on an advising form. Counseling services are available specifically

dealing with student education qualifications, and relevant coping skills, to all students including the ability-to- benefit population. These services are available at the school by appointment. Students needing these services will be directed to appropriate counselor.

LIBRARY/RESOURCE CENTER

A library/resource center of professional reference books is available for student use. Students may also use the School's Internet access for research and to obtain information. The library is open on weekdays (Monday – Thursday 9 am to 9 pm) and Friday - Saturday (9 am to 4 pm).

STUDENT RECORDS & TRANSCRIPTS

Student records are permanently retained by the school and protected against fire, vandalism, and other perils. Student's records are available to students upon individual request. Student records will be provided to potential employers only after written request has been made by the student.

CAREER SERVICES

The institution offers career services and information on job openings to its student and graduates. Inquiries made to the school from potential employers will be posted on the bulletin board. Upon successful completion of the program, the school will assist each graduate with job placement; however, the school does not guarantee employment. Placement services are provided to all graduates, without additional charge.

Disclosure: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Language of instruction for Home Health Aide and Patient Care Technician Programs: Spanish.
Language of instruction for Computer Business Application Program: Spanish and English.

STUDENT COMPLAINT PROCEDURE

Complaints and grievances will be handled in a reasonable manner. The first step a student should take when they have a grievance is to speak to the Instructor and/or the Director of the School. Once a complaint is received the nature of the complaint will be investigated and a reasonable solution will be reached for all concerned parties. In the event that the disagreement continues unresolved, the parties may bring the issue(s) to the Board of Directors for further review.

Complaints that are not satisfactorily resolved at this level should be submitted in writing to:

InterAmerican Technical Institute
Board of Directors
9600 S.W. 8 Street, Suite 42
Miami, Florida 33174
Phone: 305-554-9281
Fax: 305-554-9187

If a student does not feel that the school has adequately addressed a complaint or concern,

the students may consider contacting the Commission for Independent Education or the Accrediting Commission of Career Schools and Colleges ACCSC.

**Commission for Independent Education
Florida Department of Education**

325 West Gaines Street
Suite 1414
Tallahassee, Florida 32399-0400
Phone: 850-245-3200
Toll-free telephone number: 888-224-6684

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard,
Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Edward Cordoba, School Director, or online at www.accsc.org.



FEDERAL STUDENT AID PROGRAMS

InterAmerican Technical Institute offers Financial Aid Assistance for those who qualify. The school is a participant in the Student Financial Assistance Program supported by the US Department of Education. These programs are designed to help applicants who have limited financial resources, provide funds in the form of grants for students who would not otherwise be able to continue their education.

Awards of student assistance described here are conditioned on the availability of funds and on the financial need of the applicant. For continued eligibility for financial aid, the student must maintain satisfactory academic progress in their program of study.

InterAmerican Technical Institute currently participates in the Federal Pell Grant Program and Federal Direct Loan Program. Applicants may contact the institution's Office of Financial Aid for specific information regarding the availability of Financial Aid. A student may apply by completing the free application for Federal Student Aid, which is available online at www.fafsa.ed.gov.

Federal Pell Grant

The Pell Grant is an entitlement program available for those who need it to attend a post-secondary educational institution. The amount of the Pell Grant entitlement is determined on the basis of the cost of education at the institution attended and the actual number of credits for which the student is enrolled. Students can reapply annually for Pell consideration.

Federal Pell Grant does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree.

Federal Direct Loan Program

The William D. Ford Federal Direct Loan (Direct Loan) Program provides low interest rate loans to eligible borrowers to cover postsecondary education costs. A complete FAFSA application must be submitted to determine loan eligibility.

The Direct Loan Program offers three loan types:

1. Direct Subsidized Loans
2. Direct Unsubsidized Loans
3. Direct Parent Loan for Undergraduate Students (PLUS)

Direct Subsidized Loan:

A need-based loan from the federal government from which the government pays for the interest on the loan while the student is enrolled in school. Repayment begins six months after the last day of attendance (LDA). The repayment period still begins six months and a day after the student is no longer enrolled at least half-time, but interest that accrues during those six months will be payable by the student rather than subsidized by the federal government.

Direct Unsubsidized Loan:

A non-need based loan from the federal government where the student is responsible for interest payments on the loan. Students will be responsible for interest payments 30 days from the date of the 1st disbursement. Students have the option to either pay the interest while in

school, or have the interest capitalized (deferred) up to six months and a day after the last day of attendance (LDA).

Direct Parent Loan for Undergraduate Students (PLUS):

This loan is sponsored by the federal government and is not a need-based loan. This loan allows for one of your parents to apply in order to help with education costs. The repayment period for a Direct PLUS Loan begins at the time the PLUS loan is fully disbursed, and the first payment is due within 60 days after the final disbursement. The interest rate is charged from the date of the first disbursement until the loan is paid in full.

Applications for this loan and additional information concerning applicant qualifications, repayment schedules, and interest rates may be obtained at the Student Financial Aid Office at 305-554-9281

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

ELIGIBILITY REQUIREMENTS

To qualify for federal student aid the following requirements must be met:

1. Students must have a high school diploma or GED equivalent.
2. Be enrolled as a regular student in an eligible program.
3. Be a US citizen or eligible non-citizen with a valid Social Security Number (SSN)
4. Make satisfactory academic progress toward completion of the program.
5. Not to be in default or owe a refund to any Title IV program.
6. Register (if you haven't already) with the Selective Service, if you are a male between the ages of 18 and 25.
7. Demonstrate financial need.
8. Not have certain drug convictions.
9. Use federal and state aid for educational purposes only.

APPLICATION PROCEDURES

It is your responsibility to submit all the required material by the announced deadlines. Prospective students are encouraged to apply early for priority consideration. Applicants should not wait for an admission decision before applying for financial aid. Admission decisions are made independent of financial aid decisions.

Free Application for Federal Student Aid (FAFSA)

Financial Aid is available for those who qualify. For financial aid consideration, applicants need to complete the Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA at the Financial Aid Office or visiting www.fafsa.ed.gov

An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature. Create a New FSA ID at <https://fsaid.ed.gov/npas/index.htm>

Notification of Financial Aid Awards

Students are notified of their Federal Pell Grant eligibility through an Institutional Student Information Record (ISIR). This report is electronically transmitted directly to the Institute by the federal processor. The U.S. Department of Education employs a uniform formula to evaluate the information contained on the student aid application and to determine the index of need. In order to receive an award, the ISIR must be reviewed and eligibility confirmed by the Financial Aid Office. If the student feels that the awards do not cover his or her needs, the student should consult with the School Financial Aid Officer.

Disbursement Procedures

Awards will be made in accordance with the award letters issued by the Office of Financial Aid. Federal Pell Grant or campus base checks will be made payable directly to InterAmerican Technical Institute in a separate check for each student's account. Financial Aid awards will be disbursed electronically and will be applied to each student's account.

Other Financial Aid Information:

If you would like information about filling out the FAFSA, or other information related to financial aid, please visit one of the web sites below.

www.fafsa.ed.gov

www.nsls.ed.gov

www.studentloans.gov

www.studentaid.ed.gov

www.dl.ed.gov

www.loanconsolidation.ed.gov



PROCEDURES FOR VERIFICATION

InterAmerican Technical Institute has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. The students selected for verification by the U.S. Department of Educational (ED) or those with conflicting information in their records will be required to submit supporting documentation. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. All students will be notified by the Financial Aid Office on a timely basis if they were selected for verification and what supporting documentation is required. In addition

Financial Aid Office will notified the student for any award changes due to verification by email, mail, phone call, or personal contact. The institution will notify the student of the result of the verification process and any other documentation needed.

3. Failure to provide the documentation within the specified time period may result in the student being declared ineligible to receive any Title IV funds. Students who are declared ineligible to receive Title IV funds will still be responsible for their financial obligations to the school.
4. Students who need assistance in obtaining the documentation required should see the school's financial aid officer.

ADDITIONAL FINANCIAL AID INFORMATION

The refund policy of InterAmerican Technical Institute is stated in the school enrollment agreement and in this school catalog.

Retention data of students enrolled in programs offered by the school is available from the School Director

Average starting salaries and the percentage of students employed in specific fields of training are available from the School Director.

Any further information desired by an applicant may be obtained from either the Financial Aid Office or the School Director.

Students must notify the Financial Aid Office if any of the following conditions occur: Change of name and address, change of financial status, any change in their attendance status, or school termination.

A student who is terminated for unsatisfactory academic progress may re-enroll with the written approval of the School Director after remaining out of school for at least three (3) weeks. If the student is considered to be making satisfactory academic progress, the student will become eligible for Title IV aid in accordance with the school published policy. If the student fails to maintain satisfactory academic progress during this period, the student will be academically terminated and will not be allowed to re-enroll in the same program.

Students who have withdrawals, incomplete grades or a leave of absence during a payment period are eligible to receive Title IV funds provided the student maintains satisfactory progress and the time needed to make up and complete the program is within the maximum time frame specified in this catalog.

REFUND DISTRIBUTION POLICY

1. Refunds will be made to the Federal Pell Grant account up to the amount disbursed.
2. Any additional refunds will be made to any other aid received.
3. Any additional refunds will be made to the student.

CANCELLATION AND REFUND POLICY

- The student (or parent/guardian, if student is a minor) may notify the school in person, over the phone, or in writing (preferred, electronic or otherwise) if he/she decides to cancel or terminate his/her attendance.
- All monies will be returned if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the initial Enrollment Agreement and making the initial payment.
- Cancellation after the third (3rd) business day, but before the first class, will result in a return of all monies paid, with the exception of the registration fee.
- Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
- The refund amount is defined as the difference between the amount paid towards school charges (including financial aid and/or cash) and the amount the school can retain under the appropriate refund policy.

RETURN TO TITLE IV FUNDS POLICY:

- The percentage of the period completed by the student is determined by dividing the number of calendar days completed in the payment period, as of the day the student withdrew, by the total number of calendar days in the same period, excluding scheduled breaks of five days or more and days that the student was on an approved leave of absence.
- For any student terminating their program of study after entering the institution, the regulations provide that the percentage of Title IV aid earned by a student is equal to the percentage of the period completed by the student (except if that percentage is 60% or more, the student is considered to have earned 100% of the Title IV aid).
- The withdrawal date is defined as the last day of physical attendance unless earlier notice is received.
- Tuition is charged by Payment Period. One Payment Period = 20 weeks for Patient Care Technician (140 days); One Payment Period = 18 weeks for Computer Business Application (126 days).
- Samples of the Return Computation are available for the student at the Financial Aid Office.
- This policy will calculate the amount of Financial Aid funds earned by the student during their enrollment. InterAmerican Technical Institute will calculate the amount of Title IV aid that was earned based on a payment period basis. The institution will determine:
 1. The Title IV aid disbursed or that could have been disbursed.
 2. The percentage of Title IV aid earned by the student.
 3. The amount of Title IV aid earned by the student.

4. The total Title IV aid to be returned or disbursed.
 5. The amount of unearned Title IV aid to be returned by the school.
 6. The amount of Title IV funds to be returned to each program by the school.
 7. The initial amount of unearned Title IV funds to be returned by the student.
 8. The amount of Title IV funds to be returned to each program by the student.
- The student will be obligated for any tuition, fee, books, any supplies or equipment not covered by the Title IV funds.
 - Returns will be made to the federal programs within 30 days of the student's date of determination.

INSTITUTIONAL REFUND POLICY:

- The institutional refunds will be calculated by the payment period.
- The student will be obligated to pay for any tuition and fees not covered by Title IV funds.
- The institution is entitled to retain only the percentage of charges proportional to the period of enrollment completed by the student. The percentage of the period completed is determined by dividing the number of calendar days completed in the payment period, as of the day the student withdrew, by the total number of calendar days in the same period, excluding schedule breaks of five days or more and days that the student was on an approved leave of absence.
- Withdrawal after attendance has begun but prior to 50% of the payment period will result in a pro-rated refund computed on the number of days completed to the total number of days in that period, plus a \$50.00 registration fee.
- Withdrawal after completing 50% of the payment period will result in no refund. The school retains 100% of the tuition of the payment period, plus a \$50.00 registration fee.
- The withdrawal date is defined as the last day of physical attendance unless earlier notice is received.
- Any money due to the student after this calculation is performed will be refunded within 30 days.

School's Cancellation of a Class or Program Policy:

The school reserves the right to cancel or postpone a class or program for any reason, including insufficient student enrollment. However, every effort will be made to cancel the class or program in advance of the scheduled beginning date. If the School elects to cancel the class or program, the student is entitled to a 100 % refund of fees paid.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. All parents and students will be notified of their rights through annual publications in the catalog of the fact that students and parents of dependent students have the right to:
 - a. Inspect and review student educational records.
 - b. Give prior consent to the disclosure of personally identifiable information.
 - c. Request an amendment to the student records.
 - d. Request a hearing (if the request for an amendment is denied) to challenge the contents of the educational record, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.
 - e. Place a statement regarding contested information in the record indicating the nature of the disagreement.
2. A parent of a student must make a request in writing to review educational records.
3. Records will be made available in the appropriate institutional office with an appointment.
4. No personally identifiable information will be released to a third party without the written consent of the parent or student unless it is:
 - a. To other school officials who have educational interest in the information.
 - b. To official of another school where the student seeks or intend to enroll.
 - c. To representatives of the comptroller general of the U. S., the Secretary of Education, state or local education authorities.
 - d. To state officials if required by state statutes.
 - e. To organizations conducting studies for educational agencies or institutions to develop, validate or administer tests, administer student aid programs or improve instruction. (No personally identifiable information will be released except to representatives of the organization and information provided to said organizations shall be destroyed when no longer needed for the study).
 - f. To accrediting agency to perform accrediting functions.
 - g. To parents of a dependent student to comply with a judicial order of subpoena.
 - h. To meet a health or safety emergency.
 - i. To an alleged victim of a crime of violence regarding the results of disciplinary proceeding against the alleged perpetrator of the crime.
5. All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interest of the parties for inspection of the records.
6. Personally identifiable information which is designated as directory information includes student's name, address, telephone listing, place and date of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

CAMPUS CRIME STATISTICS

The school publishes a crime statistics report annually, and enforces a drug abuse policy. These are available to prospective students, faculty and employees at the admissions office. These reports are also on display in the school's bulletin board.

ALCOHOL-DRUG POSSESSION, USAGE AND DISTRIBUTION POLICY

In response to the requirements of the "Drug Free Schools and Communities Act Amendments of 1989" the following will be the policy of InterAmerican Technical Institute:

Students and employees are prohibited from being under the influence of alcohol or drugs while on school premises. No employee or student of this Institute shall have in his or her possession any alcoholic beverage or controlled substance (illicit drugs) on school grounds or in any activity sponsored by InterAmerican Technical Institute, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.

Additional information relating to the health effects of specific drugs is available through the student services department.

WEAPONS POLICY

Weapons of any kind are prohibited anywhere on the school premises and at all school-sponsored activities. Any student, staff, or faculty member possessing a weapon will be subject to expulsion from the school and/or termination of employment.



CPR/FIRST AID CLASSES

Cardiopulmonary resuscitation (CPR) and first aid classes are held every month at the school for medically related programs. CPR certification is awarded upon completion by the American Safety & Health Institute.

CPR Initial Certification: \$45.00
CPR Renewal Certification: \$35.00

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Disclosure: Students will be notified of any changes made at the institution that do not reflect the contents of this catalog. The school reserves the right to make any changes to its policies at any time.

ACADEMIC PROGRAMS



COURSE NUMBERING SYSTEM

The school uses a series of letter and numbers to identify courses within each program.

Courses:

HSC - Health Science Core
HHA - Home Health Aide Courses
NA - Nursing Assistant Courses
PHL - Phlebotomy Courses
CBA - Computer Business Applications Courses
PCT - Patient Care Technician Courses

PATIENT CARE TECHNICIAN

OBJECTIVE:

The objective of the program is to prepare students for a variety of job opportunities in the health occupations areas and is designed to meet the need for cross training of employees in health care facilities. The student is trained for entry-level position in a variety of medical settings including hospitals, medical centers, nursing homes, home health agencies, and other medical facilities. Employment opportunities include performing duties as nursing assistants, home health aide, patient care assistants, electrocardiograph aides, phlebotomist, allied health assistants, and patient care technicians. Upon graduation the student will receive a Diploma.

Graduates are also eligible to take the National Center for Competency Testing certification exam for EKG technician, phlebotomy, and patient care technician. These certifications are not required, but enhance employment opportunities.

PROGRAM DESCRIPTION:

Patient Care Technician program is taught via a combination of lecture, practical exercises in the laboratory, and real-world situations in an externship environment. The 600-hour program includes, but it is not limited to, basic anatomy and physiology, related medical terminology, communication skills, ethical and legal aspects, infection control, nursing assistant procedures (including hospital settings), advance geriatric care, home health services, vital signs and safe clinical skills, medical records (charting and obtaining health histories), specimen collection, phlebotomy procedures, EKG procedures, and assistance with feeding and bedside care. The program includes 60 hours of clinical experience in a nursing home. Upon graduation the student will receive a Diploma and will be eligible to apply for the state licensing examination (CNA).

Upon completion of this program, the school will provide certificates to the student verifying that the HIV/AIDS, Domestic Violence, Dementia Management and Patient Abuse Prevention, and Infection Control/OSHA requirements have been met.

PROGRAM LENGTH: 600 instructional clock hours/24 Semester Credit Hours. This program also requires 150 hours of "Out-of-class" work during the program. The Student has 40 weeks to complete the program.

Classes are held Monday through Thursday from 8:30 a.m. to 12:30 p.m. for the morning shift and 6:00 p.m. to 10:00 p.m. for the evening shift.

PROGRAM COST:

Registration Fee:	\$ 50.00	All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion.
Tuition:	\$ 5,700.00	
Total:	\$ 5,750.00	
Others: Costs of books, supplies, and uniform are included as part of tuition cost.		

PROGRAM OUTLINE:

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours	Extern. Hours	Total Instruct. Clock Hours	Required Out-of-class work Hours
HSC-1230	Basic Anatomy and Physiology	2.5	60	-	-	60	15
HSC-1240	Basic Medical Terminology	2.5	30	30	-	60	15
HSC-1250	Health Science Core	2.5	30	30	-	60	15
NA – 1350	Nursing Assistant Procedures I	2.5	30	30	-	60	15
NA – 1360	Nursing Assistant Procedures II	2.5	30	30	-	60	15
HHa-1430	Home Health Care Skills	2.5	30	30	-	60	15
PHL-1540	Phlebotomy Techniques	2.5	30	30	-	60	15
EKG-1640	Electrocardiograph Techniques	2.5	30	30	-	60	15
PCT-1740	Patient Care Assisting	2.5	30	30	-	60	15
PCT-1830	Externship for PCT	1.5	-	-	60	60	15
	Total	24	300	240	60	600	150

*Total Credit Hours includes the calculation for Total Out-Of-Class Work/Preparation.

- Courses are usually taken in this sequence; however, the school reserves the right to modify the sequence as needed.
- Language of instruction: Spanish
- Completion of the program with a minimum passing grade of “C” or 2.0 grade point average is required for graduation.

Transfer of Course Credit

- Credits may be allowed for previous education. For example, students who have previously completed the Health Science Core at InterAmerican Technical Institute or another accredited technical vocational school do not have to repeat it. Refer to **Transfer of Course Credit Policy** in this catalog.
- If transfer credit is approved the student is responsible for purchasing the remaining course(s) in the program to which he or she is applying. The program tuition will be prorated.

PROGRAM CURRICULUM

HSC - 1230 BASIC ANATOMY & PHYSIOLOGY

60 Clock hours

This course offers an introduction to the structure and function of the body including an overview of the cells and tissues, the nervous system and the sense organs, the endocrine, reproductive, respiratory, musculoskeletal, digestive, urinary, and integumentary system. Emphasis is given to the cardiovascular system and the blood components. Special topics include the disease processes that affect the human body and the normal aging changes of each system.

HSC - 1240 BASIC MEDICAL TERMINOLOGY

60 Clock hours

This course will provide students with a basic medical terminology vocabulary for use in the health care setting. This course will consist of learning prefixes, suffixes, root words and combining words as they relate to each body system. Through this course, students review the medical terms commonly used in and around a doctor's office, nursing home, or hospital to refer to procedures and body parts.

HSC - 1250 HEALTH SCIENCE CORE

60 Clock hours

Health Science Core introduces the student to the health care field including knowledge of the health care delivery system and health occupations; communication skills; ethical and legal aspects of patient care; and safety and security procedures including emergency situation response (CPR). An introduction to nutrition and hydration; human development; infection control and blood borne diseases, including HIV-AIDS; OSHA regulations and Standard Precautions; guidelines for hand washing and wearing gloves; and uses of Personal Protective Equipment (PPE) are also taught. Domestic Violence; Alzheimer's disease and related Disorders; and Dementia Management and Patient Abuse Prevention Seminars are also given during this course (Certificates provided). A Career Development Seminar is included in this course. This seminar is designed to help the student prepare for entering the job market in the health field. Emphasis is placed on formulating a professional resume, rendering a successful interview, and job searching skills.

NA- 1350 NURSING ASSISTANT PROCEDURES I

60 Clock Hours

This course teaches tasks associated with personal care, tasks associated with maintaining mobility, and tasks associated with elimination. It includes: bathing, grooming, dressing, shaving, shampooing and caring for hair; assisting with oral hygiene and denture care; caring for the skin, feet, and nails; bed making and handling linen; ambulating, transferring, transporting, positioning, and turning; toileting and assisting with the use of the bedpan and urinal; and providing catheter care.

NA- 1360 NURSING ASSISTANT PROCEDURES II

60 Clock Hours

This course teaches basic nursing skills and tasks associated with restorative activities, including, but not limited to, measuring and recording vital signs, measuring weight and height, monitoring fluids intake and output, collecting specimens, procedures for providing care for geriatric patients, assistance with restorative and rehabilitative activities, performing range of motion exercises; performing supervised organizational functions following the patient plan of care, and other responsibilities related to patient care technician.

HHA- 1430 HOME HEALTH CARE SKILLS**60 Clock Hours**

This course introduces the student to the home health services including the HHA's role and the agency structure. This course teaches patient care skills specific to the Home Health Aide including, but not limited to, personal care procedures, basic nursing skills, procedures for providing care for geriatric patients, guidelines for assistance with self-administered medications, guidelines for special clients with special needs, such as Alzheimer's disease, and home management and nutrition, including safe food preparation.

PHL - 1540 PHLEBOTOMY TECHNIQUES**60 Clock Hours**

During this course the student is taught the procedures to perform blood drawing techniques such as finger sticks and venipuncture. It emphasizes the importance of proper patient identification, patient preparation for testing, and the steps in the venipuncture procedures. It also describes all the equipment and supplies needed to collect blood including the evacuated tube system, additives, color coding collection tubes, and order of draw for collecting multiple tubes. The test request process, including the types of requisition used and the required requisition information, is also reviewed.

EKG-1640 ELECTROCARDIOGRAPH TECHNIQUES**60 Clock Hours**

This course teaches how to perform a 12 lead electrocardiogram including preparing a patient for EKG; use of medical equipment; identification of artifacts and other mechanical problems; calibration; and standardization of the electrocardiograph. An introduction to the use of the Holter Monitor and the treadmill stress test is also included. Recognition and interpretation of the cardiac cycle and normal EKG tracing and identification of basic abnormal heart rhythms and cardiac emergencies are also reviewed.

PCT-1740 PATIENT CARE ASSISTING**60 Clock Hours**

During this course the student is taught the organizational and effective team member skills in a hospital setting including effective communication with the health team and the medical record. Emphasis is given to assistive personnel responsibilities and limitations, including confidentiality issues and the reporting of elder, child, and domestic abuses. This course also includes assistance with physical examination; caring for mothers and newborns; caring for patients with developmental disabilities; assisting with pre-operative and post-operative patient care in a hospital setting, including skin preparation, wound care, and procedures for applying dressings; caring for patients receiving oxygen therapy; and heat and cold applications.

PCT-1830 EXTERNSHIP FOR PATIENT CARE TECHNICIAN 60 Clock Hours.

During this course the student will spend time in a clinical setting where they will apply the knowledge, skills, and competencies acquired in the classroom. *Prerequisite: HSC-1250 (Health Science Core) and NA-1350 & NA-1360 (Nursing Assistant Procedures I and II).*

Note: Health Science Core does not have to be completed if the student has previously completed the Core in another health occupations program at any level.

Note:

The required **HIV/AIDS** course for this program is included in the course: HEALTH SCIENCE CORE (HSC-1250).

Dementia Management and Patient Abuse Prevention seminar is included in HEALTH SCIENCE CORE. (HSC-1250)

HOME HEALTH AIDE

OBJECTIVE:

The objective of this program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as a home attendant, home health aide, or to provide supplemental training for persons previously or currently employed in these occupations. This program includes instructions in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe, clean and healthy home environment.

PROGRAM DESCRIPTION:

Home health care assistants provide personal care and home services. This program includes an introduction to legal and ethical responsibilities; communication skills; basic human needs; the developmental process; nutritional needs; emergency care; personal care; special care and rehabilitation needs of the client; household management; record keeping; and employability skills, HIV/AIDS seminar, Infection Control/OSHA seminar, and Domestic Violence seminar. This program is taught via a combination of lecture and practical exercises in the laboratory. Upon graduation the student will receive a Diploma.

PROGRAM LENGTH: 75 clock hours. The Student has approximately 4 weeks to complete the program.

PROGRAM OUTLINE:

<i>Course Number</i>	<i>Course Title</i>	<i>Lecture Hours</i>	<i>Lab Hours</i>	<i>Extern. Hours</i>	<i>Total Clock Hours</i>
HSC-1200	Introduction to Health Science	15	15	-	30
HHA-1400	Home Health Aide Procedures	15	30	-	45
<i>Total</i>		30	45	-	75

- Language of instruction: Spanish.
- Completion of the program with a minimum passing grade of "C" or 2.0 grade point average is required for graduation.

PROGRAM COST:

Registration Fee:	\$ 50.00	All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion.
Tuition:	\$ 420.00	
Books:	\$ 60.00	
Uniform	\$ 20.00	
Total:	\$ 550.00	

PAYMENT SCHEDULE:

\$50.00 Registration Fee is due at the time of signing the application for admission. Tuition cost has to be paid before completion of the program. The student has the option of paying the tuition cost: 1) in full during the first week of class; or 2) paying the balance of the tuition cost in 4 installments. Student's payment schedule will be as follows: four (4) payments of \$105.00 dollars per week. Payments are due on the first day of each week.

PROGRAM CURRICULUM

HSC - 1200 INTRODUCTION TO HEALTH SCIENCE

30 Clock hours

Health Science Core introduces the student to the health care field specific to the Home Health Aide, including knowledge of the health care delivery system and health occupations; communication skills; ethical and legal aspects of patient care; and safety and security procedures including emergency situation response (CPR). An introduction to nutrition and hydration; infection control and blood borne diseases, OSHA regulations and Standard Precautions; guidelines for hand washing and wearing gloves; and uses of Personal Protective Equipment (PPE) are also taught. HIV/AIDS, Domestic Violence; Alzheimer's disease and related Disorders; and Dementia Management and Patient Abuse Prevention Seminars are also given during this course (Certificates provided). A Career Development Seminar is included in this course. This seminar is designed to help the student prepare for entering the job market in the health field. Emphasis is placed on formulating a professional resume, rendering a successful interview, and job searching skills.

HHA- 1400 HOME HEALTH AIDE PROCEDURES

45 Clock Hours

This course teaches patient care skills specific to the Home Health Aide including, but not limited to, personal care procedures, basic nursing skills, vital signs, positioning, transfer and ambulation, range of motion exercises, procedures for providing care for geriatric patients, guidelines for assistance with self-administered medications, guidelines for special clients with special needs, and home management and nutrition, including safe food preparation.

Note: The required **HIV/AIDS** course for this program is included in the course: Introduction to Health Science.

Dementia Management and Patient Abuse Prevention seminar is included in the course: Introduction to Health Science.



COMPUTER BUSINESS APPLICATIONS

PROGRAM OBJECTIVE:

This program is designed to introduce students to computers and software currently used in business. Its objective is to provide graduates with the skills and knowledge necessary to apply and obtain an entry level position in word-processing, computerized bookkeeping, clerical accounting, or any other position where a fundamental understanding of computers, basic accounting, databases and spreadsheets is needed or desired. Upon graduation the student will receive a Diploma.

PROGRAM DESCRIPTION:

This program is taught via a combination of lecture and practical exercises in the laboratory. The program includes, but it is not limited to, introduction to the most common operating systems, Word Processing, Outlook, Power Point, Keyboarding, Database applications, and an introduction to the most common fundamental accounting concepts, including computerized accounting (QuickBooks®), and Spreadsheet.

PROGRAM LENGTH: 720 instructional clock hours/30 Semester Credit Hours. This program also requires 180 hours of “out of class” work during the program. The student has 36 weeks to complete the program.

PROGRAM OUTLINE:

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours	Total Instructional Clock Hours	Required Out-of-class work Hours
CBA - 1100	Computer Fundamental & Windows	2.5	30	30	60	15
CBA-1200	Word Processing I	2.5	30	30	60	15
CBA-1210	Word Processing II	2.5	30	30	60	15
CBA-1300	MS Outlook/Employability Skills	2.5	30	30	60	15
CBA-1400	Database Applications	2.5	30	30	60	15
CBA-1500	Power Point	2.5	30	30	60	15
CBA-1600	Business Mathematics Principles	2.5	30	30	60	15
CBA-1700	Accounting Principles	2.5	30	30	60	15
CBA-1800	Spreadsheet Applications I	2.5	30	30	60	15
CBA-1810	Spreadsheet Applications II	2.5	30	30	60	15
CBA-1900	QuickBooks I	2.5	30	30	60	15
CBA-1910	QuickBooks II	2.5	30	30	60	15
	Total	30	360	360	720	180

*Total Credit Hours includes the calculation for Total Out-Of-Class Work/Preparation.

- Courses are usually taken in this sequence; however, the school reserves the right to modify the sequence as needed.
- Language of instruction: English and Spanish.

PROGRAM COST:

Registration Fee:	50.00	All prices for programs are as printed herein. There are no additional costs or supplies necessary for program completion.
Tuition:	6,000.00	
Total:	6,050.00	
Others: Costs of books (digital) and supplies are included as part of tuition cost.		



PROGRAM CURRICULUM

CBA -1100 COMPUTER FUNDAMENTALS & WINDOWS 60 Clock Hours

The student will learn basic computer terminology and concepts and get a fundamental understanding of the functions and specifications of the different parts and components that make-up a typical microcomputer system. This basic course also presents an overview of the features of the Microsoft Windows operating system and the components of managing files and folders in the Windows environment. In this hands-on course, students learn to use and customize the start menu; work with Windows accessory programs; open data files; manage disks, folders and files; create shortcuts; customize the desktop, and others essential features. No prior computer knowledge is needed since this is an introductory level course.

CBA -1200 WORD PROCESSING I 60 Clock Hours

This course provides students with the fundamental skills needed to use Microsoft Word in a business environment. Topics include creating, editing, formatting, moving, copying, saving, and printing documents. Students also enhance the appearance of documents by formatting text, blocking text for modifications, searching and replacing words, using the spell checker and thesaurus, and other applications. In addition, this course is also designed to teach students to operate the keyboard correctly by developing touch control of the keyboard and proper typing technique. Prerequisite: MC 1100 Computer Fundamentals & Windows

CBA -1210 WORD PROCESSING II 60 Clock Hours

This course covers intermediate to advanced Word concepts and skills. It is a continued application of Microsoft Word text editing features including creation of envelopes and labels, mail merge, sorting, styles, templates, wizards, macros, document notations, tables of contents and indexes, and introduction to creating Web pages. Headers and footers, columns, and use of graphic elements in documents are mastered. During the course, the student will also expand the level and speed of keyboarding (typing) and will receive basic formatting instructions for business letters and reports. Prerequisite: MC 1200 Word Processing I

CBA -1300 OUTLOOK/Employability Skills 60 Clock Hours

Students are introduced to Microsoft Outlook and learn how to perform a wide range of communication and organizational tasks, such as sending, receiving, and filing e-mail; organizing contacts; scheduling appointments, events, and meetings; creating a to-do list and delegating tasks; and writing notes. During this course, the student will attend a one-week Job Placement Workshop. Prerequisite: MC 1100 Computer Fundamentals & Windows

CBA -1400	DATABASE APPLICATIONS	60 Clock Hours.
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Students are introduced to the concept of a database and shown how to use Access to create a database. Topics include creating a database; creating a table; defining the fields in a table; opening a table; adding records to a table; closing a table; and previewing and printing the contents of a table. Additional topics include using a form to view data; using the report wizard to create a report; and other applications. This is an introductory level course. Prerequisite: MC 1100 Computer Fundamentals & Windows.

CBA -1500	POWERPOINT	60 Clock Hours.
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This course introduces students to the features and functions of PowerPoint 2000 and teaches how to use PowerPoint to create effective presentations. Students will learn how to create, format, and enhance presentations, incorporate tables and charts, animate and add transitions, use templates, import files from other applications, and deliver presentations in a variety of different formats. Prerequisite: MC 1100 Computer Fundamentals & Windows

CBA -1600	BUSINESS MATHEMATICS PRINCIPLES	60 Clock Hours
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Students will review basic arithmetic operations and learn their applications to business problems in the areas of financing, accounting and banking, including the study of commissions, trade and cash discounts, interest, promissory notes, payroll, profit and loss, and federal income tax (individual).

CBA -1700	ACCOUNTING PRINCIPLES	60 Clock Hours
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Students will learn how to start an accounting system, analyze transactions into debit and credit parts, journalize and post business transactions, accounts receivable, accounts payable, sales tax, notes and interest, and accrued items. They will also learn how to plan adjusting entries on a work sheet and complete end-of-fiscal period. Payroll and three accounting control systems—a voucher system, a petty cash system, and an inventory system—will also be introduced.

CBA -1800	SPREADSHEET APPLICATIONS I	60 Clock Hours
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Students are introduced to Excel terminology, the Excel window, and the basic characteristics of a worksheet and workbook. Topics include exploring the Excel components; entering text, dates, and numbers; selecting and editing cell content; selecting a range; using the AutoSum button and frequently used Excel functions; changing font size; formatting worksheets; centering across columns; using the Auto Format command; saving and opening a workbook; editing a worksheet; sorting data in a list; and other applications. A math review is also included. Prerequisite: MC 1100 Computer Fundamentals & Windows.

CBA -1810	SPREADSHEET APPLICATIONS II	60 Clock Hours
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This course covers intermediate Excel concepts. It will provide students with the skills needed to analyze and summarize information. Topics include sorting data; filtering a list using autofilters; charting using the Chart Wizard; using more advanced Excel functions; working with multiple worksheets and workbooks; customizing form letters using an Excel list; creating merged documents; integrating excel with other programs; and other spreadsheet applications. Prerequisite: MC 1800 Spreadsheet Applications I

CBA -1900 QUICKBOOKS I**60 Clock Hours**

This course provides students with hands-on experience using microcomputers to start and use an automated accounting system (QuickBooks®). The student will learn about the types of information they need to track in a business and how to enter that information. Topics include setting up QuickBooks, working with lists, working with bank accounts, entering sale information, receiving payments and making deposits, and entering and paying bills.

CBA -1910 QUICKBOOKS II**60 Clock Hours**

This course covers more advanced features of QuickBooks. Topics include setting up inventory, analyzing financial data, tracking and paying sales tax, doing payroll with QuickBooks, and customizing forms and creating and writing QuickBooks letters. Prerequisites: CBA 1900 - QuickBooks I



Academic Calendar 2017-2019

Patient Care Technician

Start Date 1st. Semester	Last Day 1st. Semester	Start Date 2nd. Semester	Last Day 2nd. Semester	25% GPA	50% GPA
1/9/2017	5/25/2017	5/29/2017	10/12/2017	3/16/2017	5/25/2017
2/6/2017	6/22/2017	6/26/2017	11/9/2017	4/13/2017	6/22/2017
3/6/2017	7/20/2017	7/24/2017	12/7/2017	5/11/2017	7/20/2017
4/3/2017	8/17/2017	8/21/2017	1/18/2018	6/8/2017	8/17/2017
5/1/2017	9/14/2017	9/18/2017	2/15/2018	7/6/2017	9/14/2017
5/29/2017	10/12/2017	10/16/2017	3/15/2018	8/3/2017	10/12/2017
6/26/2017	11/9/2017	11/13/2017	4/12/2018	8/31/2017	11/9/2017
7/24/2017	12/7/2017	12/11/2017	4/26/2018	9/28/2017	12/7/2017
8/21/2017	1/18/2018	1/22/2018	6/7/2018	10/26/2017	1/18/2018
9/18/2017	2/15/2018	2/19/2018	7/5/2018	11/23/2017	2/15/2018
10/16/2017	3/15/2018	3/19/2018	8/2/2018	12/21/2017	3/15/2018
11/13/2017	4/12/2018	4/16/2018	8/30/2018	2/1/2018	4/12/2018
12/11/2017	5/10/2018	5/14/2018	9/27/2018	3/1/2018	5/10/2018
1/22/2018	6/7/2018	6/11/2018	10/25/2018	3/29/2018	6/7/2018
2/19/2018	7/5/2018	7/9/2018	11/22/2018	4/26/2018	7/5/2018
3/19/2018	8/2/2018	8/6/2018	12/20/2018	5/24/2018	8/2/2018
4/16/2018	8/30/2018	9/3/2018	1/31/2019	6/21/2018	8/30/2018
5/14/2018	9/27/2018	10/1/2018	2/28/2019	7/19/2018	9/27/2018
6/11/2018	10/25/2018	10/29/2018	3/28/2019	8/16/2018	10/25/2018
7/9/2018	11/22/2018	11/26/2018	4/25/2019	9/13/2018	11/22/2018
8/6/2018	12/20/2018	1/7/2019	5/23/2019	10/11/2018	12/20/2018
9/3/2018	1/31/2019	2/4/2019	6/20/2019	11/8/2018	1/31/2019
10/1/2018	2/28/2019	3/4/2019	7/18/2019	12/6/2018	2/28/2019
10/29/2018	3/28/2019	4/1/2019	8/15/2019	1/17/2019	3/28/2019
11/26/2018	4/25/2019	4/29/2019	9/12/2019	2/14/2019	4/25/2019
1/7/2019	5/23/2019	5/27/2019	10/10/2019	3/14/2019	5/23/2019
2/4/2019	6/20/2019	6/24/2019	11/7/2019	4/11/2019	6/20/2019
3/4/2019	7/18/2019	7/22/2019	12/5/2019	5/9/2019	7/18/2019
4/1/2019	8/15/2019	8/19/2019	1/16/2020	6/6/2019	8/15/2019
4/29/2019	9/12/2019	9/16/2019	2/13/2020	7/4/2019	9/12/2019
5/27/2019	10/10/2019	10/14/2019	3/12/2020	8/1/2019	10/10/2019
6/24/2019	11/7/2019	11/11/2019	4/9/2020	8/29/2019	11/7/2019
7/22/2019	12/5/2019	12/9/2019	5/7/2020	9/26/2019	12/5/2019
8/19/2019	1/16/2020	1/20/2020	6/4/2020	10/24/2019	1/16/2020
9/16/2019	2/13/2020	2/17/2020	7/2/2020	11/21/2019	2/13/2020
10/14/2019	3/12/2020	3/16/2020	7/30/2020	12/19/2019	3/12/2020
11/11/2019	4/9/2020	4/13/2020	8/27/2020	1/30/2020	4/9/2020
12/9/2019	4/23/2020	4/27/2020	9/10/2020	2/27/2020	4/23/2020

Academic Calendar 2017-2018

Computer Business Application 2017-2018

Start Date 1st. Semester	Last Day 1st. Semester	Start Date 2nd. Semester	Last Day 2nd. Semester	25% GPA	50% GPA
1/9/2017	5/12/2017	5/15/2017	9/15/2017	3/10/2017	5/12/2017
1/30/2017	6/2/2017	6/5/2017	10/6/2017	3/31/2017	6/2/2017
2/20/2017	6/23/2017	6/26/2017	10/27/2017	4/21/2017	6/23/2017
3/13/2017	7/14/2017	7/17/2017	11/17/2017	5/12/2017	7/14/2017
4/3/2017	8/4/2017	8/7/2017	12/8/2017	6/2/2017	8/4/2017
4/24/2017	8/25/2017	8/28/2017	1/12/2018	6/23/2017	8/25/2017
5/15/2017	9/15/2017	9/18/2017	2/2/2018	7/14/2017	9/15/2017
6/5/2017	10/6/2017	10/9/2017	2/23/2018	8/4/2017	10/6/2017
6/26/2017	10/27/2017	10/30/2017	3/16/2018	8/25/2017	10/27/2017
7/17/2017	11/17/2017	11/20/2017	4/6/2018	9/15/2017	11/17/2017
8/7/2017	12/8/2017	12/11/2017	4/27/2018	10/6/2017	12/8/2017
8/28/2017	1/12/2018	1/15/2018	5/18/2018	10/27/2017	1/12/2018
9/18/2017	2/2/2018	2/5/2018	6/8/2018	11/17/2017	2/2/2018
10/9/2017	2/23/2018	2/26/2018	6/29/2018	12/8/2017	2/23/2018
10/30/2017	3/16/2018	3/19/2018	7/20/2018	1/12/2018	3/16/2018
11/20/2017	4/6/2018	4/9/2018	8/10/2018	2/2/2018	4/6/2018
12/11/2017	4/27/2018	4/30/2018	8/31/2018	2/23/2018	4/27/2018
1/15/2018	5/18/2018	5/21/2018	9/21/2018	3/16/2018	5/18/2018
2/5/2018	6/8/2018	6/11/2018	10/12/2018	4/6/2018	6/8/2018
2/26/2018	6/29/2018	7/2/2018	11/2/2018	4/27/2018	6/29/2018
3/19/2018	7/20/2018	7/23/2018	11/23/2018	5/18/2018	7/20/2018
4/9/2018	8/10/2018	8/13/2018	12/14/2018	6/8/2018	8/10/2018
4/30/2018	8/31/2018	9/3/2018	1/18/2019	6/29/2018	8/31/2018
5/21/2018	9/21/2018	9/24/2018	2/8/2019	7/20/2018	9/21/2018
6/11/2018	10/12/2018	10/15/2018	3/1/2019	8/10/2018	10/12/2018
7/2/2018	11/2/2018	11/5/2018	3/22/2019	8/31/2018	11/2/2018
7/23/2018	11/23/2018	11/26/2018	4/12/2019	9/21/2018	11/23/2018
8/13/2018	12/14/2018	12/17/2018	5/3/2019	10/12/2018	12/14/2018
9/3/2018	1/18/2019	1/21/2019	5/24/2019	11/2/2018	1/18/2019
9/24/2018	2/8/2019	2/11/2019	6/14/2019	11/23/2018	2/8/2019
10/15/2018	3/1/2019	3/4/2019	7/5/2019	12/14/2018	3/1/2019
11/5/2018	3/22/2019	3/25/2019	7/26/2019	1/18/2019	3/22/2019
11/26/2018	4/12/2019	4/15/2019	8/16/2019	2/8/2019	4/12/2019
12/17/2018	5/3/2019	5/6/2019	9/6/2019	3/1/2019	5/3/2019
1/21/2019	5/24/2019	5/27/2019	9/27/2019	3/22/2019	5/24/2019
2/11/2019	6/14/2019	6/17/2019	10/18/2019	4/12/2019	6/14/2019
3/4/2019	7/5/2019	7/8/2019	11/8/2019	5/3/2019	7/5/2019

Academic Calendar 2017-2019

HOME HEALTH AIDE

Start Date 1st. Semester	Anticipated Graduation Date
1/9/2017	2/3/2017
2/6/2017	3/3/2017
3/6/2017	3/31/2017
4/3/2017	4/28/2017
5/1/2017	5/26/2017
5/29/2017	6/23/2017
6/26/2017	7/21/2017
7/24/2017	8/18/2017
8/21/2017	9/15/2017
9/18/2017	10/13/2017
10/16/2017	11/10/2017
11/13/2017	12/8/2017
12/11/2017	1/19/2018
1/22/2018	2/16/2018
2/19/2018	3/16/2018
3/19/2018	4/13/2018
4/16/2018	5/11/2018
5/14/2018	6/8/2018
6/11/2018	7/6/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/3/2018	9/28/2018
10/1/2018	10/26/2018
10/29/2018	11/23/2018
11/26/2018	12/21/2018
1/7/2019	2/1/2019
2/4/2019	3/1/2019
3/4/2019	3/29/2019
4/1/2019	4/26/2019
4/29/2019	5/24/2019
5/27/2019	6/21/2019
6/24/2019	7/19/2019
7/22/2019	8/16/2019
8/19/2019	9/13/2019
9/16/2019	10/11/2019
10/14/2019	11/8/2019
11/11/2019	12/6/2019

HOLIDAYS 2018

The school observes the following holidays and vacation breaks:

January 1, 2018	New Year's Day
January 15, 2018	Martin Luther King Jr. Day
February 19, 2018	Presidents' Day
April 13, 2018	Good Friday
May 28, 2018	Memorial Day
July 4, 2018	Independence Day
September 3, 2018	Labor Day
November 22-23, 2018	Thanksgiving Day
December 24, 2018 – Jan 05, 2019	Christmas Vacation
January 1, 2019	New Year's Day
January 7, 2019	Classes start

