

Health Care Training Corp

Catalog

3400 Lee Blvd Suite 106

Lehigh Acres

FL 33971

Tel: 239-674-9420

Volume II

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

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MISSION STATEMENT

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

PURPOSE

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

OBJECTIVES

- To meet our diversified growing community's need for trained, compassionate care givers
- To ensure only relevant equipment and materials are used in the training of students
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.

DISCLOSURE STATEMENTS

- The school is nonsectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.
- Health Care Training Corp is not accredited at this time and therefore cannot offer students access to Federal Student Aid programs.
- The acceptance of the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits or clock hours earned at this institution will be accepted by another institution of the student's choice.
- Health Care Training Corp accept credits from other institutions.
- The institution does not offer advanced placement based on work experience.
- As a prospective student, you must review this catalog prior to signing an enrollment agreement.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

OWNERSHIP

Health Care Training Corp, is a Florida corporation owned and operated by Iris Ramos the School Director and sole proprietor.

ADMINISTRATIVE STAFF

Iris Ramos School Director and Program Director

Iris Ramos Director of Student Services

FACULTY

Iris Ramos Instructor for Home Health Aide

Dennis Ballester Instructor for Home Health Aide

STATE LICENSURE

Health Care Training Corp is licensed by the Commission for Independent Education, License #11408. Further information regarding the institution may be obtained by contacting:

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, Fl. 32399
Telephone No: 850-245-3200/Toll Free 888-224-6684

PROGRAMS OFFERED

Health Care Training Corp offers one program:

Home Health Aide 75 Clock Hours

ADMISSIONS REQUIREMENTS

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

- All applicants must present a Picture ID and a Valid Social Security card with a number
- All applicants must agree to comply with the School's Drug-Free policy.
- Applicants must receive a catalog one week prior to signing an enrollment agreement.
- Applicants must comply with the "Drug Free" School policy.
- Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Level II FBI Criminal Background Check. Potential students with such problems will be helped with exemption procedures if applicable, and if not, strongly advised to register for programs where there will be employment opportunities available.

SCHEDULE OF TUITION PAYMENTS, FEES AND CHARGES

The current tuition costs, including fees and all other charges necessary for each course are:

Program Title	Registration Fee	Books and Uniforms	Tuition	Total Cost
	Non-Refundable	*Refundable	*Refundable	
Home Health Aide	\$100.00	\$179.00	\$420.00	\$699.00

Refunds will be in accordance with the refund policy stated on page 8

THE APPLICATION PROCESS

The application for admissions process is as follows:

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

- ✓ *School Catalog with the Program Outline*
- ✓ *Drug Free School Disclosure*
- ✓ *Read the Enrollment Agreement*
- ✓ *Make financial arrangement to cover tuition and fees*

Upon completion of the application process, the school will consider the prospective student's application in totality. Once accepted, the applicant will be responsible for arrangements for tuition payments, signing the Enrollment Agreement, and paying for the criminal background check and registration fees. Once the Enrollment Agreement has been signed and courses have been determined, the student will be required to attend a comprehensive orientation held prior to the first day of class. Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within 24 to 48 hours of the request.

RE-ENROLLMENT

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

PROGRAM CANCELLATION AND REFUNDS

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule: Cancellation must be made in person or by certified mail. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee. A student canceling after attendance has begun, but through 40% completion of the program, will result in a Pro-Rata refund computed on the numbers of hours completed to the total program hours. Cancellation after more than 40% of the program will result in no refund. 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. Refunds will be made within 30 days of termination or receipt of Cancellation Notice. A student can be dismissed, at the discretion of

the School Director, for insufficient progress, nonpayment of costs, or failure to comply with rules. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school. For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

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.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the School Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

Withdrawals

Any student wishing to officially withdraw from the school must notify the School Director in person or send a letter by certified mail. A student who missed school for 5 consecutive days and does not notify the School Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student actually attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the School's refund policy based on the withdrawal date.

TRANSFER OF CREDIT

The school has the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours accepted by the school. Any student who began a program at the school and wishes to transfer to another program will receive credit for courses passed and have his/her tuition adjusted accordingly. Students who transfer out of the school to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to the school have been met. The acceptance of the transferability of credits is the decision of the receiving institution. The school does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards

any of its programs. The school does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.

TRANSFER CREDIT POLICY/ PROCEDURE

The school accepts transfer credits from all regionally accredited institutions of higher education. Students who transfer to the school from institutions that are not members of a regional accrediting agency, and who wish to have credits transferred to their academic record, must provide Educational Records with: an official transcript sent directly from the sending institution, course descriptions, a syllabus and faculty credentials for each course for which they are requesting credit, and any other information the school deems necessary to conduct a proper course evaluation.

If sufficient information is not provided, the school reserves the right to request additional documentation to support the acceptance of the credit. The credit hours must be applicable to the certificate the student is seeking at the school. If the credit is accepted, the courses will be placed on the student's school transcript with the letter grades as they appeared on the transcript from the sending institution and calculated in the overall grade point average. Once the evaluation is complete, the student will receive an official copy of all coursework accepted in transfer.

LICENSURE FOR HOME HEALTH AIDE

There is no state licensing or certification of home health aides in Florida. The State of Florida does not have a state-administered test of home health aides. There is no state law that requires the licensing or certification of home health aides in Florida. To work for a Medicare or Medicaid home health agency, a home health aide must complete at least 75 hours of training and/or successfully complete a competency evaluation given by the home health agency. To work in a licensed-only agency the home health aide must complete at least 40 hours of training or successfully complete a competency test given by the home health agency. Some home health agencies require additional training above these minimum hours.

Some home health agencies may hire certified nursing assistants to work as home health aides.

Individuals who have graduated from an accredited school of nursing and are waiting to take their state exam for licensure in Florida can work as a home health aide. Registered nurses and licensed practical nurses who can show proof they are licensed in another state or in Florida can work as a home health aide.

Please note: these are the minimum requirements. A home health agency may have its own additional requirements beyond the minimum for home health aides. It is important to do your research because some home health agencies require additional healthcare training above the minimum Home Health Aid training requirements. In Florida, to work as a home health aide at a nurse registry, the HHA must provide a Home Health Aid certificate of successful completion of at least 40 hours of HHA training by the following:

- a private career education school licensed by the Florida Department of Education; or

- a home health agency, if the home health aide was formerly employed by that home health agency; or
- a public vocational technical school.

DRUG-FREE POLICY

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

- 1) That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited;
- 2) That violations of this prohibition will result in discharge or other appropriate actions;
- 3) That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
- 4) All employees and students must certify that, as a condition of enrollment, employment, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
- 5) This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

ACADEMIC POLICIES

Definition of clock hour is one clock hour is equal to 50 minutes of direct instruction and 10-minute break time.

GRADING SYSTEM

Grades are based on class work, written examinations, and evaluation of lab skills. If you have difficulty maintaining progress, you will receive individual counseling. The grading scale is as follows:

Grades	Percentage	Quality Points
A =	90 - 100%	4
B =	80 - 89%	3
C =	70 - 79%	2
D =	60 - 69%	1
F =	0 - 59%	0

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of each week. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course.

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above, will be placed on academic probation for the next week. If a student on academic probation achieves satisfactory progress for the subsequent subject class, but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more week. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two weeks will be terminated. When a student is placed on academic probation,

the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After the program has elapsed, a student whose enrollment was terminated for unsatisfactory progress may reenroll in a subsequent program within the next 6 calendar months at no additional cost except the \$50 re-enrollment fee. Such re-enrollment does not circumvent the approved refund policy.

REMEDIAL WORK AND REPEATED COURSES

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

ATTENDANCE POLICIES

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

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

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

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

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

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

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

TARDINESS

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

ABSENCES

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

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

LEAVE OF ABSENCE

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

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

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

DISMISSAL

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

- Failure to make satisfactory progress
- Missing more than 20 percent of instruction time
- Not maintaining the minimum grade point average
- Not meeting financial responsibilities to the school
- Violation of probationary status

- Non-compliance of the rules and regulations of the school
- Engagement in any illegal or criminal act such as: possession of firearms and/or other weapons, theft, vandalism of school property, possession or use of drugs on school premises or any other violation of state laws.
- Any conduct that brings discredit or embarrassment to the school

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

STUDENT SERVICES AND INFORMATION

Faculty and staff work along with the individual student to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal. Student Services offers personal assistance and financial advising.

ORIENTATION

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

FINANCIAL ADVISING

Payment plans may be customized as needed, to help students meet their financial obligations to the school. This must be arranged with the Registrar upon registration. Plans of payment will usually be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$75.00 is required to be paid at the time of registration.

PLACEMENT ASSISTANCE SERVICES

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

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

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

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search

endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance may, in all probability and likelihood, be an entry-level position.

The school shall not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, sexual orientation or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

ACADEMIC COUNSELING

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

STUDENT CONDUCT

Expected behavioral conduct for training at Health Care Training Corp is the enhancement of professionalism. Prospective employers seek employees of integrity, commitment, advocacy, reverence, and stewardship of individuals who will be a positive addition to their organization. Learning to communicate, listening, coping with stress, problem solving, participates in teamwork, self-discipline, and appropriate dress code are expected standard of conduct required of all students on campus.

Students must behave off school premises in a manner that reflects favorably upon their association with the school. Therefore, all students must obey all federal, state, and local laws. If any student fails to comply with these requirements, to the school's satisfaction, the school may, in its sole discretion, suspend or terminate the student. Students must treat the school's equipment and facilities with proper care and concern. Any student who intentionally or carelessly defaces or damages any school property (as determined by the school) will be subject to disciplinary action, and may be held liable for repair or replacement of such property.

Any student who is terminated for violating this conduct section may petition the School Director, in writing, for reentry into the next available class of the student's program. Final determination related to reentry will be at the sole discretion of the school.

SMOKING, FOOD AND BEVERAGE

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

DRESS CODE

All students are required to wear name badges and uniforms from Health Care Training Corp. The uniform is embroidered with the school logo. All students are required to wear leather (no mesh) athletic all white tennis, waterproof, and are in new or like-new condition. Also clean socks must be worn at all times. Uniforms may be purchased from the school. All students are required to maintain the highest level of hygiene at all times. No artificial nails, natural colors, tattoos must be covered with an all-white under shirt, natural hair color (no loud colors), minimum jewelry, small round earrings (two holes max per ear), no visible piercings, no tongue or belly piercings, nails $\frac{1}{4}$ inch length from nail bed, no chipped or peeling polish.

STUDENT RECORDS

All documentation and records pertaining to students are held in strict confidence as accorded by law. It is also an ethical policy of the Health Care Training Corp to do so. Student records will be safely retained indefinitely by this institution.

STUDENT COMPLAINT/GRIEVANCE POLICY

All grade disputes must be made within two weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the School Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The School Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

The institution forbids any type of sexual harassment by its employees or students towards other employees, job applicants, students or prospective students. Any student who feels they have been discriminated against must file a complaint with the School Director or Program Director.

FACILITY AND EQUIPMENT

Health Care Training Corp is at 3400 Lee Blvd 106 Lehigh Acres, FL 33971. The school's area is approximately 2410 sq. ft., with a front door and three side emergency entrances to the building. This space is divided into a reception area, two administrative offices, three classrooms, two labs, a computer room, and a break room for students and faculty.

At Health Care Training Corp, we prioritize your comfort. Our fully air-conditioned facility ensures a pleasant learning environment, and a small library is available for your convenience.

Our commitment to practical learning is evident in the latest equipment available on-site. This allows for a hands-on training approach and virtual training in all programs. Rest assured, our facility and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

The training facilities are designed with the total learning and comfort needs of the students as the main focus.

- Our educational environment is created with lectures, demonstration/practice, and testing.
- It is equipped with medical supplies required for demonstration in the relevant programs.
- The administrative offices are located on-site, which adds convenience for students.
- The classroom is equipped with multimedia technology.
- There is adequate parking for all students.
- Care of Facilities - We rely on all students, staff, and guests to care for our facilities with pride.
- There is to be no eating or drinking in the classrooms and on the entrance patio.
- Kindly refrain from littering. Trash bins are provided for the disposal of trash.

PROGRAM DESCRIPTION

HOME HEALTH AIDE PROGRAM

Program Description

This program is designed to prepare the student to enter the work force as a home attendant or home health aide. The program content provides instruction in services that assist in maintaining maximum independence and safety in the home environment. The student will learn purposes and functions of long-term care facilities, communication, respecting resident rights, employability skills, legal and ethical responsibilities, infection control, emergencies and accident prevention, fire safety and disaster preparedness, promoting resident's independence, organization, observation and charting, and personal care needs.

Course Outline

Course Code	Course Title	Lecture Hours	Lab Hours	Total Hours
HIV 106	HIV/AIDS Seminar	4		4
HHA 101	Home Health Care – Foundation of Patient Care	4		4
HHA 101	Understanding your Clients	7		7
HHA 101	Client Care, Special Clients and Special Needs	10	40	50
HHA 101	Home Management and Nutrition	6		6
CPR 105	BLS for Healthcare Providers (CPR)	1	3	4
TOTAL:		32	43	75

Home Health Aide Program Outcome Competencies:

- ✓ Demonstrate knowledge of the health care delivery system and health occupations.
- ✓ Demonstrate the ability to communicate and use interpersonal skills effectively.
- ✓ Demonstrate knowledge of the Home Health Aide's legal and ethical responsibility including HIPAA.
- ✓ Demonstrate an understanding of and apply wellness and disease concepts.
- ✓ Recognize and practice safety and security procedures.
- ✓ Recognize and respond to emergency situations including BLS-CPR.
- ✓ Recognize and practice infection control procedures.
- ✓ Demonstrate basic computer skills.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.
- ✓ Apply basic math and science skills.
- ✓ Demonstrate knowledge of the legal and ethical responsibilities of the Home Health Aide including identifying signs of domestic violence.
- ✓ Perform personal patient care procedures.

- ✓ Apply principles of nutrition.
- ✓ Provide care for geriatric patients including active or passive range of motion.
- ✓ Apply the principles of infection control OSHA.
- ✓ Provide bio-psycho-social support.
- ✓ Perform supervised management functions, following the patient's plan of care.
- ✓ Assist with rehabilitative activities.
- ✓ Perform home health services.

GRADUATION REQUIREMENTS

You will receive a certificate from Health Care Training Corp upon satisfactory completion of the program in which you enrolled when you:

- ✓ Complete each required course meeting each course's minimum standards in addition to obtaining an overall GPA of 2.0 or higher and satisfy all financial obligations.
- ✓ At this time, special recognition awards will be issued to students in recognition of outstanding performance.

COURSE NUMBERING SYSTEM

The course numbering system uses alpha numeric identifiers. The letters represent the type of course and the numbers represent the sequence or order of the courses which will be taught.

COURSE DESCRIPTIONS

HIV 106 HIV/AIDS Seminar (4-hour Lecture)

This course will provide students with important information concerning HIV/AIDS, the history and development of the disease, procedures and protocols required for the caring of the AIDS patient, stages of the carrier, expectations and other important information.

HHA 101 Home Health Care - Foundation of Patient Care (4-hour Lecture)

This course introduces the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines.

HHA 102 Understanding your clients (7-hours lecture)

This course focuses in the aspects of culture and family: basic human needs, cultural differences, and families; the body systems, common disorders/observing and reporting; the human development, stages/common disorders, aging, death, and hospice care.

HHA 103 Client Care, special clients and special needs (10-hours lecture, 40 hours lab)

This course emphasizes in developing the skills of students in the patient care techniques, maintaining mobility, skin care, comfort, personal care procedures, such as but not limited to bathing, grooming, toileting, taking vital signs, I & O, catheter care, and so on. In addition, this course focuses on clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease and others.

HHA 104 Home Management and Nutrition (6 hours lecture)

This course familiarizes the student with the client's environment: housekeeping, laundry, bed making, client's proper nutrition, special diets and managing time and money.

CPR 105 Basic Life Support for Healthcare Providers (1-hour lecture and 3 hours lab)

This course prepares students in the technique of cardio-pulmonary resuscitation, the use of the Automated External Defibrillator (AED) and how to assist adults, children and infants who are choking. Students who have completed the course and passed the final test will receive the Basic Life Support card (BLS) from the American Heart Association which is valid for two years.

SCHOOL HOLIDAYS 2024

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Independence Day' observed
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day
New Year's Day' observed

HOURS OF OPERATIONS

Day Classes	Monday - Thursday	9:00 am - 4:30 pm
Evening Classes	Monday - Thursday	5:00 pm - 9:00 pm
Administrative Offices	Monday - Friday	8:00 am - 2:00 pm

ACADEMIC CALENDAR 2024

Academic Calendar Session	
Start Date	End Date
5/10/2024	6/3/2024
6/4/2024	6/26/2024
6/27/2024	7/19/2024
7/22/2024	8/13/2024
8/14/2024	9/5/2024
9/6/2024	9/30/2024
10/3/2024	10/28/2024
11/5/2024	11/27/2024
12/3/2024	12/30/2024