



American  
Healthcare  
Institute



# Course Catalog 2024 - 2025

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Certified true and correct in content and in policy  
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## Contents

MISSION .....	7
PROGRAM PHILOSOPHY .....	7
OBJECTIVES .....	8
Disclosure Statements .....	8
Student Rights and Responsibilities .....	8
OWNERSHIP .....	9
ADMINISTRATIVE STAFF .....	9
Faculty Staff .....	10
LEADERSHIP TEAM .....	11
ACCREDITATION .....	12
School Technological Requirements .....	12
Programs .....	12
Associate of Science in Nursing Program ADMISSIONS PROCESS .....	12
Practical Nursing Program ADMISSIONS PROCESS .....	14
Test of Essential Academic Skills (TEAS) .....	14
Medical Assistant .....	15
Transfer of Credit .....	15
Transfer of Credit by Examination .....	16
Re-Enrollment .....	16
LICENSURE FOR PRACTICAL & REGISTERED NURSE BY EXAMINATION .....	16
ACADEMIC POLICIES .....	17
GRADING SYSTEMS .....	17
DRESS CODE .....	18
REQUIRED CLINICAL EQUIPMENT .....	19
ADVISEMENT, COUNSELING, AND TUTORIALS .....	19
CHAIN OF COMMAND .....	20
CONDUCT .....	20
EXPOSURE PROCEDURE .....	21
CLINICAL PRE-ASSIGNMENT/ROTATIONS .....	21
CHEMICALLY IMPAIRED NURSING STUDENT .....	22
STUDENT INTERACTIONS .....	23

A. STUDENT/PATIENT INTERACTIONS .....	23
B. STUDENT/STUDENT INTERACTION .....	24
C. STUDENT/INSTRUCTOR INTERACTION .....	24
D. STUDENT/CLINICAL PERSONNEL INTERACTIONS .....	24
CODE OF ACADEMIC AND CLINICAL CONDUCT .....	25
STUDENT AGREEMENT.....	26
MEASUREMENT OF ACADEMIC PROGRAMS/Progress.....	26
Satisfactory Academic Progress .....	27
PRACTICAL NURSING & MEDICAL ASSISTANT.....	27
ASSOCIATE OF SCIENCE IN NURSING .....	27
FAILURE TO MAINTAIN SAP .....	28
ACADEMIC PROBATION .....	29
REMEDIAL WORK AND REPEATED COURSES .....	29
NURSING COURSE REPEAT POLICY .....	29
ATTENDANCE POLICY.....	29
Tardiness .....	30
End of Course Testing Policy .....	30
End of Program Testing Policy .....	30
Leave of Absence .....	31
Dismissal.....	31
Student Complaint/Grievance Policy.....	31
CRIME AWARENESS POLICIES AND PROCEDURES .....	32
NON-DISCRIMINATORY POLICY .....	32
STUDENT SERVICES .....	32
ORIENTATION.....	32
Drug-Free Policy .....	32
Financial Advising.....	33
Placement Assistance Services .....	33
Academic Counseling .....	34
Student Conduct .....	34
SMOKING, FOOD AND BEVERAGE .....	34
Student Records.....	34
Definition of Education Records .....	35
Release of Education Records.....	35

Requesting Written or Verbal References or Recommendations from FACULTY OR STAFF....	36
Facility and Equipment .....	36
Hours of Operations.....	36
SCHEDULE OF TUITION PAYMENTS, FEES AND CHARGES .....	37
Schedule of Tuition .....	37
PROGRAM CANCELLATION AND REFUNDS.....	37
METHODS OF PAYMENT .....	39
TERMINATION DATE .....	40
WITHDRAWALS .....	40
PROGRAM DESCRIPTION.....	40
ASSOCIATES OF SCIENCE IN NURSING (RN) .....	40
Program Description .....	40
Course Outline .....	41
Associates of Science in Nursing Program Outcome Competencies:.....	42
Graduation Requirements .....	43
COURSE DESCRIPTIONS FOR ASSOCIATE OF SCIENCE IN NURSING PROGRAM .....	43
Practical nursing program .....	49
Program Description .....	49
Course Outline .....	50
Practical Nursing Program Outcome Competencies: .....	50
Graduation Requirements .....	51
COURSES DESCRIPTIONS FOR PRACTICAL NURSING .....	51
Medical Assistant Program .....	54
Program Description .....	54
Course Outline .....	54
Medical Assistant Program Outcome Competencies: .....	55
Graduation Requirements .....	55
COURSES DESCRIPTIONS FOR MEDICAL ASSISTANT.....	55
course numbering system.....	57
School Holidays .....	57
Academic Calendar .....	58
PRACTICAL NURSING .....	58
MEDICAL ASSISTANT.....	58
ASSOCIATE OF SCIENCE IN NURSING.....	59



## MISSION

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The mission of the American Healthcare Institute (AHI) is to offer professional and comprehensive allied health programs that prepare students with the skills necessary to qualify for entry-level positions in the medical field. Our goal is to provide effective and affordable training that is educational, practical, and convenient.

## PROGRAM PHILOSOPHY

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The program philosophy is to empower students with a patient-centered care approach using skilled faculty, technology, critical thinking, and evidence-based knowledge. The school uses a student approach focus; and student evolves at the same rhythm with the nursing profession. The school achieves its philosophy through a patient-centered care approach, quality education, and the Institute's core values:

- Patient centered care

Patient-centered care is the practice of caring for patients (and their families) in ways that are meaningful and valuable to the individual patient. It includes listening to, informing, and involving patients in their care. The IOM (Institute of Medicine) defines patient-centered care as: "Providing care that is respectful of, and responsive to, individual patient preferences, needs and values, and ensuring that patient values guide all clinical decisions." American Healthcare Institute practices principles of patient-centered care. Those principles are:

1. Respect for patients' values, preferences, and expressed needs
2. Coordination and integration of care
3. Information and education
4. Physical comfort
5. Emotional support and alleviation of fear and anxiety
6. Involvement of family and friends
7. Continuity and transition
8. Access to care

The faculty believes that individuals and groups function in complex, constantly changing environments. Patients' responses to their health status are dynamic. The nurse will provide care for individuals and groups in this multi-cultural community. Caring behaviors will be provided in a variety of healthcare settings, including acute care, extended care, and diverse community facilities. Collaboration with individuals and groups, including other members of the healthcare team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

Nursing is a practice discipline whose goal is to provide a safe, effective care environment, promote physiologic and psychosocial integrity and to meet patient needs. Contemporary health care delivery focuses on wellness and the management of chronic conditions. Along with the shift of care into the community, the aging of our population and nation's increasing cultural diversity, the nursing focus includes data and rationales of care based on informatics and critical thinking. The expansion of scientific knowledge and technology marks a different approach to nursing care in the new century. The nurse, in collaboration with the patient and other members of the healthcare team, must develop fiscal accountability as well as professional and personal accountability.

## OBJECTIVES

In support of its mission, the Institute's objectives are:

- ✓ To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- ✓ To provide students with all the materials, faculty, and administrative support needed to successfully complete their program;
- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in their field of study;
- ✓ To utilize American Healthcare Institute's tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.

## 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.
- American Healthcare Institute is not accredited by any national agency and, therefore, cannot offer students access to Federal Student Aid programs.
- The acceptance of the transfer of credits or clock hours earned at this Institute is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not clock hours earned at American Healthcare Institute will be accepted by another institution of the student's choice.
- The Institute 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 provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.

## STUDENT RIGHTS AND RESPONSIBILITIES

While it is not possible to address all eventualities, it is important that rights of American Healthcare Institute's students be embraced by the community and observed in the spirit of the Institute's mission. These rights include, but are not limited to:

- The right to be treated equally in academic and social settings
- The right to live and/or attend classes in a physically safe environment
- The right to express diverse opinions in an intellectually safe environment
- The right to privacy
- The expectation of a positive living/learning environment
- The right to learn without disruption
- Access to academic and support services that enhance student learning
- The right to pursue academic interests
- The right to engage in mutual collaboration
- The right to explore personal spiritual growth and development
- The right to know academic requirements and to be evaluated fairly



- The right to engage in service opportunities that enhance learning outcomes, both on and off campus
- The right to associate with student organizations of one’s own choosing
- The right to participate in a system of shared governance
- The right to assemble

While it is not possible to address all eventualities, it is important that responsibilities of American Healthcare Institute’s students be embraced by the community and observed in the spirit of the Institute’s mission. General responsibilities include, but are not limited to:

- Responsible for cultivating personal growth and development through academic, civic, and social engagement
- Responsibility to pursue educational opportunities to the best of one’s ability
- Responsible for academic progression and career planning
- Responsibility to explore personal growth and development
- Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment
- Responsibility to other students
- Responsible for approaching differing and diverse views and opinions with an open mind
- Responsibility to recognize the value of diversity and an exchange of ideas
- Responsibility for showing respect to other students
- Responsibility to the community
- Responsible for engaging in appropriate service-learning experiences that improve the quality of life of those around them
- Responsible for complying with laws, rules and regulations
- Accountability for one’s own actions
- Responsibility to maintain the property and facilities of American Healthcare Institute
- Responsibility to maintain a positive image of American Healthcare Institute

## OWNERSHIP

American Healthcare Institute is a DBA of the West Palm Beach School of Nursing, LLC.

The West Palm Beach School of Nursing, LLC is a for-profit company and is 100% owned by the West Palm Beach School of Nursing Acquisition SPV, LLC.

The West Palm Beach School of Nursing Acquisition SPV, LLC is a for profit company and is owned/operated by Robert Bonds, Pedro Pizarro, and Eric Wenke.

## ADMINISTRATIVE STAFF

Robert Bonds	Chief Executive Officer
Pedro Pizarro	Chairman of the Board
Eric Wenke	Share Holder

## FACULTY STAFF

<b>Faculty Name &amp; Credential</b>	<b>Degree Held</b>	<b>Awarding Institution</b>	<b>Position</b>
Jorge Delgado, MSN	Master of Science in Nursing	Chamberlin University	Director of Nursing (ASN, PN)
Manoucheka Chery, MSN	Master of Science in Nursing	Keiser University	Nursing Faculty Member
Kimberly Harris, MSN	Master of Science in Nursing	South University	Nursing Faculty Member
Eddy Martinez, BSN	Bachelor of Science in Nursing	Chamberlin University	Nursing Faculty Member
Cecelia Aldrich, BSN	Bachelor of Science in Nursing	University of Miami	Practical Nursing Faculty Member
Catrina Leandre, MSN	Master of Science in Nursing	Keiser University	Practical Nursing Faculty Member
Jose Requeiro, BSN	Bachelor of Science in Nursing	Barry University	Practical Nursing Faculty Member
Mary Ann Camejo, BSN	Bachelor of Science in Nursing	South University	Practical Nursing Faculty Member
Sophonie Dagis, MSN	Master of Science in Nursing	University of West Florida	Practical Nursing Faculty Member
Vanessa Joseph, MSN	Master of Science in Nursing	Chamberlin University	Practical Nursing Faculty Member
Victoria Mahler, MAE	Master of Arts in English	East Carolina University	General Education Faculty Member
Rose Anne Barnabe, MAE	Master of Arts in English	Nova Southeastern University	General Education Faculty Member
Rachel Schichtl, PhD	Family and Consumer Science, PhD; Master of Science in Nutrition	Texas Tech University; University of Central Arkansas	General Education Faculty Member
Jennifer Birchbauer, MA	Master of Arts in Psychology	Argosy University	General Education Faculty Member
Alessandra Villarrosa	Doctor of Medicine	University of Zulia, Venezuela	General Education Faculty Member
Alfonso Morales, MBA	Master Business Administration	University of Phoenix	General Education Faculty Member
Joy Moore-Cruse	Master of Science Mathematics	University of Cincinnati	General Education Faculty Member
Ileana Duran, RN	Registered Profession Nurse	The University of New York	Medical Assistant Faculty Member/ Program Chair
Edicson Rodriguez	Doctor in Psychiatry	University of Orient, Cuba	Medical Assistant Faculty Member

## LEADERSHIP TEAM

Johanna Lane

Yairen Abreu

Elena Heron

Carmen Ruiz, MSLS

Tangela Andrews

Derrick Wise

Sitagee Mahadeo

Vanessa McClung

Chief Operating Officer/ Director of Education

Campus Director

Front Desk

Librarian

Office Manager

Student Success Advisor

Student Success Advisor

Registrar

## ACCREDITATION

American Healthcare Institute is currently not an accredited institution.

## SCHOOL TECHNOLOGICAL REQUIREMENTS

AHI is currently using Moodle version 3.5. The following are the minimum technical requirements:

- Access to a computer running a current operating system (for example: Windows: Windows 10 or Macintosh: Mac OS X 10.7+).
- Access to the internet. DSL or Broadband access is recommended.
- An up-to-date browser with Cookies enabled.
- Anti-virus software with current updates.
- Word processing software is needed to complete and submit assignments. Current AHI students can install Microsoft Office for free via the cloud.
- For Nursing Core courses in the ASN Program, students will need a Windows PC or MacBook laptop in order to test using the testing platform titled Exemplify.

Some courses will require specific software, hardware, plugins, or applications such as Java, Flash, Shockwave Player, Windows Media Player, etc

## PROGRAMS

American Healthcare Institute offers three programs:

- Associate of Science in Nursing
- Practical Nursing (Diploma)
- Medical Assistant (Diploma)
- 

## ASSOCIATE OF SCIENCE IN NURSING PROGRAM ADMISSIONS PROCESS

An applicant must fulfill the following requirements to be enrolled as a regular student in the Associate of Science in Nursing program:

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.

3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Pass the Digital Assessment Exam with the following minimum scores:
  - a. 70 - Access to Technology
  - b. 70 – Life Balance
  - c. 70 – Digital Skills & Competencies
5. Achieve an entrance exam score of one of the following or provide proof of completed bachelor’s degree;

The TEAS is AHI’s official entrance exam. Applicants may be granted acceptance into the nursing program based upon equivalent entrance test scores on other qualifying exams including HEAT, ACT, SAT, HESI A2, Multilevel PAX and Kaplan, or evidence of a previously earned bachelor's degree or higher from an accredited institution. Minimum Admission tests scores are below. Test scores must have been earned within the last five years of the student’s school start date.

HEAT	70
ACT	17
SAT (Exam taken on or after 3/6/2016)	900
HESI A2 Exam	75
Multilevel PAX	75
Kaplan	75
TEAS	Score of 55 in Reading and Composite

AHI reserves the right to deny admission to any applicant for the following reasons:

- a) Not having proof of High School diploma and/or its equivalent (GED).
- b) Does not meet the entrance testing score needed to enter the program.
- c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

## PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Pass the Digital Assessment Exam with the following minimum scores:
  - a. 70 – Access to Technology
  - b. 70 – Life Balance
  - c. 70 – Digital Skills & Competencies
5. Prospective Students must achieve a minimum TEAS score of 42 prior to starting PN 105.

AHI reserves the right to deny admission to any applicant for the following reasons:

- a) Not having proof of High School diploma and/or its equivalent (GED).
- b) Does not meet the entrance testing score needed to enter the program.
- c) Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

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, 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.

### TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

TEAS is a computerized reading, mathematics, and language basic skills exam, which takes approximately three hours to complete. The TEAS is offered by appointment only. To gain admission to the Practical Nursing or Associate of Science in Nursing Program, a student must meet the admissions standards. Students who choose to take the TEAS and are not successful in the first attempt of the test will have another opportunity to take the test. No more than two attempts of the TEAS will be allowed in a one-year period when administered at AHI.

## MEDICAL ASSISTANT

The Medical Assistant Program is open to all persons who meet the following requirements.

1. High School Diploma and/or recipient of Equivalent (General Equivalency Diploma (GED)).
2. Regarding students that have High School Diplomas from foreign, non-English speaking countries, they will be required to obtain in addition to a certified translation in English of the High School Diploma, a certified document stating that the translated diploma is equivalent to the High School level in the United States.
3. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance.
4. Pass the Digital Assessment Exam with the following minimum scores:
  - a. 70 – Access to Technology
  - b. 70 – Life Balance
  - c. 70 – Digital Skills & Competencies

AHI reserves the right to deny admission to any applicant for the following reasons:

1. Not having proof of High School diploma and/or its equivalent (GED).
2. Does not meet the entrance testing score needed to enter the program.
3. Denied to individuals whose conduct is disruptive or may interfere with the orderly functions, processes, or teaching of the program.

## TRANSFER OF CREDIT

The school will accept transfer of credits on an individual basis. Students can only transfer in a maximum of 75% of clock/credit hours needed to complete the program. At least 25% of the program must be completed at the Institute. Transfer students must have an official transcript and the evaluation and decisions will be made by American Healthcare Institute. The school from where the student requested the transfer must be recognized by the Florida Department of Education or an accredited institution. Students must also have a minimum grade of a “C” to achieve transfer of credit for any particular class or a minimum of a “B” to transfer in an Associate of Science of Nursing Core course.

Transfer of credit is always up to the receiving institution. It is the student’s responsibility to confirm whether or not credits will be accepted by the receiving institution. Students wishing to transfer from AHI to another institution will need to review that institution’s policy as we do not guarantee transfer of credit.

Also, please know that when it comes to Satisfactory Academic Progress Transfer credits that are accepted by AHI are included in the calculation of the Maximum Timeframe.

## TRANSFER OF CREDIT BY EXAMINATION

AHI will grant credit for College Level Examination Program (CLEP) scores meeting the minimum requirements as listed in the chart below. Students must complete the CLEP exam and submit the official certified scores to the registrar prior to beginning the program. CLEP scored in lieu of course completion will not be accepted once the student begins attending the program unless special approval is given by AHI administration. CLEP scores must have been earned within the last 5 years.

Students are responsible for the cost of the CLEP exam and can register at <http://clep.collegeboard.org>. Once passing scores are received by the registrar, the course will be noted as completed on the student's academic record and appropriate financial tuition credit will be applied. A revision of the enrollment agreement may be required upon acceptance of exam scores.

The following courses are eligible for transfer of credit by examination:

Course	Semester Credit Hours	CLEP Exam Name	Min. Score Required
English Composition	3	College Composition	50
College Algebra	3	College Algebra	50
General Psychology	3	Introductory Psychology	50
Human Growth & Development	3	Human Growth and Development	50

## 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. If a student has been dismissed from the program for any reason, they must appeal that decision with the Campus Director, and only the Campus Director can decide if the appeal is granted or denied.

## LICENSURE FOR PRACTICAL & REGISTERED NURSE BY EXAMINATION

The requirements for licensure by examination include:

- Graduation from a Florida approved or accredited nursing education program.
- Graduation from a nursing program that has been issued an NCLEX code by NCSBN.
- Graduation from a nursing education program that is approved or recognized by the jurisdiction in which it is based and that has been issued an NCLEX code by the National Council of State Boards of Nursing (NCSBN).



## ACADEMIC POLICIES

### GRADING SYSTEMS

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

#### **Diploma Grading System**

The following value system is used for grading purposes:

<b>Grade</b>	<b>Passing Marks</b>	<b>Point Value</b>	<b>Description</b>
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
C	70% - 79%	2	Average
D	60% - 69%	1	Passing*
F	59% - Below	0	Failure
P	-----	N/A	Pass
R	-----	N/A	Retake
I	-----	N/A	Incomplete
W	-----	N/A	Withdrawal
NS	-----	N/A	No Show
T	-----	N//A	Transfer Credit
L	-----	N//A	Leave of Absence

\* D is not a passing grade for Practical Nursing

## Associate Degree Grading System

The following value system is used for grading purposes:

Grade	Passing Marks	Point Value	Description
A	90% - 100%	4	Excellent
B	80% - 89%	3	Good
C	70% - 79%	2	Average*
D	60% - 69%	1	Failure
F	59% - Below	0	Failure
P	-----	N/A	Pass
R	-----	N/A	Retake
I	-----	N/A	Incomplete
W	-----	N/A	Withdrawal
NS	-----	N/A	No Show
T	-----	N//A	Transfer Credit
L	-----	N//A	Leave of Absence

\* C is not a passing grade for Nursing Core courses

### DRESS CODE

Students must purchase uniforms before the start of class. Students have the freedom to use any vendor they choose to purchase scrubs if they are blue. AHI Iron-On patches will be provided to each student. The cost for the uniforms may vary and is the responsibility of the student.

1. During lecture, pre-assignment, and laboratory classes, the student will wear AHI scrubs.
2. Students enrolled in the program must have the appropriate uniform during clinical hours which includes:
  - a. Blue Scrub Uniform with logo of AHI.
  - c. Skin tone conservative underwear, neutral in color with no discernible patterns.
  - d. Plain white undershirt (no pictures, prints, lettering, patterns on the front or back).
  - e. All white, clean leather medical professional shoes or white sneakers (no clogs, heels, shower shoes, or color sneakers etc.)
  - f. Student picture identification badge.
3. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual, unnatural hair colors.
5. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.
6. Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.
7. A white long sleeve T-shirt with no pictures, prints, lettering, or patterns on the front or back may be worn under the uniform top for warmth.
8. Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class/lab or clinical until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a clinical grade of "U" assigned for the day(s).
9. Strong fragrant colognes and perfumes must not be worn.
10. Makeup should be natural looking. No excessive make-up should be worn.
11. Facial hair must be clean and neatly trimmed.

12. Chewing gum is strictly prohibited in the lab/clinical setting.

Students who do not abide by the dress code could be subject to be sent home and receive an absence for the day.

## REQUIRED CLINICAL EQUIPMENT

- Stethoscope
- Penlight
- Bandage scissors
- Black pen
- Protective eyewear

\*Required Clinical Equipment is the responsibility of the student. AHI does not sell these products.

## ADVISEMENT, COUNSELING, AND TUTORIALS

1. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the student's inability to advance to the next term of coursework.
2. The full-time faculty members have posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment.
3. AHI can assist students in study skills and connecting students with available student support services.
4. Tutorial assistance is provided for students enrolled and is available through the Student Services Center
5. Faculty may require that you attend counseling and/or a tutorial session.
6. Students are permitted and encouraged to utilize the Nursing Laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from the Program Director and sign in to be eligible to use the Nursing Laboratory area. During these practice sessions, the student must bring their Nurse Pack for the practicing and mastery of competencies. Hours for open lab will be posted.

## CHAIN OF COMMAND

1. Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Program Director.
2. Any student failing to follow this “chain of command” as stated will be sent back to the initial instructor until the procedure has been followed

## CONDUCT

1. Acceptable quality of work and mature behavior are expected from you.
2. Students are required to follow the policies of American Healthcare Institute, as outlined in American Healthcare Institute Students’ Rights and Responsibilities from the Student Catalog.
3. American Healthcare Institute takes a very strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal.
4. Students are expected to deal in a positive manner with all individuals while on campus and/or in the clinical facility.
5. Student will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Course Instructor.
7. The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. Cellular phones, and/or personal communication devices must be on “vibrate” to prevent class disruptions. During class times, (lecture, laboratory, clinical) the use of electronic communication devices for the purpose of “text messaging” communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.
9. Cellular phones and/or personal communication devices are not permitted during any testing.
10. Cellular phones and/or personal communication devices are not permitted during clinical rotation hours.
11. The use of laptop computers for program-related activities is permitted during lecture presentations and laboratory activities/ exercises.
12. If the student needs to use the restroom during class, the student may quietly excuse self.
13. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
  - a) Academic dishonesty
  - b) Failure to satisfy health examination requirements or criminal background check
  - c) Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the catalog or course syllabi.
  - d) Failure to comply with the procedures outlined in the catalog
  - e) Failure to practice safe patient care.
14. The student must notify the School Administration if you change your address or phone number.
15. Any injury or exposure that occurs during a scheduled lecture, laboratory and/or clinical class must be reported to the instructor IMMEDIATELY!
16. Students may only park in designated student parking areas.
17. You may not carry a gun, knife, or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at school sponsored activities will be automatically suspended for a period of up to one year.

In the event of a student's non-compliance with American Healthcare Institute's policies and procedures regarding academic, conduct and/or attendance, the faculty and administrative staff will utilize procedures to help the student to regain the compliance status.

The procedures to be utilized are:

- a) Interview with the student to address and assess the specific situation.
- b) Advising.
- c) Counseling.
- d) Probation.

Other disciplinary actions will be taken if the issue where the student is not maintaining compliance persists. After the probationary period, a thorough analysis of the situation will be made. The actions taken could be temporary or permanent suspension.

## EXPOSURE PROCEDURE

1. In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical or training facility's Handbook.
2. After care is provided, the student must notify the Program Director. The student must also complete an incident report on campus as soon as possible after the exposure occurs and meet with the Program Director to complete all required documentation.
3. American Healthcare Institute holds bodily injury, property damage, and professional liability insurance, with coverage of at least \$1,000,000 per occurrence and an annual aggregate of \$1,000,000 per occurrence.

## CLINICAL PRE-ASSIGNMENT/ROTATIONS

American Healthcare Institute makes every effort to respect student choices for clinical rotations. However, our clinical site placements are completely dependent upon hospitals making sites available to us. When hospitals change or deny our placements, we must be flexible and make alternative assignments. All students must be prepared for clinical rotations that can be re-scheduled to any day of the week (Sunday-Saturday), and any time of the day or evening. Students are not guaranteed a particular site, day of the week, time frame, or faculty member until the first day of the clinical rotation. American Healthcare Institute will notify students as soon as we know that clinical courses must be rescheduled to another day, time, place, or instructor.

Clinical sites may change requirements such as more frequent health testing, additional drug screens, or additional background checks with little notice. Because of the continuously changing requirements, American Healthcare Institute reserves the right to change, alter or modify the requirements for students entering any clinical site at any time during their enrollment in the program. If a student is out of compliance with the clinical site to which they are assigned, he or she may have to sit out the term, if an alternate site is not available. Students will be notified in writing via email of any changes in clinical requirements at the earliest possible time.

1. Nursing students will collect data from patients who have been pre-assigned by the faculty. If prior collection of patient data is not permitted by the facility, other arrangements will be made to facilitate clinical preparation.
  - a. Upon arrival, students will identify themselves to the nurse in charge and explain their reason for reviewing the chart.

- b. Students must limit their data collection to those patients to whom they have been assigned.
  - c. Students cannot care for patients or talk to patients on patient pre-assignment days.
  - d. Patient care can only be given on clinical class days when the faculty is available.
  - e. Students will adhere to the confidentiality laws that protect patients' identities, Health Insurance Portability and Accountability Act (HIPAA).
2. It is the student's responsibility to provide their own food, lodging, and transportation to campus and clinical rotations.
  3. Instructors make clinical assignments on an individual student basis. Students are not authorized to exchange clinical assignments among themselves.
  4. Registration for nursing courses (theory, lab and clinical) is the responsibility of each individual student. Students must attend the courses they registered for. Absolutely no changes in the theory/lab/clinical schedule will be allowed without Campus Director authorization. If a student changes a schedule without authorization, the student will be immediately reassigned to the original course schedule.
  5. Students enrolled in any clinical portion of the Nursing program are required to meet all the mandatory orientation requirements of the facility before being allowed to participate in a clinical rotation. Failure to complete all orientation requirements will result in the student's inability to attend clinical rotation and may jeopardize the student's ability to complete the course and/or program.
  6. If a student is dismissed from a clinical facility as a result of inappropriate action and/or behaviors, the student may be administratively withdrawn from the course.
  7. American Healthcare Institute, in cooperation with the clinical facilities, will provide an opportunity for the program participant to observe and provide patient care in a variety of clinical settings. Students may only be at a clinical site at scheduled times. Students should not seek medical advice from staff and/or physicians while in the clinical setting.

### CHEMICALLY IMPAIRED NURSING STUDENT

1. American Healthcare Institute endorses the federal government's effort in implementing the Drug-Free Schools and Community Amendments of 1989 (Public Law 101-226). See American Healthcare Institute's Student's Rights & Responsibilities.
2. Students are subject to disciplinary action in accordance with American Healthcare Institute's Student's Rights and Responsibilities from the Catalog.
3. Students are prohibited from reporting to lecture, laboratory, and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.
4. The faculty is responsible for identifying students who display behaviors deemed inappropriate to the clinical setting and report this to the respective Program Director or Executive Director.
5. The student will be responsible for any costs associated with testing for alcohol or controlled substances.
6. When the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the Program Director or designee. The Director or designee will meet with the student and the faculty member. The faculty member will document the incident in writing.

- a. Upon verification of the behavior, the Director will:
  - Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
  - Contact security to escort a student who becomes loud or abusive to the Health Office or Emergency Room.
  - Refer the student to Intervention Project for Nursing (IPN) for counseling if blood or urine test is positive.
7. A student who has been dismissed for chemical impairment may appeal for reinstatement by presenting evidence of successfully completing an intervention program to the Campus Director.

## STUDENT INTERACTIONS

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### A. STUDENT/PATIENT INTERACTIONS

Each facility should have an orientation and handbook on how to interact with patients, however, below is a guideline for American Healthcare Institute students. The Clinical Facility's handbook should guide student patient interactions.

1. It is expected that students will consistently display a professional and positive attitude in all clinical rotations.
  - a. Students will always identify themselves and explain their role to the patient.
  - b. Students will display courteous behavior towards the patient.
  - c. Students will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis, or sexual orientation.
  - d. Students will follow the above objectives regardless of the patient's condition.
2. It is expected that you will maintain confidentiality of all patient records and information.
  - a. Students will record all information accurately in the patient's chart and correct any errors properly.
  - b. Students will discuss patient information only with other medical personnel involved in the care of the patient when out of the audible range of the patient, the patient's family, and in non-public areas.
  - c. Students will preserve patient anonymity when removing information from the chart for program-related projects. Copying of the patient's record is strictly forbidden and considered a violation of the Health Insurance Portability and Accountability Act (HIPAA).
  - d. Students will discuss with the patient only information already known to the patient.
3. It is expected that students will display respect for the patient's right to privacy. (All students will be familiar with the American Hospital Association's Patient's Bill of Rights).
  - a. Students will arrange clothing and bedding to maintain patient modesty (when practical).
  - b. Students will knock on the patient's door before entering the room.
  - c. Students will address the patient using their surname (last name) with the appropriate title (Mr., Mrs., Ms.).
  - d. Students will perform a physical examination of the patient only when indicated, and with the assistance of a medical professional of the same sex as the patient, when indicated.

4. It is expected that students will demonstrate concern for the protection of the patient from injury during all procedures.
  - a. Students will perform only those procedures approved by the instructor.
  - b. Students will adhere to accepted guidelines when performing any procedure.
  - c. Students will assess the patient's condition and response to therapy.
  - d. Students will ensure the safety and comfort of the patient during and after procedures.

#### B. STUDENT/STUDENT INTERACTION

1. It is expected that students will consistently display a professional and positive attitude in interactions with fellow students.
  - a. Students will complete all assignments alone, without the aid of another student.
  - b. Students will perform cooperatively when working in assigned areas with other students.
  - c. Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

#### C. STUDENT/INSTRUCTOR INTERACTION

1. It is expected that students will consistently display a professional and positive attitude when interacting with instructors.
  - a. Students will work to the best of your ability to complete all assignments.
  - b. Students will use established procedures in mediating any differences between yourself and the instructor.
  - c. Students will always demonstrate respect for the instructor regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
  - d. Students will always demonstrate appropriate behavior and adapt to instructional input.

#### D. STUDENT/CLINICAL PERSONNEL INTERACTIONS

1. It is expected that students will consistently display a professional and positive attitude when interacting with the clinical personnel.
  - a. Students will identify themselves by wearing the proper uniform and picture ID.
  - b. Students will display respect for all clinical personnel regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.
  - c. Students will read and practice all rules, regulations, and procedures that are established for the department to which they are assigned.
2. It is expected that students will first discuss with the instructor any established clinical procedure or any technique observed in the facility, with which you do not agree.
  - a. Students will not discuss or debate any clinical procedure in the presence of a patient and/or family member.
3. Students will demonstrate respect for the clinical rotation site by careful and responsible use of t



## CODE OF ACADEMIC AND CLINICAL CONDUCT

As students are involved in clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality. (HIPAA).
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate with the academic faculty and clinical staff to ensure the highest quality of client care.
- Refrain from performing any technique or procedure for which the student has not been approved.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Abstain from the use of substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

The actions expected of all nurses and nursing students reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and throughout the program. Deviations will result in a failing clinical grade, and/or withdrawal from the program.

All students are expected to:

- Follow policies and guidelines, program, and the affiliating agency.
- Treat others with respect.
- Provide patient care only when the instructor is on the premises.
- Maintain personal appearance according to program policies.
- Arrive promptly to the clinical area and clinical conferences.
- Notify the instructor and unit personnel prior to being late or absent.
- Attend all clinical sessions.
- Report to instructor and assigned staff member when coming on and leaving the clinical area.
- Prepare for clinical experiences by collecting patient data and researching and developing a preliminary plan of care.
- Cooperate with others on the health care team.

- Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.
- Participate in pre- and post- conference and share learning experiences with others.
- Accept responsibility for assignment (e.g. complete assignment, complete own work, perform ongoing chart review for changes).
- Seek instructor’s guidance before performing new or invasive procedures, administering a medication, or when changes occur in the patient’s status.
- Apply knowledge from previous courses.
- Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.

## STUDENT AGREEMENT

Students are expected to comply with all policies, procedures, and regulations of American Healthcare Institute. It shall be your responsibility to receive, become thoroughly familiar with, and adhere to any expectations and policies as outlined in the most recent printing of:

- a) School Catalog
- b) American Healthcare Institute Lecture, Laboratory, and Clinical Schedule
- c) American Healthcare Institute Program Objectives and Syllabi
- d) American Healthcare Institute Student’s Rights and Responsibilities
- e) Student Confidentiality Statement

It is the student’s responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the Student Catalog. It is the responsibility of the Institute and the Nursing program instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all information outlined in the catalog as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

## MEASUREMENT OF ACADEMIC PROGRAMS/PROGRESS

The school measures all its academic programs in terms of clock hours.

A “clock hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. The Florida Board of Nursing recommends that a student plan to dedicate at least two-to-four hours of independent reading and/or study for every hour of class s/he attends. Estimated hours spent on out-of-class activities will be defined in more detail by the course syllabus and are not applicable to the total clock hours of the program.

The institute follows the Carnegie rule when it comes to credit hour offerings.

- (1) Credit Hour Lecture = 15 Clock Hours
- (1) Credit Hour Lab = 30 Clock Hours
- (1) Credit Hour Clinical = 45 Clock Hours

The CGPA is a weighted average calculated by multiplying the clock hours for each course by the grade point equivalent received for that course, summing the results, and dividing that sum by the total credit hours attempted. Students must achieve a CGPA of 2.0 or above to be eligible for graduation from the diploma programs and a 2.75 to be eligible for graduation from the Associate Degree.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good standing, the student must maintain at least a cumulative grade point average of 70% or a C. Written numeric grade reports for each subject will be provided to students by the second school day after the completion of the course or module. A student achieving a cumulative grade point average below 70% at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic warning.

The institution must monitor student's academic progress in their program of study. Students who are not meeting the minimum satisfactory academic progress (SAP) standards will be subject to sanctions. Evaluation periods for measurement of Satisfactory Academic Progress are as follows

### PRACTICAL NURSING & MEDICAL ASSISTANT

Satisfactory progress is based on clock hours completed and is checked three times during the program. The first check will be made at 33% of the program at which time the student must have a minimum of a 2.0 CGPA. The second check is done at 66% of the program and the student must have a minimum grade point average of 2.0 CGPA. The third check is done upon completion, where the student must achieve a minimum of a 2.0 CGPA.

At each evaluation, satisfactory progress is checked. If the student is not maintaining the grade point average as previously specified, the student will be put on a warning period for four terms, at the end of which time the student should have raised his/her average to the minimum standard. If however, the student was unable to raise his/her CGPA, after the warning period, he/she will be dismissed from the program.

At each assessment point for satisfactory academic progress, students will be required to have successfully completed (passed) a minimum of 67% of the total number of credits attempted up to that point in time.

#### **Practical Nursing – 1350 clock hours**

First check: 33% = 446 clk. hrs. - Minimum of 2.0 G.P.A

Second check: 66% = 891 clk. hrs. - Minimum of 2.0 G.P.A

Third check: 100% = 1350 clk. hrs. - Minimum of 2.0 G.P.A

#### **Medical Assistant Program –1095 clock Hrs.**

First check: 33% = 361 clk. hrs. - Minimum of 2.0 G.P.A

Second check: 66% =723 clk. hrs. - Minimum of 2.0 G.P.A

Third check: 100% = 1095 clk. hrs. - Minimum of 2.0G.P.A

### ASSOCIATE OF SCIENCE IN NURSING

In order to demonstrate SAP toward completion of the Nursing (ASN) Program, a student must maintain the required CGPA and must progress through the program at a specific minimum pace to ensure that the student does not exceed 150% of the published length of the Nursing Program (“Maximum Timeframe”).

SAP is evaluated at the end of every semester to reestablish a student’s eligibility to continue receiving federal financial aid funds for the next semester. The following abbreviations are used throughout this policy:

- (SAP) Satisfactory Academic Progress
- (CGPA) Communitive Grade Point average

There are two standards that must be met:

The qualitative standard for each program requires a student to achieve a minimum CGPA for each semester. A semester is a fifteen-week period which includes two consecutive terms, except for the Core program semesters where courses are the full length of the semester. To demonstrate satisfactory progress toward completion, a student must maintain a specific cumulative grade point average. When evaluated at the end of each semester, the minimum CGPA required for the Associate of Medical Assisting and Dental Assisting programs is 2.0. For the Associate of Science in Nursing program, when evaluated at the end of each semester, a student must achieve the CGPA listed in the diagram below at the end of the corresponding semester:

Semester(s) Attended	GPA Requirement
Semester 1	2.00
Semester 2	2.12
Semester 3	2.21
Semester 4	2.75
Semester 5	2.75
Semester 6	2.75

The quantitative standard requires students to complete the Nursing Program within the Maximum Timeframe of the program. Transfer credits that are accepted by the institute for credit toward the Nursing Program are included in the calculation of the Maximum Time Frame. The required minimum pace of completion percentage (Completion Rate) is derived by dividing the number of earned credits by the number of credits attempted. In this calculation, transfer credits are counted as both attempted and earned credits. Students must successfully maintain a Completion Rate of at least 67% by the end of the first Semester and maintain a 67% minimum Completion Rate in all following semesters.

The courses withdrawn during the add/drop period are not included in the Completion Rate as either attempted or completed credits. However, if a student withdraws from a course after the add/drop period has expired, the credits for that course will be included as credits attempted in the Completion Rate.

#### FAILURE TO MAINTAIN SAP

If a student does not meet the minimum SAP standards, the student will be placed on a warning status for the following term.

- If at the end of the warning term, the student meets the minimum SAP standards, the student will be returned to active status. A student may not have two consecutive warning terms.
- If the minimum SAP standards are not achieved by the end of the warning term. The student may continue taking classes for one additional term but will be placed in a status of probation.
- If the student does not meet the minimum SAP standards after the additional term (probation), the student will be dismissed from American Healthcare Institute.

The student will be notified in writing of each change in their SAP status.

## ACADEMIC PROBATION

A Practical Nursing and Medical Assistant student must maintain a minimum academic grade point average of 70% or C (2.0) or better during the probation period. A Professional Nursing student must maintain a minimum academic grade point average of 80% or B or better during the probation period.

Any student that fails to meet a minimum academic grade point average during the probation period shall be dismissed. They may appeal the dismissal by following the student appeals procedure outlined in this catalog.

## REMEDIAL WORK AND REPEATED COURSES

The school does not offer remedial 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.

## NURSING COURSE REPEAT POLICY

A course in which a letter grade of “C”, “D” or “F” for Associate Nursing core courses, and a grade of “D” or “F” for Practical Nursing courses, has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of cumulative grade point average (CGPA) at AHI.

All repeated courses, including withdrawals from repeated courses, affect satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits. Students will have two attempts to pass their nursing courses. No course may be repeated more than once. If a student attempts the same course two times and is unsuccessful, they will be dismissed from the institution.

The student may request the opportunity to appeal a dismissal; the student must submit a written request to the Campus Director. Students who repeat a course for which they have received a letter grade of “C” “D”, or “F”, must notify the Registrar’s Office for recalculation of their cumulative GPA. A course in which a passing grade has been earned may not be repeated for grade average purposes. Courses may not be repeated for grade average purposes after graduation.

## ATTENDANCE POLICY

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

Though regular and punctual attendance to scheduled classes is expected, the school understands that emergencies and unforeseeable life situations occur that may lead the student to miss class. If a student misses a class or clinical, the hours recorded for the absence will be the number of hours listed on the schedule. If a student is not on an approved leave of absence and is absent more than 14 consecutive days, the student will be dismissed.

A record of attendance is kept for each student as a part of the student's permanent records. Student records are available to students upon request.

## TARDINESS

Students must come to class on time. Late arrivals may be excused at the discretion of the instructor. Tardiness is defined as arriving more than five (5) minutes after the start of a regularly scheduled class. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student to reduce tardiness. Three (3) or more unexcused late arrivals will be marked as an absent.

## END OF COURSE TESTING POLICY

At the end of every Associate of Science in Nursing core course, students will be required as part of their grade to take a proctored test and receive the course minimum score to move onto the next semester. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course, if it allows within the course repeat and SAP policy.

## END OF PROGRAM TESTING POLICY

At the end of the Associate of Science in Nursing program students will be required to take a proctored test and receive the published minimum score to graduate from the program. If the student is not successful in the first attempt of the test, they will have another opportunity to take the test within 14 days. If a student is not successful in passing the exam on the second attempt, they will have to repeat the course if it allows within the course repeat and SAP policy.

## LEAVE OF ABSENCE

A leave of absence shall not exceed 180 days. A student requesting a Leave of Absence must do so in writing to the Campus Director. The letter must state both the reason for the Leave of Absence and the time required. The student will be notified of the decision in writing.

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 or her physician permitting return to school. Students may not exceed 180 days of Leave of Absence within any 12-month period.

## DISMISSAL

A dismissed student has a right to appeal through the grievance procedure. American Healthcare Institute reserves the right to dismiss any student from the program for any of the following reasons:

- Failure to make satisfactory progress
- 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 Campus 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 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 Program Director for assistance.

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

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.

## CRIME AWARENESS POLICIES AND PROCEDURES

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As part of its enrollment procedure, every potential student is informed of the school's conduct policy,

as well as its campus security procedures and practices. This information is also reinforced at every orientation session conducted for new students. Students are encouraged to be responsible for their own security and the security of others by promptly reporting any crimes committed on campus of which they become aware. This includes Faculty, students, prospective students, and any other visitor that becomes witness to a crime. It is the school's policy to report all crimes committed on campus and public property to local law enforcement officials. Potential students, students, faculty, staff and all other school employees who are aware of a crime that has been committed on campus should report this crime to school officials and may do so confidentially. Under no circumstances does American Healthcare Institute tolerate violence of any kind on school premises including those of domestic violence, dating violence, sexual harassment, and stalking.

## NON-DISCRIMINATORY POLICY

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The school does not discriminate on the basis of sex, race, color, national origin, religious beliefs or political affiliations, in the administration of educational policies, job placement assistance and any other administered programs.

## STUDENT SERVICES

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Faculty and staff at the schoolwork 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

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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.

## DRUG-FREE POLICY

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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 Campus 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.



## FINANCIAL ADVISING

Payment plans may be customized as needed to help students meet their financial obligations to the school. Plans of payment will be designed so that the last payment is due on or before the issuing of diplomas. A non-refundable registration fee of \$150.00 is required to be paid at the time of registration.

At time, loans services may be available for those who qualify. Students are responsible for understanding the terms and conditions of their loan. They must manage their loan directly with the lender. American Healthcare Institute or its members will not be liable for any loan default or any fraud with respect to this financial transaction. American Healthcare Institute will facilitate this process by collecting the necessary documents and application forms from the student to the lender through the Office Manager.

## PLACEMENT ASSISTANCE SERVICES

The Campus 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.

## ACADEMIC COUNSELING

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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

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Expected behavioral conduct for training at American Healthcare Institute 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 and at clinical sites

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 Campus 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.

## STUDENT RECORDS

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Permanent student educational records are maintained electronically for each individual student. American Healthcare Institute grants each student access to their information through a student portal. American Healthcare Institute requires written consent from the student for release of records in response to third-party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration.

As current or former student of American Healthcare Institute, FERPA affords you certain rights regarding your education records. They are:

- The right to inspect and review your records. You may request to review your records by submitting a written request;
- The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- The right to restrict the disclosure of Directory Information; and
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by American Healthcare Institute to comply with the requirements of FERPA.

## DEFINITION OF EDUCATION RECORDS

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Education records are those records directly related to a student maintained by American Healthcare Institute or by a party acting for American Healthcare Institute.

## RELEASE OF EDUCATION RECORDS

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Except as provided in FERPA or other applicable law, American Healthcare Institute will not disclose personally identifiable information from your education records unless you provide a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

## REQUESTING WRITTEN OR VERBAL REFERENCES OR RECOMMENDATIONS FROM FACULTY OR STAFF

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Students who request written or verbal references or recommendations from American Healthcare Institute, faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about your academic or work performance; this type of information is considered "non-directory" information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and American Healthcare Institute's Student Records Policy.

Your request should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)
- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Your signature and date

### **Requests that do not contain these four elements are not in compliance with FERPA.**

Some graduate programs, scholarships, or job applications require the use of their own prepared packets and may include a form which provides a place for your signature authorizing release of non-directory information. If that completed form or a copy of it accompanies the pages to be completed by faculty or staff members, no additional authorization is required.

## FACILITY AND EQUIPMENT

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American Healthcare Institute is located at 5205 Greenwood Ave Suite 280. West Palm Beach, FL 33407. The school is leased space of approximately 2,648 sq ft of space with approximately 1,200 sq ft of shared space. The space is divided into 4 classrooms, 2 labs, an administrative office, reception area, a small library, and a breakroom for students & staff.

The school is fully air-conditioned to provide a comfortable learning environment. The small library with computers, dictionaries, thesaurus, and other learning materials. We use High fidelity manikins for the best learning experience. The facility and equipment used fully complies 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 lecture, demonstration/practice and testing.
- ✓ It is equipped with medical supplies required for demonstration in the relevant programs.
- ✓ The administrative offices are located on-site adding to the convenience for students.
- ✓ The classroom is equipped with multi-media 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.
- ✓ Kindly refrain from littering. Trash bins are provided for disposal of trash.

## HOURS OF OPERATIONS

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Day Classes	Monday - Thursday	9:00am - 1:00pm
Afternoon	Monday- Thursday	1:00pm – 5:00pm
Evening Classes	Monday - Thursday	6:00pm – 10:00pm
Administrative Offices	Monday - Friday	8:30am - 6:00pm

## SCHEDULE OF TUITION PAYMENTS, FEES AND CHARGES

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

Effective as of January 22, 2025.

Program Title	Registration Fee	Books, Supplies, and Uniforms	Tuition	Total Cost
	<b>Non-refundable</b>	<b>Non-refundable</b>	<b>Refundable</b>	
Professional Nurse	\$150.00	\$2,220.00	\$29,900.00 <small>(\$300.00 Per Gen Ed Credit/\$475.00 Per Core Credit)</small>	\$32,270.00
Practical Nursing	\$150.00	\$1,350.00	\$13,500.00	\$15,000.00
Medical Assistant	\$150.00	N/A	\$8,350.00	\$8,500.00

## SCHEDULE OF TUITION

For the diploma programs, tuition is charged by semester. Each diploma program is a total of three semesters, so tuition is divided into three semesters. There is also a registration fee of \$150 that is non-refundable. The practical nursing program also has a \$30 per credit textbook fee that is non-refundable. See the chart below for a schedule of charges for the diploma programs.

Program	Semester 1	Semester 2	Semester 3	Total
<b>Medical Assistant</b>	\$2784.00 + \$150.00 registration fee	\$2,783.00	\$2,783.00	\$8,500.00
<b>Practical Nursing</b>	\$4,605.00 (\$4,050.00 tuition, 150.00 registration fee, \$405.00 textbook fee)	\$5,115.00 (\$4,650.00 tuition, \$465.00 textbook fee)	\$5,280.00 (\$4,800.00 tuition, \$480.00 textbook fee)	\$15,000.00

For the associate degree, tuition is charged by the credit hour. For General Education courses, the charge is \$300 per credit which is \$9,000 for all General Education credits. For the Nursing Core classes, the tuition is \$475 per credit which is \$20,900 for all Nursing Core credits, which is a total of \$29,900 for all tuition. Also, there is a registration fee of \$150 and a \$30 per credit textbook fee. Both fees are non-refundable.

## PROGRAM CANCELLATION AND REFUNDS

Should the student be terminated or cancel for any reason, all refunds will be made per the following refund schedule:

1. Cancellation must be made in person or in writing.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee.
4. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

5. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
6. A student can be dismissed, at the discretion of the Campus Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.
7. If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.
8. For a student who is on a leave of absence, the termination date is the last date of attendance before the student left on the leave of absence.

## **CANCELLATION AFTER COMMENCEMENT OF CLASSES:**

### **Effective March 1, 2025**

#### **Institutional Refund Diploma Level Policy:**

- a. Student may cancel enrollment in person, by electronic mail, in writing, or by school determination.
- b. The school charges tuition and fees on a semester basis, on or before the start date of the semester.
- c. Withdrawal after attendance has begun through 20% completion of the semester will result in a pro rata refund computed on the number of hours completed to the total semester hours. The pro rata refund policy takes effect after three (3) days of signing the enrollment agreement.
- d. Withdrawal after completing more than 20% of the semester will result in no refund and the student will be responsible for the full cost of tuition for the current semester's billable charges.
- e. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. All refunds will then be made within 30 days after the date of determination of the cancellation or termination date.
- f. Rejection – An applicant rejected by the school is entitled to a refund of all monies paid, which must be refunded within 30 days of the rejection determination.
- g. For LPN students, Withdrawal after attendance has begun will result in a refund of tuition charges for unattended classes within the billing period. The student will be responsible for the full tuition charges of the class with attendance. The refund policy takes effect after three (3) days of attendance. Withdrawal prior to three (3) days of attendance in the first class of the billing period will result in a full tuition refund for the semester.

#### **Institutional Refund Associate Degree Policy:**

AHI will refund tuition paid by a student in the following manner:

- a. Students who withdraw during the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will receive a 100% refund of all monies paid for tuition, fees, and supplies (excluding the nonrefundable registration fee). The add/drop period only applies to the first semester of enrollment, continuing students will be responsible for 100% of tuition charges for classes with attendance beyond the first three (3) days of the semester.
- b. Students who attend beyond the 14 day add/drop period for core courses and seven day add/drop period for General Education courses will be responsible for 100% of the tuition and fee charges for the period of enrollment (semester).

- c. The Withdrawal Date for refund computation will be one of the following:
  - a. The date Withdrawal/Cancellation Form signed by Student.
  - b. The date of withdrawal for unsatisfactory progress.
  - c. The date of withdrawal for excessive absences will be the last date of attendance.

## METHODS OF PAYMENT

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Full payment at time of signing enrollment agreement.

Registration fee at the time of signing enrollment agreement with balance paid prior to program start date.

Registration fee at time of signing enrollment agreement with balance paid prior to graduation.

**NOTE:** For Schools offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. **(ENTER N/A or LINE THROUGH if not applicable)**

ANNUAL PERCENTAGE RATE %	FINANCE CHARGE	AMOUNT FINANCED The dollar amount the credit provided to you Or on your behalf.	TOTAL OF PAYMENT The amount you will have paid after you have made all Payments as scheduled.	TOTAL SALES PRICE The total cost of your purchase on credit including your down payment of
\$	\$	\$	\$	\$
YOUR PAYMENT SCHEDULE WILL BE:				
NUMBER OF PAYMENTS	AMOUNT OF EACH PAYMENT	WHEN PAYMENTS ARE DUE		
		Beginning on ___/___/___ and on the same day each (check one) ___ weekly or ___ bi-weekly thereafter		

(Any late fee payments and conditions thereof must be disclosed on the enrollment agreement and in the catalog)

All prices for program are printed herein. Contracts are not sold to a third party at any time.

There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.

## 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 Campus 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 Campus Director in person or in writing. A student who missed school for 14 consecutive days 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 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.

## PROGRAM DESCRIPTION

### ASSOCIATES OF SCIENCE IN NURSING (RN)

#### Program Description

This degree program focuses on wellness of self and others, technical nursing skills across the life span in acute care facilities, long-term care facilities and the community environment, critical care concepts, and professional development. Upon graduation, the student is awarded an Associate's of Science in Nursing and is eligible to take the National Council Licensure Exam (NCLEX-RN) to become a Registered Nurse (RN), and subsequently seek employment in the field. The program is approved through the Florida State Board of Nursing. The nursing program at American Healthcare Institute is committed to providing the best education for students seeking an Associate Degree in Nursing. The program is designed to provide educational and clinical experiences leading to employment in beginning positions as Registered Nurses in hospitals or comparable facilities.



## Course Outline

Course #	Course Title	Credits	Course Type
HAP101	Human Anatomy & Physiology I	3	General Education
HAP101L	Human Anatomy & Physiology I Lab	1	General Education
ENG101	English Composition I	3	General Education
CAL101	College Algebra	3	General Education
MBI101	Microbiology	3	General Education
MCB101L	Microbiology Lab	1	General Education
EON101	Elements of Nutrition	3	General Education
HAP201	Human Anatomy & Physiology II	3	General Education
HAP201L	Human Anatomy & Physiology II Lab	1	General Education
HGD101	Human Growth & Development	3	General Education
CRT101	Critical Thinking	3	General Education
GPY101	General Psychology	3	General Education
NUR 1100	Pharmacology I	2	Core Nursing
NUR 1000	Fundamentals of Nursing	3	Core Nursing
NUR 1000LC	Fundamentals of Nursing Lab	0	Core Nursing
NUR 1000C	Fundamentals of Nursing Clinical	3	Core Nursing
NUR 1200	Med Surg Nursing Lecture I	6	Core Nursing

NUR 1200C	Med Surg Nursing Clinical I	4	Core Nursing
NUR 1200LC	Med Surg Nursing Lab I	0	Core Nursing
NUR 2200	Pharmacology II	2	Core Nursing
NUR 2400	Med Surg Nursing Lecture II	3	Core Nursing
NUR 2400C	Med Surg Nursing Clinical II	1	Core Nursing
NUR 2300	Maternal-Pediatric Nursing Lecture	4	Core Nursing
NUR 2300C	Maternal-Pediatric Nursing Clinical	4	Core Nursing
NUR 2300LC	Maternal-Pediatric Nursing Lab	0	Core Nursing
NUR 2500	Psychiatric Nursing	3	Core Nursing
NUR 2500C	Psychiatric Nursing, Clinical	1	Core Nursing
NUR 2900C	Nursing Preceptorship/Practicum Clin.	2	Core Nursing
NUR 2999	Nursing Capstone	3	Core Nursing
<b>TOTAL:</b>		<b>74</b>	

#### Associates of Science in Nursing Program Outcome Competencies:

- ✓ Utilize critical thinking, the nursing process, and evidence-based practice to deliver best practice for optimal patient outcomes.
- ✓ Provide quality, safe, evidence-based, patient-centered care through teamwork and collaboration.
- ✓ Use knowledge, skills, and attitude/emotional intelligence to assure coordination and continuity of care for patients across the lifecycle in a variety of healthcare settings from preventive- to end-of-life care.
- ✓ Understand the application of quality data and metrics as an opportunity to benchmark care delivery.
- ✓ Integrate culturally competent decision making accomplished through communication, collaboration, and mutual respect for patients, significant others, and the interprofessional care management team.
- ✓ Incorporate legal and ethical guidelines into practice and promote lifelong learning and professionalism through consensus building and conflict resolution.
- ✓ Use technology to reduce error, remain current, educate patients and nurses, communicate essential information, and document care.

## Graduation Requirements

The student must comply with the following requirements in order to receive an Associate of Science in Nursing Degree.

1. Meet all financial obligations incurred with the institution.
2. Successfully pass all required courses within the program.
3. Have an overall cumulative GPA of 2.75 or higher.

After meeting academic and financial requirements, a student will be awarded an Associate of Science Degree in Nursing. The student needs to apply and pass NCLEX in order to fully practice as a Professional Nurse.

### COURSE DESCRIPTIONS FOR ASSOCIATE OF SCIENCE IN NURSING PROGRAM

#### **HAP101: Human Anatomy & Physiology I**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: None**

This course provides the student with a basic understanding of the structures and functions of the human body, as well as common disorders with each body system to include but not limited to cells, skeletal system, tissues, and organs.

#### **HAP101L: Human Anatomy & Physiology I Lab**

**Credits: 1**

**Clock Hours: 30**

**Prerequisites: None**

This course is designed to support, amplify and clarify the materials presented in the theory class BSC2085 through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

#### **ENG101: English Composition I**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: None**

This course gives emphasis to functional grammar, paragraph development, vocabulary building and enrichment reading. The course is designed to improve student's basic writing skills using principles of standard written English. Students writing will also show correct and consistent forms, correct pronoun case, clear pronoun references, and complete sentences.

#### **CAL101: College Algebra**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: None**

This course is designed to develop the concepts needed for college algebra and pharmacology using graphs and applications to motivate students and provide real-world examples. This course covers the solution of systems of linear equations, exponents and polynomials, factoring, rational expressions, functions and quadratic equations.

#### **MBI101: Microbiology**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: None**

This course is an introduction to microbiology emphasizing principles of basic morphology, physiology, modes of transmission, biochemistry, and genetic mechanisms. This includes a survey of representative types of microorganism and the role of pathogenic organisms in causing diseases and infections.

**MCB101L: Microbiology Lab****Credits: 1****Clock Hours: 30****Prerequisites: None**

This course is designed to support, amplify and clarify the materials presented in the theory class MCB2010L through demonstration and exercises utilizing charts, models, tissues and organs, as well as typical laboratory equipment. Laboratory topic content shall follow the theory class closely.

**EON101: Elements of Nutrition****Credits: 3****Clock Hours: 45****Prerequisites: None**

This course surveys the principles necessary to promote optimum nutrition throughout the human life cycle. Consideration is given to the informed evaluation of areas of controversy as well as the influence of socioeconomic and culture on nutritional practices.

**HAP201: Human Anatomy & Physiology II****Credits: 3****Clock Hours: 45****Prerequisites: BSC2085, BSC2085L**

This course is a continuation of Anatomy & Physiology I. BSC2086 is an introduction to the structures and functions of the human body to include the endocrine system, circulatory system, respiratory system, GI system, urinary system, reproductive system and genetics.

**HAP201L: Human Anatomy & Physiology II Lab****Credits: 1****Clock Hours: 30****Prerequisites: BSC2085, BSC2085L**

This course is designed to support, amplify, and clarify the materials presented in the theory class BSC2086 through demonstrations and exercises utilizing chart, models, tissues, and organs, as well as typical laboratory equipment. The laboratory topic content shall follow the theory class closely.

**HGD101: Human Growth & Development****Credits: 3****Clock Hours: 45****Prerequisites: None**

This course is a study of the development of the individual from conception through adulthood. Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. The focus is on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.

**CRT101: Critical Thinking****Credits: 3****Clock Hours: 45****Prerequisites: None**

This course is designed to help incoming students cultivate a more effective approach to college success. This course accentuates on a positive self-evaluation, test taking strategies, objective setting, and how to motivate oneself. This course will concentrate on the benefits of critical thinking in the healthcare field.

## **GPY101: General Psychology**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: None**

Introduction to psychology as applied to human behavior including research methods, physiological factors, learning, motivation, emotions, personality, adjustment, stress, psychological disorders, and therapies. These principles will be applied to the human experience. Additionally, history and the development of psychology are also discussed.

## **NUR1100 Pharmacology**

**Credits: 2**

**Clock Hours: 30**

**Prerequisites: All General Education Courses**

In this course, students will develop knowledge in pharmacology, according to specific categories. This course will demonstrate accurate occupational math and metric conversions for proper medication administration. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

## **NUR1000 Fundamentals of Nursing**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: All General Education Courses**

The Fundamentals of Nursing course provides students with theoretical knowledge and foundational concepts related to nursing practice. Students will be introduced to the basics of health and wellness, and the nursing process. The focus of this course is to discuss nursing roles, compare the various health care delivery systems, describe the types of nursing theories, importance of research, culture and ethnicity, developmental theories, critical thinking in nursing practice, managing patient care, ethics, values, and legal implications in nursing practice, communication, patient education, documentation and informatics, patient safety, spiritual health, nurses role in loss, death and grief, stress and coping, activity and exercise, fluid, electrolyte and acid-base balance, pain management, skin integrity, wound care, and care of the surgical patient. This course will also discuss how to conduct a nursing assessment, develop a nursing diagnosis, plan nursing care, implement a nursing care plan and evaluate patient outcomes. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

## **NUR1000C Fundamentals of Nursing Clinical**

**Credits: 3**

**Clock Hours: 135**

**Prerequisites: All General Education Courses**

The Fundamentals clinical course builds on foundational concepts learned in theory and gives students the opportunity to utilize this knowledge and direct client care in a healthcare setting. Students will utilize foundational knowledge and skills to function within the three roles of nursing (provider of care, manager of care, and member of the profession) while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates professional professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

## **NUR1000LC Fundamentals of Nursing Lab**

### **Prerequisites: All General Education Courses**

This Fundamentals of Nursing Lab introduces the application of the nursing process and assessment in bridging student's knowledge from theory to practice. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology.

## **NUR1200 Med Surg Nursing Lecture I**

### **Credits: 6**

### **Clock Hours: 90**

### **Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I**

This course introduces students to the nursing care of adults experiencing a variety of medical-surgical conditions across the health-illness continuum. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical-surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated.

## **NUR1200C Med Surg Nursing Clinical I**

### **Credits: 4**

### **Clock Hours: 180**

### **Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I**

This course builds on the advanced concepts learned in NUR1200 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

## **NUR1200LC Med Surg Nursing Lab**

### **Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I**

This Medical Surgical Lab introduces the application of the nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR1200. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates professionalism in the workplace, critical thinking, therapeutic communication, and pharmacology.

## **NUR2200 Pharmacology II**

### **Credits: 2**

### **Clock Hours: 30**

### **Prerequisites: All General Education Courses, Fundamentals of Nursing, and Pharmacology I**

This course builds on what students have already learned in NUR1100 and is used as a continuance on what the student have learned thus far in their nursing courses. NUR2200 will enhance what the students have learned in Pharmacology, Fundamentals, Psychiatric and Medical-Surgical nursing. Students will apply hands on, when utilizing a PDR, drug handbooks, and other drug references to identify a drug classification, dosages, side effects, and contraindications. Students will demonstrate their advanced knowledge as well as identify and define common abbreviations that are accepted in prescription writing, and understand the legal aspects of writing a prescription, including federal and state laws.

## **NUR2400 Med Surg Nursing Lecture II**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II**

This course builds on what students have already learned in NUR1200 and is used as a continuance on what the student has learned thus far in their nursing courses. This course covers basic pathophysiology, etiology of illness, communicable disease, disease transmission and prevention for commonly occurring medical-surgical conditions. The student will learn to apply the steps of the nursing process to achieve positive patient outcomes. The role of the nurse in preventative health measures, health promotion, and referral to community health resources, patient and family education, therapeutic and rehabilitative aspects will also be presented. The curriculum threads of client teaching, critical thinking, therapeutic communication, and pharmacology are also incorporated.

## **NUR2400C Med Surg Nursing Clinical II**

**Credits: 1**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II**

This course builds on the advanced concepts learned in NUR2400 and gives students the opportunity to utilize this knowledge and manage client care in a healthcare setting. The nursing process is utilized to guide the nurse on effective management of care for the adult medical-surgical patient. Students will utilize advanced knowledge and skills learned to function within the many roles of while working with clients, families, and/or groups along various stages of the health-illness continuum. A strong emphasis on knowledge, judgment, skills and professional values within a legal/ethical framework will be evident. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

## **NUR2300 Maternal – Pediatric Nursing Lecture**

**Credits: 4**

**Clock Hours: 60**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II**

The Maternal -Pediatric course introduces the nurse's role in health promotion and disease prevention for the pediatric population, childbearing mothers and childrearing families. Topics include women's health, nutrition, disease, disease prevention, childhood illnesses, the normal processes of childbearing, child development, as well as common childbearing. A strong emphasis on promoting healthy fetal growth and development, coupled with proper prenatal nutrition and care. Students will examine the role of the family in childbearing and the care of the child. This opportunity for further integration in a variety of settings will increase the student nurse's responsibilities as a provider of care, manager of care, and member of the multidisciplinary team. The curriculum incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

## **NUR2300C Maternal – Pediatric Nursing Clinical**

**Credits: 4**

**Clock Hours: 180**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II**

The Maternal/Child Nursing Clinical course provides learning experiences for nurses in providing care to the childbearing and childrearing family in a variety of settings. Students will utilize basic knowledge and skills to function within the many roles of nursing while working with clients, families, and/or groups in the childbearing and childrearing stages of life. This course focuses on the care of the bio-psycho-socio-spiritual childbearing and childrearing family using critical thinking, problem solving, delegation, and nursing process within an interpersonal and collaborative framework. The foundational knowledge needed to care for the childbearing and childrearing

individual, family, and community includes physical and emotional aspects of nursing care, 50 integrating developmental, nutritional, and pharmacological concepts will be evident. Other essential concepts that will be presented include communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences.

### **NUR2300LC Maternal-Pediatric Nursing Lab**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, and Pharmacology II**

This Maternal-Pediatric Lab introduces the application of nursing processes and assessment in bridging student's knowledge from theory to practice learned in NUR2300. Students will develop psychomotor, cognitive, and affective skills in a simulated hospital-based laboratory setting. Students will be introduced to simulation-based learning which will foster critical thinking, clinical reasoning, and clinical judgment. The curriculum also incorporates threads of client teaching, therapeutic communication, and pharmacology.

### **NUR2500 Psychiatric Nursing**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.**

The Psychiatric Nursing course introduces the nurse's role in the provision of evidence-based healthcare to individuals, families and groups experiencing mental health issues. The nursing process is utilized to guide the nurse on effective care of the psychiatric patient. Therapeutic modalities, ethical dilemmas, nutritional needs, and holistic health assessment are included. The curriculum also incorporates threads of client teaching, critical thinking, therapeutic communication, and pharmacology.

### **NUR2500C Psychiatric Nursing Clinical**

**Credits: 1**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.**

The Psychiatric Nursing Clinical course builds on concepts learned in theory and gives students the opportunity to apply this knowledge to direct client care in a psychiatric setting. Supportive foundational knowledge needed to meet the psychiatric needs of individuals, families, and communities are included. A strong emphasis on physical and emotional aspects of nursing care, integrating developmental, nutritional, and pharmacological concepts will be evident. The essential concepts of communication, safety, legal ethical issues, current technology, economics, humanities and biological, social and behavioral sciences are also presented.

### **NUR2900 Nursing Leadership**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.**

This course is an introduction to nursing leadership and organizational management. Concepts introduced in this course are foundational to the program and include: Images of the nurse and nursing leaders, nursing as a discipline of knowledge, and nursing as a profession. This course will also culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios.



## **NUR2900C Nursing Preceptorship/Practicum Clinical**

**Credits: 2**

**Clock Hours: 90**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.**

The Preceptorship/Practicum clinical course which culminates the nursing program, seeks to prepare students for the National Council Licensure Examination (NCLEX-RN) and successful transition into employment as a Registered Nurse. Students will apply nursing philosophies, conceptual models, and theoretical principles learned throughout the program to both actual and perceived patient scenarios. Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will apply concepts of management, application of the nursing process, leadership, delegation, and supervision in caring for patients through in-depth learning experiences in selected site placements.

## **NUR2999 Nursing Capstone**

**Credits: 3**

**Clock Hours: 45**

**Prerequisites: All General Education Courses, Fundamentals of Nursing, Psychiatric Nursing, Pharmacology I, Med Surg Nursing I, Pharmacology II, Med Surg Nursing II, and Maternal Pediatric Nursing.**

This course will culminate the nursing program and seek to prepare students for the National Council Licensure Examination (NCLEX-RN). Strategies to recognize and overcome testing anxiety as well as effective test-taking strategies are reinforced. Students will undergo a comprehensive in-class review including sample NCLEX-RN style questions, case studies, and various group interactions.

## **PRACTICAL NURSING PROGRAM**

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### **Program Description**

This program prepares graduates for employment as licensed practical nurses. The program includes but is not limited to theoretical instruction, clinical experience and clinical simulation in medical-surgical nursing, pharmacology and medication administration, geriatric and long-term care nursing, and obstetrical and pediatric nursing. Graduates are eligible to take the NCLEX-PN state board examination to become licensed practical nurses.

## Course Outline

Course#	Course Title	Theory Clock Hours	Clinical Clock Hours	Total Hours
PN 101	Medical Terminology	45	0	45
PN 102	Introduction to Nursing	50	50	100
PN 103	Long Term Care Nursing Assistant	75	35	110
PN 104	Anatomy and Physiology	90	0	90
PN 105	Fundamentals of Nursing	80	80	160
PN 106	Pharmacology and Intravenous Therapy Skills	40	50	90
PN 107	Medical Surgical Nursing I	90	140	230
PN 108	Medical Surgical Nursing II	90	140	230
PN 109	Maternal Newborn Nursing	30	45	75
PN 110	Pediatric Nursing	30	45	75
PN 111	Mental Health Concepts	20	50	70
PN 112	Community Health	10	20	30
PN 113	Transition to Practice	20	25	45
<b>TOTAL:</b>		<b>670</b>	<b>680</b>	<b>1350</b>

### Practical Nursing Program Outcome Competencies:

- ✓ Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act of the State of Florida.
- ✓ Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
- ✓ Perform nursing measures with accuracy, safety and efficiency, consistent with current nursing concepts and practices in different health care settings.
- ✓ Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative, and preventative care for persons of all ages and diverse cultures.
- ✓ Demonstrate professional competencies consistent with the practical nursing code of ethics.
- ✓ Demonstrate appropriate employability skills.
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
- ✓ Demonstrate effective employability skills in work ethics.

## Graduation Requirements

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall “C” GPA of 2.0 or higher.

After meeting academic and financial requirements, a student will be awarded a certificate of completion as a Practical Nurse. The student needs to apply and pass NCLEX in order to fully practice as a Practical Nurse.

## COURSES DESCRIPTIONS FOR PRACTICAL NURSING

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### **PN 101: Medical Terminology**

**45 Lecture Hours**

**Prerequisite: None**

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.

### **PN 102: Introduction into Nursing**

**50 Lecture Hours    20 Clinical Simulation Hours    30 Clinical Hours**

**Prerequisite: None**

This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.

### **PN 103: Long Term Care Nursing Assistant**

**75 Lecture Hours    10 Clinical Simulation Hours    25 Clinical Hours**

**Prerequisite: None**

Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. The competencies needed to successfully complete the objectives for this course are identified from the skill standards produced by the Oklahoma Department of Career and Technology Education’s Testing Division for the Health Certification Project of the Oklahoma State Department of Health using the DACUM process. Students may exit from the course after obtaining Long Term Care aid certification.

### **PN 104: Anatomy and Physiology**

**90 Lecture Hours**

**Prerequisite: None**

Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.

**PN 105: Fundamentals of Nursing****80 Lecture Hours    20 Clinical Simulation Hours    60 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, and PN 104**

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

**PN 106: Pharmacology and Intravenous Therapy Skills****40 Lecture Hours    50 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, and PN 105**

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course.

**PN 107: Medical Surgical Nursing I****90 Lecture Hours    40 Lab Hours    100 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, and PN 106**

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the PN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

**PN 108: Medical Surgical Nursing II****90 Lecture Hours    40 Lab Hours    100 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106, and PN 107**

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory; Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the PN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

**PN 109: Maternal Newborn Nursing****30 Lecture Hours 30 Lab Hours 15 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, and PN 108**

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant.

The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum.

**PN 110: Pediatric Nursing****30 Lecture Hours 30 Lab Hours 15 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, and PN 109**

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.

**PN 111: Mental Health Concepts****20 Lecture Hours 10 Lab Hours 40 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 and PN 110**

This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered.

**PN 112: Community Health****10 Lecture Hours 20 Clinical Hours****Prerequisite PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 PN 110, and PN 111**

This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study the various of Community Nursing in the hospital, community center, outpatient clinics as well as assisting in community health assessment.

**PN 113: Transition to Practice****20 Lecture Hours 25 Clinical Hours****Prerequisite: PN 101, PN 102, PN 103, PN 104, PN 105, PN 106 PN 107, PN 108, PN 109 PN 110, PN 111, and PN 112**

This course provides concepts related to the transition from student licensed practical nurse. Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the PN in professional practice; a preceptor rotation assists in the completion of this transition.

## MEDICAL ASSISTANT PROGRAM

### Program Description

This is a health-related program. In this program, the student is prepared with the technical skills and practical training necessary for entry level positions as a Medical Assistant capable of performing a variety of duties with technical detail, helping the physician in many clinical situations.

### Course Outline

Course#	Course Title	Theory Clock Hours	Clinical Clock Hours	Total Hours
MA – 101	Computer Skills and Office Procedures	90	0	90
MA – 102	Anatomy and Physiology	60	0	60
MA – 103	Medical Terminology	30	0	30
MA – 104	Physical Examination. Vital Signs	60	0	60
MA – 105	Microbiology, Sterilization, Infection Control, HIV/AIDS and OSHA	30		30
MA – 106	Electrocardiography	45	0	45
MA – 107	Phlebotomy	120	0	120
MA – 108	Minor Office Surgery	60	0	60
MA – 109	Administration of Medication	60	0	60
MA – 110	Urinalysis	30	0	30
MA – 111	Radiology	30	0	30
MA – 112	Patient's Examination and Procedures in Medical Specialties	90	0	90
MA – 113	Law and Ethics, Pre-Employment Skills / Work Maturity	30	0	30
MA – 114	Medical Lab & Practice	0	180	180
<b>TOTAL:</b>		<b>915</b>	<b>180</b>	<b>1095</b>

## Medical Assistant Program Outcome Competencies:

- ✓ Demonstrate appropriate employability skills.
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
- ✓ Demonstrate effective employability skills in work ethics.

## Graduation Requirements

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the program.
3. Have an overall "C" GPA of 2.0 or higher.

## COURSES DESCRIPTIONS FOR MEDICAL ASSISTANT

### **MA - 101: Computer Skills and Office Procedures**

#### **90 Lecture Hours**

This course prepares students to use computers. They will learn basic Windows concepts and functions. Provides students with a basic understanding of their duties and responsibilities in the administrative front office. The students also will learn the use of medical administrative software, simulates administrative situations commonly found in health care practices, input patient information, schedule appointments and handle billing. The students will also learn how to communicate with patients, families and coworkers, handling the telephone in a medical facility and whatever else is needed to apply communication skills.

### **MA - 102: Anatomy and Physiology**

#### **60 Lecture Hours**

Introduction to the structure of the body. The skeletal and muscular systems. Control Systems: The Nervous and Endocrine systems. Introduction to the cardiovascular and lymphatic systems. The immunity system, systems related to food processing and elimination of wastes: the digestive, respiratory and urinary system. The reproductive system. Fluid and electrolyte balance.

### **MA - 103: Medical Terminology**

#### **30 Lecture Hours**

This course introduces the students to the knowledge of medical terminology. Includes basic word structure and the use of medical and technical dictionary. Physical Examination.

### **MA - 104: Physical Examination. Vital Signs**

#### **60 Lecture Hours**

This course explains the purpose of patient examination. List and describes areas in which the MA is responsible for recording information in the patient's chart and explains how to prepare patients for the physical examination. This course also reviews law and ethics and vital signs.

### **MA - 105: Microbiology, Sterilization, Infection Control, HIV / AIDS and OSHA**

#### **30 Lecture Hours**

Definition of microbiology, the meaning and control of diseases and infections. The students will also learn of the definition of HIV/ AIDS minimum of 4 hrs. Received, and what necessary precautions are taken in the health fields. OSHA Standards. This course is also designed to assist the healthcare worker in understanding domestic violence and the mandates about domestic violence that involve healthcare workers.

**MA - 106: Electrocardiography****45 Lecture Hours**

Course details includes, blood path through the heart; the conduction system of the heart, components of the EKG cycle, Electrocardiograph standardization, the proper procedures for recording and mounting a standard 12 – lead electrocardiogram.

**MA - 107: Phlebotomy****120 Lecture Hours**

Learning the safety regulations used circulatory system and major organs of the body, composition of blood, puncture of the skin and blood collection, collecting blood specimens. Demonstrates the proper venipuncture procedures using the syringe and vacuum tube methods. 28 Medical Assistant Program Description continued... Explain the ABO and RH blood grouping system. Explain the structure and function of each component of blood and perform blood test.

**MA – 108: Minor Office Surgery****60 Lecture Hours**

Involves learning of surgical asepsis, instrumentation, insertion and removal of sutures, needles and types of bandages.

**MA – 109: Administration of Medication****60 Lecture Hours**

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

**MA – 110: Urinalysis****30 Lecture Hours**

This course describes the composition of the urine and terms relating to the urinary system, method of urine collection and physical, chemical and microscopic examination of urine.

**MA – 111: Radiology****30 Lecture Hours**

Introduction to Radiology. X – Ray machine. Fluoroscopy. Patients’ positions at the time of taking X-Rays. Safety precautions at the time of taking radiographs. General procedures for the production of a radiography.

**MA – 112: Patient’s Examination and Procedures in Medical Specialties****90 Lecture Hours**

This course introduces the student to the knowledge of the gynecologic examination, pediatric examination, proctoscopy and sigmoidoscopy, and nutrition and diet therapy. Structure of the eye and ear. Measuring near and distant visual acuity. Assessing color vision. Procedure for eye and ear instillation and irrigation.

**MA – 113: Law and Ethics, Pre-Employment Skills / Work Maturity****30 Lecture Hours**

Identify key differences between law and ethics, identify specific rights that patients have in relation to health care. Identify similarities and differences between public law and private law. Ethics and Laws in healthcare, explain the principles of negligence and malpractice. In this course also, the students will be assessed in making career decisions, using labor market information, preparing resumes, filling out job applications, interviewing, being punctual, maintaining regular attendance, demonstrating positive attitudes / behavior, presenting appropriate appearance, exhibiting good interpersonal relations, and completing tasks effectively.

**MA – 114: Medical Lab & Practice****180 Externship Hours**

Students are to come to the campus to learn hands-on how to work as a medical assistant. Students will need to showcase all skills learned in the program to ensure they have the ability to work in the field.



## COURSE NUMBERING SYSTEM

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### The prefix represents the program code as follows:

All Gen Ed courses are coded to easily understand the course. For example AP101= Anatomy & Physiology I.

NUR= Professional Nursing courses

PN= Practical Nursing courses

MA= Medical Assistant courses

## SCHOOL HOLIDAYS

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Holiday	2025	2026
Martin Luther King Day	January 20	January 19
Memorial Day	May 26	May 25
Independence Day	July 4	July 3
Labor Day	September 1	September 7
Veterans Day	November 11	November 11
Thanksgiving Day	November 27	November 26
Day after Thanksgiving	November 28	November 27
Christmas & New Year's Break	December 22, 2025- January 4, 2026	December 21, 2026- January 3, 2027

\*If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday.

## ACADEMIC CALENDAR

### PRACTICAL NURSING

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<b>Start Date</b>	<b>End Date</b>
9/16/2024	9/25/2025
10/21/2024	10/30/2025
11/12/2024	11/20/2025
12/9/2024	12/18/2025
<b>Winter Break 12/22/2024-1/5/2025</b>	
1/6/2025	1/17/2026
3/10/2025	3/21/2026
5/12/2025	5/23/2026
7/14/2025	7/25/2026
9/15/2025	9/26/2026
11/17/2025	11/28/2026

### MEDICAL ASSISTANT

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<b>Start Date</b>	<b>End Date</b>
9/16/2024	8/7/2025
9/30/2024	8/21/2025
11/4/2024	9/25/2025
11/25/2024	10/16/2025
<b>Winter Break 12/22/2024-1/5/2025</b>	
1/21/2025	11/30/2025
2/17/2025	1/11/2026
4/7/2025	3/1/2026
5/19/2025	4/12/2026
6/9/2025	5/3/2026
7/7/2025	5/31/2026
8/25/2025	7/19/2026
9/29/2025	8/23/2026
10/20/2025	9/13/2026
11/10/2025	10/1/2026
12/1/2025	10/25/2026

AmHealth Nursing (A.S.) 2025 Academic Calendar				
Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	1/6/2025	4/26/2025	3/23/2025 - 3/30/2025 Spring Break	1/20/2025 - MLK Jr. Day
General Education- Term A	1/6/2025	2/22/2025		
General Education- Term B	3/3/2025	4/26/2025		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	5/5/2025	8/23/2025	6/29/2025 - 7/6/2025 Summer Break	5/26/2025 - Memorial Day
General Education- Term A	5/5/2025	6/21/2025		
General Education- Term B	7/7/2025	8/23/2025		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	9/2/2025	12/13/2025	11/27/2025 - 11/28/2025 Thanksgiving Break	9/1/2025 - Labor Day 11/11/2025-Veterans Day
General Education- Term A	9/2/2025	10/18/2025		
General Education- Term B	10/27/2025	12/13/2025		
<b>Winter Break 12/14/2025-1/4/2026</b>				

AmHealth Nursing (A.S.) 2026 Academic Calendar				
Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	1/5/2026	4/25/2026	3/22/2026 - 3/29/2026 Spring Break	1/19/2026 - MLK Jr. Day
General Education- Term A	1/5/2026	2/21/2026		
General Education- Term B	3/2/2026	4/25/2026		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	5/4/2026	8/22/2026	6/28/2026 - 7/5/2026 Summer Break	5/25/2026 - Memorial Day
General Education- Term A	5/4/2026	6/20/2026		
General Education- Term B	7/6/2026	8/22/2026		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	8/31/2026	12/12/2026	11/26/2026 - 11/27/2026 Thanksgiving Break	9/7/2026 - Labor Day 11/11/2026- Veterans Day
General Education- Term A	8/31/2026	10/17/2026		
General Education- Term B	10/26/2026	12/12/2026		

**Winter Break 12/13/2026-1/3/2027**

**AmHealth  
(A.S.) 2027 Academic Calendar**

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	1/4/2027	4/24/2027	3/21/2027 - 3/28/2027 Spring Break	1/18/2027 - MLK Jr. Day 3/26/2027 - Good Friday
General Education- Term A	1/4/2027	2/20/2027		
General Education- Term B	3/1/2027	4/24/2027		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	5/3/2027	8/21/2027	6/27/2027 - 7/5/2027 Summer Break	5/31/2027 - Memorial Day
General Education- Term A	5/3/2027	6/19/2027		
General Education- Term B	7/6/2027	8/21/2027		

Term Code	Start Date	End Date	Break	Holidays
<b>Full Term</b>	8/30/2027	12/18/2027	11/25/2027 - 11/26/2027 Thanksgiving Break	9/6/2027 - Labor Day 11/11/2027 - Veterans Day
General Education- Term A	8/30/2027	10/16/2027		
General Education- Term B	10/25/2027	12/18/2027		

**Winter Break 12/19/2027-1/2/2028**

## CATALOG RECEIPT

I, \_\_\_\_\_ certify that I have received the most recent copy of

**American Healthcare Institute Catalog.**

By signing below, I also certify that I have reviewed the policies contained herein and understand that I am required to follow the policies, school rules and information in this catalog.

I also certify that I have been informed about the program payment Policy, academic, lab, and assignment responsibilities.

I understand that failure to comply with my scheduled payments, assignments, weekly assigned hours and academic responsibilities may cause my student status to be withdrawn from this program.

\_\_\_\_\_  
Student Signature

Date

\_\_\_\_\_  
Admission Representative

Date



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Phone: (561)328-5979



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