



INTEGRITY - COMMITMENT - EMPOWERMENT - EXCELLENCE

Catalog Addendum

2025 – 2026

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PROGRAM INFORMATION

EKG TECHNICIAN

Program Objective:

The objective of this program is to prepare students for employment as electrocardiograph aides, EKG technicians, and cardiovascular technologists. The program provides comprehensive instruction in anatomy and physiology of the cardiovascular system, medical terminology, cardiac monitoring procedures, EKG interpretation, and patient care techniques. Students will gain both theoretical knowledge and hands-on clinical experience necessary to perform electrocardiograms (EKGs), stress tests, and Holter monitoring under the supervision of licensed healthcare professionals.

Emphasis is placed on safety, infection control, legal and ethical responsibilities, HIPAA compliance, effective communication, and professional workplace behavior. This program also includes training in basic life support (BLS)/CPR as required by clinical practice standards.

Program Description:

Students will gain a thorough understanding of human anatomy and physiology, with an emphasis on the cardiac and vascular systems. The curriculum covers medical terminology, electrocardiographic rhythm interpretation, and the operation of relevant diagnostic equipment. In addition, students will be trained in patient care techniques, cardiovascular pharmacology, and the analysis of cardiac monitoring and test results. The program also emphasizes the development of strong communication and interpersonal skills, medical transcription practices, legal and ethical responsibilities, and principles of cardiac wellness and rehabilitation.

Program Breakdown:

Course Number	Course Title	Clock Hours
EKG 100	Anatomy & Physiology of the Cardiovascular System	12
EKG 110	OSHA, HIV and AIDS	4
EKG 120	Medical Terminology	10
EKG 130	CPR	8
EKG 140	Safe Work Practices and Occupational Safety	6
EKG 150	Interpreting Electrocardiograph Rhythms	30
EKG 160	Ethics & Responsibilities	4
EKG 170	Use of the EKG Machine	26
EKG 180	Employment Skills	30
EKG 190	Laboratory Procedures and Techniques	20
	TOTAL:	150

MEDICAL ASSISTANT

Program Objective:

Graduates of the Medical Assistant Program will be equipped with the skills necessary to demonstrate clinical competency by performing patient assessments, assisting with examinations and procedures, collecting specimens, administering medications, and adhering to infection control standards. They will apply foundational medical knowledge, including an understanding of human body systems, medical terminology, pharmacology, and diagnostic tools, to support quality patient care. In addition, students will be proficient in administrative responsibilities such as appointment scheduling, medical billing and coding, insurance processing, managing patient records, and utilizing electronic health record systems. They will understand and apply essential legal and ethical principles in healthcare, including patient confidentiality, professional boundaries, informed consent, HIPAA compliance, and cultural sensitivity. Effective communication with patients, families, and healthcare professionals, both verbally and non-verbally, will be emphasized, along with professionalism, empathy, and conflict-resolution skills. Through a supervised practicum, students will integrate their clinical and administrative training in a real-world healthcare environment, demonstrating critical thinking, adaptability, teamwork, and a commitment to ongoing professional development.

Program Description:

The Medical Assistant Program is designed to prepare students for employment as medical assistants. This comprehensive training program equips students with the knowledge, skills, and professional behavior necessary to perform both clinical and administrative duties in medical settings, such as physician offices, clinics, and other ambulatory health care environments. Students are introduced to a variety of topics including anatomy and physiology, medical terminology, pharmacology, administrative procedures, medical law and ethics, clinical procedures, and electronic health records. The program includes both classroom instruction and practical hands-on training.

Program Breakdown:

Course Number	Course Title	Clock Hours	Lab/Clinical Hours
HIV 110	HIV/AIDS, Blood Pathogens and OSHA	4	
CPR 120	CPR and First Aid	6	6 Lab
MED 100	The Medical Assistant	75	
MED 200	Human Body Systems and Vital Signs	26	10 Lab
MED 220	Medical Office Procedures	75	50 Lab
MED 230	Medical Skills	50	30 Lab
MED 240	Patient Skills	10	5 Lab
MED 250	Payment and Insurance Procedures	5	
MED 260	Computerized Medical Office Procedures	4	
MED 270	Clinical Office Procedures	25	25 Lab
MED 280	Pharmacology for Medical Assisting	90	10 Lab
PHL 300	Phlebotomy	75	50 Lab
EKG 310	Electrocardiography	75	20 Lab
MED 310	Medical and Clinical Assistant Practicum	230	230 Clinical
	TOTAL:	750	

NURSING ASSISTANT

Program Objective:

Graduates of the Nursing Assistant Program will be able to provide compassionate, respectful, and safe care to patients by assisting with activities of daily living, including hygiene, mobility, feeding, and toileting. They will accurately measure and record vital signs, recognize basic changes in patient conditions, and report observations to nursing staff.

Students will demonstrate knowledge of infection control procedures, safety protocols, and emergency response techniques to promote a healthy and secure environment for patients and staff. They will apply effective communication skills to interact professionally with patients, families, and healthcare team members, while respecting patient rights and cultural diversity.

Graduates will understand the ethical and legal responsibilities of nursing assistants, including patient confidentiality, professional boundaries, and compliance with healthcare regulations and facility policies. Through supervised clinical practice, students will integrate theoretical knowledge with hands-on skills in real healthcare settings, demonstrating teamwork, reliability, and adaptability. They will show a commitment to continuous learning and professional growth in the nursing assistant role.

Program Description:

The program provides **120 hours** of training designed to provide students with the knowledge and skills necessary for long-term patient care under the supervision of a Registered Nurse. The curriculum includes essential subjects such as healthcare systems, health occupations, legal and ethical responsibilities, resident rights, vital signs, anatomy and physiology, medical terminology, infection control, and safety procedures.

Students will gain practical experience in developing patient care plans, managing charts and documentation, and applying personal care techniques.

The program also covers important topics like nutrition, family dynamics, cultural diversity, child development, geriatric and end-of-life care, as well as the proper use of mechanical lifts and assistive devices. Training addresses care for patients with impairments, including those with Alzheimer's disease and other mental health disorders, focusing on biological, psychosocial, and restorative care.

In addition, students receive instruction on hospital-specific nursing assistant duties such as CPR, First Aid, HIV/AIDS awareness, Bloodborne Pathogens, and OSHA compliance. A 40-hour supervised clinical practicum in a nursing home or long-term care facility allows students to apply their skills in a real-world setting. Upon successful completion of the program, students will be prepared to sit for the state certification exam to become Certified Nursing Assistants (CNA).

Program Breakdown:

Course Number	Course Title	Clock Hours	Lab/Clinical Hours
CNA 100	Nursing Assistant I	40	-
CNA 110	Nursing Assistant II	28	28 Lab Hours
HIV 120	HIV/AIDS, Blood Borne Pathogens and OSHA	6	-
CPR 140	CPR and First Aid	6	6 Lab Hours
CNA 140	Clinical Practicum	40	40 Clinical Hours
	TOTAL:	120	

PATIENT CARE TECHNICIAN

Program Objective:

The Patient Care Technician Program prepares students with the essential knowledge and practical skills required for entry-level technical and personal patient care roles across a variety of healthcare settings, including nursing homes, hospitals, and other medical facilities. Upon successful completion, graduates will be qualified to perform a range of patient care duties under appropriate supervision.

Program Description:

This comprehensive 600-hour program encompasses all core areas necessary for aspiring Patient Care Technicians. The curriculum covers medical terminology, anatomy and physiology, nurse assisting, occupational therapy, radiology, respiratory care, and geriatric care skills. Students also receive advanced training in home health aide techniques, alongside critical instruction in HIV/AIDS awareness, bloodborne pathogens, OSHA safety regulations, CPR, and First Aid.

To reinforce theoretical knowledge, the program integrates **116 hours of laboratory instruction and 150 hours of clinical practice**. This hands-on experience enables students to develop and demonstrate proficiency in vital patient care skills. Included within the clinical hours is a 40-hour practicum at a nursing home or long-term care facility, where students will apply nursing assistant skills in a real-world healthcare environment.

Program Breakdown:

Course Number	Course Title	Clock Hours	Lab/Clinical Hours
PCT 100	Anatomy, Physiology and Medical Terminology	60	
PCT 110	Nursing Aide and Orderly and Lab	125	40 Lab
HIV 120	HIV/AIDS, Blood Borne Pathogens and OSHA	6	
CPR 140	CPR and First Aid	6	6 Lab
PCT 130	Clinical Practicum	40	40 Clinical
PCT 140	Introduction to Phlebotomy Theory, Skills, and Lab	85	20 Lab 25 Clinical
PCT 150	Introduction to Electrocardiography Theory, Skills and Lab	80	20 Lab 25 Clinical
PCT 160	Patient Care Technician Theory and Skills Lab I	85	15 Lab 30 Clinical

PCT 170	Patient Care Technician Theory and Skills Lab II	85	15 Lab 30 Clinical
PCT 200	Preparation for the Patient Care Technician Career	28	
	TOTAL:	600	

FINANCIAL INFORMATION

TUITION

Program	Tuition	Application Fees (Non-refundable)	Books and Materials	Other	Total Tuition Cost
EKG Technician	\$1,500.00	-	-	-	\$1,500.00
Medical Assistant	\$9,500.00	\$100.00	\$580.00	\$70.00	\$10,250.00
Nursing Assistant	\$2,700.00	-	-	-	\$2,700.00
Patient Care Technician	\$7,750.00	\$100.00	\$580.00	\$70.00	\$8,500.00

FEES

Fees	Cost
Graduation Fee	\$125.00
Course Re-Entry (additional tuition fee may apply)	\$35.00
Returned Checks	\$35.00
Per Transfer Credit Accepted	\$150.00
Official Transcript (first one is free)	\$25.00
Library Fee	\$5.00
Late Payment Fee	\$35.00
Withdrawal Processing Fee	\$35.00
Scrubs	\$70.00
Background Check	\$90.00

Note: Books, uniform (scrub set & Lab coat) and materials/supplies are purchased by the student

COURSE DESCRIPTIONS

EKG TECHNICIAN

EKG 100 Anatomy & Physiology of the Cardiovascular System – 12 Clock Hours

This course provides exploration of the anatomy and physiology of the cardiovascular system. Students will study the structure and function of the heart, blood vessels, and the mechanisms of circulation. Emphasis will be placed on understanding how the cardiovascular system works in health and disease, providing a solid foundation for interpreting electrocardiograms.

EKG 110 OSHA, HIV and AIDS – 4 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance healthcare setting.

EKG 120 Medical Terminology – 10 Clock Hours

In this course, students will learn the foundational medical terminology necessary for effective communication in the healthcare environment. Emphasis will be placed on the terms related to the cardiovascular system, enabling students to accurately describe conditions, procedures, and anatomical structures relevant to their future roles as EKG technicians.

EKG 130 CPR – 8 Clock Hours

This course provides critical training in cardiopulmonary resuscitation (CPR) and First Aid. Students will learn life-saving techniques and emergency response protocols. Upon successful completion, participants will receive CPR and First Aid certification cards.

EKG 140 Safe Work Practices and Occupational Safety – 6 Clock Hours

Students will explore infection control principles and practices designed to minimize the risk of transmitting infectious agents in healthcare settings. This course will cover hand hygiene, the proper use of personal protective equipment (PPE), and procedures for maintaining a safe work environment. Students will practice techniques to enhance workplace safety for both healthcare workers and patients.

EKG 150 Interpreting Electrocardiograph Rhythms – 30 Clock Hours

This hands-on course focuses on the heart's electrical conduction system, teaching students how to interpret heart rates and rhythms. Through various methods, students will develop proficiency in recognizing normal and abnormal ECG patterns. Practical experience will be gained in operating electrocardiogram machines and using associated equipment.

EKG 160 Ethics & Responsibilities – 4 Clock Hours

In this course, students will learn about ethical standards of care and the legal and regulatory issues related to patient confidentiality. The curriculum emphasizes the importance of protecting patient privacy and the responsibilities of healthcare professionals in maintaining ethical practices in their roles.

EKG 170 Use of the EKG Machine – 26 Clock Hours

This course provides training on the use of electrocardiogram machines. Students will learn the operational procedures, settings, and maintenance of EKG equipment. Emphasis will be placed on obtaining accurate readings and troubleshooting common issues associated with EKG machines.

EKG 180 Employment Skills – 30 Clock Hours

This course focuses on developing the essential soft skills needed for successful employment in the healthcare field. Topics include resume writing, interview techniques, workplace communication, and professionalism. Students will engage in practical exercises to enhance their employability and prepare for career opportunities as EKG technicians.

EKG 190 Laboratory Procedures and Techniques – 20 Clock Hours

In this course, students will learn the fundamental laboratory procedures and techniques relevant to EKG technology. Topics will include specimen handling, quality control, and compliance with laboratory standards. Practical experiences will provide students with the skills necessary to effectively assist in laboratory settings.

MEDICAL ASSISTANT

HIV 110 HIV/AIDS, Blood Pathogens and OSHA – 4 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance healthcare setting. Completion of hours certificate is awarded at the end of the course.

CPR 120 CPR and First Aid – 6 Clock Hours, 6 Lab Hours

This course is offered as part of the program as well as a continuing education credit/class and covers topics required for CPR and First Aid Services. Upon completion of the course, students will receive CPR and First Aid cards. This course is graded on a Pass or Fail basis.

MED 100 The Medical Assistant – 75 Clock Hours

The students will learn about the history of medicine, law and ethics, patient care, the administration of medication and administrative duties.

MED 200 Human Body Systems and Vital Signs – 26 Clock Hours, 10 Lab Hours

This comprehensive course provides students with foundational knowledge of the major human body systems and the essential clinical skill of measuring vital signs. Students will learn to identify the anatomy, functions, and common medical conditions related to the nervous, respiratory, circulatory, muscular, skeletal, reproductive, digestive, and urinary systems. In addition to system-based instruction, students will develop hands-on proficiency in measuring and recording vital signs, including blood pressure, respiratory rate, and heart rate. Emphasis is placed on the integration of theoretical knowledge with practical application to support students in entry-level healthcare roles.

MED 220 Medical Office Procedures – 75 Clock Hours, 50 Lab Hours

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic, and other healthcare facilities. Students will learn the requirements to become a Medical Assistant and the role they perform as a member of the health care team. A variety of operational tasks such as telephone technique, reception duties and managing patient appointments will be taught. Maintaining manual and electronic medical records will be performed. Written and verbal communication skills, charting methodologies and patient education will be utilized in this course.

Prerequisites: MED 100, MED 200

MED 230 Medical Skills – 50 Clock Hours, 30 Lab Hours

This course provides students with the hands-on experience required for performing the various skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the skills necessary for this profession. **Prerequisites:** MED 100

MED 240 Patient Skills – 10 Clock Hours, 5 Lab Hours

This course provides students with the hands-on experience required for performing the various patient skills and procedures that are part of the medical assistant role. Laboratory practice allows students to gain the required proficiency in the patient skills necessary for this profession. **Prerequisites:** MED 100, MED 200

MED 250 Payment and Insurance Procedures – 5 Clock Hours

This course familiarizes the student with medical insurance reimbursement. Students are introduced to different types of policies and coverage. Emphasis is placed on categorizing plans and defining acronyms commonly used in the health facility. Students will also be introduced to coding systems, deductibles, coinsurance, and procedures for completing forms. **Prerequisites:** MED 100 & MED 220

MED 260 Computerized Medical Office Procedures – 4 Clock Hours

Career opportunities and qualifications of a medical assistant, the responsibilities of the medical receptionist, appointment system, telephone procedure, record management, patient records, billing, banking services and procedures, payroll records, basic office management, professional reports, medical insurance, and coding.

Prerequisites: MED 100, MED 200, MED 220 & MED 250

MED 270 Clinical Office Procedures – 25 Clock Hours, 25 Lab Hours

Instruction in patient preparation, draping, taking, and recording of information, assisting the physician with examinations, and caring for the examination room. **Prerequisites:** MED 100, MED 200, MED 220 & MED 250

MED 280 Pharmacology for Medical Assisting – 90 Clock Hours, 10 Lab Hours

Identification of basic drugs, their uses, and effects on the body. Different modes of drug administration, the identification of injection areas and techniques. Drug administration math. **Prerequisites:** MED 100

PHL 300 Phlebotomy – 75 Clock Hours, 50 Lab Hours

This course provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy; venipuncture and skin puncture techniques; anatomy and physiology of the circulatory system; types of tubes; blood tests; interfering substances; risk factors; efficient work practices; blood specimens; donor room techniques; labeling; transporting; logging-in of specimens; Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and other diseases; demonstration of correct infection control techniques.

Prerequisites: HIV 110 & CPR 120

EKG 310 Electrocardiography – 75 Clock Hours, 20 Lab Hours

Students learn the nature and purpose of the electrocardiograph (EKG); equipment maintenance; materials needed; patient preparation; EKG taking and mounting procedures; EKG records; monitoring records for abnormal or erratic tracings. **Prerequisites:** HIV 110, CPR 120

MED 310 Medical and Clinical Assistant Practicum – 230 Clock Hours, 230 Clinical Lab Hours

This clinical course consists of clinical externship experience. Under direct supervision of a registered nurse, students can perform the competencies learned during the program. **Prerequisites:** All courses above.

NURSING ASSISTANT

CNA 100 Nursing Assistant I – 40 Clock Hours

This course provides theory instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting.

CNA 110 Nursing Assistant II – 28 Lab Hours

This course provides hands-on training where students practice the concepts and theory learned in course CNA 101. Students complete the following practice: bathing, dressing, and hygiene; providing catheter care and peri-care; bed making; TED hose; admission and discharge of a patient; patient transfer; wheelchairs; ambulate and prosthetics; lab personal care skills practice.

HIV 120 HIV/AIDS, Blood Bood Pathogens and OSHA – 6 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting.

CPR 140 CPR and First Aid – 6 Lab Hours

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards.

CNA 140 Clinical Practicum – 40 Clinical Hours

This clinical course consists of 40 hours of supervised clinical experience. It includes the required 20 hours of long-term care clinical instruction at a nursing home or long-term care facility. Under direct supervision by a registered nurse, students have the opportunity to perform the competencies learned during the program.

PATIENT CARE TECHNICIAN

PCT 100 Anatomy, Physiology and Medical Terminology – 60 Clock Hours

This course provides an introduction to anatomy, physiology and medical terminology. Students achieve the necessary understanding of the structure and functions of the systems of the human body, related pathologies, and diseases, emphasizing those aspects most pertinent to students in the patient care and allied health technology field. Students also learn the fundamentals of medical terminology: the structure of medical terms and definitions; medical terms related to major disease processes and diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

PCT 110 Nursing Aide and Orderly and Lab – 125 Clock Hours, 40 Lab Hours

This course provides theory instruction for the nurse assistant program. During this course students learn the fundamentals of healthcare systems and health occupations; legal and ethical responsibilities; resident rights; vital signs; anatomy and physiology; medical terminology; safety and security procedures; following the patient plan of care; charts and forms; personal patient care skills; principles of nutrition; family interactions; cultural diversity; child development; geriatric care; death and dying; mechanical lifts, comfort and assistive devices; impaired patients, Alzheimer's and other mental disorders; biological, phyco-social care and restorative care; psychological care; and hospital functions specific to nurse assisting.

HIV 120 HIV/AIDS, Blood Borne Pathogens and OSHA – 6 Clock Hours

This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting.

CPR 140 CPR and First Aid – 6 Lab Hours

This course is offered as part of the program as well as a continuing education credit/class. Completers receive CPR and First Aid cards.

PCT 130 Clinical Practicum – 40 Clinical Hours

This clinical course consists of 40 hours of supervised clinical experience. It includes the required 20 hours of long-term care clinical instruction at a nursing home or long-term care facility. Under direct supervision by a registered nurse, students have the opportunity to perform the competencies learned during the program.

PCT 140 Introduction to Phlebotomy Theory, Skills, and Lab – 85 Clock, 20 Lab, 25 Clinical Hours

This course is offered as part of the program as well as a continuing education credit/class. Provides the theory and practice necessary to become a phlebotomist. Topics covered: theory of phlebotomy; venipuncture and skin puncture techniques; anatomy and physiology of the circulatory system; types of tubes; blood tests; interfering substances; risk factors; efficient work practices; blood specimens; donor room techniques; labeling; transporting; logging-in of specimens; Center for Disease Control (CDC) guidelines for HIV/AIDS, Hepatitis B, and other diseases; demonstration of correct infection control techniques. Includes 25 hours of clinical skills practice.

PCT 150 Introduction to Electrocardiography Theory, Skills, and Lab – 80 Clock, 20 Lab, 25 Clinical

This course is offered as part of the program as well as a continuing education credit/class. Students learn the nature and purpose of the electrocardiograph (EKG); equipment maintenance; materials needed; patient preparation; EKG taking and mounting procedures; EKG records; monitoring records for abnormal or erratic tracings. Includes 25 hours of clinical skills practice.

PCT 160 Patient Care Technician Theory and Skills Lab I – 85 Clock, 15 Lab, 30 Clinical Hours

In this course students receive foundation theory instruction and clinical skills practice related to the Patient Care Technician role. Students learn about pharmacology, compliance guidelines and the daily skills performed by a Patient Care Technician that include: care for health facility equipment and supplies; transfer of patient to a stretcher; hot and cold applications preparation; assisting patients to

apply binders; care for patient in skin and skeletal traction; reinforcing dressings; assisting with physical examinations; care for patients receiving oxygen therapy; changing an unsterile dressing; taking apical pulse; measuring for an apical-radial pulse deficit; taking pedal pulse; cast care and/or pin care; artificial eye/contact lens care; measurement of pulse oximetry and reporting decreasing levels of O₂ saturation. Includes 15 hours of laboratory hours where students practice the competency skills necessary to successfully enter work in their field.

PCT 170 Patient Care Technician Theory and Skills Lab II – 85 Clock, 15 Lab, 30 Clinical Hours

In this course students continue with the instruction provided on PCT101. Students learn about assisting with pre-operative and post-operative patient care; patients with specific common health problems; organizational and time management skills; chain of command; conflict coping techniques and employability skills. Includes 15 hours of laboratory where students complete the competency skills practice necessary to successfully enter work in their field.

PCT 200 Preparation for the Patient Care Technician Career – 28 Clock Hours

This course prepares students for job search and career development. Students prepare their resumes, learn about professional image, job search skills and interview techniques. Each student creates a plan for seeking their first job as a Patient Care Technician.

END OF CATALOG ADDENDUM