

# Student Handbook

## 2025-2026

**HEARTS ASSOCIATES INSTITUTE (HAI)**



**INTEGRITY - COMMITMENT - EMPOWERMENT - EXCELLENCE**

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## WELCOME TO HEARTS ASSOCIATES INSTITUTE (HAI) BOYNTON BEACH CAMPUS

HAI will help students building successful lives through our unique curriculum and personal mentoring approach. Armed with these successes, our graduates will have the most impact in strengthening the community, the nation, and in turn, our world.

Hearts Associates Institute delivers a high quality, relevant education and offers exceptional flexibility, accessibility, and affordability to deserving, working adults trying to better their lives.

HAI believes everyone should have the opportunity to pursue a higher degree. Our goal is for you to be excited about your experience and come away with a quality education that ignites a successful career. You have our promise that we will do everything within our power to reach this goal, beginning right now with the enrollment process.

HAI is dedicated to enhancing the field of healthcare by providing, and delivering a hands-on, high-quality training, relevant education, and a distinct motivational learning environment. At HAI, we believe that education should take place in a fully inclusive environment with equal opportunities for all. HAI strives to be at the center of the local community with positive and effective links to the wider and global communities.

Our statement “**INTEGRITY, COMMITMENT, EMPOWERMENT, EXCELLENCE**” reflects our understanding and beliefs. We aim to ensure that the students at HAI are provided with high-quality learning experiences based on a broad and balanced curriculum.

“We strive to provide our graduates with an academic foundation and hands-on clinical experiences that will enable them to gain placement and employment at the hospitals, healthcare facilities or other healthcare settings of their choice as well as to succeed in those facilities.”

Thank you for choosing Hearts Associates Institute – HAI for medical, education, and professional career. We provide a well focus and consistent education to each candidate including tutoring, career advising, and job placement assistance from the beginning to the completion of your program. Your success is our main priority and we are very excited to have you at our institution.

Sincerely,

**Dr. Roger Fimerlus, MD, MPH, Founder/President/CEO**

## **VISION**

Our vision is to be a leading, innovative high performing institution with a broad and balanced curriculum to empower students, as life-long learners, to contribute to the global world and develop their professional growth with integrity, and excellence.

## **HEARTS ASSOCIATES INSTITUTE (HAI)**

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

## **MISSION**

Hearts Associates Institute (HAI) is committed to deliver distinct high-quality training with integrity and to empower each student to acquire skills, demonstrate knowledge, participate in and exercise the core values of the healthcare profession with excellence.

## **EDUCATIONAL PHILOSOPHY**

Hearts Associates Institute (HAI) is based on delivering personalized, quality education to each and every student. At Hearts Associates Institute, students are treated as individuals, not numbers. The programs offered are designed to be conceptually comprehensive and geared toward individuals seeking a solid foundation of knowledge and skills required to succeed in their chosen career.

Students are provided with an encouraging, supportive environment conducive to learning and growth both personally and professionally. The classrooms, laboratories, and equipment are industry current. The instructors are dedicated professionals in their area of expertise. The programs are relevant to employers' needs and focus on areas that offer long-term employment and growth opportunities.

## **STATEMENT OF PURPOSE**

Our purpose is to provide nursing, home and allied health care training to individuals seeking employment in long-term care facilities, hospitals, and home care environments where the ill and elderly need care.

## **OBJECTIVES**

- ✓ To develop each student's understanding of the information and language specific to his/her health care 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 evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned.

We shall prepare students to understand the significance of promoting wellness, maintenance of health, and the prevention of illness and disease. We shall prepare our graduates to work competently, safely, and knowledgeable within the state of Florida.

## VALUES

The faculty and staff of HAI believe in achieving excellence in nursing education and are guided by shared values, including:

- Educational opportunities that allow students to excel intellectually and personally
- Teaching and learning based on student engagement, collaboration, and diverse perspectives
- Careful investigation, planning, and evaluation of changing healthcare needs and resources
- Recognizing faculty and students for excellence in instruction and scholarship

## BOARD OF DIRECTORS

The governing body of the school operates from the administrative office located at 1054 Gateway Blvd Suite 110 & 104, Boynton Beach, Florida 33426. The Board of Directors (“Board”) oversees HAI. The Board is responsible for ensuring that the Institution is meeting the needs of its constituents, students, and the community. The Board also ensures that HAI maintains institutional integrity.

The Board has delegated the management of the day-to-day operations of HAI to the Chief Executive Officer and President, Dr. Roger Fimerlus and the Administrator Mrs. Marie Benoit. In that capacity, Dr. Fimerlus and Mrs. Benoit are responsible for managing the general operations of Hearts Associates Institute and ensuring compliance with all state and federal laws as well as accreditation requirements. In order to support, the leadership team includes the following positions and responsibilities:

**Director of Education:** manages the Academic Department

**Student & Academic Affairs:** manages the Student Services Department

**Nursing Program Director:** manages the Nursing and Allied Health Department

**Director of Admissions:** manages the Admission Department

**Registrar/Bursar:** manages the registration Department

**Director of Library:** directs the services of the library.

## **FACULTY**

Hearts Associates Institute (HAI) faculty members are selected for their academic qualification and experience. They must meet the Standard as prescribed by the Commission for Independent Education. The faculty members are the keys gate of Hearts Associates Institute's quality. Members of the faculty have industry or professional experience together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom and is recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical, and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industry for which training is offered. Faculty members are dedicated to academic achievement, professional education, individual attention, and to the preparation of students for their chosen careers.

## **ADMISSION POLICIES**

Hearts Associates Institute (HAI) encourages prospective students and their families to visit the campus. Tours can be arranged Monday through Friday from 9:00 am to 5 p.m., except holidays and when the Institute is closed for student testing. Hearts Associates Institute (HAI) is located at:

1054 Gateway Blvd Suite 110

Boynton Beach, Florida 33426

Telephone: (561) 810-6161

*This catalog is an official bulletin of the school. The school reserves the right to make changes at any time to reflect the school's regulations and procedures. Students are encouraged to read the catalog thoroughly and observe the regulations and guidelines.*

*These are the general admission requirements of the **Nursing, Home Health Aide, Phlebotomy** programs.*

## **ADMISSION REQUIREMENTS**

Program admission at HAI is competitive, and applicants will be considered using the same criteria. The admissions committee will consider each applicant individually in relationship to the entire applicant pool. HAI reserves the right to limit the number of students admitted based on faculty and clinical resources. The Institution's entire

programs are taught in **English**.

**Applicants must meet the following general requirements:**

1. Must be at least 18 years old or signed permission from a parent or guardian if less than 18 years old.
2. Driver's License and Social Security Card.
3. Must have a high school diploma, GED, or equivalent and pass the Entrance Exam with a score of 70% OR HIGHER for Nursing Programs.
  - Allied Health Programs- No High School Diploma required, must complete reading/writing evaluation.
4. Pay a non-refundable registration fee of \$100.00.
5. Must have a personal interview with the Program Director.
6. Must submit a signed enrollment agreement.

**Additional Admission Requirements for the Practical Nursing Program**

- Level II Background Check
- 12 Panel Drug Screening Test Results

**Practical Nursing Program, must have the following documents before clinical rotation:**

- Medical report attesting to good health.
- Provide proof of negative PPD within the past 6 months or chest X-ray within 1 year.
- Proof of immunizations: Polio, Tetanus, Hepatitis B series, Varicella, and Influenza titers during flu season.

**Additional Admission Requirements for the Associate of Science in Nursing:**

1. Current Basic Life Support (BLS) Healthcare Provider Card
2. Statement of good health signed by student and a Current background checks level 2
3. Physical done by an MD, DO, Physician Assistant, or ARNP performed within six months prior to application
4. Proof of Immunizations: (Hepatitis B vaccine series or Hepatitis Titer, 2 MMR vaccines, 2 Varicella vaccines or Varicella titer, TDap, and annual Influenza vaccine for current influenza season)
5. Negative PPD/chest X-ray
6. Panel Drug Screening (within 1 year: The ten-panel drug test shall consist of Cannabinoids, Methaqualone, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, Amphetamines, Cocaine, Opiates, and Phencyclidine)
7. Provide Official College Transcripts (in a sealed envelope).

- **Transfer Students** must provide official transcripts from all colleges and universities attended no later than 30 days after the start day of their first semester of enrollment. Transfer student must be in good academic standing at the last school attended at the time of initial enrollment at HAI and must show a minimum grade point average of 2.5 (on 4.0 scale).

8. Submit documentation of English Proficiency (for student whose native language is not English). Evidence of such level of English Proficiency may be established by: Transcripts of prior study from English speaking school, or scores on the school entrance exams, personal interviews, or special demonstrations orally or in writing.
9. Take the Wonderlic Test and pass with a minimum score of 11.0 to assess the student's math and reading comprehension abilities. All newly admitted students will be given internal placement test in English and Math and required to take remedial courses if they fail to achieve at college levels prescribed by **Hearts Associates Institute**.
10. Additionally, the nursing or other associate degree programs student must complete the TEAS or HESI A2 test with the minimum following scores:
  - Practical Nurse – 65
  - Registered Nurse – 70
  - Other Programs – 65

- HESI A2 Registered Nursing Pre-Admission Exam with a minimum score of 70%. The HESI A2 exam may be taken 3 times during a calendar year. The HESI Entrance Exam may be waived for students who hold LPN, EMT, Paramedic credentials or bachelor's degree in another field. In this case, a copy of the LPN, LPN, EMT, Paramedic license is required.

**The following items are to be completed at the time of application:**

- ✓ *Student Information Form*
- ✓ *Request for high school transcript or GED*
- ✓ *Enrollment Agreement*
- ✓ *Payment of registration fee*

## **PERSONAL INTERVIEW**

A personal interview is required prior to acceptance to any program. We encourage student/applicant to bring friends and family members to the interview. Both the applicant and the family have the opportunity to learn about the training program. A personal interview gives the institution an opportunity to evaluate the applicant as well.

**IMPORTANT NOTICE: Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:**

1. Convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

## **TRANSFER OF CREDITS**

The HAI Office of Admissions is responsible for determining the transferability of credits earned from other institutions. The transfer evaluation process occurs prior to admission of the student into the nursing program. Science prerequisite coursework should have been completed within the last seven years at the time of application. **The institution only accepts transfer credits to its Associate of Science Degree in Nursing program.**

**HAI allows students to transfer up to 21 general education credits.** Official Transcripts must be received by the HAI's Office of Admissions before they can be evaluated.

## **FOREIGN TRANSCRIPTS**

In the case of foreign transcripts, the student may be required to have their records translated and evaluated by a reputable and accredited third party translator and evaluator. Students may visit the National Association of Credential Evaluation Services (NACES®) for a list of members and their websites.

The final copy of the results of the evaluation should be sent to Hearts Associates Institute. Though HAI consents to examine the evaluated transcript for potential transfer of credits, the institution still has the authority to accept or refuse credits based on the results of the evaluation.

## **TRANSFERABILITY POLICY**

- HAI reserves the right to accept or decline credits from other institutions of higher education.
- If a student has credits for courses in other nursing programs which are not relevant to the coursework at HAI, the credit is non-transferrable.
- HAI does not guarantee the acceptance of its credits to another institution. Transferability of credits is at the discretion of the receiving institution. It is the student's responsibility to confirm whether credits will be accepted at another institution of the student's choice.

## **ACCEPTANCE BY INSTITUTION**

- ✓ The applicant will be informed of the admission decision at the end of the interview.

## **DISCLOSURE STATEMENTS**

- ✓ The institute is non-sectarian 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.
- ✓ The institute is not accredited at the present time and therefore cannot offer students access to Federal Student Aid programs.
- ✓ The institution does not participate in the Federal Student Aid programs offered by the U.S. Department of Education.
- ✓ The courses are numbered using a three-letter prefix which depicts the description of the course followed by three numbers in sequential order.
- ✓ The institution is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.
- ✓ If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Commission for Independent Education, Florida Department of Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

- ✓ The institution also forbids any types of sexual harassment by its employees towards other employees, job applicants, student, or prospective students. Any student who feels they have been discriminated against must file a complaint with the President or Director of Education.
- ✓ The acceptance of the transfer of credits or credit hours earned at this institution is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution.

## FINANCIAL INFORMATION

### TUITION AND FEES

Payments of all fees or arrangements must be made at the time of registration and are subject to change without notice. All financial obligations owed to Hearts Associates Institute (HAI). Arrangements for payment must have been made, before a student may re-enter, receive transcripts or graduate.

Texts books are required and can be purchased by the student or ordered through the school. Students must furnish their own personal school supplies such as pencils, pens, erasers, notebooks, and dictionaries.

### BOOKS, UNIFORMS, AND SUPPLIES

Students are responsible for purchasing the required textbooks and others equipment needed. Purchase of kits, laboratory coats, medical uniforms, and personal school supplies such as pencils, pens, erasers, calculators, notes books and dictionaries are also the students' responsibility.

### TUITION FEE PAYMENT PLAN (METHODS OF PAYMENT)

Hearts Associates Institute (HAI) offers eligible students a multi-payment plan for tuition and fees. More details on payment plan can be obtained at Bursar Office or the Admissions Office. It is suggested the books and materials be purchased prior to attending the first class. In the event that a student's account is sent to collections, Hearts Associates Institute (HAI) shall be entitled to collection, attorney fees and cost on the account thereof. All fees are subject to change annually. Any change will be published as an addendum or update to the catalog.

## PAYMENT POLICY

Students must pay their tuition monthly by the established due date. Late payment will incur a \$25 late fee each time. The institution reserves the right to remove any student from class that has not satisfied his or her financial obligations. Students are welcome to make payment using cash, money order, or credit card. Payment by credit card will incur a transaction fee of three percent (3%). All arrangements for the payment of tuition to HAI must be completed with the Finance Department before attending classes

Program Title	Registration Fee	Tuition	Books	Materials	Uniform	Total
Associate of Science in Nursing	\$100.00	\$26,055.00	\$2,835.00	\$940.00	\$70.00	\$30,000.00
Practical Nursing (Diploma)	\$100.00	\$12,320.00	\$1,570.00	\$940.00	\$70.00	\$15,000.00
Home Health Aide (Diploma)	\$00.00	\$750.00	\$00.00	\$00.00	\$00.00	\$750.00
Phlebotomy Technician (Diploma)	\$00.00	\$1,200.00	\$00.00	\$00.00	\$00.00	\$1,200.00

*Note: The total cost does not include **State License Examination or other Licensure fees** or any other **regulating agency fees, graduation fees, and EXIT EXAM fees**. All physical examinations, background checks and drug testing costs will be borne by the student. An estimate of \$1,000.00 can be needed for licenses, all physical examination, background checks and drug testing.*

## CANCELLATION AND REFUND POLICY

If a student withdraws or is dismissed for any reason, all refunds will be made as per the policy of the refund schedule:

1. Cancellation can be made in person, by electronic mail, by certified mail, or by termination.
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 (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. **For diploma programs**, cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of clock hours completed to the total program clock hours. Cancellation after completing more than 40% of the program will result in no refund.

5. **For degree programs**, if a student withdraws prior to completion of the first week of classes (drop/add period) of the semester, the school will refund 100% of the tuition for the semester. If the student withdraws before the end of the drop/add period, the student will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution. There will be no refund after the drop/add week.
6. **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.
7. Refunds will be made within thirty (30) days of termination of students' enrollment or receipt of cancellation notice from student.
8. A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

### Refund of Tuition

**A refund will be made based on the following.**

Refund Schedule	Eligible Refund
Cancellation after the <b><u>(3rd) Business Day</u></b> , but before the first class, results in a refund of all monies paid, with the exception of the registration fee	100%
Withdrawal prior to completion of the <b><u>first week of classes</u></b> (drop/add period) of the semester	100%
Cancellation after attendance has begun, through <b><u>40% completion of the semester</u></b> will result in a <b><u>Pro Rata refund</u></b> computed on the number of clock hours completed to the total program clock hours.	Pro Rata
Cancellation <b><u>after completing more than 40%</u></b> of the semester will result in <b><u>no refund</u></b> .	0%

## ACADEMIC POLICIES

### SYLLABUS

On or before the first day of class for each course, each student will be provided with a copy of the course syllabus. It is the student's responsibility to read and understand the syllabus and to comply with all requirements to be successful in the course.

### ACADEMIC ADVISING AND COUNSELING

Academic advising is available to students as needed. The institution will assign students an academic advisor that will assist in offering academic advice and guidance throughout the degree program. Appointments will be scheduled in advance. Tutoring is available for students experiencing difficulty understanding academic material. Additional laboratory time is provided for students who need to complete assigned lab projects or require extra help with lab activities. These sessions are scheduled outside of regular classroom instruction hours at no additional cost to students. Students requiring other counseling services will be referred appropriately.

### GRADUATION REQUIREMENTS

Upon successful completion of all requirements of their chosen program of study, students will be awarded either the degree, or diploma that they have earned. To be qualified and become eligible for graduation students must fulfill the following requirements:

1. Successfully complete all required course competencies of the enrolled program.
2. Complete attendance requirements.
3. Meet satisfactory academic progress.
4. Satisfy all financial obligations to Hearts Associates Institute
5. **(Nursing Program Only)**- Obtain a minimum of 900 in HESI Exit exam after completion of the EXIT EXAM review program.

### CERTIFICATION OF PROGRAM COMPLETION

Students who have successfully completed a program will receive a Practical Nursing Diploma, Associate of Science in Nursing Degree, a Phlebotomy Diploma, or a Home Health Aide Diploma in their respective program of study.

### DEFINITION OF CREDIT

**Unit of Credit:** The **Unit of Credit** used at Hearts Associates Institute (HAI) is a **clock hour or credit hour**. A **clock hour** is defined as no less than **50 minutes** of any **one contact**

**hour** in which students participate in learning activities on campus or at an approved externship facility.

### **Credit Hours**

Hearts Associates Institute courses are calculated on a semester credit hour basis.

15 lecture clock hours = 1 semester credit hour

30 laboratory clock hours = 1 semester credit hour

45 externship clock hours = 1 semester credit hour

Students who do not successfully complete their program requirements based on their final grades, and who are not registered for a subsequent semester will be officially withdrawn from HAI. The effective date of the withdrawal will be reported as the final day of classes for the last semester the student was in attendance.

### **LAB AND CLINICAL SKILLS ARE GRADED ON PASS/FAIL BASIC**

Weekly tests are given to evaluate student progress in the classroom. Students who are having difficulty may repeat the module or practice clinic work. Students who fall below an average of 75% will be put on Academic Probation for 15 days. During this time, the student is to work with the instructor to improve the grade. Grades can be improved by re-taking exams after reviewing failed subject matter.

An exam may be re-taken a total of 2 times. If after 2 times, within the 15-day probation period, the student fails to bring his/her average grade to 75% then the student will be terminated. The 15-day probation period begins upon notification of failing grades. The 15-day probation period may result in the student being unable to complete short programs as originally scheduled

### **CLASS SIZE**

Classrooms are spacious with comfortable seating and a pleasant learning environment. Modular walls in the classroom allow for flexible and creative arrangements to facilitate the educational process. Classrooms are equipped with teaching stations such as standard computers, LCD Projector, and instructional models.

The school's average number of students in a typical class or laboratory is 10 students per Instructor. The maximum number of students in a lecture class is 20 students per instructor.

## RECORDS AND INFORMATION

HAI will maintain student records permanently to ensure continuity of communication and verification of training for job placement and advancement. Students should inform the school administration of any change in name, address, phone number, or marital status. Failure to inform the school of such changes may result in the student not receiving grade reports, transcripts, and various announcements.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with Public law 93-380, "The family Educational Rights and Privacy Act" (FERPA), which is section 438 of the General Education Provision Act, HAI has adopted policies and procedures, which permit the student the opportunity to view his/her educational records upon request. Educational records include files, documents, and other materials that contain information causally related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

HAI will not permit access to or release of confidential information to any person or agency without the written consent of the student, except for the following reasons: When records are required by HAI Academy administrators for appropriate organizations conducting studies for educational and governmental agencies; if United States Government agencies as listed in Public Law 93-380; accrediting agencies; parents of dependent children as defined in the Internal Revenue Code; appropriate persons in connection with an emergency; other educational institutions upon requests of transcripts for students seeking enrollment in that institution; but only with the students' written consent; in connection with the award of financial aid; and in response to legal court orders.

Original copies of student exams are maintained in each student's education file while they are in attendance and for a period of three months after their last day of attendance. Transcripts are maintained by the student records office.

Each transcripts documents student grades and can be reviewed upon written request. Permanent copies of all student records are maintained at the school. There is a 14-business day waiting period for delivery of an official transcripts and/or Diploma.

Laboratory and clinical skills are tested by student performance demonstration. Students perform tasks repeatedly until manual dexterity, understanding and confidence is

obtained Student records are retained perpetually at the institution site in Boynton Beach, Florida in a fireproof cabinet.

Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$10.00.

Student records will be provided to potential employers only after a written request has been made by the individual student. Computer records are backed up weekly and stored off campus.

## SCHOOL CLOSINGS

An announcement of when HAI must close and reopen due to unfavorable weather conditions will be posted on the school's website, emailed to the student body, and/or submitted to local radio and television stations. All students are expected to call 561-810-6161 for directions on when the school is closing or reopening. It is the student's responsibility to utilize these sources to determine school closing and reopening. If HAI does not give specific guidance on closing or reopening the school through its website, email, TV, or radio, a student should follow the public-school advisory.

## GRADING SYSTEM

The purpose of training is to prepare a graduate for entry-level employment in a chosen field. Therefore, grading is administered to chart the student's progress in terms related to employee proficiency. Grading is based on a daily performance in class, tests, lab/clinic, externship and clinical experience, projects, and professionalism which includes attendance.

### Grading Scale

Letter Grade	Quality Points	Percentages
<b>A</b>	4.0	93% - 100% - Excellent
<b>B</b>	3.0	85-92% - Good
<b>C</b>	2.0	C=75-84% Satisfactory
<b>D</b>	1.0	D=70-74% - Unsatisfactory
<b>F</b>	0	F=less than 70% - Failed
<b>I</b>	0	Incomplete
<b>P</b>	0	Pass
<b>W</b>	0	Withdrawal
<b>X</b>	0	Ongoing
<b>NR</b>	0	Grade not Reported

Nursing students must successfully pass all components of nursing courses to receive a passing grade. Failing any component (lecture, lab, simulation, and externship) will result in a recorded grade of "F" for all components of the course attempted. **Nursing students must pass courses with an 80% or higher.**

## GRADE POINT AVERAGE CALCULATION (GPA)

The GPA is calculated using the following formula:

Multiply the number of hours for each course/module (considered in the evaluation period) by the grade achieved. Divide then the sum of the points (grade points) by the total number of courses/modules attempted. The result will be a number between 0 and 100. Assign as GPA the corresponding unit according to the grade scale of our school's catalog.

## INCOMPLETE GRADE

Students will obtain an incomplete (I) grade upon request and on completion of 50% or more of the course. This decision is made at the discretion of the faculty. If the incomplete grade is approved, the student must successfully complete the required work within the time limit marked on the Incomplete Grade Form for the 'I' to be changed to the actual grade the student earned. The maximum time given for obtaining an "I" grade is two weeks past the end of the semester (which is the time for granting the "I" grade). It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" will be changed to an "F."

## GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

### Academic Honors

To encourage academic excellence and to formally recognize the students who have been outstanding in their study, HAI offers the following awards and honors:

- **Dean's List** - An acknowledgement of outstanding academic achievement of 3.5 to 3.74 grade point average in a semester.
- **President's List** - An acknowledgement of superior academic achievement of 3.75 or greater grade point average in a semester.

## **Procedure for Withdrawing from Hearts Associates Institute**

Students are encouraged to meet with the Student Services Department of HAI prior to withdrawing given that a withdrawal has financial implications and may affect a student's ability to reenter their program of choice. A student choosing to withdraw from HAI should provide a written notice to the Student Services Department. The notice should include the expected last date of attendance and include the student's signature and date prepared.

## **Procedure for Adding or Withdrawing from an Individual Course**

Students wishing to drop or add a course during a semester need to obtain and submit a completed course Add/Drop Form. This form can be obtained from the Registrar's Office. Students who drop all scheduled courses for a term will be withdrawn from the program.

The student should secure the Dean's signature on the Add/Drop form and schedule an appointment with student services to review what impact this action may have on their academic path and check with the Financial Aid Office as to any impact the action may have on their financial aid grant and/or loan eligibility. Students must cease attending courses dropped and timely return any Hope College property, or clinical site property.

## **Late Course Withdrawal**

Students may request to withdrawal from a course prior to 40% of the course being offered and receive a "W" in place of a grade. A student is charged the full course cost, but the "W" assigned will not impact the student's CGPA (for SAP, the credits will be included as credits attempted). Once 40% of a course has elapsed, the final grade earned for the course will be assigned.

## **MAXIMUM TIMEFRAME**

Although Hearts Associates Institute strictly adheres to maximum allowed time, all withdrawals, incomplete and or repeats must be completed within the time frame of 150% of the course length. The student must successfully complete the course objectives in a maximum time frame, not to exceed 150% of the normal program length.

## **STANDARDS OF ACADEMIC PROGRESS**

Written examinations will be given during and at the completion of each course. Quizzes and special assignments may be given by instructors within a program. If quizzes or extra work assignments are to be counted as part of the student grades, the grading policy of any additional work will be discussed prior to the request of the work being given to the student. A signed statement of agreement on the policies governing grading terms will be requested of all students. Quizzes and extra work will not exceed 10% of the total

grade for a student. All written portions of the examination are graded according to the following grade table in the Grading System below.

All students are required to meet the standards of academic progress that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted; and a maximum time frame requirement to successfully complete all required credit hours for the program.

## **SAP - QUANTITATIVE CRITERIA**

Students must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for twelve term credit hours the student is required to successfully complete a minimum of eight term credit hours ( $12 \times 67\% = 8$ ) for the term. Failure to meet these standards may result in dismissal from the academic program and an ineligibility to earn the Degree.

## **SAP - QUALITATIVE CRITERIA FOR NURSING PROGRAMS**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.
3. A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a cumulative GPA of 3.0 or higher.

## SAP - QUALITATIVE CRITERIA FOR ALLIED HEALTH PROGRAMS

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative **grade point average of 2.0** at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study.
3. A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a cumulative **GPA of 2.0 or higher**.

## SAP - EVALUATION

1. Students are evaluated after the completion of every course and at the end of an academic semester.
2. If a student fails a course before the semester ends, he is immediately placed on academic probation.
3. The student will remain on academic probation until:
  - ✓ The student retakes the failed course when it is next offered and passes on the next attempt; or,
  - ✓ The student retakes the failed course and fails it again; or,
  - ✓ The student takes another course (before retaking the first course) and fails it.
4. If the student takes the course a second time and passes it, the student is removed from academic probation.
5. If the student fails the course for a second time, the student is academically dismissed from the Institute.
6. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.

## SAP EVALUATION - TIMEFRAME TO COMPLETE POLICY

The maximum allowable timeframe for students to remain active in a **clock hour program** of enrollment is equal to 150% of the total length of the program.

Program	Program Length	Maximum Allowed Timeframe
<b>Home Health Aide</b>	75 Clock Hours	112 Clock Hours
<b>Phlebotomy Technician</b>	165 Clock Hours	248 Clock Hours
<b>Practical Nursing</b>	1350 Clock Hours	2 025 Clock Hours

**For a credit hour program**, the credit hours attempted cannot **exceed 1.5 times the credit hours required** to complete the program. The student will be withdrawn once it is determined that he/she has exceeded the allowable maximum time frame.

Program	Program Length	Maximum Allowed Timeframe
<b>Associate of Science in Professional Nursing</b>	24 Months	36 Months

## PROBATION

Students who do not comply with the academic requirements will be placed on probation for a two-week period or until academic requirement is satisfied and given the option to make up the work missed while on probation. Once the student is placed on probation an advisement agreement must be signed. The advisement agreement specifies the conditions under which the student can regain satisfactory academic progress. When the student meets the terms of the agreement and has adhered to the satisfactory academic progress guidelines the student will then be removed from probation.

Students who fail to regain satisfactory progress by the end of the probationary period will be terminated.

## ACADEMIC SUSPENSION

When a student is not in good academic standing, it results in an academic suspension. Suspension is a specified period, which requires a student to be removed from classroom, laboratory and/or clinical participation pending an investigation of reported concerns or for punitive reasons. The program administrator will suspend a student for one to three days when violation of a school or clinical policy is suspected, allowing adequate time to research the concern.

Suspensions of one to five days are authorized as penalty for repeated violations of a school policy or rule, or for a serious first-time rule violation. A student who has been suspended will not be allowed to make-up exams or tests missed while serving the suspension unless an investigation or an appeal clears the student of any suspected

violation. Any clinical time missed while serving a suspension will be made up in accordance with the program's clinical make-up schedule.

## **SAP - APPEALS**

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Institute's Director of Nursing who will then make the decision whether to accept the student's appeal within 5 days. If the student's appeal is granted, the student will be making satisfactory academic progress.

## **ACADEMIC DISMISSAL**

A student who does not meet the standards of conduct or whose academic standing is unsatisfactory, and students who have failed to achieve a minimum score on two (2) consecutive standardized term exit examinations as defined, will be evaluated as to further continuance in the program. A dismissed student has a right to appeal through the grievance procedure.

Any student who has been academically dismissed will not be considered for readmission to the Institute until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the Institute, and retake any failed classes before proceeding to other courses.

## **APPEALS**

Students terminated for unsatisfactory academic progress may file a written appeal based on mitigating circumstances. Mitigating circumstances include, among other things, the student being ill, employed full-time, or death or illness of a family member. Students terminated for disciplinary violations may also file a written appeal. All appeals should be submitted to the Director.

Time Frame for Appeals: Appeals must be submitted within 5 calendar days of any mitigating circumstance. Once submitted the Director will respond within 5 business days in regard to approval or denial of the appeal.

Approved Appeals: Once the appeal has been approved the student will be notified within 10 business days of the appeal having been filed and will be allowed to return to the program. If any make-up work is needed the student will be allowed to make up the work. Please refer to the "Make-Up Work" policy.

**Denied Appeals:** Appeals that are denied will be notified to the student within a few business days of the appeal having been filed. Students will have to restart the program and full tuition will be charged.

## ACADEMIC HONESTY

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

It is possible that an act of academic misconduct may not be discovered until credits are issued or a degree is awarded. In such a case, the Institute reserves the right to revoke credits or degrees based on discovery of improper scholarly conduct. Individual instructors may fail a student for an examination, assignment or course that contains a violation of the Institute's academic honesty policy. The instructor may refer the circumstances to the Director of Academics for review and final action.

The Institute's Director of Admissions may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the Institute.

## WITHDRAWING FROM A PROGRAM

A student can withdraw for academic reasons or serious personal problems from the nursing program at any time. The student should complete a Program Withdrawal Form and submit it to the Registrar's office for approval. Refunds will be made according to policies stated in this catalog.

## REPEATING A COURSE

If a student fails any course, the student is subject to dismissal. The student must petition the Director of Education for approval to repeat the failed course, which shall then make a recommendation to the School Director. As a general rule, a student may repeat only one course during the entire program. The discretion of the Director of Education shall be limited to determining the consequences of multiple course failures in any grading period, and considering circumstances related to the approval for the student to repeat a course.

## **ADMINISTRATIVE WITHDRAWAL, DISMISSAL, AND TERMINATION**

Administrative withdrawal and/or dismissal/termination occurs when a student exhibits the following behaviors: unreasonable class absence, troubled behavior, unprofessional conduct, violation of the student code of conduct, unfulfilled academic requirements, unpaid tuition/fees, or other violation of academic policy/procedures. The disruptions and behavior will be noted in the records of the student.

## **INSTRUCTIONAL TIME**

The class schedule for students in the ASN program is Monday, Tuesday, Wednesday and Thursday each week and the PN program is Monday, Tuesday, Wednesday and Thursday each week. In Allied Health programs, students will meet at times arranged by the program director.

## **CLINICAL**

Students attend clinical in four 10-hour shifts, or five 8-hour shifts per week for 5 to 8 weekdays/weekends for each program.

**CLINICAL MILEAGE DISCLOSURE:** TRAVEL COSTS ASSOCIATED WITH PARTICIPATING IN CLINICAL SITE IS THE SOLE RESPONSIBILITY OF THE STUDENT. HEARTS ASSOCIATES INSTITUTE WILL **ONLY** BE RESPONSIBLE FOR TRAVEL EXPENSES IF CLINICAL SITES ARE OVER 50 MILES FROM THE SCHOOL. STUDENTS WILL ALWAYS BE RESPONSIBLE FOR THEIR FOOD AND ANY OTHER MISCELLANEOUS EXPENSES.

## **ATTENDANCE POLICIES**

### **ATTENDANCE**

Students are expected to attend every class, arrive on time, and stay through class. Occasionally, situations may occur that conflict with training. The following are guidelines. Students are expected to attend their scheduled classes regularly and punctually and to complete any make-up work which may be assigned to them; unless conditions over which they have no control prevent them from being present.

Excessive absences excused or otherwise may cause a student to receive reduced, incomplete, or failing grades. Students should contact their instructor directly to arrange for permissible make-up assignments for missed course work. Students who are absent for (8) eight consecutive days without notifying the school will be considered withdrawn on the last day of attendance prior to the absent days.

## ABSENCE AND RE-ENTRANCE

The HAI nursing and Allied Health faculty believes that attendance at class, lab, and clinical is important and will be taken at every class and clinical period. The student is expected to attend all scheduled days of class, lab, and clinical, and is responsible for informing the instructor in the case of an absence due to illness. Only valid and documented excuses, such as jury duty, a subpoenaed court appearance, death of an immediate family member, or a major religious holiday observance in the student's faith, will be counted as absence, provided the student produces appropriate documentation in the next working day whether it is class, skills lab, or clinical.

- If the student is absent for three (3) days from class, lab, or clinical due to illness and/or injury, to be excused, she/he will require a doctor's note on doctor's stationary addressed to the school.
- If the student fails to inform the instructor in advance, and is not in good standing academically, the instructor has the authority to make the student drop the course.
- If a student is absent for a total of six (6) days of class, lab, or clinical, the student will be dropped from the program, or she/he will be given an unsatisfactory grade in the nursing course in which she/he is enrolled if the date goes beyond the official drop/add date.
- If the student misses a day of clinical, he/she will be asked to make up the clinical or complete another assignment (such as research paper) as per the discretion of the instructor.

Excused and non-excused absences are considered the same when computing maximum number of allowable absences. **Unsatisfactory Attendance** is when a student is absent **more than 5% of the total program clock hours**. If a student has Unsatisfactory Attendance, the student is placed on Probation until the following conditions are met:

- ✓ The student establishes satisfactory progress or meets the conditions of probation.
- ✓ The student has corrected the problems that caused the unsatisfactory attendance.
- ✓ The student has satisfactorily completed work missed because of the absence either by repeating the session(s) missed or performing required work outlined by the instructor.

A student is terminated for unsatisfactory Attendance if the student does not meet the conditions within 15 days of notification of problem.

**Absence:** An absence constitutes not showing up for **classroom work, clinical, or skills lab**. Students are allowed a maximum of **2 absences** throughout their program without penalty **not to exceed 5%** of the total program clock hours. Afterwards, their grade will be reduced by one letter grade for each additional absence.

## **TARDINESS**

Lateness or leaving class up to one-half hour early is counted as one-fourth of a day absence. Leaving one-half to two hours early is equal to one-half day absence. Over two hours early departure equals one full day absence. These absences are included in the 5% absence calculation. All class time missed in excess of 15 minutes must be made by the student in order to graduate.

## **MAKE –UP WORK**

Students are required to make up the work they missed if they have been absent from class for any reason or have been tardy. The student must discuss and coordinate make-up work opportunities with their instructor. Any clinical hours are missed must be made up. Excessive absences from clinical assignments without prior notice may result in termination from the school. Tests that students missed as a result of an absence must be made up within a timeframe determined by the instructor. A student may attend classes they may have missed, which may be in session on another schedule, only with instructor permission.

## **CLINICAL ATTENDANCE AND CLINICAL REQUIREMENTS**

Attendance at all practice sites and clinical classes is mandatory. The student should notify the clinical facility or the instructor prior to the scheduled hour if he/she is going to be absent. Failure to attend and perform at an acceptable level in the lab and clinical will deny students the opportunity to acquire the necessary skills to meet minimum safety standards. Therefore, clinical and lab class time require 100% attendance. Without exception, punctuality is expected.

The student is responsible for the following:

1. Notifying the school or clinical facility of any absence or tardiness at least thirty (30) minutes before the expected time of arrival
2. All material covered in class/laboratory
3. Missed examinations/quizzes due to an excused absence. The student is responsible for taking an examination/quiz that was missed by the second day of return to the classroom
4. Written verification from a doctor permitting the resumption of all nursing activity is required after a medical absence of three (3) or more days

An applicant must:

- 1) Provide evidence of good physical and mental health (through evidence of a physical performed by a licensed healthcare provider).
- 2) Provide evidence of meeting immunization requirements by providing a negative urine drug screening and evidence that you are free of active tuberculosis with immunization to measles, mumps, rubella, and varicella.
- 3) Provide proof of certification in American Heart Association Health Care Provider (BLS) CPR.
- 4) Satisfactorily pass a background check prior to the start of classes.
- 5) Documents must be submitted prior to clinical orientation. Failure to submit these documents will prevent participation in clinical courses.

## **LEAVE OF ABSENCE POLICY**

A student may be granted a leave of absence for a maximum of 60 days. A request for a leave must be in writing with the date of expected return specified. If the student does not re-enter within the specified time and has not notified the institution, the student's enrollment agreement will be terminated, and s/he will be granted a refund according to the refund policy. The withdrawal date is determined by the last date the student attended class.

*An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in attendance. The following circumstances may be considered when granting a Leave of Absence (LOA):*

- *Medical (including pregnancy)*
- *Family Care (childcare issues, loss of family member or unexpected medical care of family)*
- *Military Duty*
- *Jury Duty*

*The student must submit a written request for the leave (with required documentation) to the Director of Education. Students must have approval from the Director of Education prior to the start of a leave of absence. An exception to this policy may be made for a student with a medical emergency (such as a car accident).*

*This exception to the policy is considered only when a student expects to return to school within the maximum time frame for a leave of absence. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).*

- *A leave of absence may be granted for a period not to exceed 180 days.*

- *LOA request is submitted in writing detailing the reason for the LOA and the expected date of return.*

*This notification along with the appropriate supporting documentation must be submitted within 30 days of their last date of attendance. Generally, students are limited to one leave of absence in any twelve-month period.*

*However, a second leave of absence may be granted as long as the total number of days does not exceed 180 days in any twelve-month period. Acceptable reasons for a leave of absence or a second leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1999 (FMLA).*

*These circumstances are birth of a child, placement of a child with a student for adoption or foster care, or when a student must care for spouse, child or parent with a serious illness or a serious health condition of the student.*

*A leave of absence is granted only when there is a reasonable expectation that student will return to school at the expiration of the leave of absence. Students taking an approved leave of absence do not incur any additional charges for the period of the approved leave.*

*However, any student who fails to return to school at the end of an approved leave of absence is withdrawn from Hearts Associates Institute (HAI) and will be charged a re-entry fee when s/he re-enrolls.*

*If a student does not return to school at the expiration of an approved leave of absence, the student's last day of Attendance is the date the student began the leave of absence, and charges and refund calculations are applied.*

*All refund and cancellation policies are applied based on a student's last day of attendance.*

## **PROBATION**

A student who does not adhere to the attendance policy will be placed on probation for 15 days. If after 15 days of notification the student does not meet requirements outlined in "Absences", then the student will be terminated.

## **TERMINATIONS**

Students will be terminated if, after having been put on Academic or Attendance probation, they fail to meet Attendance or Grade requirements by the 15-day deadline. Fifteen days begin from the date of notification of probation.

## **STUDENT SERVICES**

### **STUDENT COUNSELING**

Our goal is to assist students to reach their goals. The faculty and staff are available by appointment or informally to meet with students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling.

A student advisor will assist students in obtaining referrals for counseling as needed within the community. Appointments will be scheduled in advance. Academic Advisors will meet with students regarding academic or personal problems that may interrupt the student's education. Students are referred to the advisor for the following reasons: failure to make satisfactory academic progress, excessive absences, and disorderly and/or disruptive behavior. Advisory sessions will be documented on an advising form.

Tutoring is available for students experiencing difficulty understanding academic material. Additional laboratory time is provided for students who need to complete assigned lab projects or require extra help with lab activities. These sessions are scheduled outside of regular classroom instruction hours at no additional cost to students. Students requiring other counseling services will be referred appropriately. Students are also advised when performing exceptionally well and encouraged to further their education. Students are encouraged to arrange advisory sessions with their instructor to determine academic status.

All Hearts Associate Institute (HAI) staff members are available for advising sessions. The School Director and Faculty take personal interest in the welfare of each student, who are experiencing problems that may interfere with their performance are encouraged to arrange for advising sessions with their instructor.

## **ORIENTATION**

- A new student is oriented to the school's facilities, policies, and procedures prior to the start of the program.
- Receives a written course outlines and list of competencies required for successful completion of each course, no later than first class meeting.

- Completion of the application process and administrative matters are also taken care of at this time.

## **TEXTBOOKS AND SUPPLIES**

The cost of required textbooks and laboratory supplies is not included in the tuition. Students will be responsible for purchasing the required textbooks and supplies. A list of textbooks and supplies for each course will be provided to students.

## **CAREER PLACEMENT SERVICE**

HAI cannot guarantee employment for its graduates; however, the Placement Office staff assists graduates in finding employment by maintaining a database of potential employers, providing workshops on resume preparation, interview skills, and identifying job leads. As part of the exit interview process, Placement Office staff will help each student develop a job search plan. The office maintains information on current full-time and part-time employment opportunities and serves as a resource for both employers and job seekers.

Services provided for career services and job placement are available free of charge to all registered students and graduates. Students are also encouraged to conduct their own individual job search and are encouraged to maintain close contact with staff in the HAI Placement Office.

## **HOUSING**

Hearts Associates Institute (HAI) does not maintain housing for students.

## **PERSONAL PROPERTY**

HAI will not be liable for any kind of the loss, theft, damage, destruction to the personal property of students or staff. Students must protect and safeguard their personal property on school premises. The school maintains a lost and found area for lost property. Items left over 30 days will be discarded.

## **CAMPUS SECURITY POLICY**

In the event of a crime or other emergency on the HAI Campus, students are instructed to notify any personnel who will place the 911 call. If the nature of the emergency is such that this is not possible, the student(s) may call 911 on their own.

- Whenever a crime or emergency is reported, it is the responsibility of the program

administrator to make a written report of the nature of the emergency, actions taken, and the results.

- The program administrator has responsibility for maintaining copies of all reports. If an employee or a student commits a crime, that person will be terminated immediately without further notice. The school's appeals procedure will not apply in the case of individuals who are terminated for committing a crime on the school campus.
- HAI relies on local law enforcement agencies to provide emergency service.
- No one, other than certified police department personnel, may carry or possess firearms on campus. Possession of a firearm on any school property is a violation of State law.

## DISABILITY SERVICES

HAI is ready to make accommodations for students with a disability in the academic environment. To be eligible for accommodations, the student must provide appropriate documentation of their disability from a qualified medical doctor, which addresses the disability and the impact it might have on the student in the educational setting. Once HAI receives the document, the Disabilities Office staff will review the document and discuss with the student the kinds of academic adjustments/support services he or she will be entitled to receive at the school. A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities, such as learning, breathing, hearing, seeing, walking, caring for oneself, and working. Disabilities may include:

- Hearing impairment and deafness
- Attention deficit/hyperactive disorder
- Autism spectrum disorder
- Medical conditions and physical impairments
- Specific learning disabilities
- Psychiatric disabilities
- Speech impairments
- Visual impairments and blindness

The student is responsible for making the necessary arrangements for testing accommodations by speaking with their professor in advance of the test date. Accommodations include, but are not limited to:

- Testing in a room with reduced distractions
- Granting extended time for exams - typically time and one half to double time
- Use of spelling and grammar assistive devices for essay exams

- Assistance of a reader or word processor for exams
- Use of scratch paper during exams

### **Nondiscrimination, Equal Opportunity, and Harassment**

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Hearts Associates Institute does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. Inquiries or complaints should be directed to the Compliance Department via phone at: (561) 810-6161, or email at: [compliance@haicampus.com](mailto:compliance@haicampus.com)

### **APPEAL FOR STUDENT ACCOMMODATION**

If a student's accommodation request is denied or the student finds the accommodation offered unsatisfactory, the student may submit a written appeal to the program administrator for consideration and determination. Such written appeal should be made within 45 days of notice of denial of accommodation request, and student may request a conference with the program administrator or the program administrator's designee, to discuss the appeal. The student may be assisted during such conference by an attorney and/or other appropriate professional with knowledge of the student's disability, functional limitation(s) and/or the availability of appropriate accommodations.

The program administrator shall provide the student with a written copy of his/her determination within 45 days of the date of receipt of the written appeal. All documentation provided to the Disability Services office will be held in confidence. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent. Students may sign a FERPA release form to allow communication with others, such as outside entities and family members.

### **STUDENT HEALTH AND SAFETY**

The HAI staff promotes safety throughout the school. It is the policy of the institution to maintain classrooms and laboratories that comply with the requirements of various state and local building codes. Accidents often occur due to carelessness, fatigue, and/or use of the wrong procedures or faulty equipment. The laboratory and other places on campus are, therefore, designed to promote safety. Students must follow all procedures to prevent accidents and injuries.

If an emergency is brought to the attention of a school employee during school hours, she/he will take appropriate action to obtain medical emergency services, if required. Students should not independently call fire, rescue, medical, or law enforcement personnel. All accidents, injuries, or emergencies must be reported immediately to the nearest instructor or employee. Instructors and staff members, upon receiving a verbal report, will act promptly and follow a specified accident procedure. Similarly, students must not attempt to repair any damaged, broken, or malfunctioning equipment. They should notify an instructor or the nearest staff member.

The school administration should also be notified immediately of any illnesses, accidents, or hospitalizations of any students that may affect their ability to attend classes or otherwise participate in the program.

## **NCLEX**

The State of Florida has licensing laws that require that nursing students obtain a state license prior to employment. To obtain a license, a graduate must pass the National Council Licensure Examination (NCLEX-RN) for this profession.

Students who score high on the HESI Exit Exam are strongly encouraged to keep studying and reviewing course material to increase their confidence and test-taking skills. HAI will conduct review classes to help prepare graduates for the state and national licenses. Students may obtain information on certifying examinations from program instructors.

## **NCLEX COST**

The cost of the NCLEX Exam is not included in the tuition. Students will be responsible for paying for the NCLEX Exam at the appropriate time.

## **GENERAL INFORMATION**

### **HOURS OF OPERATION**

The administrative office of Hearts Associates Institute (HAI) is open for business Monday through Friday from 9 a.m. to 5 p.m. The main telephone number to the school is 561-810-6161. Faculty office hours are posted in the classrooms and bulletin boards. Students may call and make appointments for advisement and support services during office hours or by email.

Walk-ins are welcome Monday through Friday from 9 a.m. to 5 p.m. Appointments outside of this timeframe can be made by calling the main number. If you must contact

the school during non-business hours, email at: [heartassociateinstitute@gmail.com](mailto:heartassociateinstitute@gmail.com), [heartassociateinstitute@haicampus.com](mailto:heartassociateinstitute@haicampus.com) and a HAI staff member will contact you in a timely manner.

HAI's administrative offices are closed for two weeks during the Christmas and New Year Holidays and for most legal U.S. holidays including:

## **SCHOOL CALENDAR/HOLIDAY**

Hearts Associates Institute (HAI) operates on a continuous basis throughout the year. The school will be closed during the following periods:

### **Holidays:**

**New Year's Day**

**Martin Luther King, Jr Day**

**President's Day**

**Good Friday**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

## **CLASSES SCHEDULE HOURS**

<b>Day Classes</b>	Monday - Thursday	9:00 am - 2:00 pm
<b>Evening Classes</b>	Monday - Thursday	5:00 pm – 10:00 pm

## **GENERAL INFORMATION CONDUCT**

Students are required to adhere to school policies and procedures and to conduct themselves in a professional manner. All Students are expected to observe specific standards of conduct in their interaction with peers and faculty. They are also expected to treat the school's equipment and facilities with proper care. Anyone who damages school property by purposeful intent or extreme carelessness will be subject to disciplinary action and may be held financially liable for damages.

Students are expected to conduct themselves in a responsible manner which reflects favorably upon their association with the school while they are off school premises.

Students who fail to meet these requirements are subject to disciplinary action that may result in suspension or termination.

Unprofessional conduct which discredits the individual or Hearts Associate Institute (HAI) will be subject to termination. Students must conduct themselves to they do not interfere with other students or the instructor. The administration reserves the right to terminate a student on any of the following grounds:

- Non-compliance with Hearts Associates Institute (HAI) rules and regulations.
- Conduct that reflects unfavorably upon Hearts Associates Institute (HAI) or its students.
- **Unsatisfactory academic progress.**
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for unsatisfactory progress may be re-admitted into the program only at the discretion of the Institution Director.

## **DRESS CODE**

Proper attire is required of HAI students in accordance with the assigned dress code. Nursing students must maintain a clean and well-groomed appearance; wear minimal jewelry with no visible body piercing, except ear piercing; and avoid heavy perfumes and aftershaves. Mustaches and beards must be clean and neatly trimmed. Students are required to wear specific uniforms and other items of clothing, which are not offensive or hazardous to their health and safety or to the health and safety of others. Shoes and clothing must be clean and in good condition.

Students are expected to wear white tops and bottoms to class and clinic, including closed white shoes. High standards of personal hygiene and health are expected. Students are

expected to maintain a professional appearance at all times. Students enrolled in programs that train for direct patient care must wear white uniforms, or designated color. Shorts, jeans, miniskirts, sweat suits, slippers, jogging wear, hair curlers, and hats and/or head scarves are not permitted to graduation.

## STUDENT RESPONSIBILITIES

Students have responsibility for the following:

- Attend classes regularly
- Maintain satisfactory grades
- Make the most out of their educational experience
- Know and observe the rules and regulations of the school concerning student conduct
- Be informed and express their opinions freely
- Show respect for others and their property
- Discuss grievances informally with the persons involved before invoking a formal grievance action

## BEHAVIORS SUBJECT TO DISCIPLINARY ACTION

Disciplinary action is determined at the sole discretion of Hearts Associates Institute's administration. The school will apply appropriate disciplinary procedures and sanctions, including suspension and termination, to any student who acts independently or jointly, who commits, or attempts to commit, any of the following acts of misconduct:

- Academic dishonesty, including but not limited to, dishonesty on exams, quizzes, or assignments, claiming credit for work not done or work done by others hindering the academic work of other students
- Cheating or lying. Cheating is defined as violating rules or regulations or conducting matters fraudulently to benefit oneself. Lying is defined as giving or attempting to give a false impression or making false statements. Students who are found cheating or lying will be dismissed from the nursing program
- Non-disclosure or misrepresentation in filling out applications or other school records
- Substantially interfering with the freedom of expression, movement, or activity of others
- Excessive absences or tardiness
- Violation of any probation terms
- Failure to comply with the lawful directions of school officials, law enforcement officials, acting in the performance of their duties
- Use of indecent language on campus or at school-sponsored events

- Theft of property or of services
- Misusing school computing resources by intentionally making or receiving, accessing, altering, using, or tampering with files, programs, passwords, or hardware belonging to other computer users without their permission
- Any other acts or omissions which interfere with the rights of others in the pursuit of their education, or otherwise disrupts the learning process
- Any student arrested after admission to a program must report the arrest within 10 days to the program administrator. HAI will evaluate each arrest incident on a case-by-case basis. A student who fails to report an arrest is subject to disciplinary action, including dismissal. A student who is arrested may be required to withdraw from a clinical course while processing through the criminal justice system; graduation will be delayed, and the student will be financially responsible for the additional cost to retake courses. Readmission to the nursing program requires written documentation of the resolved case prior to consideration for returning, and full compliance with the school's re-entry policy.

## **SOLICITATION**

In the interest of all students, faculty, and staff, HAI will not permit any outside soliciting in the classroom for any reason without the written consent of the program administrator.

## **SMOKING, FOOD AND BEVERAGE**

HAI is a drug-free, alcohol-free, and smoke-free institution and workplace, and offers drug and alcohol counseling information to students and staff. The school's policy provides for administrative action, up to and including termination or expulsion of any student or employee found in possession of alcohol and or a controlled substance on the campus. The school has a zero-tolerance policy with regards to alcohol, smoking, and drugs. 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 student lounge. No food or beverages are allowed in the classrooms, skills laboratories, or resource room at any time.

## **LOSS OF PERSONAL PROPERTY**

The school does not assume responsibility for the loss of books, tools, or other personal property. The school does not assume responsibility for the loss of books or other personal property a student may bring to school.

## **LOST AND FOUND**

The school director or Director of Student Services will secure lost and found articles in a locked area. Items will be held 30 days and then disposed of as appropriate.

## **DRUG-FREE POLICY**

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

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited.
2. That violations of this prohibition will result in discharge or other appropriate actions.
3. That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction.
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving of financial aid, 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.

## **APPEALS PROCEDURE**

Any appeals for dismissal for failure to maintain satisfactory progress must be made in writing to the School Director within fifteen days of notice of dismissal. The student will be notified in writing of the School Director's decision.

## **EMPLOYMENT ASSISTANCE**

Hearts Associates Institute (HAI) does not make any guarantees of employment or salary upon program completion/graduation. Hearts Associates Institute (HAI) will provide placement assistance, which consists of identifying employment opportunities and advising the student on the appropriate means of attempting to realize these opportunities.

## **UNRESOLVED DISPUTES/GRIEVANCE POLICY AND PROCEDURES**

HAI is committed to the fair and equitable treatment of all students, and the resolution of any grievance in a timely manner without retaliation. The school is responsive to addressing and resolving complaints, grievances, and appeals. A Complaint is defined as an informal claim by a student (s), alleging unfair, arbitrary, improper, or discriminatory action that involves the application of a specific school rule or procedure. A grievance is defined as a written claim by a student (s), alleging unfair, arbitrary, improper, or discriminatory action that involves the application of a specific school rule or procedure.

### **Types of Student Complaints**

- Complaints about service, support, or assistance provided by academic, administrative, or support departments of the school
- Complaints about academic issues such as instruction methodology, grading, testing, or assignments, or non-academic matters such as IT support, institution services, facilities, policies, financial matters

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the institution director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made. The grievance policy for is as follows:

1. Complaints against students or institute employees shall first be directed to the individual. Complaints must be made within one months of the problem.
2. If the complaint cannot be resolved informally then students shall write up the problem and submit to the school director who will research the problem and respond with a resolution within 10 working days.
3. If there has been no satisfactory resolution, then the student may take the problem to the president of the school.
4. All communications must be in writing and on file.

## RESOLUTION PROCESS

At HAI students may communicate with the person(s) who is directly responsible for resolving a complaint through phone conversations, emails, or individual conversations. Before filing a formal grievance, students are encouraged to use these informal means to have a decision reconsidered.

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the institution director and then the corporate officers. This must be a document in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the employee file. Every attempt at a satisfactory resolution will be made.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:

*Commission for Independent Education: 325 West Gaines Street Suite 1414  
Tallahassee, Florida 32399-0400 | 888-224-6684 Toll Free*

## ONLINE DELIVERY / TECHNICAL SUPPORT

Technical support on the use of the platform is available at students' and professors' request throughout the course and provides information about course activities and how to use the platform tools. Students have access to technical support from Monday to Sunday 24/7.

## EQUIPMENT AND SUPPLIES

Completed course content and supplemental materials needed for students (syllabus, PPT'S, PDF'S, links, activities, etc.) are provided in the course prior to the course start date.

**The distance learning platform requires specific features to achieve required tasks.**

Windows		
1	Processor: 2GHz or faster processor (or above)	Hardware
1	Operating System: Windows 10/8/7	Software
1	Memory: 2GB of RAM (or above)	Hardware
1	Screen Resolution: 1024 x 768 (or above)	Hardware
1	Microsoft Internet Explorer 11, Windows Edge, or Mozilla Firefox 47 and 48, Chrome 52 and 53	Software
1	Microsoft Office 2016 or 365 (or higher)	Software
1	Adobe Flash Player 22 and 23 (or higher) and Adobe Acrobat 11 (or higher)	Software
1	Webcam and Headset	Hardware

Mac		
1	Processor: 2GHz or faster processor	Hardware
1	Operating System: OSX 10.6 (or above)	Software
1	Memory: 2GB of RAM (or above)	Hardware
1	Screen Resolution: 1024 x 768 (or above)	Hardware
1	Mozilla Firefox 47 or Safari 6.2.8 browser supported for Mac OS X 10.6 (or higher)	Software
1	Microsoft Office 2012 or 365 (or higher)	Software
1	Adobe Flash Player 23 (or higher) and Adobe Acrobat 11 (or higher)	Software
1	Webcam and Headset	Hardware

Hearts Associates Institute (HAI) strives to prevent the spread of computer viruses by employing the latest virus detection software on all institution-owned computer systems; however, HAI makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Hearts Associates Institute (HAI) will not be held liable for any direct, indirect, incidental, special, consequential, or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by HAI staff members, students, or affiliates. HAI strongly recommends and urges all Instructors and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month, for their particular computer and operating system.

## PROGRAM INFORMATION

### Nursing (AS) - Associate Science Degree

**Course Title:** Nursing

**Credential Issued:** Associate Science Degree

**Program Duration:** 12 months

**General Education:** 32 Credit Hours

**Semester Credit Hours:** 74 Credit Hours:

**Total Clock Hours:** 1590

**Major Credit Hours:** 42 Credit Hours

**Program Objective:** The Associate of Science in Nursing program consists of 74 semester credit hours and is designed to teach students the role of the professional nurse in the healthcare industry. The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. All graduates must have completed all requirements as set by the program in order to receive a degree and to qualify to take the State Board of Nursing National Licensure Examination (NCLEX).

**Program Description:** Upon completion of the Associate of Science in Nursing Program the graduate will be able to:

- Apply the principles of communication to establish and maintain therapeutic relationships with clients and their families as well as a professional relationship with members of various healthcare teams.
- Synthesize the knowledge from the natural and behavioral sciences to inform the decision-making process regarding clients plan of care utilizing the nursing process.
- Function with accountability and commitment to practice nursing in accordance with standards of practice legal, ethical guidelines and within the scope of practice for a registered nurse.
- Demonstrate professional values and behaviors consistent with nursing roles.
- Incorporate the use of critical thinking skills of sound reasoning, independent thinking, and creativity in the phases of the nursing process to provide care based on theory and research for clients.
- Integrate communication theories in interpersonal and therapeutic relationships through the appropriate use of verbal, nonverbal, written, and information technology skills in professional nursing practice.
- Integrates the philosophy of the nursing program with respect to person, health, environment, and nursing through relationships with clients, other students, faculty, and health care colleagues.

Course Number	Course Title	Clock Hours	Credit Hours
ENGL 1101	English Composition - <b>Online option</b>	45	3
MATH 1033	Intermediate Algebra - <b>Online option</b>	45	3
PSYC 2012	General Psychology - <b>Online option</b>	45	3
COMP 1061	Computer Concepts - <b>Online option</b>	45	3
LSPD 2004	Life Span Development - <b>Online option</b>	30	2
SPCH 1024	Speech Communication - <b>Online option</b>	45	3
BHCW 2003	Basics Healthcare Worker and HIV/AIDS Online <b>option</b>	45	3
BSCS 2085/L	Anatomy and Physiology, I & Lab - <b>Online option</b>	75	4
BSCS 2086/L	Anatomy and Physiology II & Lab - <b>Online option</b>	75	4
MICR 2013/L	Microbiology & Lab - <b>Online option</b>	75	4
NURS 1022-A	Nursing I: Fundamentals of Nursing Concepts I Skills Lab	60	2
NURS 1022-B	Nursing I: Fundamentals of Nursing Concepts I	45	3
NURS 1022-C	Nursing I: Fundamentals of Nursing Concepts Clinical	90	3
NURS 1140	Nursing Pharmacology	90	4
NURS 1211-A	Nursing II – Basic Adult Healthcare Skills Lab	60	2
NURS I211-B	Nursing II – Basic Adult Healthcare	45	3
NURS 1211-C	Nursing II – Basic Adult Healthcare Clinical	90	3
NURS 2463-A	Nursing III- Nursing Care-Childbearing Families Skills Lab	60	2
NURS 2463-B	Nursing III- Nursing Care-Childbearing Families	45	3
NURS 2463-C	Nursing III- Nursing Care-Childbearing Families Clinical	90	3
NURS 2230-A	Nursing IV – Advanced Adult Health Care Skills Lab	60	2
NURS 2230-B	Nursing IV – Advanced Adult Health Care	45	3

NURS 2230-C	Nursing IV – Advanced Adult Health Care Clinical	90	3
NURS 2733-A	Nursing V: Nursing Leadership and Management	30	2
NURS 2733-C	Nursing V: Nursing Leadership and Management Clinical Lab	30	1
NURS 2811-A & B	Nursing VI: Nursing Practicum (Externship) (90 + 45)	135	3
		<b>Total</b>	<b>1590</b>
			<b>74</b>

## ASSOCIATE OF SCIENCES IN NURSING COURSE DESCRIPTIONS

### ENGL 1101 English Composition – 3 Credits

This course will teach the student the writing process, editing skills, problems with verb usage, verb agreement and consistency, paragraph creation, sentence creation, writing an essay, compound sentences, common sentences error, spelling errors, modifiers, mistakes with modifiers, and run on sentences.

*Prerequisites: None*

### MATH 1033 Intermediate Algebra – 3 Credits

In this course the student will learn whole numbers, fractions, decimals, ratios, rates, and proportions, percentages, units of measure, geometry, statistics, signed numbers, and introduction to algebra.

*Prerequisites: None*

### PSYC 2012 General Psychology – 3 Credits

This course will teach the science of psychology, the biological perception, learning, memory, cognitive psychology, thinking, intelligence and language, motives and emotions, sexuality and gender, stress and health, social psychology, theories of personality, psychological disorders, and psychological therapies.

*Prerequisites: None*

### COMP 1061 Computer Concepts – 3 Credits

This course will teach the student how to create and save a new document, navigate in word for windows, add a graphic to a document, how to use the spell check, use the Microsoft help system, format and organize text, change paragraph and text layout, create and modify list, insert and format headers, how to use graphic and tables, setting tab stops, how to modify text and boxes and shapes, how to create and format a table, cut and paste text and pictures, insert hyperlinks, creating mailing labels, create a merge mail list and create and insert columns. Students will also learn about spreadsheets used to compile data for reporting and monitoring healthcare information.

*Prerequisites: None*

**SPCH 1024 Speech Communication – 3 Credits**

The student will learn the following in this course: introduction to communication, communication confidence, ethical communication, listing and critical thinking skills, choosing topics, analyzing your audience, integrating supporting material, organizing ideas, outlining a presentation, using appropriate language, delivery a presentation, undersign persuasive principles, using arguments and using communication in the 21st century, speech outlines.

*Prerequisites: None*

**BSCS 2085 Anatomy and Physiology I – 3 Credits**

This course describes the relationship of body systems in providing client care. Emphasis is placed on the structure and function of the respiratory, cardiovascular, musculoskeletal, skin, and sensory, and reproductive systems. Students will learn how to teach the client how the body functions. Understanding the human development process and the different stages of human growth are included.

*Prerequisites: None*

**BSCS 2085 L Anatomy and Physiology I Lab – 1 Credit**

Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.

*Prerequisites: None*

**BSCS 2086 Anatomy and Physiology II – 3 Credits**

This course Continues BSC 2085 Anatomy and Physiology I. with emphasis on the circulatory, digestive, lymphatic, endocrine, immune, urinary and nervous systems. Topics include blood, sense of organs, nutrition, and metabolism, fluid and electrolyte balance and acid-base balance.

*Prerequisites: BSCS 2085/L*

**BSCS 2086 L Anatomy and Physiology II Lab – 1 Credit**

Laboratory experience includes microscopic observation, experimentation, and study of anatomical models.

*Prerequisites: BSCS 2085/L*

**LSPD 2004 Life Span Development**

In this course students explore human development and examine theories and empirical studies dealing with human cognitive, social, emotional, and physical development in the context of a lifespan. Additionally, students are introduced to emergent and controversial topics relevant to a student's home and work environment.

*Prerequisites: None*

**BHCW 2003 Basics Healthcare Worker and HIV/AIDS**

An introduction to the health care environment, this course focuses on the health care team and delivery systems. Emphasis is placed on legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. HIV/AIDS is included.

*Prerequisites: None*

**MICR 2013 Microbiology – 3 Credits**

This course is designed to explore the science of microbiology in the modern area. This course in microbiology treats the anatomy, physiology, and relationships of bacteria, fungi, viruses Rickettsiae and protozoa. Included are discussions of the role of microorganism I the industry, in the environment, and health.

*Prerequisites: None*

**MICR 2013 Lab Microbiology Lab – 1 Credit**

Laboratory of MCB 2013. Laboratory experience includes microscopic observation, experimentation, and study of microbiology treats, and relationships of bacteria, fungi, viruses Rickettsiae and protozoa.

*Prerequisites: MICR 2013*

**NURS 1140 Nursing Pharmacology – 4 Credits**

This course presents essential concepts and principles of pharmacology as applied to nursing practice. Emphasis is on application of the nursing process to the care of patients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of the course is required for progression in the nursing program. The course contains a number of critical skills including medication administration that must be performed without error to achieve a passing grade for the course.

*Prerequisites: None*

**NURS I: NURS 1022-A NURS 1022-B NURS 1022-C Fundamentals of Nursing Concepts – 8 Credits**

This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It includes physical comfort and safety techniques such as body mechanics and proper ergonomics. Personal safety, injury prevention, and infection control are covered. A background of nursing theory and the role and function of the practical nurse are taught. This course includes a cognitive study of basic nursing assisting duties such as basic patient care, bedside care, moving and transferring, fall prevention, elderly care, activities of daily living, use of oxygen, grooming, urinary & bowel elimination, bed making, admission and discharge, and restorative care.

**NURS II: NURS12 11 A NURS 1211B NURS 1211C Basic Adult Healthcare – 8 Credits**

This course focuses primarily on basic medical-surgical nursing care of adults who are acutely or chronically ill. It builds upon concepts and skills introduced in prerequisite nursing and general education courses. The pathophysiological basis for diseases and conditions are discussed. Secondary/acute settings, particularly hospital, are utilized in this course.

*Prerequisite: NUR 1022A-C.*

**NURS III: NURS 2463A NURS 2463B NURS 2463C Nursing Care- Childbearing Families – 8 Credits**

This course focuses primarily on obstetrics and gynecology with total maternity care as well as pediatric nursing. Included are normal childbearing families, this course exposes students to common recurring and complex problems associated with the health of mother and childcare. Concepts and skills reviewed in NUR 1022 are integral to this course, with emphasis on development theories as they relate to the care of women, infants and children. Primary, secondary and tertiary care settings are utilized for clinical experiences, including outpatient care, hospitals, pediatric programs (which may include outpatient, inpatient, in-home and community care). *Prerequisite NUR 1022 A-C and NUR 1211A-C.*

**NURS IV: NURS 2230A NURS 2230B NURS 2230C Advanced Adult Healthcare – 8 Credits**

This course continues the integration of the concepts central to the practice of nursing. It includes didactic and clinical content relating to complex skills associated with medical-surgical nursing and mental health/psychiatry nursing care. Included is the acquisition of knowledge and skills related to the care of individuals with more complex health care problems and needs. Mental health and psychiatric nursing care components further develop student's communication skills relating to the dynamics of normal and unusual human behavior and therapeutic responses to such behavior. Secondary and tertiary care settings are primarily utilized for clinical experiences, including general/acute care hospitals, psychiatric hospital, and community mental health centers.

*Prerequisite NUR 1022 A-C, NUR 1211A-C and NUR 2463A-C.*

**NURS V: NURS 2733A NURS 2733C Nursing Leadership and Management – 3 Credits**

This course requires that students utilize knowledge and skills acquired in previous nursing courses in the context of caring for a group of patients in a leadership capacity. Didactic and clinical content includes such areas as development of first-line management and leadership skills in the context of an organizational structure; collaborative decision-making; prioritization and time management. Ability to safely and effectively complete basic nursing functions such as medication administration and a

variety of nursing care skills while functioning as manager is emphasized. Clinical experiences include secondary and tertiary care setting such as hospital and long-term care facilities.

*Prerequisites: NURS 1211-B, NURS 2463-B and NURS 2230-B*

### **NURS VI: NURS 2811 Nursing Practicum – 3 Credits**

This course enables students to independently demonstrate critical competencies expected of an entry-level associate degree nurse. Classroom content relates to preparation of a student for assuming the role of a professional nurse. The clinical component is an individualized experienced of a specific interest proposed by the student, selected in collaboration with faculty and an RN preceptor. Individualized goals and objectives are developed, with ongoing supervision of progress by faculty and the RN preceptor. Prerequisite: All nursing didactic coursework.

*Prerequisites: NURS 2733-A, NURS 2733-C, NURS 2463-C, NURS 1211-C, and NURS 1022-C*

## **Practical Nursing**

### **Course Title: Practical Nursing**

Program Objective: The Program prepare students to provide nursing to patients/clients in hospitals, Nursing homes, home health care agencies, and other areas in the health care setting. Upon satisfactory completion of the program, the graduate is eligible to apply to sit for the National Council Licensure Examination for Practical Nursing.

Credential Issued: **Diploma** Semester Credit Hours: 64

Program Duration: **12 months** Total Clock Hours: **1 350**

General Credit Hours: **64** Major Credit Hours:

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
BHCW 2003	Basic Healthcare Worker and Medical Terminology	90	6
PRNS 2115	Fundamental of Nursing Practice (HIV/AIDS)	50	3
PRNS 2116	Fundamental of Nursing Practice Clinic	105	3.5
PRNS 2117	Growth & Development/Anatomy & Physiology	100	6.5
PRNS 2200	Nutrition and Nursing Care	25	1.5
PRNS 1005	Dosage and Drug Calculation	75	3.5
PRNS 2005	Basic Pharmacology	40	2.5
PRNS 3006	Medical Surgical I	80	5
PRNS 3007	Medical Surgical Clinical Skills I	120	4
PRNS 3008	Medical Surgical II	65	4.5

PRNS 3009	Medical Surgical Clinical Skill II	115	3.5
PRNS 4000	Mental Health and Community Concepts	80	5
PRNS 4010	Obstetric Nursing Theory	50	3
PRNS 4011	Obstetric Clinical Skills	105	3.5
PRNS 4110	Pediatric Nursing Theory	50	3
PRNS 4111	Pediatric Clinical Skills	100	3
PRNS 4210	Geriatric Nursing Theory	25	1.5
PRNS 4211	Geriatric & Final Nursing Clinical Rotation	75	1.5
		<b>Total</b>	<b>1350</b>
			<b>64</b>

## PRACTICAL NURSING COURSE DESCRIPTION

### PRNS 1005 Dosage and Drug Calculation – 75 clock hours

This course presents the basic knowledge of pharmacology including principles of dosage calculation, the six rights of medication administration, and observing patient need for medication including monitoring and documenting the use of controlled substances.

*Prerequisites: None*

### BHCW 2003 Basic Healthcare Worker and Medical Terminology – 90 clock hours

This course is designed to introduce students to healthcare occupations and provide information regarding the role of the practical nurse. The need for teamwork, conflict resolution, and law ethics in the medical field is included. Verbal and nonverbal communication skills are introduced, including the proper use of medical terminology. The student will be introduced to the Florida State 464 rules regarding the scope of practice of a licensed practical nurse. Discussion will include the practical nurse in a leadership/supervisory role, the role of the practical nurse in delegation to the unlicensed personnel, description of the Florida Board of Nursing requirements for initial and licensure renewal, demonstration and understanding of licensure by examination and by endorsement, completing the application for licensure by examination. Students will also be introduced to current legislation pertinent to the Florida Board of Nursing and its effect on the nursing profession. This course assures student awareness of the potential for stress in the practice of nursing and provides methods of managing stress.

*Prerequisites: None*

### PRNS 2115 Fundamental of Nursing Practice (IHIV/AIDS) – 50 clock hours

This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It includes physical comfort and safety techniques such as body mechanics and proper ergonomics. Personal safety, injury prevention, and

infection control are covered. A background of nursing theory and the role and function of the practical nurse are taught. This course includes 4-hour Aids/HIV training.

This course includes a cognitive study of basic nursing assisting duties such as basic patient care, bedside care, moving and transferring, fall prevention, elderly care, activities of daily living, use of oxygen, grooming, urinary & bowel elimination, bed making, admission and discharge, and restorative care.

*Prerequisites: None*

**PRNS 2116 Fundamental of Nursing Practice Clinical Skills – 105 clock hours**

This course is designed to introduce students to basic fundamental psychomotor skills such as activities of daily living, bed bath, bed making, feeding the patient, intake and output monitoring, tube feeding, legal aspect of documentation, practicing body mechanics, and obtaining and monitoring vital sign. All skills are introduced to students in a laboratory setting. Students must demonstrate competency in all skills prior to proceeding to the clinical setting. 107 Clinical hours.

*Prerequisites: PRN 2117, PRN 1005, PRN 2115, Co-requisite: PRN 3006, PRN 3007, PRN 2200*

**PRNS 2117 Growth & Development/ Anatomy & Physiology – 100 clock hours**

Students will study the relationship of each body system in providing client care. The structure and function of each body system will be reviewed including methods of teaching patients how the body functions. The human development process and the different stages of human growth are included.

*Prerequisites: None*

**PRNS 2200 Nutrition and Nursing Care – 25 clock hours**

Principles of nutrition and maintain therapeutic diets is the focus of this course. Students will learn about proper diet and factors to consider when purchasing, storing, and preparing food. Included is a review of the food groups as well as label reading and portion size. The importance of nutrition in healing and monitoring patients with specific health problems is included.

*Prerequisites: None*

**PRNS 2005 Basic Pharmacology – 40 clock hours**

In this course students will demonstrate pharmacological skills. Routes of administering medication, such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye, ear and nose drops, and injection will be covered.

*Prerequisites: PRNS 2111 Corequisites: PRNS 1005*

### **PRNS 3006 Medical Surgical I – 80 clock hours**

This course is designed to assist students in identifying signs and symptoms of disease/disorders of the body and the diagnostic tests used in the diagnosis and treatment each. Students will learn to identify medication used in the treatment of specific diseases, identify nutritional needs of patients based on the body system affected. Included will be common alterations in patients with psychological disorders and care of these patients. Care of patients with various diseases, such as respiratory, cardiovascular, musculoskeletal, nervous, skin and sensory, reproductive, urinary, digestive, endocrine, and oncology will be included. Students will learn techniques for counseling patients in such areas as pre-operative and post –operative teaching, performing surgical prep, provider post-operative care and assisting with post operative discharge.

*Prerequisites:* PRNS 2115, PRNS 2116, PRNS 2111

### **PRNS 3007 Medical Surgical I Clinical Skills – 120 clock hours**

In this course, students will put medical surgical skills to practice. This will include application of hot and cold packs, assisting patients with sitz bath, application of a pelvic belt for traction, applying a cervical collar, monitoring chest drainage system, monitoring patients following special procedures, applying bandages, binders, and various braces and splints. Additionally, proper patient skin care, changing dressings, inserting urinary catheters, changing ostomy appliances, connecting nasogastric tube to the suction machine, and removal if nasogastric will be performed. Students will demonstrate appropriate neurological checks, proper technique in giving an enema, logrolling, patients and correct testing stool for occult blood.

*Prerequisites:* PRNS 3006

### **PRNS 4000 Mental Health and Community Concepts – 80 clock hours**

This course is offered to provide students' knowledge regarding the specialty of mental health nursing care. Students will study the varied aspects of psychiatric nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness. The role of the practical nurse in this specialty will be discussed. Nursing skills and tasks are presented with clinical examples used as a means to understand the complexities of this specialty. Substance abuse, family abuse and domestic violence are topics covered in this course. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients. Students will problem solve, collect data, and create a patient care plan. Integration and retention of coursework previously covered is measured in the didactic setting through case study exercises.

*Prerequisites:* None

### **PRNS 3008 Medical Surgical II – 65 clock hours**

This course will focus on responding to emotional needs of patients and their family. The course consists of discussing coping mechanisms, differentiating between mental health and mental illness, recognizing signs and symptoms of various mental health disorders, and discussion of treatment modalities. Additionally, how to recognize the potential for suicide will be included. This will cover initiating appropriate intervention, describing treatments and resources for the addicted client, describing drug seeking behaviors, identifying an individual in crises and describing appropriate interventions. Maslow's theory of hierarchy, both physical and mental components, will be incorporated. This course also covers elements of patient care in an in-patient setting. Areas reviewed include suctioning techniques, urinary catheter care, irrigation of body cavities, and maintenance of tubes, obtaining blood specimens, and use of oxygen.

*Prerequisites: PRNS 3006*

### **PRNS 3009 Medical Surgical II Clinical Skills – 115 clock hours**

This course allows students to perform naso-oral pharyngeal suction, perform tracheotomy care, irrigate urinary catheter, maintain continuous urinary bladder irrigation, maintain enteral feeding tubes, instruct patient in breathing exercises, obtain, and test a drop of blood for glucose monitor, assist with physical examination, assist patient with diagnostic procedures, set up vaporized humidifier, administer and maintain oxygen, perform calculation and adjust IV flow rate. Additionally, students will demonstrate proper technique to irrigate an ear, eye, nasogastric tube, vaginal canal, wound, oral cavity, and colostomy.

*Prerequisites: PRNS 3006 and PRNS 3008*

### **PRNS 4010 Obstetrical Nursing Theory – 50 clock hours**

This course presents students with all areas of obstetrical care. This includes prenatal care, admitting a patient to labor and delivery, monitoring contractions and fetal heart rate, recognition of signs of fetal distress, and assisting with preparing a patient for caesarean. Students will learn how to provide post-partum care, demonstrate, and perform perineal care, and assist in breast care.

*Prerequisites: PRNS 2116*

### **PRNS 4011 Obstetrical Nursing Clinical Skills – 105 clock hours**

In this course students will practice the principles learned in the theory course. Students will perform all elements of obstetrical care. This includes prenatal care, admitting a patient to labor and deliver, monitoring labor contractions and fetal activity, and delivery. Students will demonstrate post-delivery skills such as wound care, perineal care, assistance with breast care, and patient bedside care.

*Prerequisites: PRNS 4010*

### **PRNS 4110 Pediatrics Nursing Theory – 50 clock hours**

This course teaches students how to adapt nursing care for the pediatric patient. This includes how to apply safety principles for the pediatric patient, describe general characteristics and particular needs, and explain problems specific to pediatric patients. Preparing the patient and family for a hospital experience, identifying signs and symptoms of common disorders/diseases, implementing prescribed nutrition requirements, and providing diversions and recreational activities are included. Students will be introduced to infant care during and after the delivery. This will involve learning how to perform an agar score, how to suction an infant's respiratory passage with bulb syringe, proper identification using the mother's bracelet, weighing, and measuring an infant, proper bathing, carrying, feeding, and collecting a urine specimen from an infant.

*Prerequisites: PRNS 2116*

### **PRNS 4111 Pediatric Nursing Clinical Skills – 100 clock hours**

Students will perform infant tasks such as agar scoring, suctioning respiratory passages with a bulb syringe, proper identification of an infant, weigh and measure an infant, bathe, carry, feed, and collect a urine specimen from an infant, provide post-partum care. Additionally, the student will demonstrate how to assist with circumcision, cleaning the site and apply dressing after the procedure. *Prerequisites: PRNS 4110*

### **PRNS 4210 Geriatric Nursing Theory – 25 clock hours**

This course is designed to introduce the student to the specifics of geriatric patient care. How to provide physical comfort and safety to patients in a nursing assistant facility is the focus of the course. Students will learn how to provide bedside patient care, principles of nutrition, assisting with feeding, infection control, performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, perform supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care. *Prerequisites: PRNS 2116*

### **Geriatric & Final Nursing Clinical Rotation – 75 clock hours**

Students will learn how to provide bedside patient care, principles of nutrition, assisting with feeding, infection control, performing patient daily care procedures (bathing, oral care, bed making and grooming), transporting and assisting with mobilization, psychological and social support of the clients, perform supervised organizational functions, assisting with restorative activities, reporting any mental or physical changes to the RN in charge and following the patient plan of care.

*Prerequisites: PRNS 4210*

## Allied Health Programs:

<b>Program:</b>	<b>Home Health Aide (HHA)</b>
<b>Credential Awarded:</b>	<b>Diploma</b>
<b>Contact Hours:</b>	<b>75</b>
<b>Length:</b>	<b>1 Month/4 weeks</b>

**Program Objective:** The **Home Health Aide 75-hour program** trains individuals to work as Home Health Aides and qualify to work at Medicare and Medicaid approved agencies.

**Program Description:** Individuals who enroll in this program will be able to seek employment at Medicare and Medicaid approved agencies where 75 Clock Hours of training are required. The program follows guidelines established by the Florida Agency for Health Care Administration. In order to find other employment or job enhancement then additional training is required. Students who have satisfactorily completed the Home Health Aide 75-hour course work will be awarded a diploma in Home Health Aide.

### **HOME HEALTH AIDE COURSE DESCRIPTIONS**

#### **HHA100 VERBAL AND WRITTEN COMMUNICATION**

6 Theory Hours/ 0 Lab Hours/ 0 Externship / 6 Clock Hours

This course is designed to enhance verbal and written communication skills. Students engaged in this course will learn basic sentence structure and grammar, for the purpose of developing the ability to communicate clearly and concisely in the healthcare setting. Verbal communications will be developed through oral presentation and word enunciation.

#### **HHA101 LAWS AND ETHICAL STANDARDS**

4 Theory Hours/ 0 Lab Hours/ 0 Externship / 4 Clock Hours

Students will learn the laws and ethical standards that govern the activities of the Home Health Aide. Students will hold active discussion on ethical issues that are faced in the Home Health setting.

#### **HHA102 PHYSICAL COMFORT AND PATIENT SAFETY**

8 Theory Hours / 2 Lab Hours / 0 Externship /10 Clock Hours

Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment to patient.

### **HHA103 PRINCIPLES OF NUTRITION**

10 Theory Hours / 5 Lab Hours / 0 Externship / 15 Clock Hours

Protocols for patient care include nourishment, nutrition, and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients.

### **HHA104 PRINCIPLES OF INFECTION CONTROL**

10 Theory Hours / 5 Lab Hours / 0 Externship / 15 Clock Hours

This course is designed to train students on procedures for infection control. Students will demonstrate knowledge of OSHA guidelines, as well as skills in isolation procedures, gloving, and appropriate hand washing techniques.

### **HHA105 HOME HEALTH CARE SERVICE**

15 Theory Hours / 2 Lab Hours / 0 Externship 17 Clock Hours

Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health care

### **HAE 100 HIV/AIDS EDUCATION**

4 Clock Hours

Student will learn the history of HIV/AIDS procedures and protocols. The course will train students on procedures for infection control. Students will demonstrate knowledge of HIV/AIDS diseases.

### **CPR 100 CARDIOPULMONARY RESUSCITATION/CPR**

4 Clock Hours

This course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR.

**Program:** [\*\*Phlebotomy Technician\*\*](#)

**Credential Awarded:** **Diploma**

**Contact Hours:** **165**

**Length:** **2 Months -2 weeks -5 hours**

**Prerequisites:** **None**

**Program Objective:** Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Phlebotomy Technician, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers, and other medical facilities.

**Program Description:** Students of the Phlebotomy Technician program must complete the Health Science Module in conjunction with the phlebotomy Technician Program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it.

The Phlebotomy Technician Program is designed to train students to perform duties which include but not limited to blood draw, storing blood, and components, venipuncture, and basic processing. Students will learn the circulatory system and its function and pathology of disease, laws, and ethics critical policies and procedures including universal precaution infection control, OSHA, CLIA guidelines and how they apply to the Phlebotomy Technician duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

## **PHLEBOTOMY TECHNICIAN COURSE DESCRIPTIONS**

### **PHL100 PHLEBOTOMY HEALTH SCIENCE FUNDAMENTALS**

**54 Theory Hours/11 Lab Hours/0 Externship Hours/65 Clock Hours**

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedure. Student will learn the history of HIV/AIDS procedures and protocols. Also, this course will prepare students with emergency procedures in Cardiopulmonary Resuscitation. Upon successful completion of the course and passing the tests, students will be certified in CPR

### **PHL 101 STRUCTURE/FUNCTION OF THE CIRCULATORY SYSTEM & MEDICAL TERMS**

**9 Theory Hours/2/ Lab/ Hours/ 0 Externship/11 Clock Hours**

Describe structure and function of each body system; identify common diseases in each body system; health careers related to each system; perform skills related to each body system.

**PHL 102 LAWS & ETHICS RELATING TO PHLEBOTOMY****14 Theory Hours/0/ Lab/ Hours/ 0 Externship/14 Clock Hours**

Liability of health care workers, patients' Bill of Rights, Health Care Code of Ethics, confidentiality, authority and responsibility of the health care worker, recognizing and reporting illegal and unethical practices such as abuse and neglect.

**PHL103 PHLEBOTOMY SKILLS THEORY & LAB****9 Theory Hours/8/ Lab Hours/ 0 Externship/17 Clock Hours**

This course provides supervised experience in the performance of venipuncture and micro collection techniques. Emphasis is on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to perform safely the procedures necessary for specimen collections on patients in various health care settings precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to perform safely the procedures necessary for specimen collections on patients in various health care settings

**PHL104 SPECIMEN TRANSFER ACCESSING & PROCESSING****13 Theory Hours/23/ Lab/ Hours/ 0 Externship/36 Clock Hours**

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, vital signs and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

**PHL105 QUALITY ASSURANCE & SAFETY PROCEDURES****7 Theory Hours/15/ Lab/ Hours/ 0 Externship/ 22 Clock Hours**

Safe use of medical equipment, recognize and report safety hazards, security procedures for medical supplies and equipment, proper body mechanics, patient identification, safe patient transport and transfer, and fire safety and evacuation procedures.

## COURSE NUMBERING SYSTEM

**All Nursing courses are numbered with the following prefix:**

ENGL 1101	English Composition
MATH 1033	Intermediate Algebra
PSYC 2012	General Psychology
COMP 1061	Computer Concepts
LSPD 2004	Life Span Development
SPCH 1024	Speech Communication
BHCW 2003	Basics Healthcare Worker and HIV/AIDS
BSCS 2085/L	Anatomy and Physiology, I & Lab
BSCS 2086/L	Anatomy and Physiology II & Lab
MICR 2013/L	Microbiology & Lab
NURS 1022-A	Nursing I: Fundamentals of Nursing Concepts I Skills Lab
NURS 1022-B	Nursing I: Fundamentals of Nursing Concepts I
NURS 1022-C	Nursing I: Fundamentals of Nursing Concepts Clinical
NURS 1140	Nursing Pharmacology
NURS 1211-A	Nursing II – Basic Adult Healthcare Skills Lab
NURS I211-B	Nursing II – Basic Adult Healthcare
NURS 1211-C	Nursing II – Basic Adult Healthcare Clinical
NURS 2463-A	Nursing III- Nursing Care-Childbearing Families Skills Lab
NURS 2463-B	Nursing III- Nursing Care-Childbearing Families
NURS 2463-C	Nursing III- Nursing Care-Childbearing Families Clinical
NURS 2230-A	Nursing IV – Advanced Adult Health Care Skills Lab
NURS 2230-B	Nursing IV – Advanced Adult Health Care
NURS 2230-C	Nursing IV – Advanced Adult Health Care Clinical
NURS 2733-A	Nursing V: Nursing Leadership and Management
NURS 2733-C	Nursing V: Nursing Leadership and Management Clinical
Lab	
NURS 2811-A & B	Nursing VI: Nursing Practicum (Externship) (90 + 45)
BHCW 2003	Basic Healthcare Worker and Medical Terminology
PRNS 2111	Anatomy and Physiology with Lab
PRNS 2115	Fundamental of Nursing Practice (HIV/AIDS)
PRNS 2116	Fundamental of Nursing Practice Clinic
PRNS 2117	Growth & Development
PRNS 2200	Nutrition and Nursing Care
PRNS 1005	Dosage and Drug Calculation
PRNS 2005	Basic Pharmacology
PRNS 3006	Medical Surgical I
PRNS 3007	Medical Surgical Clinical Skills I
PRNS 3008	Medical Surgical II
PRNS 3009	Medical Surgical Clinical Skill II
PRNS 4000	Mental Health and Community Concepts
PRNS 4010	Obstetric Nursing Theory

PRNS 4011	Obstetric Clinical Skills
PRNS 4110	Pediatric Nursing Theory
PRNS 4111	Pediatric Clinical Skills
PRNS 4210	Geriatric Nursing Theory
PRNS 4211	Geriatric & Final Nursing Clinical Rotation

**All Allied Health courses are numbered with the following prefix:**

PHL100	Phlebotomy Health Science Fundamentals
PHL 101	Structure/Function of the Circulatory System & Medical Terms
PHL 102	Laws & Ethics relating to Phlebotomy
PHL103	Phlebotomy Skills Theory & Lab
PHL104	Specimen Transfer Accessing & Processing
PHL105	Quality Assurance & Safety Procedures
HHA100	Verbal and Written Communication
HHA101	Laws and Ethical Standards
HHA102	Physical Comfort and Patient Safety
HHA103	Principles of Nutrition
HHA104	Principles of Infection Control
HHA105	Home Health Care Service
HAE 100	HIV/AIDS Education
CPR 100	Cardiopulmonary Resuscitation

**Key Contact Information at Hearts Associates Institute - HAI**

At Hearts Associates Institute we are here ready and willing to assist you in all student matters. To ensure that someone addresses your concerns in a timely manner, please contact each respective department via the email addresses below.

	<b>Department</b>	<b>Contact Information</b>
General Information	Admission	<a href="mailto:admin@haicampus.com">admin@haicampus.com</a>
Transcript Request Enrollment Class Schedule	Registrar	<a href="mailto:registrar@haicampus.com">registrar@haicampus.com</a>
Payment	Financial Services/Bursar	<a href="mailto:finances@haicampus.com">finances@haicampus.com</a>
Job Placement	Student Services	<a href="mailto:studentservices@haicampus.com">studentservices@haicampus.com</a>
Academic Concerns	General Education	<a href="mailto:heartassociateinstitute@haicampus.com">heartassociateinstitute@haicampus.com</a>
Nursing Programs	Nursing Department	<a href="mailto:don@haicampus.com">don@haicampus.com</a>

### **Student Handbook Adherence Agreement**

I understand that I am responsible for adhering to the policies and procedures contained in the **Hearts Associates Institute Student Catalog**.

I understand that successful completion of the program curriculum will result in the award of a Diploma or Degree in my area of study.

Completion of the program does not ensure the granting of a license to practice nursing. The State Board of Nursing is the issuing agency for licensure. I understand that licensure is based on meeting all of the requirements set forth by the State Board of Nursing as well as successfully passing the licensing exam.

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Student Signature

Date

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Print Student Name

Date

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Parent Signature (Applicable to students under the age of 18)

Date

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Witness

Date

**Thank You for Choosing!**  
**HEARTS ASSOCIATES INSTITUTE (HAI)**



**INTEGRITY - COMMITMENT - EMPOWERMENT - EXCELLENCE**

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