



# HOLLYWOOD CAREER INSTITUTE

2026-2027

"OUR GOAL IS YOUR SUCCESS"



## Catalog

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“Our Goal is your Success”



## INSTITUTION OVERVIEW

### Ownership

Hollywood Career Institute, LLC. Is a limited liability company formed in FL and is owned by Yudeimy “Amy” Valdes.

### Doing Business As (DBA)

The institution is registered with the State of Florida as DBA Hollywood Career Institute.

### Governing Body

Hollywood Career Institute’s governing body consists of:

- Yudeimy “Amy” Valdes
- Miguel Amezcua
- Sheldon Valentine

### History

Hollywood Career Institute, LLC. Was established in the year 2016. Observing trends in the healthcare industry, the owner became aware of the need for well-trained caregivers and decided to contribute to society by meeting this need. Hollywood Career Institute provides training, education, and individualized assistance.

### Licensure

The institution is “Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684;” License # 5721

Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399 Telephone No: 850-245-3200/Toll Free 888-224-6684

### Accreditation

Hollywood Career Institute is accredited by the Council on Occupational Education.

## HOURS OF OPERATION

The Administrative Office is open Monday to Thursday from 8:00am to 7:00pm. Fridays from 8:00am to 5:00pm and Saturdays from 9:00am to 4:00pm.

## PURPOSE AND PHILOSOPHY

Hollywood Career Institute’s goal is to admit, retain, and produce students who will successfully complete their program and enter the field of employment as proficient health care providers. The allied health curriculum at this institution is designed to prepare participants to deliver quality healthcare in an efficient manner. Students are taught to acknowledge the total individual by maintaining respect and dedication to their purpose in home health aid. The healthcare provider must recognize the individuality of each client, respecting cultural differences and/or similarities. Respect of their right to confidentiality must be foremost in the minds of caregivers.

Hollywood Career Institute encourages students to acquire knowledge, develop creativity and strive for excellence. We believe that any person willing to apply themselves to the home health or allied health care fields can benefit from the training offered at this institution.

## MISSION STATEMENT

Hollywood Career Institute is committed to providing comprehensive training in allied health education that will inspire individuals to acquire knowledge and skills to be productive members of society, to develop their creativity, and to strive for personal experience. Hollywood Career Institute’s goal is to prepare individuals to enter the healthcare field and work in inpatient and outpatient medical facilities. Hollywood Career Institute is committed to reviewing this purpose at least annually and determining what additional training programs and student services are needed to meet the demands of the community it serves.

## INSTITUTIONAL OBJECTIVES

Within the program of study, students are taught the technical skills necessary to deliver quality health care. All classes are taught on site. Graduates may obtain the required certification or licenses to gain employment in health-related areas.

The programs are recommended for anyone with a high-school diploma or equivalent desiring to gain employment in the health care industry.

## POLICY STATEMENT

Admission is open to any qualified applicant. Hollywood Career Institute does not discriminate regarding sexual orientation, national origin, disability, or age.

Hollywood Career Institute 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 Administration. Hollywood Career Institute does not offer tuition reduction for transfer of credit, advanced placement or credit for experiential learning.

The acceptance of the transfer of credit from Hollywood Career Institute is up to the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

The courses are numbered using an alphabetic prefix which depicts the description of the course followed by a numeric suffix which depicts the course sequence.

## ACADEMIC OVERVIEW

### Licensed Programs

Program Title	Required Hours *	Credential
Home Health Aide	75 Clock Hours	Diploma
Medical Billing and Coding Specialist	1160 Clock Hours	Diploma
Patient Care Technician	600 Clock Hours	Diploma
Phlebotomy Technician	165 Clock Hours	Diploma
Medical Assistant with Basic X-Ray	1300 Clock Hours	Diploma
Hemodialysis Technician	600 Clock Hours	Diploma
Massage Therapy	600 Clock Hours	Diploma
ESOL	900 Clock Hours	Diploma

\* One clock hour constitutes 50 minutes of supervised, directed instruction and a 10-minute break.

## Admission Requirements

- ✓ All Applicants must be at least 17 years of age and/or must be a high school graduate or have a certification of General Educational Development (GED).  
*NOTE: If the applicant is under 18 years of age the parent/guardian must also sign the Enrollment Agreement*
- ✓ Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as “Ability to Benefit” students.
- ✓ Applicants must provide one the following:
  1. Copy of a standard High School Diploma that lists the date of graduation; from a school that appears on the Acceptable High School list
  2. Copy of a high school transcript that lists the date of graduation; certificates of completion and special diplomas are not acceptable for Admission
  3. If the applicant has graduated from a foreign high school, the applicant must provide:
    - a. Diploma or transcripts from a foreign high school, and
    - b. Translation and evaluation of a foreign high school credential by a qualified agency that states the credential is equivalent to a U.S. high school diploma
    - d. Copy of General Education Diploma (GED) certificate; from an approved testing agency that appears on the Acceptable list
    - e. Copy of GED passing test scores; from an approved testing agency that appears on the Acceptable list
    - f. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number



- g. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number
- h. Proof of home school completion that shows the student graduated and met the minimum State graduations requirements

#### EVALUATION OF THE VALIDITY OF A HIGH SCHOOL DIPLOMA

- Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or
- information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translates them into English. XXX Academy will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

\*Please note that applicants to the following diploma and degree programs must provide a standard high school diploma or GED certificate. Hollywood Career Institute offers programs in a hybrid and traditional format. Hybrid students must attend online and in-person classes. All applicants must also meet and/or complete any specific programmatic admissions requirements, if applicable in certain circumstances, students may be required by the U.S. Department of Education to provide Identification Documents. Any questions concerning acceptability of a specific ID will be resolved by the Director of Financial Services.

#### Enrollment Procedures/Interview

- Students interested in applying for admission should call, or email to Hollywood Career Institute or visit our website [www.hollywoodcareerinstitute.com](http://www.hollywoodcareerinstitute.com). It is required that the school director conduct an interview with the prospective student. Hollywood Career Institute suggests that the parent(s) or spouse of the student attend the interview. This allows both the applicant and family the opportunity to ask any specific questions related to the school's curriculum, program of choice and future career opportunities. The school catalog is reviewed with the student, and a tour of the institution is given to the student. At the interview, if the student's desire is genuine, and that the student has the required admissions documentation then an application for admission is submitted. At the time of application, the following items are required to be completed at the time of application:
  1. Official Enrollment Agreement
  2. Proof of Graduation – As described above.
  3. Degrees from outside of the United States – must be translated into English and evaluated by a qualified agency and notarized.
  4. Students who possess a foreign high school credential must provide Hollywood Career Institute with a copy of their translated and evaluated foreign credential issued by an agency qualified to determine that the credential is equivalent to a U.S. High School Diploma no later than 14 days from the scheduled start date of their program not including holidays (but does include weekends and in-service days).
  5. Unofficial transcripts must be received prior to the first day of class.
  6. Official institute transcripts on file for all institutes attended and courses taken for must be received by the 14th day from the scheduled start date.
  7. The School Director reviews the application and notifies the applicant of acceptance. No person shall be excluded from participation at Hollywood Career Institute or be subject to any form of discrimination because of race, color, sex, sexual orientation, national origin, religion, age, or disability.

#### \*How to Apply

Students interested in applying for admission should call, write the institution, or visit our website [www.hollywoodcareerinstitute.com](http://www.hollywoodcareerinstitute.com)





### Proof of High School Graduation:

Applicants who must provide Proof of Graduation in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency must do so no later than fourteen (14) days from the scheduled start date of the first class not including holidays (but does include weekends and in-service days).

Proof of Graduation is not supplied timely, the student's enrollment will be canceled. Additionally, students must attest to their high school credential by listing it on their Free Application for Financial Aid (FAFSA) each time they apply for Financial Aid.

Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential or any other reason, the student's enrollment will immediately be canceled if found to have an invalid high school credential.

The institute may be required to refund all Title IV aid previously received as a result of an unacceptable high school

credential. If this should occur, the student would be obligated to refund any of the funds they received personally as a result of any Title IV disbursement to the school.

The proof of high school graduation or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the is true and correct and belongs to the applicant.

Students who possess a foreign high school credential must provide the institute with a copy the proof of their credential no later than 14 days from the scheduled start date of the first day of class not including holidays (but does include weekends and in-service days), to determine if the credential provided is equivalent to a U.S. High School Diploma.

### Technology and Equipment Requirements for Hybrid programs

All students will need a laptop or may access the computer rooms onsite at the campus to conduct academic activity. Our campus is equipped with Wi-Fi and computer rooms that allow access to the internet. All applicants that apply for admission into hybrid programs must be able to access technology and the internet. On the first day of class, students are expected to attend an on-campus class/orientation. Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. Cengage the learning system that we use, works with a web-based system that requires a standard web browser. Prior to entering Cengage, a student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Student identity will be maintained in a private format by HCI in accord with established institutional privacy and confidentiality policies with access provided only to agents of HCI who require immediate and necessary use of the information in order to fulfill the various academic activities of HCI. It is the student's responsibility to strictly preserve the privacy of their login and password information. Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate termination from the school.

## Syllabus

Students receive a syllabus and class schedule on the first day of class.

## Class Schedule

Hollywood Career Institute offers residential training on a clock hour basis. The date of entry and completion of required theory and laboratory components, where applicable, will determine the date of completion. The program has set hourly/weekly requirements. The class schedule is:

Day:	Monday - Thursday 9:00am – 2:00 pm
Evening:	Monday – Thursday 5:00 pm – 10:00 pm
Weekends:	Friday, Saturday – 9:00am - 5:00pm and Sundays 9:00am-1:00pm

## Enrollment Timeframe

Student may enroll into a program at any time but no later than the first two class days of the program. If a student does not enroll prior to the first day of class of the program, then the class days missed between the first day of the program and entering class counts as absences for attendance purposes.

## Attendance

Students are expected to attend every class, arrive on time, and stay through the entire class. Occasionally situations may arise that conflict with training. If this happens, the student must communicate with the instructor.

## Absences

Students are allowed a maximum of 5 absences throughout their program without penalty. After 5 absences the grade will be reduced by one letter grade for each absence.

## Tardiness

Lateness or leaving class up to one-half hour early is counted as  $\frac{1}{4}$  of a day absence. Leaving  $\frac{1}{2}$  to 2 hours early is equal to  $\frac{1}{2}$  day absence. Leaving more than 2 hours early equals a full day absence. These absences are included in the absence calculation. All class times missed in excess of 15 minutes must be made up in order to graduate.

## Make-Up Work

Make-up work is required for any absence in excess of 15 minutes. Hours of make-up work will not be accepted as hours of class attendance. Tests that are not taken as a result of an absence must be made up within a timeframe determined by the instructor. A grade reduction may be made at the discretion of the instructors. Extra time charges that may apply to make-up work will be calculated based on the hourly cost for the program of enrollment.

**Charges for make-up work broken down (Example):** The HHA program consists of 75 hours. The program cost is a total of \$775.00. Each hour based on the cost broken down is \$10.33 per hour ( $775/75$ ). Students will be charged for make-up work at a cost of \$10.33 per hour of program missed. If the student misses 3 hours, a fee of \$31.00 will apply. **Waiver:** If a student has an excused absence, such as a doctor's note, the make-up work fee may be waived at the discretion of the school Director.

## Leave of Absence

A student may be granted a leave of absence for a maximum of 5 days. All requests for leaves of absence must be in writing with the reason for the LOA and the date of expected return specified. If the student does not return on the expected date, the student's enrollment will be terminated. A refund calculation will be completed according to the school policy. The withdrawal date will be the student's last recorded date of attendance.

### Satisfactory 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 schedule:

- A=90-100%    B=80-89%    C=75-79%    D= 74-69%    F=68% or below

The minimal acceptable grade of passing any course of study is 75%. Grades of D and F are not acceptable indicators of successfully accomplishing the required theory/skill.

Hollywood Career Institute does not award pass/fail or incomplete grades. All attempts to pass a course will be counted in the calculation of the grade point average. Hollywood Career Institute does not offer non-credit courses.

The instructor evaluates the student during each course of study on the above grading scale. Evaluation is based on the student's ability to demonstrate competence in the required skills and ability to follow instructions. Students are given every opportunity to acquire the necessary skills to demonstrate required competencies for industry employment. No student will be automatically terminated for failure in their first attempts to acquire skills but will be advised on correctional assignment required to master the particular course.

**SATISFACTORY ACADEMIC PROGRESS** The Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment. **SAP Evaluation Periods** The Institute's SAP standards measure a student's satisfactory academic progress at the end of each Term. The Institute will provide an academic grade report to each student at the end of each term which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

**Quantitative Requirement Credit Completion:** Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course, are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

**Qualitative Requirement – Cumulative Grade Point Average (CGPA)** The Institute measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

### Evaluation of Students' Satisfactory Academic Progress For financial aid eligibility purposes.

Satisfactory Academic Progress is measured at the end of every financial aid payment period. At each evaluation point, the student's cumulative grade point average and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the total academic credits. The student is also limited to trying no more than 150% of the program length in academic credits. Additionally, if at any point it becomes mathematically impossible for the student to complete

the program within 150%, the student will become ineligible for additional Title IV funds and may be withdrawn. For academic purposes, student progress is checked at the end of each course. Failure to meet the Satisfactory Academic Progress measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a Satisfactory Academic Progress status of financial aid warning, financial aid probation, or termination of financial aid.

Program	Program Hours	SAP Evaluation Points
Hemodialysis Technician FT- 34 hours per week	600	300 hours- 18 weeks
Hemodialysis Technician PT- 25 hours per week	600	300 hours- 24 weeks
Medical Billing & Coding FT- 34 hours per week	1160	450 hours-18 weeks, 900 hours-27 weeks, 1030 hours-31 weeks
Medical Billing & Coding PT- 25 hours per week	1160	450 hours- 18 weeks, 900 hours-36 weeks, 1030 hours-42 weeks
Patient Care Technician FT- 34 hours per week	600	300 hours- 18 weeks
Patient Care Technician PT- 25 hours per week	600	300 hours- 24 weeks
Medical Assistant with Basic X-Ray FT- 34 hours per week	1300	450 hours- 14 weeks, 900 hours-27 weeks, 1100 hours-33 weeks
Medical Assistant with Basic X-Ray PT- 25 hours per week	1300	450 hours- 18 weeks, 900 hours-36 weeks, 1100 hours-47 weeks
Massage Therapy FT- 34 hours per week per week	600	300 hours- 18 weeks
Massage Therapy PT- 25 hours per week per week	600	300 hours- 24 weeks

**Financial Aid Warning:** If a student does not meet Satisfactory Academic Progress for the first time, the student will be formally advised and put on Financial Aid Warning through the next Satisfactory Academic Progress evaluation. A student is eligible for an additional disbursement of financial aid while on warning status. The student will be notified in writing of this change in Satisfactory Academic Progress status.

**Satisfactory Academic Progress Termination:** If a student does not meet Satisfactory Academic Progress by the end of the Financial Aid warning or probation period and/or fails to meet the outcomes of the Academic Plan, or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in Satisfactory Academic Progress status.

**FA Probation:** If a student is on FA warning and fails at the next consecutive Satisfactory Academic Progress evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next Satisfactory Academic Progress evaluation. Students on FA probation remain eligible for financial aid for one payment period. The students will be notified in writing of this change in Satisfactory Academic Progress status.

**Conditions for Probation:**

1. Students must appeal to be placed on academic probation.
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted.
3. In rare instances, the Academic Plan may exceed MTF based on a case-by-case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Maximum Timeframe

Although Hollywood Career Institute strictly adheres to the 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 within the maximum time frame, not to exceed 150% of the normal program length.

Probation

Students who do not comply with the academic requirements will be placed on probation for a two-week period 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.

### 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 School Director in writing or by email to the schools email.

Student must also explain what has changed in the student's situation that will allow them to meet SAP requirements at the subsequent evaluation.

**Time Frame for Appeals:** Appeals must be submitted within 5 calendar days of any mitigating circumstance. Once submitted, the School 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.

**Denied Appeals:** Appeals that are denied will be notified to the student within 10 business days of the appeal having been filed. Students will have to restart the program, and full tuition will be charged.

### Graduation Requirements

A Diploma is presented to the student who has:

1. Successfully completed all required course competencies of the enrolled program.
2. Completed attendance requirements
3. Met satisfactory academic progress
4. Fulfilled all monetary obligations to Hollywood Career Institute

### Job Placement

The institution offers career assistance to graduates and current students. While Hollywood Career Institute does not guarantee employment, every effort is made to bring potential employers together with eligible graduates who have the skills employers seek. In addition, we continually seek to form new employer partnerships for part-time jobs, externship opportunities and in field career placements. Hollywood Career Institute staff provides the following services to graduates and current students: 1. Arrange opportunities to meet and interview with prospective employers both on and off campus 2. Assist with writing resumes 3. Practice interview skills with mock interviews 4. Develop job search skills and professional readiness with the student.

### Re-Entry

A student who has cancelled or has been terminated and wants to re-enter must submit a written request to the School Director. The decision of the school Director is final.

### Holidays

☒ Independence Day ☒ Memorial Day ☒ Labor Day ☒ Veterans Day ☒ Thanksgiving Day & Day After ☒ Christmas Day ☒ New Year's Day

## FINANCIAL OVERVIEW

Hollywood Career Institute maintains a financial aid office with professionals to assist students in obtaining the financial assistance they may require request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education.

This important document may be obtained from the Institutes Financial Aid Office or online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available.

meeting their educational expenses. There are many available resources to the student include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Every student considering application for financial aid should

**PROGRAM COST**

Program Title	Tuition/Books/Supplies	Application Fee**	Registration Fee	Total Cost
Home Health Aide	\$1650.00**	\$100.00	\$25.00	\$1750.00
Medical Billing & Coding Specialist	\$15500.00**	\$100.00	\$25.00	\$15,625.00
Patient Care Technician	\$12500.00**	\$100.00	\$25.00	\$12,625.00
Phlebotomy Technician	\$4500.00**	\$100.00	\$25.00	\$4,625.00
Medical Assistant with Basic X-Ray	\$15,500.00**	\$100.00	\$25.00	\$15,625.00
Hemodialysis Technician	\$12000.00**	\$100.00	\$25.00	\$12,125.00
Massage Therapy	\$12000.00**	\$100.00	\$25.00	\$12,125.00
ESOL	\$9000.00	\$100.00	\$25.00	\$9050.00

\* A down payment of \$100.00 is required prior to class start.

\*\*NON-REFUNDABLE: \$100.00 application fee is non-refundable. Costs assessed for books, supplies and materials which are not returnable because of use are non-refundable. Other non-refundable charges can be found under the Cancellation and Refund Policy.

[Financial Assistance](#)

**FEDERAL PELL GRANT** The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov), or in paper form from high school counselors, at public libraries and the Institute’s Financial Aid Office. The amount of the award depends upon the determination of the student’s eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the Institute’s Financial Aid Office. **FEDERAL SUPPLEMENTAL**

**FEDERAL DIRECT LOAN PROGRAM (FDLP)** The Federal Direct Loan Program (FDLP) has both subsidized

and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the Institute's Financial Aid Office.

**DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM** Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the Institute's Financial Aid Office.

**SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES** Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information. The state's higher education webpage may be visited for more information on specific state grant options. Students interested in scholarships are encouraged to search using FinAid! a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at [www.FinAid.org](http://www.FinAid.org).

**SCHOLARSHIPS** High school Scholarship Applications are available from the High School Outreach Coordinator or Admissions. Applicants must be recent (within 12 months) of graduation from High School to apply. Applications are accepted on a rolling basis and awards are based upon decision of Director of Admissions and the Campus President. Scholarships are dependent upon fund availability and number of applications received. Employer Scholarships are provided by some local employers. A current list is maintained by the Financial Aid Director and/or the Short Term Programs Director

#### [Return To Title IV](#)

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school. Federal regulations specify how your school must determine the amount of Title IV HEA program assistance that you earn if you withdraw from school. The Title IV HEA programs that are covered by this regulation are:

Federal Pell Grants, Federal Direct Subsidized and Unsubsidized, and PLUS Loans.

The school will make the refund determination within thirty (30) days from the date of withdrawal/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

#### **Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)**

The actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date. The determination of the withdrawal date on a student who had been previously attending could be up to, but will not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

Federal regulations specify how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this regulation are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). All R2T4 calculations are completed within 30 days from the Date of Determination (DOD), and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the student's account, will be disbursed within 14 days of withdrawal.

### Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the student's account first, and any resulting credit balance will be disbursed within 14 days of the credit being created. The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

### **Repayment of Student Loans**

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

### **Title IV Grant Funds to Be Returned By a Student**

The regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q). The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

### **Return of Title IV Grant Funds by the Student**

The student is obligated to return any Title IV overpayment in the same order that is required for schools.

Grant overpayments may be resolved through:

1. Full and immediate repayment to the school;
2. Repayment arrangements that are satisfactory to the school;
3. Or by overpayment collection procedures negotiated with Debt Resolution Services.

### **A School's Responsibilities in The Return of Funds by the Student**

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here we discuss the institution's participation in the return of funds by the student.

### **Grant Overpayments**

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the

student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. the date the school sends the student notice of the overpayment, or
2. the date the school was required to notify the student of the overpayment.

**Within 30 days of determining whether a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following items:**

1. The student owes an overpayment of Title IV funds.
2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.

If you have questions about your Title IV HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### Payment Options

A \$100.00 non-refundable application fee is due at the time of signing the Application for Admission. A \$25.00 registration fee is due at the time of signing the Enrollment Agreement. The registration fee becomes non-refundable if not cancelled within the specified time frame, which can be found under the Cancellation and Refund Policy. An Individualized Payment Plan Agreement must be finalized prior to attending the first class.

Payments are due on the selected date on the Individualized Payment Plan Agreement. In addition to the application fee, registration fee, and the down payment, students have the option of selecting from a variety of payment schedules.

### Cancellation and Refund Policy

#### Refund Policy

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following 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 (excluding Saturday, Sunday and federal and state holidays) after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day (excluding Saturday, Sunday and federal and state holidays), but before the first class, will result in a refund of all monies paid, other than a book and supply assessment for supplies and materials which are not returnable because of use, 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.
4. Cancellation after attendance has begun, but through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When 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 was received.
7. Refunds will be made within 30 calendar days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

### Dress Code

To promote pride in Hollywood Career Institute and the chosen profession, students must wear closed toe shoes preferably sneakers and teal scrubs.

Students not in uniform may be prohibited from attending their class at any time. In addition to wearing the program uniform, students are required to do the following:

- ❖ Fingernails must be kept short and clean
- ❖ Keep uniforms clean and not wrinkled
- ❖ Remove all visible piercings during class for safety purposes and professionalism
- ❖ Refrain from wearing any hats or other head coverings
- ❖ Refrain from wearing excessive or unnecessary jewelry, makeup, or perfume
- ❖ Keep facial hair neatly trimmed. Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.
- ❖ If possible, keep visible tattoos covered
- ❖ No clothing with obscenities
- ❖ Keep long hair tied back during all lab and clinical procedures Students are provided with a Uniform Policy at enrollment.
- ❖ Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- ❖ Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops (earrings) larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.

### Conduct

Students are expected to always conduct themselves in a professional manner. Profane or foul language, possession of un-prescribed drugs and alcoholic beverages, possession of weapons of any type will be grounds for immediate dismissal. Disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A student who conducts himself/herself in a manner detrimental to Hollywood Career Institute, staff or other students will be terminated. Theft of property from the school or other students will be grounds for immediate dismissal.

Without Exceptions students must adhere to the rules and regulations of Hollywood Career Institute.

- ✓ Students must at all times demonstrate professional behavior, attitude, and courtesy towards instructors, staff, and other students.
- ✓ Students must maintain a neat, professional appearance at all times.
- ✓ Office telephones, copiers, computers and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the Institutes phones only in emergencies cases and the student will be at once notified.
- ✓ Students may not at any moment, use offensive language, make unnecessary noise, or engage in unprofessional behavior while at the Institute or its premises.
- ✓ Students must use the schools' computers responsibly and refrain from engaging in computer or Internet use that is inappropriate, offensive or includes pornographic material.
- ✓ Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work. Students may not use the school's Internet connection to conduct personal business of any kind or download any software.
- ✓ Students will be responsible for all, and any payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal and if necessary, a police report will be filed.

The regulations of this institute have been established to maintain and promote the high standards required by the professional communities and employers we serve, to recognize the individual differences among students and individuals, to honor and acknowledge achievements, and to encourage students and staff to work toward their academic and career objectives.

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Institute. The Institute reserves the right to suspend or dismiss any student who • Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institute, as addressed in the “Conduct” section of this Catalog • Fails to maintain satisfactory academic progress • Fails to meet attendance standards • Fails to meet financial obligations to the Institute Time on suspension will be counted as an absence from the Institute and cannot exceed the allowable absences stated in the attendance policy. Students dismissed for conduct violations will not be readmitted.

### Personal Property

All personal property is the sole responsibility of the student. The Institute does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student’s name and address. Vehicles should always be locked to avoid theft.

### Academic Dishonesty

Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes, but is not limited to, cheating, copying, plagiarism, or failure to report the same. A student may also be dismissed from the Institute for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due.

Failure to comply with Hollywood Career Institute rules and regulations will be considered reason for a student’s suspension or expulsion. Instructors have the responsibility to educate students on these issues in order to promote academic integrity.

### Drug Free Institution and Workplace

Hollywood Career Institute has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises under the influence of any substance. As a drug free and alcohol-free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Individuals may request counseling for substance abuse and will be referred to available community resources.

Hollywood Career Institute is committed to maintaining an alcohol and drug-free environment for students and employees. Our goal, driven by a commitment to excellence in all aspects, has no room for, and is incompatible with, substance abuse in any form with no exceptions. Accordingly, as a matter of our Drug Free Policy, Hollywood Career Institute prohibits the following:

- Attending classes or coming to the institution under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Attending classes or coming to the institution under the influence of legal prescription or non-prescription drugs, such behavior could impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on institutions premises.

\*Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Hollywood Career Institute gives students information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students during their enrollment process.

Hollywood Career Institute complies with the Drug Free Workplace Act of 1988.

### *Firearms and Weapons*

Hollywood Career Institute takes the safety of our students and staff very seriously. The Weapons and Firearms Policy at Hollywood Career Institute is without exception that it is prohibited for all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to immediate dismissal from Hollywood Career Institute.

### *Crime and Security Policies*

Crime and Security Policies are reviewed annually. Hollywood Career Institute distributes pertinent information related to the school's policies and procedures for maintaining the institute's security. The Institute at the time of the student's enrollment provides the student with detailed information regarding the school's procedures and measures for crime prevention and instructions for reporting crimes. Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen, or damaged in the facility or in the parking lot of the school or at any externship sites, or during any activities relating to the school.

### *No Smoking*

Smoking will not be permitted at the institution.

### *Sexual Harassment and Anti-Hazing Policy*

The administration takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among student or staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered a form of discrimination or harassment, the individual should immediately contact a supervisor or the School Director. Students or staff involved may be subject to termination.

## Grievance Procedure

### Grievance Defined

For purpose of this policy a grievance is defined as a student's perception of the improper application of the schools polices or procedures. All students have the right to file a grievance. The School Director shall establish appropriate procedures for facilitating grievances. The following steps are established to provide a fair review of student grievances.

### Informal Resolution

The student shall informally submit his/her grievance, either verbally or in writing, to the School Director. The student must submit his/her grievance within 10 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific institution policy or procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the school or are free to simply voice their grievance without asking for any action on the part of the school.

### Formal Resolution

If a satisfactory resolution cannot be reached with the School Director, the student may formally appeal the decision, in writing, within 10 calendar days after a response is received from the informal process.

The School Director may serve as a liaison between students and staff at all levels of the grievance process.

Students who feel a grievance is unresolved may contact:

Executive Director, Commission for Independent Education,  
325 W. Gaines Street, Suite 1414  
Tallahassee, FL 32399  
Telephone number: 850-245-3200 or Toll free 888-224-6684

Schools accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting COE.

Complaints considered by COE may be in written form, with permission from the complainant(s) for COE to forward a copy of the complaint to the institution for a response.

The complainant(s) will be kept informed as to the status of the complaint, as well as of the final resolution by COE.

The COE contact information is:

Council on Occupational Education  
7840 Roswell Road Building 300, Suite 325  
Atlanta, GA 30350  
Telephone (Toll-Free): 800-917-2081  
Website: <http://council.org/>

Hollywood Career Institute has designated a properly trained individual to provide the following student services:

### Advising

Financial advising is conducted by the school Director. Academic and/or personal advising is conducted by the faculty. All students are expected to follow the catalog and course outline. Any students that need additional assistance will be given tutoring individually or in groups in addition to computerized self-help programs. Since there is a 150% program deadline, any student that is NOT on task will be individually advised and help will be initiated.

### Tutoring

Tutoring is performed by the faculty. Any student who is lagging behind and/or requests additional assistance will be helped individually and/or in small groups. Students will initially be directed to the computer lab where all course and power point presentations are online. Additional audiovisual material is available for in-depth learning. No student will be allowed to fail without direct assistance from his/her instructor and the School Director. Once the student is brought up to classroom standards, he/she will be placed back in the appropriate study tract. NO student will be allowed to exceed the 150%-time limit.

### Student Records

Student records are the permanent property of and are retained by Hollywood Career Institute. A student's record is available for review upon individual request. The school will provide a student transcript to potential schools or documentation supporting evidence of program completion to potential employers on written request. A transcript request fee may apply.

### Transfers to other Schools

The acceptance of the transfer of credit from Hollywood Career Institute is up to the receiving institution. The student is responsible for determining whether the receiving institution will accept credits from Hollywood Career Institute.

### Transfers from other Schools

A transcript from a Florida Public institution that documents the students' performances standards of the occupational completion points for a specific program will be accepted in transfer for the same program. A transcript from a nonpublic institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, and that participates in the course designation and numbering system will be accepted in transfer for the same program. A transcript from an institution that is not accredited will be evaluated on an individual basis by the school director and determine if the advanced placement in a given program is applicable and if those credits will be accepted.

### Transfers within the institution

Although it is the institution's goal and highest intention that the student is placed in a program, he or she is most likely to succeed, there are times in which the student will desire to transfer to another program within the institution. Students who desire to transfer from one program to another they should meet with the campus director to determine transferability of credits within the institution. To make the transfer effective the Campus director will complete a Change of Enrollment form and all performance outcomes of the new program standards will be transferred.

### Experiential Learning

Hollywood Career Institute does not offer advanced placement based on work experience.

### Student Placement

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The Admissions staff of Hollywood Career Institute. will assist the student with employment to the best of its ability but cannot guarantee employment.

**DISCLOSURES:** Please note that students with a criminal background will not be able to obtain employment as a Home Health Aide, or any other career in healthcare. Some employers may require applicants to clear the following screenings:

- Physical examination
- Obtain or sign a declination for the Hepatitis B Vaccine
- Drug test
- Background check (some employers may require a criminal background check)

### Housing

Hollywood Career Institute does not provide, supervise, or recommend student housing.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day Hollywood Career Institute receives a request for access. Students should submit to the School Director written requests that identify the record(s) they wish to inspect. The School Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Director, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hollywood Career Institute to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- If Hollywood Career Institute decides not to amend the record as requested by the student, Hollywood Career Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Hollywood Career Institute, Inc. in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Hollywood Career Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollywood Career Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

## DESCRIPTION OF SCHOOL FACILITIES

Hollywood Career Institute consists of approximately 4500 square feet in Broward County, Florida. The facility includes 4 classrooms, a skills lab, secured restrooms, a student lounge, a reception area, and an administrative office area. Free parking is provided. The facility is equipped to provide a positive learning experience. The skills lab is equipped with the appropriate items needed for the program. The lab is spacious enough for the students to work comfortably. We have an auxiliary classroom space located at 1625 S 21<sup>st</sup> Ave. Hollywood, FL 33020, which is around 10 feet from the main entrance. This auxiliary classroom space is composed of three classrooms, one office and one bathroom. The school is open from 9:00am to 10:00 pm Monday through Friday.



**"OUR GOAL IS YOUR  
SUCCESS"**

Medical Billing & Coding Specialist  
Hybrid/Traditional

1160 Clock Hours

Program Objective: To prepare students for employment in a variety of health care settings as entry level coder, medical record coder, coding technician, coding clerks, medical coder/biller or medical records and health information technicians.

Program Description: This program includes instructor-led classroom, practice in a skills lab and hands-on application. Courses are designed to teach medical terminology, anatomy and physiology, coding systems, fundamentals of disease process including pharmacology, health care delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills.

EXTERNSHIP An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Course Number	Medical Billing & Coding Specialist Course Titles	Lecture	Lab	Clinical	Total
BSC 100	Basic Study Skills	15			15
BSC 101	Basic Computer Skills	5	10		15
BSC 102	Basic Math Skills	20			20
MBC 100	Introduction to Health Information Technology (HIVAIDS: 4 hours)	86	4		90
MBC 101	Anatomy and Physiology	140			140
MBC 102	Medical Terminology	120			120
MBC 103	Fundamentals of Disease Process	90			90
MBC 104	Health Information Services	90			90
MBC 105	Ethical and Legal Principles	90			90
MBC 106	Medical Billing	110			110
MBC 107	ICD and CPT Coding Systems	120			120
MBC 108	ICD Coding Complexities	120			120
MBC 109	Externship			140	140
TOTAL		1006	14	140	1160

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate

## Home Health Aide

75 Clock Hours

### Hybrid/Traditional

Classes are Available in English, Spanish, Creole

**Program Objective:** To train students and provide the necessary skills to seek employment in Assisted Living Facilities and Home Health Agencies.

**Program Description:** This program includes instructor-led classroom and hands-on application or practice in a skills lab. Students must successfully complete daily quizzes, weekly tests, and a final exam in order to graduate from this program. HIV/AIDS is taught during this program. Upon completion of this course students will receive a certificate verifying the requirement has been met.

Course Number	Home Health Aide Course Titles	Lecture	Lab	Total
HHA 100	Home Health Aide	59	16	75
TOTAL		59	16	75

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

#### ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

## Patient Care Technician

### Hybrid/Traditional

600 Clock Hours

Classes are Available in English, Spanish, Creole

**Program Objective:** To cross-train students for employment in allied healthcare professions.

**Program Description:** The Patient Care Technician program includes instruction in various procedures related to the hospital and home health environments. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long-term care settings. The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry, planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Course Number	Patient Care Technician Course Titles	Lecture	Lab	Clinical	Total
HCW100	Basic Healthcare Worker (Includes 4 hours HIV/AIDS)	86	4		90
PCT 100	Articulated Nurse Aide and Orderly	75			75
PCT 101	Advanced Home Health Aide	50			50
PCT 102	Patient Care Assistant	75			75
PCT 103	Allied Health Assistant	90	60		150
PCT 104	Advanced Allied Health Assistant	0		100	100
PCT 105	Patient Care Technician	10		50	60
TOTAL		386	64	150	600

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.



Phlebotomy Technician  
Hybrid/Traditional

165 Clock Hours

Classes are Available in English, Spanish, Creole

Program Objective: The objective of this program is to prepare students for employment as phlebotomists.

Program Description: The program content includes communication, leadership, human relations, and employability skills; performance of safe and efficient work practices in obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children and neonates; maintaining the integrity of the specimen in relation to the test to be performed; preparing blood smears; labeling specimens accurately and completely; collecting timed specimens; promoting the comfort and well-being of the patient while performing blood collecting duties; observing safety policies and procedures; medical terminology; emergency procedures including CPR (Heart saver); delivering a variety of clinical specimens to the clinical laboratory; sorting and recording specimens received in the laboratory; centrifuging specimens and preparing aliquots of samples according to the designated protocol; distributing samples to appropriate laboratory sections; and preparing collection trays for specimen procurement.

Course Number	Phlebotomy Technician Course Titles	Lecture	Lab	Clinical	Total
HCW 100	Basic Healthcare Worker (Includes 4 hours HIV/AIDS)	90			90
PLB 100	Phlebotomist		75	0	75
TOTAL	-----	86	79	0	165

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Medical Assistant with Basic X-Ray  
Hybrid/Traditional

1300 Clock Hours

Classes are Available in English, Spanish

Program Objective: The Medical Assistant Technician with Basic X-Ray Diploma program prepares the student to acquire the necessary skills to for gainful employment and to perform under the supervision of a physician providing medical office administrative services, clinical duties including patient intake and care, routine diagnostic, and basic x-ray procedures in the classroom and a supervised clinical practice or capstone. Graduates will be eligible for Basic X-Ray Machine Operator licensure.

Upon graduation students will qualify to receive their national certification in Phlebotomy, EKG and Basic X- Ray Tech through the following agencies.

- National Health Career Association (NHA)
- American Registry of Radiologic Technologist (ARRT)

Program Description: The Medical Assistant Technician with Basic X-Ray Diploma program prepares students for various entry-level allied health positions that are administrative or clinical in nature. Upon completion, a diploma will be awarded, and the graduates will have the entry-level skills of a Medical Assistant with Basic X-Ray and be qualified to interview for positions in a variety of healthcare facilities.

The 1300 Clock Hour program includes 900 hours classroom training (Academic Instruction), 40 hours in a clinical (Practical Application) setting taught under the supervision of a Qualified Instructor, and 160 Externship Hours.

**EXTERNSHIP** An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

**CAREER OPPORTUNITIES** Upon completion of the program, students are prepared to seek entry-level positions as Medical Assistants performing medical procedures, lab techniques, and office duties described above.

Course Number	Medical Assistant with Basic X-Ray	Lecture	Lab	Clinical	Total
MA100	Basic Healthcare Worker**	90			90
MA101	Introduction to Medical Assistant*	175	75		250
MA102	Medical Office Procedures*	75			50
MA103	Phlebotomy for Medical Assistants*	25	50		75
MA104	EKG Aide for Medical Assistants*	30	45		150
MA105	Clinical Assisting*	65	65		130
MA106	Pharmacology for Medical Assistants*	50	40		90
MA107	Laboratory Procedures*	75	50		125
MA108	Fundamentals for Basic X-Ray Machine*	50	50		100
MA109	Administrative Office Procedures*	90			90
MA110	Practicum/Clinical	200	40	160	200

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.



**PROGRAM OBJECTIVE**

Communicate effectively by speaking and writing clearly and coherently in both educational performance and everyday living. Recognize the correct meanings of common American idioms. Demonstrate understanding of face-to-face speech in standard English. Use correct grammar and sentence structure speaking and writing. Identify main ideas and specific details of a book and interpret its implied meaning or intent.

**PROGRAM DESCRIPTION:**

The English as a Second Language Diploma Program is to foster the development of listening, speaking, reading, writing skills needed to communicate effectively with emphasis in the academic world. Designed for undergraduate and graduate international students' non-native speakers of English. The English as a Second Language Diploma Program offers six proficiency levels.

**Listening:** Students will listen to English from native speakers and by their peers focusing their attention on the speaker's message in order to comprehend and produce a meaningful response.

**Vocabulary:** Students will be able to acquire new vocabulary on a daily basis through class activities and reading

**Speaking:** Students will have the daily opportunity to practice speaking in structured conversations with the professor and peers.

**Reading:** Students will be reading a variety of texts, including short stories, poetry, and expository writing, with guidance and support from their teacher and peers. Students will learn various strategies to help them comprehend a text in their second language.

**Writing:** Students will be writing on a daily basis, practicing the grammar structures and the new vocabulary. Students will learn to organize and write their ideas using effective grammar, coherent paragraphs, and simple essays.

Every level will cover vocabulary, grammar, writing, reading, and speaking practice at different levels.

Course Number	ESOL	Lecture	Lab	Clinical	Total
ESL 101	ESL LEVEL I	150			150
ESL 102	ESL LEVEL II	150			150
ESL 103	ESL LEVEL III	150			150
ESL 104	ESL LEVEL IV	150			150
ESL 105	ESL LEVEL V	150			150
ESL 106	ESL LEVEL VI	150			150
	TOTAL	900			900



**PROGRAM OBJECTIVE**

The Hemodialysis Technician program is designed to teach the student the necessary skills for employment as a hemodialysis tech or a dialysis tech. Hemodialysis Technicians focus on two different capacities one being the assembly of the equipment as well as the maintenance of the equipment and the second focus of the Hemodialysis Technician is on patient care. It is not uncommon that the hemodialysis technician duties will combine both the patient care and the equipment care responsibilities. The technician aligned with a nurse who delegates and supervises the patient care. Upon completion of the program the student will be prepared to take an approved state and or nationally recognized industry certification or licensure exam in their field of study. Exam costs are addition.

**PROGRAM DESCRIPTION:**

The Hemodialysis Technician includes but is not limited to communication and interpersonal skills, legal and ethical responsibilities, renal health-illness concepts, hemodialysis skills, emergency procedures including CPR and first aidsafety and security procedures, medical terminology, anatomy and physiology, and employability skills. Hemodialysis Technicians focus on two different capacities, one being the assembly of the equipment as well as the maintenance of the equipment and the second focus of the Hemodialysis Technician is on patient care.

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

Course Number	Hemodialysis Technician	Lecture	Lab	Clinical	Total
HEM100	Introduction to the Healthcare Worker	90			90
HEM101	Introduction to Dialysis	40			40
HEM102	The person with Kidney Failure	20	20		40
HEM103	Ethics and Professional Behavior	15			15
HEM104	Medical Terminology	15			15
HEM105	Anatomy and Physiology	20	20		40
HEM106	Infection Control and Standard Precautions	15			15
HEM107	Patient Quality Assurance and Safety	15	10		25
HEM108	Laboratory Procedures & Vascular Access	40	80		120
HEM109	Hemodialysis Devices and Equipment	50	30		80
HEM110	Hemodialysis Procedures and Complications	60	20		80
HEM111	Water Treatment	10	10		20
HEM112	Emergency Planning and Response	10	10		20
<b>TOTAL</b>	.....	400	200	0	600

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

**PROGRAM DESCRIPTION:**

Students are taught theory and practice of massage including manual techniques to manipulate the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, while promoting health and wellness. Students are taught effective communication, safety, hygiene, and health practices for the massage therapist. Topics include anatomy, physiology, massage theory, Florida Law, HIV/AIDS education, hydrotherapy, and allied modalities taught in small classes. Students gain hands-on experience through clinical experience.

**PROGRAM OBJECTIVE**

The Massage Therapy Program is designed to qualify graduates for entry-level employment in a health care setting and or spa environment and or as an independent practitioner. The program includes 600 clock hours split into 400 hours classroom training (Theory), and 200 hours in a clinical setting taught under the supervision of a Florida licensed Massage Therapist. Upon successful completion of the massage therapy program, a diploma will be awarded, and the student is now prepared to sit for a Board approved exam to become licensed as a Florida Licensed Massage Therapist. The Massage Therapy Program prepares the student to meet the educational requirements of the Florida Department of Health, Board of Massage Therapy, and the curriculum outlines of the Florida Department of Education.



Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the instructors are able to review each student's progress

The following is the grading scale used:

- A 4.0 90% - 100% Excellent
- B 3.0 80% - 89% Above Average
- C 2.0 75% - 79% Average
- D 1.0 0% - 74% Unsatisfactory

\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Course Number	Course Title: <b>Massage Therapy</b>	Hours Required	Services Required
MT100	Basic Massage Theory and History	100	
MT101	HIV/AIDS Education	3	
MT102	Anatomy and Physiology	170	
MT103	Theory and Practice of Hydrotherapy	15	
MT104	Business Practices	15	
MT105	Allied Modalities	76	
MT106	Professional Ethics in the Workplace	4	
MT107	Medical Errors	2	
MT108	Fl Laws & Rules: Chap 456 & 480, F.S & Chap 64B7, F.A.C	10	
MT109	Effective Communication	3	
MT110	Domestic Violence	2	
MT111	Massage Practicum	200	60
<b>Totals</b>	.....	600	60

Massage Services are:

- Face and Neck Massage 10 Services
- Hands and Arms Massage 10 Services
- Abdomen Massage 10 Services
- Foot and Leg Massage 10 Services
- Back Massage 10 Services
- Full Body Massage 10 Services

**COURSE DESCRIPTIONS**

**BSC 100: Basic Study Skills**

15 Clock Hours

Students will be taught skills such as active listening, reading comprehension, notetaking, stress management, time management, testing taking, and memorization required to be a successful student.

**BSC 101: Basic Computer Skills**

15 Clock Hours (10 lab hours)

Students will be taught sufficient skills upon which to build their future knowledge of and skill with computers.

**BSC 102: Basic Math Skills**

20 Clock Hours

Students will receive a review of basic mathematical concepts and operations.

### HEM 100: Introduction to Healthcare Worker

90 Clock Hours

Students will be taught the healthcare delivery system and health occupations; to communicate and use interpersonal skills effective legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; to recognize and respond to emergency situations; infection control procedures; information technology applications in healthcare employability skills; blood borne diseases, including HIV/AIDS; to apply basic math and science skills.

### HEM 101: Introduction to Dialysis

40 Clock Hours

In this course the student will be introduced to the theory and techniques of dialysis. Topics include the principles of dialysis, nutritional needs, patient preparation and interaction, diagnostic tests, and measurement of the effectiveness and adequacy of dialysis. Upon completion, students should be able to demonstrate beginning theoretical, technical, and clinical skills needed to provide patient care techniques in the dialysis unit.

### HEM 102: The Person with Kidney Failure

40 Clock Hours (20 lab hours)

The student will understand the health problems relating to kidney failure and the function of the kidneys. The student will explore the key elements of kidney failure. The student will be exposed to the principles of hemodialysis such as the fluid compartments of the body, role of diffusion filtration in dialysis. The student will describe kidney diffusion and filtration to clean the blood and not limited to describing how dialysis uses diffusion and filtration to mimic the kidneys.

### HEM 103: Ethics and Professional Behavior

15 Clock Hours

Students will be taught the importance of maintaining ethical and legal standards in compiling and using medical; the Code of Ethics of the American Health Information Management Association; the scope of practice of the Hemodialysis Tech; ethical coding practices as outlined by; HIPAA compliance guidelines and regulations for the Hemodialysis Professional.

### HEM 104: Medical Terminology

15 Clock Hours

Students will be taught medical terminology for the Hemodialysis Technician understanding and pronouncing the correct medical terms and how to abbreviation; the meaning of the word; to recognize and identify terminology of hospital and other clinical forms; basic terminology common to medical/surgical practices; how to medical reference materials.

### HEM 105: Anatomy and Physiology

40 Clock Hours (20 lab hours)

The hemodialysis student Students will be taught the structure and function of the respiratory, circulatory, musculoskeletal & connective tissue, nervous and sensory, reproductive, urinary, digestive, and endocrine systems.

The student will identify structures and functions of the normal kidney. Differentiate the difference between acute and chronic kidney disease and list the stage of chronic kidney disease.

### HEM 106: Infection Control and Standard Precautions

15 Clock Hours

The student will be able to apply standard precautions that are a set of infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. These measures are to be used when providing care to all individuals, whether they appear infectious or symptomatic. The student will be able to explain the importance of controlling infection. Bloodborne pathogens and infection control precautions.

#### HEM 107: Patient Quality Assurance and Safety

25 Clock Hours (10 lab hours)

The student will be able to develop how to follow up [physicians medical orders, including, but not limited to treatment length, blood rates, dialysis type and concentration. Assist with maintenance of appropriate aseptic techniques during cannulation. Recognize patients target weight importance, and maximum ultra filtration rate possible. Describe patient's probable prognosis when dry weight is not reached. The student will be able to demonstrate patient safety practices as related to permanent monitor patient-machine.

#### HEM 108: Laboratory Procedures and Vascular Access

120 Clock Hours (80 lab hours)

The student will be able to list the most common blood tests performed for ESRD patients, including the reason each test if performed. Identify the normal adult values and desired values for adults on dialysis. The student will be able to explain the possible causes of the abnormal values and describe the technicians' roles in the manifestation.

#### HEM 109: Hemodialysis Devices and Equipment

80 Clock Hours (30 lab hours)

The student will be able to demonstrate the water quality instrumentation including but not limited to PH Meter, conductivity meter and chlorine meter. The student will be able to recognize supplies needed to conduct the hemodialysis treatment. Demonstrate ability to conduct daily inventory of the hemodialysis supplies including but not limited to dialysis blood lines and sodium chloride. Recognize the necessity of keeping areas stocked for each staff.

#### HEM 110: Hemodialysis Procedures and Complications

80 Clock Hours (20 lab hours)

The Hemodialysis Student will obtain the necessary knowledge needed to perform as a dialysis technician. The student will learn to review the kidney dialysis machines, prepare dialyzer and reprocessing and delivery systems while identifying any complications that might present.

#### HEM 111: Water Treatment

20 Clock Hours (10 lab hours)

In this course the student will be able to list water supply sources while explaining the importance of using only pure water in dialysis. List the components used in the contaminant removal explain concepts including reverse osmosis, deionization, and UV treatment. Explain the design and construction of RO membranes. During this course the student will learn why it is important to monitor the patient's progress.

#### HEM 112: Emergency Planning and Response

20 Clock Hours (10 lab hours)

The student will demonstrate the ability to follow the steps of emergency preparedness, including regulations, oversights, and threats. The student will be able to perform rapid and safe patient disconnection in the event of an emergency.

#### HCW 100: Basic Healthcare Worker

90 Clock Hours (HIV 4 hours)

Students will be taught the healthcare delivery system and health occupations; to communicate and use interpersonal skills effectively; legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; to recognize and respond to emergency situations; infection control procedures; information technology applications in healthcare; employability skills; blood borne diseases, including HIV/AIDS; to apply basic math and science skills.

#### HHA 100: Home Health Aide

75 Clock Hours (16 lab hours)

Students will be taught the role of the home health aide; legal and ethical issues of the profession, HIPAA and resident rights; communication and cultural diversity among clients; personal care skills; infection and standard precaution procedures; safety and body mechanics; human development and aging; how to assist clients with physical or mental disabilities; nutritional needs; meal planning; the importance of cleanliness and healthy environments. Students will apply classroom and laboratory knowledge in a supervised practical setting.

#### ESOL 101: ESL LEVEL I

This introductory course is designed for students with little or no prior knowledge of English. Emphasis is placed on developing basic listening, speaking, reading, and writing skills for everyday communication. Students learn essential vocabulary, simple sentence structures, and pronunciation fundamentals. The course prepares learners to function in basic social and academic situations and provides a foundation for advancement to higher ESL levels.

#### ESOL 102: ESL LEVEL II

This course builds upon the basic skills developed in Level I. Students expand their vocabulary, improve pronunciation, and gain confidence using English in everyday and academic contexts. Emphasis is placed on understanding and producing simple sentences and short paragraphs, engaging in basic conversations, and comprehending short reading passages. Grammar instruction focuses on present, past, and future tense usage in familiar situations. Successful completion prepares students for transition to ESL Level III.

#### ESOL 103: ESL LEVEL III

This course is designed for students who have mastered basic English communication skills and are ready to advance to more complex language use. Emphasis is placed on improving fluency, accuracy, and comprehension in speaking, listening, reading, and writing. Students learn to construct well-organized paragraphs, understand longer reading selections, and participate in extended conversations on familiar topics. Grammar study includes verb tenses, sentence variety, and correct word usage. Completion of this course prepares students for upper-intermediate or advanced ESL study.

#### ESOL 104: ESL LEVEL IV

This course is intended for students who can communicate effectively in most everyday situations and are ready to refine their language skills for academic or professional purposes. Emphasis is placed on developing greater accuracy and complexity in spoken and written English. Students practice composing multi-paragraph essays, analyzing academic readings, and participating in discussions and presentations. Grammar instruction focuses on advanced sentence structures, verb forms, and cohesive devices. Successful completion prepares students for advanced ESL courses or transition into academic and vocational programs.

#### ESOL 105: ESL LEVEL V

This advanced course is designed for students who have strong communication skills in English and seek to achieve near-native fluency for academic, professional, or personal goals. Emphasis is placed on refining advanced listening, speaking, reading, and writing abilities. Students engage in academic discussions, debates, research-based writing, and analysis of complex texts. Grammar instruction targets advanced structures, stylistic nuances, and accuracy in both oral and written expression. Completion of this course prepares students for college-level coursework or professional environments requiring a high level of English proficiency.

#### ESOL 106: ESL LEVEL VI

This course is designed for advanced students preparing to transition into college-level coursework or professional environments requiring strong English proficiency. Emphasis is placed on academic reading, essay writing, critical thinking, and advanced oral communication. Students analyze complex texts, compose research-based essays, deliver formal presentations, and participate in academic discussions. Grammar and vocabulary instruction focus on precision, tone, and stylistic control. Successful completion demonstrates readiness for college programs, career advancement, or professional certification.

#### MA100: Basic Healthcare Worker

90 Clock Hours

Students will be taught the healthcare delivery system and health occupations; to communicate and use interpersonal skills effectively; legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; to recognize and respond to emergency situations; infection control procedures; information technology applications in healthcare; employability skills; blood borne diseases, including HIV/AIDS; to apply basic math and science skills.

**MA101: Introduction to Medical Assistant****175 Clock Hours (75 lab hours)**

This course is designed as an introduction to the field of medical assisting. Emphasis will be placed on the basic concepts of developing professional behavior, communication skills, the history of the medical assistant, legal and ethical issues in the medical practice, medical specialties, and specialists they will encounter while working in the medical field, measuring vital signs, and safety and infection control practices. The student will leave the course with insight into the role and responsibility of a medical assistant.

**MA102: Medical Office Procedures****75 Clock Hours**

In this course, students will examine skills related to medical office administrative procedures such as the use of electronic health records (EHR), appointment scheduling, filing, handling mail, and preparing office budgets. They will also analyze stress management strategies and the importance of workplace ethics, privacy laws (HIPAA), and effective communication in diverse environments. Furthermore, students will identify changes and challenges in the 21st century workplace and the role of the administrative professional within that setting.

**MA103: Phlebotomy for Medical Assistants****25 Clock Hours (50 lab hours)**

In this course, the student will be introduced to concepts of infection control, and laboratory testing procedures. Topics will include Quality Control, Quality Assurance, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA) regulations, infection control techniques, and appropriate adherence to infection control standards. At the conclusion of this course, the student will gain the necessary knowledge and ability to safely collect and process various specimens in a variety of healthcare settings while maintaining safety and infection control in all areas.

**MA104: EKG Aide for Medical Assistants****25 Clock Hours (50 lab hours)**

This Course is designed to teach the student how to perform a 12-lead Electrocardiogram and to identify life-threatening arrhythmia. The student will complete at least two electrocardiograms and interpret these for class. An overview of other commonly performed cardiovascular studies is also presented. Lab included.

**MA105: Clinical Assisting****65 Clock Hours (65 lab hours)**

In this course, students will analyze practical clinical skills for working in a medical office environment. They will explore patient education and medical history, focusing on effective communication skills. Furthermore, students will assist healthcare staff in taking patients' vital signs, physical examinations, and various treatment modalities.

**MA106: Pharmacology for Medical Assistants****50 Clock Hours (40 lab hours)**

In this course, students will analyze the basic rules of preparation and administration of oral and parenteral medications. They will examine the parts of a prescription as well as commonly prescribed medications, how they affect the body, and why they are prescribed. They will demonstrate preparation and administration of medications using various techniques, including intramuscular, subcutaneous, intradermal, and Z-track injections. In addition, they will evaluate the Occupational Safety and Health Administration (OSHA) guidelines in preparation for the OSHA bloodborne pathogen certification.

**MA107: Laboratory Procedures****75 Clock Hours (50 lab hours)**

In this course, students will evaluate specimen collection methods. They will also perform laboratory procedures and CLIA-waived tests according to sanitation standards, focusing on effective communication with patients. In addition, students will explore automated laboratory testing techniques. Furthermore, students will practice acquired skills by completing practical lab exercises in preparation for the certification test.

**MA108: Fundamentals for Basic X-Ray Machine****50 Clock Hours (50 lab hours)**

In this course, students will develop technical knowledge in the fundamentals for the use, maintenance, and storage of X-Ray equipment and radiologic film in image production. To this end, they will apply basic mathematics and physics in radiographic procedures. Students will explore the principles of image and film processing, as well as exposure and image quality techniques. They will further practice computed radiography (CR) and digital radiography (DR) systems, among other skills that employers look for in today's healthcare industry.

**MA109: Administrative Office Procedures****90 Clock Hours**

In this course, students will understand the proper and professional telephone technique. Students will recognize and respond to verbal communication and non-verbal communication. They will learn how to maintain confidentiality, adhere to HIPAA regulations, how to schedule appointments manually and electronically accurately, and also learn how to schedule inpatient and outpatient procedures accurately. They will learn how to greet patients courteously and professionally.

**MA110: Practicum/Clinical****200 Clock Hours (40 lab hours)**

In this course, students will apply administrative and clinical skills obtained throughout the Medical Assistant program at an approved externship site. Students will also gain hands-on experience in healthcare settings, where they will work under the direct supervision of a clinical professional. Furthermore, they will demonstrate their clinical skills while working with patients, doctors, and other members of the healthcare team. Prerequisite: All previous courses have to be completed prior to Clinicals.

**MBC 100: Introduction to Health Information Technology****90 Clock Hours (4 lab hours)**

Students will be taught the healthcare delivery system and health occupations; how to communicate and use interpersonal skills effectively; legal and ethical responsibilities; wellness and disease concepts; safety and security procedures; how to recognize and respond to emergency situations; how to recognize and practice infection control procedures; information technology applications in healthcare; employability skills; blood borne diseases, including HIV/AIDS; basic math and science skills.

**MBC 101: Anatomy and Physiology****140 Clock Hours**

Students will be taught the structure and function of the respiratory, circulatory, musculoskeletal & connective tissue, nervous and sensory, reproductive, urinary, digestive and endocrine systems.

**MBC 102: Medical Terminology****120 Clock Hours**

Students will be taught medical terminology in daily use; to build, spell and pronounce medical terms and abbreviations correctly; appropriate terms from word parts learned; the meaning of the word; to recognize and identify terminology of hospital and other clinical forms; basic terminology common to medical/surgical practices; how to medical reference materials.

**MBC 103: Fundamentals of Disease Process****90 Clock Hours**

Students will be taught predisposing factors and direct causes of disease as they relate to the human body; the general morphology of organisms and their role in the disease process; the pathogenesis of diseases of all the body systems; pharmacological agents, uses, treatments, and utilizing drug reference sources; how to identify and use diagnostic test terminology; basic pharmacology.

**MBC 104: Health Information Services****90 Clock Hours**

Students will be taught the origin, history and definition of all medical record types; the functions of the medical record department; the classification and functions of health information management personnel and chain of command; the reasons medical records are important

in the health care delivery system; different filing systems used in health care institutions; the development of the medical record to include all record types; the importance of the medical record in relation to state and federal agencies, accrediting and licensing agencies; how to use a master patient index (MPI) system.

#### MBC 105: Ethical and Legal Principles

90 Clock Hours

Students will be taught the importance of maintaining ethical and legal standards in compiling and using medical; the Code of Ethics of the American Health Information Management Association; the scope of practice of the Medical Biller/Coder; ethical coding practices as outlined by AHIMA; HIPAA compliance guidelines and regulations for electronic health information.

#### MBC 106: Medical Billing

110 Clock Hours

Students will be taught the revenue cycle management processes; how to complete CMS (Centers of Medicare/Medicaid Services) 1500 or comparable claim form; various reimbursement entities; sources of payment, including patient and third parties; medical billing software; electronic claims billing and submission; explanation of benefits (EOBs) and explanation of Medicare benefits (EOMBs); to analyze claims rejection, correct and resubmit for and their impact on the coding systems; charge-master and superbill maintenance; compliance strategies and reporting as well as regulatory guidelines.

#### MBC 107: ICD and CPT Coding Systems

120 Clock Hours

Students will be taught the development of nomenclatures and classification systems; conventions and guidelines used in coding; the process to annually update coding resources; to code CPT and HCPCS II Codes with a focus on correct coding and sequencing of CPT codes for Anesthesia; Evaluation & Management (E&M); Surgery; Pathology and Laboratory; Radiology, and Medicine when it is appropriate to use HCPCS Level II codes and how to code them correctly; to use case studies and authentic medical records/abstracts to code intermediate and advanced, complex procedure code assignment using CPT (all sections), HCPCS II Codes, and, the current ICD Procedural Coding System; to append all appropriate modifiers to both CPT and HCPCS II codes; Physician Quality Reporting Initiative (PQRI) and its relationship to CPT Category II codes; to accurately code and sequence for current ICD Diagnoses and Procedural Coding System Codes by body systems and supplemental chapters/materials; how to identify any discrepancies, incomplete information and/or poor documentation practices in relation to coding while following appropriate departmental policies for correcting errors or improving documentation practices.

#### MBC 108: ICD Coding Complexities

120 Clock Hours

Students will be taught to apply advanced ICD coding concepts to diagnostic complexities of complex case studies with an articulation of coding rules and sequencing; understand case-mix analysis, severity of illness systems, and coding quality monitors and reporting; use a variety of simulated patient records interpret data and assign diagnostic codes; describe characteristics of prospective payment systems for various types of healthcare settings; review the format and conventions of ICD Diagnoses and Procedural Coding System coding systems; identify the areas of similarities and differences to various classification systems; use and maintain application processes to support other clinical classification systems; explain how the Systematized Nomenclature of Medicine clinical terminology is utilized in the development of an electronic health record system.

#### MBC 109: Externship

140 Clock Hours

Students will apply classroom and laboratory knowledge of medical billing and coding in a healthcare setting.

#### PCT 100: Nurse Aide and Orderly

75 Clock Hours

Students will be taught skills specific to nursing assistant including: verbal and written communications; legal and ethical responsibilities; physical comfort and safety functions; personal patient care; patient care procedures; principles of nutrition; care for geriatric patients; principles of infection control; biological, psychological, and social support; organizational functions, following the patient plan of care; restorative (rehabilitative) activities; skills related to the hospital setting.

#### PCT 101: Advanced Home Health Aide

50 Clock Hours

Students will be taught skills specific to home health aide including how to: maintain a clean and safe home environment for the patient; identify emergency evacuation procedures with adaptations to the home setting; follow an established work plan with the patient and family; perform patient-related cleaning tasks and laundry; identify methods for medication storage; assist patient with taking self-administered prescribed medication in the home; utilize specified equipment and supplies in the home.

#### PCT 102: Patient Care Assistant

75 Clock Hours

Students will be taught nursing assistant skills related to the hospital setting and nursing assistant care for the adult patient including how to: transfer patient to stretcher; assist patient to apply binders; care for patient in skin and skeletal traction; assist with pre-operative and post-operative patient care; care for patients receiving oxygen therapy; change an unsterile dressing; take an apical and pedal pulse; measure pulse oximetry and report decreasing levels of O<sub>2</sub> saturation.

#### PCT 103: Allied Health Assistant

150 Clock Hours (60 lab hours)

Students will be taught how to perform skills related to the body systems including unlicensed type skills for hemodialysis; electrocardiograph; phlebotomy; physical therapy; occupational therapy; respiratory care; medical administrative assisting and radiology.

#### PCT 104: Advanced Allied Health Assistant

100 Clock Hours (Clinical 100)

Students will apply classroom and laboratory knowledge of the allied health assistant skill areas in a clinical classroom setting.

#### PCT 105: Patient Care Technician

60 Clock Hours (Clinical 50)

Students will be taught to demonstrate knowledge of organizational and effective team member skills; terms associated with organizational and time management; ways to deal with conflict; employability skills specific to patient care technician. Students will apply organizational and effective team member skills in a clinical classroom setting.

#### PLB 100: Phlebotomist

75 Clock Hours (75 lab hours)

Students will be taught professional, communication, and interpersonal skills; phlebotomy in relation to the health care setting; the anatomic structure and function of body systems in relation to services performed by phlebotomist; to recognize and identify collection reagents supplies, equipment and interfering chemical substances; skills and knowledge necessary to perform phlebotomy; standard precautions for following infection control; accepted procedures of transporting, accessioning and processing specimens; quality assurance and safety and will apply classroom and laboratory knowledge in a clinical classroom setting.

#### MT100 Basic Massage Theory and History

(100 Clock hours)

This course presents the student with the theories of therapeutic massage and proper principles and techniques for the massage manipulations. The student will be able to demonstrate knowledge of the history of massage therapy and historical practitioners; explain the mechanical; demonstrate knowledge of the effects, usage, indications and contraindications of various lubricants in massage therapy and apply them appropriately; demonstrate awareness of professional boundaries using acknowledgments of body language, verbal communication, and cultural cues.

#### MT101: HIV/AIDS Education

(3 Clock hours)

This course is designed to establish an understanding of the HIV/AIDS virus and to comprehend appropriate methods for therapist to utilize when interacting with a client that is infected with the virus.

### MT102 Anatomy and Physiology

(170 Clock hours)

A foundational course in anatomy and physiology created to instruct the student related to the structure and function of a cell and its tissue; the nervous, cardiovascular, lymphatic, respiratory, integumentary, digestive, endocrine, urinary, reproductive, skeletal, and muscular systems.

### MT103 Theory and Practice of Hydrotherapy

(15 Clock hours)

The introduction to the principles and applications of Hydrotherapy (including the thermal effects of water) and how to include these principles and applications during massage treatments.

### MT104 Business Practices

(15 Clock hours)

This course provides the student with the principles of organizing a business and gives the student the tools needed to be successful in the industry of massage practice will be emphasized. This course offers guidelines for building a successful massage therapy practice and discusses some of the skills that a massage therapist needs to have to run his/her business. Students are also assisted to write a resume, design a business plan, create a business card, brochure, and develop an introduction for themselves so they are comfortable interviewing for a job.

### MT105 Allied Modalities

(76 Clock hours)

An introductory course instructing students on a variety of allied modalities including aromatherapy, craniosacral therapy, medical massage, myofascial release, seated chair massage, sports massage, pregnancy and infant massage, reflexology, shiatsu, neuromuscular, trigger point and Thai massage.

### MT106 Professional Ethics in the Workplace

(4 Clock hours)

This course introduces the student to ethics in the workplace as a massage therapist. The content explores strategies of building strong-trusting relationships with the client and the resolution of ethical dilemmas when maintaining a safe and ethical massage practice.

### MT107 Medical Errors

(2 Clock hours)

This course gives the students instruction for this course includes medical error prevention in relation to the legal scope and practice of massage therapy.

### MT108 Florida Laws and Rules

(10 Clock hours)

This course provides the student with the requirements of the Florida Massage Practices ACT (Chapter 456 F.S. & 480 F.S.) of the Florida Statutes and the Rules and Regulations (Chapter 64B7 F.A.C.) are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the field of Massage Therapy as set forth by the State of Florida.

### MT109 Effective Communication

(3 Clock hours)

This course instructs the student on writing skills needed to properly prepare reports using the SOAP method, effective strategies for the development of communication skills with clients, and other healthcare providers. Additionally, proper methods of documentation, including but not limited to the documentation of pathology and contraindications, and workplace safety and hygiene.

### MT110 Domestic Violence

(2 Clock hours)

This course introduces the responsibilities of massage therapy with relation to acts of Domestic Violence. Responsibilities introduced include but are not limited to reporting abuse, domestic violence, and neglect per the vulnerable persons act. Instruction will also consist of the topic of human trafficking; assessing and responding to clients that may be or have been victims of human trafficking.

### MT111 Massage Practicum

(200 Clock hours)

The hands-on portion of this program will involve the students working on clients, this is done in a professional environment in our Massage clinic, under the supervision of the instructor. Student will perform 60 massages services on the public and will be able to demonstrate proper client consultation, client positioning, support and draping techniques; apply various massage therapy techniques when presented with various pathological conditions and contraindications and effectively operate common massage therapy equipment.

\*Continuing Education Units: We offer continuing Education courses for the medical professional. Approved by the Florida Board of Nursing and the Florida Board of Massage.

\*\*\*The courses marked with an asterisk are courses not licensed by the Commission for Independent Education; they are continuing education classes or training classes in order to obtain licensure in that program.



**FACULTY**

<b>NAME</b>	<b>TITLE</b>	<b>DEGREE &amp; AWARDING INSTITUTION</b>
Jose Tomas La Torre Registered Nurse	Instructor: Home Health Aide program Patient Care Technician program	Broward College Registered Nurse Coconut Creek, FL
Juana Martinez Medical Assistant Phlebotomy Technician	Instructor: Medical Assistant with X-Ray program	Florida National University Medical Assistant Hialeah, FL American Society of Phlebotomy Technicians Phlebotomy Technician Summerville, SC
Lucylina Alfonso Massage Therapist	Instructor: Massage Therapy program	Hollywood Institute Licensed Massage Therapist
Kelly Dunkle Hemodialysis Technician	Instructor: Hemodialysis Technician Program	Technipro Institute Boca Raton, FL Hemodialysis Technician
Myriam Belmas Home Health Aide	Instructor: Home Health Aide program	The Enfimye Institute North Palm Beach, FL Practical Nursing
Crestina Harvey Medical Billing and Coding Specialist	Instructor: Medical Billing and Coding Specialist program	Florida International University Miami, FL Bachelors in health service administration
Dyanna Manzanares ESOL	Instructor: ESOL	Miami Dade College Miami, FL Bachelor of Science

**STAFF**

<b>NAME</b>	<b>TITLE</b>	<b>DEGREE &amp; AWARDDING INSTITUTION</b>
Yudeimy “Amy” Valdes	Director	University of Phoenix, Associates of Science in Business University of Phoenix, Bachelors in Business Administration. AS, Nursing Masters Degree in Psychology
Lizette Sierra	Office Manager	Florida Career College , Medical Front Office and Billing Diploma
Nadina Urdaneta	Student Success Coach	Miami Dade College AS, Science
Daniela McCleron	Administrator	Sheridan Technical College Patient Care Tech

ACADEMIC CALENDAR

HHA Classes Begin	PCT Classes Begin	MB&C Classes Begin	Hemodialysis Classes Begin	Medical Assistant with Basic X-Ray Classes Begin	Phlebotomy Classes Begin	Holidays Observed
1/5/26	1/5/26	1/5/26	1/5/26	1/5/26	1/5/26	-
2/2/26	2/2/26	2/2/26	2/2/26	2/2/26	2/2/26	-
3/2/26	3/2/26	3/2/26	3/2/26	3/2/26	3/2/26	-
4/6/26	4/6/26	4/6/26	4/6/26	4/6/26	4/6/26	-
5/4/26	5/4/26	5/4/26	5/4/26	5/4/26	5/4/26	Memorial Day: 5/25/26
6/1/26	6/1/26	6/1/26	6/1/26	6/1/26	6/1/26	-
7/6/26	7/6/26	7/6/26	7/6/26	7/6/26	7/6/26	Independence Day: 7/4/26
8/3/26	8/3/26	8/3/26	8/3/26	8/3/26	8/3/26	-
9/7/26	9/7/26	9/7/26	9/7/26	9/7/26	9/7/26	Labor Day: 9/7/26
10/5/26	10/5/26	10/5/26	10/5/26	10/5/26	10/5/26	-
11/2/26	11/2/26	11/2/26	11/2/26	11/2/26	11/2/26	Veterans Day: 11/11/26
12/7/26	12/7/26	12/7/26	12/7/26	12/7/26	12/7/26	Thanksgiving Holiday: 11/26/26-11/29/26
-	-	-	-	-	-	Winter Break: 12/23/26-1/4/26

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