

# GENESIS VOCATIONAL INSTITUTE

## SCHOOL CATALOG

**Volume XVIII**

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### **President's Message**

Career training is a road that leads to challenges and roles that force us to take personal leaps and bounds we may never have encountered otherwise. We are honored that you have considered Genesis Vocational Institute as an instrument of your journey. It is our desire to help you reach your goals for a new future that can be filled with professional satisfaction and numerous rewards. We do hope that your career choices continuously lead you to pursue education so that you can continue to grow professionally. So it is with great pleasure that we welcome you to our school. Genesis Vocational Institute is ready to serve you and the community, making dreams a reality, and helping people just like you take your place on the road of life.

Thank You.

*Adriana Francese, School Director*

### **History**

Genesis Vocational Institute was started in October 2007. Owners of Genesis Vocational Institute possesses a decade of experience with adult learners in career training.

### **Educational Philosophy**

Genesis Vocational Institute aims to provide hands on training to our students, and to provide the industries of interest, skilled workers who are ready to engage in a career in high demand.

### **Mission**

Our mission is to train students to become entry level professionals in careers that are in high demand. We aim to improve employability and inspire lifelong career growth, thereby improving the quality of life of individuals in our community.

### **Legal Ownership**

Genesis Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida. Current owners and officers are Adriana Francese-President, Samanta Ferrini-Vice President and Leandro Ferrini-Secretary.

### **Corporate Name**

The institutions corporate name is Genesis Vocational Institute, Corp. and is doing business as Genesis Vocational Institute.

### **Governing Body**

The name and corporate address of the governing body of Genesis Vocational Institute, Corp. is:

**Genesis Vocational Institute, Corp.**  
12851 SW 42 Street 2<sup>nd</sup> Floor Suite # 131  
Miami, Florida 33175  
305-223-0506

## Staff

Adriana Francese  
President  
Campus Director

Samanta Ferrini  
Vice President  
Director of Admission  
Director of Advisement

Leandro Ferrini  
Secretary  
Library Coordinator  
Financial Director

Alyson Tinoco  
Job Placement and Externship Coordinator

Shirley Rivera  
Registrar Coordinator

Laura Pena Barrientos  
Registrar Coordinator Assistant

Leonor Nuñez  
Admissions Representative

**Elier Tinoco ARNP**  
Director of Education  
Florida Department of Health  
Adv. Registered Nurse Practitioner ARNP9428804  
Master of Science in Nursing  
Florida International University, Miami FL  
Bachelor of Science in Nursing  
Florida International University, Miami FL

**Katherine Beck**  
Medical Assistant Teacher  
Master of Science in Nursing: Family Nurse Practitioner Post-Masters Certificate  
Miami Regional University  
Advanced Practice Registered Nurse: APRN11031996  
Master of Science in Nursing  
Miami Regional University  
Registered Nurse: RN9606284  
Phlebotomy Technician  
Genesis Vocational Institute  
Certified Phlebotomy Technician  
Bachelor of Arts in Chemistry-Florida International University

**Marianela Marrero**

Teacher Assistant (Home Health Aide Program)  
CNA 457762

**Faculty**

(Amendments on Faculty and Staff will be added as an Addendum to the school catalog as hired).

**Carmen Beck LPN, C.N.A, RN**

Nursing Assistant Program Director  
Part time Faculty Member  
Nursing Assistant Instructor  
Patient Care Technician Instructor  
Practical Nurse (Genesis Vocational Institute)  
Licensed Practical Nurse: (PN5218817)  
Nursing Assistant (Genesis Vocational Institute)  
Certified Nursing Assistant: (CNA269280)  
Phlebotomy Technician (Miami Sunset Senior High School)  
AMCA #PTC-1826  
Registered nurse  
Miami Regional College  
RN: 950107  
Miami Regional University  
APRN: 11031997

**Santiago Cela Gonzalez**

Government of Puerto Rico Department of Health  
Physician Assistant License #: 2138 P.A.  
Phlebotomy Technician  
Electrocardiograph Technician  
Instituto superior de Ciencias Medicas de la Habana MD  
Doctor of Medicine and Traumatology  
Barcelona Spain  
Master Occupational

**Leilalis Oliveros**

Medical Assistant  
Phlebotomy Technician  
Electrocardiograph Technician  
Instituto Superior de Ciencias Medical del la Habana MD  
Doctor of Medicine

**Lionel Valdivia**

**Part-Time Faculty Member**

Medical Billing and Coding Instructor  
CPC-P – Certified Professional Coder Payers (American Academy of Professional Coders)  
CENTC- Certified ENT Coder (American Academy of Professional Coders)  
CCS- Certified Coding Specialist (American Health Information Management Association)  
CPC- Certified Professional Coder (American Academy of Professional Coders)

**Marcela Manzi**

Home Health Aide Instructor and Nursing Assistant Instructor  
Certified Nurse Assistant

C.N.A 419128

Genesis Vocational Institute, Miami FL  
La Universidad Santo Tomas  
Diploma in Psychology

**Elier Tinoco ARNP**

**Medical Assistant Instructor**

Doctor of Medicine and Surgery  
Universidad Autonoma de Nicaragua (UNAN-LEON)  
Florida Department of Health  
Adv. Registered Nurse Practitioner ARNP9428804  
Master of Science in Nursing  
Florida International University, Miami FL  
Bachelor of Science in Nursing  
Florida International University, Miami FL

**Jose Gonzalez**

**Nursing Assistant Instructor**

**University of Havana Cuba**

**Doctor of Medicine with specialty in Gastroenterology**

International Institute of Health Care Professionals  
Registered Nurse  
RN 9426304

**Indira Concepcion**

**Nursing Assistant Teacher Assistant**

CNA442636

Genesis Vocational Institute

## **Holidays**

Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day & Day After  
Christmas Day through New Year's Day  
Spring Break (03/30/26- 04/03/26)  
Summer Recesses (07/28/25-08/01/25)

## **Parking**

Parking and traffic regulations must be maintained for the protection of all students. Students must park in authorized spaces. **Students must park on the second floor of the building.** Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without warning or formal notification if parked on the first floor.

## **Field Trips**

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce students to situations that cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips.

## **Liability**

Genesis does not provide personal, medical, or liability insurance against fire, theft, or vandalism of students' personal property. Students are covered by professional liability insurance during the clinical components of the programs.

## **Orientation of New Students**

Orientation is conducted prior to the beginning of each program as a means of introducing new students to Genesis. During this orientation, students are introduced to the mission of Genesis. Members of the administration familiarize students with Genesis facilities and explain academic policies and regulations. Please allow approximately 2 hours to complete orientation.

### **Class/Laboratory Size**

In order for students to receive individualized attention, Genesis will maintain proper ratio between faculty and students to allow adequate attention. The student-faculty ratio will generally not exceed 20:1 in theory class and 15:1 in laboratory classes. Laboratory class size will vary by program.

### **Dress Code**

Genesis maintains a strict dress code for its students. All students are expected to be neat, clean, and dressed in medical scrubs consistent with the type of dress that would be required for the medical/business office, in the color designated by Genesis which is Navy Blue.

The student is required to acquire the proper uniform/medical scrubs on their own accord.

The student's footwear should consist of clean, sneakers or medical clogs. A student's appearance must reflect the demands to maintain astute professional, medical, and hygienic standards. Personal appearance is one of the first features upon which an employer evaluates a candidate for employment.

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in Genesis because of the nature of our work.

Students are not allowed to wear a uniform with the logo of a different educational institution.

### **Dress Code for Nursing Assistants**

In addition to the policy described under Dress Code, Nursing Assistant Students must wear their hair up when attending clinical rotations and when taking the State Board exam. Fingernails must be clean and short with no dark nail polish. Earrings must be small and not dangle; hoops are not allowed. No face piercings are allowed except at the ears.

### **Hours of Operation**

Office Hours: Monday through Friday	9:30am – 6:30pm
Lunch Hours: Monday through Friday	1:30pm – 2:30pm
School Hours: Monday through Friday	9:00am – 9:00pm
Saturday	9:00am - 2:30pm
Sunday.	Close

### **Admission Requirements**

1. All applicants must present an official picture ID
2. Applicants must be at the compulsory age of attendance.
3. All applicants should present evidence of a high school diploma, high school certification, GED or higher credential in order to enroll in any of the programs offered.
4. Students, who do not have a high school diploma, high school certification or GED and are 17 years and 9 months of age or older must demonstrate the ability to learn from the program of instruction by passing the Wonderlic Basic Skills Test (BST) with a minimum score of 303-321 in English and 294-313 in Math.

5. Students that graduated high school in a country other than the United States of America and do not have a copy of their high school diploma must sign the Educational Affidavit form. This form certifies that the student completed high school in a foreign country. This student must also pass the Wonderlic BST test with a minimum score of 303-321 in English and 294-313 in Math.
6. Students that graduated high school in a country other than the United States of America and have a copy of their high school diploma must have it translated/validated as a high school diploma of the United States of America.
7. Students who are at least 17 and 9 months years of age, may enroll in any program however, a parent or legal guardian must also sign the Enrollment Agreement.
8. All accepted students must complete an Enrollment Agreement and pay the \$100.00 registration fee.
9. Applicants will receive the school catalog at the time of signing the Enrollment Agreement.
10. Genesis Vocational Institute will keep records of prospective students denied admission for at least five years.
11. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 25 hours of request.

### **Admission Procedures**

Welcome to Genesis Vocational Institute! We are delighted that you are considering joining our community. To ensure a smooth and transparent admission process, please carefully review the procedures outlined below.

#### **1. Inquiry and Information**

- Visit our school website or contact our admissions office for initial information.
- Schedule a school tour to learn more about our curriculum, facilities, and values.

#### **2. Application Submission**

- Complete and submit the **Admission Application Form** available online or at the school office. (**enrollment agreement is signed via DocuSign**)
- Submit the following documents along with the application:
  - Copy of your ID or Passport
  - Copy of your High School Diploma or equivalent-Translated in English
  - Parents/guardians must sign enrollment agreement if the applicant is under the age of 17 years and 9 months old.

#### **3. Admission Decision**

- Admission is granted based on seat availability and overall suitability of the school for the student.

#### **4. Offer of Admission**

- Selected candidates will receive an official **Admission Acceptance Letter** via e-mail.

#### **5. Fee Payment and Enrollment**

- Pay the downpayment fee of tuition to secure the student's place. (**will vary depending on program election of the student that is enrolling**)
- Submit any remaining documentation required for enrollment.

## 6. Orientation

- Attend the **New Student Orientation** to meet staff, understand school policies, and prepare for the academic year.

### **Rotation Requirements**

The following documentation is required from students before they begin their clinical rotations. Students are responsible for acquiring the documents listed below.

#### For Nursing Assistant and Patient Care Technician

Background Screening Level 2.  
Completed Physical and PPD Test

#### **For Medical Assistant and Medical Billing & Coding:**

Each clinical rotation facility requires different documentation that a student must possess.

When a student is advised on where he/she will attend their clinical rotation for either Medical Assistant and/or Medical Billing and Coding, this information would be provided to them.

The information that will be provided to the students will be according to the clinical rotation facility that accepts them for the clinical rotation hours.

### **Important Note:**

Applicants for Nursing Assistant Training, which require state certification, are advised that they will be required to submit an Additional Criminal History Questionnaire per Florida Statute 456.0635. Presence of criminal convictions on record may cause the rejection of an applicant for state licensure.

The physical form and physical examination is required by some clinical sites for rotation purposes.

### **Non-Discrimination Policy**

Genesis Vocational Institute does not discriminate regarding race, sex, color, creed and/or religion.

### **Student Rights & Responsibilities**

Genesis Vocational Institute seeks to maintain an environment where students have the following rights:

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom.
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

- Students can expect to participate fully in Genesis Vocational Institute's community without discrimination as defined by federal and state law.
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity.
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges.
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well-being.
- Students have access to established procedures for respectfully lodging a grievance to Genesis Vocational Institute.
- Students have access to all faculty, staff, resources, and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from Genesis Vocational Institute's academic and administrative departments.
- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.

### **Fees & Payment Schedule**

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. It is suggested that books and uniforms be purchased prior to attending class. Payment of tuition is due, in full, on or before the first day of class, unless a student requires a payment plan. Any students who are unable to pay the tuition and fees in full may arrange a payment plan with Genesis Vocational Institute. Genesis reserves the right to assign any unpaid balances to an outside agency for collections. Genesis does not participate in the federal Title IV program.

Genesis acceptable payment options are as follows:

1. Payment in full on or before the first day of class.
2. Private loans — Private education loans, sometimes called alternative loans, are available for students who have a need in order to cover educational costs. Private loans are offered by private lenders, and there are no federal forms to complete. Eligibility for private student loans often depends on your credit score.
3. Employer reimbursement — many employers have programs that reimburse students for educational costs. Students should contact the personnel office at their place of employment to determine if such funding is available for attendance at Genesis.
4. Installment plans, which will be set up based upon the student's ability to make monthly payments over the length of the program, with a minimum down payment made on or before the first day of class, are available.
5. Genesis Vocational Institute also is accepted by the Vocational Rehabilitation for students who qualify for that specific program.

We accept the following methods of payment: Cash, Money Orders, MasterCard, Visa, or other major credit cards. Cost of clock hour is included in the price cost for the goods and services.

(Note: The total cost does not include licensing or any other regulating agency fees.)

The Registration fee is due at the time of signing the Enrollment Agreement for admissions. Students must adhere to the payment plan outlined in the Student Enrollment Agreement which is completed at the time of registration.

Payments are due on between the 1<sup>st</sup> and 10<sup>th</sup> day of every month; late payments are subject to the Late Fee policy outlined in the Student Enrollment Agreement.

In the event that a student's account is sent to collections, Genesis Vocational Institute shall be entitled to collection, attorney fees and cost on the account thereof.

### **Cancellation and Refund Policy**

- 1) Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:
- 2) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- 3) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- 4) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee of \$100.
- 5) Cancellation after attendance has begun, 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.
- 6) Cancellation after completing more than 40% of the program will result in no refund.
- 7) Cancellation of classes or programs by the institution before or after attendance has begun will result in 100 percent refunds.
- 8) Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- 9) Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
- 10) A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.
- 11) Books, materials and fees will not be refunded, thus will not be included in the refund calculation.

### **Dismissal**

A student may be dismissed, at the discretion of the Director, for insufficient academic progress, non-payment of costs, or failure to comply with rules of conduct and policies of the institution.

### **Attendance**

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any dates where a student may be absent. It is the responsibility of the student to make up missed work. In order for an absence to be excused the student shall provide a doctor's note or court document. Absences due to the death of an immediate family member will also be excused. Students needing to take more than 3 consecutive days off should request a Leave of Absence. Students with excessive absences will be subject to disciplinary action, including termination from their course of study.

All externship hours that are missed must be made up. More than three absences from externship assignments without prior notice may result in termination from school.

**Absences for Programs of more than 400 hrs.**

Students will be allowed 1 excused absence per every 100 hours of program length and 1 unexcused per every 200 hours of program length. Students who do not adhere to this policy and have excessive absences will first receive a written warning. Students who continue to have excessive absences in any given period will receive a second warning letter. Finally, a dismissal letter will be issued to any student whose absences have hindered their progress in the program. Once the dismissal letter has been issued the student will be dropped from the program.

**Absences for Programs of less than 400 hrs.**

Students will be allowed 1 excused and 1 unexcused absence per month. Absences are not to exceed 2 per month. Students will receive a warning letter after their third absence. A second warning will be issued after a fourth absence. Finally, after a fifth absence the student will receive a dismissal letter. Once the dismissal letter has been issued the student will be dropped from the program.

**Make-Up Work**

The school will schedule one make-up workday per month on a Wednesday. The student will only be allowed to make-up one exam per month with an excused absence. If any other exams are missed, the student will receive a “0” grade. No make-up exam will be given if the student receives a “D” or “F” on the exam. Final exams and unit exams cannot be made-up if the student is absent from these exams, he/she will receive a “0” grade.

**Tardiness**

Attendance and promptness reflect an individual’s level of professionalism and work ethic. Since Genesis Vocational Institute trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. A student who is more than fifteen minutes late, may not be allowed to enter the classroom at the discretion of the instructor. It is the responsibility of the student to make up the missed work in a timely manner. A student who is tardy three times in one calendar month will have one absence recorded on their attendance record.

### **Leave of Absence**

Genesis Vocational Institute requires students to provide a written, signed, and dated request for a Leave of Absence prior to the last date of attendance. However, if unforeseen circumstances prevent a student from providing a prior written request, Genesis Vocational Institute may grant the student's request for a leave of absence and document its decision in the student's file. The student must provide Genesis Vocational Institute with the written request within 30 days.

A student may be granted a Leave of Absence (LOA) up to 180 days in any 12-month period. The number of days in a leave of absence commences the day after the student's last day of attendance. "A 12-month period" begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

The student will be notified of their expected graduation date, if it should change after coming back from the leave of absent, via either e-mail or a typed and printed letter signed by any commanding officers of the institution. (e.g. School Director, Educational Director, Director of Admission, Financial Director)

It is the responsibility of the student to make up the missed work in a timely manner (within 30 days).

### **Transfer of Credits**

Genesis Vocational Institute does not accept transfer of credit reserves from another school.

Any student, who began a program at Genesis Vocational Institute and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly

Students who transfer out of Genesis Vocational Institute to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligation have been met by the student to Genesis Vocational Institute. The acceptance of the transferability of credits is the decision of the receiving institution.

### **Policy for Transferability of Credits to other Institutions**

Genesis cannot guarantee the transferability of hours or credits earned at Genesis. However, Genesis is an accredited institution; therefore, any decision on the transferability of hours or credits is at the sole discretion of the receiving institution.

### **Policy for Transfer of Credit within Genesis**

Transfer of credits from courses or programs within Genesis will carry over students' cumulative grade point average for program applicable courses.

### **Policy for Seeking Additional Diplomas or Programs**

Students graduating from Genesis and seeking additional diplomas within the school will carry over prior cumulative GPA for program applicable courses. Students seeking an additional diploma should be aware that assessment of their satisfactory academic progress (SAP) will be based on the same criteria used for their first diploma/certification.

### **Program Changes**

Genesis Vocational Institute reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, with prior notice of such changes. Reasonable accommodations will be made for students impacted by such changes.

### **Grading**

Students are graded according to the following Grade Point Average (GPA) system:

*Used in GPA computation:*

*Not Used in GPA computation:* I = Incomplete; W = Withdrawal

Letter	Numeric Grade	Status	Grade Point Value
A	100-90	Outstanding	4.0
B	89-80	Very Good	3.0-3.9
C	79-70	Satisfactory	2.0-2.9
D	69-60	Failed	1.0-1.9
F	59-0	Failed	0.0-0.9

### **Unit of Credit**

The Unit of Credit used at Genesis Vocational Institute is a clock hour. A clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor and a 10 minute break.

### **Grade Point Average (GPA)**

Each letter grade has a point value. To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

### **Incomplete “I” Grade**

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an “F”.

### **Withdrawal “W” Grade**

A grade of “W” is given when a student drops from a course after they have attended said course.

Withdrawing from a course will have the following effect:

If a student's last date of attendance is at the 20 percent point of attendance of a course, he or she will receive a grade of “F.” An “F” grade will affect the students GPA and the credit attempted/credit earned. An “F” grade will also be counted towards a student’s ability to complete the program in the maximum timeframe of 1.5 times or 150% of the program length.

If a student's last date of attendance is before the 20 percent point of attendance of component, he or she will receive a grade of “W”, and the grade will result in no credit earned and will not affect the credit attempted/credit earned. A “W” grade will, however, be counted towards a student’s ability to complete the program in the maximum timeframe of 1.5 or 150% of the program length.

### **Standards of Academic Progress (SAP)**

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of Genesis Vocational Institute, can identify and provide assistance to students who experience academic difficulty.

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at Genesis Vocational Institute. Students will be evaluated for academic progress at the end of each academic quarter. The satisfactory academic progress policy measures the following factor:

**1. Qualitative Measure (Cumulative GPA)**

Students must maintain a cumulative grade point average of 2.0 or higher for all clock hours attempted in all programs remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

**2. Quantitative Measure (Clock Hour Progression)**

You must complete at least 67% of clock hours attempted for each course to remain compliant with SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls in a 60-hour course is required to successfully complete a minimum of 40 clock hours ( $60 \times 67\% = 40$ ) for the course.

**3. Start and End Dates for Enrollment: Completion Time**

The date of entrance and the frequency of attendance determine the date of completion. The maximum completion time of any program is the number of weeks of instructional time, times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is  $6 \times 1.5 = 9$  weeks.

If a student exceeds the maximum completion time, the student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

For example, if you are pursuing a program that requires 1350 clock hours for graduation, you would reach the maximum timeframe at 2025 clock hours attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe. You can repeat a course, but the credits will also be applied toward the maximum timeframe.

**Academic Standards**

Consequences of sustained poor academic performance are summarized below:

	<u>Cumulative GPA</u>	<u>Results</u>
-	0.0 to 1.99	Academic Probation

Student must have a minimum of 2.0 overall GPA to be able to

graduate.

These measures are applicable at the end of each grading period. For programs under 250 clock hours these measures are applied at the mid-point and completion of the program.

**Repeating Courses**

Students may repeat courses taken at Genesis Vocational Institute if they received a “W”, “D”, or “F” grade. Students may repeat a failed course once. A failed course is a course in which a student received a “D” or “F”. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first

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attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only. A course that is repeated will be subject to a fee equal to the cost per clock hour.

### **Academic Probation and Termination**

Students will be evaluated for academic progress at the end of each academic quarter. Students enrolled in programs whose length is under 250 clock hours and are not making satisfactory progress will be placed on academic probation for a period of two weeks. For programs whose length is over 250 clock hours, students will be placed on academic probation for a period of two month. Students enrolled in courses that are over 250 clock hours will not be sent to externship if their grade point average is not 2.0 or greater for all programs. If by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter in the following quarter if they follow the re-entry policy.

### **Procedure for Re-establishing Satisfactory Academic Progress**

If a student's grade point average (GPA) falls below a 2.0 in any component, the student will be judged to be making less than satisfactory progress toward graduation and may result in a student's being placed on academic probation for the subsequent grading period. If, by the end of the probationary period, a student has achieved a cumulative GPA of at least a 2.0, the probationary status will be removed. If, at the end of the probationary period, a student has not achieved a cumulative GPA of at least a 2.0 for the components, taken during the probationary period, the student may be required to repeat the semester at additional tuition or may be terminated due to unsatisfactory progress. The Satisfactory Academic Progress policy can be appealed for individual students under certain mitigating circumstances as determined by Genesis Vocational Institute.

### **Notification of Changes to Expected Graduation Date**

Genesis Vocational Institute (GVI) monitors its student progress through the **Student Academic Progress (SAP)**.

If course issues such as (withdrawals, incompletes, or failures) are likely to delay graduation, the student is usually:

- Notified via email or the professors speaks with his/her student directly.
- Encouraged to meet with the Educational Director (Elier Tinoco), who may revise the graduation plan and discuss options (make up exams, re-do tests/classwork, start again in the following cohort).
- Shown the updated expected graduation date within their SAP and or verbally explain their progress for the next starting cohort.
- The above will also be written in a formal letter signed by both the student, Educational Director and School Director.

### **Process to appeal probation**

Students are reminded of the attendance requirements described in the attendance section of this student catalog. Genesis faculty is available to provide academic counseling and remediation for any student needing assistance. Students who wish to appeal their probation may do so following the process below:

The student must petition Genesis in writing.

- The petition must include steps that will be taken by the student to improve his or her academic standing with Genesis.
- The petition must be addressed and delivered to the program director.
- All petitions will be reviewed by Genesis administration, and the student will receive a response in writing within five business days.

If a student demonstrates mitigating circumstances, (e.g. illness, death in the family, or similar bona-fide excuse) an exception may be made upon appeal and with the approval of the program director. Courses from which a student withdraws must be retaken. This may extend the student's enrollment status and may incur additional tuition costs. All credits attempted count towards the 150% of the normal program length, even if the student is on an extended enrollment.

### **Academic Dismissal/Withdrawal**

“Academic Dismissal” represents a separation of students from Genesis Vocational Institute for at least three months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. Any refunds due will be based on the last date of attendance.

### **Re-Entry Policy**

Students are eligible to re-apply for enrollment to Genesis Vocational Institute after dismissal. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

### **Remedial Courses**

Genesis Vocational Institute only offers remedial courses for the Nursing Assistant Program.

### **Change of Program**

Enrolled students who wish to change to a program of study other than the one in which they are currently enrolled must withdraw and reapply. The refund policy will govern any tuition refund for any withdrawn class (es), and the current full tuition will be charged to the student for the new program.

### **Graduation Requirements**

Genesis Vocational Institute offers diplomas for the following programs:

Home Health Aide

Nursing Assistant

Phlebotomy Technician

Electrocardiograph Technician

Medical Assistant

Patient Care Technician

Medical Billing and Coding

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours including externship required by the student's program and have an overall GPA of 2.0 or greater for all courses.
3. Not have any pending exams or work due.
4. In order to be presented to any State Board or National Certification exams the student need to meet all the above requirements.

### **Standards of Conduct**

Students enrolling in Genesis Vocational Institute or at any externship facility assume an obligation to conduct themselves in a manner compatible with Genesis Vocational Institute's and with any externship facility functioning as an educational institution. To fulfill its functions of imparting and gaining knowledge, Genesis Vocational Institute and any externship facility retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

Physical or sexual assault of any person on Genesis Vocational Institute's campus and/or at any externship facility, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any Genesis Vocational Institute and/or at any externship facility, student, faculty member or employee.

Any intentional damage to Genesis Vocational Institute and at any externship facility, owned or leased property or to property of a Genesis Vocational Institute and at any externship facility, student, employee, faculty member or visitor occurring on Genesis Vocational Institute and/or at any externship facility, owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Genesis Vocational Institute's facilities and/or at any externship facility, which are locked, closed to student activities, or otherwise restricted as to use.

Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Genesis Vocational Institute and/or at any externship facility).

Use of alcohol or illicit drugs while on campus or at an externship facility. Students at Genesis Vocational Institute are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Genesis Vocational Institute and/or at any externship facility will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

Failure to comply with directions of employees, instructors, program directors, and/or officers of Genesis, including clinical facility supervisors acting in the performance of their respective duties, may result in immediate termination from Genesis.

Derogatory or negative statements towards Genesis, its faculty, staff, or clinical affiliates communicated verbally, in writing (including via text, e-mail, blog, social network, etc.) shall result in immediate termination from Genesis.

Videotaping and video or audio recording of any kind is prohibited without prior approval from the faculty.

## **Verbal Assault Policy**

Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of Genesis Vocational Institute. Each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that she or he can to ensure that Genesis Vocational Institute is fair, humane, and responsible to all students

## **Prohibited Conduct**

Any of the following acts, even if communicative in nature, are prohibited "separation offenses" (charges that could lead to suspension or expulsion from the school) under the provisions of Genesis Vocational Institute Standards of Conduct:

1. Use of force against the person or property of any member of the Genesis Vocational Institute community or against the person or property of anyone on the school's premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")
2. Theft of, or intentional damage to, school property, or property in the possession of, or owned by, a member of Genesis Vocational Institute. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")
3. Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:
  - Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
  - Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
  - Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him. Defamation is considered a separation offense under Genesis Vocational Institute Code of Student Conduct as a "heinous act."

While any of the four categories of acts listed above is a separation offense that, if proven, could lead to a sanction of expulsion or suspension from Genesis Vocational Institute under the provisions of Genesis Vocational Institute Code of Student Conduct, clearly minor instances of such prohibited behavior should be resolved at the school level and, while not be treated as separation offenses requiring a school-level hearing, may still be inconsistent with community standards.

The initial judgments of whether a particular act is of a separable or non-separable level is made by the appropriate institute official and are subject to review by the School Director or designee.

Students or faculty who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to the School Director. In addition, the following individuals have been identified to handle complaints:

Samanta Ferrini  
Director of Admissions  
305.223.0506  
[sferrini@genesisvocationalinstitute.com](mailto:sferrini@genesisvocationalinstitute.com)

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## Academic Misconduct

Academic misconduct is defined as the following intentional acts or omissions committed by a Genesis Vocational Institute student:

**Cheating:** The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or on-line examination) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

**Plagiarism:** The deliberate use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct

**Misrepresentation:** Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct.

**Misuse of Computer Services:** The unauthorized use of any computer, computer resource or computer project number, or the alteration or destruction of computerized information or files or unauthorized appropriation of another's program(s).

**Bribery:** The offering of money or any item or service to a member of the faculty, staff, administration or any other person in order to commit academic misconduct.

**Conspiracy and Collusion:** The planning or acting with one or more fellow students, any member of the faculty, staff or administration, or any other person to commit any form of academic misconduct together

**Falsification of Records:** The tampering with or altering in any way any academic record used or maintained by the institution.

**Academic Dishonesty:** In general, by any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity

Charges of Academic Misconduct may be brought against a student (hereafter Charged Student) by a faculty member, member of the administration or Executive member (hereafter Complainant). Charges may be filed by the aforementioned persons on behalf of a staff person, another student, or a person not affiliated with the school, who reasonably believes that a student has committed academic misconduct.

The Complainant, who suspects academic misconduct, must meet with the student in order to inform him/her of the allegation(s), to provide any evidence, and to allow the student to respond, before either entering into an Informal Resolution, as described below, or filing the Complaint Form Alleging Academic Misconduct with the School Director or Director of Admissions.

## Grievance Procedures

### STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed

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by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation*.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.

Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
  - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
  - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
  - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
7. If the Commission concludes that the allegations do not establish a violation of standards or requirements,

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The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

## Additional Policies and Procedures

- **Confidentiality:** All complaints will be handled with confidentiality to the extent possible, except where disclosure is necessary for investigation or resolution. Student information will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA).
- **Record Keeping:** Genesis maintains a log of all formal complaints, including the complaint details, resolution steps, and outcomes. These records are retained for a minimum of five (5) years and are available for review by ACCSC or CIE during audits or investigations.
- **Non-Retaliation:** Genesis prohibits retaliation against any student who files a complaint in good faith. Any reports of retaliation should be immediately reported to the School Director or directly to ACCSC/CIE.
- **Support:** Students may seek assistance from the Director of Admissions, Samanta Ferrini, at 305.223.0506 or [info@gvi.edu](mailto:info@gvi.edu) to navigate the grievance process or prepare documentation. Academic or personal advisement is also available through the administration office to support students during this process.

## Purpose and Commitment

This grievance procedure ensures that students have a clear, accessible, and structured method to address concerns while meeting the expectations of both ACCSC and CIE. Genesis is dedicated to resolving issues internally whenever possible and encourages students to utilize this process fully before seeking external review. By providing contact information for both ACCSC and CIE, we affirm our commitment to transparency and accountability, ensuring students have multiple avenues to seek resolution.

## STUDENT SERVICES

### Individuals with Disabilities

Genesis is handicap-accessible and does not discriminate against individuals on the basis of physical or mental disability. Genesis is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided. To request an auxiliary aid or service, please contact the campus president. Individuals with disabilities or illnesses should make every effort to understand the physical and mental demands of the profession. Genesis is committed to providing every reasonable effort to consider these students, bearing in mind the safety of the student, employee, and the patient.

### Non-discrimination/ Equal Opportunity Policy

Genesis' policy of equal opportunity employment, consistent with federal policy, is that no person shall, on the grounds of race, creed, color, religion, handicap, gender, age, sexual orientation or national origin, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any admissions, instruction, and graduation policies or hiring practices.

### Sexual Harassment Policy

The U.S. Equal Employment Opportunity Commission has issued guidelines that treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964.

Genesis supports a policy on sexual harassment that includes a commitment to creating and maintaining an environment in which the students, faculty, and administrative staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation.

It is the policy of Genesis that conduct by any of its employees or students, which may be interpreted as sexual harassment, is prohibited and shall not be tolerated in the workplace or classroom. Additionally, any form of harassment based on age, race, religion, disability, national origin, color, marital status, sexual orientation, or any protected class by or toward any employee or student of Genesis is prohibited. No one has the right to harass employees or students. Violations of this policy may result in severe disciplinary action and/or legal proceedings and may result in termination.

### **Class Schedule**

Genesis Vocational Institute will provide students with class schedules upon registration.

### **Academic Advisement**

Academic advisement is available for all students. Students may schedule an appointment with an advisor by visiting the administration office and requesting an appointment. The academic advisor will continuously follow the progress of all students and request to meet with students who are falling below academic standards in an effort to help these students meet the academic standards of Genesis Vocational Institute.

### **Financial Advisement**

The Business Office will inform students of all options regarding private funding or payment plans. The only authorized financial grant institutions that GVI works alongside with are; Vocational Rehabilitation Services and Centro Campesino Farmworker Center Inc. GVI does not offer and is not affiliated with any educational loan programs or any outside personal loan companies. Any payment plan that the school offers is outlined in the Student Enrollment Agreement, without any interest or financed charged added onto the final tuition price of any program. This payment plan can be found on page 2 of the Student Enrollment Agreement, of which, every student receives a copy via e-mail upon signature and completion.

### **Vocational Rehabilitation**

Vocational Rehabilitation (VR) is a federal-state program that works with people who have physical or mental disabilities to prepare for, gain or retain employment. VR is committed to helping people with disabilities find meaningful careers. To determine if you are eligible; you should apply directly to the Vocational Rehabilitation office.

### **Career Services**

Students are assisted with placement and are furnished with names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability but cannot guarantee employment. This service is provided free of charge.

### **Student Records**

The Records Office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. A hard copy of Final Grade Reports is provided at the student's request from the Admissions Office. The Admissions office is also responsible for processing applications for diplomas and certificates.

The school will retain student records in a fire-proof file cabinet, or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

Transcripts have a cost of \$15.00 each. In order for the school to process your request, please submit your payment by calling our office at 305-223-0506. Transcript order will not be produced without prior payment.

### **Family Rights to Privacy Act**

Genesis Vocational Institute complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

### **Drug-Free Workplace**

Genesis Vocational Institute is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

### **Emergency Contacts**

Genesis Vocational Institute is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

### **Adverse Weather and Emergency Closing Policy**

Emergencies such as severe weather, fire, power failures, or hurricanes can disrupt Genesis operations. In these extreme cases, Genesis may be required to close. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. When the decision to close Genesis occurs during school hours, employees will receive official notification from the campus president or Genesis official, and students will be informed appropriately.

### **Health and Safety Policy**

Genesis complies with requirements and regulations of state and local building codes, the board of health, and fire departments. The school will take the necessary measures in case of an emergency.

### **Housing**

Genesis Vocational Institute does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

## **Learning Resources Services**

Genesis Vocational Institute has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. The Learning Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study and it also has laptops available for students while the student is on campus, at no additional cost. The center is open to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries located near the school and online resources that provide services free of charge that the student may utilize for research.

## **Description of School Facilities and Equipment**

Genesis Vocational Institute is located in the heart of Miami, offering students five classrooms and three laboratories, outfitted with laboratory equipment and a skills laboratory area. In addition, the campus offers five offices, a student and teachers' lounge and a reception area. Four bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The classrooms and administrative offices occupy approximately 4,800 square feet of an air conditioned, plaza building. The physical plant is spacious and attractive and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

## **Disclosure**

Please be aware that working in different aspects of the medical field, especially in the careers offered at our institution can entail strenuous physical activity. This activity can include standing and/or walking for long periods, bending, lifting, pulling, and pushing. If any of the mentioned activities are difficult or impossible, please take this into consideration when applying for a career program as physical incapability's may pose a problem when obtaining employment.

## **Disclosure**

In order to accommodate our Spanish speaking students some of our courses are taught in both English and Spanish. Completing a course or a program in a language other than English may reduce employability where English is required.

## **Program and Course Outlines**

Genesis Vocational Institute will provide training in the fields of:

Diploma Programs

Home Health Aide

Phlebotomy Technician

Nursing Assistant

Electrocardiograph Technician

Patient Care Technician

Medical Assistant

Medical Billing and Coding Specialist

**Home Health Aide**

**75 CLOCKHOURS**

**Tuition:** \$285.00 **Registration Fee:** \$100.00  
Cost of: Books/Materials & Kit: \$10.00

**Total Program Cost:** \$395.00

**PROGRAM OBJECTIVE:**

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Home Health Aides, working for Home Health Agencies, and Hospice Care.

**PROGRAM DESCRIPTION:**

Students of the Home Health Aide program will learn to perform duties which include providing physical comfort and care for patients, nutrition, and other sustaining services for home health care recipients.

The students will have 33 hours of lab to practice, demonstrate and perform procedures associated with bedside client care.

**PROGRAM OUTLINE**

Fulltime students will complete this program in 3 3/4 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR- Cardiopulmonary Resuscitation	1	3	0	4
HHA 100	Verbal & Written Communications	6	0	0	6
HHA 101	Laws & Ethical Standards for Home Health Aides	4	0	0	4
HHA 102	Physical Comfort and Patient Safety	5	5	0	10
HHA 103	Nutrition	10	5	0	15
HHA 104	Infection Control Procedures	5	10	0	15
HHA 105	Home Health Care	7	10	0	17
	<b>Totals</b>	<b>42</b>	<b>33</b>	<b>0</b>	<b>75</b>

Upon completion of the program the student will receive a diploma

**DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.**

## COURSE DESCRIPTIONS

### **HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

### **CPR 100 CPR-Cardiopulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

### **HHA 100 Verbal & Written Communications**

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

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

### **HHA 101 Laws & Ethical Standards for Home Health Aides**

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

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

### **HHA 102 Physical Comfort and Patient Safety**

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

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

### **HHA 103 Nutrition**

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

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

### **HHA 104 Infection Control Procedures**

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

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

### **HHA 105 Home Health Care**

7 Theory Hours/10 Lab Hours/0 Externship Hours/17 Clock Hours

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

**Phlebotomy Technician**  
**165 CLOCK HOURS**

**Tuition:** \$515.00   **Registration fee:** \$100.00  
Estimated Cost of: Books/Materials & Kit: \$35.00

**Total Cost of Program:** \$650.00

**OTHER FEES NOT INCLUDED IN PROGRAM:**

MedcaNational Certification: \$149.00 (optional)  
National Health Career Association (NHA) National Certification: \$129.00 (optional)

**PROGRAM OBJECTIVE:**

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Phlebotomy Technicians, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers and other medical facilities, with the acquisition of a national license by the governing agencies described above, in addition to their diploma.

**PROGRAM DESCRIPTION:**

Students of the Phlebotomy Technician program must complete the Health Science Core Module in conjunction with the Phlebotomy Technician program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it. The Phlebotomy Technician program is designed to train students to perform duties which include blood draw, storing blood and blood components, venipuncture, and basic processing. Students will learn the circulatory system and its functions and pathology of diseases, law and ethics, critical policies and procedures including universal precautions, infection control, OSHA and CLIA guidelines and how they apply to the Phlebotomy Technician's duties and responsibilities. Students will demonstrate knowledge and apply skills in using medical tools and equipment relevant to the function of a Phlebotomy Technician.

## PROGRAM OUTLINE

Full-time students will complete this program in 10 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	11	0	0	11
PBY 101	Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting	4	0	0	4
PBY 102	Phlebotomy Skills Theory & Lab	10	20	0	30
PBY 103	Specimen Transfer, Accessioning & Processing	12	12	0	25
PBY 104	Quality Assurance & Safety Procedures	3	3	0	6
	<b>Total</b>	<b>127</b>	<b>38</b>	<b>0</b>	<b>165</b>

Upon completion of the program the student will receive a diploma.

**DISCLOSURE: Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.**

## COURSE DESCRIPTIONS

### **HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

### **CPR 100 CPR-Cardiopulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

### **HSC 100 Health Science Core Fundamentals**

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

### **PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology**

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components and function within the human body.

### **PBY 101 Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting**

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

Students will learn the laws which govern the duties and the work settings of Phlebotomy Technicians. Students will develop understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

### **PBY 102 Phlebotomy Skills Theory & Lab**

10 Theory Hours/20 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

### **PBY 103 Specimen Transfer, Accessioning & Processing**

12 Theory Hours/12 Lab Hours/0 Externship Hours/25 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error.

### **PBY 104 Quality Assurance & Safety Procedures**

3 Theory Hours/3 Lab Hours/0 Externship Hours/6 Clock Hours

In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes and records accuracy.

**Nursing Assistant**  
**120 CLOCK HOURS**

**Tuition:** \$560.00   **Registration fee:** \$100.00  
Estimated Cost of: Books/Materials & Kit: \$130.00

**Total Cost of Program:** \$790.00

**OTHER FEES NOT INCLUDED IN PROGRAM:**

**Nursing Assistant Competency Examination:**

Written: \$35.00  
Clinicals \$120.00

FBI Screening (must be paid each time applying to test): Prices Vary Depending on Vendor

**PROGRAM OBJECTIVE:**

Upon completion of the Nursing Assistant program, graduates will possess the skills and hands on experience to become entry level Nursing Assistants, with the acquisition of the Florida Board of Nursing License, in addition to their diploma. C.N.A licenses can be transferred as accepted by the state in which the student is transferring to.

**PROGRAM DESCRIPTION:**

The Nursing Assistant program is designed to train students in all of the relevant aspects of long-term patient care under the supervision of a Registered Nurse. Completion of this program prepares them to sit for Certification as a Nursing Assistant. Students will demonstrate their skills base in a 40-hour clinical practice.

**PROGRAM OUTLINE**

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR- Cardiopulmonary Resuscitation	1	3	0	4
HSC 101	Basic Anatomy & Physiology & Medical Terminology	26	0	0	26
HSC 102	Safety, Sanitation, and Emergency Procedures	2	4	0	6
HSC 103	Law & Ethics in Patient Care	4	0	0	4
NAT 100	Patient Care Procedures for Nursing Assistants	4	4	0	8
NAT 101	Post-Operative Care	3	3	0	6
NAT 102	Rehabilitative & Geriatric Care	12	10	0	22
NAT 103	Nursing Assistant Externship	0	0	40	40
	<b>Total Hours</b>	<b>56</b>	<b>25</b>	<b>40</b>	<b>120</b>

Full-time students will complete this program in 10 weeks.

Part-time students will complete this program in 12 weeks.

Externship hours will likely be completed in one week. The total program length in weeks is based on 80 clock hours divided by 20 hours per week (full-time), then adding 40 externship hours to be completed in one week. Total hours of classes and externship will not exceed 40 hours in one week. Upon completion of the program the student will receive a diploma.

**DISCLOSURE:** According to Florida Statutes 464.203(1a): Has successfully completed an approved training program and achieved a minimum score, established by rule of the board, on the nursing assistant competency examination, which consists of a written portion and skills-demonstration portion approved by the board and administered at a site and by personnel approved by the department. Any person who has successfully completed an approved training program within 6 months before filing an application for certification is not required to take the skills-demonstration portion of the competency examination.

**DISCLOSURE:** Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.

**DISCLOSURE:** All students enrolled in the Nursing Assistant Program at **Genesis Vocational Institute (GVI)** are required to successfully complete a **Pre-Board Examination** process prior to being authorized to sit for the **Florida Board of Nursing (FBON) Certified Nursing Assistant (CNA) Examination**.

As part of this requirement, students will be given:

- **Four (4) Pre-Board Examinations**

To qualify for clearance to take the official CNA examination, students must:

- **Pass at least two (2) of the four (4) Pre-Board Examinations**, and
- **Obtain a minimum score of 80%** on each of the two passing exams.

If a student fails to do so, they have the option of the following:

- 1) **Re-take the Nursing Assistant Program at the full cost of the program.**
- 2) **Take a remedial course, consistent of 8 classes at the cost of \$100.00.**

The Pre-Board Examination process is designed to ensure that students demonstrate the knowledge, skills, and readiness necessary to perform safely and effectively as Nursing Assistants.

By enrolling in the Nursing Assistant Program, students acknowledge and agree to comply with this requirement.

## **COURSE DESCRIPTIONS**

### **HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for

HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

**CPR 100 CPR-Cardiopulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

**HSC 101 Basic Anatomy & Physiology & Medical Terminology**

26 Theory Hours/0 Lab Hours/0 Externship Hours/26 Clock Hours

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

**HSC 102 Safety, Sanitation, and Emergency Procedures**

2 Theory Hours/4 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills.

**HSC 103 Law and Ethics in Patient Care**

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

Students will learn the laws which govern patient care and the role of the Nursing Assistant. Students will learn about the requirements for their career path and the laws that govern the work setting of the Nursing Assistant. Students will also learn the ethical responsibilities of the Nursing Assistant.

**NAT 100 Patient Care Procedures for Nursing Assistants**

4 Theory Hours/4 Lab Hours/0 Externship Hours/8 Clock Hours

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care.

**NAT 101 Post-Operative Care**

3 Theory Hours/3 Lab Hours/0 Externship Hours/ 6 Clock Hours

This course is designed to help students understand the needs of post-operative patients. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families.

**NAT 102 Rehabilitative & Geriatric Care**

12 Theory Hours/10 Lab Hours/0 Externship Hours/22 Clock Hours

Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real world circumstances involved in caring for the elderly.

**NAT 103 Nursing Assistant Externship**

0 Theory Hours/0 Lab Hours/40 Externship Hours/40 Clock Hours

Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant.

**DISCLOSURE**

Students who enroll in both the Home Health Aide and Nursing Assistant program within the same calendar year, receive both programs for the special rate of \$940.00. This represents a discount of \$165.00 from the regular price of both programs if taken separately.

**Electrocardiograph Technician**  
**165 CLOCK HOURS**

**Tuition: \$515.00 Registration fee: \$100.00**  
Estimated Cost of: Books/Materials & Kit: \$35.00

**Total Cost of Program: \$650.00**

**OTHER FEES NOT INCLUDED IN PROGRAM:**

Medca National Certification: \$149.00 (optional)

National Health Careers Association (NHA) National Certification: \$129.00 (optional)

**PROGRAM OBJECTIVE:**

Upon completion of this program, graduates will possess the skills and knowledge to become employed as entry level Electrocardiograph Aides, in hospitals, out-patient centers, clinics, diagnostic labs, medical centers and other medical facilities, with the acquisition of a national license by the governing agencies described above, in addition to their diploma.

**PROGRAM DESCRIPTION:**

Students of the Electrocardiograph aide must complete the Health Science Core Module in conjunction with the Electrocardiograph Aide program. If the student has completed the Health Science Core Module in connection with a different career program with a passing grade, it is not necessary to re-take it. The Electrocardiograph Aide program is designed to train students to perform the duties and functions of an Electrocardiograph Aide. Students will learn the cardiovascular system and its functions and pathology of diseases, law and ethics relative to the electrocardiograph aide and duty function in the medical chain of command. Students will demonstrate knowledge and apply skills in using medical instrumentation modalities relevant to the function of an electrocardiograph aide.

## PROGRAM OUTLINE

Full-time students will complete this program in 10 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR- Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
EKG 100	Structure and Function of the Cardiovascular System & Related Medical Terminology	11	0	0	11
EKG 101	Laws and Ethical Standards of Electrocardiography	4	0	0	4
EKG 102	EKG Instrumentation and Modalities	18	18	0	36
EKG 103	Patient Preparation and Care Procedures	8	16	0	25
<b>Totals</b>		<b>128</b>	<b>37</b>	<b>0</b>	<b>165</b>

Upon completion of the program the student will receive a diploma.

**DISCLOSURE:** Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.

### COURSE DESCRIPTIONS

#### **HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

#### **CPR 100 CPR-Cardio Pulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

#### **HSC 100 Health Science Core Fundamentals**

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures,

HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills, apply interpersonal communications skills and concepts, understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

**EKG 100 Structure and Function of the Cardiovascular System & Related Medical Terminology**

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

This course is designed to provide theory on the cardiovascular system, its structure and function in the human body. Students will learn the composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Students will demonstrate skills in related terminology.

**EKG 101 Laws and Ethical Standards of Electrocardiography**

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

In this course students will learn the laws that govern Electrocardiography, its instrumentation, context of clinical setting, and the ethical responsibilities of the Electrocardiography Aide.

**EKG 102 EKG Instrumentation and Modalities**

18 Theory Hours/18 Lab Hours/0 Externship Hours/36 Clock Hours

Students will develop skills and knowledge of procedures for the use and maintenance of Electrocardiography instruments, equipment and supplies. Students will practice the various modalities, and the procedures for client preparation.

**EKG 103 Patient Preparation and Care Procedures**

8 Theory Hours/16 Lab Hours/0 Externship Hours/25 Clock Hours

This course is designed to provide the knowledge and practice of patient preparation for electrocardiography. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, the positioning of leads and the use of gels and other substances, and supplies utilized in the testing procedure.

Patient Care  
Technician 600  
**CLOCK HOURS**

**Tuition:** \$3,400.00   **Registration fee:** \$100.00  
Estimated Cost of: Books/Materials & Kit: \$205.00

**Total Cost of Program:** \$3,705.00

OTHER FEES NOT INCLUDED IN PROGRAM:

Medca National Certification \$140.00 (optional)  
National Health Career Association (NHA) National Certification: \$165.00 (optional)

**Nursing Assistant Competency Examination:**

Written (English or Spanish) and Clinical Skills: \$155.00  
Written only: \$35.00

**PROGRAM OBJECTIVE:**

Upon completion of this program, graduates will possess the skills and hands on experience needed to become entry level Patient Care Technicians, utilizing patient care skills in a variety of healthcare settings, with the acquisition of a national license by the governing agencies described above, in addition to their diploma. Except for the Nursing Assistant License, which only belongs to the state of Florida. This is because every state in the United States of America has their own Board of Nursing. C.N.A licenses can be transferred as accepted by the state in which the student is transferring to.

**PROGRAM DESCRIPTION:**

The Patient Care Technician program is designed to train students in all of the relevant aspects of patient care, including personal care, physical comfort, diagnostic testing specifically electrocardiography, phlebotomy, home health care needs, providing post-operative care, geriatric care and other critical functions. Graduates of this program will be prepared to work at the entry level in hospitals, home health agencies, clinics, laboratories and other healthcare settings.

**TERMINAL OBJECTIVES**

By the end of the Patient Care Technician program, the graduate will be able to:

1. Give safe, patient-centered, evidence-based care based on knowledge skills and attitudes in nursing courses.
2. Utilize their knowledge to assist patient regain and maintain the best possible level of physical and psychosocial health based on diverse cultural needs.
3. Assist the licensed practical nurse/registered nurse in the provision of patient care in selective situations.
4. Exemplify proficiency in activities and competencies and utilize the necessary degree of judgment appropriate to the preparation of a patient care technician.
5. Assume responsibility and accountability for their own actions and judgments based upon the level of their preparation.
6. Demonstrate critical thinking and problem-solving skills within the boundaries of professional practice.

## **PROGRAM OUTLINE**

Full time students will complete this program in 30 weeks.

<b>COURSE CODES</b>	<b>COURSE TITLE</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Externship Hours</b>	<b>Total Clock Hours</b>
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR- Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HHA 100	Verbal & Written Communications	6	0	0	6
HHA 101	Laws & Ethical Standards for Home Health Aides	4	0	0	4
HHA 102	Physical Comfort and Patient Safety	5	5	0	10
HHA 103	Nutrition	10	5	0	15
HHA 104	Infection Control Procedures	5	10	0	15
HHA 105	Home Health Care	7	10	0	17
PBY 100	Structure & Function of the Circulatory System & Related Medical Terminology	11	0	0	11
PBY 101	Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting	4	0	0	4
PBY 102	Phlebotomy Skills Theory & Lab	10	20	0	30
PBY 103	Specimen Transfer, Accessioning & Processing	12	12	0	25
PBY 104	Quality Assurance & Safety Procedures	3	3	0	6
HSC 101	Basic Anatomy & Physiology & Medical Terminology for Nursing Assistants	26	0	0	26
HSC 102	Safety, Sanitation, and Emergency Procedures	2	4	0	6
HSC 103	Law & Ethics in Patient Care	4	0	0	4
NAT 100	Nursing Assistant Patient Care Procedures	4	4	0	8
NAT 101	Post Operative Care	3	3	0	6
NAT 102	Rehabilitative & Geriatric Care	12	10	0	22
NAT 103	Nursing Assistant	0	0	40	40

	Externship				
EKG 100	Structure and Function of the Cardiovascular System & Related Medical Terminology	11	0	0	11
EKG 101	Laws and Ethical Standards of Electrocardiography	4	0	0	4
EKG 102	EKG Instrumentation and Modalities	18	18	0	36
EKG 103	EKG Patient Preparation and Care Procedures	8	16	0	25
PCT 100	Patient Care Technician Theory & Skills Lab I	20	65	0	85
PCT 101	Patient Care Technician Theory & Skills Lab II	20	60	0	80
PCT 102	Career Preparation for Patient Care Technicians	16	0	0	16
	<b>Total</b>	<b>312</b>	<b>258</b>	<b>40</b>	<b>600</b>

Upon completion of this program students will receive a diploma.

**DISCLOSURE:** According to Florida Statutes 464.203(1a): Has successfully completed an approved training program and achieved a minimum score, established by rule of the board, on the nursing assistant competency examination, which consists of a written portion and skills-demonstration portion approved by the board and administered at a site and by personnel approved by the department. Any person who has successfully completed an approved training program within 6 months before filing an application for certification is not required to take the skills-demonstration portion of the competency examination.

**DISCLOSURE:** Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.

## COURSE DESCRIPTIONS

### **HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

### **CPR 100 CPR-Cardiopulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

### **HSC 100 Health Science Core Fundamentals**

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures,

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HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills. Apply interpersonal communications skills and concepts. Understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

**HHA 100 Verbal & Written Communications**

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

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

**HHA 101 Laws & Ethical Standards for Home Health Aides**

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

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

**HHA 102 Physical Comfort and Patient Safety**

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

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

**HHA 103 Nutrition**

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

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

**HHA 104 Infection Control Procedures**

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

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

**HHA 105 Home Health Care**

7 Theory Hours/10 Lab Hours/0 Externship Hours/17 Clock Hours

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

**PBY 100 Structure & Function of the Circulatory System & Related Medical Terminology**

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

Students in this course will demonstrate knowledge of the circulatory system and the use of related medical terminology. Students will study the blood, its components and function within the human body.

**PBY 101 Law & Ethics and the role of Phlebotomy Technicians in the healthcare setting**

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

Students will learn the laws which govern the duties and the work settings of the Phlebotomy Technician. Students will develop understanding of their specific ethical responsibilities critical to the role of the Phlebotomy Technician.

**PBY 102 Phlebotomy Skills Theory & Lab**

10 Theory Hours/20 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide students with the knowledge and practice of procedures required for blood draws. These include sanitation techniques and sterilization procedures, venipuncture, identification of labeling, identifying orders and other essential information for the development of the phlebotomy skills base.

**PBY 103 Specimen Transfer, Accessioning & Processing**

12 Theory Hours/12 Lab Hours/0 Externship Hours/25 Clock Hours

This course concentrates on the specific procedures involved in transferring blood products and specimens, its proper storage and the processing involved. The course also places emphasis on the importance of accessioning, the entry portal for the record of a specimen entering the laboratory system. Ultimately students will learn the importance of accuracy and following procedure to increase safety and reduce the risk of error.

**PBY 104 Quality Assurance & Safety Procedures**

3 Theory Hours/3 Lab Hours/0 Externship Hours/6 Clock Hours

In this course students will develop the skills base and thinking processes involved in ensuring quality and safety in client care, laboratory processes and records accuracy.

**HSC 101 Basic Anatomy & Physiology & Medical Terminology**

30 Theory Hours/0 Lab Hours/0 Externship Hours/30 Clock Hours

This course is designed to provide an overview of basic anatomy and physiology. Students will develop a basic understanding of the major body systems, their structure and function, and related pathologies of diseases. Students will also develop their medical terminology skills in this course.

**HSC 102 Safety, Sanitation, and Emergency Procedures**

2 Theory Hours/4 Lab Hours/0 Externship Hours/6 Clock Hours

This course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills.

**HSC 103 Law and Ethics in Patient Care**

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

Students will learn the laws which govern patient care and the role of the Nursing Assistant. Students will learn about the requirements for their career path and the laws that govern the work setting of the Nursing Assistant. Students will also learn the ethical responsibilities of the Nursing Assistant.

**NAT 100 Patient Care Procedures for Nursing Assistants**

4 Theory Hours/4 Lab Hours/0 Externship Hours/8 Clock Hours

In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care.

**NAT 101 Post-Operative Care**

3 Theory Hours/3 Lab Hours/0 Externship Hours / 6 Clock Hours

This course is designed to help students understand the needs of post-operative patients. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families.

**NAT 102 Rehabilitative & Geriatric Care**

12 Theory Hours/10 Lab Hours/0 Externship Hours/22 Clock Hours

Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly.

**NAT 103 Nursing Assistant Externship**

0 Theory Hours/0 Lab Hours/40 Externship Hours/40 Clock Hours

Students will have the opportunity to work in a Nursing Care Facility where they will gain exposure to real life care giving experiences. Under the supervision of a Registered Nurse, students will have hands on opportunities to apply skills which complete the educational experience of a Nursing Assistant.

**EKG 100 Structure and Function of the Cardiovascular System & Related Medical Terminology**

11 Theory Hours/0 Lab Hours/0 Externship Hours/11 Clock Hours

This course is designed to provide theory on the cardiovascular system, its structure and function in the human body. Students will learn the composition of the heart, its blood flow, layers of the heart, cardiac muscle, heart valves, cardiac cycles, heart rate and the pathology of diseases. Students will demonstrate skills in related terminology.

**EKG 101 Laws and Ethical Standards of Electrocardiography**

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

In this course students will learn the laws that govern Electrocardiography, its instrumentation, context of clinical setting, and the ethical responsibilities of the Electrocardiography Aide.

**EKG 102 EKG Instrumentation and Modalities**

18 Theory Hours/18 Lab Hours/0 Externship Hours/36 Clock Hours

Students will develop skills and knowledge of procedures for the use and maintenance of Electrocardiography instruments, equipment and supplies. Students will practice the various modalities, and the procedures for client preparation.

**EKG 103 Patient Preparation and Care Procedures**

8 Theory Hours/16 Lab Hours/0 Externship Hours/25 Clock Hours

This course is designed to provide the knowledge and practice of patient preparation for electrocardiography. Students will learn communication techniques involved in instructing patients, the physical handling of patients, preparing the area for testing, the positioning of leads and the use of gels and other substances, and supplies utilized in the testing procedure.

**PCT 100 Patient Care Technician Theory & Skills Lab I**

20 Theory Hours/65 Lab Hours/0 Externship Hours/85 Clock Hours

Prerequisites: HSC 100, HHA 100, HHA 101, HHA 102, HHA 103, HHA 104, HHA 105, HAE 100, CPR 100, PBY 100, PBY 101, PBY 102, PBY 103, PBY 104, HSC 101, HSC 102, HSC 103, NAT 100, NAT 101, NAT 102, NAT 103, EKG 101, EKG 102, EKG 103

In this course students will review skills learned in prior courses, practice their skills, and explore the different areas of the diverse patient care assisting skills they possess. Students will experience practical application of theoretical concepts, receive competency evaluations of skills performance in a simulated healthcare setting, and hone their professional skills.

**PCT 101 Patient Care Technician Theory & Skills Lab II**

20 Theory Hours/60 Lab Hours/0 Externship Hours/80 Clock Hours

Prerequisites: HSC 100, HHA 100, HHA 101, HHA 102, HHA 103, HHA 104, HHA 105, HAE 100, CPR 100, PBY 100, PBY 101, PBY 102, PBY 103, PBY 104, HSC 101, HSC 102, HSC 103, NAT 100, NAT 101, NAT 102, NAT 103, EKG 101, EKG 102, EKG 103

In this course students will review skills learned in prior courses, practice their skills and explore the different areas of the diverse patient care assisting skills they possess. Students will experience practical application of theoretical concepts, receive competency evaluations of skills performance in a simulated healthcare setting, and hone their professional skills.

**PCT 102 Career Preparation for Patient Care Technicians**

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

This course is designed to prepare students for the job search and career development. Students will learn about the various human resource management procedures involved in hospital employment, and other healthcare settings. Students will develop their resumes, professional image, job search skills and practice interviewing techniques. Students will develop a strategic plan for seeking out their first jobs as Patient Care Technicians. They will develop knowledge of certifications for Patient Care Technicians and opportunities for long term career growth.

**Medical Assistant**  
**936 CLOCK HOURS**

**Tuition:** \$4,355.00   **Registration fee:** \$100.00  
Estimated Cost of: Books/Materials & Kit: \$170.00

**Total Cost of Program:** \$4,626.00

**OTHER FEES NOT INCLUDED IN PROGRAM:**

Medca National Certification: \$149.00 (optional)  
National Health Career Association (NHA) National Certification. \$165.00 (optional)

**PROGRAM OBJECTIVE:**

Upon completion of the Medical Assistant program, graduates will possess the skills and hands on experience to become entry level Medical Assistants, working in all aspects of the medical office. With the acquisition of a national license by the governing agencies described above, in addition to their diploma.

**PROGRAM DESCRIPTION:**

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared to work at the entry level in medical offices, clinics and various medical practices.

**TERMINAL OBJECTIVES**

By the end of the Medical Assistant program, the graduate will be able to:

1. Be prepared and eligible for national certification examination
2. Perform administrative functions in a health care provider's office within their identified scope of work as a medical assistant.
3. Perform clinical functions in a health care provider's office within their identified scope of work as a medical assistant.
4. Apply ethical-legal concepts to the administrative and clinical functions as a medical assistant.
5. Define and display professionalism in the role of a medical assistant.
6. Demonstrate critical thinking and problem-solving skills within the boundaries of professional practice.
7. Communicate effectively in oral and written modes within the identified scope of work as a medical assistant.
8. Provide prescribed instruction to patients and their families re: methods of wellness promotion and disease management under the specific direction of a licensed physician, nurse practitioner and/or other licensed health care provider.
9. Develop employment strategies necessary for a successful transition into the job market.

**PROGRAM OUTLINE**

COURSE CODE	COURSE TITLE	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 104	General Anatomy & Physiology	72	0	0	72
MAT 100	Basic Math	32	0	0	32
MAT 102	Pharmacology	54	0	0	54
COM 100	Computer Applications	20	52	0	72
MAS 101	Medical Office Procedures	25	48	0	72
MAS 102	Fundamentals of Medical Insurance	22	22	0	44
MAS 103	Records Management & Informatics	16	8	0	25
MAS 104	Limited X Ray	30	42	0	72
MAS 105	Patient Preparation	90	40	0	130
MAS 106	Specialized Medical Exams	80	42	0	122
HSC 107	Career Preparation	12	0	0	12
MAS 107	Medical Assistant Externship	0	0	140	140
	<b>Total</b>	<b>539</b>	<b>267</b>	<b>140</b>	<b>936</b>

Full-time students will complete this program in 43 weeks.  
Upon completion of the program the student will receive a Diploma.

**DISCLOSURE: Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.**

**COURSE DESCRIPTIONS**

**HAE 100 HIV/AIDS Education**

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

This course is designed to provide the necessary information concerning HIV/AIDS and the medical worker. Students will learn the history of HIV/AIDS, procedures and protocols required for caring for HIV/AIDS patients, the pathology of the disease and the expectations, objectives of clinical management that is standard for HIV/AIDS patients.

**CPR 100 CPR-Cardiopulmonary Resuscitation**

1 Theory Hours/3 Lab Hours/0 Externship Hours/4 Clock Hours

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

**HSC 100 Health Science Core Fundamentals**

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills. Apply interpersonal communications skills and concepts. Understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

**HSC 104 General Anatomy & Physiology**

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

**MAT 100 Basic Math**

32 Theory Hours/0 Lab Hours/0 Externship Hours/32 Clock Hours.

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

**MAT 102 Pharmacology**

54 Theory Hours/0 Lab Hours/0 Externship Hours/54 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

**COM 100 Computer Applications**

20 Theory Hours/52 Lab Hours/0 Externship Hours/72 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

**MAS 101 Medical Office Procedures**

25 Theory Hours/48 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.

**MAS 102 Fundamentals of Medical Insurance**

22 Theory Hours/22 Lab Hours/0 Externship Hours/44 Clock Hours

In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient's file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.

**MAS 103 Records Management & Informatics**

16 Theory Hours/8 Lab Hours/0 Externship Hours/25 Clock Hours

This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be placed on the computational, cognitive and social aspects of informatics in the medical office.

**MAS 104 Limited X-Ray**

30 Theory Hours/42 Lab Hours/0 Externship Hours/72 Clock Hours

This course prepares students to prep and perform limited x-ray work on physical extremities and body regions. Students will learn about machine maintenance, principals of use, safety precautions and x-ray procedures.

**MAS 105 Patient Preparation**

90 Theory Hours/40 Lab Hours/0 Externship Hours/130 Clock Hours

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well-prepared examination areas.

**MAS 106 Specialized Medical Exams**

80 Theory Hours/42 Lab Hours/0 Externship Hours/122 Clock Hours

In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer equipment, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students will learn to prepare and perform Electrocardiograms (EKG/ECG), perform respiratory testing, wrap and prepare items for autoclaving, and dispose of biohazardous materials. Students will develop a well-rounded skill base in the clinical laboratory testing.

**HSC 107 Career Preparation**

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

In this course students will prepare for their career in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication and professional image. Students will prepare for the job hunt by preparing a professional resume and learn job search skills that will help maximize their search results.

**MAS 107 Medical Assistant Externship**

0 Theory Hours/0 Lab Hours/140 Externship Hours/ 140 Clock Hours

Prerequisite: All courses must be taken prior to engaging in externship

The externship component is the student's opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Assistant program. Externship hours may vary per week depending on the actual sites assigned. Students must complete a total of 160 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

**Medical Billing & Coding**

**1000 CLOCK HOURS**

**Tuition:** \$3,900.00   **Registration fee:** \$100.00  
Estimated Cost of: Books/Materials & Kit: \$260.00

**Total Cost of Program:** \$4,260.00

**OTHER FEES NOT INCLUDED IN PROGRAM:**

Medca National Certification \$149.00 (optional)  
National Health Career Association (NHA) National Certification: \$129.00 (optional)

**PROGRAM OBJECTIVE:**

Upon completion of the Medical Billing and Coding program, graduates will possess the skills and hands on experience to become entry level Medical Billing and Coding Specialist, working in all aspects of the Medical Billing and Coding. With the acquisition of a national license by the governing agencies described above, in addition to their diploma.

**PROGRAM DESCRIPTION:**

This program was designed to prepare students for entry-level employment in a variety of Health Care facilities as Medical Record Coder, Coding Technician, or Coding Clerk. The students will learn to translate diagnoses and procedures into numerical codes, using the International Classification of Disease (ICD-10-CM) and the Current Procedural Terminology (CPT-4). The students will be trained to prepare and file insurance claim forms for reimbursement.

**TERMINAL OBJECTIVES**

By the end of the Medical Assistant program, the graduate will be able to:

1. Perform administrative functions in a health care provider's office within their identified scope of work as a medical biller and coder.
2. Perform clinical functions in a health care provider's office within their identified scope of work as a medical biller and coder.
3. Apply ethical-legal concepts to the administrative and clinical functions as a medical biller and coder.
4. Define and display professionalism in the role of the medical biller and coder.
5. Communicate effectively in oral and written modes within the identified scope of work as a medical biller and coder.
6. Provide prescribed instruction to patients and their families re: methods of wellness promotion and disease management under the specific direction of a licensed physician, nurse practitioner and/or other licensed health care provider.
7. Develop employment strategies necessary for a successful transition into the job market.

## PROGRAM OUTLINE

COURSE CODE	COURSE TITLE	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
COM 100	Computer Applications	20	52	0	72
MAT 100	Basic Math	48	0	0	48
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 104	General Anatomy & Physiology	72	0	0	72
HSC 105	Medical Terminology	60	0	0	60
HSC 106	Human Diseases	60	0	0	60
MAT 102	Pharmacology	54	0	0	54
MCB 101	Introduction to Medical Coding	30	96	0	126
MCB 102	Medical Coding II	30	96	0	126
MCB 103	Health Information Technology	78	0	0	78
MCB 104	Health Insurance Billing	30	60	0	90
HSC 107	Career Preparation	12	0	0	12
MCB 105	Medical Billing and Coding Externship	0	0	120	120
	<b>Total</b>	<b>576</b>	<b>304</b>	<b>120</b>	<b>1000</b>

Full-time students will complete this program in 47 weeks. 11 months  
Upon completion of the program the student will receive a Diploma.

**DISCLOSURE: Students could begin working in their field of training as soon as diploma from the program that they graduated from is received depending on the employer.**

## COURSE DESCRIPTIONS

### **COM 100 Computer Applications**

20 Theory Hours/52 Lab Hours/0 Externship Hours/72 Clock Hours

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

### **HSC 100 Health Science Core Fundamentals**

82 Theory Hours/0 Lab Hours/0 Externship Hours/82 Clock Hours

The Health Science Core offers students a foundation in medical career skills. Students learn the structure and function of the human body, its chemical processes, the pathology of diseases and medical terminology. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPPA guidelines, and the general laws and ethical responsibilities of healthcare workers. Students will learn to respond to emergency situations, practice safety and security procedures, apply basic math and science skills. Apply interpersonal communications skills and concepts. Understand the developmental principles of the life cycle, medical terminology and many other essential foundational areas.

**HSC 104 General Anatomy & Physiology**

72 Theory Hours/0 Lab Hours/0 Externship Hours/72 Clock Hours

Upon completion of this course students will have learned all of the body systems, pathology of diseases, and related medical terminology.

**HSC 105 Medical Terminology**

60 Theory Hours/0 Lab Hours/0 Externship Hours/60 Clock Hours

This course introduces medical elements and their applications to body systems and medical specialties. The student will be introduced to medical terms, including suffixes, roots, prefixes and anatomical terms. The basic body components will also be introduced and associated with the proper terminology. These terms will be applied to common medical specialties.

**HSC 106 Human Diseases**

60 Theory Hours/0 Lab Hours/0 Externship Hours/60 Clock Hours

Upon completion of this course students will have learned about any harmful change that interferes with the normal appearance, structure, or function of the body or any of its parts.

**MAT 100 Basic Math**

48 Theory Hours/0 Lab Hours/0 Externship Hours/48 Clock Hours

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, fractions, percentages, decimals, exponents and other basic operations.

**MAT 102 Pharmacology**

54 Theory Hours/0 Lab Hours/0 Externship Hours/54 Clock Hours

Dosage and calculations are the base concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages

**MCB 101 Introduction to Medical Coding**

30 Theory Hours/96 Lab Hours/0 Externship Hours/126 Clock Hours

This course will provide students with an overview of the historical development of medical nomenclature and classification systems including ICD-10-CM, CPT Coding and HCPCS Level II. This course concentrates on the coding of diseases, operative procedures and abstracting clinical diagnostic data from medical information.

**MCB 102 Medical Coding II**

Prerequisites: MCB 101

30 Theory Hours/96 Lab Hours/0 Externship Hours/126 Clock Hours

This course is the continuation of Introduction to Medical Coding and will provide to students with an overview of the historical development of medical nomenclature and classification systems including ICD-10-CM and CPT Coding. This course concentrates on the coding of diseases, operative procedures and abstraction clinical diagnostic data from medical information.

**MCB 103 Health Information Technology**

78 Theory Hours/0 Lab Hours/0 Externship Hours/78 Clock Hours

This course will provide students with comprehensive management of medical information and its secure exchange between health care consumers and providers.

Also students will learn how to:

- Improve health care quality.
- Prevent medical errors.
- Reduce health care costs.
- Increase administrative efficiencies.
- Decrease paperwork.
- Expand access to affordable care.

**MCB 104 Health Insurance Billing**

30 Theory Hours/60 Lab Hours/0 Externship Hours/90 Clock Hours

Upon completion of this course students will have learned introductory concepts, examples, and application exercises designed to show the students the basics of insurance billing. The student will become familiar with health insurance terminology, understand the legal implications of insurance billing and accurately complete insurance claim forms.

**HSC 107 Career Preparation**

12 Theory Hours/0 Lab Hours/0 Externship Hours/12 Clock Hours

In this course students will prepare for their career in the aspect of professional development. Students will learn the importance of professional behavior, attitudes, workplace dynamics, communication and professional image. Students will prepare for the job hunt by preparing a professional resume, and learn job search skills that will help maximize their search results.

**MCB 105 Medical Billing and Coding Externship**

0 Theory Hours/0 Lab Hours/120 Externship Hours/ 120 Clock Hours

Prerequisite: All courses must be taken prior to engaging in externship

The externship component is the student's opportunity to develop their skills in the actual work environment. Students will be assigned to their clinical assignments where they will work performing the clinical and administrative skills learned in the Medical Billing and Coding program. Externship hours may vary per week depending on the actual sites assigned. Students must complete a total of 120 clock hours of externship to complete the course. Externship hours in one week will not exceed 40 hours.

### Course Numbering

Because Genesis Vocational Institute is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 100. The course codes are based on program and related topic. Those are defined as follows:

HSC: Health Science Core  
NAT: Nursing Assistant Courses  
HHA: Home Health Aide  
PBY: Phlebotomy Courses  
EKG: Electrocardiograph Courses  
PCT: Patient Care Technician Courses  
MAS: Medical Assistant Courses  
MAT: Math or related Courses  
COM: Computer Courses  
CPR: Cardiopulmonary Resuscitation Course  
HAE: HIV/AIDS Education Courses  
MCB: Medical Billing and Coding Courses

### Licensing/Approval Agencies

**Genesis Vocational Institute** “Licensed by the Commission for Independent Education, Florida Department of Education, License #3805. **Additional information regarding this institution may be obtained by contacting the Commission at:**

**Address:** 326 West Gaines Street, Suite 1414,  
Tallahassee, FL 32399-0400,

**Phone Number:** (888)-225-6684  
**Website:** [www.fl DOE.org/cie](http://www.fl DOE.org/cie)

**Genesis Vocational Institute** is approved by the Florida Board of Nursing to offer the Nursing Assistant program. License # CNAP1835. **Additional information regarding this institution may be obtained by contacting the Florida Board of Nursing at the information provided below.**

**Address:** 4050 Bald Cypress Way,  
Bin #C06, Tallahassee, Fl. 32399-  
3266.

**Phone Number:** (850)-488-0595  
**Website:** [floridanursing.gov](http://floridanursing.gov)

**Genesis Vocational Institute** is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). School # M072794.

**Additional information regarding this institution may be obtained by contacting the Comission at the information provided below.**

**Address:** 2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201

**Phone Number:** 703-247-4212  
**Fax Number:** 703-247-4535  
**Website:** [accsc.org](http://accsc.org)

**Genesis Vocational Institute** is approved by the National Health Career Association, for the following programs:

- Medical Billing & Coding
- Medical Assistant
- Patient Care Technician
- Phlebotomy Technician
- Electrocardiograph Technician

Test site code # FL 115

**Additional information regarding this institution may be obtained by contacting the institution at the information provided below:**

National Healthcareer Association (NHA)

**Address:** 11161 Overbrook Road  
Leawood, Kansas 66211

**Phone Number:** (800) 499-9092

**Local Number:** (913) 661-5592

**Fax Number:** (913) 661-6291

**Webiste:** [www.nhanow.com](http://www.nhanow.com)

**Genesis Vocational Institute** is approved by the MedCA (Medical Career Assessments) as a testing Center, for the following programs:

- Medical Billing & Coding
- Medical Assistant
- Patient Care Technician
- Phlebotomy Technician
- Electrocardiograph Technician

**Additional information regarding this institution may be obtained by contacting the institution at the information provided below:**

Medical Career Assesments Certifications (MedCa)

**Address:** 376 S Bayview Ave.  
Freeport, NY 11520

**Phone Number:** (516)-868-6800

**Fax Number:** (516)-442-3222

**Website:** [medcainc.com](http://medcainc.com)

**Attachment A**

**Anticipated Start & End Dates for Programs offered in 2025-2026**

<b>Nursing Assistant</b>		<b>Phlebotomy Technician</b>	
Start Date	End date	Start Date	End Date
06/16/25	08/27/25	07/03/25	09/12/25
06/19/25	09/12/25	09/18/25	11/21/25
09/02/25	11/05/25	12/04/25	02/20/26
9/18/25	12/12/25	02/26/26	05/08/26
11/10/25	01/28/26	05/14/26	07/17/26
01/08/26	03/27/26		
02/02/26	04/15/26		
04/07/26	06/26/26		
04/09/26	06/26/26		
06/04/26	08/14/26		

  

<b>Electrocardiograph Technician</b>		<b>Patient Care Technician</b>	
Start Date	End Date	Start Date	End Date
07/01/25	09/10/25	07/01/25	01/30/26
09/16/25	11/19/25	09/16/25	04/17/26
12/02/25	02/18/26	12/02/25	07/17/26
02/24/26	05/06/26	02/24/26	10/02/26
05/12/26	07/15/26	05/12/26	12/11/26

<b>Medical Assistant</b>	
07/01/25	06/22/26
09/16/25	08/07/26
12/02/25	11/23/26
02/24/26	02/15/27
05/12/26	03/23/27

<b>Medical Billing and Coding</b>	
07/01/25	6/26/26

<b>Home Health Aide</b>	
07/14/25	08/13/25
08/18/25	09/10/25
09/15/25	10/08/25
10/13/25	11/05/25
11/10/25	12/03/25
12/08/25	01/14/25
01/20/26	02/11/26
02/17/26	03/11/26
03/16/26	04/15/26
04/20/26	05/13/26
05/18/26	06/10/26
06/15/26	07/08/26

**Important Note: Class schedules are subject to change without notice. Accommodations will be made for students affected by any changes. Inclement weather may be cause for school closure. School closure for inclement weather situations will follow public school closures for Miami Dade County.**

