

# *Prestige Health and Beauty Sciences Academy*



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**2026-2027 CATALOG  
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**Addendum 1 – Instructional Service Center Facilities**

**Addendum 2 – New Programs**

***A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER***

*Welcome to Prestige Health and Beauty Sciences Academy.*

*To become a professional in Beauty and Spa Industry and Allied Health takes hard work, dedication and much determination. These qualities, together with the development of individual potential skills and artistic abilities, will pave the way for a successful and rewarding career.*

*For those who already have a profession from another country completion of our Vocational English as a Second Language Program will enhance your ability to succeed and reach your career goals.*

*The primary concern of our faculty, staff and administration is the success of our students. We hope you will take advantage of the learning opportunities available at Prestige Health and Beauty Sciences Academy*

## **1. LEGAL OWNERSHIP/GOVERNANCE OF ACADEMY**

**Prestige Health and Beauty Sciences Academy** is operated by Saimon Doiban and is located at 1250 East Hallandale Beach Blvd, Suite 409, in Hallandale Beach, Florida 33009. The corporate name of the school is **Solea International Beauty Academy LLC**

### **GOVERNANCE:**

**SAIMON DOIBAN**

CEO – Full-Time on-Site Chief Administrative Officer

**EDWARD GOYKHMAN**

Accreditation Liaison Officer, FA Officer and New Programs Coordinator

## **2. INSTITUTIONAL STATEMENT AND PURPOSE**

Our purpose is to train and educate qualified students through the delivery of Allied Health Programs leading to a licensure in Massage Therapy, Dental Assistant Certification; Beauty School Programs leading to a licensure in Cosmetology, Barbering, Nail Technology, Skin Care and Vocational English as a Second Language Programs leading to enhanced employment opportunities in their chosen field in a personalized teaching and learning environment designed to support students' personal and professional career development.

The mission of Prestige Health and Beauty Sciences Academy is to provide each and every student with the ability to achieve his or her dream of a career in the health or spa and beauty industry. Whether it is a career in Dental Hygiene, Dental Assisting, Electrolysis, Massage Therapy, Medical Assisting, Cosmetology, Barbering, Nail Technology or Skin Care we are committed to teaching our students to be both technically proficient and professionally successful in their chosen career fields. We believe strongly in the value of Career Education and employ qualified, experienced faculty to educate, motivate, and support our students through their coursework, licensure process, and industry employment.

We offer a flexible schedule that allows adult students to take advantage of our training program while still meeting adult obligations, such as family and work. We believe that each person has the right to personal and professional growth and a prosperous future and that anyone who is really willing to apply himself or herself to our training program can successfully complete it.

Prestige Health and Beauty Sciences Academy is a private school specializing in vocational training in Allied Health and Beauty Programs and Vocational English as a Second Language Programs. It was founded in 2007. Initially Prestige Health and Beauty Sciences Academy has been located in Sunny Isles Beach until 2010, in North Miami Beach until April of 2022 and has moved to its current location in Hallandale Beach in May of 2022.

In September of 2023 the Instructional Service Center was added in Sunny Isles Beach to deliver lab and practical training for our Allied Health Programs.

### 3. ACCREDITATION, LICENSING, CERTIFICATIONS

#### **ACCREDITATION**

**Institutionally Accredited by** COUNCIL ON OCCUPATIONAL EDUCATION (COE)

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350

(770) 396-3898 or (800) 917-2081 [www.council.org](http://www.council.org)

COE is recognized by the U.S. Department of Education as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

#### **LICENSING & CERTIFICATIONS**

##### **STATE AGENCIES:**

Prestige Health & Beauty Sciences Academy is licensed by the Commission for Independent Education, Florida Department of Education. License # 3450.

<https://web02.fldoe.org/CIE/SearchSchools/SchoolSearch.aspx>

Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224- 6684

The Department and Business and Professional Regulations (DBPR) for professions under Cosmetology. License # PVD 299.

[www.myfloridalicense.com/dbpr/index.html](http://www.myfloridalicense.com/dbpr/index.html)

Florida Department of Health Board of Massage Approved School

License #MS 3450

[www.doh.state.fl.us/mqa/massage/lst\\_ma-school.pdf](http://www.doh.state.fl.us/mqa/massage/lst_ma-school.pdf)

Florida Department of Health Board of Massage Approved Continuing Education Provider. CE Provider #: 50-15546

<http://www.cebroker.com/>

Florida Department of Health, Board of Dentistry Approved Expanded Duty/Radiology Programs School.

[http://doh.state.fl.us/mqa/dentistry/dutyprogram\\_lst.pdf](http://doh.state.fl.us/mqa/dentistry/dutyprogram_lst.pdf)

Florida Department of Health Board of Medicine Electrolysis Council Approved 320-hour electrolysis training program school (CIE #3450)(EP 1138)

<https://www.floridahealth.gov/licensing-and-regulation/electrolysis/resources/index.html>

Florida Department of Health Board of Medicine Electrolysis Council Approved Provider of 30 hour CE Course in Laser and Light-Based Hair Removal or Reduction Provider #: 50-15546

<http://www.cebroker.com/>

**FEDERAL AGENCIES:**

Prestige Health & Beauty Sciences Academy is certified and approved by the United States Department of Education to participate in the Federal student financial assistance programs (Title IV, HEA programs), FEDERAL SCHOOL CODE: 042145

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

This school is authorized under Federal law to enroll nonimmigrant alien students [www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf](http://www.ice.gov/doclib/sevis/pdf/ApprovedSchools.pdf). School Code MIA214F01854000

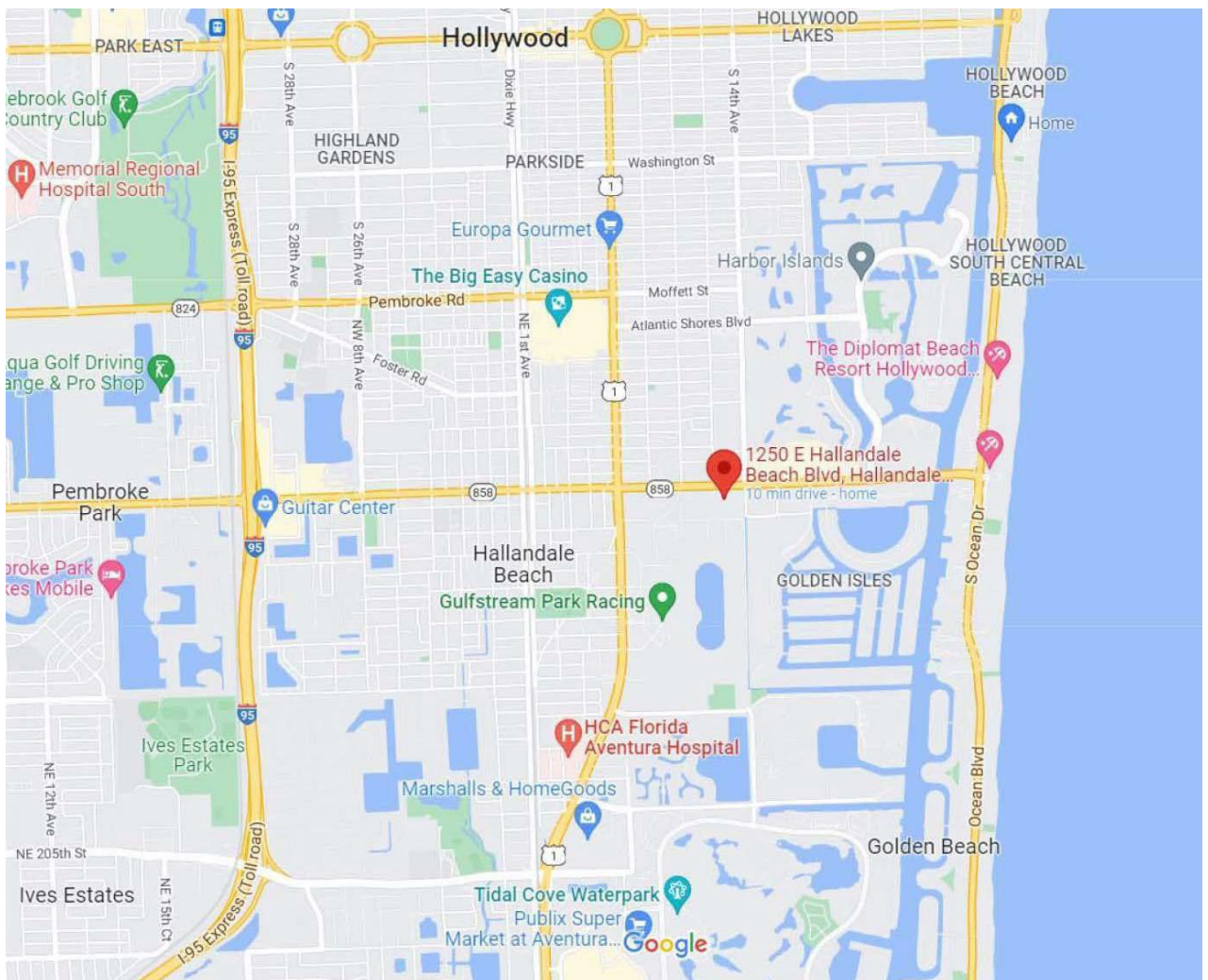
#### 4. FACILITY DESCRIPTIONS AND LOCATION

Prestige Health and Beauty Sciences Academy **Main Campus** is located at 1250 East Hallandale Beach Blvd Suite 409 in Hallandale Beach Florida 33009. Its classrooms and practice clinics occupy 3716 square feet of space in the upscale high rise building connected by major highways and also serviced by public transportation.

Our Main Campus Facilities contain lecture rooms, Beauty Sciences and Massage Therapy practice clinic.

All lab, clinical and practical application instructions and studies for Dental Assisting, Medical Assisting, Dental Hygiene and Electrolysis Programs are delivered in a real environment of our Instructional Service Center located at 18140 and 18210 Collins Ave, Sunny Isles Beach under the supervision of licensed practitioners. Computerized records are kept for all programs.

For detailed information of the Instructional Service Center see Addendum 1.



## 5. EDUCATIONAL OBJECTIVES

The programs offered by the Prestige Health and Beauty Sciences Academy are designed to prepare graduates to earn licensure through the Florida Department of Health, Board of Massage Therapy, Board of Dentistry and Electrolysis Council; and by Florida Department of Business and Professional Regulation. The licensure is necessary for graduates to become successfully employed in their chosen fields of study. The programs provide students with a well-rounded learning environment by combining theory concepts with practical hands-on experience.

The school focuses on providing its students with individualized attention to ensure that graduates meet employer and client expectations with regards to both technical and service skills.

The Dental Assisting program is designed to offer students employable skills as an Expanded Duty Dental Assistant.

Our Massage Therapy program is designed to prepare students for national licensing examination (MBLEX) and gainful employment as Massage Therapists.

Our Cosmetology and Barbering Programs prepare students for Florida state licensing examination and for licensure by registration in Nail Technology, Facial/Skin Care or Full Specialty to pursue a profitable career as hairdressers, barbers, salon or barber shop managers, salon or barber shop owners, hair colorists, product demonstrators, etc.

There is no requirement for Dental Assisting, Medical Assisting as well as Nail Technology, Facial/Skin Care or Full Specialty graduates for state exam.

### **ALLIED HEALTH SCHOOL PROGRAMS**

The **THERAPEUTIC MASSAGE** program prepares students for massage licensing examination and employment in the massage industry.

The **DENTAL ASSISTING** program prepares students for employment as dental assistants

### **BEAUTY SCHOOL PROGRAMS**

The **COSMETOLOGY** program prepares students for the state licensing examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

The **BARBERING** program prepares students for the state licensing examination to become a licensed barber. A licensed barber's opportunities include working in barber shops, beauty salons, resort hotels and the opportunity to own his or her own barber shop.

The **NAIL TECHNICIAN** program prepares students for licensure by registration and work as professional nail technician doing manicures, pedicures, a variety of nail extension services, and nail art.

The **SKIN CARE/FACIAL SPECIALIST** program prepares students for licensure by registration and work doing facials, spa services, waxing/hair removal, and makeup.

The **FULL SPECIALIST** program combines nail and skin care programs to prepare a person for licensure by registration to do manicure, pedicure, and nail extension services, as well as skincare, facial, makeup, color analysis and hair removal services. Graduates will be qualified to work in cosmetology or specialty salons, spas, department stores, or the television, photography, and movie industries.

The **SPA THERAPY TECHNOLOGIES** program combines Massage Therapy/Skin Care programs. The primary objective of SPA Therapy Technologies Program is to prepare students for the dual licensing as Massage Therapist by examination (MBLEX) and Skin Care/Facial Specialist by registration and gainful employment.

### **LANGUAGE SCHOOL PROGRAMS**

**BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)** program.

Basic Vocational English-as-a-Second-Language (BVESL) objective is to provide quality English language instruction to individuals from around the world who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.

**ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)** program.

Advanced Vocational English-as-a-Second-Language (AVESL) is for students who possess Basic English Proficiency and need to improve their language skills level for general, social, career and/or academic purposes.

## **6. ADMISSION STANDARDS**

### **ALLIED HEALTH SCHOOL**

#### **Dental Assisting and Massage Therapy programs:**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must:

Have admissions interview

Be 17 years of age or older.

Proof of High School Diploma or GED

Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.

Enrollment application and \$100 application fee.

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

#### **THERAPEUTIC MASSAGE PROGRAM**

Full Time 600 Hours/26 Weeks

#### **DENTAL ASSISTING**

Full Time 1275 Hours/ 43 weeks

#### **BEAUTY SCHOOL**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to our school a student must:

Have Admissions Interview

Applicants must provide a copy of their a High School diploma or GED.

Be at least 16 years of age. Parent or Guardian signature is required for applicants under 18 years of age.

Enrollment application and \$100 application fee.

**Spa Therapy Technologies (Massage Therapy/Skin Care Combination Program)**

Be 17 years of age or older.

Proof of High School Diploma or GED

Potential students will be advised that employment in many health occupations necessitates the ability to pass Florida Department of Law Enforcement (FDLE) Criminal Background Check.

Enrollment application and \$100 application fee.

We reserve the right to screen any Massage students under the age of 20 for maturity. They may be asked to present letters of reference and interview with a massage instructor. To file for Massage licensure, students must be 18 and have a High School diploma or GED.

Transfer students are accepted with the school determining the number of hours to be completed. Transfer students are charged pro-rata for additional hours to be completed, plus application fee, lab fee, if applicable, and for any equipment needed. VA students must report all previous education and training. The training time is also reduced proportionately and the student, or veteran and VA, so notified. Students are occasionally allowed to enter a class after its starting date, but should enroll as far in advance as possible.

**COSMETOLOGY PROGRAM**

Full Time 1200 Hours/40 weeks

**BARBERING PROGRAM**

Full Time 900 Hours/30 weeks

**NAIL TECHNICIAN PROGRAM**

Full Time 180 Hours/8 Weeks

**SKIN CARE/FACIAL PROGRAM**

Full Time 220 Hours/9 Weeks

**FULL SPECIALIST PROGRAM**

Full Time 600 Hours/26 Weeks

**SPA THERAPY TECHNOLOGIES**

Full Time 900 Hours/39 Weeks

## **LANGUAGE SCHOOL**

Prestige Health and Beauty Sciences Academy has continuous enrollment and reviews each applicant's request for admission on an individual basis. In order to be admitted to the program student must meet the following requirements:

### **BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)**

Basic Vocational English-as-a-Second-Language (BVESL) Program is limited to persons already possessing occupational competencies who would be employable if they could demonstrate adequate English language skills. Applicants must not be fully English proficient, which Academy defines as having a proficiency level lower than 3 on the ILR Language Proficiency Scale. As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

Be 17 years of age or older.

Proof of High School Diploma or GED

Enrollment application and \$100 application fee.

### **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)**

Prerequisite: Basic Vocational English-as-a-Second-Language (BVESL) or score above 550 on a simulated administration of the Test of English for International Communication (TOEIC). As Academy's intensive English programs are specifically designed for non-native English speakers, native English speakers are not eligible for admission. Students must demonstrate that they possess job skills, as evidenced by documentation such as credentials, test scores, job experience, or verification of skill competencies by a third party.

Be 17 years of age or older.

Proof of High School Diploma or GED

Enrollment application and \$100 application fee.

### **BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)**

Full Time 600 Hours/26 Weeks

### **ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)**

Full Time 900 Hours/39 Weeks

## 7. COURSE DESCRIPTIONS

### ALLIED HEALTH SCHOOL PROGRAMS

Courses are typically sequential and based on the student's program of study. The letters indicate the program or subject as follows: MT – Therapeutic Massage, DEA – Dental Assisting.

### Therapeutic Massage

**This program is approved by the Florida Department of Health Board of Massage**

No prerequisites for this Program.

#### Program Objective

The primary objective of Therapeutic Massage program is to prepare students for the for national licensing examination (MBLEX for Massage Therapy) and gainful employment as Massage Therapists

#### Program Description

The program covers neuromuscular massage, spa services, and other specialized massage techniques, in both theory and practical work. Students start by learning muscles and application of various massage techniques to muscle groups in theory and classroom workshops and eventually move to full body clinical experiences. They will learn the psychological and physiological affects of massage, ultrasound, electric steam, massage oils/lotions/gels, aromatherapy, body wraps, spa settings, relationship of anatomy and physiology to massage, wellness systems, physiological changes during diseases, kinesiology, ethical practice and decision making.

This program takes **600** clock hours to complete: 26 weeks on a 24 hour per week schedule.

| Course# | Course Name                                    | Course Outline/Description *                                                                                                                                                             | Clock Hours |
|---------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| HIV-01  | HIV/AIDS                                       | Awareness, Precautions, applications to the Workplace                                                                                                                                    | 3           |
| MT-01   | Statutes/Rules and History of Massage          | Ethical practice & decision making, licensing requirements                                                                                                                               | 15          |
| MT-02   | Anatomy and Physiology                         | Relationship of A&P to massage, Wellness Systems, Physiological Change during disease, Pathology and Kinesiology                                                                         | 190         |
| MT-03   | Massage Theory Techniques & Clinical Practicum | Foundation of Bodywork, Reflexology, Massage Movements, Techniques, Massage Procedures, Therapeutic Exercise, Medical Errors Prevention, Full Body Massage Clinic (50 services required) | 250         |
| MT-04   | Allied Modalities                              | Specialized and Integrative Massage, Modalities including Myofacial Release, Trager, Muscle Energy, Structural Integration, Eastern Basics, Meridians, CPR/First Aid                     | 100         |
| MT-05   | Hydrotherapy                                   | Theory, Modalities, Application, Practice                                                                                                                                                | 22          |
| MT-06   | The Business & Ethics of Massage               | Business Planning, Marketing, Record Keeping, Scheduling                                                                                                                                 | 20          |

## Dental Assisting

**This program is approved by the Florida Department of Health Board of Dentistry**

(No prerequisites for this Program)

### Program Objective

The primary objective of this program is to prepare students for employment as dental assistants. Upon completion, the graduate will possess a working knowledge of dental office and patient management, basic dental laboratory procedures, dental terminology, dental instrument and equipment utilization, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, and may be eligible to take the Dental Assisting National Board Examination.

### Program Description

The Dental Assisting Program is a 10-month Diploma program. Students are placed into lab/clinical practice in dentist's offices throughout Miami Dade and Broward County, which offers maximum flexibility to the student, allowing for the development of specific skills including expanded duties competencies approved by the Florida Board of Dentistry. The content includes, as a minimum, dental office and patient management, basic dental laboratory procedures, dental and general anatomy, dental terminology, nutrition, dental instrument and equipment utilization, microbiology, dental pharmacology and anesthesia, chairside assisting and expanded functions, dental office emergencies/CPR, dental radiography, maintenance and asepsis of dental operator and instrumentation, dental specialty procedures, employability skills, leadership and human relations skills, ethics and jurisprudence, dental materials and preventive dentistry.

The Dental Assisting takes **1275 clock hours/43 weeks** to complete on 30 hours per week schedule

| Course# | Course Name                                      | Course Outline/Description                                                                                                                                                                                                                                                                                                                                           | Clock Hours* |
|---------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| BHC-1   | Introduction to Health Care: Health Careers Core | Roles & functions related to the varied Health Care networks and systems, concepts of maintaining and promoting wellness and health and the prevention of disease, infection control, and universal precautions.                                                                                                                                                     | 85           |
| BHC-2   | HIV/AIDS                                         | Hours: theory – 72, lab – 18, clinical -0                                                                                                                                                                                                                                                                                                                            | 5            |
| DEA-T   | Dental terminology                               | Use of dental/medical terms and their meanings. Commonly used term and word roots. Abbreviations, terminology and pathology. Demonstrate the appropriate level of knowledge of dental/medical terminology, and the ability to utilize communications skills both oral and written for workplace effectiveness.<br>Hours: theory – 45, lab – 0, clinical - 0          | 45           |
| DEA-1   | Dental Theory                                    | Dental and oral anatomy, tooth identification and numbering system Instrument nomenclature and identification for all aspects of General Dentistry Equipment operation, chair positioning, assistant equipment usage Treatment options available, depending on oral conditions Legal Ethical and Professional issues<br>Hours: theory – 124, lab – 29, clinical - 35 | 188          |
| DEA-2   | Pharmacology                                     | The functions of pharmacology and anesthesia as they                                                                                                                                                                                                                                                                                                                 | 80           |

|       |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
|-------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|       | & Anesthesia for the Dental Assistant       | relate to dentistry. Common drugs used in dentistry Preparation and application of topical anesthetic. Preparation of syringes for local anesthetics. Monitor and adjust the use of nitrous oxide-oxygen conscious sedation. Hours: theory – 45, lab – 35, clinical - 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| DEA-3 | Receptionist - Front Desk Office Management | Phone techniques and appointment book control. Billing: accounts receivable and accounts payable, collections. Filing insurance forms and pre-treatment estimates. Insurance terminology Hours: theory – 40, lab – 0, clinical - 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 40  |
| DEA-4 | Chair-Side Dental Assisting                 | A. Instrument transfer techniques, chair-side assisting and patient suctioning.<br>B. Chair-side doctor-patient-assistant positioning<br>C. Tub and tray systems of instruments and materials<br>D. Familiarity and use of instruments and materials in assisting for:<br>1. Operative Dentistry-amalgam and composite restorations<br>2. Crown and Bridge - polyvinyl "gun type" impression taking, temporary fabrication, cord packing, haemostatic agents, introduction into various crown types.<br>3. Endodontics - instruments, medicaments and materials: how and why they are used<br>4. Periodontics - disease origin and usual treatment methods.<br>5. Pedodontics - commonality and differences in treating children vs. adult patients. Hours: theory – 170, lab – 0, clinical - 340 | 510 |
| DEA-5 | Radiology                                   | X-ray theory and technique, use of Rinn© holders and other methods. Intraoral, bitewing, panoramic, and endodontics exposure methods. Developing x-rays using the automatic processor. Darkroom care and maintenance. X-ray identification, interpretation, safety and precautions. Hours: theory – 40, lab – 0, clinical – 60                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 100 |
| DEA-6 | Impressions and Model Trimming              | Impression materials and practice in their uses: alginates, poly vinyl siloxane etc. Wax bites, counter impressions, model pouring and trimming. Hours: theory – 30, lab – 45, clinical - 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 120 |
| DEA-7 | Cements and Liners                          | Introduction to various cements and liners used in dentistry Practice mixing cements and liners. Hours: theory – 35, lab – 45, clinical - 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 80  |
| DEA-8 | Sterilization Techniques                    | Sterilization theory and terminology, autoclave operation. Instrument and equipment sterilization / disinfection. Treatment room disinfection and asepsis techniques. Handpiece care and maintenance. Hours: theory – 5, lab – 15, clinical - 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20  |
| DEA-9 | Job Interview Assistance                    | Proper image, dress, resume, and how to prepare for the job interview itself<br>Difficult questions you may face - how to answer them. Do's and don'ts during the interview, what to expect. Hours: theory – 2, lab – 0, clinical - 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2   |

## **BEAUTY SCHOOL PROGRAMS**

Courses are typically sequential and based on the student's program of study. The letters indicate the program or subject as follows: COS - Cosmetology, BA-Barbering, FL - Florida Laws or HIV/AIDS, FA - Facial Specialist, E-Electrologist, MT – Therapeutic Massage NA - Nail Technology, etc.

### **Spa Therapy Technologies**

**The Program listed below is exact combination of the Therapeutic Massage and Skin Care/Facial programs listed on previous pages.**

No prerequisites for this Program

#### **Program Objective**

The primary objective of SPA Therapy Technologies Program is to prepare students for the dual licensing as Massage Therapist by examination (MBLEX) and Skin Care/Facial Specialist by registration and gainful employment in a SPA industry.

#### **Program Description**

**SPA Therapy Technologies** provides comprehensive training in neuromuscular massage, spa services, and other specialized massage techniques, in both theory and practical work. Students start by learning muscles and application of various massage techniques to muscle groups in theory and classroom workshops and eventually move to full body clinical experiences. They will learn the psychological and physiological affects of massage, ultrasound, electric steam, massage oils/lotions/gels, aromatherapy, body wraps, spa settings, relationship of anatomy and physiology to massage, wellness systems, physiological changes during diseases, kinesiology, ethical practice and decision making as well as skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, fantasy, photographic and camouflage makeup, facial manipulations, masques, skin care machines(steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments(i.e. oxygenating, glycolic, hydrating, etc.)

This program takes **900 hours/39 weeks** to complete.

| Course# | Course Name                           | Course Outline/Description *                                                                                     | Clock Hours |
|---------|---------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------|
| HIV-01  | HIV/AIDS                              | Awareness, Precautions, applications to the Workplace                                                            | 3           |
| MT-01   | Statutes/Rules and History of Massage | Ethical practice & decision making, licensing requirements                                                       | 15          |
| MT-02   | Anatomy and Physiology                | Relationship of A&P to massage, Wellness Systems, Physiological Change during disease, Pathology and Kinesiology | 190         |

|         |                                                |                                                                                                                                                                                                                                                                                                                                    |     |
|---------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| MT-03   | Massage Theory Techniques & Clinical Practicum | Foundation of Bodywork, Reflexology, Massage Movements, Techniques, Massage Procedures, Therapeutic Exercise, Medical Errors Prevention, Full Body Massage Clinic (50 services required)                                                                                                                                           | 250 |
| MT-04   | Allied Modalities                              | Specialized and Integrative Massage, Modalities including Myofacial Release, Trigger, Muscle Energy, Structural Integration, Eastern Basics, Meridians, CPR/First Aid                                                                                                                                                              | 100 |
| MT-05   | Hydrotherapy                                   | Theory, Modalities, Application, Practice                                                                                                                                                                                                                                                                                          | 22  |
| MT-06   | The Business & Ethics of Massage               | Business Planning, Marketing, Record Keeping, Scheduling                                                                                                                                                                                                                                                                           | 20  |
| FA-01   | Facials/Skin Care                              | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02   | Essential Oils                                 | Use in Aromatherapy and Skin Care (2 serv min)                                                                                                                                                                                                                                                                                     | 2   |
| FA-03   | Hair Removal                                   | Tweezing / Waxing (20 serv min)                                                                                                                                                                                                                                                                                                    | 35  |
| FA-04   | Makeup                                         | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min)                                                                                                                                                                                             | 29  |
| FA-05   | Color Analysis                                 | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min)                                                                                                                                                                                                                             | 10  |
| HIV-COS | HIV/AIDS                                       | Awareness, Precautions, applications to the Workplace                                                                                                                                                                                                                                                                              | 4   |

## Cosmetology

### (Training in Hair Shaping, Color, Permanent Wave, Relaxing, Styling, Nails, Facials and Makeup) No prerequisites for this Program

#### Program Objective

The primary objective of Cosmetology Program is to prepare students for the State Licensing Examination to become a licensed cosmetologist. A licensed cosmetologist's opportunities include working in beauty salons, resort hotels and the opportunity to own his or her own salon.

#### Program Description

Basic theory and technique for cutting movements, including shear, razor and clipper techniques, precision cutting principles and current trends, permanent and lightning services, ethnic techniques, trends in styling, makeup, hair removal, manicures, pedicures and introduction to nail extensions.

The Cosmetology program takes **1200 clock hours/40 weeks** to complete. That is, for instance, 8-9 months for a full time student on a 30 hour per week schedule. Scheduling may be somewhat individualized to meet a student's needs.

| Course# | Course Name                           | Course Outline/Description *                                                                                                                                                      | Clock Hours |
|---------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| HIV-01  | HIV/AIDS                              | Awareness, Precautions, applications to the Workplace                                                                                                                             | 4           |
| COS-01  | Hair Shaping                          | Basic techniques, using various implements and cutting movements, to include shear, razor and clipper techniques, precision cutting principles and current trends. (min.75 serv). | 235         |
| COS-02  | Hair Coloring                         | Basic application and theory for semi permanent, permanent & lightening services. Retouching, restoring hair to original color, frosting, & corrective (min. 75 services).        | 185         |
| COS-03  | Chemical Waving                       | Basic theory and application of procedures for waving and relaxing hair, including long hair wraps (Perms) and Relaxing; chemical reformation curl (min. 65 services).            | 185         |
| COS-04  | Shampoos and Rinses                   | Basic theory and technique for cleansing and conditioning the scalp and hair in preparation for additional salon services, including scalp manipulations. (min. 50 services)      | 30          |
| COS-05  | Scalp Treatments, Hair Care Rinses    | Basic Theory and technique for treatments for healthy scalp and improve appearance of a client's hair (min. 45 services).                                                         | 50          |
| COS-06  | Hairstyling                           | Blow-dry, iron styling, pressing, wet mold, roller sets, comb outs, ethnic techniques, trends in styling (min. 300 serv)                                                          | 250         |
| COS-07  | Facials including Hair Removal        | Facials, Makeup, masques, hair removal, brow tinting. (min. 10 services)                                                                                                          | 105         |
| COS-08  | Manicures, Nail Extensions, Pedicures | Manicures, pedicures, introduction to nail extensions. (min. 20 services).                                                                                                        | 120         |
| COS-09  | Sanitation, Florida                   | Basic theory and application of these principles                                                                                                                                  | 36          |



## Barbering

(Training in shaving, hot towel, beard design, hair sculpting, hair design and hair color) No prerequisites for this Program

### Program Objective

The primary objective of Barbering Program is to prepare students for the State Licensing Examination to become a licensed barber. A licensed barber's opportunities include working in salons, resort hotels and the opportunity to own his or her own salon.

### Program Description

The Barbering program teaches theory, lab and hands on practice in shaving, hot towel, beard design, hair sculpting, hair design and hair color. Students will learn state law that governs barbering, sterilization, and will be eligible to sit for the state Barber licensure examination, which upon successful completion, will qualify graduates to work as Barbers in Florida.

The Barbering program takes **900 clock hours/30 weeks** to complete. That is, for instance, 8 months for a full time student on a 30 hour per week schedule. Scheduling may be somewhat individualized to meet a student's needs.

| Course# | Course Name                                | Course Outline/Description *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clock Hours |
|---------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| BA101   | Florida Laws and Rules for Barbering       | Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the field of Barbering. Other topics included are theory and history of barbering, ethics, professional image and school policy and procedures.                                                                                                                               | 225         |
| BA102   | Salon Safety, Sanitation and Sterilization | This course covers the study of blood borne pathogens and all types of Hepatitis as well as training in following universal precautions in Skin Care Procedures. Precautions that include, but are not limited to, wearing gloves when in contact with body fluids, mucous, non-intact skin, handling soiled items; isolation procedures for equipment, linens, and towels, etc. will be discussed. This course includes 2 hours of HIV/AIDS Education necessary for licensure. A review of care and maintenance of equipment is covered as well. (min. 70 services). | 270         |
| BA103   | Shampooing                                 | During course hours students will learn services associated with treatments of the hair and scalp, to identify different shampoos, conditioners, product knowledge, PH factors as they relate to hair care products, proper draping procedures and scalp massage techniques and treatments. (min. 40 services).                                                                                                                                                                                                                                                       | 45          |
| BA104   | Hair Structure & Chemistry                 | Emphasis will be placed on the analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment for coloring, and                                                                                                                                                                                                                                                                                                                                                                                                          | 90          |

|       |                            |                                                                                                                                                                                                                                                                                                                 |     |
|-------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| BA105 | Hair Cutting & Sculpturing | basics of chemistry.<br>This course will emphasize proficiency in hair sculpting (cutting) and instruction in the selection of proper hair cutting techniques such as freehand, shear over comb, clipper over comb, style cuts including blow drying, implements and proper style selection (min. 60 services). | 135 |
| BA106 | Chemical Services          | This course provides proficiency in all types of hair coloring and lightening. Emphasizes theory of permanent waves and chemical relaxers and enables the student to practice different wrapping techniques required by trend styles. (min. 40 services)                                                        | 90  |
| BA107 | Shaving, Beard & Mustache  | Students will learn general sanitation and safety precautions associated with shaving, standard cutting positions and strokes with a straight razor, to identify the 14 shaving areas of the face, facial and neck shaves utilizing hot towels as well as proper set up for shaving. (min. 40 services)         | 45  |

## Nail Technician

(Basic and Advanced Manicure/Pedicure/Nail Extensions)

No prerequisites for this Program

### Program Objective

The primary objective of Nail Technician Program is to prepare students to become a Nail Technician. This program is one of the quickest ways to enter the cosmetology field. A person can qualify for state registration to work in Florida doing manicures, pedicures, and nail extensions.

### Program Description

We start with manicures and pedicures, followed closely by nail extensions of all types. Theory and practice, including gel nail, spa technique and booth manicure, and theory and practice of related subjects, including nail disorders and diseases, corrections, as well as personal ethics and salon management.

The Nail Technician program takes **180 hours/8 weeks** to complete on the 24 hours per week schedule with the minimum of 90 nail services.

| Course# | Course Name               | Course Outline/Description *                                                                                            | Clock Hours |
|---------|---------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------|
| FL-01   | FLA Law                   | Florida Cosmetology laws and rules                                                                                      | 4           |
| NA-01   | Sanitation                | Bacteriology and Sanitation Theory and Procedures                                                                       | 8           |
| NA-02   | Ethics                    | Applications of Principles to the Salon                                                                                 | 2           |
| NA-03   | Nail Theory               | Nail Theory, Practice, and Related Subjects including nail disorders and diseases including but not limited to HIV/AIDS | 76          |
| NA-04   | Specific Services         | Instruction in and the performance of the following specified services                                                  |             |
|         | a) Manicures              | Lab and practice, including Spa and Booth Manicures (min 15 serv.)                                                      | 15          |
| NA-04   | Pedicures                 | Lab and practice, including Spa Techniques (Min.10 serv.)                                                               | 10          |
| NA-05   | Tips with Overlay         | Application of Nail Tips (min 15 serv.)                                                                                 | 15          |
| NA-06   | Sculpting using a form    | Lab/Practice using assorted products (Min 10 serv.)                                                                     | 10          |
| NA-07   | Nail Wraps and/or Mending | Use of various materials to wrap and mend (10 serv.)                                                                    | 10          |
| NA-08   | Nail Fills                | Filling regrowth w/ appropriate technique (min.10 serv.)                                                                | 10          |
| NA-09   | Artificial Nail Removal   | Safely removing Artificial Nails (Min 5 Services)                                                                       | 5           |
| NA-10   | Polishing and Nail Art    | Theory/ Practice using various materials (Min 10 serv.)                                                                 | 10          |
| NA-11   | Gels Nails                | Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.)                                        | 5           |

**Clock Hours is a combination of theory and lab hours**

## Skin Care/Facial Specialist

No prerequisites for this Program

### Program Objective

The primary objective of the SKIN CARE/FACIAL SPECIALIST Program is to prepare students to become a Facial Specialist.

### Program Description

We start with skin analysis and basic facial techniques, followed by treatment facials and machine applications, makeup, waxing, and product knowledge: tweezing/waxing, facial analysis, skin tones, fantasy, photographic and camouflage makeup, facial manipulations, masques, skin care machines (steamers, brushes, high frequency galvanic, vacuum and microdermabrasion), product analysis, prescriptive treatments (i.e. oxygenating, glycolic, hydrating, etc.)

This program takes **220 hours/9 weeks** to complete on the 24 hours per week schedule with a minimum 71 facial services as detailed below.

| Course# | Course Name/ Course Outline/Description *                                                                                                                                                 | Clock Hours |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| FA 1    | Theory (149 Hours)                                                                                                                                                                        |             |
|         | (a) Florida Laws and Rules                                                                                                                                                                | 4           |
|         | (b) Sanitation                                                                                                                                                                            | 10          |
|         | (c) Ethics                                                                                                                                                                                | 2           |
|         | (d) Basics of Electricity                                                                                                                                                                 | 2           |
|         | (e) Facial Techniques and Contraindications                                                                                                                                               | 50          |
|         | (f) Product Chemistry                                                                                                                                                                     | 8           |
|         | (g) Hair Removal                                                                                                                                                                          | 5           |
|         | (h) Makeup                                                                                                                                                                                | 1           |
|         | (i) Skin Theory, Disease including but not limited to HIV/AIDS, and Disorders of the Skin                                                                                                 | 67          |
| FA 2    | SERVICES (71 Hours)                                                                                                                                                                       |             |
|         | (a) Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature | 30          |
|         | (b) Set up, use, and maintenance of electrical devices                                                                                                                                    | 1           |
|         | (c) Hair removal, including tweezing, waxing, threading, and sugaring                                                                                                                     | 10          |
|         | (d) Makeup application for both daytime and nighttime looks                                                                                                                               | 10          |
|         | (e) Lash and brow tinting                                                                                                                                                                 | 2           |
|         | (f) Eyelash application, individual lashes, and semi-permanent lashes                                                                                                                     | 12          |
|         | (g) Manual extractions                                                                                                                                                                    | 6           |

**Clock Hours is a combination of theory and lab hours**

## FULL SPECIALIST COMBINATION CHOICE

**The Program listed below is a combination choice of the programs listed on previous pages. This Program provides extended curriculum and requires more services to complete.**

Combination program "open more doors" for the graduate seeking job entry, as well as the ability to more quickly build a client base and more ways to serve their clients. Savings in application fees are an added benefit, as the student only enrolls once rather than twice.

### **Full Specialist**

No prerequisites for this Program.

### **Program Objective**

The primary objective of Full Specialist Program is to prepare students to become a skin care/facial specialist and nail technician.

### **Program Description**

This program covers skin analysis and facial techniques, followed by treatment facials and machine applications, makeup, waxing, product knowledge as well as theory and practice of manicures and pedicures, acrylic nail, spa technic and booth manicures, paraffin treatments including nail disorders and diseases, corrections, advanced and rebalancing nails use of electric drill under tip and for shaping/smoothing acrylic nails.

This program is a combination of Nail Technician and Skin Care/Facial program.

This program takes **600 hours/26 weeks** to complete on the 24 hours per week schedule

| <b>Course#</b> | <b>Course Name</b>        | <b>Course Outline/Description *</b>                                                                                                                                                                                                                    | <b>Clock Hours</b> |
|----------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| FL-01          | FLA Law                   | Florida Cosmetology laws and rules                                                                                                                                                                                                                     | 5                  |
| HIV-01         | HIV/AIDS                  | Awareness, Precautions, applications to the workplace                                                                                                                                                                                                  | 4                  |
| NA-01          | Sanitation                | Bacteriology and Sanitation Theory and Procedures                                                                                                                                                                                                      | 6                  |
| NA-02          | Ethics                    | Applications of Principles to the Salon                                                                                                                                                                                                                | 2                  |
| NA-03          | Manicures                 | Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.)                                                                                                                                                                    | 40                 |
| NA-04          | Pedicures                 | Theory and practice, including Spa Techniques (Min.30 serv.)                                                                                                                                                                                           | 40                 |
| NA-05          | Tips with Overlay         | Application of Nail Tips with Acrylic (min 15 serv.)                                                                                                                                                                                                   | 32                 |
| NA-06          | Sculpting using a form    | Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv)<br>Theory/Practice using assorted products (Min 2 serv.)<br>Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.) | 56                 |
| NA-07          | Nail Wraps and/or Mending | Use of various materials to wrap and mend (10 serv.)                                                                                                                                                                                                   | 10                 |
| NA-08          | Nail Fills                | Filling regrowth w/ appropriate technique (min.10 serv.)                                                                                                                                                                                               | 25                 |
| NA-09          | Artificial Nail           | Safely removing Artificial Nails (Min 5 Services)                                                                                                                                                                                                      | 5                  |

|       |                                   |                                                                                                                                                                                                                                                                                                                                    |     |
|-------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| NA-10 | Removal<br>Polishing and Nail Art | Theory/ Practice using various materials (Min 10 serv.)                                                                                                                                                                                                                                                                            | 10  |
| NA-11 | French Manicures                  | Theory/Practice using assorted techniques (Min 5 serv.)                                                                                                                                                                                                                                                                            | 6   |
| NA-12 | Paraffin                          | Theory/Practice of Paraffin Treatments (Min.1 serv.)                                                                                                                                                                                                                                                                               | 2   |
| NA-13 | Gels & Fiberglass                 | Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.)                                                                                                                                                                                                                                                   | 15  |
| NA-14 | Nail Theory & Practice            | Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques                                                                           | 42  |
| FA-01 | Facials/Skin Care                 | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220 |
| FA-02 | Essential Oils                    | Use in Aromatherapy and Skin Care (2 serv min)                                                                                                                                                                                                                                                                                     | 5   |
| FA-03 | Hair Removal                      | Tweezing / Waxing (20 serv min)                                                                                                                                                                                                                                                                                                    | 35  |
| FA-04 | Makeup                            | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min)                                                                                                                                                                                             | 30  |
| FA-05 | Color Analysis                    | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min)                                                                                                                                                                                                                             | 10  |

**Clock Hours is a combination of theory and lab hours**

This program is the combination of the **Nail Technician and Skin Care/Facial Specialist Programs**. Students may start with the Nail **or** the Facial portion of the program. As with many of our programs, scheduling is flexible to meet a student's needs. All of the subjects are completely covered in both theory and practical work.

## LANGUAGE SCHOOL PROGRAMS

### **BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)**

No prerequisite for this program.

#### **Program Objective**

Basic Vocational English-as-a-Second-Language (BVESL) objective is to provide quality English language instruction to individuals from around the world who need instruction in English to be able to use the knowledge and skills that they already possess in order to obtain employment.

#### **Program Description**

**BVSEL** starts with Level 0 on the ILR ( Interagency Language Roundtable Language Proficiency Scale) in Reading, Writing, Speaking and Listening, which means No practical ability to read, write, speak or understand the language and progress to Level 2, with sufficient comprehensions to read simple, authentic written materials, ability to write routine social correspondence and prepare documentary materials required for most limited work requirements, be able handle with confidence most normal, high-frequency social conversational situations including extensive, but casual conversations about current events, as well as work, family, and autobiographical information. After reaching Proficiency Level 2 we move to Career Technical and Technology Skills, which address specific areas of student's occupational competencies and Workplace Readiness Skills, which covers ability to locate, evaluate, and interpret career information, identify interests, skills, and personal preferences that influence career choices, identify career cluster and related pathways that match career and education goals, develop and manage a career and education plan.

This program takes **600 hours/26 weeks** to complete.

| Course# | Course Name                 | Course Outline/Description *                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Clock Hours |
|---------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| BVSEL-1 | READING<br>COMPETENCIES 1-2 | <p>1. Read and understand basic English commonly encountered in the environment to address immediate survival needs, such as menus, road signs, maps, advertisements, signs on buildings, and bus routes or schedules.</p> <p>2. Read and understand non-technical English commonly encountered in everyday social and business environments, such as menus, road signs, maps, advertisements, signs on buildings, bus routes or schedules, travel guides, and magazine articles.</p> | 100         |
| BVSEL-2 | WRITING<br>COMPETENCIES 1-2 | <p>1. Write a short response on a given topic using simple sentences, a list of items to bring on vacation or to buy at the store, and a letter describing personal details to a friend.</p> <p>2. Write a response on a given topic using simple sentences in the past, present, and future tenses, a letter</p>                                                                                                                                                                     | 100         |

|         |                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |
|---------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|         |                                        | or e- mail requesting information or making a formal complaint, and a personal article for a newsletter                                                                                                                                                                                                                                                                                                                                                  |     |
| BVSEL-3 | SPEAKING 1-2                           | <p>1. Speak using simple statements, short sentences, basic questions, and memorized phrases to handle immediate survival needs, such as introductions, exchanging personal information, asking for directions, and ordering from a menu.</p> <p>2. . Speak in polite conversations during routine social situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.</p> | 100 |
| BVSEL-4 | LISTENING 1-2                          | <p>1. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss simple topics that are familiar</p> <p>2. Listen to and understand someone speaking normally in routine social interactions and when conducting basic business transactions either in person or on the telephone</p>                                                          | 100 |
| BVSEL-5 | CAREER,TECHNICAL AND TECHNOLOGY SKILLS | Specific topics related of student’s occupational competencies, specific terminologies.                                                                                                                                                                                                                                                                                                                                                                  | 100 |
| BVSEL-6 | WORKPLACE READINESS SKILLS             | Locate, evaluate, and interpret career information, identify interests, skills, and personal preferences that influence career choices, identify career cluster and related pathways that match career and education goals, develop and manage a career and education plan.                                                                                                                                                                              | 100 |

## ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVESL)

Prerequisite: Basic Vocational English-as-a-Second-Language (BVESL) or score above 550 on a simulated administration of the Test of English for International Communication (TOEIC).

### Program Objective

Advanced Vocational English-as-a-Second-Language (AVESL) is for students who possess Basic English Proficiency and need to improve their language skills level for general, social, career and/or academic purposes.

### Program Description

**AVESL** starts with Proficiency Level 3 on the ILR (Interagency Language Roundtable Language Proficiency Scale) in Reading, Writing, Speaking and Listening, and progress to Level 4, with sufficient comprehensions to reach a level of full proficiency in English and ability to use the language fluently and accurately in most situations. This course will also challenge you with production activities to advance your knowledge of idiomatic and colloquial language encountered in everyday social and professional settings. Sample themes include banking and retail, diseases and medication, courts of law, religions and beliefs, and emotions and psychology as well as your specific professional topics.

This program takes **900 hours/39 weeks** to complete.

| Course#  | Course Name                 | Course Outline/Description *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Clock Hours |
|----------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| AVESL -1 | READING<br>COMPETENCIES 3-4 | <ol style="list-style-type: none"><li>1. Read and understand non-technical and some technical English commonly encountered in formal and informal social and business environments, such as menus, road signs, maps, advertisements, travel guides, magazine articles, newspaper articles, memos, and instruction manuals.</li><li>2. Read essentially all materials in student's special field, including official and professional documents and correspondence. Recognize all professionally relevant vocabulary known to the educated non-professional native, read reasonably legible handwriting without difficulty.</li></ol> | 200         |
| AVESL -2 | WRITING<br>COMPETENCIES 3-4 | <ol style="list-style-type: none"><li>1. Write a multi-paragraph response on an assigned or chosen topic using the past, present, and future tenses, a letter or e-mail to request information, complain or compliment a business, and a letter or editorial stating and defending an opinion, comprehend printed materials with multiple paragraphs and read a popular novel, read critically to identify supporting details and the organization of ideas.</li><li>2. Write the language precisely and accurately in a variety of styles pertinent to professional/educational</li></ol>                                           | 300         |

|          |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |
|----------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|          |                                 | needs, express opinion, interpret, reformulate, and build on other people's views as well as express agreement and disagreement tactfully and forcefully, express insights into educational and professional experiences and relate personal skills and qualities to formative experiences.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| AVESL -3 | LISTENING and SPEAKING 3-4      | <p>1. <b>Speak</b> in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches, answer objections, justify decisions, clarify points, conduct meetings, and give instructions.</p> <p><b>Listen</b> to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone, watch and understand the gist of movies without the assistance of subtitles.</p> <p>2. <b>Speak</b> in formal and informal conversations within the range of their own personal and professional experience with a high degree of fluency as well as in a range of contexts such as meetings or conferences, give advice, describe mechanical or medical problems, speak clearly to make ideas easily understandable to native speakers.</p> <p><b>Listen</b> to and understand normal speech in audio recordings, news broadcasts, movies, and in formal and informal conversations at work, when conducting business transactions, and on the telephone, understand native speakers.</p> | 300 |
| AVESL -4 | CAREER SPECIFIC LANGUAGE SKILLS | Specific topics related of student's professional competencies, specific terminologies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 100 |

### **Course Cancellation**

Prestige Health and Beauty Sciences Academy reserves the right to cancel any courses listed in the Catalog prior to enrollment of the students. School will notify the potential applicants by letter, telephone call, or in person and suggest alternative start dates or different schools in the area that offer the courses, which were cancelled.

## **8. SCHOOL CALENDAR**

Prestige Health and Beauty Sciences Academy operates on a continuous basis throughout the 2026-2027 school year. The school will be closed during the following periods:

July 4<sup>th</sup> - **Independence Day**

September - **Labor Day**

November - **Thanksgiving Day**

**Winter recess - Christmas**, December 25<sup>th</sup>, 2026 - January 3, 2027

January - **Martin Luther King Jr. Day**

February – **President’s Day**

May - **Memorial Day**

CLASS START DATES: June, 2026 - June, 2027\*

\* **Class start dates are subject to change. Please check with admissions.**

### **ALLIED HEALTH SCHOOL PROGRAMS**

**MASSAGE** - Once a month

**DENTAL ASSISTING** - Once a month

### **BEAUTY SCHOOL PROGRAMS**

**COSMETOLOGY** - Once a month

**BARBERING** – Once a month

**NAIL TECH, SKIN CARE, and FULL SPECIALIST** – Every other week

**Spa Therapy Technologies** - Once a month

### **LANGUAGE SCHOOL PROGRAMS**

**BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE (BVSEL)** - Once a month

**ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE (AVSEL)** - Once a month

## 9. TUITION, FEES AND CREDENTIALS

Students are required to pay the school the tuition and fees for the program selected in advance prior to the start of classes. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance is satisfied.

The student's tuition may be paid by cash, check, and money order or through school no interest term payment plan.

The fee for licensure for Therapeutic Massage, Cosmetology, Nail Technician, Skin Care/Facial, Full Specialist, is not included in the cost of tuition.

### **ALLIED HEALTH PROGRAMS**

#### **2026-2024 Tuition and Fee Schedule \*\*\*Prices subject to change without notice\*\*\***

| <b>COURSE</b>                                   | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b>  | <b>Additional</b> | <b>TOTAL</b>    |
|-------------------------------------------------|--------------------|------------------------|-----------------|-------------------|-----------------|
| <b>Therapeutic Massage</b>                      | <b>\$100.00</b>    | <b>\$350</b>           | <b>\$12,115</b> | <b>\$185.00*</b>  | <b>\$12,750</b> |
| <b>Dental Assisting<br/>(1,275 hrs./11 m. )</b> | <b>\$100.00</b>    | <b>\$2,065</b>         | <b>\$12,150</b> | <b>\$885.00**</b> | <b>\$15,200</b> |

**\* Insurance \*\* Insurance + Lab Fees \*\*\* New Programs waiting for approvals from the CIE**

***Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.***

**THERAPEUTIC MASSAGE PROGRAM** The student that completes the Therapeutic Massage Program will receive a Diploma from the Academy. To receive their Massage Therapy License, the student must submit an application to the National Certification Board for Therapeutic Massage and Bodywork to take the NCBTMB Examination, which charges a fee. After passing the National Examination, to receive their Florida Massage Therapy License, the student must submit an application to the Department of Health, along with licensing fee and proof of passing the National Exam. The school will submit to the Department of Health an official transcript showing all requirements have been met and passed.

**All students should be aware that Application for Licensure by the Board of Massage Therapy contains questions regarding criminal history. For further information contact Board of Massage Therapy at**

**850-488-0595 or [www.doh.state.fl.us/mqa/massage/ma\\_home.html](http://www.doh.state.fl.us/mqa/massage/ma_home.html)**

**DENTAL ASSISTING PROGRAM** The student that completes the Dental Assisting Program will receive a Diploma from the Academy. There are no licensing or certification requirements to work as a Dental Assistant in Florida.

## LANGUAGE SCHOOL PROGRAMS

### 2025-2026 Tuition and Fee Schedule

\*\*\*Prices subject to change without notice\*\*\*

| COURSE                                                              | Applicatio | Books | TUITION | TOTAL   |
|---------------------------------------------------------------------|------------|-------|---------|---------|
| BASIC VOCATIONAL ENGLISH AS A SECOND LANGUAGE<br>(600 hrs./6m)      | \$100.00   | \$500 | \$4,380 | \$4,980 |
| ADVANCED VOCATIONAL ENGLISH AS A SECOND LANGUAGE<br>(900 hrs./9 m.) | \$100.00   | \$725 | \$6,620 | \$7,445 |

## BEAUTY SCHOOL PROGRAMS

### 2025-2026 Tuition and Fee Schedule

\*\*\*Prices subject to change without notice\*\*\*

| COURSE                                               | Applicatio  | Books& Kit  | TUITION     | TOTAL           |          |
|------------------------------------------------------|-------------|-------------|-------------|-----------------|----------|
| Cosmetology (1,200 hrs./10 m.)                       | \$100       | \$3350      | \$15,000.00 | \$18,450        |          |
| Barbering (900 hrs./10 m.)                           | \$100.00    | \$3350      | \$12,000.00 | \$15,450        |          |
| Skin Care/Facial (220 hrs./3m)                       | \$100.00    | \$500       | \$2,400     | \$3,000         |          |
| Full Specialist (600 hrs./6 m.)                      | \$100.00    | \$1200      | \$4,700     | \$6,000         |          |
| Nail Technician (180 hrs./3 m.)                      | \$100.00    | \$500       | \$2,400     | \$3,000         |          |
| COURSE                                               | Application | Books & Kit | TUITION     | Additional Fees | TOTAL    |
| SPA Therapy (900 hrs./9 m.)<br>(Massage + Skin Care) | \$100.00    | \$850       | \$12,865    | 185*            | \$14,000 |

\* Insurance

*Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.*

The student that completes the SPA Therapy Technologies Program will receive a Diploma from the Academy.

To receive their Massage Therapy License, the student must take the Examination (MBLEX), which charges a fee. After passing the Examination, the student must submit an application to the Department of Health, Board of Massage along with licensing fee and proof of passing the Exam. The school will electronically submit to the Department of Health an official transcript showing all requirements have been met and passed.

All students should be aware that Application for Licensure by the Board of Massage Therapy contains questions regarding criminal history. For further information contact Board of Massage Therapy at

850-488-0595 or [www.doh.state.fl.us/mqa/massage/ma\\_home.html](http://www.doh.state.fl.us/mqa/massage/ma_home.html)

*Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.*

**COSMETOLOGY** Upon the successful completion of the Cosmetology Program, the student receives a diploma. To receive their Cosmetology license, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

**BARBERING** Upon the successful completion of the Barbering Program, the student receives a diploma. To receive their Barber license, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

**NAIL TECHNICIAN PROGRAM or SKIN CARE/FACIAL PROGRAM** The student that completes the Nail Technician or Skin Care/Facial Program will receive a Diploma from the Academy. To receive their Nail or Skin Care/Facial License, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

**FULL SPECIALIST PROGRAM** The student that completes the Full Specialist Program will receive a Diploma from the Academy. To receive their Full Specialist license, the student must submit an application to the Florida Department of Business & Professional Regulation/Board of Cosmetology, along with a check or money order for the appropriate amount as listed on DBPR's website <http://www.myfloridalicense.com/dbpr/>

**All students should be aware that Application for Licensure by the Department of Business and Professional Regulation contains questions regarding criminal history. For further information contact DBPR at 850-487-1395 or [www.myfloridalicense.com](http://www.myfloridalicense.com)**

## 10. Refund Policy

1. Student may cancel in writing, in person, by electronic mail or by Certified Mail. Students not attending for more than 14 days shall be deemed withdrawn and eligible for refund.
2. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
3. If a student cancels his/her enrollment prior to the end of the third (3<sup>rd</sup>) business day after signing the enrollment agreement, he/she shall be entitled to a refund of all monies paid to the school.
4. If a student cancels his/her enrollment after the third (3<sup>rd</sup>) business day, but before the first class, he/she shall be entitled to a refund of all money paid less application fee (not to exceed \$100.00).
5. All extra costs, such as books, equipment, student kit, etc., which are not included in the tuition costs are non-refundable.
6. Termination of enrollment after attendance has begun, but prior to 60% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
7. Withdrawal after completing 60% of the program will result in no refund. This policy applies to all programs.
8. Termination Date: The last date of actual attendance by the student shall be used in calculation of the refund unless earlier written notice was received.
9. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.
10. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to 100% refund of all monies collected by the school, unless train out is provided.
11. If a program is cancelled subsequent to a student's enrollment, the school shall either provide a full refund of all monies paid, or provide completion of the program, at the option of the school.

All students are requested to meet with FinancialAid for an Exit interview prior to leaving the Academy.

## 11. Financial Aid

To make your education at Prestige Health & Beauty Sciences Academy more affordable, our Financial Aid Office can help you identify, understand and qualify for a variety of financing and financial aid options. Available assistance includes federal financial aid programs and other aid, such as military education benefits, scholarships, and tuition benefit programs.

### Federal Financial Aid Programs

Federal financial aid programs are available for students who qualify. These include both grants, which do not need to be repaid, and loans, which must be repaid after six months from your last date of enrollment.

- Federal Grants. Federal financial aid grants, such as Pell and FSEOG do not have to be repaid as long as the student meets specified requirements.
- Federal Loans. Federal loans are also available to help finance your education. These loans offer funds at a reduced interest rate or with deferred payments.

**However, loans are borrowed funds that must be repaid.**

For more information please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Prestige Health & Beauty Sciences Academy's mission is to help people improve their lives through education. Our Financial Aid Team works diligently to access any and all funding sources available to the individual student. Each enrolling student meets confidentially with a Financial Aid Counselor to discuss student need, budgets, and qualifications for Federal Student Aid.

**The** Net Price Calculator is a tool that you can use to estimate your “net price” to attend a particular college or university. Net price is the difference between the full cost to attend a specific college, minus any grants and scholarships for which you may be eligible. This cost includes **direct charges (tuition and fees, books and kits)** and **indirect costs** (off- campus room and board transportation, and personal expenses).

Please keep in mind that **direct costs are set by the school**. **Indirect costs** (off- campus room and board, transportation and personal expenses) **depend on the preference and living style of the individual student** (For example, a monthly rent for a room in a shared apartment is going to be different than renting one bedroom apartment all for yourself). This should be kept in mind when reviewing college "net price" calculations which include costs other than tuition and books.

### Employer Tuition Assistance

Many companies provide tuition benefits to their employees in the form of either direct payment to the school or by reimbursing tuition expenses directly to the employee/student. Please check with your company's Human Resources or Training and Education department for more information about the education benefits available to you.

## **FINANCIAL AID ELIGIBILITY REQUIREMENTS**

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen with a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default of student loans
- Use financial aid for educational purposes only

For more detailed information on Grants, Student Loans, Retention and Placement data, Median debt load, see our Consumer Information Handbook and Gainful Employment Disclosure.

### **Prestige Health & Beauty Sciences Academy In-House Payment Programs**

Prestige Health & Beauty Sciences Academy offers its students zero interest in-house payment programs in addition to the above illustrated funding services. Affordable contracted payment schedules are available for persons wishing to pay their tuition on their own or to supplement their payment schedule along with other payment options offered. Inquire with the Financial Aid Department for more details.

## **12. STATEMENT OF NONDISCRIMINATION**

Prestige Health and Beauty Sciences Academy, in admission, instruction, educational and graduation policies, does not discriminate on the basis of sex, age, race, financial status, religion, color or ethnic origin. The school also makes every effort to assist handicapped and/or disabled students in becoming gainfully employed in the field for which they were trained.

## **13. SATISFACTORY ACADEMIC PROGRESS**

### **DEFINITION**

A student must maintain satisfactory academic progress in both attendance and academics for continued enrollment in this academy. Satisfactory academic progress complies with all laws and regulations applicable to the academy. Satisfactory academic progress applies to all students enrolled regardless of payment source. Students receiving any Federal Title IV financial aid funds must maintain satisfactory academic progress during each payment period in order to remain eligible.

### **SATISFACTORY ATTENDANCE PROGRESS**

Students must satisfactorily complete a minimum number of hours (percent of work) toward their educational goals, based on time increments, and complete their course of study within 1½ times the normal time frame for completion. The Academy defines its academic year as 900 hours and 26 weeks. Students receiving any Federal Title IV financial aid funds are being evaluated for academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment at the point when the student's actual clock hours for the payment period have been completed. In order for the student to be eligible for the next payment, the Academy must determine that the student has successfully completed both the clock hours and weeks of instructional time required for that period. "Clock Hour" means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

At Prestige Health & Beauty Sciences Academy, minimum satisfactory progress is defined by the following criteria:

1. A grade point average of 75% and above, and
2. An attendance of a minimum of 70% of the contracted time frame per week

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next evaluation point.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory academic progress is determined by theory and practical grades averaged together. Theory and clinic work are both graded on the following scale:

100% to 94% is an **A**

|                    |                 |
|--------------------|-----------------|
| 93% to 85% is a    | <b>B</b>        |
| 84% to 75% is a    | <b>C</b>        |
| 74% and below is a | <b>D (FAIL)</b> |

Theory grades are based on test grades and homework assignments. The practical grades are based on the following criteria:

- 1) Student is able to satisfactory complete all work assignments.
- 2) Student is able to communicate with instructors, clients and other students.
- 3) Student is able to perform practical tasks using required equipment.
- 4) Student's participation in practical hands-on classes as offered by the Academy and outside educators.
- 5) Student follows Academy rules, demonstrates responsibility and professional ethics.

The 75% passing grade is constantly monitored. Students falling below the minimum average are encouraged, and given the opportunity, to retake an exam for which they have received a failing grade.

Written progress reports are maintained by the Academy. These progress reports are distributed at the time of the students' Satisfactory Academic Progress evaluation point for their specific program or at minimum two (2) times during their program. Additional progress reports may be issued to students as requested or on an as needed basis determined by the instructor. A written report is kept and will be presented to any student who requests this record in the future.

#### **MAXIMUM TIME FRAME**

At Prestige Health & Beauty Sciences Academy a student has to complete any course is 1½ times the published course length. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable time frame has been exhausted. Time frame is calculated based on the period of time reflected on the enrollment contract. Leaves of absence are not included in this total. Should a leave of absence be granted, the student's time frame for completion would be adjusted accordingly. Students re-enter at the same status as when they left.

#### **SAP Evaluation Statuses**

**Good Standing** – A student is in good Standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.

**Warning** – A student is in an Academic/Financial Aid Warning status when he/she is not maintaining Satisfactory Academic Progress pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, he/she is returned to Good Standing status

**Probation** – A student is in a Probation status when he/she did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain his/her financial aid, he/she will need to submit an Appeal. See below for directions on the Appeal process. All students in Probation status will be placed on an Academic Plan that includes monitoring. If the student fails to follow the Academic Plan, he/she will be Academically Dismissed and will no longer be eligible to receive financial aid. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status and will also remain eligible for federal financial aid.

## **14. APPEALS**

### **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Academy Manager or President 10 business days of receiving the notice of Warning. The letter should list any mitigating circumstances, which in student's opinion deserve further consideration. It also should state in as much detail the changes that will allow the student to achieve Satisfactory Progress by the end of the next payment period. Examples of mitigating circumstances may include family or medical emergencies, military or National Guard services, other similar situations, for which the student either by choice or omission has not requested a Leave of Absence. An appeal decision will be made and the student notified accordingly. Should an appeal decision be in student's favor, the student will be placed on Probation for the following payment period and Financial Aid will be reinstated. A personalized Improvement Plan to ensure the student is able to meet Satisfactory Academic Progress by the end of the probationary period shall be implemented. A copy of the student's improvement plan will be kept in the student's file. The student must be achieving Satisfactory Progress at the end of the probationary period or all Financial Aid will be terminated.

In the case of an adverse determination of the student's appeal, the student will remain on probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Cash paying students can re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The Financial Aid department will then request the appropriate Federal funds in their behalf for the next payment period. Failure to re-establish Satisfactory Progress will result in termination from the program.

### **COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS**

Course incompletes affect the student's satisfactory progress status by lowering their grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status.

### **Posthumous Graduation**

The leadership of the Prestige Health & Beauty Sciences Academy believes that service to its students should include responsive compassion in times of loss for the family and the Academy. Prestige Health & Beauty Sciences Academy may award a Diploma/Certificate posthumously if the student, at the time of death, was enrolled and making satisfactory progress in their final coursework at the program of study that they were enrolled in. Such a conferral of the posthumous credentials requires the approval of the President, and certification by the Business Office that financial obligations to the Academy have been resolved.

### **PROCEDURE: CONFERRING POSTHUMOUS CREDENTIALS**

1. Student's Next of Kin Contacts the Academy and submits the death certificate to the Business Office.
2. President notifies Next of Kin on the decision.
3. POSTHUMOUS CREDENTIALS either issued to the Next of Kin in person or mailed to their address.

## **15. GRADUATION REQUIREMENTS**

Each student must complete all academic requirements as prescribed by the student's program of study. Achieve a cumulative grade of 75% or higher. For a student to graduate from any program, school records must evidence completion of both, the required hours and weeks, contracted tuition and fees, services, and school assignments.

To better prepare students for a competitive profession, school requirements will exceed minimum standards set by the State of Florida. Detailed lists of these requirements for each program are available upon request. Prestige Health and Beauty Sciences Academy uses a computerized record keeping system, which counts practical and theory activities as individual "services."

Upon completion of any program, a diploma is issued stating the class or classes that the student has completed. We do not, however, guarantee the successful completion and passing of the state board examinations.

## **16. CREDITS FOR PREVIOUS TRAINING**

Acceptance of hours from other approved schools and institutions is at the sole discretion of Prestige Health & Beauty Sciences Academy. Students who have had prior training must furnish proof of the number of hours of training to the Academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. At least 25 percent of the hours required for completion of a program must be earned through instruction at this institution. The Academy only accepts transfer students under certain conditions. Students who discontinue their training program are eligible to transfer allowable hours, providing certain Academy obligations have been satisfied.

## **17. TRANSFERABILITY OF CREDITS**

The transferability of credits you earn at Prestige Health & Beauty Sciences Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in any program at Prestige Health & Beauty Sciences Academy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

## **18. Withdrawal**

### **Student's Right to Cancel or Withdraw from the Academy**

A student may voluntarily terminate his or her training by notifying the President or Manager . The letter should explain his/her reasons for the termination and the date the termination is to be effective

### **WITHDRAWALS/RE-ENTERING**

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school up to within 180 days from the date of interruption and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for re-enrollment. (Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school).

**Unofficial withdrawals** for clock hour students are determined by the school through monitoring clock hour attendance at least every fourteen (14) days. Student is considered to have withdrawn if he missed school for 14 consecutive calendar days. Student's "withdrawal date" is always the "last date of attendance" as determined by the school from its attendance records.

### **Withdrawal Date**

Prestige Health & Beauty Sciences Academy determines when a student ceases to attend the institution. Determination occurs when:

- a student notifies Prestige Health & Beauty Sciences Academy of his or her intent to withdraw, or
- the institution dismisses the student, or
- the student ceases attending the institution, or
- a student fails to return from an approved Leave of Absence (LOA)

When a student fails to return from an approved LOA, the withdrawal date is the last date the student performed an academic-related activity.

When a student ceases attending the institution, the withdrawal date is the last date the student performed an academic-related activity. The date of determination is:

- the date the student notified the Academy of their intent to withdraw, or
- the date the Academy dismissed the student, or
- the end date of an approved LOA, or
- 14 days after the last date of attendance

The withdrawal process begins on the date of determination.

From the date of determination, Academy makes no further disbursements of Title IV aid and holds any credit balances due the student until the Return To Title IV calculation is completed. Academy returns funds within 45 days of the date of determination. The exception to this rule is if the student or parent (dependent student) is eligible for a post withdrawal disbursement of funds earned but not disbursed.

## 19. GRIEVANCES

A student who has a grievance should schedule an appointment to see the President or Manager to try to resolve any grievances internally. The purpose is to provide a prompt and equitable process of resolving student grievances.

Students who feel a grievance is unresolved may refer their grievance to:

Commission for Independent Education,  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850)245-3200  
or Toll Free (888)224-6684.

COUNCIL ON OCCUPATIONAL EDUCATION (COE)  
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081  
[www.council.org](http://www.council.org)

## **20. STUDENT CONDUCT**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Professional conduct is the only level of conduct we expect from our students.

Our rules are developed to provide an atmosphere that encourages and motivates each student in a learning experience. At the time of enrollment and for the duration of his training, each student must agree to abide by the rules and regulations as listed. Students should not interfere with other students' rights, safety or health, or right to learn.

Violations of student conduct include, but are not limited to:

- Theft
- Disruptive behavior
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
- Vandalism, or threats of actual damage to property or physical harm to others
- Possession, sale, transfer, or use of illegal drugs
- Appearance under the influence of alcohol or illegal drugs

Prestige Health and Beauty Sciences Academy reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

### **(a). ALCOHOL-DRUG POSSESSION, USAGE AND DISTRIBUTION POLICY**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101- 226), no employee or student of this school shall have in his or her possession any alcoholic beverage or controlled substance (illicit drug) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal and/or referral to authorities for prosecution, as appropriate.

### **(b). DRESS**

Students are expected to dress in a manner that would not be constructed as detrimental to the student body and the educational process at Prestige Health and Beauty Sciences Academy

### **(c). USE OF SCHOOL EQUIPMENT AND PROPERTY**

School equipment and property are not to be removed from the building. A student wishing to use the equipment may do so during classes.

## 21. LEAVE OF ABSENCE

School permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. A student requesting a leave of absence must submit a request in writing or in person in advance of the leave. In order for a student to be granted an LOA, the student must sign and date completed ENROLLMENT AGREEMENT ADDENDUM.

*STUDENT WOULD RE- ENTER IN THE SAME PROGRESS STATUS AS WHEN THEY LEFT.*

**Any student receiving Title IV HEA program funds who has been granted an approved Leave of Absence:** is not considered to be withdrawn from school; will not be charged any additional fees as a result of the LOA and Title IV funds will not be credited to their account or any loan proceeds released to them during their LOA. The maximum time limit for a student taking a leave of absence is 180 days in any 12-month period

## 22. ATTENDANCE / MAKEUP WORK

School attendance must be regular to benefit most from the program. Standard full time day schedules are 9:00am - 4:00pm M-F and 10:00am – 3:00 pm on Saturday.

Lunch break of 30 minutes provided on 8 hours scheduled days

Students are given 10 minutes break for each 60 minutes of instruction.

Massage students are limited by state law to a maximum of 6 hours/day and 30 hours/week

Part-time and flexible schedules may be arranged, but students must meet course hour requirements to graduate. If students are scheduled to be in class, they will receive credit only for that portion of the class they attend. Students are asked to call in any day they will be absent. Students may make up time and work missed. All absences of 14 days or more must be covered by a leave of absence or the enrollment must be terminated.

## 23. DISCONTINUANCE

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at the school up to within 180 days from the date of interruption and will be considered to be making satisfactory progress at the point of reentry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for re-enrollment. (Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school.

## 24. RULES AND REGULATIONS

Each student will be supplied with Prestige Health and Beauty Sciences Academy, catalog which sets forth the policies and regulations under which the school operates. It is responsibility of the student to become familiar with these policies and regulations and to comply accordingly. The regular discipline plan provides that: (a) on the first offense, the student will be counseled in an attempt to solve the problem and work out a solution that puts the student's behavior in line with the school's guidelines; (b) on the second offense, the student will be suspended from the school for three (3) to five (5) days and may return after this period; and (c) on the third offense, the student will be expelled. The following are examples of activities that are subject to disciplinary action:

1. Changes in schedule must be put in writing and approved by the administrative office.
2. Students are responsible for their own records. Each person must be sure that their time of arrival and departure each day is entered on their Daily Student Record (DSR) and initialed by a staff member. The student should turn in all credits on the day they occur, and then check computer printouts to ensure that proper credits were made. If errors are not reported to the office within two weeks, the official record will be considered accurate.
3. Students must meet dress code and be professionally groomed at all times.
4. If a student has a problem that would make it necessary to limit clinic assignments for the day, they must get special permission from the office.
5. Use of alcohol or illegal drugs during school, on or off campus, may be grounds for dismissal.
6. No obscenity at any time. Weapons of any type are forbidden.
7. Smoking is illegal in the building.
8. All students must show respect for the school, and the requests and decisions of all the staff.
9. Students are to mark all equipment with student number, and make sure it is cleaned and sanitized when not in use. Stations must be cleaned after each service, including the floor around the station, and the chair base. Hair MUST be swept up/vacuumed immediately after a cut is completed. Water, chemicals, and powder that get on the floor are dangerous.
10. Each student is assigned a sanitation assignment for the day, as well as being held responsible for their work area.
11. All cuts, perms and colors must be sectioned, and signed by an instructor for credit.
12. Students are required to stay with their patrons during chemical services.
13. The following services require completion of a record card, and a new release card: Perms, Relaxers, Colors, Skincare, Massage and Nail Extensions.
14. Each student has a responsibility to give their full attention to each patron. Call an instructor to assist if necessary, and consider the "professionalism" of all comments and conversations.
15. Students may assist another student with instructor's permission.
16. Students' pagers and mobile phones must be on "silent" mode.
17. Students are expected to protect the school's property. Dishonesty will not be tolerated.
18. Student is expected to carry Student ID card at all times.

19. Use of Unprescribed Drugs, Controlled Substances, Marijuana, or Alcohol. This will result in an automatic termination from school and the student may be turned over to the authorities for an investigation.

20. Improper Conduct. See Student Conduct. Should a student's conduct be improper toward a customer patronizing the school, another student, or staff member, he/she may be suspended or expelled depending on the seriousness of the offense, at the discretion of the President.

## **25. STUDENT RECORDS**

In accordance with the Family Education Right and Privacy Act of 1974, students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the school unless the student waives this right. All personal records and files are kept in the administration office. All records are kept confidential and under lock and key and accessible only to the administrative staff. All other persons needing access to these records and files must have written release on a previously signed waiver from the student. The student shall have access to his/her files at all times upon written request and under the direct supervision of a school official. For complete FERPA policy please see Consumer Information Handbook

## **26. PERSONAL SERVICES**

Prestige Health and Beauty Sciences Academy students who wish to have beauty or massage services may do so at the discretion of the school, and under the system currently in effect. An instructor's written permission, and proof of payment for materials to be used, is required before the service is started. Students are encouraged to request assistance from the school as often as needed. Students are encouraged to participate in styling shows and contests while in school.

## **27. HOUSING**

The school does not provide housing. There are plenty of apartments and rooms to rent nearby, with easy access to public transportation. We will be happy to assist out-of-town students in their selection of a suitable place to stay. Some of our students have found housing through on-line sources using search words such as "roommates."

## **28. EMPLOYMENT ASSISTANCE**

There is job placement assistance at Prestige Health and Beauty Sciences Academy. We cannot guarantee any student a job but Prestige Health and Beauty Sciences Academy graduates' will be provided with list of medical and dental offices, other healthcare facilities, spas, salons and other personal treatment establishments. We will invite potential employers to attend our monthly career days. A bulletin board with job offer postings is updated constantly and is prominently displayed. Staff members are available for questions about specific job opportunities. Placement services to all graduates will be provided without additional charge.

## **29. PAYMENT OPTIONS**

It is preferred that tuition costs and all fees be paid in full at start of classes.

We accept cash, check, money orders, and Visa/MasterCard. We also offer school term payment plan as described below.

School Term Payment Plan

This plan is for students who cannot afford to pay the tuition expense in full at start of classes or who may not qualify for the extended payment plan beyond the graduation date. This no interest plan requires a set deposit towards tuition and then equal weekly or monthly installments over the term of the program. The total balance must be satisfied prior to graduation.

### 30. FACULTY LISTING

| FACULTY MEMBER:      | COURSE(S) TAUGHT:                                                         | DEGREES/<br>DIPLOMAS HELD & AWARDING INSTITUTION:                                         | FLORIDA<br>PROFESSIONAL<br>CREDENTIAL(S) |
|----------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------|
|                      |                                                                           |                                                                                           | TYPE:<br>LICENSE<br>NUMBER:              |
| Gladis Ramos         | Dental Assisting<br>Dental Hygiene<br>Lab and Clinical                    | Associate of Science- 2013/Dental Hygiene<br>Miami Dade College                           | Dental Hygienist<br>DH23786              |
| Karyna Kyliushuk     | Nail Technician,<br>Nail Part in Full Specialist                          | Kiev Technical School, Associate degree<br>Cosmetologist 2016/ Diploma in Nail Technician | Nail Specialist<br>FV9662034             |
| Oksana Orlikova      | Nail Technician, Nail<br>Part in Full Specialist                          | Baku Vocational Technical Lyceum #1 2000                                                  | Nail Specialist<br>FV9654644             |
| Lydell Alfred Graves | Barbering Instructor                                                      | Margate School of Beauty 2012                                                             | Barbers<br>BB8895873                     |
| Adriana Moncayo      | Cosmetology Instructor                                                    | Paul Mitchel Beauty School 2020                                                           | Cosmetologist<br>CL1318086               |
| Mabel Jorin Perez    | Electrology instructor                                                    | Celebrity School of Beauty 2024<br><br>Electrologist, laser safety officer                | Electrologist<br>EO6087                  |
| Nino Shengelia       | Electrology instructor                                                    | Neo Aesthetics<br><br>Medical International Academy 2025                                  | EO6518                                   |
| Liudmyla Gordienko   | ENGLISH INSTRUCTOR<br>BASIC VOCATIONAL<br>ENGLISH AS A SECOND<br>LANGUAGE | Diploma BA English 2009<br>Cherkasy state University, BA Linguistics                      | Not Required                             |
| Alvaro Acosta        | ENGLISH INSTRUCTOR<br>BASIC VOCATIONAL<br>ENGLISH                         | TESOL 2023<br>Praxis Institute 2007                                                       | Not Required                             |

|                     |                                                                                                                                     |                                                                                                                                |                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Adam Phillips       | ENGLISH INSTRUCTOR<br>ADVANCED VOCATIONAL<br>ENGLISH AS A SECOND<br>LANGUAGE-ALL COURSES<br>General Education<br>Freshman English I | TESOL Certificate 2021<br>Long Island University of NYC 1993                                                                   | Not Required                                              |
| Olga Kuznetsova     | ENGLISH INSTRUCTOR                                                                                                                  | Advanced TESOL Certificate Training<br>International 2020<br>Bohdan Khmelnytsky Melitopol State Pedagogical<br>University 2002 | Not required                                              |
| Lucas Michael       | THERAPEUTIC MASSAGE<br>INSTRUCTOR<br>Massage Part in SPA<br>TECHNOLOGIES                                                            | Diploma in Therapeutic Massage<br><br>Florida College of Natural Health A.S. In<br>Advanced Therapy 2000                       | Massage<br>Therapist<br>MA36222                           |
| Carlos Gonzales     | THERAPEUTIC MASSAGE<br>INSTRUCTOR<br>Massage Part in SPA<br>TECHNOLOGIES                                                            | Acupuncture Massage Collage 2024<br><br>Bachelor's degree                                                                      | Massage<br>Therapist<br>MA43188                           |
| Keila Morales       | SKIN CARE INSTRUCTOR                                                                                                                | Diploma – Skin care/Facial<br>Bellasa Academy Electrolysis 2014<br>Nouvella Academy Facial Specialist 2013                     | Electrologist<br>EO3185<br>Facial Specialist<br>FB9750412 |
| Khrystyna Malaniuk  | SKIN CARE INSTRUCTOR                                                                                                                | Prestige Beauty and Science Academy 2023                                                                                       | Facial Specialist<br>FB9799630                            |
| George Luis Herrera | ELECTROLOGY - All theory<br>courses<br>Medical Assisting-All<br>Courses<br>Practical Nursing (LPN) -<br>All theory Courses          | New Jersey Medical school/Medicine 1986                                                                                        | The Medical<br>Doctor<br>ME50737                          |
| Josepha Marliene    | ELECTROLOGY                                                                                                                         | Diploma in Electrology                                                                                                         | The Electrologist                                         |

|                             |                                                                                                                                                                                                          |                                                                                                                                                                                   |                                                                   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Herrera                     | ISTRUCTOR<br>- All lab and clinical<br>courses<br>Electrology Part in<br>Medical Spa Specialist                                                                                                          | St. Elizabeth College BS Biology<br>1986<br>Hollywood Institute of Beauty<br>Electrology 1999                                                                                     | EO 706                                                            |
| Naranbaatar<br>Erkhembaatar | PRACTICAL NURSE (LPN)<br>Professional Nursing (LPN<br>to RN)<br>Nursing RN - General<br>Education Psychology and<br>Communication<br>Nursing RN -GE Biology,<br>CHEM 1, Nursing Theory,<br>Clinical, Lab | Miami International University 2018<br>Master of Science in Nursing-Advanced Family<br>Nurse Practitioner                                                                         | ARNP, Family<br>Nurse<br>Practitioner<br>APRN9393040<br>RN9393040 |
| Yelizaveta Voitenko         | PRACTICAL NURSE - Lab,<br>Clinical,<br>Clinical Simulation                                                                                                                                               | Bachelor of Science in Nursing(BSN)<br>Bogomolets National Medical University (NMU),<br>Kyiv, Ukraine 2010<br>International College of Health Sciences, Boynton<br>Beach, FL 2023 | R.N., A.S.<br>Nursing<br>RN9644642                                |
| Boris Lipovetsky            | Dental<br>Assisting,<br>Dental<br>Hygiene, All<br>Courses<br>General Education:<br>Dental Psychology and<br>Communication                                                                                | Tufts Dental School DMD – 1992                                                                                                                                                    | Dentist<br>DN 21039                                               |
| Anaida Symonyants           | Medical Assisting –<br>Some theory, all lab, and<br>clinical courses<br><br>General Education:<br>Biology<br><br>Healthcare Informatics                                                                  | Bachelor of Science in Nursing (BSN)<br>Villanova University 2019                                                                                                                 | R.N., B.S Nursing<br>RN 9534071                                   |

|                 |                                                                                                                                                                                              |                                                                                                  |                                                           |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
|                 | Specialist - All courses<br><br>Practical Nursing (LPN)<br>- Lab, Clinical, Clinical Simulation<br><br>Nursing RN- Lab, Clinical, Clinical Simulation<br><br>Phlebotomy -Theory, Lab, Clinic |                                                                                                  |                                                           |
| Daniel Sacerio  | General Education<br>Introduction to Sociology                                                                                                                                               | Florida International University, Miami BS –<br>Biological Sciences                              | Certified Behavioral Health Case Manager<br>CBHCM.0105013 |
| Danela Civil    | Coding/Billing practical and lab instructions                                                                                                                                                | AAPC Credential Verification. CPC Certification Verification                                     | Approved-Instructor, CPB 02066492                         |
| Leslie H Thomas | General Education<br>Introduction to Sociology                                                                                                                                               | Master of Sociology<br>Florida International University 1988<br>University of South Florida 1993 | Not Required                                              |
| Gene Klein      | General Education<br>College Algebra                                                                                                                                                         | Brooklyn College of The City University of NY 1988                                               | Not Required                                              |
| Marina Lerner   | Accounting Technology<br>Management Instructor                                                                                                                                               | BS Accounting Touro College 1985                                                                 | Certified Public Accountant<br>AC61181                    |

*Prestige Health and Beauty Sciences Academy*

**ADDENDUM 1 TO  
2026-2027 CATALOG  
Volume XXX**

*Effective July 2026*

## **INSTRUCTIONAL SERVICE CENTER**

Prestige Health and Beauty Sciences Academy has entered into a Joint Venture Agreement with Solea Medical SPA and Solea Dental Wellness to provide laboratory and clinical training for our students enrolled in the following programs:

**At Solea Medical Spa located at 18140 Collins Ave, Sunny Isles Beach, FL 33160:**

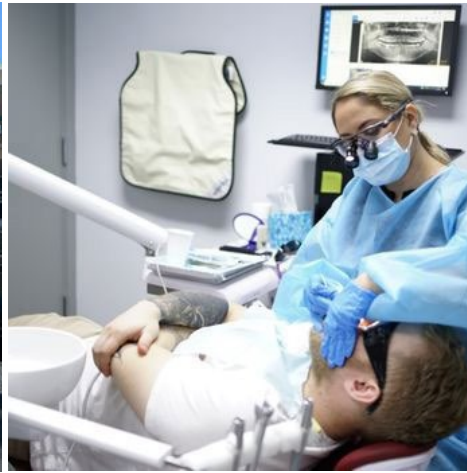


- Electrologist
- Medical Assistant

Solea Medical SPA is a Premiere provider of medical and med spa services for body, face and hair, including Laser Hair Removal. The facility is equipped with the latest our state-of-the-art medical, Laser and Aesthetic equipment and is on a cutting edge with the innovative procedures. It has all the necessary licenses, approvals and experienced highly qualified licensed specialists employed there.

The purpose for the use of this facility is to provide students with the real life hands on experience in the professional setting of the functioning medical office and Light and Laser hair removal facility.

**At Smile Creators Of Sunny Isles at 18210 Collins Ave, Sunny Isles Beach, FL 33160:**



- Dental Hygienist
- Dental Assisting

Smile Creators is fully equipped with the latest equipment and treatment instrumentation. They specialize in Holistic Dental Care for the whole family, Cosmetic Dentistry, Dental Hygiene, Implants and more.

The purpose for the use of this facility is to provide students with the real life hands on experience in the professional setting of the functioning dental office.

*Prestige Health and Beauty Sciences Academy*

**ADDENDUM 2 TO  
2026-2027 CATALOG  
Volume XXX**

*Effective July 2026*

**PRESTIGE HEALTH AND BEAUTY SCIENCES ACADEMY IS LICENSED BY MEANS OF ACCREDITATION.**

**Institution's Accrediting agency is COUNCIL ON OCCUPATIONAL EDUCATION**

**THE FOLLOWING NEW PROGRAMS WERE RECENTLY APPROVED BY THE COUNCIL ON OCCUPATIONAL EDUCATION AND AWAITING FOR THE FINAL APPROVAL BY THE FOLLOWING REGULATORY AGENCIES:**

1. COMMISSION FOR INDEPENDENT EDUCATION/FLORIDA DEPARTMENT OF EDUCATION - ALL LISTED PROGRAMS
2. FLORIDA BOARD OF NURSING – ALL NURSING PROGRAMS
3. COMMISSION ON DENTAL ACCREDITATION – DENTAL HYGIENE PROGRAM

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## **Professional Nursing (LPN to RN)**

**Credential: Associate degree**

**1095 Clock Hours**

**60 credit hours**

### **Professional Nursing (LPN-RN) Program Objective**

The objective of the Professional Nursing (LPN-RN) Program is to provide quality educational opportunities to students seeking to enter the healthcare field, as is to prepare competent, caring, culturally sensitive, entry level nursing graduates for meaningful employment as professional registered nurses to meet the needs of the community and profession. These educational opportunities are consistent with national, state, and local goals and support the mission of Prestige Health & Beauty Sciences Academy

### **Program Description**

The LPN-RN Transition Option is for students who already hold a current Florida Practical Nursing License without restrictions. The LPN-RN Transition program recognizes the Florida Licensed Practical Nurses' knowledge and skill level, and provides experiential learning credits for Nursing Process I/II (Fundamentals of Nursing)

This program is designed to prepare students who currently hold a valid, unencumbered Licensed Practical Nurse (LPN) license issued by the Florida Board of Nursing, for employment as Registered Nurses (RN). The program must be approved by the Florida Board of Nursing in order for graduates to apply and take the examination to practice as Registered Nurses. The content follows section (s.) 464.019, Florida Statutes (F.S.) and includes but is not limited to: the professional role of the registered nurse, the legal scope of practice both in theoretical instruction and clinical experience, instruction in body structure and function; acute, long-term care, and community settings in the areas of geriatric, psychiatric, medical, surgical, pediatric, obstetric, and professional nursing; pharmacology, administering medications; mental health, interpersonal and personal relationship skills, health teaching, counseling skills, human growth and development over the lifespan, nutrition, family, and professional nursing.

### **End of Program Learning Outcomes**

Upon completion of this program, the graduate will be able to:

- ✓ Graduates will be able to demonstrate nursing knowledge comprehension, critical thinking and competency as an entry level graduate nurse as evidenced by successfully passing the NCLEX-RN Examination.
- ✓ Graduates will be able to operationalize the core ethical, moral, and legal concepts relative to the professional registered nurse and to the practice of nursing
- ✓ Graduates will be able to demonstrate knowledge of the seven rights of patients, correct dosage calculations, Intravenous medication administration and Oral medication administration.
- ✓ Graduates will be able to incorporate critical thinking skills into the decision-making process in gathering of information based on evidence-based practice, interpretation of facts, implementation of best practices, and evaluation of the outcomes of nursing care provided to the client across the lifespan.

- ✓ Graduates will be able to demonstrate nursing knowledge comprehension, critical thinking and competency as an entry level graduate nurse as evidenced by successfully passing the NCLEX-RN Examination.

## **Course Descriptions**

### **GE 001 Psychology and Communication (3.00 Credits)**

This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.

Total Clock hours: 45.00 Lecture hours: 45.00

### **GE 002 Freshman English I (3.00 Credits)**

This is a required general education core course in college-level writing. The students will learn to compose essays and other works using various methods of development.

Total Clock hours: 45.00 Lecture hours: 45.00

### **GE 003 Introduction to Sociology (3.00 Credits)**

This course involves a scientific study of society providing an overview of sociology as a social science

Health sociology is the study of the link between society and well-being. Societal norms and trends are examined for their effects on chronic illness numbers and mortality rates. The prevailing relationship investigated when embarking on a health sociology study is the professional-patient link and how vital the role of healthcare professionals in society is.

Total Clock hours: 45.00 Lecture hours: 45.00

### **GE 004 College Algebra (3.00 Credits)**

This course introduces the student to the concept of functions and their graphs. The student will perform operations on functions and compositions of functions, find the inverse of a function, apply the laws of logarithms to simplify expressions and solve equations, graph non-linear inequalities, and solve related applications and modeling problems.

Total Clock hours: 45.00 Lecture hours: 45.00

### **GE 005 Biology (3.00 Credits)**

This general education biology course covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth, disease, and the problems of humans in the environment. It is designed to stimulate interest in the variety of life that exists on our planet, help students recognize the fact that they provide order in this variety, and involve students in the processes of inquiry, observation, and analysis of biological organization in order to give them a foundation for intelligently interpreting and evaluating biological topics.

Total Clock hours: 45.00 Lecture hours: 45.00

### **BIO 01 ANATOMY AND PHYSIOLOGY I (3.00 Credits)**

This course is the first part of a two-semester sequence in which students examine Human Anatomy and Physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

Total Clock hours: 45.00 Lecture hours: 45.00

### **BIO 02 HUMAN ANATOMY AND PHYSIOLOGY II (2.00 Credits)**

A continuation of the Anatomy and Physiology sequence, including the following topics: the circulatory system, the respiratory system, the digestive System, the urinary system, fluid and electrolytes and the reproductive System.

Total Clock hours: 30.00 Lecture hours: 30.00

### **BIO 02 L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY (1.00 Credits)**

Laboratory experiments including microscope observation, study of anatomical models and dissection. Dissection exercises included.

Total Clock hours: 30.00 Lab hours: 30.00

### **CHEM 01 GENERAL CHEMISTRY SCIENCE FOR NURSING AND ALLIED HEALTH STUDENTS (2.00 Credits)**

Selected topics from general chemistry, organic chemistry and biochemistry. This course is designed specifically for Nursing and other Allied Health Technology students. This course consists of selected topics, specifically designed for a health-related major, with practical application of the chemical concepts of matter, atoms, measurements, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health-related fields.

Total Clock hours: 30.00 Lecture hours: 30.00

### **BIO 3 MICROBIOLOGY (2.00 Credits)**

An introduction to microbiology emphasizing principles of basic morphology, physiology modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections.

Total Clock hours: 30.00 Lecture hours: 30.00

### **HSC 02 PHARMACOLOGY (2.00 Credits)**

A course designed to introduce the Nursing student to the essential concepts and principles of pharmacology. Included are the concepts of pharmacokinetics and pharmacotherapeutics. There is an emphasis on the application of the nursing process as a practical organizational tool utilized in the care of the patient receiving pharmacological agents.

Total Clock hours: 30.00 Lecture hours: 30.00

### **RN 01 NURSING PROCESS I (3.00 Credits)**

This is a theoretical course for the beginning nursing student. Nursing Process I provides the student with the fundamentals of nursing, including such basic skills as health assessment, legal aspects of nursing practice, communication and documentation technique, asepsis, the nursing process, caring

for patients having special procedures or specimen collection, and the role of the nurse as a member of the health care team. This course also includes explanations of specific physiological and psychological human needs such as hygiene, safety, sleep and rest, sensory, grief and loss, self-concept and the nurse's role in assisting a person to meet these needs, while sensitive to cultural diversity, human dignity, and development progression.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **RN 02 NURSING PROCESS II (3.00 Credits)**

The second is a series of theoretical courses for the beginning nursing students. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication and blood administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, acid-base balance, oxygenation, mobility, and asepsis, and care of the surgical patient, aging patient, and patient with knowledge deficits.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **RN 02 L NURSING PROCESS II CLINICAL LAB (1.00 Credits)**

The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations.

Total Clock hours: 30.00 Lab hours: 30.00

#### **RN 03 NURSING CONCEPTS I (3.00 Credits)**

NURSING CONCEPTSI is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and Genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **RN 03 L NURSING CONCEPTS I CLINICAL LAB (1.00 Credits)**

NURSING CONCEPTSI Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course.

Total Clock hours: 30.00 Lab hours: 30.00

#### **RN 04 HEALTH CARE OF WOMEN (3.00 Credits)**

Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is

directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antenatal, intraportal and postnatal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 04 L HEALTH CARE OF WOMEN CLINICAL LABORATORY (1.00 Credits)**

Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/ newborn during antenatal, intraportal and postnatal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Total Clock hours: 30.00 Lab hours: 30.00

**RN 05 NURSING CARE OF THE PSYCHIATRIC PATIENT (3.00 Credits)**

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic interventions are included.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 05 L NURSING CARE OF THE PSYCHIATRIC PATIENT CL LAB (1.00 Credits)**

This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Total Clock hours: 30.00 Lab hours: 30.00

**RN 06 PEDIATRIC NURSING (3.00 Credits)**

This pediatric course is designed to provide an understanding of the nursing care of children from birth through adolescence including health promotion, disease prevention, illness management, and health restoration. The major focus of this course is directed at utilizing the nursing process in providing nursing care to the pediatric client, family, and community.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 06 L PEDIATRIC NURSING CLINICAL LAB (1.00 Credits)**

This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Total Clock hours: 45.00 Clinical hours: 45.00

**RN 07 NURSING CONCEPTS II (3.00 Credits)**

This course will continue to build on previously learned concepts related to the care of the medical surgical patient. The student focus and responsibility will be the practice-oriented, person-centered collaborative care of the medical surgical patients, with alterations in mobility, skin integrity, and/or neurological and sensory functioning. Prevention, rehabilitation, and evidence-based considerations, factors that contribute to or threatened health, honor diversity, ethical and informed decision making, and human dignity are emphasized.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 07 L NURSING CONCEPTS II CLINICAL LAB (1.00 Credits)**

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients.

Total Clock hours: 45.00 Clinical hours: 45.00

**RN 08 NURSING CONCEPTS III (3.00 Credits)**

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 08 L NURSING CONCEPTS III CLINICAL LAB (1.00 Credits)**

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients.

Total Clock hours: 45.00 Clinical hours: 45.00

**RN 09 TRENDS, PRACTICES, AND ROLES (1.00 Credits)**

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical and professional responsibilities of the nurse in managerial and coordinating roles.

Total Clock hours: 15.00 Lecture hours: 15.00

**RN 09 L TRENDS, PRACTICES, AND ROLES CLINICAL LAB (1.00 Credits)**

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Total Clock hours: 45.00 Clinical hours: 45.00

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

### ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

### Credentials: Associate Degree in Science, Nursing

#### Tuitions and fees:

| COURSE                              | Application | Books & Kit | TUITION  | TOTAL    |
|-------------------------------------|-------------|-------------|----------|----------|
| Professional Nursing<br>(LPN to RN) | \$100       | \$2000      | \$18,500 | \$20,600 |

***Exam fees are set by the testing agency and are subject to change.***

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

## **Nursing R.N.**

**Credential:** Associate degree

**1650 Clock Hours**

**72 credit hours**

### **Nursing R.N. Program Objective**

The objective of the Nursing R.N. The program is to provide quality educational opportunities to students seeking to enter the healthcare field as is to prepare competent, caring, culturally sensitive, entry level nursing graduates for meaningful employment as professional registered nurses to meet the needs of the community and profession. These educational opportunities are consistent with national, state, and local goals and support the mission of Prestige Health & Beauty Sciences Academy

### **Program Description**

The Associate of Science Degree in Nursing is designed to prepare the student for a career as a registered nurse. Striving for academic excellence, the faculty provides an innovative program, recognizing both the art and the science of nursing while utilizing the Outcomes and Competencies outlines by the National League for Nursing. This framework includes advocating for clients, utilizing evidence-based practice in clinical decision making, implementing nursing care that is focused on ethical, responsible, and honest behaviors, and evaluating all care rendered, while challenging the status quo in an informed manner to bring about changes needed to enhance the care of the client. The program is committed to accomplishing this mission using effective and diverse instructional methods that encompass both traditional as well as technology-based strategies.

### **End of Program Learning Outcomes**

Upon completion of this program, the graduate will be able to:

- ✓ Apply the integrated process in the care of the client.
- ✓ Provide safe and effective care.
- ✓ Promote health and wellness of the client.
- ✓ Promote effective psychosocial support for the client.
- ✓ Provide care for clients with physiological integrity needs.
- ✓ Demonstrate competencies specific to entry level professional nursing.

### **Course Descriptions**

#### **GE 001** Psychology and Communication (3.00 Credits)

This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **GE 002** Freshman English I (3.00 Credits)

This is a required general education core course in college-level writing. The students will learn to compose essays and other works using various methods of development.

Total Clock hours: 45.00 Lecture hours: 45.00

**GE 003 Introduction to Sociology (3.00 Credits)**

This course involves a scientific study of society providing an overview of sociology as a social science

Health sociology is the study of the link between society and well-being. Societal norms and trends are examined for their effects on chronic illness numbers and mortality rates. The prevailing relationship investigated when embarking on a health sociology study is the professional-patient link and how vital the role of healthcare professionals in society is.

Total Clock hours: 45.00 Lecture hours: 45.00

**GE 004 College Algebra (3.00 Credits)**

This course introduces the student to the concept of functions and their graphs. The student will perform operations on functions and compositions of functions, find the inverse of a function, apply the laws of logarithms to simplify expressions and solve equations, graph non-linear inequalities, and solve related applications and modeling problems.

Total Clock hours: 45.00 Lecture hours: 45.00

**GE 005 Biology (3.00 Credits)**

This general education biology course covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth, disease, and the problems of humans in the environment. It is designed to stimulate interest in the variety of life that exists on our planet, help students recognize the fact that they provide order in this variety, and involve students in the processes of inquiry, observation, and analysis of biological organization to give them a foundation for intelligently interpreting and evaluating biological topics.

Total Clock hours: 45.00 Lecture hours: 45.00

**BIO 01 ANATOMY AND PHYSIOLOGY I (3.00 Credits)**

This course is the first part of a two-semester sequence in which students examine Human Anatomy and Physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

Total Clock hours: 45.00 Lecture hours: 45.00

**BIO 01 L ANATOMY AND PHYSIOLOGY I LABORATORY (1.00 Credits)**

This course is the first part of a two-semester sequence in which students examine Human Anatomy and Physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

Total Clock hours: 30.00 Lab hours: 30.00

**BIO 02 HUMAN ANATOMY AND PHYSIOLOGY II (3.00 Credits)**

A continuation of the Anatomy and Physiology sequence, including the following topics: the

circulatory system, the respiratory system, the digestive System, the urinary system, fluid and electrolytes and the reproductive System.

Total Clock hours: 45.00 Lecture hours: 45.00

**BIO 02 L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY (1.00 Credits)**

Laboratory experiments including microscope observation, study of anatomical models and dissection. Dissection exercises included.

Total Clock hours: 30.00 Lab hours: 30.00

**CHEM 01 GENERAL CHEMISTRY SCIENCE FOR NURSING AND ALLIED HEALTH STUDENTS (2.00 Credits)**

Selected topics from general chemistry, organic chemistry and biochemistry. This course is designed specifically for Nursing and other Allied Health Technology students. This course consists of selected topics, specifically designed for a health-related major, with practical application of the chemical concepts of matter, atoms, measurements, bonding, reactions, pH, etc. The organic portion will introduce carbon chemistry and its compounds and their relationship to health-related fields.

Total Clock hours: 30.00 Lecture hours: 30.00

**BIO 3 MICROBIOLOGY (2.00 Credits)**

An introduction to microbiology emphasizing principles of basic morphology, physiology modes of transmission, biochemistry and genetic mechanisms. It will include a survey of representative types of microorganisms and the role of pathogenic organisms in causing diseases and infections.

Total Clock hours: 30.00 Lecture hours: 30.00

**BIO 3 L MICROBIOLOGY CLINIC LAB (1.00 Credits)**

This lab course will complement Lecture topics and include the application of fundamental techniques in the isolation cultivation, and identification of microorganisms.

Total Clock hours: 45.00 Clinic hours: 45.00

**HSC 02 PHARMACOLOGY (2.00 Credits)**

A course designed to introduce the Nursing student to the essential concepts and principles of pharmacology. Included are the concepts of pharmacokinetics and pharmacotherapeutics. There is an emphasis on the application of the nursing process as a practical organizational tool utilized in the care of the patient receiving pharmacological agents.

Total Clock hours: 30.00 Lecture hours: 30.00

**RN 01 NURSING PROCESS I (3.00 Credits)**

This is a theoretical course for the beginning nursing student. Nursing Process I provides the student with the fundamentals of nursing, including such basic skills as health assessment, legal aspects of nursing practice, communication and documentation technique, asepsis, the nursing process, caring for patients having special procedures or specimen collection, and the role of the nurse as a member of the health care team. This course also includes explanations of specific physiological and psychological human needs such as hygiene, safety, sleep and rest, sensory, grief and loss, self-concept and the nurse's role in assisting a person to meet these needs, while sensitive to cultural diversity, human dignity, and development progression.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 01 L NURSING PROCESS I CLINICAL LAB (2.00 Credits)**

A clinical course for the beginning nursing student. Initially skills are learned in simulation lab and then the student is introduced to direct patient care in an inpatient setting. The emphasis is on the care of the adult experiencing medical/surgical situations. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 02 NURSING PROCESS II (3.00 Credits)**

The second is a series of theoretical courses for the beginning nursing students. This course builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication and blood administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, acid-base balance, oxygenation, mobility, and asepsis, and care of the surgical patient, aging patient, and patient with knowledge deficits.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 02 L NURSING PROCESS II CLINICAL LAB (2.00 Credits)**

The second in a series of clinical courses building on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration, care of patients experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis, and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical situations.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 03 NURSING CONCEPTS I (3.00 Credits)**

NURSING CONCEPTSI is a course designed to provide the student with knowledge of alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is directed at meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and Genito urinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 03 L NURSING CONCEPTS I CLINICAL LAB (2.00 Credits)**

NURSING CONCEPTSI Clinical Lab is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with alterations of ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations, observational experiences, written assignments and performance exams may be included in this course.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 04 HEALTH CARE OF WOMEN (3.00 Credits)**

Health Care of Women is a course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antenatal, intraportal and postnatal periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 04 L HEALTH CARE OF WOMEN CLINICAL LABORATORY (2.00 Credits)**

Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/ newborn during antenatal, intraportal and postpartum periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 05 NURSING CARE OF THE PSYCHIATRIC PATIENT (3.00 Credits)**

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic interventions are included.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 05 L NURSING CARE OF THE PSYCHIATRIC PATIENT CL LAB (2.00 Credits)**

This clinical course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 06 PEDIATRIC NURSING (3.00 Credits)**

This pediatric course is designed to provide an understanding of the nursing care of children from birth through adolescence including health promotion, disease prevention, illness management, and health restoration. The major focus of this course is directed at utilizing the nursing process in providing nursing care to the pediatric client, family, and community.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 06 L PEDIATRIC NURSING CLINICAL LAB (2.00 Credits)**

This clinical course provides the student with an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 07 NURSING CONCEPTS II (3.00 Credits)**

This course will continue to build on previously learned concepts related to the care of the medical surgical patient. The student focus and responsibility will be the practice-oriented, person-centered collaborative care of the medical surgical patients, with alterations in mobility, skin integrity, and/or

neurological and sensory functioning. Prevention, rehabilitation, and evidence-based considerations, factors that contribute to or threatened health, honor diversity, ethical and informed decision making, and human dignity are emphasized.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 07 L NURSING CONCEPTS II CLINICAL LAB (2.00 Credits)**

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin integrity and neurological functions. This experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 08 NURSING CONCEPTS III (3.00 Credits)**

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Total Clock hours: 45.00 Lecture hours: 45.00

**RN 08 L NURSING CONCEPTS III CLINICAL LAB (2.00 Credits)**

In this course the student will be responsible for applying the nursing process to assigned patients with alterations in cardiopulmonary functioning. This experience will require both clinical and written assignments. Evaluation will be based on the application of the nursing process to assigned patients.

Total Clock hours: 90.00 Clinical hours: 90.00

**RN 08 TRENDS, PRACTICES, AND ROLES (1.00 Credits)**

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical and professional responsibilities of the nurse in managerial and coordinating roles.

Total Clock hours: 15.00 Lecture hours: 15.00

**RN 08 L TRENDS, PRACTICES, AND ROLES CLINICAL LAB (1.00 Credits)**

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, pediatric and psychiatric principles as they apply to this course.

Total Clock hours: 45.00 Clinical hours: 45.00

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

#### ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

100% to 94% is an A  
93% to 85% is a B  
84% to 75% is a C  
74% and below is a D (FAIL)

#### Credentials: Associate Degree in Science, Nursing

##### Tuitions and fees:

| COURSE                                               | Application | Books & Kit | TUITION  | TOTAL    |
|------------------------------------------------------|-------------|-------------|----------|----------|
| Nursing, R.N.<br>(1650 Hrs./72<br>Credit Hrs./13 m.) | \$100       | \$3350      | \$30,950 | \$34,400 |

***Exam fees are set by the testing agency and are subject to change.***

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

## **Health Information Technology**

**Credential: Associate degree**

**1215 Clock Hours**

**70 credit hours**

### **Health Information Technology Program Objective**

The objective of the Health Information Technology Program is to provide quality educational opportunities to students seeking to enter the healthcare field as registered health information technicians and medical coding/billing specialists to meet the needs of the community and profession. These educational opportunities are consistent with national, state, and local goals and support the mission of Prestige Health & Beauty Sciences Academy

### **Program Description**

The associate in science in Health Information Technology includes College Credit Certificates in:

- Health Care Informatics Specialist
- Medical Information Coder / Biller

The Associate of Science in the Health Information Technology program prepares the student for employment as a health information technician (HIT) in a variety of settings and eligibility to write the national certifying examination to become a Registered Health Information Technician (RHIT). The program will also provide the student with the eligibility to sit for the AAPC or AHIMA coding credentialing examinations. Responsibilities include coding of diagnoses and procedures, as well as processing, storage and retrieval of health information in either paper or electronic health records. Areas covered in the course work include, but not limited to, confidentiality of protected health information, health information and electronic health records systems, legal aspects, statistical reporting, reimbursement methodology, healthcare informatics, performance improvement, and supervision of daily department activities comprise other functions taught in the program.

#### **GE 001 Psychology and Communication (3.00 Credits)**

This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **GE 002 Freshman English I (3.00 Credits)**

This is a required general education core course in college-level writing. The students will learn to compose essays and other works using various methods of development.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **GE 003 Introduction to Sociology (3.00 Credits)**

This course involves a scientific study of society providing an overview of sociology as a social science

Health sociology is the study of the link between society and well-being. Societal norms and trends are examined for their effects on chronic illness numbers and mortality rates. The prevailing

relationship investigated when embarking on a health sociology study is the professional-patient link and how vital the role of healthcare professionals in society is.

Total Clock hours: 45.00 Lecture hours: 45.00

**GE 004 College Algebra (3.00 Credits)**

This course introduces the student to the concept of functions and their graphs. The student will perform operations on functions and compositions of functions, find the inverse of a function, apply the laws of logarithms to simplify expressions and solve equations, graph non-linear inequalities, and solve related applications and modeling problems.

Total Clock hours: 45.00 Lecture hours: 45.00

**GE 005 Biology (3.00 Credits)**

This general education biology course covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth, disease, and the problems of humans in the environment. It is designed to stimulate interest in the variety of life that exists on our planet, help students recognize the fact that they provide order in this variety, and involve students in the processes of inquiry, observation, and analysis of biological organization in order to give them a foundation for intelligently interpreting and evaluating biological topics.

Total Clock hours: 45.00 Lecture hours: 45.00

**HSC MEDICAL TERMINOLOGY (3.00 Credits)**

HSC provides a broad survey of the language of medicine and health technologies. Emphasis is placed primarily on the building of medical terms from word parts. The course is intended to be the foundation of a working medical vocabulary for individuals preparing for careers in both health professions and other areas in which this knowledge is essential.

Total Clock hours: 45.00 Lecture hours: 45.00

**BIO 01 ANATOMY AND PHYSIOLOGY I (3.00 Credits)**

This course is the first part of a two-semester sequence in which students examine Human Anatomy and Physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

Total Clock hours: 45.00 Lecture hours: 45.00

**BIO 01 L ANATOMY AND PHYSIOLOGY I LABORATORY (1.00 Credits)**

This course is the first part of a two-semester sequence in which students examine Human Anatomy and Physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems.

Total Clock hours: 30.00 Lab hours: 30.00

**HIT 01 INTRO TO HEALTH INFORMATION TECHNOLOGY MANAGEMENT (3.00 Credits)**

This 3-credit course is the initial and introductory course to the health information technology program. This course introduces the student to learning technologies, learning styles, and oral competencies to enhance their degree of success entering the program. The course continues by

introducing the student to the program and the Health Information Management professional. The student will also learn about the protected health record, healthcare delivery systems, ethical standards related to coding and protected health records, functions within the traditional health information management department.

Total Clock hours: 45.00 Lecture hours: 45.00

### **BIO 02 HUMAN ANATOMY AND PHYSIOLOGY II (3.00 Credits)**

A continuation of the Anatomy and Physiology sequence, including the following topics: the circulatory system, the respiratory system, the digestive System, the urinary system, fluid and electrolytes and the reproductive System.

Total Clock hours: 45.00 Lecture hours: 45.00

### **BIO 02 L HUMAN ANATOMY AND PHYSIOLOGY II LABORATORY (1.00 Credits)**

Laboratory experiments including microscope observation, study of anatomical models and dissection. Dissection exercises included.

Total Clock hours: 30.00 Lab hours: 30.00

### **HIT 02 HEALTH DATA CONCEPTS (3.00 Credits)**

This course introduces the basic concepts and techniques for managing and maintaining health record systems. Topics include record content, format and uses of healthcare data, record systems, storage and retrieval, quantitative analysis of health data, forms design and control, release of information, function of indexes and registers, accreditation, certification and licensure standards applicable to healthcare facilities. Through the Virtual Healthcare Systems Lab, students will be given access to work on a variety of healthcare electronic systems enhancing their technology skills and knowledge such as: Athens/ Cerner Electronic Health Records, Quadra Med MPI Quadra Med Smart ID, Quadra Med Encoder, and McKesson Horizons. Students will be given the opportunity to utilize and practice with current software packages common to the industry.

Total Clock hours: 45.00 Lecture hours: 45.00

### **HIT 03 CODING I (3.00 Credits)**

This coding course is designed to provide an introduction into basic ICD coding and coding guidelines. The course will focus on defining basic coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD. This class will be taken in conjunction with the Coding I Lab course HIT 03 L.

Total Clock hours: 60.00 Lecture hours: 30.00 Lab hours: 30.00

### **HIT 03 L CODING I LAB (1.00 Credits)**

This lab course provides HIT students with an opportunity to apply basic concepts and techniques for ICD-9-CM coding using actual patient records and simulated patient records, both paper and electronic format from different treatment venues. Students will be guided through the practice coding by an experienced coding instructor with a detailed analysis of correct coding technique.

Students will be able to assess their own level of proficiency and access assistance in areas of identified coding weaknesses. Students will be introduced to encoding systems: 3M and Quadra Med.

Total Clock hours: 30.00 Lab hours: 30.00

#### **HIT 04 PATHOPHYSIOLOGY AND PHARMACOLOGY (3.00 Credits)**

This course provides an in-depth knowledge of disease, its etiology, medical complications, and pathophysiological nature. Students will learn laboratory and other diagnostic tests used to confirm or rule out those diagnoses addressed. Current pharmacological treatments are explored with review and interpretation of health record data.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 05 COMPUTER AND INTERNET LITERACY (3.00 Credits)**

This is an introductory course in basic computer and internet use. It covers computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Students will develop basic computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 06 PROFESSIONAL PRACTICE EXPERIENCE: BASIC (1.00 Credits)**

This is an introductory level course giving the students their initial supervised Professional Practice experience in the health information management department. Emphasis is on record assembly, analysis, filing, admission and discharge procedures. Basic doing will be addressed. Upon completion, the student shall understand the daily functional operations of a health information management department. Each student will be responsible for completion of a Professional Practice I Workbook.

Total Clock hours: 45 Clinic hours: 45.00

#### **HIT 07 CODING II (3.00 Credits)**

This coding course is designed to build onto the HIT1253 Coding I course by enhancing the student's quality of coding and understanding of sequencing for ICD-10-CM. The student will be introduced to basic CPT coding using both a manual system and automated encoder. Introduction to DRG logic, APC's, RBRVS, PPS as well as Coding Guidelines for Hospital-Based Outpatient Services, Emergency Rooms, and Physician Offices. Different levels of HCPCS as well as outpatient reimbursement issues will be covered. Students will review more advanced concepts and techniques for ICD-10-CM and ICD-10- PCS coding using patient records in both paper and electronic format.

Total Clock hours: 75 Lecture hours: 15.00 Lab hours: 60.00

#### **HIT 08 CODING III (3.00 Credits)**

This coding course is designed to provide an introduction into basic ICD procedural coding and coding definitions, and review of coding guidelines including CPT and HCPCS. This course is taught to allow the student sufficient hands-on inpatient procedural coding experience.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 09 SUPERVISION & ORGANIZATIONAL LIFE (2.00 Credits)**

This course covers management and supervision principles as they are applied to healthcare settings. A study of the aspects and techniques of planning, organizing, motivating, and controlling is presented with emphasis on communication, collaboration, and decision making.

Total Clock hours: 30.00 Lecture hours: 30.00

#### **HIT 10 HEALTH INFORMATION SYSTEMS (3.00 Credits)**

This course is an introduction to information technology related to health care and the automated tools and techniques for collecting, storing, and retrieving data. Topics include system analysis, design, and security, file structure, networking, telecommunications, document imaging, medical informatics, the electronic health record, and implementation issues. Activities include HIT computer applications. Upon completion, students should be able to assist in the design, implementation, evaluation, and maintenance of automated information systems in health care.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 11 HEALTH STATISTICS (3.00 Credits)**

This hands-on course covers the collection, compilation, analysis, verification and display of healthcare statistics. Topics include: the uses for statistics, basic statistical principles, commonly computed rates, vital health statistics, uniform reporting requirements, data display and the role of the HIT department.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 12 PERFORMANCE IMPROVEMENT (2.00 Credits)**

This course is an introduction to the principles of performance improvement and quality management in health care. Topics include clinical quality improvement; utilization management; risk management; medical staff credentialing and peer review; accreditation standards; laws and regulations; tools for data collection, analysis, and display; and the role of the HIT department. Upon completion, students should be able to apply performance improvement techniques; collect, analyze, and display data; and support a range of quality management activities.

Total Clock hours: 30.00 Lecture hours: 30.00

#### **HIT 13 ELECTRONIC MEDICAL RECORD AND TECHNOLOGY (3.00 Credits)**

This course will review the history of the electronic health record and current trends in healthcare information applications such as clinical information systems, administrative information systems, and management support systems. Students will explore the transition from a paper-based health record to an electronic health record and associated issues.

Total Clock hours: 45.00 Lecture hours: 45.00

#### **HIT 14 TRANSITION SEMINAR (2.00 Credits)**

This is a registry review course. The course will introduce the student to the preparation needed to sit for the RHIT National Examination by AHIMA. The course will also discuss various career options and strategies.

Total Clock hours: 30.00 Lecture hours: 30.00

#### **HIT 15 HEALTH RECORDS LAW (3.00 Credits)**

This course focuses on the impact of legal and ethical issues in health information management. Topics include an overview of the branches of government; tort law; confidentiality and release of

information; subpoenaed information; record retention and security; information consent; liability; patient rights; negligence and malpractice; and ethics. Upon completion, students should be able to comply with legal requirements and be aware of legislative and regulatory trends.

Total Clock hours: 45.00 Lecture hours: 45.00

### **HIT 16 PROFESSIONAL PRACTICE 2 (3.00 Credits)**

This capstone course provides the student with supervised professional practice experience in either a health information management setting or a simulated health information management setting, using the AHIMA V Lab. Emphasis will be placed on providing opportunities for the student to relate classroom theory to the actual functions of a health information department. This course also enables students to further develop critical thinking and problem-solving skills in real-life situations.

Total Clock hours: 90.00 Lab hours: 90.00

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

### **ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

### **Credentials: Associate Degree in Health Information Technology**

#### **Tuitions and Fees:**

| Program                                            | Application | Books & Supplies | Tuition  | Total Program Cost |
|----------------------------------------------------|-------------|------------------|----------|--------------------|
| Health Information Technology<br>(1215 Hrs. /10m.) | \$100       | \$1,600          | \$15,850 | \$17,550           |

***Exam fees are set by the testing agency and are subject to change.***

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

## Dental Hygienist

### Program Description

The Associate in Science Degree Dental Hygiene Program is designed to prepare the student for a career as a Licensed Dental Hygienist. The Dental Hygiene program is structured as the 2 in 1 program format and is designed to offer students employable skills as both an Expanded Duty Dental Assistant and a Licensed Registered Dental Hygienist.

**Objective:** This program is designed to prepare students for employment as dental hygienists or to provide supplemental training for persons previously or currently employed in this occupation.

### Course Description

| Course Number | Course Title and Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Clock Hours | Credit Hours |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| GE 001        | <b>Dental Psychology and Communication</b><br>This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications.                                                                                                                | 45          | 3            |
| GE 002        | <b>Freshman English I</b><br>This is a required general education core course in college-level writing. The students will learn to compose essays and other works using various methods of development.                                                                                                                                                                                                                                                                                                                      | 45          | 3            |
| GE 003        | <b>Introduction to Sociology</b><br>This course engages in a scientific study of society providing an overview of sociology as a social science<br>Health sociology is the study of the link between society and well-being. Societal norms and trends are examined for their effects on chronic illness numbers and mortality rates. The prevailing relationship investigated when embarking on a health sociology study is the professional-patient link and how vital the role of healthcare professionals in society is. | 45          | 3            |
| GE 004        | <b>College Algebra</b><br>This course introduces the student to the concept of functions and their graphs. The student will perform operations on functions and compositions of functions, find the inverse of a function, apply the laws of logarithms to simplify expressions and solve equation, graph non-linear inequalities, and solve related applications and modeling problems.                                                                                                                                     | 45          | 3            |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |             |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|
| GE 005 | <b>Biology</b><br>This general education biology course covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth, disease, and the problems of humans in the environment. It is designed to stimulate interest in the variety of life that exists on our planet, help students recognize the fact that provide order in this variety, and involve students in the processes of inquiry, observation, and analysis of biological organization in order to give them a foundation for intelligently interpreting and evaluating biological topics. | 45                                    | 3           |
| DA 01  | <b>INTRODUCTION TO DENTISTRY</b><br>This course is designed to acquaint the student with various health related topics having application in the field of dentistry.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15                                    | 1           |
| DA 02  | <b>Oral, Head and Neck Anatomy</b><br>Dental Anatomy is the study of the structure, morphology, and function of the primary and permanent dentitions as well as head and neck anatomy. The direct correlation of dental procedures and human oral anatomy is emphasized                                                                                                                                                                                                                                                                                                                                                         | Lecture 15<br>Lab 30                  | 1<br>1      |
| DA 03  | <b>Dental Radiology</b><br>A study of the nature, physical behavior, biological effects, methods of control, safety precautions, and techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include application of these techniques in clinical practice.                                                                                                                                                                                                                                                                                                                                         | Work Based 90                         | 2           |
| DA 04  | <b>Dental Office Emergencies</b><br>This course encompasses the study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied as well as common emergency drugs used.                                                                                                                                                                                                         | Lecture 15                            | 1           |
| DA 05  | <b>Introduction to Clinical Procedures</b><br>This course includes a study of: basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including microbiology and aseptic procedures, instrument design, patient/operator procedures, the oral examination, dental charting, and basic patient oral hygiene instruction. Infection control guidelines will be stressed throughout this course.                                                                                                                                                                         | Lab 30<br>Work Based 90               | 1<br>2      |
| DA 06  | <b>Dental Materials</b><br>This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliary's scope of dental practice and to evaluate the effects of specific materials in the oral environment.                                                                                                                   | Lecture 15<br>Lab 30<br>Work Based 90 | 1<br>1<br>2 |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                |            |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------|
| DA 07 | <b>Expanded Functions</b><br>This course is designed to provide necessary information for the dental assisting and dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry Chapter 466 and Statute 64B5.<br>Work Based course is designed to provide the clinical practice necessary for the dental assisting and dental hygiene students to perform the remediable tasks and expanded functions permitted by the Rule and Regulations of the Florida State Board of Dentistry Statute 64B5.                          | Lecture 15<br>Work<br>Based 45 | 1<br><br>1 |
| DA 08 | <b>Pharmacology For Dental Assistant</b><br>A comprehensive study of pharmacology as it relates to the field of dentistry and dental hygiene.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Lab 30                         | 1          |
| DA 09 | <b>Preventive Dentistry</b><br>This course is designed to teach the student how to educate and motivate dental patients in the prevention of dental diseases. A study of periodontal tissues, tooth deposits and stains, etiology of dental caries, fluoride modalities, preventive oral physiotherapy, and dental biofilm control are all discussed and related to the control of dental diseases.                                                                                                                                                                                                                         | Lecture 15                     | 1          |
| DA 10 | <b>Office Management</b><br>Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resumè and a follow-up letter along with a 1-2 page philosophy paper will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing today's more advance technology.                                                                                                                                                                                                                                            | Lab 30                         | 1          |
| DA 11 | <b>Related Dental Theory</b><br>This course is designed to acquaint the student with various health related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicities, and effects is also included. Nutritional concepts with emphasis on the relationship to oral health, is presented. Finally, the body systems, their functions and related diseases are identified in the format of student presentations. | Lecture 15                     | 1          |
| DA 12 | <b>Clinical Practice 1</b><br>This course is designed to introduce and continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, and manipulation of dental materials, patient management, and the application of four-handed dentistry in a clinical setting.                                                                                                                                                                                                                                                                | Lab 30<br>Work<br>Based 90     | 1<br><br>2 |
| DA 13 | <b>Dental Practicum 1 Lab</b><br>This course will provide clinical application of the principles taught in DA 05 Introduction to Clinical Procedures. The students will have additional assigned responsibilities in areas of radiology, team                                                                                                                                                                                                                                                                                                                                                                               | Lab 60                         | 2          |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |            |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|
|       | leadership, sterilization, and reception area duties. The student will also participate in out-clinic rotations and observations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |            |
| DA 14 | <b>Clinical Practice 2</b><br>This course is designed to continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, manipulation of dental materials, patient management and the application of four-handed dentistry in a clinical setting.                                                                                                                                                                                                                                                        | Lecture 15<br>Work<br>Based 90  | 1<br><br>3 |
| DA 15 | <b>Dental Practicum 2</b><br>This course will provide clinical application of the principles taught in DA 05 Introduction to Clinical Procedures and DA 14 Clinical Practice 2 lecture. The students will have additional assigned responsibilities in areas of radiology, team leadership, sterilization, and reception area duties. The student will also participate in out-clinic rotations and observations.                                                                                                                                                                                | Work<br>Based 90                | 2          |
| DA 16 | <b>Dental Assisting Clinical Practice 3</b><br>In the didactic portion of this course, a detailed overview of the key designated subject areas represented on the Dental Assisting National Board will be studied. A seminar will be scheduled to discuss the students' experiences in their externship. The clinical portion of this course will enable the dental assisting student to utilize all skills and competencies developed and to increase the student's capabilities and proficiencies during a supervised externship.                                                              | Lecture 15<br>Work<br>Based 315 | 1<br><br>7 |
| DH 01 | <b>CLINICAL DENTAL HYGIENE PROCEDURES</b><br>This course includes a basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including microbiology and aseptic procedure, instrument design and patient/operator positioning, the oral exam, dental charting, and basic patient oral hygiene instruction. Infection control guidelines will be stressed throughout this course.                                                                                                                                                         | Lecture 30                      | 2          |
| DH 02 | <b>PRECLINICAL DENTAL HYGIENE LAB</b><br>This course includes the theory and practical lab skills necessary for basic instrumentation. Preclinical sessions include instruction in utilizing dental hygiene instruments and demonstrations in entry-level proficiency.<br>You will be instructed in and be required to demonstrate proper ergonomic positioning, aseptic techniques, cleaning and disinfection procedures, and maintenance and care of equipment and instruments. Other topics include proper technique in obtaining and recording vital signs and dental charting documentation | Lab 30                          | 1          |
| DH 03 | <b>Oral Embryology and Histology</b><br>A comprehensive study of the embryonic, fetal and postnatal development of the tissues and structures of the head and oral cavity and their relationship to the field of dentistry.                                                                                                                                                                                                                                                                                                                                                                      | Lecture 30                      | 2          |

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|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------|
| DH 04 | <b>Periodontology</b><br>This course is a study of the etiology, classification and treatment of periodontal disease. Emphasis is on recognition and treatment of clinical disease states of the periodontium.                                                                                                                                                                                                                                                                                                                                                                                                                                        | Lecture 15                         | 1          |
| DH 05 | <b>PERIODONTOLOGY LAB</b><br>This course is a continuation of Periodontology and provides information on the principles of periodontology pertinent to dental hygiene practice. Topics include epidemiology of periodontal disease, disease treatment and management, drug therapy, immunology and host defense mechanisms, surgical and nonsurgical treatment, implantology and maintenance, and periodontal/endodontic emergencies.                                                                                                                                                                                                                 | Lab 30                             | 1          |
| DH 06 | <b>Dental Hygiene 1</b><br>Basic theory, technique and principles will be introduced in this didactic course and will be applied through practical experiences in the clinical setting. The student is introduced to: patient assessment and management based on the use of indexes, radiographic interpretation, dental hygiene treatment planning, and anxiety and pain management, supported by a review of professional literature. Clinical Part of Dental Hygiene 1 places emphasis on patient contact time. Students will be required to complete a specific number of dental appointments in the clinic.                                      | Lecture 30<br>Work<br>Based<br>135 | 2<br><br>3 |
| DH 07 | <b>Dental Hygiene 2</b><br>This course is a continuation of Dental Hygiene 1. Students advance their understanding of systemic disease processes and their integral link to oral health. In addition, future delivery of anesthetics, dietary counseling and tobacco cessation counseling will now be incorporated in patient care management. The clinical part is a continuation of Dental Hygiene 1, adding the clinical application of dietary counseling, and tobacco cessation counseling coordinated with patient medical history in patient care management. Students continue to refine their patient assessment and instrumentation skills. | Lecture 45<br>Work<br>Based<br>135 | 3<br><br>3 |
| DH 08 | <b>DENTAL HYGIENE REVIEW SEMINAR</b><br>Summary Review of DH 01 – DH 07 with live discussion and quiz.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Lecture 15                         | 1          |
| DH 09 | <b>DENTAL PHARMACOLOGY</b><br>A comprehensive study of pharmacology as it relates to the field of dentistry and dental hygiene.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lecture<br>30                      | 2          |
| DH 10 | <b>GENERAL AND ORAL PATHOLOGY</b><br>A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lecture 30                         | 2          |
| DH 11 | <b>COMMUNITY DENTAL HEALTH</b><br>This course explores prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will analyze evidence-based literature to support assessing, planning, implementing and evaluating procedures in oral health community programs based on the specific needs of a target                                                                                                                                                                                                                                                                                | Lecture 45<br>Lab 30               | 3<br>1     |

population. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner.

The course lab practicum is designed to give the dental hygiene student professional experiences with exposure to target populations in institutional and public settings within the community. Emphasis is placed on oral health education programs within the scope of practice of the dental hygienist in accordance with the Florida State Dental Practice Act.

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| DH 12 | <p><b>DENTAL HYGIENE III</b></p> <p>The didactic part is a continuation of the development of dental hygiene skills, knowledge and patient care in theory and practice. Through lecture and seminar format, current preventive therapies and the application to dental hygiene care and treatment will be emphasized. Case-based learning tools will be integrated to assist students in linking basic knowledge to the delivery of evidence-based patient treatment.</p>                                                                                                                                                                                                                                | Lecture 15 1<br>Work<br>Based 3<br>135 |
|       | <p>The clinical part is a continuation of the development and application of dental hygiene skills and knowledge in both theory and practice of oral health patient care. Clinical participation will include activities at both off and on campus dental health facilities and community settings. Emphasis will be on the application of new and current dental hygiene preventive therapies, as well as the remediable tasks delegated to the dental hygienist in the state of Florida. A variety of different practice settings will be provided to afford the student an experience to treat special needs and a diverse population. A variety of different practice settings will be included.</p> |                                        |
| DH 13 | <p><b>DENTAL HYGIENE IV</b></p> <p>This course is the companion seminar/lecture component for students in the phase of the development and application of dental hygiene skills and knowledge in both theory and practice. Didactic seminars and lectures will incorporate the application of new and current preventive therapies.</p>                                                                                                                                                                                                                                                                                                                                                                  | Lecture 15 1<br>Work<br>Based 3<br>135 |
|       | <p>This course is also the final clinical course and is a continuation of the development and clinical application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included.</p>                                                                                                                                                                                                                                                                                                      |                                        |
| DH 14 | <p><b>ADVANCED DENTAL TECHNOLOGY LAB</b></p> <p>This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment.</p>                                                                                                                                                                  | Lab 30 1                               |

## **COURSE TOTALS 2460 CLOCK HOURS/88 CREDIT HOURS**

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

The Dental Hygiene program is structured as the 2 in 1 program format and is designed to offer students employable skills as both an Expanded Duty Dental Assistant and a Licensed Registered Dental Hygienist. The students who complete the Year 1 Expanded Duty Dental Assistant part have an option to continue into Year 2 Dental Hygienist part within 2 years of completion.

**DISCLOSURE:** Florida Board of Dentistry requires that the Dental Hygienist program must achieve a Dual Programmatic Accreditation from the Commission on Dental Accreditation in order to qualify its graduates for the Licensure Exam. The School is currently in a process to achieve the Dual Accreditation for this program.

**Credentials:** Associate of Science degree in Dental Hygiene

**Tuitions and Fees:**

| <b>COURSE</b>                               | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b>                        | <b>Additional Fees</b> | <b>TOTAL</b>  |
|---------------------------------------------|--------------------|------------------------|---------------------------------------|------------------------|---------------|
| <b>Dental Hygiene<br/>(2460 hrs. /24m.)</b> | <b>\$100</b>       | <b>\$3,350</b>         | <b>\$38,720<br/>\$420/credit hour</b> | <b>\$900</b>           | <b>43,070</b> |

## Medical Assisting

**Credential: Diploma**

**1300 Clock Hours**

**Program Description:** This Program is structured in accordance with the requirements for intended outcomes as proscribed by the Florida DOE Curriculum Framework. The program delivers theory, laboratory and clinical multi-skilled health professional training in clerical and medical office procedures, phlebotomy, EKG, X-Ray, basic patient care techniques and laboratory procedures, to perform routine administrative and clinical tasks to help the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly.

**Total Clock Hours:** 1300. The program can be completed in 43 weeks on full time 30 hours per week schedule or in 52 weeks on part-time 24 hours a week schedule.

**Objective:** This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis; clinical skills including X-ray, EKG, patient assisting, vital signs, injections, venipuncture, electronic medical records, and administration skills. Students will be prepared for entry-level employment as a Medical Assistant.

### Clock Hours

#### **HSC0003 – INTRODUCTION TO HEALTH CARE**

**90**

An introduction to the health care environment, this course focuses on the health care team and delivery systems. Students will learn about legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease. Special fee

#### **MEA0002 – Introduction to Medical Assisting**

**250**

Student will learn:

Medical terminology to develop communication skills used by medical assistants. Legal and ethical responsibilities for medical assistants. Anatomy and Physiology concepts in both illness and wellness states.

#### **MEA0501 – Medical Office Procedures**

**75**

Student will learn:

Basic clerical/medical office duties

#### **MEA0521 – Phlebotomist, MA**

**75**

Student will learn to:

- Demonstrate accepted professional, communication, and interpersonal skills.
- Discuss phlebotomy in relation to the health care setting.
- Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.

- Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures of transporting, accessioning and processing specimens.
- Practice quality assurance and safety.

#### **MEA0543 – EKG Aide, MA**

**75**

Student will learn to:

Describe the cardiovascular system.

Identify legal and ethical responsibilities of an EKG aide.

Perform patient care techniques in the health care facility.

Demonstrate knowledge of, apply and use medical instrumentation modalities.

#### **MEA0581 – Clinical Assisting**

**230**

Student will learn to:

- Demonstrate basic office examination procedures.
- Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques.
- Demonstrate minor treatments.
- Demonstrate knowledge of basic diagnostic medical assisting procedures.
- Demonstrate basic X-Ray procedures.

#### **MEA0530 – Pharmacology for Medical Assisting**

**90**

Student will learn to:

Demonstrate knowledge of pharmaceutical principles and administer medications.

#### **MEA0573 – Laboratory procedures**

**125**

Student will learn to:

- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate awareness of clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision.
- Demonstrate knowledge of emergency preparedness and protective practices.

#### **MEA0506 – Administrative Office Procedures**

**90**

Student will learn to perform administrative office duties.

This “Practicum” experience is a supervised, unpaid activity of a total of 200 hours of which 160 contact hours will be in an ambulatory health care setting and 40 hours in a simulated laboratory setting performing administrative and clinical procedures and must be completed prior to graduation. Students ready for the Practicum experience have completed all other program requirements and are eligible for this final phase in the program. The actual hands-on training will tie-in all the educational components based on theory and competency based instruction that the student learned in the laboratory and classroom setting.

This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the Medical Assistant classroom and clinical environment in a local clinic, physician’s office, or other health care facility.

**The Program has been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.**

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

**Credential: Diploma in Medical Assisting**

**Tuitions and Fees:**

| <b>COURSE</b>                                | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b> | <b>TOTAL</b>   |
|----------------------------------------------|--------------------|------------------------|----------------|----------------|
| <b>Medical Assistant<br/>(1300 hr./10 m)</b> | <b>\$100</b>       | <b>\$1600</b>          | <b>\$6,200</b> | <b>\$7,900</b> |

## Electrologist

**Credential: Diploma**

**320 Clock Hours**

**Program Objective:** This program is designed to train students in permanent hair removal by Electrolysis. The course is designed to give the students thorough entry-level preparation to work in the field of Electrolysis. Students gain hands-on experience through clinical applications of electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities. The Electrologist program is designed to qualify graduates for entry-level preparation to work in the field of Electrolysis/Laser and Light-Based Hair Removal.

**Program Description:** The program includes 120 clock hours of classroom training (Theory), and 200 clock hours of instruction in a clinical setting (Work Based/Clinical Application). The Classroom and Clinical Training is under the supervision of the Medical Doctor and an Electrologist licensed in Florida. Prestige Health and Beauty Sciences Academy offers an Electrologist Program that prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council, and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-53, and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for the Electrologist licensure exam, which is the American Electrolysis Association's International Board of Electrologist Certification (IBEC) Examination: Electrolysis, Laser and IPL Exam-FL." This program takes **320 hours/14 weeks** to complete on the 24-hour per week schedule.

| <u>COURSE NUMBER</u> | <u>DESCRIPTION</u>                                                                                                                                                                   | <u>CLOCK HOURS</u> |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>E-101</b>         | <b>Introduction to the field of Electrolysis</b>                                                                                                                                     | <b>15</b>          |
|                      | Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend, Laser and Light-Based modalities; history of permanent hair removal, and general treatment procedures. |                    |
| <b>E-102</b>         | <b>Electricity-Principles of Electricity and Epilator</b>                                                                                                                            | <b>5</b>           |
|                      | Principles of electrolysis and epilator equipment functions and adjustments.                                                                                                         |                    |
| <b>E-103</b>         | <b>Laser and Light-Based Hair Removal Physics</b>                                                                                                                                    | <b>5</b>           |
|                      | Study of traditional and coherent light, different types of laser and light-based hair removal devices and their history                                                             |                    |
| <b>E-104</b>         | <b>Laser Safety and Precautions</b>                                                                                                                                                  | <b>5</b>           |
|                      | Federal regulatory agencies and their roles in safety, treatment room considerations, eye safety for the operator and the patient, fire safety                                       |                    |
| <b>E-105</b>         | <b>Integumentary System</b>                                                                                                                                                          | <b>6</b>           |
|                      | History & trichology of skin, hair, and nails                                                                                                                                        |                    |
| <b>E-106</b>         | <b>Circulatory and Nervous System</b>                                                                                                                                                | <b>6</b>           |

|                                                                                                                                                                                                               |                                         |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------|
| Study of the nerves & vascular system, primary functions of the vascular and circulatory system, and the study of the two sub-systems that participate in circulation                                         |                                         |            |
| <b>E-107</b>                                                                                                                                                                                                  | <b>Endocrinology</b>                    | <b>6</b>   |
| The study of the endocrine system and related diseases. The hormone producing glands, their influences over many other glands, and how disorders and medications affect hair growth.                          |                                         |            |
| <b>E-108</b>                                                                                                                                                                                                  | <b>Biology of Hair Growth</b>           | <b>10</b>  |
| The intricate structure and development of the hair follicle, factors involved in hair growth, and technical analysis.                                                                                        |                                         |            |
| <b>E-109</b>                                                                                                                                                                                                  | <b>Skin Assessment</b>                  | <b>20</b>  |
| Study of the types, effects of specific currents, and effects of temporary removal. Be able to recognize the appearance of the skin and distinguish the different types to correctly use the machine settings |                                         |            |
| <b>E-110</b>                                                                                                                                                                                                  | <b>Blood Borne Pathogens-HIV/AIDS</b>   | <b>5</b>   |
| Study of blood borne pathogens with emphasis on Hepatitis, HIV/AIDS, and the legal and moral obligations to take necessary precautions for preventing the spread of diseases.                                 |                                         |            |
| <b>E-111</b>                                                                                                                                                                                                  | <b>Bacteriology &amp; Sterilization</b> | <b>7</b>   |
| Microbiology of the skin, Sanitation and Safety Procedures including demonstrations in accord with 59R-56.001                                                                                                 |                                         |            |
| <b>E-113</b>                                                                                                                                                                                                  | <b>Clinic/Office Management</b>         | <b>5</b>   |
| Client relations, communications, professional ethics, and management issues. Different aspects of managing a clinic or office.                                                                               |                                         |            |
| <b>E-114</b>                                                                                                                                                                                                  | <b>Laws &amp; Rules</b>                 | <b>5</b>   |
| Study of the rules under chapter 478, 455 FS.                                                                                                                                                                 |                                         |            |
| Study of electrolysis standards, training, registration, and licensure.                                                                                                                                       |                                         |            |
| <b>E-115</b>                                                                                                                                                                                                  | <b>Consultations</b>                    | <b>20</b>  |
| Oral and Written Client/ Practitioner, Telephone, and office.                                                                                                                                                 |                                         |            |
| <b>Total Theory</b>                                                                                                                                                                                           |                                         | <b>120</b> |

**Work Based/Clinical Application:**

|               |                                                                 |           |
|---------------|-----------------------------------------------------------------|-----------|
| <b>CL-101</b> | <b>Co-ordination Skills with Probe and Forceps</b>              | <b>5</b>  |
| <b>CL-102</b> | <b>Insertions</b>                                               | <b>15</b> |
| <b>CL-103</b> | <b>Sanitation/Sterilization</b>                                 | <b>10</b> |
| <b>CL-104</b> | <b>Hands-On Equipment Instruction – Thermolysis</b>             | <b>10</b> |
| <b>CL-105</b> | <b>Hands-On Equipment Instruction – Blend &amp; Galvanic</b>    | <b>10</b> |
| <b>CL-105</b> | <b>Hands-On Equipment Instruction – Laser &amp; Light Based</b> | <b>15</b> |
| <b>CL-106</b> | <b>Client Pre/Post Treatment</b>                                | <b>10</b> |
| <b>CL-107</b> | <b>Client Assessment</b>                                        | <b>15</b> |

|                           |                                                        |            |
|---------------------------|--------------------------------------------------------|------------|
| <b>CL-108</b>             | <b>General Treatment Procedures for all Modalities</b> | <b>80</b>  |
| <b>CL-109</b>             | <b>Consultation</b>                                    | <b>15</b>  |
| <b>CL-110</b>             | <b>Visuals/Library</b>                                 | <b>5</b>   |
| <b>CL-110</b>             | <b>Exam Review &amp; Preparation</b>                   | <b>10</b>  |
| <b>Total Clinical</b>     |                                                        | <b>200</b> |
| <b>TOTAL COURSE HOURS</b> |                                                        | <b>320</b> |

**Note:** Course numbers listed herein are for reference only.

The sequence of course offerings may vary depending upon scheduling needs.

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

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

**Credentials: Diploma in Electrolysis**

**Tuitions and Fees:**

| <b>COURSE</b>                           | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b> | <b>TOTAL</b>   |
|-----------------------------------------|--------------------|------------------------|----------------|----------------|
| <b>Electrologist<br/>(320 hrs./3 m)</b> | <b>\$100</b>       | <b>\$350</b>           | <b>\$4,100</b> | <b>\$4,550</b> |

## **Practical Nursing (LPN)**

**Credential: Diploma**

**1350 Clock Hours**

**57 credit hours**

### **Program Description**

The Practical Nursing program prepares the student to provide safe and effective care of the client across the lifespan. Students will develop the knowledge and skills necessary to promote health and provide care for clients with alterations in psychosocial and physiological integrity. Upon completion of the program, the student will demonstrate competencies necessary for an entry-level Practical Nursing position.

### **Program Objectives**

The student will complete the program within 150% of the program length. The graduate shall be prepared to achieve licensure as a Practical Nurse. The licensed graduate shall be prepared to secure employment as an Entry Level Licenses Practical Nurse.

### **Course Descriptions**

#### **BIO 01 Anatomy and Physiology and Lab**

4 Credit Hours 75 Clock Hours

This course provides a comprehensive look at the human body's structure and functions. Topics include organization of the body, characteristics of life anatomical terminology, how the body maintains homeostasis, the relationship of chemistry to anatomy and physiology, and cell function and division. The skin, skeletal system, muscles, and nervous system are examined. Sensory organs are also covered. Several diseases and disorders are discussed, as well as the cause, detection, and treatment of them. Students will also perform and complete labs with accompanying assessments as a lab component of this course.

#### **LPN 1 Fundamental of Nursing 12 Credit Hours 270 Clock Hours**

This course introduces the student to the integrated process and basic concepts of client needs across the lifespan, including the family, and community. Students will develop general knowledge and skills related to providing basic nursing care to clients from varied backgrounds, beliefs and cultures. Emphasis is given to developing communication skills and in coordinating care with other health providers. Though nursing assessment is not a main function of a licensed practical nurse, other aspects of the nursing process and evidence-based practice are taught in detail as bases of nursing practice. The foundation of medical surgical nursing, geriatrics, pediatrics, and obstetrics concepts of health, wellness, illness cultural and spirituality are introduced. The nursing practice of informatics and documentation are integrated into the care of clients, family, and community. Focus will be placed on LPN's role in the health care team and legal aspects of practice. Course content includes providing a safe and effective care environment, which incorporates

patient advocacy, concepts of management and supervision, legal responsibilities, establishing priorities, and referral processes. Basic nursing skills are also taught in this course including practicing aseptic techniques and ways to prevent the spread of infection, assisting clients perform activities of daily living and personal care, performing wound care, and others. Taking vital signs, collection of laboratory specimens, and performing basic laboratory tests such as glucose monitoring and others are also taught in the course. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide

**LPN 2 Pharmacology** 3 Credit Hours 75 Clock Hours

This course introduces the student to basic principles of pharmacology and safe administration of medication throughout the client's lifespan. A review of the body structure and function, as well as the legal aspect of nursing practice, will be conducted. Basic pharmacological concepts of pharmacodynamics and pharmacokinetics will be discussed as bases in medication administration to all categories of clients, from pregnancy, newborn, pediatrics, and geriatrics, using the nursing process and evidence-based nursing practice. The course will cover medication classifications for common medical-surgical conditions, diseases, and illnesses, including contraindication, side effects, adverse effects, and most importantly, nursing care and management of clients taking the medications, drugs, and herbal preparations. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

**LPN 3 Medical Surgical Nursing** 12 Credit Hours 270 Clock Hours

This course develops the skills, knowledge, and competencies of practical nursing students in the safe care of clients across their lifespans who have challenges in physiological and psychological integrity. Emphases are placed on the LPN's role in assisting in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients, and assisting them with the coordination of health alterations. The course will also prepare students to assist clients with the promotion and support of their emotional, mental, and social well-being. Concepts relating to nursing care and coordinating care of clients with cardiovascular diseases, peripheral vascular, respiratory, musculoskeletal, gastrointestinal, endocrine, and neurological are emphasized in the course. Providing basic care to clients with neurological disorders, students will be introduced to mental health concepts across the lifespan. Common mental health disorders, substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered in the course for all categories of clients. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

**LPN 4 Maternity and Pediatric Nursing** 8 Credit Hours 180 Clock Hours

This course allows the student to provide care to clients with medical-surgical related acute and chronic illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as, care and coordinating care of female clients with gynecological conditions. The student will provide care to the client, family, and community, demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. The student will provide specialized care of obstetrical, newborn, and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

**LPN 5 Advanced Medical Surgical Nursing**      6 Credit Hours 180 Clock Hours

This course allows the student to provide care to clients with medical-surgical-related acute and chronic-related illnesses and injuries across the lifespan. More specialized medical and surgical conditions are covered in the course, such as care and coordinating care of clients with cancer, burns, sensory deprivation, and emergencies. The student will provide care to the client, family, and community, demonstrating competency and leadership while reinforcing health promotion and maintenance concepts. Specialized care of obstetrical, newborn, and pediatric clients in various healthcare environments will also be introduced. The student will apply knowledge and skill to the care of the client and family with a focus on safe care, growth and development principles, and legal aspects of practice. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

**LPN 6 Mental Health Nursing**      5 Credit Hours 135 Clock Hours

This course develops the skills, knowledge, and competencies of practical nursing students in the safe care of clients across their lifespans who have challenges in physiological and psychological integrity. Emphases are placed on the LPN's role in assisting in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients, and assisting them with the coordination of health alterations. The course will also prepare students to assist clients with the promotion and support of emotional, mental, and social well-being. Providing basic care to clients with neurological disorders, students will be introduced to mental health concepts across the lifespan. Common mental health disorders, substance abuse, domestic abuse and violence, crisis intervention and coping with stress, and suicidal assessments are covered in the course for all categories of clients. Students are

**LPN 7 Nursing Concepts (Capstone)** 7 Credit Hours 165 Clock Hours

Develop knowledge, skills, and positive attitude in providing care to clients with acute, chronic, and life-threatening conditions. This course allows the student to analyze knowledge, skills, and competencies acquired through previous course work. The student will identify areas requiring further development in the care of the client across the lifespan with a focus on the integrated process, client needs, and quality and safety in healthcare. Concepts of medical surgical, obstetrics, pediatrics, geriatrics, family, community health, nutrition, human growth and development throughout the lifespan, body structure and function, interpersonal relationship skills, mental health concept, pharmacology and administration of medication, legal aspects of practice, leadership skills, professional role and functions, and personal concepts are reviewed. Prevention of Medical Errors, Florida Laws and Rules, Recognizing Impairment at the Workplace, Domestic Violence, HIV/AIDS, and Human Trafficking are covered in the course as required for registration by the board of nursing. Students are prepared for the NCLEX-PN Exam using the NCSBN NCLEX\_PN Blueprint as a guide.

**COURSE TOTALS 1350 CLOCK HOURS/57 Credit Hours**

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

ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

100% to 94% is an        A  
93% to 85% is a        B  
84% to 75% is a        C  
74% and below is a        D (FAIL)

**Credential: Diploma LPN**

**Tuitions and fees:**

| <b>COURSE</b>                                      | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b>  | <b>TOTAL</b>    |
|----------------------------------------------------|--------------------|------------------------|-----------------|-----------------|
| <b>Practical Nursing LPN<br/>(1350 Hrs./11 m.)</b> | <b>\$100</b>       | <b>\$2500</b>          | <b>\$25,850</b> | <b>\$28,450</b> |

## Phlebotomy

**Credential: Diploma**

**Total Clock Hours: 165**

**Program Description:** This Program is structured in accordance with the requirements for intended outcomes as proscribed by the Florida DOE Curriculum Framework. The program delivers theory, laboratory and clinical professional training phlebotomy, which is part of the Approved Medical Assisting Program, to perform clinical tasks at the offices and clinics of physicians and other medical specialists.

**Total Clock Hours:** 165. The program can be completed in 6 weeks on full time 30 hours per week schedule.

**Objective:** This program is designed to train the student to function effectively as an integral member of the physician's health care team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis and venipuncture. Students will be prepared for entry-level employment as Phlebotomist.

### Clock Hours

#### HSC0003 – INTRODUCTION TO HEALTH CARE

90

An introduction to the health care environment, this course focuses on the health care team and delivery systems. Students will learn about legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease.

#### MEA0521 – Phlebotomist, MA

75

Students will learn to:

- Demonstrate accepted professional, communication, and interpersonal skills.
- Discuss phlebotomy in relation to the health care setting.
- Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.
- Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures of transporting, accessioning and processing specimens.
- Practice quality assurance and safety.

The Program has been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

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

**ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

100% to 94% is an       A  
93% to 85% is a        B  
84% to 75% is a        C  
74% and below is a     D (FAIL)

**Credential: Diploma in Science/Health**

**Tuitions and fees:**

| <b>COURSE</b>                           | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b> | <b>TOTAL</b> |
|-----------------------------------------|--------------------|------------------------|----------------|--------------|
| <b>Phlebotomy<br/>165Hrs./6-7 weeks</b> | <b>\$100</b>       | <b>\$50</b>            | <b>\$500</b>   | <b>\$650</b> |

## **Accounting Technology Management**

**Credential: Diploma/College Credit Certificate (CCC)**

**600 Clock Hours**

**27 credit hours**

### **Accounting Technology Management Program Objective**

The objective of the Accounting Technology Management program is to provide a program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

### **Program Description**

This certificate program is part of the Accounting Technology AS degree program. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, and other accounting paraprofessionals in advanced professional accounting occupations; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

### **AC101 INTRODUCTION TO ACCOUNTING (1.00 Credits)**

This course provides instruction in standard bookkeeping procedures for small professional, service, and retail sole proprietorships. This course focuses on understanding the accounting equation, preparing basic financial statements, cash management, payroll, and inventory management.

Total Contact Hours: 15

Lecture Hours: 15

### **AC201 PRINCIPLES OF ACCOUNTING I (3.00 Credits)**

This course provides an introductory study of the fundamental principles of recording, summarizing and reporting the financial activities of proprietorships.

Total Contact Hours: 45

Lecture Hours: 45

**AC145C COMPUTERIZED ACCOUNTING APPLICATIONS (4.00 Credits)**

This course is designed to teach the students how to accomplish common accounting functions with basic accounting software such as Quick Books to set up, maintain, and establish defaults for chart of accounts, vendors, customers, inventory items, jobs, and employees.

Total Contact Hrs: 90.00

Lecture Hours: 45

Clinical Hours: 45.00

**AC2011 PRINCIPLES OF ACCOUNTING II (3.00 Credits)**

This is the second course of the financial accounting series, it concludes the study of financial accounting. Topics covered include current and non-current assets, current and non-current liabilities, payroll, corporations, partnerships, and cash flow statements.

Total Contact Hours: 45.00

Lecture Hours: 45.00

**AC210 INTERMEDIATE ACCOUNTING I (3.00 Credits)**

This course provides a study of the financial statements and underlying records. Special attention is given to the elements composing working capital, investments, and company assets.

Total Contact Hours: 45.00

Lecture Hours: 45.00

**AC211 INTERMEDIATE ACCOUNTING II (2.00 Credits)**

This course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting.

Total Contact Hours: 45

Lecture Hours: 15

Lab Hours: 30

**TAX201 INCOME TAX I (4.00 Credits)**

This course covers principles of federal income taxation applicable to individuals and small businesses. The course is designed for students to acquire the basic knowledge necessary in the preparation of individual and small business tax returns. Sample tax returns will be prepared.

Total Contact Hours: 90.00

Lecture Hours: 45.00

Clinic Hours: 45.00

### **AC230P PRACTICAL APPLICATION (7.00 Credits)**

A course designed to provide training in a student's field of study through work experience. Students are graded based on learning objectives and employer evaluations. The course may be repeated three times. Prerequisite: Co-Op Department approval. Students will be assigned specific course prefixes related to their academic major prior to registration. All students must contact the Cooperative Education Office to obtain the registration approval.

Total Contact Hours: 225.00

Lecture Hours: 45.00

Clinic Hours: 180.00

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

### **ACADEMIC GRADING SYSTEM:**

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

### **Credential: Diploma in Accounting Technology Management**

#### **Tuitions and fees:**

| <b>COURSE</b>                                               | <b>Application</b> | <b>Books &amp;Kit</b> | <b>TUITION</b> | <b>TOTAL</b>   |
|-------------------------------------------------------------|--------------------|-----------------------|----------------|----------------|
| <b>Accounting Technology Management<br/>(600 Hrs./6 m.)</b> | <b>\$100</b>       | <b>\$1500</b>         | <b>\$8300</b>  | <b>\$9,900</b> |

## Electrologist Esthetician

**Credential: Diploma**

**600 Clock Hours**

**Program Description:** The Electrologist Esthetician program is designed for the student who wishes to become dually licensed as an Esthetician and Electrologist. The objective of this program is to prepare the student to become a skin care and makeup artist and teach comprehensive training in permanent hair removal. Upon successful completion the student becomes eligible for registration as a facial specialist with the Board of Cosmetology (DBPR) and will qualify to apply for state license examination and the national certification testing as an Electrologist with the Florida Department of Health (DOH). A diploma will be awarded upon graduation from the program.

**Objective:** The Electrologist Esthetician program is designed to qualify graduates for entry-level positions as facial specialist, estheticians, make-up artists, skin care consultants or related career fields; like salon assistants and entry-level preparation to work in the field of Electrolysis. Students gain hands-on experience through clinical applications of electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities. Students will also be taught to adhere to the highest standards of sanitation and cleanliness in maintaining equipment and the environment of the electrolysis office. The skin care portion of the program concentrates on the care of the skin and the different techniques used in areas of skin care and make-up. The program includes 312 clock hours of classroom training (Academic Instruction), and 288 hours of service requirements (Practical Applications) under the supervision of a Facial Specialist and Electrologist licensed in Florida.

### COURSE

### CLOCK HOURS

|                                                                                                                                                                                      |                                                           |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------|
| <b>E-101</b>                                                                                                                                                                         | <b>Introduction to the field of Electrolysis</b>          | <b>15</b> |
| Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend, Laser and Light-Based modalities; history of permanent hair removal, and general treatment procedures. |                                                           |           |
| <b>E-102</b>                                                                                                                                                                         | <b>Electricity-Principles of Electricity and Epilator</b> | <b>5</b>  |
| Principles of electrolysis and epilator equipment functions and adjustments.                                                                                                         |                                                           |           |
| <b>E-103</b>                                                                                                                                                                         | <b>Laser and Light-Based Hair Removal Physics</b>         | <b>5</b>  |
| Study of traditional and coherent light, different types of laser and light-based hair removal devices and their history                                                             |                                                           |           |
| <b>E-104</b>                                                                                                                                                                         | <b>Laser Safety and Precautions</b>                       | <b>5</b>  |
| Federal regulatory agencies and their roles in safety, treatment room considerations, eye safety for the operator and the patient, fire safety                                       |                                                           |           |
| <b>E-105</b>                                                                                                                                                                         | <b>Integumentary System</b>                               | <b>6</b>  |
| History & trichology of skin, hair, and nails                                                                                                                                        |                                                           |           |
| <b>E-106</b>                                                                                                                                                                         | <b>Circulatory and Nervous System</b>                     | <b>6</b>  |
| Study of the nerves & vascular system, primary functions of the vascular and circulatory                                                                                             |                                                           |           |

system, and the study of the two sub-systems that participate in circulation

**E-107      Endocrinology      6**

The study of the endocrine system and related diseases. The hormone producing glands, their influences over many other glands, and how disorders and medications affect hair growth.

**E-108      Biology of Hair Growth      10**

The intricate structure and development of the hair follicle, factors involved in hair growth, and technical analysis.

**E-109      Skin Assessment      20**

Study of the types, effects of specific currents, and effects of temporary removal. Be able to recognize the appearance of the skin and distinguish the different types to correctly use the machine settings

**E-110      Blood Borne Pathogens-HIV/AIDS      5**

Study of blood borne pathogens with emphasis on Hepatitis, HIV/AIDS, and the legal and moral obligations to take necessary precautions for preventing the spread of diseases.

**E-111      Bacteriology & Sterilization      7**

Microbiology of the skin, Sanitation and Safety Procedures including demonstrations in accord with 59R-56.001

**E-113      Clinic/Office Management      5**

Client relations, communications, professional ethics, and management issues. Different aspects of managing a clinic or office.

**E-114      Laws & Rules      5**

Study of the rules under chapter 478, 455 FS.

Study of electrolysis standards, training, registration, and licensure.

**E-115      Consultations      20**

Oral and Written Client/ Practitioner, Telephone, and office.

**Total ELECTROLOGIST Theory Clock Hours 120**

**Work Based/Clinical Application:**

**CL-101      Co-ordination Skills with Probe and Forceps      5**

**CL-102      Insertions      15**

**CL-103      Sanitation/Sterilization      10**

**CL-104      Hands-On Equipment Instruction – Thermolysis      10**

**CL-105      Hands-On Equipment Instruction – Blend & Galvanic      10**

**CL-105      Hands-On Equipment Instruction – Laser & Light Based      15**

**CL-106      Client Pre/Post Treatment      10**

**CL-107      Client Assessment      15**

**CL-108      General Treatment Procedures for all Modalities      80**

|                                                 |                           |            |
|-------------------------------------------------|---------------------------|------------|
| CL-109                                          | Consultation              | 15         |
| CL-110                                          | Visuals/Library           | 5          |
| CL-110                                          | Exam Review & Preparation | 10         |
| <b>TOTAL ELECTROLOGIST Clinical Clock Hours</b> |                           | <b>200</b> |
| <b>TOTAL ELECTROLOGIST COURSE HOURS</b>         |                           | <b>320</b> |

?

**EST-101 Salon Conduct & Ethics** **2**

The responsibilities of practitioners within professional guidelines in the workplace

? **EST-102 Sanitation & Sterilization** **10**

? Learning proper decontamination, significantly reducing disease producing organisms

|                                             |                                                                                                                                |            |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>EST-103</b>                              | <b>Florida Laws &amp; Rules</b>                                                                                                | <b>5</b>   |
|                                             | ? Study of Florida Statutes Chapter 477                                                                                        |            |
| <b>EST-104</b>                              | <b>Facial Techniques &amp; Contraindications</b>                                                                               | <b>65</b>  |
|                                             | ? Professional facial techniques and recognition of adverse responses                                                          |            |
| <b>EST-105</b>                              | <b>Skin Theory, Diseases &amp; Disorders of the Skin</b>                                                                       | <b>70</b>  |
|                                             | ? Understanding the role of the autoimmune system in relation to diseases and disorders. Microdermabrasion and chemical peels. |            |
| <b>EST-106</b>                              | <b>Product Chemistry</b>                                                                                                       | <b>8</b>   |
|                                             | ? Understanding composition, structures and properties of products used.                                                       |            |
| <b>EST-107</b>                              | <b>Superfluous Hair Removal</b>                                                                                                | <b>5</b>   |
|                                             | ? Temporary methods of hair removal.                                                                                           |            |
| <b>EST-108</b>                              | <b>Professional Make-up Techniques</b>                                                                                         | <b>10</b>  |
|                                             | Customized enhancement of facial features                                                                                      |            |
| <b>EST-109</b>                              | <b>Basics of Electricity</b>                                                                                                   | <b>8</b>   |
|                                             | ? Safe use of equipment commonly used.                                                                                         |            |
| <b>EST-110</b>                              | <b>HIV/AIDS Awareness Course</b>                                                                                               | <b>4</b>   |
|                                             | ? Safety and precautions                                                                                                       |            |
| <b>EST-111</b>                              | <b>Business Practice and Marketing</b>                                                                                         | <b>5</b>   |
|                                             | ? Types of ownership, business record-keeping, selecting your job environment, resume preparation, interviewing techniques.    |            |
| <b>Total ESTHETICIAN Theory Clock Hours</b> |                                                                                                                                | <b>192</b> |

## WORK BASED/CLINICAL

|                                        |                                                    |    |
|----------------------------------------|----------------------------------------------------|----|
| EST-201                                | Facials                                            | 40 |
| EST-202                                | Manual Extractions                                 | 8  |
| EST-203                                | Hair Removal                                       | 10 |
| EST-204                                | Set up, Use & Maintenance of<br>Electrical Devices | 1  |
| EST-205                                | Lash & Brow Tint                                   | 5  |
| EST-206                                | Make-up Application                                | 12 |
| EST-207                                | Eyelash Application                                | 12 |
| Total ESTHETICIAN Clinical Clock Hours |                                                    | 88 |

**TOTAL ELECTROLOGIST ESTHETICIAN COURSE HOURS** **600**

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

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

### ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

### Credentials: Diploma ELECTROLOGIST ESTHETICIAN

#### Tuitions and fees:

| COURSE                                                                     | Application | Books & Kit | TUITION | TOTAL   |
|----------------------------------------------------------------------------|-------------|-------------|---------|---------|
| Electrologist Esthetician<br>(Electrologist + Skin Care)<br>(600 hrs./6 m) | \$100       | \$850       | \$6,445 | \$7,395 |

**Exam fees are set by the testing agency and are subject to change.**

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

## Advanced Esthetics

**Credential:**

**Diploma**

**600 Hours**

**Program Description:** This Program is structured in accordance with the requirements for intended outcomes as proscribed by the Florida DOE Curriculum Framework. The program content includes, but is not limited to communication, leadership, human relations, and employability skills; safe and efficient work practices; Florida cosmetology law and rules; spa therapies; chemical peels; exfoliators; microdermabrasion equipment; advanced esthetics; advanced European treatments; and esthetics chemistry. Students will also become familiar with appropriate medical terminology. **Total Clock Hours: 600.** The program can be completed in 24 weeks on full time 24 hours per week schedule.

**Program Objective:** The program is designed for registered Facials/Skin Care Specialist who would like to add training to update their skills and become current with the new trends in the field of esthetics. It will help meet rising consumer demand for personalized care and therapeutic treatment by highly skilled skin care professionals.

A student completing the Advanced Esthetics program is prepared for employment as a licensed Facials/Skin Care Specialist within the spa industry, medical offices including dermatologic and plastic surgeons, and the new Medi-spa industry.

The **Prerequisite:** Students must have a Facials Specialty Registration.

**Clock  
Hours**

CSP0105      Advanced Skin Care I

**150**

Designed for registered Facials/Skin Care Specialists who wish to gain additional knowledge in the field of esthetics. Emphasizes advanced esthetics terminology, procedures, and equipment including contraindications and indications including an overview of the Medi-spa industry, which is a multibillion- dollar industry that works with specialized doctors who perform surgical procedures and techniques to improve clients' skin with specific cosmetic procedures. Strong emphasis on universal precautions and safety practices in the techniques of advanced esthetics.

CSP0106      Advanced Skin Care II

**150**

Re-enforces and expands the foundation of esthetics by giving the Facial/Skin Care Specialist a more comprehensive understanding of the functions of the skin, the skin layers, and the anatomy of the to improve the treatment of clients who need advanced treatment protocols and services. Emphasizes advanced working knowledge of various skin treatments such as mask and skin therapy as well as advanced chemical peels such as glycolic and salicylic as well as herbal designed peels. The students will investigate product chemistry and product ingredients and their

|         |                   |     |
|---------|-------------------|-----|
| CSP0264 | Facial Treatments | 150 |
|---------|-------------------|-----|

|         |                  |    |
|---------|------------------|----|
| CSP0930 | Specialty Topics | 60 |
|---------|------------------|----|

|         |                            |    |
|---------|----------------------------|----|
| CSP0505 | Ethical Business Practices | 30 |
|---------|----------------------------|----|

Demonstrate understanding of environmental and safety regulations involved with this industry.

Demonstrate knowledge and principles of staff management and ethical behaviors.

|         |           |    |
|---------|-----------|----|
| CSP0940 | Practicum | 60 |
|---------|-----------|----|

This experience provides an opportunity for students to utilize both administrative and clinical skills learned in the classroom and lab/clinical environment at our ISC Solea Medi SPA.

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

Students are given both practical and theoretical tests and quizzes throughout each class.

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Scale used: 100% to 94% is  
an A

93% to 85% is a B

84% to 75% is a C

74% and below is a D (FAIL)

**Credentials: Diploma in Advanced Esthetics**

**Tuitions and fees:**

| <b>COURSE</b>                               | <b>Application</b> | <b>Books &amp; Kit</b> | <b>TUITION</b> | <b>TOTAL</b>   |
|---------------------------------------------|--------------------|------------------------|----------------|----------------|
| <b>Advanced Esthetics<br/>(600 hr. 6 m)</b> | <b>\$100</b>       | <b>\$550</b>           | <b>\$5300</b>  | <b>\$5,950</b> |

*Exam fees are set by the testing agency and are subject to change.*

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded.

## Medical Spa Specialist

**Credential: Diploma**  
**920 Hours**

### Program Description

This program covers skin analysis and facial techniques, followed by treatment facials and machine applications, makeup, waxing, product knowledge as well as theory and practice of manicures and pedicures, acrylic nail, spa technic and booth manicures, paraffin treatments including nail disorders and diseases, corrections, advanced and rebalancing nails use of electric drill under tip and for shaping/smoothing acrylic nails.

### 920 Hour Program

This program is the exact combination of **600 hours Full Specialist and 320 Hours Electrologist Programs**

Students may start with the Full Specialist or Electrologist portion of the program.

### Course Description

#### FULL SPECIALIST MODULE

| Course# | Course Name               | Course Outline/Description *                                                                                                                              | Clock Hours |
|---------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| FL-01   | FLA Law                   | Florida Cosmetology laws and rules                                                                                                                        | 5           |
| HIV-01  | HIV/AIDS                  | Awareness, Precautions, applications to the workplace                                                                                                     | 4           |
| NA-01   | Sanitation                | Bacteriology and Sanitation Theory and Procedures                                                                                                         | 6           |
| NA-02   | Ethics                    | Applications of Principles to the Salon                                                                                                                   | 2           |
| NA-03   | Manicures                 | Theory and practice, including Acrylic Nail, Spa and Booth Manicures (min 30 serv.)                                                                       | 40          |
| NA-04   | Pedicures                 | Theory and practice, including Spa Techniques (Min.30 serv.)                                                                                              | 40          |
| NA-05   | Tips with Overlay         | Application of Nail Tips with Acrylic (min 15 serv.)                                                                                                      | 32          |
| NA-06   | Sculpting using a form    | Application of Acrylic products using. Featuring Pink and White Technique (Min. 15 serv)<br>Theory/Practice using assorted products (Min 2 serv.)         | 56          |
| NA-07   | Nail Wraps and/or Mending | Introduction to use of Electric Drill under tip and for Shaping/Smoothing Acrylics (Min. 4 serv.)<br>Use of various materials to wrap and mend (10 serv.) | 10          |
| NA-08   | Nail Fills                | Filling regrowth w/ appropriate technique (min.10)                                                                                                        | 25          |

|       |                         |                                                                                                                                                                                                                                                                                                                                    |             |
|-------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| NA-09 | Artificial Nail Removal | Safely removing Artificial Nails (Min 5 Services)                                                                                                                                                                                                                                                                                  | serv.)<br>5 |
| NA-10 | Polishing and Nail Art  | Theory/ Practice using various materials (Min 10 serv.)                                                                                                                                                                                                                                                                            | 10          |
| NA-11 | French Manicures        | Theory/Practice using assorted techniques (Min 5 serv.)                                                                                                                                                                                                                                                                            | 6           |
| NA-12 | Paraffin                | Theory/Practice of Paraffin Treatments (Min.1 serv.)                                                                                                                                                                                                                                                                               | 2           |
| NA-13 | Gels & Fiberglass       | Theory and Practice of Light Cured Gels and Fiberglass Techniques (Min.10 serv.)                                                                                                                                                                                                                                                   | 15          |
| NA-14 | Nail Theory & Practice  | Theory and Practice of related subjects including Nail Disorders and Diseases, Corrections, Advanced Nails, Rebalancing Nails, Business Card Design, Job Applications, OSHA, Chemistry, Business & Advertising, Acupressure Techniques, Speed Techniques                                                                           | 42          |
| FA-01 | Facials/Skin Care       | Facial Manipulations, Analysis, Masques, Product Knowledge, Skin Care Machines (Steamers, Brushes, High Frequency, Galvanic, Vacuum, Microdermabrasion, Photo Rejuvenation) Product Analysis, Prescriptive Treatments (i.e. Oxygenating, Glycolic, Acne, Hydrating, etc.) Sanitation, Spa Services, Florida Law. (90 services min) | 220         |
| FA-02 | Essential Oils          | Use in Aromatherapy and Skin Care (2 serv min)                                                                                                                                                                                                                                                                                     | 5           |
| FA-03 | Hair Removal            | Tweezing / Waxing (20 serv min)                                                                                                                                                                                                                                                                                                    | 35          |
| FA-04 | Makeup                  | Facial Analysis, Skin tones. Specialty, Ethnic, Fantasy, Photographic, and Camouflage Makeup, Safety and Sanitation. (15 services min)                                                                                                                                                                                             | 30          |
| FA-05 | Color Analysis          | Skin tones; Warm, Cool and Neutral. Consultation, Draping, Lighting, and Identifying. (5 services min)                                                                                                                                                                                                                             | 10          |

**Clock Hours is a combination of theory and lab hours Total Theory Hours 229**

**Total Lab Hours 371/279 services minimum**

**\*Service Requirements are included in each Course Description**

## **Electrologist Module**

**Program Description:** The program includes 120 clock hours of classroom training (Theory), and 200 clock hours of instruction in a clinical setting (Work Based/Clinical Application). The Classroom and Clinical Training is under the supervision of the Medical Doctor and an Electrologist licensed in Florida. Prestige Health and Beauty Sciences Academy offers an Electrologist Program that prepares the student to meet the educational requirements of the Florida Department of Health, Electrolysis Council, and the curriculum outlines of the Electrolysis Council Rule, Chapter 64B8-53, and Florida Administrative Code. Upon successful completion of the program, a diploma will be awarded, and the student is prepared to sit for the Florida Electrolysis Council Exam to become licensed as a Florida licensed Electrologist.

**Objective:** This program is designed to train students in permanent hair removal by Electrolysis. The course is designed to give the students thorough entry-level preparation to work in the field of Electrolysis. Students gain hands-on experience through clinical applications of electrolysis techniques through Galvanic, Thermolysis, Blend, and laser and light-based modalities. The Electrologist program is designed to qualify graduates for entry-level preparation to work in the field of Electrolysis/Laser and Light-Based Hair Removal.

### **COURSE**

### **CLOCK HOURS**

|                                                                                                                                                                                      |                                                           |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------|
| <b>E-101</b>                                                                                                                                                                         | <b>Introduction to the field of Electrolysis</b>          | <b>15</b> |
| Introduction to electrolysis techniques through Galvanic, Thermolysis, Blend, Laser and Light-Based modalities; history of permanent hair removal, and general treatment procedures. |                                                           |           |
| <b>E-102</b>                                                                                                                                                                         | <b>Electricity-Principles of Electricity and Epilator</b> | <b>5</b>  |
| Principles of electrolysis and epilator equipment functions and adjustments.                                                                                                         |                                                           |           |
| <b>E-103</b>                                                                                                                                                                         | <b>Laser and Light-Based Hair Removal Physics</b>         | <b>5</b>  |
| Study of traditional and coherent light, different types of laser and light-based hair removal devices and their history                                                             |                                                           |           |
| <b>E-104</b>                                                                                                                                                                         | <b>Laser Safety and Precautions</b>                       | <b>5</b>  |
| Federal regulatory agencies and their roles in safety, treatment room considerations, eye safety for the operator and the patient, fire safety                                       |                                                           |           |
| <b>E-105</b>                                                                                                                                                                         | <b>Integumentary System</b>                               | <b>6</b>  |
| History & trichology of skin, hair, and nails                                                                                                                                        |                                                           |           |
| <b>E-106</b>                                                                                                                                                                         | <b>Circulatory and Nervous System</b>                     | <b>6</b>  |
| Study of the nerves & vascular system, primary functions of the vascular and circulatory system, and the study of the two sub-systems that participate in circulation                |                                                           |           |
| <b>E-107</b>                                                                                                                                                                         | <b>Endocrinology</b>                                      | <b>6</b>  |
| The study of the endocrine system and related diseases. The hormone producing glands, their influences over many other glands, and how disorders and medications affect hair growth. |                                                           |           |

|                                                                                                                                                                                                               |                                         |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------|
| <b>E-108</b>                                                                                                                                                                                                  | <b>Biology of Hair Growth</b>           | <b>10</b>               |
| The intricate structure and development of the hair follicle, factors involved in hair growth, and technical analysis.                                                                                        |                                         |                         |
| <b>E-109</b>                                                                                                                                                                                                  | <b>Skin Assessment</b>                  | <b>20</b>               |
| Study of the types, effects of specific currents, and effects of temporary removal. Be able to recognize the appearance of the skin and distinguish the different types to correctly use the machine settings |                                         |                         |
| <b>E-110</b>                                                                                                                                                                                                  | <b>Blood Borne Pathogens-HIV/AIDS</b>   | <b>5</b>                |
| Study of blood borne pathogens with emphasis on Hepatitis, HIV/AIDS, and the legal and moral obligations to take necessary precautions for preventing the spread of diseases.                                 |                                         |                         |
| <b>E-111</b>                                                                                                                                                                                                  | <b>Bacteriology &amp; Sterilization</b> | <b>7</b>                |
| Microbiology of the skin, Sanitation and Safety Procedures including demonstrations in accord with 59R-56.001                                                                                                 |                                         |                         |
| <b>E-113</b>                                                                                                                                                                                                  | <b>Clinic/Office Management</b>         | <b>5</b>                |
| Client relations, communications, professional ethics, and management issues. Different aspects of managing a clinic or office.                                                                               |                                         |                         |
| <b>E-114</b>                                                                                                                                                                                                  | <b>Laws &amp; Rules</b>                 | <b>5</b>                |
| Study of the rules under chapter 478, 455 FS.                                                                                                                                                                 |                                         |                         |
| Study of electrolysis standards, training, registration, and licensure.                                                                                                                                       |                                         |                         |
| <b>E-115</b>                                                                                                                                                                                                  | <b>Consultations</b>                    | <b>20</b>               |
| Oral and Written Client/ Practitioner, Telephone, and office.                                                                                                                                                 |                                         |                         |
|                                                                                                                                                                                                               |                                         | <b>Total Theory 120</b> |

#### **Work Based/Clinical Application:**

|                       |                                                                 |            |
|-----------------------|-----------------------------------------------------------------|------------|
| <b>CL-101</b>         | <b>Co-ordination Skills with Probe and Forceps</b>              | <b>5</b>   |
| <b>CL-102</b>         | <b>Insertions</b>                                               | <b>15</b>  |
| <b>CL-103</b>         | <b>Sanitation/Sterilization</b>                                 | <b>10</b>  |
| <b>CL-104</b>         | <b>Hands-On Equipment Instruction – Thermolysis</b>             | <b>10</b>  |
| <b>CL-105</b>         | <b>Hands-On Equipment Instruction – Blend &amp; Galvanic</b>    | <b>10</b>  |
| <b>CL-105</b>         | <b>Hands-On Equipment Instruction – Laser &amp; Light Based</b> | <b>15</b>  |
| <b>CL-106</b>         | <b>Client Pre/Post Treatment</b>                                | <b>10</b>  |
| <b>CL-107</b>         | <b>Client Assessment</b>                                        | <b>15</b>  |
| <b>CL-108</b>         | <b>General Treatment Procedures for all Modalities</b>          | <b>80</b>  |
| <b>CL-109</b>         | <b>Consultation</b>                                             | <b>15</b>  |
| <b>CL-110</b>         | <b>Visuals/Library</b>                                          | <b>5</b>   |
| <b>CL-110</b>         | <b>Exam Review &amp; Preparation</b>                            | <b>10</b>  |
| <b>Total Clinical</b> |                                                                 | <b>200</b> |

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

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#### ACADEMIC GRADING SYSTEM:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers can review each student's progress. The following is the grading scale used:

**Theory and clinical work are both graded on the following scale:**

|                    |          |
|--------------------|----------|
| 100% to 94% is an  | A        |
| 93% to 85% is a    | B        |
| 84% to 75% is a    | C        |
| 74% and below is a | D (FAIL) |

#### Credentials: Diploma Medical Spa Specialist

##### Tuitions and fees:

| COURSE                                  | Application | Books & Kit | TUITION | TOTAL    |
|-----------------------------------------|-------------|-------------|---------|----------|
| Medical Spa Specialist<br>(920 hr. 9 m) | \$100       | \$1600      | \$8,950 | \$10,650 |

***Exam fees are set by the testing agency and are subject to change.***

- Students must pay the registration fee at the time of enrollment.
- Books and supplies after the drop/add period are not refunded