



**CATALOG  
VOLUME VII  
09/2016**

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*La Esperanza Educational Services, Inc. is licensed by the Commission for Independent Education,  
License Number 3814 Florida Department of Education, 325 West Gaines Street, Suite 1414 Tallahassee,  
FL 32399-0400 Toll Free Telephone number: (888) 224-6684 – Fax number (850) 245-3234*

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**Brief History**

La Esperanza Educational Services offers a variety of health programs in a vocational school setting for students who wish to prepare for employment in the medical field. La Esperanza Educational Services opened in January, 2007 at the 330 East 9<sup>th</sup> Street, Hialeah, FL 33010. It was incorporated by the State of Florida, Division of Corporations. At that time, the office had only one employee, the President of the corporation, Ms. Mayda Perez-Pupo.

Before this official opening, the Corporation's President Ms. Perez-Pupo had been an individual provider of continuing education for many years. She offered training and courses on site to various schools, medical and dental offices, assisted living facilities, group homes and other institutions.

Year by year, the demand for the training increased, and eventually Ms. Perez-Pupo realized that she must offer more services and opportunities in a proper place. She found a suitable building in the city of Hialeah, in Miami-Dade County and La Esperanza Educational Services was born.

With the continuous growth and demand from the students and the addition of new programs the school installations were not sufficient and the President decided to move to a new building where the school could reach better accommodation for students, instructors and employees, with up to date classrooms and labs. The new school started operations on September, 2015 at the 444 East 25<sup>th</sup> Street, Hialeah, FL 33013.

**Mission**

The purpose of La Esperanza Educational Services is to provide our diverse community with cutting edge, a quality of instruction in high demand programs and offer continuing education to the health care providers. We have committed ourselves to offer programs and courses in compliance with the requirements of the State of Florida and the needs and demands of the work force.

**Continuing Education Services**

La Esperanza Educational Services offers courses and trainings for Nurse Practitioners, Registered Nurses, Licensed Practical Nurses, Certified Nursing Assistants, Home Health Aides, Basic X-ray Machine Operators, Radiology Technicians, Massage Therapist, and other health care professionals. La Esperanza regularly reports the credits earned by the health care professionals to the office of Continuing Educations Broker in order to facilitate their license renewals. These continuing education credits are not licensed by the Commission of Independent Education.

**Statement of Accreditation**

La Esperanza Educational Services, Inc. is not accredited.

**Legal Ownership**

La Esperanza Educational Services, Inc. is a corporation formed under the laws of the State of Florida. The current owner and sole officer of the corporation is the President, Ms. Mayda Perez-Pupo.

**Governing Body**

The complete legal name and corporate address of the governing body is:

**LA ESPERANZA EDUCATIONAL SERVICES, INC.**

444 East 25<sup>th</sup> Street, Hialeah, FL 33010

Telephone: 786. 347.7711 Fax: 786. 348.2106

Email address: [general@laesperanzaedu.com](mailto:general@laesperanzaedu.com)

**Staff**

Mayda Perez-Pupo, President and Campus Director

Raysa Rodriguez, Office Manager

Judimith Hernandez, Admission Director

Rene Martinez, Placement Director

Desiree Roland, MA Library Services, Librarian

**Faculty**

Mayda Perez-Pupo – MD University of Havana, Cuba

BS – Biology, University of Miami, Florida

Instructor – PCT, Home Health Aide, Phlebotomy and EKG Programs

Tatiana Valdes – AS in Nursing, Technical Institute of Health, Havana, Cuba

RN – FL License # RN9253677

Instructor – PCT, Home Health Aide, Phlebotomy and EKG Programs

Luis A. Lima – Business Administration, B.A. University of Havana, Cuba

Instructor – Business Management, AS Program

Idalidy Caraballo – BS in Accounting, MS in Taxation, FIU, Florida

Instructor – Business Management, AS Program

Martha Duran Ruiz – English Language B.A. FIU, Florida

Instructor – General Education / Liberal Arts Business Management, AS Program

Rene Martinez – Patient Care Tech, La Esperanza Educational Services, Hialeah, FL

Nurse Tech, Simon Bolivar Tech Institute, Pinar del Rio, Cuba

Instructor – HHA and Phlebotomy Programs

Cecilio Garcia Macuran, MA in History, University of Havana, Cuba, BS in Education,  
Institute S.P. Enrique J. Varona, Havana, Cuba

Instructor – General Education / Liberal Arts Business Management, AS Program

David Alonso, BS IT Security ITT Tec, Doral FL, Engineering AS, FL Career College, FL

Instructor – Business Management, AS Program

(Amendments on Staff and Faculty will be added as hired, as Addendum to this catalog)

**Holidays**

Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day & Day after  
Christmas Day through New Year's Day

**Class Schedule – Academic calendar for non-degree programs**

Students may enter classes at La Esperanza Educational Services at any time during the year. Completion of a program is determined by the date of entrance and the number of classes attended. Any student who wishes to complete a course or a program in less time than stated in the schedule may attend additional classes with prior notice to the instructor of those classes. The maximum time allowed to complete a program is the number of weeks of the program multiplied by 1.5. Therefore, for a program which is eight (8) weeks long, the maximum time allowed is  $8 \times 1.5 = 12$  weeks.

The programs and courses are not offered at regular intervals. Schedule of classes are based on space availability and language of instruction. They may be offered in the morning or in the evening. Students receive detailed information about dates, times and availability when they enroll.

**Hours of Operation**

School Hours: Monday to Friday 9:00 AM – 10:00 PM  
Saturday 9:00 AM – 1:00 PM  
Office Hours: Monday to Friday 9:00 AM – 5:00 PM

Students may take up to eight hours of instructions per day, and not more than forty hours in any week, in any combination of lecture and/or laboratory hours.

**Entrance Requirements**

Admission is open to all individuals who qualify. This institution does not discriminate against or exclude anyone from enrollment because of age, race, gender, disability or country of origin. The class start times vary according to the language of instruction.

**Entrance Requirements continuation**

Applicants must be 17 years of age or older. If the applicant is 17 years old at the time of enrollment, a parent or legal guardian must enroll the applicant.

1. Applicants must present evidence of a high school diploma or GED
2. Students who do not have a high school diploma or GED and are seventeen (17) years of age or older, must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
3. For students who are 17 years old, a parent or legal guardian must sign the Enrollment Agreement.
4. Applicants receive a school catalog prior to signing an Enrollment Agreement.
5. All applicants admitted must complete the Enrollment Agreement.

La Esperanza Educational Services will keep records of prospective students who are denied admission for one year. Any prospective student who has been denied admission who would like to review his/her file must submit a written request. Access to review the file will be granted within two business days after the request.

**Enrollment Procedures**

An applicant must attend an interview with admission personnel. During this interview, the applicant (and any other interested parties accompanying the applicant) will learn more about La Esperanza Educational Services, and the programs offered. At the same time, the applicant will be evaluated in terms of his/her commitment to stated educational goals. Upon notice of admission to any program, the applicant (and/or the parent or legal guardian if the applicant is at least seventeen but less than eighteen) will complete the Enrollment Agreement form.

**Dismissal**

A student may be dismissed at the discretion of the Campus Director, for non-compliance with the rules and policies of the institution, nonpayment of the program fees, and/or insufficient academic progress.

**Transfer of Credits**

As the present time, La Esperanza Educational Services offers degree and vocational programs. To transfer any course from other licensed institutions, the student must present an original transcript and course description. Upon review, La Esperanza may accept up to twenty-five percent (25 %) of the clock hours from other institution in the case of diploma programs and up to 18 credits no older than 10 years with a **satisfactory passing score** (C grade at least). No exam will be required. The final determination of the acceptability of transfer of courses *is solely decision* of the Campus Director.

If, after beginning a program at La Esperanza Educational Services, a student wishes to transfer to another program, that student will receive credit for the approved courses and tuition will be adjusted in accordance with our refund policy.

Students who transfer to other institutions from La Esperanza Educational Services will receive an official transcript with the clock hours, courses and grades earned, and a letter reflecting compliance with their financial obligations. Acceptance of the transfer of hours and grades to other institutions is up to the receiving institution.

Transferability of credit from La Esperanza Educational Services is at the discretion of the accepting institution. It is the responsibility of the student to confirm whether or not credits will be accepted by another institution to which of the student wishes to transfer.

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

Letter	Numeric grade	Status	GPA value
A	90 – 100	Excellent	4.0
B	80 – 89	Good	3.0
C	70 – 79	Satisfactory	2.0
D	60 – 69	Unsatisfactory	1.0
F	0 – 59	Fail	0.0

Laboratory is graded as Pass (P) or Fail (F). P will be considered as GPA value 4.0 and F as 0.0.

Other grading not considered in GPA: I for Incomplete and W for Withdrawn.

In order to graduate, students must have at least Satisfactory in all the courses and a minimum GPA of 2.0.

**Incomplete “I” Grade:** If, for valid reasons, the student is unable to complete a course by the end of the program, the Instructor will grant a temporary grade of “I” giving the student one month to complete the course work. After one month, if the work has not been completed, a final failing grade will be assigned.

### **Standards of satisfactory academic progress:**

In order to graduate, students must have *at least* satisfactory status, in all the courses of the program. The student who fails one or more courses has the right to retake the exam two times within the length of the program. If the student fails both exams, will be considered with insufficient academic progress and will be terminated of the program. Any student dropped due to insufficient academic progress only could be admitted in the same program after 6 months from the date of the drop and must obtain a satisfactory result in a re-admission test.

### **Clock Hours – Credit Hours**

One credit hour equals 15 clock hours of lecture, and 30 clock hours of Lab. Clock hours are a period of 60 minutes with not less than 50 minutes of any hour of instruction in the presence of an instructor. Ten minutes of break between classes will be mandatory except for Laboratory classes. In the case of Laboratory classes, the Laboratory Instructor will make the final decision about time allotments.

### **Program Changes**

La Esperanza Educational Services reserves the right to change, amend, delete or add classes, programs, policies, procedures, tuitions, and fees, at any time without prior notice of the changes. Students who are already enrolled in a program when fees, programs or courses change will either not be affected by such change, or La Esperanza will accommodate them to allow for this change.

### **Academic Programs: Very Important Advice**

In general, personnel in allied health careers are required to be able to perform physical tasks during patient care, like moving and lifting the patient, lifting objects and supplies, acting quickly in emergency situations, reading and following instructions and orders immediately, walking distances and up and down stairs, driving in normal and difficult conditions to visit patients, and other physically strenuous tasks. Prospective students should know that an allied health career demands highly physical activity every day. Therefore, it is essential that students take these conditions into consideration when choosing a career in the health field.

### **Attendance and Tardiness**

Students are expected to be on time for scheduled classes and activities. Students must notify Instructors in advance of any possible absence and the absence must be justified. Students are not allowed to be absent for more than 5% of classes and activities. If the student is absent for more than 5% of his/her classes and required activities, that student will receive an “Unsatisfactory” for his/her attendance.

Repeated tardiness or repeatedly leaving one or two hours early will be considered as “half absent” and will be counted in the calculations of the absences. If a student is tardy, he or she will not be permitted to enter a class after the class begins unless that student presents a permission slip from the Administration and arrives not more than 15 minutes after the class has begun.

### **Probation & Make up Work**

Any student who does not have satisfactory attendance will be placed in probation for ten (10) days. If a student has repeatedly not completed the required course work (either classes or homework) or has not turned in required make up assignments, and Instructors of that student say he or she is not making suitable progress, that student will be terminated.

Students who have not complied with the grading standards (a GPA average of less than 2.0) will follow the procedures as stated in the Standards of Satisfactory Academic Progress (page 7).

Students has the right to appeal any decision taken by the institution related to academic or disciplinary action. The appeal must be done to the Campus Director no more than 10 days of the action and the Campus Director must answer the appeal no more than 30 days after received the student appeal.

Any decision taken will be definitive and no other actions will be required.

### Leave of Absence

If a student requires a Leave of Absence from La Esperanza Educational Services, he or she must request it in writing. We will then grant a Leave of Absence (LOA) of up to sixty (60) days in any twelve month period. The LOA will begin the day after the student's last day of attendance. After a long absence without written notification (due to any unexpected situation), La Esperanza may grant a LOA to the student and document such decision in the student file.

At the end of the LOA, the student will be permitted to continue his or her courses without penalty. If the student has not returned before or at the end of the LOA, the LOA will be withdrawn and the student will be permanently removed from the roster.

### Re-entry

Students who desire to re-enter their program of study must notify to the Campus Director and follow the admission requirements. A student who has been terminated for any reason must be able to demonstrate to the Campus Director and the Administration that he or she is ready and able to be readmitted to La Esperanza Educational Services and will comply with the requirements of the program. Re-entry will only be permitted within sixty days from the date of withdrawal. The Campus Director will be responsible for readmission based on the compliance by the student in reference to program requirements.

### Graduation Requirements

To receive an Associate Degree in Business Management or a Diploma upon completion of any non-degree program, the student must have completed the program with an overall grade point average of at least 2.0, and have satisfied all financial obligations to La Esperanza Educational Services.

### Personal Attire

Whenever students are on campus, they are required to wear the official uniform of La Esperanza Educational Services. They are also required to wear appropriate shoes and sock or stockings.

### Grievances

Students, staff or faculty members with a grievance against another individual in La Esperanza which **cannot be solved by personal effort**, shall submit a petition *for an interview* with the Campus Director no more than *one week* after the incident occurrence. The interview should be schedule and done no more than *10 days* after received. If the matter still cannot be resolved, the student may contact the:

Commission of Independent Education  
Department of Education  
325 West Gaines Street, Suite 1414

### **Standards of Conduct**

By signing the enrollment agreement, the student assumes an obligation to uphold the standards of conduct of this educational institution. La Esperanza Educational Services has the right to maintain order and discipline on our property and within our premises. La Esperanza has the right to expel any student who disrupts the educational process or does not comport himself or herself in a manner which is compliant with the personal, moral and professional conduct expected of our students.

Following are examples of prohibited conduct on the premises of La Esperanza for which a student is subject to disciplinary action:

1. Damage to La Esperanza's owned or leased property, or to employees, faculty members, other students or visitors, or unauthorized entry into restricted or prohibited areas which are locked or closed to students;
2. Physical or sexual assault or conduct which threatens the health or safety of another person;
3. Use of alcohol or illicit drugs will be reported immediately to the local authorities and will be prosecuted as criminal action. If a student's behavior causes concern for drug abuse, drug testing may be requested;
4. Noncompliance with policies, procedures, rules and regulations;
5. Cheating;
6. Falsifying records or breach of the enrollment agreement;
7. Failure to comply with financial obligations;
8. Carrying fire arms or weapons of any kind;
9. Harassment of any kind

### **Languages of Instruction available**

All non-degree programs are available in both languages, English and Spanish, according the nationality and languages spoken by the participants in any of the non-degree programs offered. The students are encourage to study English Language as an important issue in their professional preparation and advised that completing a course or program in a language other than English may reduce the employability where English is required. For the degree program the language of instruction is English only.

### **Student Services**

Class Schedule: La Esperanza Educational Services has open enrollment for all programs. A class schedule will be given to the student at the time of registration.

Academic Advisement: Academic advisement is available from campus administrators and faculty members as needed during the duration of the program of study. *Students with personal problems* that need resolution will be directed to appropriate local community agencies.

Financial Advisement: Appointments should be made with the Office Manager to work out any financial problems, discuss financial options or payment plans for all active students.

Job Placement Services: Students will be assisted with job placement. La Esperanza does not guarantee employment. **Completing a course or program in a language other than English may reduce the possibility of employment where English is required.** Lists of addresses of potential employers will be furnished to students when they graduate. Any inquiries received from potential employers will be posted on the bulletin board. There is no charge for these services.

Registration: Open for all admitted students at any time. Students may register in person only.

Student Records: Will be permanently maintained on the campus site in a safe place. Records of academic progress are given to the students periodically. One transcript is provided to each student upon graduation. Additional transcripts will be available to students by written request and payment of a fee of ten dollars (\$10.00). A student may request that his or her record be sent to a potential employer. Such a request must be made in writing. La Esperanza complies with the confidentiality and Students' Accessibility provisions of the Family Rights Act of 1974, commonly known as the Buckley Amendment.

Information about a student is not available to anyone except with a written request/release from the student, a court order or as a requirement from an accrediting agency.

In the case of a minor student, the parents or legal guardians have the right to inspect the information contained in the record of that student.

Library Services: La Esperanza provides learning resources other than the textbooks used in the programs. Students can access this service by prior request to the staff in charge of the campus library to be used on the school premises. In the event that the student needs to keep a book or books longer than the permitted time, the student must request this extension in writing to insure that the book or books will be available for other students. Failure to return the book or books on the due date will be considered a failure to comply with the standards of conduct established by La Esperanza, and the student will be subject to disciplinary action.

La Esperanza is subscribed to LIRN and provide this excellent learning resource to all active students.

### **Emergency Contacts**

Students shall provide the name of a person to contact in case of emergency in the appropriate line of the application form.

Students are responsible for carrying emergency information on their person at all times, as well as their medical insurance card, if they have one.

La Esperanza Educational Services, Inc. is not legally responsible or financially responsible for medical care and does not provide any medical services from nurses or physicians. In case of emergency, the Emergency Service and the Fire Rescue Department will provide first aid and emergency health services.

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**Cancellation and Refund Policy**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in not refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days termination of the student's enrollment or receipt of a Cancellation Notice from the student.

**Tuition, Fees and Programs**

All program prices are printed herein. There is no carrying, interest or service charges for any of the programs offered. Contracts are not sold to any third party. However, the total cost of the program does not include any licensing or regulating fees from other agencies nor does it include books and materials. During orientation, students will be told about how and where to purchase books and other materials that they will need.

**Course Numbering System**

The course numbering system uses alpha numeric identifiers. The letters represent the type of course and the numbers represent the sequence or order of the courses which will be taught.

**School Facilities and Resources**

La Esperanza Educational Services is located at 444 East 25<sup>th</sup> Street, Hialeah, FL 33013. The premises include a two story building with elevator to access the second floor, a lobby, offices, classrooms, laboratories, and media resources. The phlebotomy lab and the nursing lab are fully equipped and with

the supplies required to provide appropriate training for the students. There are restrooms on the premises and a parking lot in the front and rear of the building. The physical facilities occupied an area of 5,339 sf.

### **Licensing / Approval Agencies**

La Esperanza Educational Services, Inc. is licensed by the Commission of Independent Education, Florida Department of Education, and 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399. Additional information regarding the institution may be obtained by contacting the Commission at the toll free number 888. 224.6684 or by calling them directly at 850. 245.3200.

### **Non Discrimination Policy**

La Esperanza Educational Services, Inc. has a non-discrimination policy regarding age, race, gender, religious belief, country and/or ethnic origin and nationality.

**Programs****HOME HEALTH AIDE****75 Clock Hours****Credential Issued:** Diploma
 Program Completion Time: 0.75 Months  
3 Weeks

PROGRAM LENGTH	TOTAL CONTACT HOURS	PROGRAM COST
Clock Hours <u>75</u>	Theory Hours <u>32</u>	Tuition <u>\$400.00</u>
Credit Hours <u>NA</u>	Lab Hours <u>43</u>	Registration Fee <u>\$ 50.00</u>
	Total Hours <u>75</u>	Books & Supplies <u>\$ 80.00*</u>
		Total Program Cost <u>\$530.00</u>

\* *The estimated cost of the books and supplies.*

**PROGRAM OBJECTIVE:**

Upon completion of the program graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved for Medicare and Medicaid coverage.

**PROGRAM DESCRIPTION**

The students of the Home Health Aide program will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in the patient care procedures, principles of nutrition, care of the elderly, apply principles of infection control and assist with rehabilitative activities. Upon completion of the program the student will receive a diploma. The student may be working as Home Health Aide as soon the Diploma is received.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Lab Hours
HIV 106	HIV/AIDS Seminar	4	
HHA 101	Home Health Care – Foundation of Patient Care	4	
HHA 102	Understanding your Clients	7	
HHA 103	Client Care, Special Clients and Special Needs	50	40
HHA 104	Home Management and Nutrition	6	
CPR 105	BLS for Healthcare Providers (CPR)	4	3
	Total Hours	75	43

**COURSE DESCRIPTION****HIV 106 HIV/AIDS Seminar (4 clock hours)**

This course will provide students with important information concerning HIV/AIDS, the history and development of the disease, procedures and protocols required for the caring of the AIDS patient, stages of the carrier, expectations and other important information.

(4 hour Lecture)

**HHA 101 Home Health Care - Foundation of Patient Care (4 clock hours)**

This course introduce the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines.

(4 hours lecture)

**HHA 102 Understanding your clients (7 clock hours)**

This course focuses in the aspects of culture and family: basic human needs, cultural differences, and families; the body systems, common disorders/observing and reporting; the human development, stages/common disorders, aging, death, and hospice care.

(7 hours lecture)

**HHA 103 Client Care, special clients and special needs (50 clock hours)**

This course emphasizes in developing the skills of students in the patient care techniques, maintaining mobility, skin care, comfort, personal care procedures, such as but not limited to bathing, grooming, toileting, taking vital signs, I & O, catheter care, and so on. In addition this course focuses on clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's disease and others.

(10 hours lecture, 40 hours lab)

**HHA 104 Home Management and Nutrition (6 clock hours)**

This course familiarizes the student with the client's environment: housekeeping, laundry, bed making, client's proper nutrition, special diets and managing time and money.

(6 hours lecture)

**CPR 105 Basic Life Support for Healthcare Providers (4 clock hours)**

This course prepares students in the technique of cardio-pulmonary resuscitation, the use of the Automated External Defibrillator (AED) and how to assist adults, children and infants who are choking. Students who have completed the course and passed the final test will receive the Basic Life Support card (BLS) from the American Heart Association which is valid for two years.

(1 hour lecture and 3 hours lab)

**PHLEBOTOMY TECHNICIAN**

**165 CLOCK HOURS**

**Credential Issued:** Diploma

Program Completion Time: 1.5 Months

6.5 Weeks

<b>PROGRAM LENGTH</b>		<b>TOTAL CONTACT HOURS</b>		<b>PROGRAM COST</b>	
Clock Hours	<u>165</u>	Theory Hours	<u>127</u>	Tuition	<u>\$500.00</u>
Credit Hours	<u>NA</u>	Lab Hours	<u>38</u>	Registration Fee	<u>\$ 50.00</u>
		Total Hours	<u>165</u>	Books & Supplies	<u>\$150.00*</u>
				Total Program Cost	<u>\$700.00</u>

\* *The estimated cost of the books and supplies.*

**PROGRAM OBJECTIVE:**

Upon completion of the program, graduates will qualify for employment as health care support workers in entry level positions as Phlebotomy Technicians in hospitals, diagnostic labs, clinics, outpatient centers and other medical facilities.

**PROGRAM DESCRIPTION**

The Phlebotomy Technicians students must complete the Health Science Core in conjunction with the Phlebotomy Technician Program. If the student already has complete the Health Science Core Module or has been graduated from other health program with a passing grade is not required to repeat the Health Science Core Module.

The Phlebotomy Technician Program is designed to prepare the student with the skills and knowledge to perform the duties of a Phlebotomist with a high quality of care, including the blood drawn techniques, using properly the blood collection equipment, reagents and supplies according the lab test to be performed, the procedures for storing and transporting the blood specimens, special blood collection procedures, safety and quality assurance. The students also learn as part of the program the relevant aspects of the circulatory system and main concepts of wellness and diseases, communication skills, law

and ethics, universal precautions, infection control, OSHA and CLIA guidelines for phlebotomy technicians and the application of new technologies to the healthcare setting related to the phlebotomy field.

Upon completion of the program the student will receive a Diploma certificate. The student may be working as Phlebotomy Technician as soon the Diploma is received.

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**PROGRAM OUTLINE**

<b>Course Code</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Lab Hours</b>
HIV 106	HIV/AIDS Seminar	4	
HSC 100	Health Science Core Module	90	
PHL 101	Introduction to Phlebotomy	4	
PHL 102	Blood Collection Equipment, Supplies and Chemical Reagents	8	
PHL 103	Blood Collection Procedures Special Procedures	50	35
PHL 104	Handling Blood Specimens, Safety and Quality Assurance	5	
CPR 105	BLS for Health Care Providers (CPR)	4	3
Total Hours		165	38

**COURSE DESCRIPTION**

**HIV 106 HIV/AIDS Seminar (4 clock hours)**

This course will provide students with important information concerning HIV/AIDS, the history and development of the disease, procedures and protocols required for the caring of the AIDS patient, stages of the carrier, expectations and other important information.

(4 hours lecture)

**HSC 100 Health Science Core Module (90 clock hours)**

This course is designed as a module because it includes basic preparation to work in a health care setting. Each part of the module focuses in the knowledge of the diverse essential knowledge the health care worker must know including but not limited to: health care delivery system and health occupations; the ability to communicate and use of effective interpersonal skills; legal and ethical responsibilities; understanding and application of concepts of wellness and disease; recognition and practice of safety and security procedures; blood borne diseases; new technologies and its application in the health care; employability skill, and basic math and science skills.

(90 hours lecture)

**PHL 101 Introduction to Phlebotomy (4 clock hours)**

This course introduces the student to the role of the phlebotomist in the health care system. It offers a brief history of Phlebotomy laboratories in this century, ethical and legal considerations and knowledge of the body with emphasis on the anatomy and physiology of the circulatory system.

(4 hours lecture)

**PHL 102 Blood Collection Equipment, supplies and chemical reagents (8 clock hours)**

This course familiarizes students with equipment used for blood collection, such as syringes and needles, evacuation systems, micro collection equipment, supplies, coagulants and anti-coagulants, as well as chemical reagents used in the field of phlebotomy.

(8 hours lecture)

**PHL 103 Blood collection procedures, special procedures (50 clock hours)**

This course will train students in techniques of blood collection, venipuncture, arterial punctures, intravenous and indwelling lines, the use of syringe, and the evacuation system. The butterfly system, patient reactions, specimen collection, skin puncture, venipuncture in children, and care of special patients such as but not limited to obese patients, anti-coagulated patients, patients in isolation, patients with damaged or collapsing veins, and special procedures related to specimens such as fasting, stat, timed glucose, bleeding time, culture specimens and others.

(15 hours lecture, 35 lab hours)

**PHL 104 Handling blood specimens, safety and quality assurance (5 clock hours)**

This course emphasizes the importance and proper handling of specimens as a critical part of the blood collection procedure: before collection, at the time of collection, during specimen transport and during specimen processing; standards used in the laboratory; quality assurance and safety in phlebotomy; the importance of following OSHA standards and what must be done in case of accidental biohazard exposure.

(5 hours lecture)

**CPR 105 Basic Life Support for Healthcare Providers (4 clock hours)**

This course prepares students in the technique of cardio-pulmonary resuscitation, the use of the Automated External Defibrillator (AED) and how to assist adults, children and infants who are choking. Students who have completed the course and passed the final test will receive the Basic Life Support card (BLS) from the American Heart Association which is valid for two years.

(1 hour lecture and 3 hours lab)

**EKG TECHNICIAN**  
**190 CLOCK HOURS**

**Credential Issued:** Diploma

Program Completion Time: 2 Months  
8 Weeks

<b>PROGRAM LENGTH</b>	<b>TOTAL CONTACT HOURS</b>	<b>PROGRAM COST</b>
Clock Hours <u>190</u>	Theory Hours <u>138</u>	Tuition <u>\$575.00</u>
Credit Hours <u>NA</u>	Lab Hours <u>52</u>	Registration Fee <u>\$ 50.00</u>
		Books & Supplies <u>\$175.00*</u>
	Total Hours <u>190</u>	Total Program Cost <u>\$800.00</u>

\* *The estimated cost of the books and supplies.*

**PROGRAM OBJECTIVE:**

Upon completion of the program, graduates will qualify for employment as health care support workers in entry level positions as EKG Technicians in hospitals, diagnostic labs, clinics, outpatient centers and other medical facilities.

**PROGRAM DESCRIPTION**

The EKG Technicians students must complete the Health Science Core in conjunction with the EKG Technician Program. If the student already has complete the Health Science Core Module or has been graduated from other health program with a passing grade is not required to repeat the Health Science Core Module.

The EKG Technician Program is designed to prepare the student with the skills and knowledge to perform the duties of a EKG technician with a high quality of care, the electrocardiogram test that record and monitor electrical impulses transmitted by the heart, properly use the EKG equipment, administer diagnostic cardiac test to patients who may have cardiac problems, such as basic EKG, 12 lead EKGs, Holter Monitoring and Stress Test (treadmill). The students also learn as part of the program the relevant aspects of the cardiovascular system and main concepts of wellness and diseases, communication skills,

law and ethics, universal precautions, infection control, OSHA guidelines for EKG technicians and the application of new technologies to the healthcare setting related to the cardiovascular field.

Upon completion of the program the student will receive a Diploma certificate. The student may be working as EKG Technician as soon the Diploma is received.

**PROGRAM OUTLINE**

Course Code	Course Title	Clock Hours	Lab Hours
HIV 106	HIV/AIDS Seminar	4	
HSC 100	Health Science Core Module	90	
EKG 101	Anatomy and Physiology of the Cardiovascular System	12	
EKG 102	The normal EKG	10	
EKG 103	EKG Instrumentation and Modalities	60	45
EKG 104	Patient Preparation and Care Procedures	10	4
CPR 105	BLS for Health Care Providers (CPR)	4	3
Total Hours		190	52

**COURSE DESCRIPTION**

**HIV 106 HIV/AIDS Seminar (4 clock hours)**

This course will provide students with important information concerning HIV/AIDS, the history and development of the disease, procedures and protocols required for the caring of the AIDS patient, stages of the carrier, expectations and other important information.  
(4 hours lecture)

**HSC 100 Health Science Core Module (90 clock hours)**

This course is designed as a module because it includes basic preparation to work in a health care setting. Each part of the module focuses in the knowledge of the diverse essential knowledge the health care worker must know including but not limited to: health care delivery system and health occupations; the ability to communicate and use of effective interpersonal skills; legal and ethical responsibilities; understanding and application of concepts of wellness and disease; recognition and practice of safety and security procedures; blood borne diseases; new technologies and its application in the health care; employability skill, and basic math and science skills.  
(90 hours lecture)

**EKG 101 Anatomy and Physiology of the Cardiovascular System (12 clock hours)**

This course provides the student the knowledge of the structure and function of the heart and the blood vessels; essential for the correct interpretation of the electrical activity of the heart. It offers a brief

review of the whole body systems with emphasis on the anatomy and physiology of the circulatory system.

(12 hours lecture)

**EKG102 The normal EKG (10 clock hours)**

This course familiarizes students with the equipment used for record the electrical activity of the heart, as well as the normal EKG trace, based on the knowledge of the structure and function of the heart.

(10 hours lecture)

**EKG 103 EKG Instrumentation and Modalities (60 clock hours)**

The EKG Instrumentation and Modalities is a complete and fast paced course designed to provide the student with the instruction in electrocardiography testing procedures used in detecting heart disease and other cardiovascular disorders. In addition provide instruction in operating and troubleshooting an EKG unit, placing leads including the 12 lead EKG, using and understanding of EKG grip paper, and plot EKG axis, recognizing normal and abnormal EKG patterns, waves and measurement, sinus rhythms, atrial rhythms, junctional rhythms, heart blocks, ventricular rhythms. Placing the Holter monitoring and Stress Test (treadmill) preparation are included.

(15 hours lecture, 45 lab hours)

**EKG 104 Patient Preparation and Care Procedures (10 clock hours)**

This course emphasizes the importance and proper preparation of the patient for the EKG procedure, considering all the factors that could interfere or alter the results of the test, including any object or jewelry, conditions of the skin, patients with special needs, professionalism of the technician as well as the use of the standards precautions and OSHA regulations.

(6 hours lecture, 4 lab hours)

**CPR 105 Basic Life Support for Healthcare Providers (4 clock hours)**

This course prepares students in the technique of cardio-pulmonary resuscitation, the use of the Automated External Defibrillator (AED) and how to assist adults, children and infants who are choking. Students who have completed the course and passed the final test will receive the Basic Life Support card (BLS) from the American Heart Association which is valid for two years.

(1 hour lecture and 3 hours lab)

**PATIENT CARE TECHNICIAN**  
**605 CLOCK HOURS**

**Credential Issued:** Diploma

Program Completion Time: 6 Months  
2 Weeks

<b>PROGRAM LENGTH</b>		<b>TOTAL CONTACT HOURS</b>		<b>PROGRAM COST</b>	
Clock Hours	<u>605</u>	Theory Hours	<u>295</u>	Tuition	<u>\$4,800.00</u>
Credit Hours	<u>NA</u>	Lab Hours	<u>200</u>	Registration Fee	<u>\$100.00</u>
		Externship hours	<u>110</u>	Books & Supplies	<u>\$675.00*</u>
		Total Hours	<u>605</u>	Total Program Cost	<u>\$5,575.00</u>

\* *The estimated cost of the books and supplies.*

**PROGRAM OBJECTIVE:**

Upon completion of the program graduates will be qualified to work as a Patient Care Technician. Graduates will have the ability to perform a cross trained work in the Home Health Care, Electrocardiography, Phlebotomy and Nursing Assistant Care. Employment opportunities are available in hospitals, clinics, rehabilitation centers, long term care facilities, hospice, home health as well as other health care facilities.

**PROGRAM DESCRIPTION**

The PCT Program is a cross train program which consists of the Home Health Aide and Nursing Assistant preparation, the Phlebotomy Technician training, the EKG technician preparation and the Patient Care clinical and practicum skills. In addition the preparation for the CNA license is a must and is included as part of the requirement of the PCT program. The PCT program combines classroom lectures, lab work

and clinical experiences. Courses address basic skills, such as cardiopulmonary resuscitation (CPR), phlebotomy, electrocardiography and first aid. The legal and ethical issues as well as the OSHA standards, safety and infection control are covered along the program. This allows the PCT acquire the knowledge and skills of a Nurse Assistant in order to give direct patient care to his/her clients including the advanced knowledge and skills of EKG and Phlebotomy.

Upon completion of the program the student will receive a Diploma certificate. The student may be working as Patient Care Technician as soon the Diploma is received.

**PROGRAM OUTLINE**

<b>Course Code</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>
HIV 106	HIV/AIDS Seminar	4	
HSC 100	Health Science Core Module	90	
HHA 101	Home Health Care – Foundation of Patient Care	4	
HHA 102	Understanding your Clients	7	
HHA 103	Client Care, Special Clients and Special Needs	10	40
HHA 104	Home Management and Nutrition	4	
CPR 105	BLS for Healthcare Providers (CPR)	1	3
PHL 100	Anatomy and Physiology of the Cardiovascular System	20	
PHL 101	Introduction to Phlebotomy	4	
PHL 102	Blood Collection Equipment, Supplies and Chemical Reagents	8	
PHL 103	Blood Collection Procedures Special Procedures	15	35
PHL 104	Handling Blood Specimens, Safety and Quality Assurance	5	
EKG 101	Anatomy and Physiology of the Heart Conduction System	12	
EKG 102	The normal EKG	10	
EKG 103	EKG Interpretation and Modalities	15	45
EKG 104	Patient Preparation and Procedures	4	6
HSC 101	Anatomy and Physiology of the Human Body	20	
HSC 102	Medical Terminology Basic Concepts	12	
NUR 100	Nursing Assistant Review	10	30
NUR 101	Nursing Assistant in the Long Term Care		10
	10		
PCT 100	Introduction to Patient Care Technician	4	
PCT 101	Patient Care in the Clinical Setting	10	15
PCT 102	Patient Care in Rehabilitative Services	6	10

PCT 103	Patient Care: The Terminally Ill Patient	10	6
EXT 100	Externship	110	
		Total Hours	110
200			295

**COURSE DESCRIPTION**

**HIV 106 HIV/AIDS Seminar (4 clock hours)**

This course will provide students with important information concerning HIV/AIDS, the history and development of the disease, procedures and protocols required for the caring of the AIDS patient, stages of the carrier, expectations and other important information.

(4 hours lecture)

**HSC 100 Health Science Core Module (90 clock hours)**

This course is designed as a module because it includes basic preparation to work in a health care setting. Each part of the module focuses in the knowledge of the diverse essential knowledge the health care worker must know including but not limited to: health care delivery system and health occupations; the ability to communicate and use of effective interpersonal skills; legal and ethical responsibilities; understanding and application of concepts of wellness and disease; recognition and practice of safety and security procedures; blood borne diseases; new technologies and its application in the health care; employability skill, and basic math and science skills.

(90 hours lecture)

**HHA 101 Home Health Care - Foundation of Patient Care (4 clock hours)**

This course introduces the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines. (4 hours lecture)

**HHA 102 Understanding your clients (7 clock hours)**

This course focuses in the aspects of culture and family: basic human needs, cultural differences, and families; the body systems, common disorders/observing and reporting; the human development, stages/common disorders, aging, death, and hospice care. (7 hours lecture)

**HHA 103 Client Care, special clients and special needs (50 clock hours)**

This course emphasizes in developing the skills of students in the patient care techniques, maintaining mobility, skin care, comfort, personal care procedures, such as but not limited to bathing, grooming, toileting, taking vital signs, I & O, catheter care, and so on. In addition this course focuses on clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer's

disease and others. (10 hours lecture, 40 hours lab)

**HHA 104 Home Management and Nutrition (6 clock hours)**

This course familiarizes the student with the client's environment: housekeeping, laundry, bed making, client's proper nutrition, special diets and managing time and money.  
(6 hours lecture)

**CPR 105 Basic Life Support for Healthcare Providers (4 clock hours)**

This course prepares students in the technique of cardio-pulmonary resuscitation, the use of the Automated External Defibrillator (AED) and how to assist adults, children and infants who are choking. Students who have completed the course and passed the final test will receive the Basic Life Support card (BLS) from the American Heart Association which is valid for two years.  
(1 hour lecture and 3 hours lab)

**PHL 100 Anatomy and physiology of the cardiovascular system (20 clock hours)**

This course is designed for a basic understanding of the anatomy and physiology of the cardiovascular system that allow the students a better comprehension of the circulatory system structure and function, how to react with patients with difficult veins patterns, etc. blood composition, blood specimens, why the use of different blood collection specimens in order to confirm a medical diagnostic, etc.  
(20 hours lecture)

**PHL 101 Introduction to Phlebotomy (4 clock hours)**

This course introduces the student to the role of the phlebotomist in the health care system. It offers a brief history of Phlebotomy laboratories in this century, ethical and legal considerations and knowledge of the body with emphasis on the anatomy and physiology of the circulatory system.  
(4 hours lecture)

**PHL 102 Blood Collection Equipment, supplies and chemical reagents (8 clock hours)**

This course familiarizes students with equipment used for blood collection, such as syringes and needles, evacuation systems, micro collection equipment, supplies, coagulants and anti-coagulants, as well as chemical reagents used in the field of phlebotomy.  
(8 hours lecture)

**PHL 103 Blood collection procedures, special procedures (50 clock hours)**

This course will train students in techniques of blood collection, venipuncture, arterial punctures, intravenous and indwelling lines, the use of syringe, and the evacuation system. The butterfly system, patient reactions, specimen collection, skin puncture, venipuncture in children, and care of special patients such as but not limited to obese patients, anti-coagulated patients, patients in isolation, patients with damaged or collapsing veins, and special procedures related to specimens such as fasting, stat, timed glucose, bleeding time, culture specimens and others.

(15 hours lecture, 35 lab hours)

**PHL 104 Handling blood specimens, safety and quality assurance (5 clock hours)**

This course emphasizes the importance and proper handling of specimens as a critical part of the blood collection procedure: before collection, at the time of collection, during specimen transport and during specimen processing; standards used in the laboratory; quality assurance and safety in phlebotomy; the importance of following OSHA standards and what must be done in case of accidental biohazard exposure. (5 hours lecture)

**EKG 101 Anatomy and Physiology of the Heart Conduction System (12 clock hours)**

This course provides the student the knowledge of the structure and function of the heart and blood vessels, with the main in the heart conduction system and correct interpretation of the electrical activity of the heart. The Einthoven triangle, limbs leads and precordial leads, anatomical landmarks for a correct electrodes placement. (12 hours lecture)

**EKG102 The normal EKG (10 clock hours)**

This course familiarizes students with the equipment used for record the electrical activity of the heart, as well as the normal EKG trace, based on the knowledge of the structure and function of the heart. (10 hours lecture)

**EKG 103 EKG Instrumentation and Modalities (60 clock hours)**

The EKG Instrumentation and Modalities is a complete and fast paced course designed to provide the student with the instruction in electrocardiography testing procedures used in detecting heart disease and other cardiovascular disorders. In addition provide instruction in operating and troubleshooting an EKG unit, placing leads including the 12 lead EKG, using and understanding of EKG grip paper, and plot EKG axis, recognizing normal and abnormal EKG patterns, waves and measurement, sinus rhythms, atrial rhythms, junctional rhythms, heart blocks, ventricular rhythms. Placing the Holter monitoring and Stress Test (treadmill) preparation are included. (15 hours lecture, 45 lab hours)

**EKG 104 Patient Preparation and Care Procedures (10 clock hours)**

This course emphasizes the importance and proper preparation of the patient for the EKG procedure, considering all the factors that could interfere or alter the results of the test, including any object or jewelry, conditions of the skin, patients with special needs, professionalism of the technician as well as the use of the standards precautions and OSHA regulations. (6 hours lecture, 4 lab hours)

**HSC 101 Anatomy and physiology of the human body (20 clock hours)**

An understanding of the human anatomy and physiology allows the patient care technician to interact more knowledgeable with both patients and other health care professionals. The tissues, organs, and body systems work together to create and maintain homeostasis which is the integrated control of body

function that is characteristic of health. This course will introduce the student in the basic of human health and disease. (20 hours lecture)

**HSC 102 Medical terminology basic concepts (12 clock hours)**

The practice of medicine requires many specialized words whose meaning may at first seem very difficult to understand. This course is designed to introduce the student in how most medical terms are formed from Latin or Greek and use prefixes, roots, combining vowels, and suffixes. Understanding the basic concepts will allow the student a better interpretation of the medical terms. The frequent use of abbreviations are very common too and are included as part of this course. (12 hours lectures)

**NUR 100 Nursing Assistant Review (40 clock hours)**

This course emphasize in the preparation of the nursing assistant in the theory and clinical skills based on the guidelines of the Florida Department of Health, CNA registry/Board of Nursing. The following requirements are important part of the course such as the role of the nursing assistant, promotion of safety, promotion of function and health of the residents, basic nursing care provided by the nursing assistant, providing specialized care for residents with changes on health, and the clinical skills necessary for a quality patient care. This course will encourage the student to take the State Board exam to obtain the CNA certification. (10 hours lecture, 30 lab hours)

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**NUR 101 Nursing assistant in the long term care (20 clock hours)**

This course will consider long term service delivery programs designed to meet the special needs of seniors and aging population, including the physiological and psychological changes common among seniors. Students will become conversant with a conceptual framework for planning, organizing and delivering services to the elderly, including the ability to define the major physical, mental and psychosocial changes and health problems that accompany aging. This course also includes an historical, philosophical and managerial overview of seniors housing and care, from congregate living to skilled nursing. (10 hours lecture, 10 lab hours)

**PCT 100 Introduction to patient care tech (20 clock hours)**

This course is to introduce the student in the role of a patient care technician who works alongside doctors, nurses and other healthcare professionals in a variety of health care environments. The patient care technician plays a vital role in the healthcare delivery setting often having more patient contact than other team member. (4 hours lecture)

**PCT 101 Patient Care in the clinical setting (25 clock hours)**

This course instructs the student how to provide patient care in the clinical setting under the direction of nursing staff. The PCT learn the role as part of the health care team, the fundamental of the clinical skills and works as a cross trained worker in the ability to perform other duties out of the scope of the basic nursing assistant. (10 hours lecture, 15 lab hours)

**PCT 102 Patient Care in the rehabilitative services (16 clock hours)**

Working as PCT in the rehabilitative services is a challenge for an well trained and enthusiastic health care worker that provides special care for patients trying to recover their ability to function the best they can. This course emphasize in how to deliver care in rehabilitation setting. (6 hours lecture, 10 lab hours)

**PCT 103 Patient Care: the terminally ill patient (16 clock hours)**

This course is oriented in how deliver care to the terminally ill patient, how to satisfy the basic human needs and provide the best of the care at the patients end of life. How to provide special care, the respect for the patient right to be free of pain, and the advanced directives, are also important topics in this course. (10 hours lecture, 6 lab hours)

**EXT 100 Externship**

Upon the completion of the PCT program students will be paired with an external clinical facility to carry-out their 110 hours of supervised experience. Students must have completed all courses and laboratory hours and successfully passed the CNA examination before qualifying for the Externship portion of the PCT program. Any student lacking one or more module of the PCT program or has received an incomplete is not eligible for the Externship portion of the program.

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**BUSINESS MANAGEMENT PROGRAM****Credential Issued: Associate in Science Degree (A.S.)****Program Delivery: Campus & Online****Program Length: 60 Credits****General Education Credits: 15****Tuition per credit: \$250.00****Registration fee: \$100.00****Other estimated fees not included in tuition: \$200.00 per term (books and supplies)****ENTRANCE REQUIREMENTS:**

Applicants must be 17 years of age or older. If the applicant is 17 years old at the time of enrollment a parent or legal guardian must enroll the applicant.

1. The applicant must present evidence of high school diploma or GED diploma or its equivalent.
2. The students who do not have a high school diploma or GED and are 17 years of age or older must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
3. For students who are 17 years old a parent or legal guardian must sign the Enrollment Agreement
4. Applicants receive a copy of school catalog prior to signing an enrollment agreement
5. All students admitted must complete the Enrollment Agreement.

All students must pay \$100 nonrefundable application fee at the time of complete the Enrollment Agreement

**PROGRAM OBJECTIVE:**

This program is designed to develop the students' abilities to understand the main concepts of business, terms, theories, as well as to develop a critical think and effective communication skills. At the end of the program the students become more proficient in analysis, decision-making and management.

**PROGRAM DESCRIPTION:**

An associate's degree in business administration prepares the student for the business world. The associate's degree is a stepping towards completing a bachelor's degree. This program provides the student with a comprehensive understanding of management principles and interpersonal skills, critical thinking, project planning and implementation, computer skills and software applications necessary to prosper in a business environment.

**ACADEMIC CALENDAR:**

## FALL SEMESTER 2016 (16 weeks)

Term A – 8 Weeks      September 6 – October 28  
 Term B – 8 Weeks      October 31 – December 23

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## WINTER SEMESTER 2016

Term A – 8 Weeks      January 9 – March 3  
 Term B – 8 Weeks      March 6 – April 28

## SUMMER SEMESTER 2016

Term A – 8 Weeks      May 1 – June 23  
 Term B – 8 Weeks      June 26 – August 18

**GENERAL EDUCATION COMPONENTS:**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ENG 101	English Composition I	3
SPC 101	Fundamentals of Speech	3
MAC 105	College Mathematics I	3
CGS 101	Introduction to Computers	3
AMH 101	American History I	3

**REQUIRED COURSES:**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ACG 101	Principles of Accounting I	3

CGS 105	Spreadsheet Application	3
BUL 201	Business Law	3
ECO 202	Principles of Microeconomics	3
MAN 202	Business Process Management	3
MAR 203	Fundamentals of Marketing	3
ACG 202	Principles of Accounting II	3
MAR 204	Human Resources Management	3
MAC 205	Managerial Accounting	3
FIN 206	Budget Administration	3
GEB 202	Business Ethics and legal responsibilities	3
GEF 203	Finance	3
GES 204	Business Statistics	3
MAN 206	Small Business Management	3
MAN 207	Operation Management	3

## COURSES DESCRIPTION

### **ENC 101 English Composition I (3 credits)**

In this course students receive instruction on the principles, practice and skills of argumentation and critical reading and thinking. In addition training the students in the techniques and skills required to write correctly, coherent paragraphs and essays and in the use of library and electronic formats as a reference source. (3 hrs. Lect.)

### **SPC 101 Fundamentals of Speech (3 credits)**

This course is designed to help the students understand and manage communication apprehension associated with speaking in public as well discuss communication theory relevant to speaking. The student will learn how to research, select, organize, and deliver a public speech. The student will develop standards of excellence in public speaking by analyzing and controlling the speech situation and will also develop critical thinking and writing skills. (3 hrs. Lect)

### **MAC 105 College Mathematic I (3 credits)**

Topics included in this course: functions; domain and range of a function; graphs of functions and relations; algebra of functions; composite and inverse functions; linear, quadratic, and rational functions; absolute value and radical functions and equations; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; mathematical modeling; and applications involving the listed topics. (3 hrs. Lect)

### **AMH 101 American History I (3 credits)**

This course covers developments in American history from old world backgrounds through the civil war. (3 hrs. Lect.)

**CGS 101 Introduction to Computers (3 credits)**

This course is designed to present basic computer terminology and functions to those with no prior computer experience. This subject covers the basic data processing cycle, history of data processing, hardware components and functions, number systems, and files. In addition, the students receive an introduction to the use of the Internet. (2 hrs. Lect. 2 hrs. lab)

**REQUIRED COURSES****ACG 101 Principles of Accounting I (3 credits)**

This course is an introduction to the basic principles of financial accounting and basic accounting procedures. Recording of transactions and preparation of financial statements, inventories, receivables and cash are included. (3 hrs. Lect)

**CGS 105 Spreadsheet Application (3 credits)**

This is a comprehensive course in the use of a spreadsheet for microcomputers. The students will be prepared to apply the concepts, features and commands of a spreadsheet. Programming concepts will be introduced. (2 hrs. Lect.; 2 hrs. Lab.)

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**REQUIRED COURSES (Continuation)****BUL 201 Business Law (3 credits)**

This course presents the laws of business transactions. The course will introduce the student to business law through a comprehensive review of the general rules and concepts associated with business transactions, and application of them to factual situations. (3 hrs. Lect.)

**ECO 202 Principles of Microeconomics (3 credits)**

This course is designed to provide the students with the tools for economic analysis, the mechanisms for the determining prices in different market conditions, and the theory of production and distribution. (3 hrs. Lect.)

**MAN 202 Business Process Management (3 credits)**

This course explain the nature and function of management; planning and decision making; organization, structure and culture; leadership and team work; essentials of control; and managing for personal effectiveness essential to the management of a business enterprise. (3 hrs. Lect.)

**MAR 203 Fundamentals of Marketing (3 credits)**

The principles of marketing; movement of goods from producer to consumer, methods, functions, and price policies are included. (3 hrs. Lect.)

**ACG 202 Principles of Accounting II (3 credits)**

The scope of this course is accounting for owner's equity emphasizing on corporate financial statements. Also include plant assets, intangible assets, and current and long term liabilities. (3 hrs. Lect.)

**MAR 204 Human Resources Management (3 credits)**

This course introduces students to all aspects of planning, organizing, and managing human resource systems; and will obtain hands on abilities to design, direct, and assess human resource systems in enhancing relationships with internal and external customers, leading to organizational effectiveness. The use of case studies provide students with a practical as well as functional and theoretical basis for understanding how human resource programs affects all employees, the organization, the community and the larger society. (3 hr. Lect.)

**MAC 205 Managerial Accounting (3 credits)**

This course is designed to provide the students with the accounting training necessary to collect, prepare and analyze the objective data and subjective estimates used by management to conduct daily operations, plan future operations and develop overall business strategies (3 hrs. Lect)

**FIN 206 Budget Administration (3 credits)**

Upon completion of this course, the student will develop practical methods for handling business budget to ensure confidentiality and its security from loss. The student will be able to create and maintain business information in a database program. Methods for storing data to plan for its retrieval in a variety of ways (data mining) and to plan for disaster recovery will be covered. (3 hrs. Lect.)

**REQUIRED COURSES (Continuation)**

**GEB 202 Business Ethics and Legal Responsibilities (3 credits)**

The students will acquire an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. They will exhibit moral, ethical, and socially responsible behavior, and will be able to analyze business decisions from a legal, ethical, and social responsibility perspective. (3 hrs. Lect.)

**GES 203 Finance (3 credits)**

Through the use of real world examples and excel spreadsheet applications, this course provides managers with an in-depth understanding of financial theory that is essential for developing and implementing effective financial strategies. Students will learn how to use financial analysis, planning, forecasting and managing tools to evaluate performance as well as develop and implement improvements. (3 hrs. Lect.)

**GES 204 Business Statistics (3 credits)**

This course discusses the theory, methodology, and applications of statistics to contemporary business and economics problems. Also includes descriptive statistics, probability theory, probability distributions, one and two-population statistical inference, analysis of variance, correlation, and regression. (3 hrs. Lect.)

**MAN 206 Small Business Management (3 credits)**

Small business management blends entrepreneurial goals with a realistic survey of the wide variety of functional business skills needed to operate a small firm effectively. The course will focus on such skills such as marketing, financial management, and business planning, as well as a clearer view of small business's contribution to the national economy. Students will improve their problem-solving abilities

through experiential exercises, classroom discussion, and the completion of a partial business plan by course's end. (3 hrs. Lect.)

**MAN 207 Operation Management (3 credits)**

This course provides the student with strategic and tactical issues related to designing and managing service operations. Along with the necessary tools, it gives the students the background knowledge needed to analyzes operations, design processes, plan and implement systems to provide quality customer services. This is accomplished through the use of case studies to reinforce the learning experience. (3 hr. Lect.)

**Online Course Information**

La Esperanza Educational Services will utilize Course site by Blackboard and the distance learning platform requires specific features in order to “carry out” different tasks. Thus, students and teachers should have a device that meets the following standards:

Hardware	Software
Pentium D or higher. 1 GB Memory RAM or higher. [1024x728] Video resolution Fixed or wireless Internet Access (1Mb). Microphone and Audio Headphones. Camera	Web Browser Mozilla Firefox v.22 or more recent. Operating Systems: Windows XP or more recent Mac OSX 10.5 "Leopard®" Acrobat Reader (Free software). Macromedia Flash Player. Microsoft Office or Open Office.

**TECHNICAL SUPPORT:**

Technical support on the use of the platform at students’ and teachers’ request is available throughout the course and provides information about course activities and how to use the platform tools. We seek to acknowledge our

students inquiries as soon as possible, being 4 hours the maximum time our technical support contacts our students.

In addition, our platform enables users to address any technical concerns they may have related to the Virtual Classroom. Our platform also provides “online support” to make changes or adjustments.

In the event that users were unable to access our platform or cannot complete an activity; they can request technical support by:

Contacting Support via E-mail from Monday to Sunday 24/7

A Technical Support Hotline is available on the institutions webpage, along with a most frequently asked questions page that include the following:

How do I get help if I have a problem?  
How do I access the Virtual Classroom?  
How do I register for an online program?  
Who are my instructors?  
How do I view lectures?  
How do I get my textbooks?

#### **ACADEMIC SUPPORT:**

By accessing our Virtual Classroom, students are in constant contact with teachers and this communication is provided by means of 3 tools:

Forums: All online courses have an enquiry forum to address students’ questions about different academic topics.

#### **STUDENT ASSESSMENT:**

The courses syllabi are designed as follows:

1. Every course has a specific assessment system and a time frame that is given once they are registered. This timeframe includes the dates and hours the tasks are due and the weight each task has in the final score. Evaluations are also included and specified in the student’s calendar of activities.
2. Interactive activities and autonomous learning projects or assignments designed by the teacher are evaluated and approved by the program coordinators before they are included in the syllabus.

To evaluate the students’ success in achieving the online learning goals, they are asked to:

- Pass multiple exams.
- Submit term papers or assignments online
- Conduct research and work collaboratively
- Participate in forums / Virtual Classroom (real time) / chat programmed by teacher in advance.

Teachers are responsible for controlling and updating student progress on a regular basis. Distance Learning Platform reporting tools are used to verify students' performance along the course.

Student progress is evaluated by using our virtual classroom tools provided by our Blackboard platform:

Student updates of access to the platform or Forum are provided to the teacher at any time.

Warning System: it enables the teachers to create rules / policies or warning about evaluations due dates and to be informed the latest students log in.

Performance chart: it allows teachers to have student's roll, grades, previous warnings and teachers' general idea of students' performance throughout the course.