



# Techni-Pro Institute

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## **Techni-Pro Institute Catalog 2022-2023**

*Volume 9 April 2022*

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# GENERAL INFORMATION

## INSTITUTIONAL OWNERSHIP

**Techni-Pro Institute, LLC** is incorporated in the state of Florida for the purpose of offering career training and quality education to the South Florida Community, and to a board base of in-state, out-of-state and International Students. The Institute is owned by Mr. Gilbert Hyppolite, President/CEO and Marie Hyppolite, ARNP, RN.

## HISTORY

In 1992, Gilbert and Marie Hyppolite officially founded Techni-Pro Institute. Prior to establishing the school, the campus was a community center primarily serving residents of Boca Raton, Florida. To support its members, the community center began offering programs to develop professional skills such as accounting or records keeping. Increasing demands for full educational diploma or degree programs inspired the Hippolyte's to transform the center into an educational institution. Today, after over 30 years, the school's visionary President and CEO, Gilbert Hyppolite remains in service to the community of Techno-Pro Institute. In response to rising needs for essential health workers in the U.S., the institute is now focused on offering programs leading to gainful employment in health careers, as a technician or nurse. Although, technological advances have revolutionized the ways students can earn a diploma or degree, the executive leadership, staff, and faculty members strive to provide personalized support and services to students, whether they are studying on campus or attending virtual classes. Techni-Pro Institute remains true to its founders' intentions by continuing to offer quality accessible and affordable education

## CAMPUS LOCATION

**Techni-Pro Institute** is located at 414 NW 35th Street, Boca Raton, Florida 33431.

## MISSION

The mission of Techni- Pro Institute (TPI) is to provide quality accessible interactive classroom, clinical experiences and practical learning environments that are evidenced based and reflect contemporary practice and nationally established patient health and safety goals, support the achievement of the end of-program student learning outcomes culminating in the successful completion of the NCLEX (Nursing Licensing Exam) Exam and the ability to get a nursing job. The students' clinical experiences and practical learning environments for evidence-based, please let her every practice and nationally established patient health and safety goals, support the achievement of the end of the program student learning outcomes, and are taught by competent registered nurses who have worked in the field and have decided to pay the knowledge to future nurses.

In harmony with the mission of TPI, the development of students from diverse backgrounds, is accomplished by fostering ethical principles and mutual respect while preparing everyone for productive and meaningful life.

## MISSION STATEMENT

Your Education is our Mission by providing the means and tools needed for your success.

## VISION STATEMENT

Our vision at Techni-Pro Institute is to Grow and nurture our programs and graduates into the very best we can be by caring for our community as a whole.

## GOALS

The goals of TPI is to help you become a qualified professional. Encourage the students and faculty to become a lifelong

learner. TBI recognizes that this does not only mean, learning the theory, the student will also need to be educated, recognized and grow as a whole person intellectually, emotionally, socially, ethically, and spiritually. We want to assist and promote the growth and learning of every individual who works with or in, is a student at our school, to become actively engaged in their studies, classes and clinical experiences. We strive to nurture the professional relationships with fellow students, instructors and other students”. TPI believes that networking is an essential form of learning. Our students are primarily remote with the didactic portion of their courses. We have recognized the need to find equitable solutions to assist the student in accepting the responsibility of interacting with the information. We decided upon adopting the Policies, “Success in Hybrid Distance Education.” We answered that challenge by adopting the REAL (Responsible, Engaged, Asynchronous Learning) Model. It is the responsibility of the student to engage with the information and the instructor to reinforce the information. Techni-Pro Institute has always

#### FACILITIES AND EQUIPMENT

Techni-Pro Institute’s facilities and equipment are situated in the building complex located on the Boca Raton. campus. Techni-Pro Institute’s building complex is approximately 9,800 sq. ft. and features four (4) classrooms, two (2) skills labs, a Library & Media center, an Admissions & Records department, a Student Services department, a conference room with online meeting capabilities, as well as other facility spaces for office work, meetings, small events, and storage as needed.

The classrooms and skills labs contain all necessary equipment needed to complete the theory and lab requirements for all programs offered at Techni-Pro Institute, inclusive of technical equipment (refer to each Program Outline for program specific equipment list).

While online instruction makes it possible for up to 150 students to virtually attend a didactic/theory lecture, the average ratio of faculty members to students in all nursing, general education, and natural science courses is one faculty member to thirty-five students. For face-to-face instruction, the maximum capacity for specific settings in Techni-Pro Institute’s facilities are as follows:

- Classrooms have a maximum capacity of 20; one faculty member and 19 students.
- Science Labs have a maximum capacity of sixteen; one faculty and fifteen students.
- Nursing /Hemodialysis Skills Labs have a maximum capacity of 13; one faculty member and 12 students.
- Nursing Simulation Labs have a maximum capacity of 13; one faculty and 12 students.

Techni-Pro Institute’s Library & Media Center provides students with various resources including employment skills information, vocational and professional books, and workstations with computers and Internet access. The Library & Media Center is open during regular business hours with a maximum capacity of 15 students. Virtual library databases and assistance from the librarian are also available for students’ research needs and enrichment.

#### LICENSURE:

Techni-Pro Institute is licensed by the Florida Department of Education’s Commission for Independent Education (CIE); Techni-Pro Institute received License #: 2671 and remains compliant with CIE standards. Additional information regarding this institution may be obtained by contacting:

**Commission for Independent Education**  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
Webpage: <http://www.fldoe.org/policy/cie>

## ACCREDITATION

Techni-Pro Institute's Hemodialysis Technician program maintains programmatic accreditation with the Board of Nephrology Examiners Nursing Technology (BONENT). Additional information regarding this institution may be obtained by contacting:

**The Board of Nephrology Examiners Nursing Technology (BONENT)**

100 S. Washington St.

Rockville MD 20850

Website: [www.BONENT.org](http://www.BONENT.org)

Techni-Pro Institute's Nursing programs PN, LPN-RN (ASN), RN (ASN), and RN-BSN all have programmatic accreditation with:

**The Florida Department of Health, Board of Nursing (BON):**

4052 Bald Cypress Way, Bin C-02

Tallahassee, Florida 32399-3252

Website: [www.floridasnursing.org](http://www.floridasnursing.org)

## EQUIPMENT REQUIREMENTS FOR STUDENTS

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

Distance learning platforms require specific features to achieve required tasks.

Windows		
1	Processor: 1.2GHz or faster processor	Hardware
1	Operating System: Windows 10	Hardware
1	Memory: 2GB of RAM (or above)	Hardware
1	Screen Resolution: 1280 x 1024 (or above)	Hardware
1	Mozilla Firefox 70 or higher, Google Chrome 80 or higher	Software
1	Microsoft Office 2010 or 365 (or higher)	Software
1	Adobe Flash Player 23 (or above) and any PDF viewer	Software
1	Webcam and Headset	Hardware
	No Tablets, No cell phones, No Macs, No Linux, etc.	

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



## CLASS SCHEDULES

**Techni-Pro Institute** classes are offered in a remote setting, Mon -Sat all in the evenings.

**Techni-Pro Institute** reserves the right to adjust class schedules as is necessary to ensure quality assurance of programs, facilities, and Learning Management System technologies, as well as to respond to any emergency conditions, including severe weather or public health considerations such as ongoing responses to the global Coronavirus pandemic. If class schedules are changed, faculty and students will be notified as soon as possible.

## 2022 - 2023 ACADEMIC CALENDAR

For Techni-Pro Institute's most current Academic Calendar please visit <https://techniproedu.com/school-calendar>

## HOLIDAYS

***Techni-Pro Institute will be closed for the following holidays***

### 2022

January 17, 2022  
February 21, 2021  
April 18, 2022  
May 30, 2022  
July 4, 2022  
July 5, 2022  
September 5, 2022  
October 10, 2022  
November 11, 2022  
November 24, 2022  
December 25, 2022  
December 24 - 27, 2022  
December 31, 2022

### 2023

January 16, 2023  
February 20, 2023  
April 10, 2023  
May 29, 2023  
July 4, 2023  
July 5, 2023  
September 4, 2023  
October 9, 2023  
November 11, 2023  
November 23, 2023  
December 25, 2023  
December 23 - 26, 2023  
December 31, 2023

Martin Luther King Day  
Presidents' Day\*  
Easter Monday  
Memorial Day  
Independence Day  
July 4<sup>th</sup> observed  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day  
Christmas Day (observed)  
New Year's Eve

## EMERGENCY CLOSURE

In the event of an emergency, **Techni-Pro Institute** will close as determined by the School District of Palm Beach County due to inclement weather or natural disaster (hurricane, etc.).

# STUDENT RIGHTS

## EQUALITY OF OPPORTUNITIES

**Techni-Pro Institute** does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its admission or registration policies, scholarships, or any administered program.

## STUDENT RECORDS DUPLICATES

Students may request a copy of their record in person or by an authorized representative if all financial obligations have been met. (*The authorized representative must have a written consent from the student*). Student records are maintained permanently.

## STUDENT PRIVACY RECORDS (ACT OF 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records safely stored in the premises. **Techni-Pro Institute** requires written authorization from the student or the designated representative before disclosing any individual information. All information requested for by the U.S. Department of Education will be provided in accordance with applicable laws and regulations.

## DISCLOSURE OF INFORMATION

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

## GRIEVANCE POLICY

The administration, faculty and staff of Techni-Pro Institute maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Techni-Pro Institute. A grievance procedure is available to any student who believes Techni-Pro Institute's decision or action has adversely affected his or her status, rights or privileges as a student.

The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances should first communicate with the appropriate **course instructor**. If the instructor is unable to resolve the student's complaint, the instructor will refer it to the **Director of Academics in writing**. If the Director of Academics is unable to resolve the student's complaint, he will refer it to the **Campus Director**. The Campus Director will take steps to resolve the complaint or will refer it in turn to the **President of Techni-Pro Institute**. The President's decision is final. Students who at the end of this process feel a grievance is unresolved may refer it to:

*Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street  
Tallahassee, FL 32399-0400  
Phone 850.245.3200, or Toll Free 888.224.6684, or online at  
<http://www.fldoe.org/policy/cie>*

## STUDENT RIGHTS (Continued)

- The right to be treated with respect, common courtesy, honesty and integrity
- Know the name of the instructor leading the class
- The right to have my culture recognized, celebrated and respected
- Be treated as a unique individual
- Take the time to ask and have my questions answered, even if it cannot immediately answered, tell me when it can be answered
- Grade fairly
- Respect my privacy
- Create a positive learning and study environment
- Create a way for the student to check their grades
- Understand the course requirements, the presentation method, give clear and concise expectations
- Have access to my financial agreement, payment records, accurately and entered timely and upon my request, receive a copy thereof
- Have assignments, quizzes, and exams reviewed, graded and returned in a reasonable time
- The right to redress grievances (See Above)

(NOTE: Other items may be added as need arises, this represents a small listing)

# STUDENT RESPONSIBILITIES

## IN-PERSON LEARNING CODE OF CONDUCT

1. Students receiving in person instruction will come prepared with any books, educational equipment, or materials which have been specified as required .by the instructor(s).
2. All students must make every effort to be punctual.
3. If you are going to be late for any reason, the student needs to call the school or contact the instructor. This is your job, it is your responsibility to let someone know you will be late for your job.
4. In case of absence, the student will be responsible for notifying the instructor(s) and requesting any guidance for self-guided study (asynchronous learning) to make-up for any lesson(s) the student missed.
5. Techni-Pro Institute will make reasonable arrangements to assist students who have unexpected absences according to established Attendance Policies.
6. In case of a student's extended absence due to medical conditions, the student is required to bring a note from a doctor and/or documentation of treatment.
7. Techni-Pro Institute provides a comfortable atmosphere; any threats or acts of violence may be grounds for immediate expulsion from programs. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.
8. Students must pay all financial obligations at the time they are due; failure to meet financial obligations will result in a financial hold until such time payments are made to return accounts to good standing as agreed.
9. Visits from children and/or relatives and friends are not allowed on Campus.
10. Any student who is caught destroying or damaging Techni-Pro Institute property may be expelled and depending on the circumstance, may also face legal charges.
11. Techni-Pro Institute does not allow sales, promotions, or any other forms of commercial activities within the premises. The student who participates in these practices may be suspended or dismissed from the Institute.
12. Smoking or drinking alcoholic beverages is prohibited on campus.
13. Techni-Pro Institute encourages all students to help maintain a clean and polished campus.
14. At the end of every course taken at TPI, you are required to complete a course evaluation form

## REMOTE OR DISTANCE LEARNING CODE OF CONDUCT AND EXPECTATIONS

- Students participating in remote or distance learning will come prepared for class, have educational equipment, or materials, and have watched any/all VSIM assignments for which have been specified/assigned as required .by the instructor(s).
- Techni-Pro Institute Has adopted the REAL (**R**esponsible **E**ngaged **A**synchronous **L**earning) Model for distance education. Each student is expected to sign in for their assigned class.
- Professional Classroom conduct is expected
- In case of absence, the student will be responsible for notifying the instructor(s) and requesting any guidance for self-guided study (asynchronous learning) to make-up for any lesson(s) the student missed.
- Techni-Pro Institute will make reasonable arrangements to assist students who have unexpected absences according to established Attendance Policies.
- In case of a student's extended absence due to medical conditions, the student is required to bring a note from a doctor and/or documentation of treatment.
- Techni-Pro Institute provides a comfortable atmosphere; any threats or acts of violence may be grounds for immediate expulsion from programs. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.
- Students must pay all financial obligations at the time they are due; failure to meet financial obligations will result

in a financial hold until such time payments are made to return accounts to good standing as agreed.

- Any and all threatening behavior, bullying of any kind, or diminishing anyone's worth in a classroom setting both on in classroom setting or online setting is cause for immediate dismissal.
- Sexual harassment of any kind, (Inappropriate jokes, actions, innuendos, pictures or materials) or any unwanted attention or inappropriate touching is grounds for immediate dismissal.

## STUDENT SUCCESS

To evaluate the students' success in achieving blended learning goals and maintain Satisfactory Academic Progress as required, students must:

- ✓ Submit all course work, projects, and assignments through Learning Management Systems as instructed
- ✓ Conduct research, and work individually, as well as collaboratively
- ✓ Participate in discussions and/or interactive group project learning as coursework requires

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

Student progress is regularly evaluated using Learning Management System tools via the Orbund platfor

## INTERNET

### Responsible Use of Internet

It is unacceptable for a student to use, submit, publish, display, or transmit any information which:

- Violates or infringes on the rights of any other person, including their intellectual property rights and the right to privacy.
- Contains defamatory, false, abusive, obscene, pornographic, profane, illegal material
- Violates the School's regulations prohibiting sexual harassment.
- Restricts or inhibits other users from accessing the services or the efficiency of the computer systems.
- Encourages the use of illegal substances or use of the system for criminal purposes.
- Uses the system for any other illegal purpose
- Uses the system in any manner which contravenes the ethos of the Institute.

It is also unacceptable to use the facilities and capabilities of the system to:

- Conduct any unapproved business.
- Solicit the performance of any activity that is prohibited by law or the ethos of the university
- Transmit material, information, or software in violation of any law.
- Conduct any political activity.
- Conduct any personal fundraising or public relations activities.
- Engage in any activity for personal gain or personal business transactions or make any unauthorized purchases.

**Techni-Pro Institute** strives to prevent the spread of computer viruses by employing the latest virus detection software on all Institute-owned computer systems; however, Techni-Pro Institute makes no guarantees related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Techni-Pro Institute will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Techni-Pro Institute staff members, students or affiliates. Techni-Pro Institute strongly recommends and urges all Instructors and students to seek out and install

adequate virus detection software for their specific computer and operating system. To maintain computer safety and data integrity, computer users should routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month.

## TECHNICAL SUPPORT

Technical support on the use of the Orbund platform is available at students' and professors' request throughout the course. The Orientation 101 provides information about online course activities and how to use the Orbund platform tools, but for technology issues using Learning Management Systems students should 1) Inform instructor(s) immediately; 2) Contact Student Services and/or the IT Specialist via email or through the Orbund platform. To contact IT Specialist Abdul Zarl send an email to [IT@techniproedu.com](mailto:IT@techniproedu.com). Students may submit a request for technical support online at any time: From the Orbund dashboard, select Tracking on the Start Page menu, and use the "Complaints & Issues" link to post your issue in a services request form. A post in "Complaints & Issues" sends an alert to staff members who will follow-up during regular business hours through phone calls or email.

## COMPUTING AND NETWORKING RESOURCES

Although all learning resources, the Learning Management System, and Discussion Boards are not open for public access, students should note that they are not private or confidential and neither students nor faculty should assume privacy when communicating in the Learning Management System. The Institute may access and observe communications conducted in the Learning Management System for regulatory, accreditation, and other administrative purposes, or for the purpose of enforcing the Code of Conduct, including investigating allegations of misconduct, suspected misconduct or other complaints.

In addition, Techni-Pro Institute recognizes the need to provide limited access to the Discussion Board and to other learning resources to persons other than students, alumni, faculty, and staff.

## STUDENT LOGIN, USERNAME AND PASSWORD

Each student is assigned a designated username and password to log into Techni-Pro Institute's Orbund LMS platform and courses. Registered Techni-Pro Institute students with technical issues, should first inform their instructor(s) immediately and contact the IT Specialist via email [IT@techniproedu.com](mailto:IT@techniproedu.com) to request assistance if/when any login problems occur.

Students' usernames and passwords are vital for the security of a student's work. The responsibility for all activities carried out under a student's username rests solely with that student. Students are advised to keep their passwords private, and to not share login information with anyone else.

## CONTACT INFORMATION FOR STUDENTS

Students are responsible for keeping their contact information accurate and current. To update contact information, students should send a request via email or by completing a "Complaints & Issues" form which can be found under the "Tracking" option, on the Start Page menu of their Orbund portal. When making any service request, a student should be prepared to provide the student's full name as submitted during the application process and the individual Student ID number issued to the student.

The primary form of official communication is through email. Students are required to maintain active email addresses and inform Techni-Pro Institute of any change of address. To ensure receipt of important communications, students should make sure that spam filters are set to receive email from the Institute; [@techniproedu.com](mailto:@techniproedu.com) or [@technipro.com](mailto:@technipro.com). To keep a record of correspondence, official communication between faculty and students should be done through Orbund, our Learning Management System. To take full advantage of technology, students, faculty, and staff are required to maintain regular access to the Internet and use email applications with the capability to send and receive attached files.

## CLASS MATERIALS

Blended learning class material is prepared before the semester begins and made available through Learning Management

Systems or provided by instructors as needed, according to the design of the course.

## COURSE SYLLABI

At the beginning of a term, Instructors usually prepare students for expected coursework by reviewing syllabi. Every course has a syllabus, a document outlining a specific assessment system and a time frame that is given once they are registered. The timeframe outlined in the syllabus includes the dates and times the assignments are due and the weight each assignment in determining the final grade. In the same fashion, details about assessments or exams are also included in the course syllabus.

Syllabi offer students a broad view of how courses are designed and what the intended learning outcomes are. Courses are carefully designed to include interactive synchronous learning activities during live sessions and asynchronous learning activities, such as projects, assignments, and papers, which students complete autonomously to achieve curriculum objectives. All course components are directly aligned with program objectives, and desired learning outcomes. For each course, the syllabus is provided to support a complete and consistent experience, allowing students to track their progress through the timeframe of the class program.

## EQUIPMENT REQUIREMENTS

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

Distance learning platforms require specific features to achieve required tasks.

## 101 ORIENTATION – A PROGRAM TO FAMILIARIZE STUDENTS WITH BLENDED LEARNING

Prospective students are automatically enrolled in the **Techni-Pro Institute 101 Orientation** course, before they begin any academic coursework. Techni-Pro Institute's academic programs combine traditional live synchronous learning sessions with technology informed asynchronous learning, an educational strategy known as **Blended Learning**. The non-academic 101 Orientation course is a mandatory, self-paced, virtual orientation. Online orientation activities help prospective students become familiar with Techni-Pro Institute procedures, expectations, and Blended Learning tools to support their success in academic programs. The 101 Orientation course is the final step in prospective students' admission process.

**Techni-Pro Institute** uses the **Orbund** Learning Management System to coordinate **Blended Learning** activities. The Orbund platform also features tutorials that guide online learners through the different ways they can interact or correspond with instructors and classmates. Through Orientation 101, students receive useful information about Techni-Pro Institute's operations, an overview of available students' services as well as how best to request service or contact student advisers. Students must successfully complete the 101 Orientation course to confirm they can achieve educational goals via blended learning modalities.

## PERSONAL PROPERTY

All students are responsible for identifying and protecting their belonging, materials, and equipment at all times.

**Techni-Pro Institute** is not liable for lost or misplaced personal property.

## USING AND CARING FOR THE EQUIPMENT

The students are responsible for their materials and equipment. The equipment of **Techni-Pro Institute** should be used in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the campus director.

# ADMISSIONS

## ADMISSION REQUIREMENTS

For admission, Techni-Pro Institute requires each applicant to be in good physical health, submit the following documents: a copy of a GED, a high school diploma, or college transcripts, social security card, current driver's license or state/federally recognized ID, or an authorization to work in the United States, and to also comply with any additional requirements as specified for the program selected. A full checklist of requirements for program entry are listed in the specific description for each program in this catalog

## ADMISSION PROCEDURES

Prospective students who wish to register for a Techni-Pro Institute program should visit the campus or call to have an interview with an admissions officer and begin the process of application and qualifying for enrollment. Prior to acceptance, the applicant must fulfill the following requirements:

- ✓ Select a program and submit an online application to Techni-Pro Institute accompanied by a \$75 registration fee (non-refundable). To begin, visit <https://techniproedu.com/admissions-enrollment-process>
- ✓ Present a picture ID along with proof of a Social Security card, and a High School Diploma or GED Diploma as well as any Official Transcripts. For documents in any language other than English, translation and evaluation are required for foreign diplomas or transcripts.
- ✓ Take entrance exams and pass with a minimum score of 75% and/or prepare for entrance exams with Techni-Pro Institute's review courses.
- ✓ If applicable for the selected program, complete the comprehensive Florida Department of Law Enforcement (FDLE) and FBI Level II background screening.
- ✓ Complete a signed Enrollment Agreement and work with the Bursar to arrange a financing plan, get answers to any questions about students' financial obligations, and sign all necessary agreements.
- ✓ Complete FERPA and Employment Verification Forms
- ✓ Comply with any additional admission requirements that apply to the chosen program of enrollment. Specific enrollment requirements are disclosed in this catalog under the program description section.

## ENGLISH PROFICIENCY

*Prospective students that are non-native English speakers are required to demonstrate their English proficiency by complying with at least one of following:*

- ✓ *Completion of an Institute level course for academic credit in a U.S. Institute*
- ✓ *A minimum score of 540 (207 on computerized version and 76 on the Internet based version) on the Test of English as a Foreign Language (TOEFL) Examination*
- ✓ *A minimum score of 79% on the Michigan English Language Assessment Battery (MELAB)*
- ✓ *A minimum MELAB converted score of 79% on the Michigan Examination for the Certificate of Proficiency in English (ECPE) Examination*
- ✓ *A minimum score of 725 on Test of English for International Communication (TOEIC)*
- ✓ *A minimum score of 6.5 overall with a 7.0 on the spoken portion on the academic version of International English Language Testing System (IELTS);*
- ✓ *A minimum score of 60 on the Interchange placement test provided at Techni-Pro Institute*

*\*TPI reserves the right to administer additional assessments of English language proficiency if and when the demonstrated reading and writing skills of a student prove to be an obstacle to satisfactory academic performance.*



## SUBMITTING ACADEMIC INFORMATION

**Students have until the end of the first two weeks during the 101 Orientation – Introduction to Blended Learning to comply with this requirement.**

## CREDIT EQUIVALENCIES

Transfer of academic credits is evaluated on a course-by-course basis and is ultimately decided by the Director of Academics, the Provost and the dean of Nursing according to standards set by accrediting organizations in the United States. To ensure accuracy, Techni-Pro Institute may use a third-party verification company to review applicant records and/or transcripts provided by students seeking to transfer credits from another institution.

## DEFINITIONS

### **Clock Hour Definition**

One clock hour is defined as 50 minutes of instruction in a 60-minute period of time.

### **Semester Hour Definition**

A semester credit hour is equivalent to 15 lecture hours, 30 lab hours, or 45 externship hours.

### **Period of Enrollment or Payment Obligation**

A period of enrollment or payment obligation: entire program.

### **Academic Year**

Academic Year: a minimum of three semesters.

## APPLICANTS WITH FOREIGN CREDENTIALS

Applicants with credentials from foreign countries must send their credentials to Techni-Pro Institute's Registrar with an official translation for records in any language other than English and an official evaluation by an approved educational evaluator service attesting that the diploma/degree/credits earned at a foreign Institute are equivalent to a diploma/degree/credits earned at an accredited Institute in United States.

# BURSAR

## STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs as disclosed in this catalog are due in full prior to the scheduled start-date of a student's class(es), unless the student has arranged to make monthly payments; in which case the balance must be paid by graduation, or a financing contract is executed. The Bursar discusses these options with prospective students during the admissions process.

At the time of enrollment, students may select to make the following methods of payment as follows:

- ✓ Initial payment based on program and student's financial capacity, and enrollment into a payment plan. Payment plans are scheduled based on student's program length, student's financial capacity, and the amount of the of the initial payment.
- ✓ Full payment at time of enrollment.
- ✓ Applicable scholarships associated with certain programs (state or institution based)

## CANCELLATION & REFUND POLICY

When a student enrolls in a program of study, the student has reserved a place that cannot be made available to other students. Once the Enrollment Agreement is signed by an Institute's official it constitutes a contract.

If a student decides to cancel enrollment for any reason, refunds will be made according to the following Cancellation & Refund Policy:

1. **Cancellation must be in writing**, and may be delivered in person, sent by email addressed to [academics@techniproedu.com](mailto:academics@techniproedu.com), or sent by certified mail addressed to: Attention Bursar: Techni-Pro Institute, 414 NW 35<sup>th</sup> Street, Boca Raton, FL 33414.
2. All monies will be refunded if the Institute does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: The Termination date for the purpose of calculating the refund is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the Institute after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements, the student will receive a 100% refund of any tuition paid.
10. There are no refunds for books and learning materials.

## FINANCIAL HOLD/WITHDRAWAL

**Techni-Pro Institute reserves the right to withdraw any student who has not met their financial obligation. The Bursar will notify the student of a due financial obligation. If the student has not satisfied their financial obligation after their scheduled payment is past due by 7 days, they will be withdrawn from their classes**

# ACADEMICS

## POLICIES EVALUATION SYSTEM

**Techni-Pro Institute** establishes its evaluations based on the results of the theoretical and practical examinations. Students must maintain grade point average of 2.0 or above (75%) in order to satisfactorily complete their program of study. **PLEASE NOTE: TPI will be increasing the required pass rate for all students from a 75% to a 80% on all core nursing courses, In January 2023.**

## GRADING SYSTEM

The following grading scale is used:

<b>Excellent:</b>	93% -100 %	=	A	4.0
<b>Good:</b>	85% - 92%	=	B	3.0
<b>Satisfactory:</b>	75% - 84%	=	C	2.0
<b>Unsatisfactory:</b>	below 75%	=	F	0.0
<b>Incomplete:</b>		=	I	
<b>Withdraw:</b>		=	W	
<b>Transfer:</b>		=	T	

## GRADE POINT AVERAGE CALCULATION

The GPA is calculated using the following formula:

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

## GRADE ASSIGNMENTS

Grades will be based on the quality of work and level of understanding demonstrated in completed assignments and assessments. Faculty members are required to post grades through LMS for every student based upon the grading and evaluation response time schedule provided in this catalog. Grade reports will be made available to students through the Student Portal. No official grade results will be given to students by phone or email.

## REPEATED COURSES

**Techni-Pro Institute** allows students to repeat a failed course **once**; however, costs associated with credit hours will be owed with the option of refinancing via TFC. A failed course is a course in which a student received an "F". The policy does not remove the previous grade and does not eliminate the effect of that grade on the cumulative GPA computation. Both the failed and passing grade and credits will be included in the SAP and GPA calculations. Students that fail a course **twice** will be withdrawn from the program.

## INCOMPLETES (GRADES OF I)

**Techni-Pro Institute** discourages in general the practice of Incomplete (I) grades. Upon discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) for a course to allow additional time to complete missing coursework or to take a required exam. Acceptable reasons for receiving an Incomplete grade include the need to attend to severe health issues or bereavement leave. Upon completion, the earned grade replaces the grade of "I" and is

calculated into the grade average for the corresponding term and for the cumulative grade point average (CGPA). If the missing work or exam is not completed within the timeframe agreed with the instructor, a grade of “F” will be assigned and computed into the final grade average for the course and into the CGPA.

#### TRANSFER GRADES (GRADES OF T)

A grade of T is assigned for a student’s successful transfer of credits earned at another institute or credits earned at a previous program of enrollment completed at Techni-Pro Institute. Neither the grade nor the credits are included in the Cumulative Grade Point Average (CGPA), or credits attempted calculations. At least 30% of the credits or hours required for completion of a program must be earned through courses taken at Techni-Pro Institute. The total number of credits transferred is deducted from the total number of credits needed for program completion. General Education courses may be transferred to a TPI Program for credit, for courses taken within 10 years.

#### WITHDRAWAL FROM A COURSE (GRADES OF W)

A grade of “W” is given when the last day of attendance is within the first half of the course. When the last day of attendance is within the second half of the course, the student receives a final letter grade. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame. A student may be granted a leave of absence for a maximum of sixty (60) days. A request for a leave must be in writing with the date of expected return specified. If the student does not re-enter within the specified time and has not notified Techni-Pro Institute, the student’s enrollment agreement will be terminated, and the student **may or may not be** granted a refund based on financial agreements signed by the student, according to Techni-Pro Institute’s cancellation policies, and as determined by the Bursar and Academics department. The withdrawal date is determined by the last date the student attended class.

#### LEAVE OF ABSENCE

**Leave of Absence Policy:** Techni-Pro Institute determines whether a student is allowed a Leave of Absence based on the student’s academic progress and the recommendations of faculty members and academic advisers. When a student needs to be excused from synchronous learning activities for any extended length of time, the student must have reasonable reasons to request a Leave of Absence from studies and may also be required to provide documentation as evidence of these reasons, such as a note from a doctor or a published notice of death in the family. Upon approval for a Leave of Absence from synchronous learning activities, an executive member of administration, such as the Academic Director or the Provost, will work with the appropriate faculty member(s) to create an Individual Asynchronous Education Plan for the student’s successful achievement of the course’s learning objectives and required credit hours of study. Asynchronous study plans are comprised of Assignment and/or Assessment Completion Contracts: In order to complete course learning objectives and receive credit hours, the personalized plan of asynchronous study clearly outlines what curricula resources the student must use, when the completion of course assignments will be due, and if a student is required to hold one-on-one synchronous assessment appointments to demonstrate her or his grasp of the subject during scheduled a live session.

#### ACADEMIC ADVISING AND SUPPORT

Techni-Pro Institute offers academic advising services to all prospective and current students. Creating an academic plan for any student begins with having a conversation about the student’s lifestyle and vocational career goals. To receive personalized guidance from a student adviser in person or over the phone, students are encouraged to schedule an academic advisement appointment. Student advisers take into consideration students’ employment status, work commitments, and family obligations or needs for childcare. Student advisers help students determine what courses to take in each term, what pace is appropriate, and when to take specific classes

. Through Techni-Pro Institute’s Orbund LMS, students have access to academic support by messaging instructors and may also request services from academic advisers:

1. Forums: All courses have online methods supporting inquiry discussions to address students’ questions about different academic subject matter. Participation in forums is guided by instructors and may be synchronous, postings in real time, such as a live Q & A session, or asynchronous participation, posts contributed autonomously, self-paced and due by a specific date.

2. Messages: Messaging professors and peers provides synchronous interaction. Students can ask individual questions directed to classmates or instructors regarding any issues that could affect performance on assignments or exams. For example, while using Zoom, instructors may prompt students to use the chat feature.
3. Academic Advisement: Students are encouraged to schedule appointments to take full advantage of academic advisement services and engage in purposeful planning for successful completion of their degree or diploma program. Students who have concerns about their academic progress in coursework, should always communicate first with their course instructors. To schedule an appointment with an academic adviser, use the send a direct request via email to senior academic adviser Shimair McCormack: [students@techniproedu.com](mailto:students@techniproedu.com)

#### COURSE NUMBERING SYSTEM

The course numbers are based on course codes established by Techni-Pro Institute and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The alpha prefix identifies the academic discipline, and the first digit specifies if the course belongs to an upper or lower division. The numbers indicate the level of the course.

#### PREFIXES FOR COURSES

<b>PSY</b>	General Psychology	<b>HHA</b>	Home Health Aide
<b>ENC</b>	English Composition	<b>HDT</b>	Hemodialysis
<b>STAT</b>	Statistics	<b>NUR</b>	Nursing
<b>CPT</b>	Intro to Philosophy/Ethics	<b>PN</b>	Practical Nursing
<b>MAT</b>	Mathematics	<b>BSN</b>	Bachelor of Science in Nursing
<b>MCB</b>	Microbiology	<b>ALM</b>	American Literature
<b>SPC</b>	Introduction to Public Speaking	<b>DEV</b>	Lifespan Development
<b>HUN</b>	Principles of Nutrition	<b>ANP</b>	Human Anatomy and Physiology
		<b>AAP</b>	Advanced Human Anatomy and Physiology

# REGISTRAR

## GRADUATION REQUIREMENTS

In order to graduate from Techni-Pro Institute and to receive a certificate, diploma or a degree. To obtain a release of transcripts the student must:

- Complete all credit/clock hours and services as stated in the catalog for the program.
- Earn a minimum 2.0 cumulative grade point average.
- Fulfilled all financial obligations with Techni-Pro Institute
- Maintain a minimum attendance of 90% or above (Utilizing the REAL: Responsible, Engaged, Asynchronous Learning Model)
- Complete all requirements within time and a half of initial enrollment
- Complete an Exit Interview with the Student Services Department
- Nursing students pass the Kaplan exit exam

## TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at **Techni-Pro Institute** and are available from the Admissions & Records Department. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the Institute. Provided a hold does not exist, a student may request a transcript from the Admissions & Records Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$10 for each official transcript, and \$5 per non-official transcript. Official and non-official transcript requests may take approximately **Two to Three weeks** to process.

## TRANSFER OF CREDITS

### Transfer of Credits Between Programs within Techni-Pro Institute

Techni-Pro Institute gives credit for studies at a previous program within the Institute. Such credits are accounted and considered if classes previously taken are classes also required in the new program of study. The total number of credits transferred is deducted from the total number of credits needed for program completion. Neither the grades nor the credits are included in the CGPA or credits attempted calculations.

### Transfer of Credits for Studies in Other Institutions

Techni-Pro Institute gives credit for courses completed at other Institutes that are approved within the United States. Students seeking transfer of credits must provide an official transcript of credit to be evaluated by our Institute and/or a third-party verification company. At least 30% of the credits required for completion of a program must be earned through instruction taken at Techni-Pro Institute. The total number of credits transferred is deducted from the total number of credits needed for program completion. Neither the grades nor the credits are included in the CGPA or credits attempted calculations

### Transferability of Credits earned at Techni-Pro Institute to another Institution

Transferability of credits earned at this Institute is solely at the discretion of the accepting Institute. It is the student's responsibility to confirm whether credits will be accepted by another Institute of the student's choice.

### Techni-Pro Institute Transfer of Credit for RN-BSN, TPIAP 72 Proficiency Credit Hours

Registered nurses with a current, active license are awarded up to 72 semester credit hours through the Techni-Pro Institute Articulation Program (TPIAP). This proficiency credit includes 30 liberal arts and sciences credits and 42 nursing credits. The credit hours awarded reflect credit hours for completed general education and nursing courses in Techni-Pro Institute's ADN in nursing program. The transferable content of proficiency credit hours may be identified in specific courses or as subject matter threaded throughout the curriculum in other required coursework. Applicants may be

required to demonstrate knowledge of general education concepts either through transcript transfer credit or completion of the Entrance Examination(s). The Entrance Examination(s) must be successfully completed prior to acceptance to the RN-BSN Degree Completion program. Applicants who do not take the proficiency examination(s) are required to complete the equivalent course(s) prior to acceptance to the RN-BSN degree completion program.

Nursing, 42 Credits		Liberal Arts & Sciences, 30 credits	
NUR102 Fundamentals of Nursing	5	MAT103 College Algebra	3
NUR102C Fundamentals of Nursing Clinical	5	MCB201 Microbiology with Lab	4
NUR108L Fundamentals of Nursing Skill Lab	1	BSC285 Anatomy & Physiology I	4
NUR114 Introduction of Pharmacology	3	BSC286 Anatomy & Physiology II	4
NUR122 Medical Surgical Nursing	6	CHM132 Chemistry	3
NUR122L Medical Surgical Nursing Clinical	3	DEP204 Growth & Development	3
NUR128L Medical Surgical Nursing Skill Lab	1	ENC111 English Composition I	3
NUR225 Maternal Child Nursing	6	TPPN12 Medical Law & Ethics	3
NUR225L Maternal Child Nursing Clinical	4	PSY200 Psychology	3
NUR26C Adv. Medical –Surgical & Mental Health Nursing	4		
NUR283L Nursing Practicum	4		
<b>TOTAL CORE NURSING CREDITS</b>	<b>42</b>	<b>TOTAL OTHER CREDITS</b>	<b>30</b>

#### MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the Registrar Department. Included are admission applications, the records of grades and credits received in courses or accepted from other institutions, and other documents relating to the student's academic progress and status.

The department of Admissions & Records maintains records for applicants, students, and alumni. The types of records kept by Admissions & Records of interest to prospective students, active students, and graduates include:

- Copies of Proof of Identification (official documents or cards)
- Copies of any licensing or certifications as required for the student's selected program, such as a *United States R.N. License or CPR Certification (See Admission Requirements for each program)*
- Documents to process transfer of credits, such as transcripts from any Post-Secondary school
- Official Transcripts upon graduation and by request (fee required for additional copies)

For questions or requests concerning individual student records, please contact the department of Admissions & Records by writing to [Admissions@techniproedu.com](mailto:Admissions@techniproedu.com) or requesting service via Orbund.

# ATTENDANCE POLICIES

## ABOUT BLENDED LEARNING: SYNCHRONOUS AND ASYNCHRONOUS LEARNING STRATEGIES

Techni-Pro Institute uses **blended learning** methods to increase educational opportunities for TPI students who work full time and/or care for dependent family members. **Blended learning modes** of instruction combine synchronous learning and asynchronous learning strategies to accommodate students' needs to fulfill academic program requirements.

### What is Synchronous Learning?

**Synchronous learning** requires attendance or participation on specific days at times scheduled in advance. Techni-Pro Institute's **synchronous learning** activities range from taking exams online while being monitored by a proctor to receiving clinical instruction at a specified healthcare setting.

**Asynchronous learning** affords students with opportunities to complete significant required coursework according to students' optimal study times and availability, most especially when scheduled live sessions, assessments, or assignment due dates conflict with students' work schedules or needs to attend to urgent matters. Asynchronous learning opportunities alleviate the stress of students with extremely challenging work schedules or any emergencies.

During regularly scheduled classes, **Synchronous learning** activities enrich students' understanding of course subject matter through interactive lessons with classmates and faculty. Techni-Pro Institute faculty members and student advisers highly recommend that students enrolled in online courses participate in as many live session classes as they can to learn directly from faculty members. However, with the emergence of the coronavirus (SARS-CoV-2) pandemic in 2020, Techni-Pro Institute has shifted away from "mandatory attendance" expectations and developed blended learning policies which are better aligned with student-centered and adaptive teaching principles. Recent innovations in Internet based distance education make it possible to provide students with asynchronous learning opportunities to fulfill coursework requirements despite missing some synchronous instructional activities. Internet based tools, including online library databases, Zoom virtual meeting solutions, and Learning Management Systems (LMS) such as Orbund and CoursePoint+ give Techni-Pro Institute students access to an abundance of online resources and multiple ways to communicate with instructors. By blending synchronous learning and asynchronous learning strategies, Techni-Pro Institute has developed an attendance policy based on careful consideration of students' challenging, often unpredictable schedules and the institution's mission to provide quality education.

## ATTENDANCE POLICIES BASED ON BLENDED LEARNING

Techni-Pro Institute's Attendance Policies are based on Blended Learning strategies and utilizes the REAL: Responsible, Engaged, Asynchronous Learning Model when assessing attendance.

**It is the responsibility of each student to request any make-up work and other guidance from instructors if or when a student is unable to attend any regularly scheduled session (synchronous learning).**

**Absences and Asynchronous Learning Policy:** If or when a student misses live instruction synchronous learning sessions, the student must set-up agreements with instructors to receive guidance, lesson materials and/or a video recording to complete required assignments and/or assessments through **self-guided study** also known as **asynchronous learning**. Instructors and Learning Management Systems inform students if missed classes, assignments, or assessments are putting a student at risk for failure or unsatisfactory academic participation. In the event a student misses a live session for which attendance is mandatory, such as a proctored exam or instruction in a clinical laboratory, the student may be required to fulfill the course requirements in another term, delaying the calculation of the final grade of the class until the mandatory synchronous learning activity is completed as agreed.



# STANDARDS OF ACADEMIC PROGRESS

## STANDARDS OF ACADEMIC PROGRESS (SAP) POLICY & CRITERIA

All students are required to meet the **Standards of Academic Progress (SAP)** as listed and described in this section. Each student's progress is appraised at set intervals to determine whether the student is meeting the SAP.

These standards are evaluated regularly, based on Techni-Pro Institute's Systematic Evaluation Plan (SEP). Recursive feedback is obtained from the program PAC, faculty, and support staff to ensure that these SAP reflect healthcare industry regulatory and accreditation requirements. SAP includes: quantitative and qualitative measurements that include: a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all credit hours attempted and, a maximum time frame requirement to successfully complete all required credit hours for the program.

### SAP - Quantitative Criteria

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

### SAP - Qualitative Criteria

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

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours the student has attempted in the program of study.
3. To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 2.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted. Any student who fails to establish or maintain Satisfactory Academic Progress must meet with Techni-Pro Institute's Director of Academics or Provost.
4. A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintains this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Credit Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the semester in which the student is on academic probation and earns a cumulative GPA of 2.0 or higher.

### SAP - Evaluation

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

### SAP Evaluation - Timeframe to Complete (MTF) Policy

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

The maximum timeframe for **Techni-Pro Institute** programs is as follows:

PROGRAM	PROGRAM LENGTH	MAXIMUM ALLOWED TIME
Home Health Aide	75 Clock Hours	112 Clock Hours
Hemodialysis Technician	629 Clock Hours	944 Clock Hours
Medical Billing and Coding Specialist	1152 Clock Hours	1728 Clock Hours
Practical Nursing	1350 Clock Hours	2025 Clock Hours

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

PROGRAM	PROGRAM LENGTH	MAXIMUM ALLOWED TIME
Professional Nursing (AS)	24 Months	36 Months
RN-BSN	11 Months	17 Months

For **transfer students**, accepted transfer coursework will be counted in the maximum timeframe. Students can repeat a course, but the credits will also be applied toward the maximum timeframe. Required remedial coursework will not be counted toward the student's maximum timeframe.

- At the end of a semester, any student whose **Cumulative Grade Point Average (CGPA) is below 2.0** or whose successful completion rate is **less than 67%** of all credits attempted will be placed **on academic probation**.
- The student will have **one semester** to raise the student's **CGPA to 2.0 or higher** and/or their completion rate to **67% or better**.
- Any student who fails to earn the **minimum CGPA** or the required completion rate by the end of the probationary semester will be academically dismissed from **Techni-Pro Institute**.

## SAP and Probation Appeals

Any student who has been placed on academic probation for the first time, and who feels that there were mitigating circumstances that caused the student to fail to meet Standards of Academic Progress, may file a written appeal with supporting documentation to Techni-Pro Institute's Director of Academics, who may take the following steps:

- 1) For course related issues,
  - A) Student will be asked to meet with the faculty member(s) corresponding to the courses affecting SAP with written supporting documentation of the academic concern, such as graded assignments or exams.
  - B) Student needs to meet with the faculty member(s) as soon as possible
  - C) Supporting documentation from the student BEFORE meeting with the relevant faculty member(s) should include the following:
    - i) Complete name of the student, course name, and Instructor's name
    - ii) Issue affecting SAP and explanation of the cause of this issue
    - iii) Student expected outcome for the issue
    - iv) One supporting documentation per course affecting SAP
  - D) If the course related issue is not resolved at the faculty level the student may submit an appeal to the Director of Academics. The decision of the Director of Academics is final.
- 2) For non-course related issues, such as financial, health or scheduling issues and other non-academic concerns:
  - A) Student will meet with staff related to the affecting issue, i.e. financial issues will meet with the Bursar, health or scheduling matters affecting SAP will meet with the Director of Academics.
  - B) Student needs to provide in writing supporting documentation BEFORE meeting with anyone concerning the SAP issue
  - C) Appeals for any decisions made will be directed to the President of Techni-Pro Institute. Decisions by the President will be final.

If the student's SAP probation appeal is granted, the academic progress of the student will be considered satisfactory.

## Academic Dismissal

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

## Academic Honesty

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

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

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

# PROCESS OF CORRECTIVE ACTION

## WARNING

In the event of non-compliance with Techni-Pro Institute's rules and regulations, a student will be issued a verbal or written warning and progress to dismissal for the program, dependent upon severity of the infraction. The warning can be given by an instructor, or Administration, and may originate from the Academic Department. The Academic Department will advise the student of the non-compliance issue, request to meet by phone or in-person, and proceed to identify a corrective action with the student. If the correction is not completed or fulfilled as requested the warning will be followed by suspension or program expulsion.

## ACADEMIC PROBATION

If a student's academic performance fails to meet Techni-Pro Institute's Standards of Academic Progress (SAP), the student is placed on probation. The maximum time any student can remain on probation is 30 days. If a student placed on probation does not meet and maintain SAP, the student will be removed from the program. Within the 30-day probation period, a student can make gains in academic progress by completing an Individual Asynchronous Education Plan which may include additional hours and additional assignments, and/or examinations provided by the student's instructor(s) in agreement with the Director of Academics. If a student completes all coursework in an Individual Asynchronous Education Plan and achieves a minimum CGPA of "C" (2.0), the student will return to active status in the program.

## APPEAL PROCESS

Techni-Pro Institute policies support a student's right to appeal any decision that can harm the student's interests. Appeals must be in writing and received within 10 days of dismissal.

A student may appeal Techni-Pro Institute's determination of unsatisfactory progress by submitting a written explanation of the student's reasoning to the Student Services Department. The Student Services Department will confer with any member(s) of executive leadership, such as the President or the Provost, who will determine, in this case, the final decision. The student will be notified of the final determination within 10 days.

## READMISSION TO A PROGRAM

**A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the Institute on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.**

## ACADEMIC OR FINANCIAL SUSPENSION

**Techni-Pro Institute reserves the right to place the enrollment of any student on Financial Hold for failing to meet financial obligations. Any student who demonstrates disregard for the codes of conduct, standards and policies outlined in this text can be placed on Academic Suspension.**

# STUDENT SERVICES

## ACADEMIC ADVISING

Techni-Pro Institute offers academic advising services to all prospective and current students. Creating an academic plan for any student begins with having a conversation about the student's lifestyle and vocational career goals. To receive personalized guidance from a student adviser in person or over the phone, transfer or current students are encouraged to schedule an academic advisement appointment. Student advisers take into consideration students' employment status, work commitments, and family obligations or needs for childcare. Student advisers help students determine what courses to take in each term, what pace is appropriate, and when to take specific classes to successfully complete their chosen programs.

## CAREER SERVICES

It is the policy of **Techni-Pro Institute** to assist students in seeking employment upon graduation. Prior to and after graduation, student advisers are available by appointment to assist with developing life skills for gainful employment, including building a resume, filling out applications, and preparing for interviews.

## COUNSELING

Counseling is available to all students for career and academic reasons. Beyond the scope of education and employment concerns, students who seek counseling for issues of a personal nature will be referred to local public or private agencies for professional assistance.

## MEDIA AND LIBRARY SERVICES

The Hyppolite Library and Media Center provides additional learning resources for active students and graduates. Resources include nine computers connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The library and media center are open during normal business hours. Students may access the [Techni-Pro Virtual Library](#) online, at any time, and access a form to request service from the or submit questions to TPI's Librarian.

## HOUSING

Techni-Pro Institute does not maintain housing for students but provides information and resources about local apartments and rental opportunities for students interested in living near campus.

## STUDENTS' RIGHT TO KNOW

Techni-Pro Institute's students have access to records as stipulated under federal and state law. Techni-Pro Institute's records-keeping practices and services available to students are in compliance with the [Student Right to Know Act \(PL 101-542\)](#).

## DISCRIMINATION AND HARASSMENT POLICY

**Techni-Pro Institute** prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes unwanted inappropriate sexual advances made on another individual in a work or professional setting. Violations of this policy will be strictly enforced to the fullest extent of the law. TPI has a "Zero Tolerance" for Discrimination or Harassment of any kind.

# DEGREE PROGRAMS, COSTS AND OFFERINGS

## REGISTERED NURSE – RN to BSN PROGRAM

120 CREDIT HOURS – 45 WEEKS

### PROGRAM OBJECTIVE

The program's objective is to provide focused education that gives its graduates the ability to listen and think critically and use suitable modes of inquiry and judgment to propose solutions to complex problems. Graduates will learn to practice in accordance with legislation that affects the nursing and health care industry, within a professional and/or ethical nursing framework, and with evidence-based, practical application. Graduates will be able to: plan nursing care in consultation with individuals/groups, significant others and the interdisciplinary health care team provide comprehensive, safe, and effective nursing care to achieve identified health outcomes and evaluate progress towards expected health outcomes in consultation with health care team. Our graduates will establish, maintain, and appropriately conclude therapeutic relationships, serve in roles designed to meet the needs of a variety of populations in a changing society, and stay current in published research related to efficacy and effectiveness in nursing. Our nursing program is designed to aid our graduates in developing and understanding how to exercise discretion and judgment in the delivery of their services.

### PROGRAM DESCRIPTION

The Program provides education courses in such subjects as communication, social sciences, and natural sciences. The program includes a challenging curriculum, encompassing: Advanced Clinical, Intensive Care, Advanced Health Assessment, Critical Care, Advanced Pathophysiology, Trans-cultural Nursing, Community Health, Advanced Pharmacology, Leadership in Nursing, Research in Nursing and Issues in Nursing. The program is designed for licensed RNs with an Associate Degree in Nursing. The upper division of the nursing coursework is designed to prepare professional nurses to use the latest technology, knowledge, abilities and skills to be affective in the multidisciplinary settings and will prepare nursing leaders for the promotion of quality healthcare in the global healthcare environment.

### ACADEMIC CREDENTIAL

*Techni-Pro Institute awards a bachelor's degree in Nursing upon completion.*

### DELIVERY METHOD

*Using a Blended Learning approach, this program is offered on campus and online, where students attend one class each week per course, and also use Internet based Learning Management Systems such as Orbund or CoursePoint+ to access lesson materials, complete work asynchronously, and submit assignments as instructed.*

### PROGRAM LENGTH

*This program has a duration of 120 credit hours. Full time students complete the program in 45 weeks.*

*Techni-Pro Institute transfers up to 72 credit hours for the RN to BSN program.*

## REGISTERED NURSE – RN to BSN ADMISSION REQUIREMENTS

Students must comply with the following requirements to enroll to the program:

- ✓ Valid picture ID
- ✓ Must possess a current/active United States R.N. License.
- ✓ Evidence of an Associate of Science Degree in Nursing with a minimum of 60 semester credits
- ✓ Completion of all A.S. General Education courses for transfer with a “C” or better
- ✓ Demonstrate English proficiency (for non-native English speakers only)
- ✓ Submission of a completed application and registration fee
- ✓ Two professional letters of reference, references should include contact information (Optional)

### PROGRAM COST

Registration Fee	\$75
Tuition Fee	\$10,500 (\$58.33 per credit)
Other Costs	\$500 (uniform, textbook rentals)
Total Program Cost:	\$ 11,575

The cost of textbooks rentals is included in the cost of the program. A list of textbooks required for each course is provided to all prospective students during the admissions process before enrollment.

NOTE: The price of the programs may increase or decrease dependent on suppliers and needs of the school.

## REGISTERED NURSE – RN to BSN CURRICULUM OUTLINE

CODES	COURSE TITLE	Course Type	Credits	Hours
	Transfer Credits	-	72	-
ENC102*	English Composition II	G. Ed.	3	45
BSN301	Nurse Baccalaureate Transition	Core	3	45
HUN121*	Principles of Nutrition	G. Ed.	3	45
STAT223*	Statistics	G. Ed.	3	45
SPC111*	Introduction to Public Speaking	G. Ed.	3	45
MED217	Medicine and Disease	Core	3	45
NUR319	Nursing Theorists and Principles of Nursing Practice	Core	3	45
NUR417	Healthcare Issues Policies and Economics	Core	3	45
NUR423	Legal and Ethical Issues in Nursing	Core	3	45
NUR369	Advanced Health Assessment	Core	3	45
NUR325	Advanced Pathophysiology	Core	3	45
NUR455	Cultural and Spiritual Aspects of Nursing Care	Core	3	45
NUR427	Transformational Leadership in Nursing	Core	3	45
NUR466	Community Health Nursing	Core	3	45
NUR364	Nursing Informatics	Core	3	45
NUR487	Nursing Research and Evidence Based Practice	Core	3	45
	<b>Total</b>		<b>120</b>	<b>1800</b>

\*General Education Courses

## REGISTERED NURSE – ASN PROGRAM

**82 CREDIT HOURS – 96 WEEKS**

### PROGRAM OBJECTIVE

Upon completion of the Professional Nursing program, student (s) will be able to

- ✓ Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act of the State of Florida.
- ✓ Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
- ✓ Perform nursing measures with accuracy, safety, and efficiency, consistent with current nursing concepts and practices in different health care settings.
- ✓ Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative, and preventative care for persons of all ages and diverse cultures.
- ✓ Demonstrate professional competencies consistent with the practical nursing code of ethics.
- ✓ Demonstrate appropriate employability skills.
- ✓ The program graduate will pass the state of board licensure/certification exam.

### PROGRAM DESCRIPTION

The Professional Nursing program is designed to provide a well-rounded education and its foundation courses will expose students to a broad range of subjects, such as communication, social sciences, and natural sciences. The program includes a challenging curriculum, encompassing nursing communication, nursing management, nursing informatics, nursing fundamentals, patient assessment, and clinical practice. Through the Professional Nursing curriculum, students acquire diversified marketable skills as well as preparation to seek further education within the healthcare field.

Clinical simulation is offered as part of the clinical hour's requirement for the following courses: fundamentals of nursing, medical-surgical nursing, advanced medical-surgical nursing, maternal-child nursing, mental health and leadership & management. Clinical simulation accounts for not more than 50% of the clinical part of each one of the aforementioned courses.

Students who have successfully met all educational and institutional requirements for the Associate of Science Degree in Professional Nursing program from Techni-Pro Institute are eligible to have their names submitted to the Florida Board of Nursing to be considered as a candidate for the NCLEX-RN licensure examination. The Florida Board of Nursing is the state agency authorized to determine if the applicant qualifies to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

**CLINICAL MILEAGE DISCLOSURE:** It is the student's responsibility for travel cost to the clinical site. As part of the program, students must participate in training experiences at approved clinical sites.

### ACADEMIC CREDENTIAL

*Techni-Pro Institute awards an Associate of Science Degree in Nursing upon completion.*

### DELIVERY METHOD

*Using a Blended Learning approach, this program is offered on campus and online, where students attend one class each week per course, and also use Internet based Learning Management Systems such as Orbund or CoursePoint+ to access lesson materials, complete work asynchronously, and submit assignments as instructed.*

### PROGRAM LENGTH

*This program is **82** credit hours.*



## REGISTERED NURSE – ASN ADMISSION REQUIREMENTS

The Professional Nursing Program is open to all persons who meet the following requirements.

1. Applicants must present evidence of a high school diploma or GED.
2. Applicants must be 18 years of age and pass the TEAS Test: Reading, Math, and Language. Score of 75% is required in order to be admitted.
3. Provide evidence of good physical and mental health (through evidence of a physical performed by a licensed healthcare provider).
4. Provide evidence of meeting immunization requirements by providing a negative urine drug screening, evidence that you are free of active tuberculosis, and have immunizations for measles, mumps, rubella and varicella.
5. Provide evidence of Florida Department of Law Enforcement Level 2 Background Check and Drug Screen.
6. Provide proof of current certification by the American Heart Association or American Red Cross Affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers.
7. Written essay on selected topic – score of 7/10 or better. \*(limited to 3 tries in one year). Graded according to Rubric (See Appendix 1 Essay Rubric in Catalog Addendum).
8. Interview with the Program Director.
9. Techni-Pro Institute’s students of the Professional Nursing program are automatically enrolled in 101 Orientation before they may start their program. The orientation gives students the opportunity to become comfortable with Blended Learning strategies and the Orbund Learning Management System (LMS). Students may begin the mandatory 101 Orientation course shortly after their application process is complete. Students are required to successfully complete this course before starting any academic program to confirm they are able to learn using an Internet based LMS. Students that do not complete this orientation successfully will be referred to an alternate school and refunded all monies paid (with the exception of the non- refundable registration fee).

### PROGRAM COST

Tuition	\$24,900
LMS “Orbund”	\$2,500
Textbooks	\$3,200
Uniforms	\$400
Virtual Simulation Lab	\$2,500
Lab Fees	\$2000
Clinical Fees	\$2000
NCLEX-RN Exam Fee:	\$250
Pearson Exam Fee:	\$250
<b>Total Program Cost:</b>	<b>\$38,000</b>

*The cost of textbooks rentals is included in the cost of the program. A list of textbooks required for each course is provided to all prospective students during the admissions process before enrollment.*

*NOTE: The price of the program may increase or decrease dependent on suppliers and needs of the school.*

**REGISTERED NURSE – ASN CURRICULUM OUTLINE**

<b>Codes</b>	<b>Course Title</b>	<b>Course Type</b>	<b>Credits</b>	<b>Clin./Sim.</b>
CPT101	Introduction to Philosophy/Ethics (online)	G. Ed.	3	
ALM100	American Literature (online)	G. Ed.	3	
ENC101	English Composition I (online)	G. Ed.	3	
MAT101	College Algebra (online)	G. Ed.	3	
PSY101	General Psychology (online)	G. Ed.	3	
DEV104	Lifespan Development (on-ground)	Core	3	
ANP101	Human Anatomy & Physiology I (on-ground)	Core	3	
ANP101L	Human Anatomy & Physiology I Lab (on-ground)	Core	1	15 C
AAP201	Advanced Human Anatomy & Physiology (on-ground)	Core	3	
AAP201L	Advanced Human Anatomy & Physiology Lab (on-ground)	Core	1	15 C
MCB201	Microbiology (on-ground)	Core	3	
MCB201L	Microbiology Lab (on-ground)	Core	1	15 C
NUR102	Fundamentals of Nursing (on-ground)	Core	3	
NUR102L	Fundamentals of Nursing Lab (on-ground)	Core	1	15 C
NUR102C	Fundamentals of Nursing Clinical (on-ground)	Core	2	30 C/15 S
NUR114	Nursing Pharmacology (on-ground)	Core	3	
NUR122	Medical Surgical Nursing (on-grounds)	Core	4	
NUR122L	Medical Surgical Nursing Lab (on-ground)	Core	1	15 C
NUR122C	Medical Surgical Nursing Clinical (on-ground)	Core	4	60 C/30 S
NUR223	Advanced Medical Surgical Nursing (on-ground)	Core	3	
NUR223L	Advanced Medical Surgical Nursing Lab (on-ground)	Core	1	15 C
NUR223C	Advanced Medical Surgical Nursing Clinical (on-ground)	Core	3	45 C/22 S
NUR225	Maternal-Child Nursing (on-ground)	Core	3	
NUR225L	Maternal-Child Nursing Lab (on-ground)	Core	1	15 C
NUR225C	Maternal-Child Nursing Clinical (on-ground)	Core	3	45 C/22 S
NUR226	Pediatric Nursing (on-ground)	Core	3	
NUR226L	Pediatric Nursing Lab (on-ground)	Core	1	15 C
NUR226C	Pediatric Nursing Clinical (on-ground)	Core	3	45 C/22 S
NUR260	Mental Health Nursing (on-ground)	Core	3	
NUR260C	Mental Health Clinical (on-ground)	Core	2	30 C/15 S
NUR 265	Leadership & Management (on-ground)	Core	3	
NUR 265C	Leadership & Management Clinical (on-ground)	Core	3	45 C/22 S
NUR 270	NCLEX-RN Exit Requirement (on-ground)	Core	3	
TCH	Total Credit/Clin/Sim Hours		83	420 C/148 S

# DIPLOMA PROGRAMS, COSTS AND OFFERINGS

## HEMODIALYSIS TECHNICIAN PROGRAM

**629** CLOCK HOURS – **40** WEEKS

### PROGRAM OBJECTIVE

The objective of the Hemodialysis Technician Program is to provide each student with the knowledge base and clinical skills necessary to ensure high quality patient care to those who have renal failure.

### PROGRAM DESCRIPTION

The HDT program is designed to prepare students for a rewarding career in the healthcare field of Hemodialysis and Peritoneal Dialysis. Graduates of the program are eligible to obtain industry-recognized certification as a Certified Hemodialysis Technician (CHT) or Certified Hemodialysis Nurse (CHN) with the Board of Nephrology Examiners Nursing Technology (BONENT). Upon completion, graduates are also eligible to obtain industry-recognized certification with the National Center for Competency Testing (NCCT) as a Phlebotomy Technician (NCPT).

### ACADEMIC CREDENTIAL

*Techni-Pro Institute awards a Diploma upon completion.*

### DELIVERY METHOD

*Using a Blended Learning approach, this program is offered on campus and online, where students attend one class each week per course, and use Internet based the Orbund Learning Management System to access lesson materials, complete work asynchronously, and submit assignments as instructed*

### PROGRAM LENGTH

*This program has a duration of 629 hours. Full time students complete the program in **40** weeks.*

## HEMODIALYSIS TECHNICIAN ADMISSION REQUIREMENTS

Students applying to the Hemodialysis Technician must also comply with the following requirements:

- ✓ High School Diploma; GED or Equivalent
- ✓ Placement Test (WBST) 60 % or (C) or better
- ✓ Be at least 16 years of age
- ✓ Sign an Enrollment Agreement
- ✓ Have a personal interview with an academic adviser or program coordinator
- ✓ Be certified in Basic Life Support (BLS)
- ✓ Demonstrate English proficiency (for non-native English speakers only)

### PROGRAM COST

Registration Fee	\$75
Tuition Fee	\$5,000 (\$7.95 per clock hour)
Other Costs	\$1,500 (uniform, textbook rentals and lab fees)
Total Program Cost:	\$ 6,575

*Note: The cost of textbooks rentals is included in the cost of the program. A list of textbooks required for each course is provided to all prospective students during the admissions process before enrollment.*

*NOTE: The price of the program may increase or decrease dependent on suppliers and needs of the school.*

## HEMODIALYSIS TECHNICIAN CURRICULUM OUTLINE

CODES	COURSE TITLE	Hours	Lab/Externship
HDT100	Intro to Dialysis	32	8
HDT110	Medical Terminology & Intro. To Lab Tests	24	
HDT120	Anatomy & Physiology	48	40
HDT130	Ethics and Professional Interaction	36	0
HDT140	The Person with Renal Failure	12	
HDT150	Infection Control and Safety	12	4
HDT160	Phlebotomy I and Vascular Access – CL I	76	32/25
HDT170	Fundamentals of Dialysis I	40	40
HDT180	Fundamentals of Dialysis II	40	40
HDT190	Clinical Practicum II (Externship) CL II		120
	<b>Total</b>	<b>320</b>	<b>164/145</b>

## PRACTICAL NURSE - PN PROGRAM

1350 CLOCK HOURS – 48 WEEKS

### PROGRAM OBJECTIVE

Practical Nursing Program Outcome Competencies:

- ✓ Demonstrate behaviors that comply with rules and statutes set forth in the Nurse Practice Act of the State of Florida.
- ✓ Apply nursing principles to meet the daily physical, social and psychological needs of the patient.
- ✓ Perform nursing measures with accuracy, safety, and efficiency, consistent with current nursing concepts and practices in different health care settings.
- ✓ Function as a responsible member of the nursing team concerned with basic therapeutic, rehabilitative, and preventative care for persons of all ages and diverse cultures.
- ✓ Demonstrate professional competencies consistent with the practical nursing code of ethics.
- ✓ Demonstrate appropriate employability skills.
- ✓ The program graduate will pass the state of board licensure/certification exam
- ✓ Perform organizational skills in following the patient's plan of care in completing patient care assignments.
- ✓ Assist in the restorative care for patients with specific needs to reach their optimal level of independence.
- ✓ Demonstrate effective employability skills in work ethics

### PROGRAM DESCRIPTION

This program prepares graduates for employment as licensed Practical Nurse. The program includes theoretical, practical, and clinical instruction. Clinical simulation is offered as part of the clinical hour's requirement for the following courses: medical- surgical nursing, pharmacology and medication administration, geriatric and long-term care nursing, and obstetrical and pediatric nursing. Clinical simulation accounts for 50% of the clinical part of each one of the courses mentioned above.

Graduates are eligible to take the NCLEX-PN state board examination to become licensed Practical Nursing.

### ACADEMIC CREDENTIAL

*Techni-Pro Institute awards a Diploma upon completion.*

### DELIVERY METHOD

*Classes for the Practical Nurse program are held on campus: Learning takes place in-person while academic progress is tracked, recorded, and reported via the Orbund Learning Management System.*

### PROGRAM LENGTH

*This program has a duration of 1350 clock hours. Full time students complete the program in 48 weeks.*

## PRACTICAL NURSE - PN ADMISSION REQUIREMENTS

Practical Nursing Program is open to all persons who meet the following requirements.

1. Applicants must present evidence of a high school diploma or GED.
2. Applicants must be 18 years of age and pass the TEAS V with a minimum 75% passing score.
3. Provide evidence of good physical and mental health (through evidence of a physical performed by a licensed healthcare provider).
4. Provide evidence of meeting immunization requirements by providing a negative urine drug screening, evidence that you are free of active tuberculosis, and have immunizations for measles, mumps, rubella and varicella.
5. Provide evidence of Florida Department of Law Enforcement Level 2 Background Check and Drug Screen.
6. Provide proof of current certification by the American Heart Association or American Red Cross Affiliated Cardiopulmonary Resuscitation (CPR) card with Basic Life Support (BLS) for Health Care Providers.
7. Written essay on selected topic – score of 75% or better. \*(limited to 3 tries in one year). Graded according to Rubric (See Appendix 1 Essay Rubric in Catalog Addendum).
8. Interview with the Program Director.

### PROGRAM COST

Tuition	\$12,900
Textbooks	\$4,600
Uniforms	\$300
Lab Fees	\$1,200
Clinical Fees	\$600
NCLEX-PN Exam Fee:	\$200
Pearson Exam Fee:	\$200
Total Program Cost:	\$20,000

The cost of textbooks rentals is included in the cost of the program. A list of textbooks required for each course is provided to all prospective students during the admissions process before enrollment. NOTE: The Price of the program may increase or decrease dependent on suppliers and needs of the school.

## PRACTICAL NURSE - PN CURRICULUM OUTLINE

CODES	COURSE TITLE	Clock Hours	Lab/Externship
PN101	Medical Terminology	45	
PN102	Introduction to Nursing	50	
PN102L	Introduction to Nursing Lab		35 L (18 simulation)
PN103	Core Healthcare Course	75	
PN103L	Core Healthcare Course Lab		45 L (23 simulation)
PN104	Anatomy & Physiology	90	
PN105	Fundamentals of Nursing	80	
PN105C	Fundamentals of Nursing Clinical		80 CL (40 simulation)
PN106	Pharmacology & Intravenous Therapy	40	
PN106L	Pharmacology & Intravenous Therapy Lab		50 L (25 simulation)
PN107	Medical Surgical Nursing I	90	
PN107C	Medical Surgical Nursing I Clinical		140 CL (70 simulation)
PN108	Medical Surgical Nursing II	90	
PN108C	Medical Surgical Nursing II Clinical		140 CL (70 simulation)
PN109	Maternal & Newborn Nursing	30	
PN109C	Maternal & Newborn Nursing Clinical		45 CL (22 simulation)
PN110	Pediatric Nursing	30	
PN110C	Pediatric Nursing Clinical		45 CL (22 simulation)
PN111	Mental Health Concept	20	
PN111C	Mental Health Concept Clinical		50 CL (25 simulation)
PN112	Community Health	10	
PN112C	Community Health Clinical		20 CL (10 simulation)
PN113	Transition to Practice	20	
PN113C	Transition to Practice Clinical		30 CL (15 simulation)
	<b>Total</b>	<b>1350</b>	<b>680</b>

# COURSE DESCRIPTIONS

## GENERAL EDUCATION COURSES REQUIREMENT

Students must fulfill the general education requirement to graduate. Students can take the courses while attending the nursing core track.

### General Science – 13 Credits required

Must include Human Anatomy and Physiology I with Lab, Human Anatomy and Physiology II with Lab and Microbiology with lab. The remaining credits must be from any General Science Institute credits course (biology, chemistry, physics, mechanics, applied sciences; agricultural; computer information and technology; geology, geography, environmental science, earth sciences, space science and astronomy).

### Humanities – 12 Credits Required

Must include three (3) credits from an English Composition course, and three (3) credits from Oral Communications, Public Speaking or General Humanities Institute credit course with a pre-requisite of English Composition. The remaining six (6) credits must be from any Humanities Institute credit courses (literature, philosophy, ethics, history, art, music, visual arts, performing arts, architecture).

### Mathematics - 6 Credits Required

Must include three (3) credits of Statistics. The remaining three (3) credits must be from Institute Algebra, Trigonometry, Calculus, or any General Mathematics Institute credit course.

### Social Science - 6 Credits Required

Must include three (3) credits of Growth and Development or General Psychology. The remaining three (3) credits must be from any General Social Science Institute credit course (psychology, sociology, political science, anthropology, criminology, international relations, history, law, geography, economics, business studies, leadership, cultural studies, civics, development studies, human resources, marketing, management, education, environmental studies, library sciences, linguistics, media).

## ADN-REGISTERED NURSE TO BSN-REGISTERED NURSE – COURSE LISTINGS

### ENC102 English Composition II

*3 semester credits – 45 lecture hours*

This course is designed to instruct students in the fundamentals of academic writing, research, with an emphasis on argumentation. The course will explore issues that tend to invite scholarly and public debate. Students enrolled in this course can expect to build on their previous coursework, develop their expertise in the conventions of argumentative prose writing, complete an extensive research project, and critically engage with social issues that shape today.

*Prerequisites: None*

### HUN121 Principles of Nutrition

*3 semester credits – 45 lecture hours*

This course provides instruction in the scientific principles of nutrition, including the role of specific nutrients, digestion of each, absorption, metabolism and sources of the nutrients and requirements of the various age groups. Emphasis is on the factors influencing the ability of individuals to maintain good nutritional status.

*Prerequisites: None*

### STAT223 Statistics

3 semester credits – 45 lecture hours

This course is an introductory course that does not require any previous coursework in statistics. Basic statistical concepts and methods are presented in a manner that emphasizes understanding the principles of data collection and analysis rather than theory. The course will be devoted to discussions of how statistics is commonly used in the real world. There are two major parts to this course: Data and Probability/Inference.

*Prerequisites: None*

### SPC111 Introduction to Public Speaking

3 semester credits – 45 lecture hours

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

*Prerequisites: None*

### BSN301 Nurse Baccalaureate Transition

3 semester credits – 45 lecture hours

*This course will prepare the registered nurse student to understand nursing as a profession at the baccalaureate level. Students will develop a personal philosophy of nursing through exploration of historical and contemporary perspectives of the profession. Emphasis placed on the attributes of the professional nurse and processes essential for delivery of competent professional practice, including nursing theory, evidence-based information, critical thinking, communication skills, and lifelong learning.*

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

### MED217 Medicine and Disease

3 semester credits – 45 lecture hours

In this course students will examine numerous diseases affecting the human body in a systemic fashion. The objectives to meet for this course include mastered understanding of normal and pathological processes of topics discussed, as well as the clinical presentation, and the bodily compensatory responses as well as various treatment strategies utilized in present medical protocol.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

### NUR319 Nursing Theorists and Principles of Nursing Practice

3 semester credits – 45 lecture hours

*This course discusses various nursing theorists and their contributions to nursing practice. Different theoretical models will be expanded in relation to principles of nursing and the nursing process. Theories discussed include Watson's theory on caring, Leininger's theory of transcultural nursing, Orem's theory of self-care and Roy's adaptation theory.*

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

### NUR417 Healthcare Issues, Policies and Economics

3 semester credits – 45 lecture hours

This course addresses certain healthcare issues, including certain policies. It also discusses the economics and finance of modern healthcare organizations. The course will survey the economic, social, political and ethical forces affecting the American healthcare industry and addresses the financial management required in this environment.

*Prerequisites: ENC102, HUN121, STAT223, SPC111 (Listing continues next page.)*

### NUR423 Legal and Ethical Issues in Nursing

3 semester credits – 45 lecture hours

This course explores the broadly defined principles of ethics and the legal and ethical implications for nursing practice. The course presents an overview of legal and ethical issues facing managers and providers in health care. It provides students with a foundation of health law and ethics and reviews a wide variety of health care legal and ethical situations and dilemmas. Case studies will be used to illustrate how the principles of ethics can guide the decision-making process when clinical research and practice management dilemmas arise.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR369 Advanced Health Assessment*

*3 semester credits – 45 lecture hours*

This course is designed to enhance the student's assessment, clinical judgment and clinical reasoning skills. This course explores the nursing process and emphasis is placed on planning and prioritizing goals for the patient.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR325 Advanced Pathophysiology*

*3 semester credits – 45 lecture hours*

This course focuses on the pathogenesis of diseases and how it related to the human body with an emphasis on advanced pathophysiology. The makeup, structure and cellular functions of the body are discussed with an emphasis on alterations in functions. Students will research evidence-based research to examine current advance clinical practice.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR455 Cultural and Spiritual Aspects of Nursing Care*

*3 semester credits – 45 lecture hours*

This course explores cultural and spiritual aspects of nursing care and the beliefs and practices of patients, families and communities and how it relates to their overall health. Emphasis is placed on providing cultural and spiritual competent care.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR427 Transformational Leadership in Nursing*

*3 semester credits – 45 lecture hours*

This course builds on the undergraduate content in the development of the advanced leadership role. It explores complex theories and concepts in nursing leadership and management beginning the preparation of the student for the nursing management role. It will look at leadership models, theories & styles, roles and functions of management, complex organizational structure, mission, philosophy, goals, objectives, basic financial management, human resources, accrediting agencies, and the political environment.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR466 Community Health Nursing*

*3 semester credits – 45 lecture hours*

This course introduces students to community health nursing, health promotion and disease prevention across the life span. The role of the community health care is explored. Nursing students will be exposed to the culturally diverse population, health disparities that exist in the United States and global methods of managing health disparities are examined.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR364 Nursing Informatics*

*3 semester credits – 45 lecture hours*

This course introduces the student to the basic principles of nursing informatics and discusses the advantages and disadvantages. The student will explore research methods, nursing practices and how information technology shapes nursing today.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*

*NUR487 Nursing Research and Evidence Based Practice*

*3 semester credits – 45 lecture hours*

This course introduces the student to nursing research and evidence-based practice in nursing. Students will analyze both qualitative and quantitative data. Student will critique the validity of research and how it contributes to the nursing practice. Lastly, students will discuss the process of writing a proposal.

*Prerequisites: ENC102, HUN121, STAT223, SPC111*



**CPT101 Introduction to Philosophy/Ethics (online)**

3 Credit Hours

An introductory philosophy course that concentrates on concepts and issues, such as the nature of value, duty, right and wrong, the good life, human rights, social justice, and applications to selected problems of personal and social behavior. Topics may include liberty and its limitations, civil disobedience, abortion, affirmative action, capital punishment, terrorism and the morality of war, animal rights and environmental ethics.

*Prerequisites: None*

**ALM100 American Literature (online)**

3 Credit Hours

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

*Prerequisites: None*

**ENC101 English Composition I (online)**

3 Credit Hours

English Composition I is designed to introduce you to the challenges and demands of college-level expository writing—clear language that explains, describes, or informs. The primary goals are to engage you as critical thinkers and writers and to teach you to write in an expository way as well as how to build support for an argument. Emphasis will be placed on adherence to the conventions of standard compositions written in English. Assignments will give students practice in developing compositions through all stages of the writing process. The reading, writing, revising, and editing skills students develop in English Composition coursework will enhance their performance throughout their academic career. Application of English Composition concepts reveal to students how and why their writing is a powerful form of expression to advance their professional goals in any career.

*Prerequisites: None*

**MAT101 College Algebra (online)**

3 Credit Hours

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.

*Prerequisites: None*

**PSY101 General Psychology (online)**

3 Credit Hours

This course is designed to give students an overview of what psychological science has discovered about human behavior and mental processes over the past century. An evolutionary, functional perspective will be applied across the many fields of psychology. Students will gain an understanding of the psychological phenomena that occur in daily life as well as the practical applications of psychological knowledge.

*Prerequisites: None*

**DEV104 Lifespan Development (on-ground)**

3 Credit Hours

Understanding Human Development is a developmental psychology course that examines the changes, both growth and decline, across the human lifespan from conception to death. It includes physical, cognitive, and socioemotional changes that help to shape our lives. Topics include the importance of the prenatal environment on development, formation of language, self-esteem and identity, romantic relationships, retirement, and dying.

*Prerequisites: CPT101, ALM100, ENC101, MAT101, PSY101*

**ANP101 Human Anatomy & Physiology I (on-ground)**

3 Credit Hours

This four-credit lecture/lab course is designed for first-year students preparing for a career in the medical field. Emphasis will be on anatomical terminology, fundamental biochemistry, and structure and function of the following components of the human body: cells, tissues, integument, skeleton, joints, muscles, and nervous system. The laboratory portion of

the course complements and reinforces the lecture through the use of additional resources, focusing on closer examination of the body's components. The website [www.anatomyandphysiology.com](http://www.anatomyandphysiology.com) will also be used for most text/lecture related homework assignments Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101

**ANP101L Human Anatomy & Physiology I Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with ANP101.

**Prerequisites :** CPT101, ALM100, ENC101, MAT101, PSY101

**AAP201 Advanced Human Anatomy & Physiology (on-ground)**

3 Credit Hours

This four-credit lecture/lab course is designed for students with a primary interest in careers in medicine, dentistry, and other allied healthcare professions, and graduate education in biological sciences and biochemistry. Included is the detailed study of histology and structure and function of the integumentary, skeletal, muscular, nervous and endocrine systems, correlated by laboratory experience and demonstration. Lab will incorporate current selected relevant peer-reviewed scientific literature and problem-based learning to facilitate students' introductory knowledge of common pathologies, diagnoses, and treatment, along with integration of virtual human cadaver and advanced physiology equipment. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, ANP101, ANP101L (Listing continues next page.)

**AAP201L Advanced Human Anatomy & Physiology Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with AAP201.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L

**MCB201 Microbiology (on-ground)**

3 Credit Hours

Principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The course will also examine the interactions of microbes with each other, hosts, and the environment. Laboratory activities will reinforce principles of microbiology, including metabolism, structure, function, genetics, and phylogeny of microbes. The laboratory component will also examine the interactions of microbes with each other, hosts, and the environment. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L

**MCB201L Microbiology Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with MCB201

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L

**NUR102 Fundamentals of Nursing (on-ground)**

3 Credit Hours

This course introduces students to the role of nurses in creating a learning environment in contemporary nursing practice. The focus is on the concepts of health assessment, disease prevention, and health promotion across the life span. Additional emphases are placed on human development, cultural competence, nutrition, elimination, ethics, interpersonal communication, evidence-based practices, patient education, professionalism, safety, and technology. Students will learn to provide care by utilizing five concepts of human functioning, which are oxygenation, cellular integrity, regulation, sensory/perception/cognition and mobility. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L

**NUR102L Fundamentals of Nursing Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR102.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L

### **NUR102C Fundamentals of Nursing Clinical (on-ground)**

2 Credits Hours 30 (15 simulation)

This course is a co-requisite and must be taken with NUR102 AND NUR201L.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L

### **NUR114 Nursing Pharmacology (on-ground)**

3 Credit Hours

This course introduces the student to the basic concepts and principles underlying diverse group of drugs classifications, dosage calculations and safety. Emphasis is placed on PO and parenteral therapies that include IM, SQ, IV, and IV piggyback. The course is designed to enhance the student understanding of mechanism of drug action, therapeutic use, and side and adverse effects. Complementary alternative medicine is also discussed during the teaching-learning interactions.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114

### **NUR122 Medical Surgical Nursing (on-ground)**

4 Credit Hours

The focus of this course is to assist students in understanding and using the concepts of oxygenation, cognition/perception/sensory, cellular integrity, regulation, and mobility to improve their clinical judgment. The theories of goal attainment and holism will be applied to human responses to health challenges of individuals and families across the lifespan. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114

### **NUR122L Medical Surgical Nursing Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR122.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114

### **NUR122C Medical Surgical Nursing Clinical (on-ground)**

4 Credit Hours 60 (30 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR122 AND NUR122L.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114

### **NUR223 Advanced Medical Surgical Nursing (on-ground)**

3 Credit Hours

This hybrid course is designed to teach students how to use the theories of holism and goal attainment along with the concepts of oxygenation, cellular integrity, regulation, perception, perception/sensory/ cognition and mobility to care for acutely ill patients with various mental and physical conditions in both the high acuity care environments and the community settings. Emphasis is placed on caring for the mental health client using safe interventions and effective therapeutic communication. It assists nursing students in acquiring knowledge of a variety of psychiatric mental health conditions and teach their nursing management. The educational exchanges will take place in high acuity care settings. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C

### **NUR223L Advanced Medical Surgical Nursing Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR223.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C

### **NUR223C Advanced Medical Surgical Nursing Clinical (on-ground)**

3 Credit Hours 45 (22 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR223 and NUR223L

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C

### **NUR225 Maternal-Child Nursing (on-ground)**

3 Credit Hours

The purpose of this course is to assist learners in applying and analyzing the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility while promoting health and managing diseases in the pregnant woman, infant and child. Emphasis is also placed on utilizing theories of holism and goal attainment to coordinate and provide care in the obstetrics and pediatric clients.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C

### **NUR225L Maternal-Child Nursing Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR225.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C

### **NUR225C Maternal-Child Nursing Clinical (on-ground)**

3 Credit Hours

This course is a co-requisite and must be taken with NUR225 AND NUR225L.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C

### **NUR226 Pediatric Nursing (on-ground)**

3 Credit Hours

The purpose of this course is to assist learners on the care of children after birth through the age 18. Evaluating, Identifying and understanding disease processes in the pediatric client and the modality of care and treatment. Gain a working understanding of the stages of development and the milestones each stage reaches. Understanding the importance of calculating the appropriate dose of medication for a pediatric patient. Identifying and including the parent(s)/or the child's care giver as part of the care and treatment plan.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C

### **NUR226L Pediatric Nursing Lab (on-ground)**

1 Credit Hour 15 (0 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR226

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR226

### **NUR226C Pediatric Nursing Clinical (on-ground)**

3 Credit Hours

This course is a co-requisite and must be taken with NUR226, NUR226L

### **NUR260 Mental Health Nursing (on-ground)**

3 Credit Hours

Focuses on the care of individuals/families requiring clinical treatment. Uses all components of the nursing process with increasing degrees of skill. Includes math computational skills and basic computer instruction related to the delivery of nursing care, alterations in behavior, eating disorders, mood disorders, anxiety, chemical dependency and dementias. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies. Provides supervised learning experiences in school nursing laboratories and/or cooperating agencies.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR225, NUR225L, NUR225C

### **NUR260C Mental Health Clinical (on-ground)**

2 Credit Hours 30 (15 simulations) Clock Hours

This course is a co-requisite and must be taken with NUR260C.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR225, NUR225L, NUR225C

### **NUR265 Leadership & Management (on-ground)**

3 Credit Hours

This course is designed to enhance the students' knowledge of the principles of leadership and management; assist in the transition to the role of a professional nurse; and prepare them for independent nursing practice. The practicum may take place in a variety of care settings such as: critical care unit, medical/surgical, maternity, mental health, pediatric home, nursing home and/or ambulatory care centers. This course adds to the knowledge and skills acquired in the classroom, skills lab and clinical and prepares students for the NCLEX exam.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR225, NUR225L, NUR225C, NUR260, NUR260C

### **NUR265C Leadership & Management Clinical (on-ground)**

3 Clock Hours 45 (22 simulation) Clock Hours

This course is a co-requisite and must be taken with NUR264.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR225, NUR225L, NUR225C, NUR260, NUR260C

### **NUR270 NCLEX-RN Exit Requirement (on-ground)**

3 Credit Hours

This course is designed to enhance the students' knowledge of the principles of leadership and management; assist in the transition to the role of a professional nurse; and prepare them for independent nursing practice. The practicum may take place in a variety of care settings such as: critical care unit, medical/surgical, maternity, mental health, pediatric home, nursing home and/or ambulatory care centers. This course adds to the knowledge and skills acquired in the classroom, skills lab and clinical and prepares students for the NCLEX exam.

**Prerequisites:** CPT101, ALM100, ENC101, MAT101, PSY101, DEV104, ANP101, ANP101L, AAP201, AAP201L, MCB201, MCB201L, NUR102, NUR102L, NUR102C, NUR114, NUR122, NUR122L, NUR122C, NUR223, NUR223L, NUR223C, NUR225, NUR225L, NUR225C, NUR260, NUR260C, NUR265, NUR265C, NUR270

## HEMODIALYSIS TECHNICIAN – COURSE LISTINGS

### **HDT100 Introduction to Dialysis**

40 clock hours (32 lecture hours, 8 lab hours)

This course introduces students to the field of hemodialysis. Kidney disease and its treatments, both historical and current, will be discussed. Professionalism in the field will be emphasized.

**Prerequisites:** None

### **HDT110 Medical Terminology & Introduction to Lab Tests**

24 clock hours (24 lecture hours)

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine, specifically within the Hemodialysis environment and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted *medical terms*.

**Prerequisites:** HDT120

### **HDT120 Anatomy & Physiology**

88 clock hours (48 lecture hours, 40 lab hours)

This course will cover the function, and chemistry of the human body considering the following topics: body organization, the cell, membranes, glands, the Integumentary System, the Muscular System, the Nervous System, Respiratory System, and the special senses. Emphasis will be placed on systems that support renal function.

**Prerequisites:** None

### **HDT130 Ethics and Professional Interaction**

36 hours (36 lecture hours)

This course will cover the professional and legal issues in the field of Dialysis and Phlebotomy.

**Prerequisites:** None

### HDT140 The Person with Renal Failure

12 clock hours (12 lecture hours)

This course will discuss treating a person with Renal Failure the nutritional considerations and helping the patient adjust to Hemodialysis.

**Prerequisites:** None

### HDT150 Infection Control and Safety

12 clock hours (12 lecture hours, 4 lab hours)

This course will discuss treating a person with Renal Failure the nutritional considerations and helping the patient adjust to Hemodialysis.

**Prerequisites:** None

### HDT160 Phlebotomy I and Vascular Access – CL I

133 clock hours (76 lecture hours, 32 lab hours; 25 clinical hours)

The course will cover an in depth knowledge of clinical, technical and clerical duties associated with the practice of the healthcare phlebotomy. The course covers a look at the phases of laboratory testing; pre-analytical, analytical and post-analytical. This course provides students with an opportunity to learn principles of sterile and aseptic technique, criteria for selection of site for finger-stick and venipuncture as well as phlebotomy withdrawal techniques. Emphasis is placed on the proper handling and processing of laboratory specimens. This course includes four hours of AIDS/HIV training.

**Prerequisites:** HDT100, HDT110, HDT120, HDT130, HDT140, HDT150

### HDT170 Fundamentals of Dialysis I

80 clock hours (40 Lecture hours, 40 Lab hours)

This course will provide students with an understanding of scientific and dialysis principles, such as osmosis and diffusion, and how they are applied in dialysis treatment. Devices required for dialysis and the theory of dialysis will also be discussed. In addition, students will obtain an introduction to the process of initiating dialysis. The procedures and complications associated with the initiation of dialysis are discussed along with the types of vascular accesses. Infection control and prevention are emphasized. Students will practice the steps for initiating dialysis during this course.

**Prerequisites:** HDT100, HDT110, HDT120, HDT130, HDT140, HDT150, HDT160

### HDT180 Fundamentals of Dialysis II

80 clock hours (40 Lecture hours, 40 Lab hours)

This course will focus on water treatment and the functions of dialysis, including dialyzer reprocessing. An understanding of the water treatment components their function and required AAMI Standards as it pertains to the function of the water treatment facility will be emphasized.

**Prerequisites:** HDT100, HDT110, HDT120, HDT130, HDT140, HDT150, HDT160, HDT170

### HDT190 Clinical Practicum II

120 clock hours (120 Clinical hours)

This course requires students to participate in clinical experience with patients and technologists at a Clinical Site. This practicum will include an orientation to the clinical or facility, the operation of dialysis machine (limited to assemble and disassemble), gathering supplies for dialysis treatment, verification of the treatment plan, and preparation of the delivery system. In addition, students will demonstrate their skills in pre-dialysis patient assessment, evaluation and preparation of the internal vascular access for needle insertion, students will demonstrate their ability to initiate hemodialysis with a catheter and participate in dialysis reprocessing unit orientation. Students must be prepared and willing to participate on any shift that may be required to complete this practicum experience.

**Prerequisites:** HDT100, HDT110, HDT120, HDT130, HDT140, HDT150, HDT160, HDT170, HDT180

## PRACTICAL NURSE (PN) – COURSE LISTINGS

### PN101 Medical Terminology

45 Lecture hours

*Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms of body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in*

healthcare.

Prerequisite Courses: none

PN102/PN102L Introduction to Nursing

50 Lecture hours, 35 Lab hours (Lab hours include 18 simulation hours)

This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Growth and development; Piaget, Erickson, Freud, and Maslow theories of development; Holistic Care; and Health Care Delivery Systems. The practical nurse provides nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel.

Prerequisites: PN101, PN104 (Listing continues next page.)

PN103/PN103L Core Healthcare Course

75 Lecture hours, 45 Lab hours (Lab hours include 23 simulation hours)

The PN student will understand the scope of the Nursing assistants and other allied health care professions as make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given by a Certified Nursing Assistant is always under the guidance and supervision of licensed health care providers such as license nurses, a registered nurse, or physicians. The PN student will provide comfort and assistance in performance of activities of daily living for patients with common non-complicated disorders. Data collection skills will be practiced. The student will assist the patient and significant others during the normal expected states of growth and development from conception through advanced old age. Experiences will be provided that will give the student the opportunity to reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions. Students will identify patient problems, identify appropriate interventions and evaluate nursing care to patients in both acute and extended care facilities.

Prerequisites: PN101, PN102, PN102L, PN104

PN104 Anatomy & Physiology

90 Lecture hours

The structure and function of the systems of the human body, emphasizing those aspects most pertinent to students in the Associated Degree program. This class is designed to familiarize the student with the structures of the human body, the language used to describe it, and how the anatomy functions in a living person. The information presented is considered a fundamental base, as well as a language, that is universal to the biomedical sciences. This course is a study of general and specific human structural anatomy and physiology including the requisite principles of chemistry that influence homeostasis. The systems approach is used, incorporating structure and function from the cell to the entire body. Each system is presented in sufficient depth to provide comprehensive understanding of systems for students in the life and health sciences.

Prerequisites: none

PN105/PN105C Fundamentals of Nursing

80 Lecture hours, 80 Clinical hours (Clinical hours include 40 simulation hours)

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104

PN106/PN106C Pharmacology & Intravenous Therapy

40 Lecture hours, 50 Lab hours (Lab hours include 25 simulation hours)

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and

electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan. This course is designed to give basic understanding of medications. Emphasis is on the importance of knowledge of drugs, their use and accuracy in administration. Legal implications and the role of the practical nurse in medication administration are included in this course.  
Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C

(Listing continues next page.)

PN107/PN107C Medical Surgical Nursing I

90 Lecture hours, 140 Clinical hours (Clinical hours include 70 simulation hours)

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune. Adult Medical Surgical Clinical focuses on utilization of the nursing process in caring for acute care patients. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L

PN108/PN108C Medical Surgical Nursing II

90 Lecture hours, 140 Clinical hours (Clinical hours include 70 simulation hours)

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory: Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology. Advanced Adult Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for acute care patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on prioritization, decision-making, time management and critical thinking appropriate to the LPN's scope of practice. As the student progresses, more complex patient situations will be presented, and they will begin to function in a role independent of the instructor.

Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C

PN109/PN109C Maternal & Newborn Nursing

30 Lecture hours, 45 Clinical hours (Clinical hours include 22 simulation hours)

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included.

The course includes the care of the normal patient and newborn as well as those with complications. The PN student will participate in the nursing care of the expected mother and the delivery of the infant. The PN student will reduce the patient's potential for developing complications or health problems related to treatments, procedures or existing conditions of pregnancy and childbirth and provide the mother and newborn patient care labor, during delivery and post-partum.

Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C, PN108, PN108C

PN110/PN110C Pediatric Nursing

30 Lecture hours, 45 Clinical hours (Clinical hours include 22 simulation hours)

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.

Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C, PN108, PN108C, PN109, PN109C



PN111/PN111C Mental Health Concept

20 Lecture hours, 50 Clinical hours (Clinical hours include 25 simulation hours)

*This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders. The practical/vocational nurse provides care that assists with promotion and support of the emotional, mental and social well-being of clients. Terms such as abuse/neglect, behavioral management, coping mechanisms, chemical dependencies, crisis interventions, cultural awareness, grief and loss, stress management, support systems will be covered.*

*Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C, PN108, PN108C, PN109, PN109C, PN110, PN110C*

PN112/PN112C Community Health

10 Lecture hours, 20 Clinical hours (Clinical hours include 10 simulation hours)

*This course provides the student with knowledge of the individuals, families, and community as well as the nursing implication of health maintenance. Students will study several Community Nursing in the hospital, community center, outpatient clinics as well as assisting in community health assessment.*

*Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C, PN108, PN108C, PN109, PN109C, PN110, PN110C, PN111, PN111C*

PN113/PN113C Transition to Practice

20 Lecture hours, 30 Clinical hours (Clinical hours include 15 simulation hours)

*This course provides concepts related to the transition from student licensed practical nurse. Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course will prepare the student to independently assume the role of the LPN in professional practice; a preceptor rotation assists in the completion of this transition.*

*Prerequisites: PN101, PN102, PN102L, PN103, PN103L, PN104, PN105, PN105C, PN106, PN106L, PN107, PN107C, PN108, PN108C, PN109, PN109C, PN110, PN110C, PN111, PN111C, PN112, PN112C*

# Blended Learning ~ Together & Independently

Techni-Pro Institute offers the following programs utilizing online technologies for Blended Learning:

- RN-BSN Program
- ASN
- Home Health Aide
- Hemodialysis Technician
- Professional Nursing

Students attend class once a week per course and complete the rest of the work through the Hybrid platform.

Blended Learning within the courses facilitates interaction between faculty/student and student/student. The methods of interaction include: virtual live session lectures, emails, document sharing, chat rooms, discussions, and webinars arranged exclusively for student meetings, academic advising sessions, and/or tutoring.

## STAFF AND SERVICES

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**Academics Adviser:** G. Ruben Hyppolite

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**IT Specialist:** Abdul Zarli

**Interim Human Resources Manager:** Marie Pouye

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Your instructors email address or contact information will be on the course syllabus.

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THANK YOU FOR CHOOSING

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