



SCHOOL CATALOG  
VOLUME V  
2025

750 S. ORANGE BLOSSOM TRAIL  
ORLANDO, FLORIDA 32805  
SUITE 266  
PHONE: 407.227.4948  
[www.TiInstitute.net](http://www.TiInstitute.net)

TI Institute is licensed by the Commission for Independent Education, Florida Department of Education 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684.

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## President's Message

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



Thank You,

Dr. Joanne Tolentino Polynice, President

## History

TI Institute (TI) was started in August of 2019. Owners of TI Institute possess over a decade of experience with adult learners in career-oriented training. The institution opened its doors in late August 2019, and started enrollment of its first students in September 2019.

## Mission

TI Institute aims to provide hands-on and distant learning training to our students, and to provide skilled workers to communities of interest, who are ready to engage in careers that are in high demand. We aim to improve employability and inspire life long career growth, thereby improving the quality of life of individuals in our community.

## Legal Ownership

TI Institute is a corporation formed under the laws of the State of Florida. Current owners and officers are Dr. Joanne Tolentino Polynice, Florence Polynice, and Joanes Polynice.



Governing Body

The corporate address of the governing body of TI Institute is:

## TI Institute

750 S. ORANGE BLOSSOM TRAIL  
STE 266  
ORLANDO, FLORIDA 32808  
PHONE: (407) 227-4948

## Staff

Joanne Polynice  
President-Campus Director

## Faculty

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

Joanne Polynice, MD  
Instructor  
Medical Assistant  
Doctorate in Medicine, Universidad Central Del Este, San Pedro de Macoris, Dominican Republic

Florence Polynice  
Instructor  
Medical Assistant  
Licensed Practical Nurse, Manmouth County Vocational School, Long Branch, New Jersey

## Holidays

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

## Class Start & End Dates for Enrollment

A student may enter the school on the first Monday of every Month. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor. The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6 weeks in length, the maximum completion time is  $6 \times 1.5 = 9$  weeks.

## Hours of Operation

Office Hours: Monday through Thursday 9:00 a.m. – 5:30 p.m.  
Friday by appointment only  
School Hours: Monday through Thursday 9:00 a.m. – 9:00 p.m.

## Admission Requirements

Admission is open to any qualified applicant. No qualified person will be excluded from enrollment at TI Institute based on age, race, gender, disability or national origin. Class start times vary depending upon language of instruction.

If under the age of 18, a parent or guardian must enroll the applicant.

1. The applicant should present evidence or attestation of high school diploma, or GED.
2. Students who do not have a high school diploma, high school certification or GED and are 17 years of age or older must demonstrate the ability to learn from the program of instruction. Students must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
3. For students who are 17 years of age a parent or legal guardian must also sign the Enrollment Agreement.
4. Applicants receive a catalog prior to signing an enrollment agreement.
5. All accepted students must complete an Application for Admission.
6. Students receive a catalog at least one week before enrollment commences.
7. TI Institute will keep records of prospective students denied admission for at least one year.
8. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 24 hours of request.

## Practical Nursing

Applicants of the Practical Nursing program must meet the following requirements for consideration of entrance:

- Complete and sign an application including payment of the application fee.
- Pass a criminal background check (within the past six months)
- Pass and have a current (within the past six months) 10 panel drug screen.
- Have a current physical (within the past 12 months) signed by a physician

- Be 18 years of age prior to the start of classes.
- Provide a valid Driver's License or government issued photo ID.
- Provide proof of High School graduation (Diploma) or successful completion of the General Education Development test (GED), or recognized equivalents of a high school diploma, or provide verification of graduation of an Associate degree or higher from an accredited college or university. Acceptance of any of the documents listed above is at the sole discretion of the School.
- Meet TI INSTITUTE education technical requirements
- Pass the TABE with a score of 11
- Pass the Kaplan Admissions Test with a score of 65%
- Meet with the admissions Panel for an interview

Important Note: Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application. Presence of criminal convictions on record may be caused to reject an applicant for state licensure.

Information for All programs:

No criminal record preferred. If applicant has pleaded "guilty", "no contest" or has been convicted of a crime, the date of offense, seriousness or nature of violation or rehabilitation will be explored and considered. If proper identification, documents and/or requested information are not provided, we, at TI INSTITUTE reserve the right to reject that applicant.

## Dismissal

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

## Attendance

Students are expected to attend all scheduled class meetings and to arrive on time. Students are expected to inform faculty in advance of any pending dates where a student may be absent. It is the responsibility of the student to makeup work missed. Students with excessive absences will be subject to disciplinary action, including termination from classes. Students who miss ten consecutive days of classes will be terminated from the program. Students who miss 20% of the program will be terminated from their program of study. Student attendance will be monitored and any student found with excessive absenteeism will be warned concerning the consequences of non-attendance.

## Make-Up Work

Students who have been absent from class for any reason or have been tardy are required to makeup work missed from classes. The student is required to discuss make-up work opportunities with the instructor. All externship hours that are missed must be made up. Excessive absences from externship assignments without prior notice may result in termination from school.

## Tardiness

Attendance and promptness reflect an individual's level of professionalism and work ethic. Since TI Institute trains students for careers, we believe our policies should reflect the work environment. A student arriving after attendance has been taken is considered late. The instructor will advise the student concerning tardiness, and how to make up the work missed. A student who is tardy three times will have one absence recorded on their attendance record.

## Leave of Absence

TI Institute requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, TI Institute may grant the student's request for a leave of absence and document its decision in the student's file. TI Institute will collect the written request within 30 days.

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

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

## Transfer of Credit

TI Institute reserves the right to accept or deny the transferring in of clock hours/credits received from another school. Credits will be evaluated through the admissions

department; credits earned more than 10 years ago will not be accepted. The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours/credits accepted by TI Institute, Inc.

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

Students who transfer out of TI Institute to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations have been met by the student to TI Institute. The transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

## Program Changes

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

## Grading

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

Used in GPA computation

Letter	Numeric Grade	Status	Grade Point Value
A	90-100	Outstanding	4.0
B	80-89	Very Good	3.0
C	79-70	Satisfactory	2.0
D	69-60	Unsatisfactory	1.0
F	59 and under	Failed	0.0

Not Used in GPA computation I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass

## Unit of Credit

The Unit of Credit used at TI Institute is a clock hour. A clock hour is defined as no less than 50 minutes of any one contact hour in which students participate in learning activities

on campus or at an approved externship facility. A semester credit hour is the unit of measuring educational credits, usually no less than 50 minutes of any one contact hour per week for the whole semester. A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

## Grade Point Average (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" (3.0) in a 24-clock hour course is equal to 72 points ( $3.0 \times 24 = 72$ ). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

## Repeating Courses

Students may repeat courses taken at TI if they received a "W", "D", "F" or NP grade. Students may repeat a course twice. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only.

## Incomplete "I" Grade

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an "Incomplete" or a grade of "I". The instructor will grant a grade of "I" if the student has valid reasons for not being able to finish the work. The student and instructor will complete an "Incomplete Grade" form, which stipulates the work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

## Standards of Academic Progress

The "Standards of Academic Progress" establish a formal process through which the administration and faculty of TI can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of academic progress. It is the goal of the institution to support students in every academic phase of their attendance at TI Institute when a student is not meeting the Standards of Academic Progress, faculty will conduct a formal meeting with the student in order to prepare a plan of improvement for the student and discuss the possible consequences that may occur if progress is not made.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school's instructional services. The standards reflect the commitment of TI faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students who are experiencing academic difficulty and to increase public support for TI Institute efforts to provide sound educational programs of the highest quality.

Students moving through the program must maintain a grade point average of 2.0 ("C") or higher in order to be considered to be making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Students will measure a quarterly satisfactory academic progress. All students are required to maintain at least a 70% average or overall GPA of 2.0 in each course in the program in order to graduate.

## Academic Standards

Consequences of sustained poor academic performance are summarized below:

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

Students must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the end of each grading. For programs under 240 clock hours these measures are applied at the mid-point and completion of the program.

## Academic Probation

Students moving through the program must maintain a grade point average of 2.0 (“C”) or higher in order to be considered to be making satisfactory progress. Students who fall below this standard will be placed on academic probation. Students will not be sent to externship if their grade point average is not 2.0 or higher. If by the time of clinical externship, the student has not been able to improve their academic progress to the minimum standard, the student will be academically dismissed. Students who are academically dismissed will be able to re-enter with another group if they follow the re-entry policy.

Students will measure a quarterly satisfactory academic progress. All students are required to maintain at least a 70% average or overall GPA of 2.0 in each course in the program order to be considered to be making satisfactory progress. Students with marginal grades (below 70%) will be placed on academic probation after a conference with the Instructor/Coordinator. Probationary status will be reviewed for signs of improvement at three and five weeks from the conference.

## Academic Dismissal/Withdrawal

“Academic Dismissal” represents a separation of students from TI Institute for at least three (3) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation.

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

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

## Appeal policy

A student may initiate a formal appeal of an academic or disciplinary decision within 10 business days of receipt of the decision. The student submits a written appeal to the school’s president or designee or program administrator and includes in it:

- a full description of the academic/ disciplinary decision and the basis for the student's appeal for reconsideration,
- a statement of the remedy the student is seeking,
- any supporting documents, such as: learning contract/syllabus, and course outcomes and evaluations; evaluations of prior learning; and written academic decisions made by assessment committees, academic review committees, center or program administrators, or other academic staff.
- information on when and with whom the student attempted an informal resolution.

Upon careful consideration of the appeal, supporting documents, faculty recommendations, transcripts, and other reports in the student's file, the president will vote to approve or deny the request. The student is notified by email of the final decision.

## Graduation Requirements

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

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student's program and have an overall CGPA of 2.0 or greater.

## Standards of Conduct

Students enrolling in TI assume an obligation to conduct themselves in a manner compatible with TI's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, TI retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

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

- Physical or sexual assault of any person on TI's campus, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any TI student, faculty member or employee.
- Substantial damage to TI-owned or leased property or to property of a TI student, employee, faculty member or visitor occurring on TI-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of TI's facilities, which are locked, closed to student activities, or otherwise restricted as to use.

- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of TI).
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at TI are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at TI will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

## Grievance Procedures

A student, staff or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged; grievances will also be reviewed with careful consideration by the Director of the Institute. If matter cannot be resolved an appointment may be made with the Director of the Institute. If both parties are unable to rectify the dispute or a result of the discussion does not produce a fair resolution, the next step would be to notify:

The Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399  
Telephone: 1-888-224-6684

## STUDENT SERVICES

### Class Schedule

TI has open registration for all programs. Class schedules will be given to students at the time of enrollment and clearly stated on the enrollment agreement. Please see Page 24: Start Calendar for more information about the anticipated start schedules.

### Academic Advisement

Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed.

## Financial Advisement

The Business Office will inform students of all options regarding private funding, loans or payment plans. TI does not offer financial aid but various payment options are available to all students. The student has the option of paying the tuition cost 1. Full payment at time of signing enrollment agreement 2. Registration fee at the time of signing enrollment agreement with balance paid prior to program start date 3. Registration fee at time of signing enrollment agreement with balance paid prior to graduation. Students are obligated to pay the balance of the tuition cost in installments as agreed upon with the Business Office. Students will also be able to choose weekly or bi-weekly installments to be paid during the course of their program.

## Job Placement Services

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

## Registration

Registration is held in a continuous basis. Students may register for courses in person, online or via telephone.

## Student Records

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

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

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

## Family Rights to Privacy Act

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

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

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

## Drug-Free Workplace

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

Listed below are resources of drug prevention programs:

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

## Emergency Contacts

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

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

## Housing

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

## Student Rights & Responsibilities

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

- Students can freely exchange diverse ideas in an orderly manner inside and outside the classroom;
- Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- Students can expect to participate fully in TI's community without discrimination as defined by federal and state law;
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity;
- Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- Student information is maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well-being;
- Students have access to established procedures for respectfully lodging a grievance to TI;
- Students have access to all faculty, staff, resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students study in a setting that is conducive to personal growth.
- Students have the right to expect responses from TI's academic and administrative departments.
- Students can expect academic and administrative policies that support intellectual exploration, learning, and growth.

## Fee & Payment Schedule

The Registration fee is due at the time of signing the enrollment agreement. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1. Full payment at time of signing enrollment agreement 2. Registration fee at the time of signing enrollment agreement with balance paid prior to program start date 3. Registration fee at time of signing enrollment agreement with balance paid prior to graduation. Students are obligated to pay the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

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

## Cancellation & Refund Policy

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

1. Cancellation can be made in person, or by electronic mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the application for admission and submitting initial payment.
3. Cancellation before the third (3rd) business day will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. If the student has made payment(s) towards tuition after attendance has begun and request to cancel enrollment, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a cancellation notice from the student.

### Practical Nursing

The first week of every semester is considered an "add/drop" period. If a student determines they must drop courses or completely withdraw from the institution for any reason, their enrollment will be canceled and will be granted a 100% refund on

their tuition. Fees paid with regard to technology and books may not be refundable. Administrative fees are not refundable.

Each semester the student will pay tuition either in installments, or in full on or before the first day of school. The period of enrollment for which the refund policy applies is the 16 week semester. A pro rata refund policy is applied to any student who withdraws from the program before 20% of the semester has been completed. The proration is based on the number of weeks completed. No refund will be provided to a student who withdraws their enrollment at or after 20% of the semester is completed. Therefore, if a student enrolls for 12 credits in a 16 week semester and drops enrollment at the 4<sup>th</sup> week the pro-rata formula for refund would be as follows:

$$4 / 16 = 0.25 \text{ (or 25\%)}$$

No Refund Calculation Needed – School has earned all tuition for semester.

This represents non-refund of tuition based on the student withdrawing after 20% of the semester has been completed. If a student enrolls for 12 credits in a 16 week semester and drops enrollment at the 2<sup>nd</sup> week the pro-rata formula for refund would be as follows:

$$2 / 16 = 0.125 \text{ (or 12.5\%)}$$

Refund Calculation on 12 Semester Credits: \$3,000 (Semester Tuition) X 12.5% = \$375.00 earned by School.

Refund = \$2,625.00 to Student

This same formula applies to graduate program tuition.

## Tuition, Fees, Programs & Curriculum

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

## Medical Assistant

936 CLOCK HOURS

Tuition: \$12,500.00      Registration fee: \$75.00      Total Cost of Program: \$14,149.00

### OTHER FEES

National Occupancy Competency Testing - \$284.00

Estimated Cost of: Books/Materials, Kit & other - \$1,290.00

### PROGRAM OBJECTIVE:

Upon completion of the Medical Assistant program, graduates will possess the skills and hands on experience to become entry level Medical Assistants, working in all aspects of the medical office.

### PROGRAM DESCRIPTION:

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

### PROGRAM OUTLINE

Full-time students will complete this program in 43 weeks. Part-time students will complete this program in 53 weeks.

COURSE CODE	COURSE TITLE	Theory Hours	Lab Hours	Externship Hours	Total Clock Hours
HAE 100	HIV/AIDS Education	4	0	0	4
HSC 100	Health Science Core Fundamentals	82	0	0	82
HSC 104	Anatomy & Physiology	72	0	0	72
CPR 100	CPR Cardiopulmonary Resuscitation	1	3	0	4
MAT 100	Basic Math	48	0	0	48
MAT 102	Pharmacology	54	0	0	54
COM 100	Computer Applications	20	52	0	72
MAS 101	Medical Office Procedures	24	48	0	72
MAS 102	Fundamentals of Medical Insurance	22	22	0	44
MAS 103	Records Management & Informatics	16	8	0	24
MAS 104	Limited X Ray	100	44	0	144
MAS 105	Patient Preparation	30	42	0	72
MAS 106	Specialized Medical Exams	30	42	0	72
HSC 105	Career Preparation	12	0	0	12
MAS 107	Medical Assistant Externship	0	0	160	160

	Total	515	261	160	936
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Upon completion of the program the student will receive a Diploma.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received, however the school cannot guarantee employment.

## COURSE DESCRIPTIONS

### HSC 100 Health Science Core Fundamentals

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

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

### HAE 100 HIV/AIDS Education

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

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

### CPR 100 CPR-Cardiopulmonary Resuscitation

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

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

### HSC 104 Anatomy & Physiology

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

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

### MAT 100 Basic Math

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

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

**MAT 102      Pharmacology**

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

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

**COM 100      Computer Applications**

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

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

**MAS 101      Medical Office Procedures**

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

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

**MAS 102      Fundamentals of Medical Insurance**

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

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

**MAS 103 Records Management & Informatics**

10 Theory Hours/14 Lab Hours/0 Externship Hours/24 Clock Hours

This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean

forms and organize information in chronological order. Emphasis will be placed on the computational, cognitive and social aspects of informatics in the medical office.

#### MAS 104 Limited X-Ray

100 Theory Hours/44 Lab Hours/0 Externship Hours/144 Clock Hours

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

#### MAS 105 Patient Preparation

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

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

#### MAS 106 Specialized Medical Exams

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

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

#### HSC 105 Career Preparation

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

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

#### MAS 107 Medical Assistant Externship

0 Theory Hours/0 Lab Hours/160 Externship Hours/ 160 Clock Hours

Pre-requisite: All courses must be taken prior to engaging in externship

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

## Practical Nursing

1395 CLOCK HOURS

Tuition: \$16,000.00      Registration fee: \$150.00      Total Cost of Program: \$20,010.00

### OTHER FEES

National Occupancy Competency Testing - \$310.00

Estimated Cost of: Books/Materials, Kit & other - \$3,550.00

### PROGRAM OBJECTIVE:

Upon completion of the Practical Nursing program, graduates will demonstrate a solid foundation in nursing skills and techniques with the ability to apply nursing concepts to real-world practice.

This program will provide students with the tools to foster critical thinking skills and emphasize the importance of teamwork in healthcare settings.

### PROGRAM DESCRIPTION:

The Practical Nursing Program prepares graduates to practice within the scope of the Practical Nurse under the supervision of a Registered Nurse within structured, acute, intermediate, long term and ambulatory health care facilities. The student is taught to use the nursing process at the practical nurse level. The Practical Nursing Program is 12 months in length and completed over three 16-week semesters. Each course is offered at a minimum of twice per semester.

### PROGRAM OUTLINE

Full-time students will complete this program in 52 weeks. Part-time students will complete this program in 78 weeks.

Course Code	Course Title	Theory Hours	Lab Hours	Clinical Hours	Clinical Simulation
TER 001	Medical Terminology	15	0	0	0
HCP 071 002	Health Careers Core	84	6	0	0
HCP 071 200	Fundamentals of Nursing I	54	6	0	0
HCP 071 2101	Fundamentals of Nursing I Clinical	0	0	40	0
PRN 071 090	Body Structure & Function	60	0	0	0
PRN 071 300	Geriatrics	50	0	0	0
PRN 071 002	Fundamentals of Nursing II	25	3	0	0
PRN 071 002 1	Fundamentals of Nursing II Clinical	0	0	40	0
PRN 071 039	Nutrition & Diet	20	0	0	0
PRN 071 040	Pharmacology	50	6	0	0
PRN 071 202	Medical Surgical I	60	6	0	0
PRN 071 307 I	Medical / Surgical I Clinical	0	0	60	0
PRN 071 202 1	Medical / Surgical I b Clinical	0	0	0	60

PRN 071 307 I	Medical / Surgical II Clinical	0	0	175	0
PRN 071 203	Medical / Surgical III	70	0	0	30
PRN 071 1041	Obstetrics	60	10	0	0
PRN 071 1042	Obstetrics Clinical	0	0	60	0
PRN 071 135	Pediatrics	60	10	0	0
PRN 071 1353	Pediatrics Clinical	0	0	48	20
PRN 071 1354	Mental Health	30	0	0	0
PRN 071 1355	Mental Health Clinical	0	0	30	0
PRN 071 600	Nursing Transition	35	0	85	27
	Total	673	47	538	137

DISCLOSURE: Upon successful completion of this program, the exit exam, and exit interview graduates will be eligible to take the NCLEX-PN exam for licensure as a Licensed Practical Nurse. Students may begin working in their field of training as soon as a license is received, however the school cannot guarantee employment.

## TERM 1

TER 001 Medical Terminology [Theory: 15 Hours; 0 Lab Hours]

This course is designed to provide the necessary information concerning medical terminology and the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed.

HCP 071 002 Health Careers Core [Theory: 84 hours; Lab: 6 hours]

This course includes the introduction of basic concepts and skills generic to all health care professionals. It includes orientation to school, program, study and test taking skills, healthcare delivery systems, communications skills, legal and ethical responsibilities, wellness and diseases, safety and security, emergency situations, computer literacy, medical terminology, and employability skills. Knowledge of blood borne diseases, including the national safety council course aid; infection control, including the following skill hand washing and growing, gloving, and masking; CPL (BLS); first aid; monitoring and recording vital signs; and domestic violence represented a home with a review of mathematics and science related to healthcare.

HCP 071 200 Fundamentals of Nursing I [Theory: 54 hours; Lab: 6 hours]

This course focuses on the basic personal care needs of patients with the measurement of vital signs (TPR & BP) incorporating standard precautions and applications of state nursing practice. It includes the performance of patients care procedures, physical comfort and safety functions specific to nursing assistants.

Prerequisite: HCP 071 002 Health Careers Core

Co- requisite: HCP 071 210I Fundamentals of Nursing I

HCP 071 210I Fundamentals Nursing I [Clinical: 40 hours]

This course will provide the student with actual hands on experience in clinical settings. Clinical rotations will include both the nursing home (minimum of 20 hours) and hospital setting. Clinical assignments are task oriented and designed to assist students to develop manipulative skills in providing personal care to patients with emphasis on the geriatric patient. The performance just sheet, the scope of clinical practice, and clinical evaluation guidelines are the tools used for evaluation of student performance.

Prerequisite: HCP 071 002 Health Careers Core

Co-requisite: HCP 071 200 Fundamentals of Nursing I

PRN 071 090 Body Structure & Function [Theory: 60]

Normal anatomy and physiology of the human body is studied. Course content progresses from the simplest form of life, the cell tells the more complex structures and functions of human body. Course content is reinforced in succeeding courses.

Pre- requisite: HCP 071 002 Health Careers Core

PRN 071 300 Geriatrics [Theory: 20 hours]

This course includes growth and development related to the stages of adulthood, the aging process and appropriate nursing devices, and elder abuse. The student is introduced to cultural and environmental influences that affect care of adult patients. Dementia, and Alzheimer's disease with the appropriate nursing care, related to signs and symptoms as presented by the patient, is incorporated in course.

Prerequisite: HCP 071 002 Health Careers Core

PRN 071 301 Geriatrics [Clinical: 40 Hours]

This clinical course includes the application of concepts learned in PRN 071 300, related to growth and development related to the stages of adulthood, the aging process and appropriate nursing devices, and elder abuse. The student is introduced to cultural and environmental influences that affect care of adult patients. Dementia and Alzheimer's disease with appropriate nursing care.

Pre-requisite: PRN 071 300

## TERM 2

PRN 071 002 Fundamentals of Nursing II [Theory: 25 hours; Lab: 3 hours]

This is a fundamental knowledge and skills course utilizes specific principles. The course includes critical thinking and decision-making skills. A foundation for specific documentation in charting and reporting and assisting with the collection of patient data will be emphasized. The admission, transfer, and discharging processes, hot and cold applications and monitoring oxygen therapy will be studied.

Prerequisite: Term 1 course

Co-requisite: PRN 071 002 Fundamentals of Nursing I

PRN 071 002 1 Fundamentals of Nursing II [Clinical: 40 hours]

Students will continue to apply nursing knowledge and practice nursing skills from fundamentals of nursing 1 in the clinical setting. Students will be given the opportunity to utilize the nursing process

in planning care for individual patients and in the assessment, implementation and evaluation of patient care.

Co-requisite: PRN 071 002 Fundamentals of Nursing II

PRN 071 039 Nutrition and Diet [Theory: 20 hours]

The individual nutrients essential for optimal physical and mental health will be studied and incorporated into the food pyramid guide. The end products of protein, carbohydrate, fat digestion will be introduced. Serving a meal tray and feeding a patient are skills to be accomplished satisfactorily by the student. Standard hospital diets will be studied and diet modifications for the standard hospital diets are introduced.

Prerequisite: Term 1 course

PRN 071 040 Pharmacology [Theory: 50 hours; Lab: 6 hours]

This course includes calculations, preparation and administration of medications, drug classification, resources, and nursing implications. Safety and legal-ethical responsibilities in drug administration are stressed. Students are given the opportunity to administer selected medications under direct supervision of the instructor in the subsequent courses. Observation, communication, and documentation are emphasized.

Prerequisite: Term 1 course

PRN 071 202 Medical/Surgical Nursing I [Theory: 60 hours; Lab: 6 hours]

This course is designed to provide the student with concepts specific to pre- and postoperative care, including pain management, mental health nursing is emphasized with focus on therapeutic communication skill, chemical substance abuse, anxiety, and personality disorder.

Prerequisite: term 1 course, plus

PRN 071 002 Fundamentals of Nursing I

PRN 071 002 I Fundamentals of Nursing I

Co-requisite: PRN 071 306 I Medical/Surgical Nursing

## TERM 3

PRN 071 203 Medical/Surgical Nursing III [Theory: 70 hours / 30 Clinical Simulation hours]

This course includes disorders involving cardiovascular/ respiratory and urinary/ reproductive systems disorders. This course includes nursing assessment, diagnostic test, nutritional modifications, all factors, and safety. Fundamental nursing skills and practices are incorporated and skills pertinent to obstetrics are taught. The student learns to recognize the normal and abnormal physiological changes which can occur during pregnancy and childbirth. Interpersonal relationships, legal/ ethical aspects, patient education, discharge planning, ethic and cultural practices related to pregnancy and childbirth are discussed, as well as teenager and other high-risk pregnancies.

Prerequisite: Term 1, Term 2, and Term 3 courses.

Co-requisite: PRN 071 104 I

PRN 071 1041 Obstetrics [Theory: 60 hours / Lab 10 hours]

Utilizing the nursing process in the classroom and lab setting, a student will learn how to provide support and offer instruction for the care of the new family unit. Emphasis is placed on mother-baby care, observational and participatory practice in labor and delivery in the lab setting.

Co-requisite: PRN 071 1042 Obstetrics.

PRN 071 1042 Obstetrics [Clinical: 60 hours]

Utilizing the nursing process in the clinical setting, a student would provide support and offer instruction for the care of the new family unit under the supervision of instructor. Clinical rotations are mainly in obstetrical departments with emphasis on mother-baby care, and observational experiences labor and delivery suite. Physician's offices and other health care facilities may be utilized to meet the objectives of the course.

Co-requisite: PRN 071 1041 Obstetrics.

PRN 071 135 Pediatrics [Theory: 30 hours / Lab: 10 Hours]

Beginning with growth and development from neonate through adolescence, common diseases and disorders of children are studied. The student learns to provide care for children, taking into account age, size, level of comprehension and altered health state. Emphasis is placed on the nurse / child/ parent relationship and safety in the delivery of nursing care. The students' knowledge of medication is expanded to include consideration of dosage alteration in the administration of medication to children. The concept of play therapy, in providing care, is a component of this course. Community, state, and federal agencies concerned with care and well-being of children are discussed in this unit.

Pre-requisite; Term 1, Term 2, Term 3, and Term 4 courses

Co-requisite: PRN 071 135 I Pediatrics

PRN 071 1353 Pediatrics [Clinical: 48 hours / Clinical Simulation: 50]

This course is designed to enhance the students, knowledge of common diseases and disorders of children utilizing hospital pediatric departments, physician's offices, well-baby clinics, day care centers, and exceptional elementary schools.

Co-requisite: PRN 071 135 Pediatrics.

## TERM 4

PRN 071 1354 Mental Health [Theory hours: 30 hours]

This course is designed to train students in specific disorders and conditions that affect the mind and mental processes. Emphasis in this course is placed on the care, processes and procedures for the care of patients in mental illness and the promotion of mental health.

PRN 071 1355 Mental Health Clinical [Clinical hours: 30 hours]

In a clinical setting, students will employ their knowledge and skills to support in the care, processes and procedures for the care of patients in mental illness and the promotion of mental health.

PRN 071 600 Nursing Transition [Theory: 35 hours; Clinical: 45 hours / Clinical Simulation: 27 hours]

This course prepares students for transition to the graduate role preparation for licensure is accomplished by the student completing state board application forms and by discussion on the role Florida board of nursing and the purpose of the nurses practice act. Career opportunities are explored with emphasis on health care provided in the client's home. The students compare the variations in the healthcare team's role in providing care in the home setting to the traditional institutional care setting. During this course, clinical patients and assignments are increased in complexity with emphasis place on the student's ability to prioritize and organize nursing care for multiple patients. Medication administration techniques are refined by the student during clinical experiences, which are obtained in acute care settings, and expanded care facilities. These experiences assist the student and assuming the responsibilities of an entry level practitioner. Community agencies may be on a limit basis, since clinical experiences are observational.

Pre-requisites: term 1, term 2, term 3, and term 4 courses.

PRN 071 135 Pediatrics and PRN 071 135 I Pediatrics

## TERM 5

PRN 071 306 I Medical/Surgical nursing 1 [Clinical: 60 hours]

This course is designed to provide the student with clinical application of concepts specific to the care of the adult medical-surgical patient. The use of the nursing process as an approach to providing nursing care is emphasized. Pre- and post-operative nursing care will be included.

Co-requisite: PRN 071 202 Medical/Surgical Nursing I.

PRN 071 202 Medical/Surgical Nursing I b [Clinical 60: hours]

This course includes the disorders involving the digestive-endocrine systems, the muscular/ skeletal systems, and neurological / sensory systems. Nursing assessment, diagnostic tests, nutritional modifications, signs and systems, pathophysiology, psycho-social aspects, medical management, and appropriate nursing interventions will be studied. The study of each body systems centers on health alterations which affects the essential activities of daily living and human function. Appropriate nursing interventions are included in each course.

Prerequisite: term 1 and term 2 courses

Co-requisite: PRN 071 307 I Medical/Surgical Nursing I

PRN 071 307 I Medical/Surgical Nursing II [Clinical: 175 hours]

This course is designed to enhance the student's knowledge, through clinical assignments, of adult patients who are experiencing disorders of digestion, endocrine, imbalances, muscular/ skeletal and neurological sensory systems disorders. Using a nursing care plan, the students begin to identify nursing problems, implement nursing actions, and evaluate nursing care under the direction of the instructor.

Co-requisite: PRN 071 202 Medical/Surgical Nursing II

Total program Hours: 1,365

## Course Numbering

The course numbering system uses a five or six-digit alphanumeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught.

Because TI is currently a clock hour school, all courses will be considered as first level courses. The prefixes contain letters found in the course title. The numbering system will be 100.

The course codes are based on program and related topics. Those are defined as follows:

HSC: Health Science Core

HAE: HIV/AIDS Education Courses

MAS: Medical Assistant Courses

MAT: Math or related Courses

COM: Computer Courses

CPR: Cardiopulmonary Resuscitation Course

## Learning Resources Services

TI Institute has a Learning Resource Area where students or faculty can go to do research, prepare for classes or homework. The Learning Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is open to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

## Description of School Facilities/Equipment

TI Institute is located in Orlando, offering students two classrooms, outfitted with laboratory equipment, a skills laboratory area, an office / reception area. Bathrooms are available and are in compliance with the Americans with Disabilities Act guidelines. The classrooms and administrative offices occupy approximately 1000 square feet of air-conditioned space. The physical plant is spacious and attractive and there are plenty of parking spaces available for the students. The building is located close to public transportation and local restaurants.

## Licensing/Approval Agencies

TI Institute is licensed by the Commission for Independent Education, Florida Department of Education, additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399.

## Non-Discrimination Policy

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

## Academic Calendar

Medical Assistant Program Start Dates	
February 3, 2025	April 7, 2025
June 2, 2025	August 4, 2025
October 6, 2025	November 3, 2025

Practical Nursing Program Start Dates	
January 13, 2025	April 7, 2025
July 7, 2025	October 6, 2025