



**SABER**

**"Gateway To The Stars"**

**CATALOG**

**SPANISH-AMERICAN BASIC  
EDUCATION AND REHABILITATION, INC. (SABER)  
3990 W. Flagler Street  
Miami, Florida 33134  
Telephone: (305) 443-9170**

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**Since 9/27/1991 School licensed by:**

**Commission for Independent Education  
Florida Department of Education  
Additional information regarding this institution  
may be obtained by contacting the Commission at  
325 W. Gaines Street  
Suite 1414  
Tallahassee, FL 32399-0400  
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Dear Student:

This Catalog is intended to provide you with general guidelines, regulations and resources of SABER. I hope you find it helps you become acquainted with the policies and procedures of the school. We at the SABER applaud you for deciding to further your education and training. We know it is difficult to accomplish much without a degree or certificate in this day and age. Whatever program of study you choose will require hard work and perseverance. We are here to help you realize your goals and dreams. If you have any questions, we are here to help. Contact one of the faculty members or your Counselor. We are at your disposal day or night. We pride ourselves in offering individualized attention to each and every one of our students. We look forward to meeting you and molding you into becoming a very productive member of our society. Good luck!

Sincerely,

SABER's Staff and Faculty

## **PHILOSOPHY**

The philosophy of the school is to act as a vehicle to provide basic skills, language, vocational and career education in various high demand occupational areas.

It is the purpose of the SABER to contribute to the economic growth and development of the local community through training programs and activities that help to improve job skills, secure/retain/create better vocational and career opportunities for its residents, as well as generate new vocational and career opportunities for those students who apply themselves. SABER's goal is to improve the quality of life of the students in the community and to facilitate career opportunities in the market place and industry.

## **MISSION**

SABER identifies as its primary responsibility the preparation of individuals to become productive members of this society by helping them in their growth to attain educational goals and their development of ethical responsibilities

## **HISTORY**

Spanish American Basic Education & Rehabilitation, Inc. (SABER) was established in 1972 in Florida to provide knowledge, skills, abilities and trained students, due to a dire demand in the community for individuals in the various occupational fields. SABER the school was established to offer training through non-degree and vocational and degree granting programs to meet the demands of the industry and the workforce community in general; SABER has been licensed by the Commission for Independent Education (CIE) since 1991 and is accredited by the Council on Occupational Education (COE).

## **OWNERSHIP**

Spanish American Basic Education and Rehabilitation, Inc. (SABER) 3990 W. Flagler Street, Miami, Florida 33134 is a private non-profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501 (c)(3) corporation.

## **CATALOGUE AVAILABILITY**

Catalogues are available to students one week before beginning of class and throughout the school year, upon request.

### **Board Of Directors**

William Alexander President	3990 W. Flagler Street Miami, Florida 33134
Raul L. Rodriguez Director	3990 W. Flagler Street Miami, Florida 33134
Luis Salazar Director	3990 W. Flagler Street Miami, Florida 33134
Hector Gasca Director	3990 W. Flagler Street Miami, Florida 33134

### **ADMINISTRATION**

Directors of the school have ample educational background, experience and administrative competence to properly supervise all activities

### **Executive Staff**

Josefina Habif Chief Executive Officer	3990 W. Flagler Street Miami, Florida 33134
Fernando Obeso Chief Operating Officer/ Chief Financial Officer	3990 W. Flagler Street Miami Florida 33134
Maria Palacios Chief Financial Aid Officer	3990 W. Flagler Street Miami, Florida 33134

### **Educational/Administrative Staff**

Amarilis Somoza Principal	3990 W. Flagler Street Miami, Florida 33134
Angela Gaud, RN,BSN, MSN Director of Nursing	3990 W. Flagler Street Miami, Florida 33134

### **DESCRIPTION OF SCHOOL FACILITIES**

SABER is housed in a building located at 3990 W. Flagler St., Miami, Florida. The campus occupies

13,223

square feet of physical space; it has access to convenient public transportation and parking facilities.

The School is centrally air conditioned and contains all needed modern equipment. It is made up of seven classrooms, and 2 computer labs, nursing skills lab, library information resource service area, reception area,

2 student lounges, faculty working area and administrative space.

## **POLICY STATEMENT**

- Saber does not discriminate on the basis of race, sex, creed and/or national origin, disability to the extent of the law.
- Saber does not use employment agencies to recruit prospective students.
- Saber does not recruit at welfare offices, unemployment lines, food stamp centers, homeless shelters, nursing homes, etc. Saber makes available to the One-Stop Career Centers information regarding available training programs, and works very closely with the local Workforce Development Administration, to train their clients using Individualized Training Accounts (ITA's). Saber is an approved Training Agent of the South Florida Workforce (a subsidiary of Workforce Florida), and an approved vendor of the Department of Education's Division of Vocational Rehabilitation.
- Saber does not place ads in help-wanted sections.
- Saber documents reasons for denying admissions. These records are available for a period of a year after an applicant has been denied admission
- It is the policy of SABER to maintain the objectives and content of the programs current; this is done by having three potential employers (every two years) review each educational program and recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation and level of skills required for completion. These areas are also discussed at each Advisory Committee Meeting annually.
- It is the policy of SABER to offer to its student population academic and personal counseling in order to maintain a supportive environment, where students can openly discuss their problems, with the goal of providing these students the necessary support mechanisms that will allow them to complete their training.

## **ACADEMIC PROGRAMS:**

### **NON-DEGREE PROGRAMS:**

#### **LANGUAGE**

- ESOL – 880 hrs.

#### **VOCATIONAL**

- PRACTICAL NURSE – 1350 hrs.

### **ASSOCIATE IN SCIENCE DEGREE PROGRAMS:**

- NURSING (A.S.) – 78 credit hrs.
- LPN to Nursing (A.S.) – 60 credit hrs.
- Health Services Management – 77 credit hrs.

## **Course Numbering System**

### **Non- Degree - Vocational Programs:**

The first digit of the course number indicates the level of the course. Lower level courses are 100 and 200. Advanced level courses are termed 300 and 400. The second and third digit of the course number indicates the series of the courses.

### **Associate in Science Programs:**

The first two digits of the course number indicate the level of the course. Lower level courses are 1001 and 2001. Advanced level courses are termed 3001 and above. The third and fourth digit of the course number indicates the series the series of the courses.

## **NON-DEGREE PROGRAMS**

### **ESOL**

#### **TOTAL CLOCK HOURS: 880**

**PROGRAM OBJECTIVE:** This program is designed to provide instruction to speakers of other languages and is limited to persons already possessing occupational competencies who would be employable if they could

demonstrate adequate English language skills. Program will provide students with enough communication skills to enable them to function successfully in the community.

**PROGRAM DESCRIPTION:** Training offered will include but will not be limited to the development of listening, reading, writing speaking, and cross cultural communication skills. Program is divided into five (5) courses of approximately 180 hours each, covering different levels ranging from ESOL Level 1 to Level 5.

**ENTRANCE REQUIREMENTS:** Level 1 - No ability whatsoever in the use of the English Language. Level 2 - Functions minimally in English and be able to handle only very routine entry-level jobs that do not require oral communications. Level 3 - Be able to satisfy basic survival needs and few routine social demands; Level 4- can handle entry-level jobs that involve simple oral communications; and level 5 – expanded vocabulary, more complex grammar, and a wider choice of functional expressions. The applicant must already possess occupational competencies and would be employable if he/she could demonstrate adequate English language skills.

## ESOL Level I

**TOTAL CLOCK HOURS: 180**

**COURSE DESCRIPTION:** Learning Basic English

**COURSE OBJECTIVE:** Demonstrate ability to respond to commands, knowledge of printed words, road symbols, survival signs, and knowledge of coins and bills, clothing, food and basic supplies.

	<b>HOURS</b>
<b>ESOL 100</b> Mechanics of Classroom Procedures	<b>20</b>
<b>ESOL 101</b> Personal Information and Social Communication spell names, addresses, and fill out basic forms	<b>40</b>
<b>ESOL 102</b> Acquire knowledge of road symbols survival signs.	<b>35</b>
<b>ESOL 103</b> Learn about coins and bills, clothing, food and different type of stores.	<b>30</b>
<b>ESOL 104</b> Shelters and household items.	<b>30</b>
<b>ESOL 105</b> Body parts and common health symbols.	<b>25</b>

## ESOL LEVEL II

**Total Clock Hours: 180**

**COURSE DESCRIPTION:** Student will have working knowledge of social communication skills and will begin to acquire grammar rules that are pertinent to conversational as well as written language.

**COURSE OBJECTIVE:** Demonstrate knowledge of social communication skills and familiarity with transportation and environment, reporting emergencies, common illnesses, job titles, classified ads, workplace safety signs, and demonstrate familiarity with food items, and prices.

	<b>HOURS</b>
<b>ESOL 200</b> Greetings, introductions, invitations and asking permission.	<b>15</b>
<b>ESOL 201</b> Questions and answers about identification and filling out id forms.	<b>20</b>
<b>ESOL 202</b> Emergency/ warning signs, signs in public places and reporting emergencies.	<b>20</b>
<b>ESOL 203</b> Job titles, searching classified ads, workplace safety signs and usual facilities and following two-step directions.	<b>35</b>
<b>ESOL 204</b> Different kinds of housing, description of furniture, appliances, and locations.	<b>15</b>
<b>ESOL 205</b> Review body parts, common illnesses and warning labels.	<b>20</b>
<b>ESOL 206</b> Names, quantities and prices of food items	<b>15</b>
<b>ESOL 207</b> Traffic signs and public transportation schedules.	<b>20</b>
<b>ESOL 208</b> Days and dates, time pieces and weather conditions.	<b>20</b>

## ESOL LEVEL III

**Total Clock hours: 180**

**COURSE DESCRIPTION:** Student will begin the transition from basic interpersonal communicative skills to cognitive academic language proficiency. The same themes are addressed in this course but a larger emphasis is on writing and oral communication instead of social communication.

**COURSE OBJECTIVE:** Demonstrate knowledge about culture, experiences, food related situations, community resources, filling out forms, buses and schedules, and demonstrate familiarity with job interviews, classified ads, housing needs, and medical forms.

	<b>HOURS</b>
<b>ESOL 300</b> Culture, personal background, experiences, and characteristics	<b>10</b>
<b>ESOL 301</b> Learning to fill out forms.	<b>20</b>
<b>ESOL 302</b> Learning about community resources and mailing procedures.	<b>15</b>
<b>ESOL 303</b> Job interviews, classified ads, occupations and their tasks.	<b>35</b>
<b>ESOL 304</b> Student will rehearse store simulation.	<b>15</b>
<b>ESOL 305</b> Learning about housing units and rental ads.	<b>20</b>
<b>ESOL 306</b> Medical appointments and filling out medical forms.	<b>10</b>
<b>ESOL 307</b> Reading a menu, place an order and read recipes	<b>20</b>
<b>ESOL 308</b> Learning about buses and bus schedules.	<b>20</b>
<b>ESOL 309</b> Learning about protection signs and various precautions to be taken pertaining to various weather conditions.	<b>15</b>

## ESOL LEVEL IV

**TOTAL CLOCK HOURS: 180**

**COURSE DESCRIPTION:** Students will begin to acquire CALPS. This curriculum includes skills useful in workplace, life, and academic applications. These skills are integrated into reading, writing, speaking, and listening formats

**COURSE OBJECTIVE:** Ability to handle emotional expressions, report emergencies, interpret notices, demonstrate knowledge of leases, interpret rules and regulations of facilities, and be able to read food labels and maps.

	<b>Hours</b>
<b>ESOL 400</b> Learning how to handle emotional expressions in a work environment.	<b>10</b>
<b>ESOL 401</b> Learning to fill out any necessary forms for oneself and family	<b>20</b>
<b>ESOL 402</b> Learning to report emergencies, interpret notices published by local institutions and will learn to read signs in public areas.	<b>15</b>
<b>ESOL 403</b> Learn about benefit packages and will conduct simulated job interviews.	<b>35</b>
<b>ESOL 404</b> Learning to write checks, balance accounts	<b>15</b>
<b>ESOL 405</b> Interpreting leases and rules and regulations of facility.	<b>20</b>
<b>ESOL 406</b> Student will be taught to schedule and cancel appointments.	<b>10</b>
<b>ESOL 407</b> Instruction on how to read food labels and compare prices.	<b>20</b>
<b>ESOL 408</b> Learning to read maps, call for information about schedule and fares.	<b>20</b>
<b>ESOL 409</b> Student will be taught about conserving resources.	<b>15</b>

## ESOL LEVEL V

**TOTAL CLOCK HOURS: 160**

**COURSE DESCRIPTION:** The purpose of this course is to improve the advanced ESOL students' ability to communicate in English. This course is designed to prepare adult students for further education by providing concentrated instruction in ESOL Academic Skills competencies.

**COURSE OBJECTIVE:** Demonstrate ability to communicate with friends and neighbors, handle personal finances, follow rules and regulations, offer help, give feedback, offer suggestions and communicating at work, demonstrate familiarity with concept of rights and responsibilities

	<b>HOURS</b>
<b>ESOL 500</b> Friends and Neighbors-embedded questions, short answers, Making phone calls	<b>10</b>
<b>ESOL 501</b> Calling people, going places - person-to-person calls, leave telephone messages using noun clauses, leave messages on an answering machine.	<b>20</b>
<b>ESOL 502</b> Personal Finances- Engage in conversations using time expressions, complaints use the passive voice and present perfect tense	<b>20</b>
<b>ESOL 503</b> Rules and Regulations at School - Impersonal expressions with you, different verb tenses and perfect modals, use reported speech.	<b>20</b>
<b>ESOL 504</b> At work - using <i>Want + object + infinitive</i> , use <i>could have</i> and <i>supposed to</i> , learn to correct someone and offer suggestions, present real conditional	<b>25</b>
<b>ESOL 505</b> Rights and Responsibilities – using short answers and different verb tenses, reported speech, sequence tenses and present perfect tense.	<b>25</b>
<b>ESOL 506</b> Friends, Family, Co-Workers – using comparison and superlatives, express opinions, express concern using wish clauses, present unreal conditional and gerunds	<b>20</b>

**ESOL 507****20**

Strategies for Communicating - Learning to initiate conversations, politely interrupting people, clarify statements, saying good-bye, expressing and giving opinions

## **PRACTICAL NURSING**

**TOTAL CLOCK HOURS: 1350**

### **PROGRAM DESCRIPTION:**

The Practical Nursing Program is comprised of 500 clock hours of Theory and 675 clock hours of Externship and 175 hours of LAB. The Practical Nursing Program is designed to provide the student with the fundamentals of Nursing Theory and Practice. The content includes theoretical instruction and clinical experience in medical, surgical, obstetrics, and geriatric nursing; theoretical instruction and clinical experience in both acute and long term care situations; theoretical instruction and clinical application of vocational role and function; Blood Borne Diseases including HIV/AIDs; personal, family and community health concepts; nutrition; human growth and development over the life span; Anatomy and Physiology of the human body, body structure and function; interpersonal skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; Basic Life Support (BLS) course C, CPR for Healthcare provider and current issues in nursing. Clinical experience will make up 50% of the total program. Reinforcement of basic skills in English, mathematics, and science occurs through vocational classroom instruction and applied laboratory procedures and practice.

### **PROGRAM OBJECTIVE:**

The Practical Nursing program is designed to prepare students for employment as licensed practical nurses (LPN). Upon successful completion of the program the graduate may take the NCLEX-PN exam and pass it, in order to practice as a Licensed Practical Nurse. This program focuses on broad, transferable skills and stresses understanding and Demonstration of the following elements of the health care industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

### **ENTRANCE REQUIREMENTS**

Proof of H.S. Diploma (or equivalent in country of origin) or GED; score 11.0 in math, language, and reading on the TABE Test; Overall score of 60 in Reading, Math and English on the TEAS Test; must be 18 yrs of age by program completion and have parent guardian consent.; must provide three (3) work or character references, must undergo a background check, must meet physical strength and function requirements as well as personal health requirements as stated on the Practical Nursing Student Handbook; Applicant must submit proof of CPR certification from the American Heart Association

<b>Practical Nursing Program</b>	<b>HOURS</b>
<b>PRN 101</b> A. Health Science Core: including Math, science, and employability skills course work. B. Articulated Nursing Assistant: safety practices, nutrition, basic communication skills, legal and ethical responsibilities, principles of infection control, first aid, patient care competencies	<b>125</b>
<b>PRN 201</b> Normal body structure and function, human growth and Development and principles of nutrition	<b>137</b>
<b>PRN 301</b> Fundamentals of nursing: introduction to medical surgical nursing, pharmacology, and managements needs	<b>138</b>

<b>PRN 302</b>	<b>245</b>
Clinical Rotation (consecutive to PRN 301) which includes observation and supervised nursing in a Hospital and clinical setting where student spends time in all activities under the supervision of a Registered Nurse	
<b>PRN 401</b>	<b>137</b>
Principles of nutrition, asepsis, and pharmacology	
<b>PRN 402</b>	<b>140</b>
Clinical Rotation II (consecutive to PRN 401) which includes observation and supervised nursing in a Hospital and clinical setting where student spends time in all activities under the supervision of a Registered Nurse.	
<b>PRN 501</b>	<b>140</b>
Clinical Rotation III (consecutive to PRN 301 and 401) which includes observation and supervised nursing in a Hospital and clinical setting where student spends time in all activities under the supervision of a Registered Nurse	
<b>PRN 601</b>	<b>138</b>
Maternal/Newborn, Pediatric and Geriatric Theories	
<b>PRN 602</b>	<b>150</b>
Clinical Rotation IV which includes observation and supervised nursing in a Hospital and clinical setting where student spends time in all activities under the supervision of a Registered Nurse	
<b>TOTAL</b>	<b>1350</b>

## **ASSOCIATE DEGREE PROGRAMS**

### **NURSING (A.S.) PROGRAM**

**TOTAL CREDIT HOURS: 78**

#### **PROGRAM DESCRIPTION**

The Nursing Program is comprised of 78 credit hours, which include theory, lab and clinical rotation experience. This experience will cover medical, surgical, obstetric, pediatric, geriatric and psychiatric nursing. Reinforcement of basic skills in English, Mathematics, and Sciences appropriate for the job preparatory program will occur thorough didactic instruction and applied laboratory procedures/practice. This program is designed to prepare the graduate to utilize and apply the nursing process to provide nursing care to clients across the life span in a variety of settings. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

#### **PROGRAM OBJECTIVES**

The objectives of the Nursing (A.S.) Program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; this program will prepare the student for employment as registered nurses. At the end of the program, the graduate will:

Demonstrate knowledge of the health status and functional health needs of clients and families by using the nursing process to interpret health data

Demonstrate knowledge in formulating nursing plans of care in collaboration with clients, families and interdisciplinary healthcare team members.

Demonstrate knowledge in implementing a plan of care within the legal and ethical parameters.

Demonstrate knowledge in developing teaching and learning plans to implement with Clients and families, whether directly or through assignment to other members of the healthcare team

Demonstrate knowledge in providing care to multiple clients through direct care and/or delegation of care

Demonstrate use of critical thinking to analyze clinical data and current literature as a basis for decision making

Demonstrate ability to act as an advocate to promote quality healthcare for culturally diverse groups.

Demonstrate ability to coordinate resources for the provision of quality care

Demonstrate ability to function within the organizational framework of various healthcare settings.

Demonstrate responsibility and accountability for quality of nursing consistent with the legal scope of the practice.

#### **ENTRANCE REQUIREMENTS**

In order to be accepted into the Nursing (A.S.) Program, an applicant must meet the following requirements:

Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.

Applicant must be 18 yrs of age

Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.

Applicant must submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher

Applicant must take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.

Applicant who already has an LPN license must submit official school transcript from the Practical Nursing Program attended.

Applicant who holds an LPN license and requests credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each designated nursing course being waived.

Applicants who hold an LPN license must provide proof of current, unencumbered LPN licensure in Florida.

Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission

Applicant must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.

Applicant must undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.

Applicant must meet physical strength and function requirements as required

Applicant must submit proof of CPR certification from the American Heart Association

Applicant must meet personal health requirements as stipulated in the SABER Physical Health Form

<b>Associate of Science in Nursing</b>		<b>Credit Hours</b>
<b>BSC 1001</b>	<b>Human Anatomy and Physiology I</b> This course provides a basic understanding of the human body, its systems and their functions. Students will concentrate on these body systems: skeletal system, integument system, cardiovascular system, muscular system, nervous system, and cells.	<b>3</b>
<b>BSC 1002</b>	<b>Human Anatomy and Physiology Lab I</b> This course consists of the laboratory for <b>BSC 1001</b> .	<b>1</b>
<b>NURS 1001</b>	<b>Foundations of Nursing</b> This course provides a foundation for future courses in nursing. The learner is introduced to the philosophy and conceptual framework of SABER School of Nursing and the roles and responsibilities of the nurse as a member of the healthcare team.	<b>3</b>
<b>ENG 1001</b>	<b>English I</b> In this course, through a variety of writing projects the student develops competence in writing clear, correct, and effective English prose.	<b>3</b>

<b>MAT 1001</b>	<b>Applied Mathematics</b> This course develops student's ability to think logically and quantitatively. Some of the topics included are: set theory, algebra, number theory, geometry, measurements, graphs, probability theory and statistics.	<b>3</b>
<b>PSY 1001</b>	<b>Developmental Psychology</b> This course focuses on the nature of human behavior as a dynamic developmental phenomenon.	<b>3</b>
<b>NURS 2001</b>	<b>Role Transition in Nursing</b> This course provides an introduction to the profession of nursing, which includes the roles basic to nursing practice.	<b>4</b>
<b>NURS 2002</b>	<b>Role Transition in Nursing-Clinical Practicum</b> This course provides an opportunity to apply the nursing process in selected clinical experiences.	<b>3</b>
<b>BSC 1011</b>	<b>Human Anatomy and Physiology II</b> This course is a continuation of <b>BSC 1001</b>	<b>3</b>
<b>BSC 1012</b>	<b>Human Anatomy and Physiology II – Lab</b> This course is the laboratory for <b>BSC 1011</b>	<b>1</b>
<b>MPH 1001</b>	<b>Mathematics/Pharmacology -</b> Course will include logic, introduction to the real number system (whole numbers, integers, rational numbers, decimals, and real numbers), elementary algebra (solutions of first and second degree equations, and problem solving). The emphasis is on the interconnections of mathematical concepts. Course will teach the conceptual and mathematical operations necessary for safe and effective administration of medications.	<b>3</b>
<b>NURS 3001</b>	<b>Complex nursing Problems -</b> In this course the student is challenged to use critical thinking skills guided by the organizing structures of the nursing process, to plan care for adult clients experiencing acute disruptions in health.	<b>4</b>
<b>NURS 3002</b>	<b>Complex Nursing Problems – Clinical Practicum</b> This course provides the students an opportunity to apply what they have learned in <b>NURS 2001</b> selected clinical experiences.	<b>5</b>
<b>ENG 1011</b>	<b>English II -</b> In this course, the student will continue to learn and practice the skills of clear, correct and effective English, by means of writings, conversations, and reading of essays, short stories, and poems.	<b>3</b>
<b>BSC 2001</b>	<b>Medical Microbiology –</b> This course is an introductory study of the microbial world with emphasis on the nature and behavior of microorganisms, the interrelationships between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease.	<b>3</b>
<b>BSC 2002</b>	<b>Medical Microbiology Lab –</b> This course is a laboratory experience which will develop techniques for the student in the proper handling, observation and identification of microbial cultures.	<b>1</b>

<b>NURS 1101</b>	<b>Critical Thinking in Nursing –</b> This course is designed to assist the first year nursing student to develop learning strategies necessary to attain success in the nursing program.	4
<b>NURS 4001</b>	<b>Ethics and Law in Health Care –</b> This course is designed to acquaint students with current ethical issues and trends in nursing and the environment.	3
<b>NURS 5001</b>	<b>Nursing and Childbearing Family –</b> This course focuses on the nursing care of the childbearing family. An emphasis is on the normal reproductive phases of the life cycle, including prenatal, childbirth, postpartum and newborn care.	3
<b>NURS 5002</b>	<b>Nursing and Childbearing Family – Clinical Practicum</b> This course provides an opportunity to the student to apply what they have learned in <b>NURS 4001</b> in selected clinical experiences.	1
<b>NURS 6001</b>	<b>Mental Health Nursing –</b> This course provides the student with a theoretical base for providing nursing care to clients with moderate to severe deficits in their mental health, course will also discuss psychological reactions to illness or life situations as well as defense mechanism concepts of alcohol, drug abuse and other risk behaviors on the human body.	3
<b>NURS 6002</b>	<b>Mental Health Nursing – Clinical Practicum</b> This course provides the student opportunities to apply concepts of psychiatric nursing.	1
<b>NURS 7001</b>	<b>Leadership Management –</b> This is an introductory course to leadership and management concepts and theories needed in today's health care environment. Learners will have the opportunity to use effective communication skills while assessing and promoting health .	4
<b>NURS 7002</b>	<b>Leadership Management – Clinical Practicum</b> This course will explore the principles of nursing management, leadership and delegation. Clinical experiences focus on management of care to individuals and groups of clients and collaborative interactions with other members of the healthcare team.	4
<b>NURS 8001</b>	<b>Nursing Trends and Issues –</b> This course explores the study of the principles of cultural diversity specifically applied to the health care setting. Social and cultural dimensions of health and health care will also be explored.	3
<b>NURS 9002</b>	<b>Clinical Practicum –</b> In this course the student will be provided the opportunity to perform in the role of the professional registered nurse under the supervision of the nursing faculty.	6

## **LPN to NURSING (A.S.) PROGRAM**

**TOTAL CREDIT HOURS: 60**

### **PROGRAM DESCRIPTION**

The Nursing Program is comprised of 60 credit hours, which include theory, lab and clinical rotation experience. This experience will cover medical, surgical, obstetric, pediatric, geriatric and psychiatric nursing. Reinforcement of basic skills in English, Mathematics, and Sciences appropriate for the job preparatory program will occur through didactic instruction and applied laboratory procedures/practice. This program is designed to prepare the graduate to utilize and apply the nursing process to provide nursing care to clients across the life span in a variety of settings. Upon successful completion of this program, the graduate will receive an Associate of Science Degree in Nursing and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### **PROGRAM OBJECTIVES**

The objectives of the LPN to Nursing (A.S.) Program is to provide the knowledge, clinical skills, nursing values, meanings and experience necessary for an entry-level professional nursing position; this program will prepare the student for employment as registered nurses. At the end of the program, the graduate will:

Demonstrate knowledge of the health status and functional health needs of clients and families by using the nursing process to interpret health data

Demonstrate knowledge in formulating nursing plans of care in collaboration with clients, families and interdisciplinary healthcare team members.

Demonstrate knowledge in implementing a plan of care within the legal and ethical parameters.

Demonstrate knowledge in developing teaching and learning plans to implement with Clients and families, whether directly or through assignment to other members of the healthcare team

Demonstrate knowledge in providing care to multiple clients through direct care and/or delegation of care

Demonstrate use of critical thinking to analyze clinical data and current literature as a basis for decision making

Demonstrate ability to act as an advocate to promote quality healthcare for culturally diverse groups.

Demonstrate ability to coordinate resources for the provision of quality care

Demonstrate ability to function within the organizational framework of various healthcare settings.

Demonstrate responsibility and accountability for quality of nursing consistent with the legal scope of the practice.

### **ENTRANCE REQUIREMENTS**

In order to be accepted into the LPN to Nursing (A.S.) Program, an applicant must meet the following requirements:

Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.

Applicant must be 18 yrs of age

Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.

Applicant must submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher.

Applicant must take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.

Applicant must submit official school transcript from the Practical Nursing Program attended.

Applicant who requests credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each corresponding nursing course being waived.

Applicants who request that some of their courses be waived must provide proof of current, unencumbered LPN licensure in Florida.

Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission

Applicant must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.

Applicant must undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.

Applicant must meet physical strength and function requirements as required

Applicant must submit proof of CPR certification from the American Heart Association

Applicant must meet personal health requirements as stipulated in the SABER Physical Health Form

<b>LPN to Nursing (AS) Program</b>		<b>Credit Hours</b>
<b>ENG 1001</b>	<b>English I</b> In this course, through a variety of writing projects the student develops competence in writing clear, correct, and effective English prose.	<b>3</b>
<b>MAT 1001</b>	<b>Applied Mathematics</b> This course develops student's ability to think logically and quantitatively. Some of the topics included are: set theory, algebra, number theory, geometry, measurements, graphs, probability theory and statistics.	<b>3</b>
<b>PSY 1001</b>	<b>Developmental Psychology</b> This course focuses on the nature of human behavior as a dynamic developmental phenomenon.	<b>3</b>
<b>MPH 1001</b>	<b>Mathematics/Pharmacology -</b> Course will include logic, introduction to the real number system (whole numbers, integers, rational numbers, decimals, and real numbers), elementary algebra (solutions of first and second degree equations, and problem solving). The emphasis is on the interconnections of mathematical concepts. Course will teach the conceptual and mathematical operations necessary for safe and effective administration of medications.	<b>3</b>

<b>NURS 3001</b>	<b>Complex Nursing Problems -</b> In this course the student is challenged to use critical thinking skills guided by the organizing structures of the nursing process, to plan care for adult clients experiencing acute disruptions in health.	<b>4</b>
<b>NURS 3002</b>	<b>Complex Nursing Problems – Clinical Practicum</b> This course provides the students an opportunity to apply what they have learned in <b><u>NURS 2001</u></b> selected clinical experiences.	<b>5</b>
<b>ENG 1011</b>	<b>English II -</b> In this course, the student will continue to learn and practice the skills of clear, correct and effective English, by means of writings, conversations, and reading of essays, short stories, and poems.	<b>3</b>
<b>BSC 2001</b>	<b>Medical Microbiology –</b> This course is an introductory study of the microbial world with emphasis on the nature and behavior of microorganisms, the interrelationships between microbes and the human host in health and disease, and the principles of prevention and control of infectious disease.	<b>3</b>
<b>BSC 2002</b>	<b>Medical Microbiology Lab –</b> This course is a laboratory experience which will develop techniques for the student in the proper handling, observation and identification of microbial cultures.	<b>1</b>
<b>NURS 1101</b>	<b>Critical Thinking in Nursing –</b> This course is designed to assist the first year nursing student to develop learning strategies necessary to attain success in the nursing program.	<b>4</b>
<b>NURS 4001</b>	<b>Ethics and Law in Health Care –</b> This course is designed to acquaint students with current ethical issues and trends in nursing and the environment.	<b>3</b>
<b>NURS 5001</b>	<b>Nursing and Childbearing Family –</b> This course focuses on the nursing care of the childbearing family. An emphasis is on the normal reproductive phases of the life cycle, including prenatal, childbirth, postpartum and newborn care.	<b>3</b>
<b>NURS 5002</b>	<b>Nursing and Childbearing Family – Clinical Practicum</b> This course provides an opportunity to the student to apply what they have learned in <b><u>NURS 4001</u></b> in selected clinical experiences.	<b>1</b>
<b>NURS 6001</b>	<b>Mental Health Nursing –</b> This course provides the student with a theoretical base for providing nursing care to clients with moderate to severe deficits in their mental health, course will also discuss psychological reactions to illness or life situations as well as defense mechanism concepts of alcohol, drug abuse and other risk behaviors on the human body.	<b>3</b>
<b>NURS 6002</b>	<b>Mental Health Nursing – Clinical Practicum</b> This course provides the student opportunities to apply concepts of psychiatric nursing.	<b>1</b>
<b>NURS 7001</b>	<b>Leadership Management –</b> This is an introductory course to leadership and management concepts and theories needed in today's health care environment. Learners will have the opportunity to use effective communication skills while assessing and promoting health .	<b>4</b>

<b>NURS 7002</b>	<b>Leadership Management – Clinical Practicum</b> This course will explore the principles of nursing management, leadership and delegation. Clinical experiences focus on management of care to individuals and groups of clients and collaborative interactions with other members of the healthcare team.	<b>4</b>
<b>NURS 8001</b>	<b>Nursing Trends and Issues –</b> This course explores the study of the principles of cultural diversity specifically applied to the health care setting. Social and cultural dimensions of health and health care will also be explored.	<b>3</b>
<b>NURS 9002</b>	<b>Clinical Practicum –</b> In this course the student will be provided the opportunity to perform in the role of the professional registered nurse under the supervision of the nursing faculty.	<b>6</b>

## **HEALTH SERVICES MANAGEMENT**

**TOTAL CREDIT HOURS: 77**

### **PROGRAM DESCRIPTION**

The Health Services Management Program is comprised of 77 credit hours. The purpose of this course is to prepare students for employment as Health Service Managers. The Health Services Management Associate Degree Program is designed for health care personnel who are interested in management or currently hold such a position. Health care managers plan, organize and coordinate the delivery of health care at hospitals, nursing homes, public health agencies, outpatient clinics, medical and dental offices, and other health facilities. The curriculum is designed to provide the student with managerial skills and critical thinking skills to adapt to the ever changing health environment. This Health Service Management program will enhance the skills of nurses, medical assistant, nursing assistant and dental assistant by preparing them with administrative, management and computer skills used for employment in health/medical offices. They plan, direct, supervise the delivery of healthcare, establish and implement policies and objectives, evaluate personnel, develop reports and budgets and coordinate with other members of the health care team. They are responsible for adapting to change, managing their office, and make effective decisions to benefit their organization. This program integrates studies in health care and business to provide students with a background in the growing field of health service management.

### **PROGRAM OBJECTIVES**

At the end of the program the graduate will:

Demonstrate knowledge of health care system and health occupations

Demonstrate ability to use interpersonal and intrapersonal skills effectively

Demonstrate legal, ethical and bioethical responsibilities

Demonstrate an understanding of and apply wellness and disease concepts.

Recognize and practice security procedures and respond to emergency situations

Recognize and practice infection control procedures

Demonstrate information technology applications and employability skills

Demonstrate knowledge of blood borne diseases, including AIDS

Demonstrate administrative skills basic to management and interpret federal, state and local laws as they apply to healthcare facilities.

Demonstrate knowledge of operational and organizational structures.

Demonstrate knowledge of psychological problems and find acceptable solutions

Demonstrate knowledge of materials and supplies needed and how to obtain them for staff

Demonstrate knowledge of occupational safety and health for residents and employees

Demonstrate knowledge of appropriate work-loads for each employee and knowledge of the amount of care each resident requires

Review, approve and monitor departmental capital and operational budgets

Identify and apply legal reimbursement systems

Comply with accreditation standards of governmental appointed organizations.

Demonstrate an understanding of technical competencies from one or more specialized health care areas.

## ENTRANCE REQUIREMENTS

**In order to be accepted into the Health Services Management Program, an applicant must meet the following requirements:**

Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.

Applicant must be 18 yrs of age by program completion

Applicant must score at the 11.0 level in mathematics, language and reading on the TABE Test.

Applicant must already have occupational background and/or credentials in the health field to become managers within their specified discipline.

Applicant must submit official school transcript documenting any previous work, with a minimum GPA of 2.0 average or better on a 4.0 scale. This will include applicants requesting credit for general education courses previously taken at the associate degree level or higher.

Applicant must take the TEAS and pass with a general score of: 60. SABER School graduates, who already took and passed the TEAS are exempt from this requirement.

Applicant must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission

Applicant must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.

Applicant must undergo a background check.

### Health Services Management

### Credit Hours

BUS 1001 Business Communications Communication used to promote a product, service, or organization.	3
PSY 1001 Developmental Psychology This course focuses on the nature of human behavior as a dynamic developmental phenomenon.	3
BSC 1001 Human Anatomy and Physiology This course provides a basic understanding of the human body, its systems and their functions. Students will concentrate on these body systems: skeletal system, integument system, cardiovascular system, muscular system, nervous system, and cells.	3
MAT 1001 Applied Math This course develops student's ability to think logically and quantitatively. Some of the topics included are: set theory, algebra, number theory, geometry, measurements, graphs, probability theory and statistics.	3
ENG 1001 English I In this course, through a variety of writing projects the student develops competence in writing clear, correct, and effective English prose.	3
COM 1001 Computer Applications <u>Computer</u> software designed to help the <u>user</u> to perform singular or multiple related specific tasks.	3

ACG 2011 Principles of Accounting	3
Balance sheets and income statements. The theory of debit, credit, controlling accounts and mercantile transactions	
HSM 1010 Financial Aspect in Healthcare	3
The costs of health care; health insurance; financial impact of improved health Behaviors ; relationships between health and wealth	
HSM 1020 Healthcare Delivery Systems	3
Comprehensive overview of basic concepts of managed healthcare, including Types of managed care organization, use of data and reports in utilization and Quality management	
HSM 1015 Applied Medical and Healthcare Terminology	3
Concepts and vocabulary of health disease, disability, causation, prevention treatment and classification.	
ECO 1001 Health Economics	3
Functioning of the health care system and the private and social causes of health-affecting behaviors	
STA 1001 Health Statistics	3
Common statistics reported: vital, morbidity and mortality; health care costs, the demographic distribution of disease based on geographic, ethnic, and gender variables, and data on the socioeconomic status and education of health care professionals.	
HSM 1025 Health Promotion and Disease Prevention	3
Optimal health to minimal disease	
HSM 1030 Health Policy and Management	4
Examination of the issues and techniques relevant to the planning of health delivery systems Introduction to Health Epidemiology	
ENG 1010 Professional and Technical Report Writing	3
Writing across the curriculum	
ECO 1011 Principles of Macroeconomics	3
Microeconomics and price determination; market structures, resource allocation, distribution of income and partial equilibrium analysis	
ACG 2012 Managerial Accounting in Healthcare Administration	3
Examination of the major issues related to the financing of health services, including budgeting. Cost containment reimbursement policies and financial strategies. Overview of the major trends affecting financial management of health institutions	
HSM 1035 Management of Health Organization	3
Fundamental concepts of management theory, examination of the structure of health organizations and administrative processes such as planning, problem solving and decision making and quality and productivity improvement.	
HSM 1040 Introduction to Health Epidemiology	3
Basic principles and methods in epidemiology and their use in preventive and control of health problems in population at risk. Epidemiological approaches to health and nutritional care and their relationship to multicultural community health activities.	
MBC 1001 Principles of Medical Billing and Coding	3
Responsibilities, protection of public interest, objectivity/impartiality,	

due care and competence; rules and guidelines.

HSM 1045 Legal Issues in Healthcare Legal essentials of healthcare administration	3
HSM 1050 Ethics and Law in healthcare This course is designed to acquaint students with current ethical issues and trends in healthcare and the environment.	3
HSM 1055 Leadership Management This is an introductory course to leadership and management concepts and theories needed in today's health care environment. Learners will have the opportunity to use effective communication skills while assessing and promoting health .	3
HSM 1060 Human Resources Management and Labor Relations in Health Service Employment and placement, compensation and benefits, training and development, and labor relations.	3
HSM 1065 Principles of Supervision Understanding role, communicating effectively, managing differences, resolving conflicts	4

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## COSTS OF ATTENDING

### NON-DEGREE PROGRAMS:

Nonrefundable Registration Fee	\$100.00*
Nonrefundable Application Fee	\$ 50.00*
Testing Fees – Entrance Exams	\$ 50.00**

\* Per Course

\*\* Per Exam

Tuition, Books, Supplies, Lab Fees,  
Other Costs:

Please refer to each  
Individual Program

### ASSOCIATE DEGREE PROGRAMS:

Nonrefundable Registration Fee	\$100.00*
Nonrefundable Application Fee	\$ 50.00*
Testing Fees – Entrance Exams	\$ 50.00**

\*Per Semester

\*\* Per Exam

Tuition \$525.00 per Credit Hour

Nursing

Skills Lab Fees

\$500.00

Materials and Supplies

\$300.00

Books

May be purchased through the school or  
any  
other vendor (must meet Syllabus  
specifications).

OTHER COSTS:

\$300.00

Uniforms, Insurance, IDs, Nursing  
Health Totes

## ADMISSIONS SPECIFICATIONS

- The institution shall determine with reasonable certainty that each applicant for enrollment is fully informed as to the nature of the training provided. The institution shall advise each applicant prior to admission to ensure that applicant understands the program's responsibilities and demands.
- The institution shall consistently and fairly apply its admission standards as published. It determines that applicants understand such standards and are capable of benefiting from the training offered, and that applicants rejected did not meet such standards. The institution shall ensure that each applicant admitted has the proper qualifications, abilities, and skills necessary to complete the training, and shall ensure, and maintain documentation to demonstrate that each applicant meets all admission requirements.
- Ability to Benefit (ATB)- SABER shall assess the applicant's ability to benefit, by means of the Wonderlic Assessment Test for any vocational programs, if the applicant cannot furnish evidence of high school graduation, general equivalency diploma or equivalent.
- SABER shall not deny admission or discriminate against students enrolled at the institution on the basis of race, creed, color, sex, age, disability, or national origin. Institutions must reasonably accommodate applicants and students with disabilities to the extent required.
- SABER shall not accept enrollment from a person of compulsory school age, or one attending a school at the secondary level.
- SABER shall document its reasons for denying admission to any prospective student. Records of denied applicants will be kept on file for at least one year.
- Students who are accepted into the program who are 16 years of age must have parental or guardian approval; with or without a High School Diploma or GED equivalent.
- GED – Students wishing to complete a GED will be referred to public schools offering GED preparation and will be advised of the availability of on-line GED courses.
- SABER may accept transfer students in their Associate of Science programs. These students must come from other educational institutions accredited by a regional or national accrediting agency recognized by the United States Department of Education. SABER will grant credit for general education (associate degree) courses in SABER's curriculum. SABER will not extend credit for nursing courses except in the case of LPNs who have a current, active, unencumbered license as long as they meet the Admission Requirements of the program. SABER may accept transfers within programs in the institution for Associate Degree programs provided the transfer has been reviewed and approved by the program director or principal and entrance requirements have been met.
- SABER does not have articulation agreements with other institutions for the purpose of transferability of credits to other institutions. Transferability of credits to other institutions is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits from SABER will be accepted by another institution of the student's choice.
- All applicants must meet requirements as stipulated in the Entrance Requirements of each Program. The student will be given clock hour and tuition reduction on a pro-rata basis based on the results of the administered test.
- Nursing credit for previous clinical training or experience is not granted for the purpose of accepting transfer students into the Associate of Science in Nursing.
- SABER does not accept transfer students for their vocational programs including the Practical Nursing Program, however, SABER may accept transfers within programs in the institution for Associate Degree programs provided the transfer has been reviewed and approved by the program director or principal.

**Entrance requirements** will vary for each individual program as follows:

## **Non-Degree Programs**

### **ESOL**

- a. English deficient
- b. Must need instruction in English to be able to use the knowledge and skills already possessed in order to obtain employment.

### **Practical Nurse**

- a. Proof of HS Diploma or Equivalent in Country of Origin, or GED
- b. GED (ATB test not a substitute)
- c. TABE score 11.0
- d. Overall score of 60 in Reading, Math and English on the TEAS Test
- e. 18 yrs. of age by program completion
- f. 3 character references
- g. background check
- h. physical strength and function requirements
- i. personal health requirements
- j. Proof of CPR Certification from the American Heart Association

## **Associate Degree Programs:**

### **Nursing (A.S.)**

- a. Submit a High School Diploma (or equivalent in their country of origin) or GED.
- b. Must be 18 yrs of age
- c. Score at the 11.0 level in mathematics, language and reading on the TABE Test.
- d. Submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher.
- e. Take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.
- f. LPN applicants must submit official school transcript from the Practical Nursing Program attended.
- g. LPN applicant who requests credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each designated nursing course being waived.
- h. LPN applicant must provide proof of current, unencumbered LPN licensure in Florida.
- i. Must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission
- j. Submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.

- k. Undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.
- l. Meet physical strength and function requirements as required
- m. Submit proof of CPR certification from the American Heart Association
- n. Meet personal health requirements as stipulated in the SABER Physical Health Form

### **LPN to Nursing (A.S.) Program**

- a. Submit a High School Diploma (or equivalent in their country of origin) or GED.
- b. Must be 18 yrs of age
- c. Score at the 11.0 level in mathematics, language and reading on the TABE Test.
- d. Submit official school transcript documenting any previous work, with a minimum GPA of C average when requesting credit for general education courses previously taken at the associate degree level or higher.
- e. Take the TEAS and pass with an overall score of: 60. SABER School LPN graduates, who already took and passed the TEAS are exempt from this requirement.
- f. Must submit official school transcript from the Practical Nursing Program attended.
- g. If requesting credit for previous courses taken, must take and pass, prior to graduation, a Professional Nursing ATI exam with a proficiency Level 2 or higher for each corresponding nursing course being waived.
- h. Must provide proof of current, unencumbered LPN licensure in Florida.
- i. Must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission
- j. Submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.
- k. Undergo a background check. If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the intervention Project for Nurses (IPN). Based on the evaluation results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.
- l. Meet physical strength and function requirements as required
- m. Submit proof of CPR certification from the American Heart Association
- n. Meet personal health requirements as stipulated in the SABER Physical Health Form

### **Health Services Management**

- a. Submit a High School Diploma (or equivalent in their country of origin) or GED.
- b. Must be 18 yrs of age by program completion
- c. Score at the 11.0 level in mathematics, language and reading on the TABE Test.
- d. Must already have occupational background and/or credentials in the health field to become managers within their specified discipline.
- e. Submit official school transcript documenting any previous work, with a minimum GPA of 2.0 average or better on a 4.0 scale. This will include applicants requesting credit for general education courses previously taken at the associate degree level or higher.

- f.** Must take the TEAS and pass with a general score of: 60. SABER School graduates, who already took and passed the TEAS are exempt from this requirement.
- g.** Must successfully complete a personal oral and written interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission
- h.** Must submit three letters of recommendation either from a prior instructor or from a current employer. Letters must have contact information of person writing recommendation, such as name, signature, phone number and address.
- i.** Must undergo a background check.

## **GENERAL GUIDELINES**

- Applicants are interviewed by counselor to discuss program requirements and content, student's goals and brief overview of manual.
- Credit for previous training or experience may be granted for English (ESOL levels) in NCLEX Prep with ESOL program. If students brings certificate from Miami Dade Community College or Miami-Dade Public Schools, they will be given credit for the level stated in the certificate and he/she will not have to complete entire course. If student does not bring a certificate student will be tested administered the TABE Test and we will credit student with appropriate level. In this case the tuition will be prorated to the amount of levels taken.
- SABER may accept students in their Associate of Science programs. These students must come from other educational institutions accredited by a regional or national accrediting agency recognized by the United States Department of Education. SABER will grant credit for general education (associate degree) courses in SABER's curriculum. SABER will not extend credit for nursing courses except in the case of LPNs who have a current, active, unencumbered license as long as they meet the Admission Requirements of the program. SABER may accept transfers within programs in the institution for Associate Degree programs provided the transfer has been reviewed and approved by the program director or principal and entrance requirements have been met. The student will be given clock hour and tuition reduction on a pro-rata basis based on the results of the administered test.
- Nursing credit for previous clinical training or experience is not granted for the purpose of accepting transfer students into the Associate of Science in Nursing.
- SABER does not accept transfer students for their vocational programs including the Practical Nursing Program.

## **CLASS STARTING AND ENDING DATES**

School is in session throughout the year except for holidays and vacations listed in the calendar. Non-Degree Programs will start on a monthly basis as long as the school has a minimum of 20-24 enrolled students for a specific class. The PN program will be offered on a continuous basis.

Associate Degree Programs will adhere to a Semester Schedule. Programs will be offered in the Fall, Spring, and Summer sessions.

Program hours reflected in this Catalog represent instructional time. The student must take into consideration holidays/vacations listed in the school calendar when planning their time.

**CLOCK HOUR / CREDIT HOUR RATIOS** – A credit hour is equivalent to the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of clinical or work-based activities. One clock hour is equivalent to 50 minutes of lecture and a 10 minute break.

## **ACADEMIC YEAR / HOURS OF OPERATION**

The school's academic year runs from July 1<sup>st</sup> through June 30<sup>th</sup> of the following year. Academic Year will

consist of a minimum of 900 clock hours or 24 credit hours.

Business office will be open from 9:00 a.m. to 5:00 p.m. Evening students will have to make the necessary arrangements.

Classes will be in session Monday through Sunday starting at 9:00 a.m. Length will vary according to each individual course.

**Morning** classes are scheduled within the hours of 9:00 a.m. to 2:00 p.m.

**Afternoon** classes are scheduled within the hours of 1:30 pm to 5:30 pm

**Evening** classes are scheduled within the hours of 5:00 p.m. to 10:00 p.m.

**Saturday/Sunday** classes are scheduled within the hours of 9:00 a.m. to 6:00 p.m.

SABER School is open every day except those days stated in “Holidays” Chart. If for any reason there are problems due to weather or in case of an emergency, students, faculty, and employees are informed of the situation by meetings, e-mail, phone, fax, or verbally. If classes are in session, principal notifies teachers and students of decision that has been made. After school is closed, it is the students’ responsibility to call the school at 305-443-9170 and listen to the recording letting them know if classes have been cancelled. In all other instances students must check on television if Miami-Dade Public Schools have been closed as we will follow their schedule in the event of an emergency or catastrophe (for example: a hurricane or flood).

**HOLIDAYS: no class**

<b>2011</b>	
April 21 – 22	Spring Break
May 30	Memorial Day
July 4	Independence Day
August 8 - 21	Summer Break
September 3-5	Labor Day
October 10	Columbus Day
November 11	Veteran’s Day
November 24-27	Thanksgiving
December 21	Last Day of Class
December 22	Winter Break Begins
<b>2012</b>	
January 4	Staff Workday
January 5	Classes Begin
January 16	Martin Luther King Jr.
February 20	President’s Day
April 5-8	Spring Break
May 28	Memorial Day
July 4	Independence Day
August 6-19	Summer Break
September 1-3	Labor Day
October 8	Columbus Day
November 11-12	Veteran’s Day
November 22-25	Thanksgiving
December 19	Last Day of Class
December 20	Winter Break Begins
<b>2013</b>	
January 2	Staff Workday
January 3	Classes Begin

## GRADUATION REQUIREMENTS

Upon successful completion of the program and meeting all of the course requirements a **diploma or degree** is presented to the student that has:

1. Successfully achieved a passing grade.
2. Met required hours (minimum 90% rate)\*\*
3. Fulfilled all monetary obligations to the school.

**\*\* Students in the Nursing (AS) or Practical Nursing Program must adhere to the requirements as listed in the Nursing Handbook.**

## EXCUSED ABSENCES

A student can be absent up to 10% of the clock hours in the payment period for each program without having to make up the hours, as long as the absence is an excused absence.

Any absences over 10% must be made up

All unexcused absences must be made up.

Students in the Registered Nurse or Practical Nursing adhere to the requirements as listed in the Nursing Handbook

## STANDARDS OF ACADEMIC PROGRESS / SATISFACTORY ACADEMIC PROGRESS (SAP)

Students' learning will be assessed using the developed set of competencies for each training area.

A series of quizzes will be administered throughout the school term in order to assess student progress.

A written examination will be given at the completion of each course. The written portion of the examination

will be graded based on the following scale:

**A** - 90-100

**B** - 80-89

**C** - 70-79

**D** - 60-69

**F** - 59 or below – Course completed but failed to achieve course objectives

**W/F** - Course not completed; stopped attending/limited class participation as per professor/unofficial withdrawal

**I** - Incomplete - A grade of "I" indicates that the performance is insufficient to permit an evaluation.

Students in this category may have their grade adjusted upon presentation of the required assignments.

This period may not exceed 90 days. For this grade to be awarded, the extenuating circumstances must be approved by the Principal or Director.

**Students in Nursing (A.S.) and PN Programs must adhere to the requirements as listed in the Nursing Handbook.**

1. Students that do not successfully pass periodical quizzes will be encouraged to complete additional work for practice and may be placed on probation. If a student fails the final examination, student will be allowed to re-take exam. If he/she fails to pass second exam, student will not be awarded a diploma.  
**Students in the Nursing (A.S.) and PN Programs must adhere to the requirements as listed in the Nursing Handbook.**
2. A program may not be longer than 150% of its published length. At SABER, courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.

3. For Title IV purposes, Satisfactory Academic Progress will be reviewed by the FA office at the calendar point of the payment period. At this point the student must have successfully completed 67% of the clock hours.
4. Students who fail to make satisfactory academic progress will be placed on probation until the end of each course at which time they will be re-evaluated. Students who fail to make satisfactory academic progress at the end of a course, will be terminated from the program.
5. Students will remain eligible for Title IV while on probation.  
**\*\* Students in the Nursing (A.S.) or Practical Nursing Programs must adhere to grading requirements as stated in the Nursing Handbook.**

## STUDENT SERVICES

A. **Housing:** SABER does not provide housing to students. Assistance with local housing information will be provided to students upon request

B. **Student Records:** Student records are retained by the school permanently after graduation. They are available to students upon individual request. All information held in student's record is confidential. Students have the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education, the Commission for Independent Education and the Council on Occupational Education.

FERPA gives parents certain rights with respect to their children's records. These rights end when the student reaches the age of 18, or is enrolled in a post secondary program unless parents can provide parental evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code, 1954.

Students have the right to make any request for information concerning his/her records, according to Statute 20, United States Code, section 123g

SABER employees are required to maintain the **confidentiality** of information regarding students. Information regarding students shall not be exchanged or released without the individual's written consent. Access to records shall be restricted to program staff with the need to know and to government agencies governing, licensing and/or accrediting the programs. SABER will not release student record information except as permitted under the **Family Educational Rights Privacy Act (FERPA) of 1974**. FERPA is a Federal Agency that protects the privacy of student educational records. The law applies to all schools that receive funds under an approved program of the U.S. Department of Education.

If a student wants to see his or her file she/he must notify school staff/administrators, which will be glad to share his/her file with them. Each student and the student only will have access to their file. If a student asks for transcripts they can be provided within a timeframe of no more than 5 working days from the date of request. Student's transcripts contain the program of study, grades, and time they attended class. In order to obtain a transcript the student must send a written request with his/her signature on the document.

C. **Student Placement:** All graduates will be assisted with placement services at no additional charge. There is no guarantee, made or implied, of placement at the end of training, for any students, including those that are 16 yrs. old. Records of initial employment of all graduates shall be maintained. Our institution reports its placement rate with each license renewal. Placement Services are available to all students without an additional charge. Although the school does not guarantee employment, school will make every effort to assist each graduate find a position suited to his/her training and needs.

D. **Retention Improvement plan:** SABER reports its retention rate with each license renewal. If the retention rate falls below one standard deviation from the Florida average as computed for that year, SABER will develop a retention improvement plan, approved by the Commission, which consists of retention personnel, retention activities, and additional data as approved by the

Commission to show the effectiveness of the Retention Improvement rate. A progress report shall be filed with the Commission after the period designated by the Commission.

E. **The school Catalogue:** is available one week prior to the beginning of class.

The Catalogue clearly delineates the program outlines and the list of objectives required for successful completion of each course. School Catalog contains Policies and Procedures of the school.

F. **SABER designates a properly trained individual to provide each of the following student services: Academic advisement, financial aid, personal and placement advisement services.**

The extent of these services and the personnel assigned to our students shall be determined by the size of our institution.

G. **Voter Registration Forms:** SABER makes available to all students who are at least 18 years of age

and US citizens voter registrations forms. Students can obtain the form at the Administrative office, or they can go to the web of the Florida Division of Election (<http://election.dos.state.fl.us/>) You must be a registered voter in order to cast a ballot in the General Elections. SABER encourages all eligible students to register to vote.

H. For Students who are 16-17 yrs. old, parent or guardian approval is required for enrollment

I. **Student Orientation:** Orientation of new students is conducted for each academic start. New students will learn about SABER, including procedures, rules and regulations. Students will receive their program schedule and will get acquainted with the school facilities on the first day of class, when an orientation session will be provided. Catalogs and Handbooks will be provided one week prior to the beginning of class.

## **CLERY ACT – STATEMENT OF POLICY**

### **PURPOSE**

It is the policy of SABER to provide the employees, clients and students with a safe environment in which to work and learn, and to keep students, and employees well informed about campus security. It is the policy of SABER to report criminal actions and other emergencies occurring on campus and to maintain records of crimes reported to campus authorities.

The institution's community is responsible for reporting criminal actions and other emergencies occurring on campus to their immediate supervisors, who will in turn report them to the COO, and who keeps records of crimes reported. If assistance is required from the police or fire unit, Administration will contact the appropriate unit. If danger is imminent, any Department Head may do likewise. SABER will make a reasonable good-faith effort to obtain crime statistics from appropriate law enforcement agencies, to include in an annual security report and the Web-based report to ED. Those wishing to see the area's crime report can access: [www.miamidade.gov/myneighborhood](http://www.miamidade.gov/myneighborhood).

- A. There shall be a Clery Act Compliance Committee (CACC) to be responsible for compliance with the Clery Act of 1990 and the United States Department of Education regulations 34 CFR Part 668. Representatives from Administration, faculty, and admissions will be part of this committee
- B. The CACC shall meet once a year to coordinate the crime statistic record keeping or any other pertinent matters. SABER policies require that any criminal activity be reported to a SABER supervisor who in turn will report to the COO. Therefore, SABER's COO shall be responsible for gathering and sorting all reportable statistics for the annual Compliance Statement from all on-campus and all available off-campus resources. COO shall be responsible for the daily crime log, annual crime statistics and timely warnings.
- C. Each Department Head will be instrumental in identifying all actions that have been referred for campus disciplinary action in the areas of liquor law violations, drug law violations and illegal weapons possession.
- D. Each Department Head will be responsible to notify it's pertinent campus community when there is confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. Notification may be verbal or by the use of electronic and cellular communication, whichever is more expedient. In this instance tested emergency response and evacuation procedures may be implemented if necessary.
- E. Each Department Head will be responsible for publicizing emergency response and evacuation procedures to students and staff under their supervision. Students will have drills on emergency response and evacuation procedures at least twice per year.
- F. Crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim, will be collected and reported under the category of prejudice.
- G. Weapons of any kind, as defined under the City, State, or Federal Law are illegal and prohibited on campus. The administration reserves the right to determine the danger of a weapon, confiscate it and take action regarding the student, including termination from school.

H. Student Admissions shall be responsible for insuring that prospective students have access to the annual Disclosure of Crime Statistics of the school.

I. Each Department Head is responsible for testing emergency response and evacuation procedures twice a year.

J. The COO through the Administrative Offices shall be responsible for insuring that prospective employees have access to the Annual Disclosure of Crime Statistics.

K. The COO and Campus Security Survey Administrator (CSSA), shall be responsible for preparation of the Annual Report of Crime Statistics of the school and the Web-based report to ED. The COO and Department Heads will be responsible for arranging for its delivery to all current students, faculty and staff, at their request. The COO shall act as a resource to all campus personnel regarding on-going compliance with the Clery Act.

L.. The Institution, any of it's officers, employees, or students may not participate in any activities to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of these policies.

### **Dissemination of Policy**

This policy will be implemented through SABER

The Clery Policy is, and will continue to be, communicated to all relevant audiences.

- a) The policy is specifically included and will be a continuing and essential component of the personnel policies and procedures and catalog.
- b) It will be publicized in appropriate communications of the organization such as this Catalog.
- c) The policy will be thoroughly discussed in orientation and all training programs, and in appropriate management and supervisory meetings, so that the organization's policy is made clear.

School Crime Report is available upon request at the Administrative Offices.

## **POLICY ON ILLEGAL DRUGS**

SABER is a "Drug free" campus. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the school. Violators are subject to school disciplinary action, criminal prosecution, fine and/or imprisonment.

**Students in the Nursing Programs will adhere to the Policy as stated on the Nursing Handbook.**

## **POLICY ON SEXUAL HARASSMENT**

SABER is a "Sexual Harassment" free campus. Sexual Harassment is illegal under State and Federal Law and includes intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of

rewards in exchange for sexual favors, it may be as mild as an annoying word, or as serious as sexual assault. Sexual Harassment by staff, faculty, administrators or students is strictly prohibited; anyone violating this regulation will be subject to disciplinary action which may include termination from school. Any person who feels that he/she has been sexually harassed must place a complaint with their immediate supervisor; in the case of a student, he/she must place a complaint with either the Principal or the Program Director. Said complaint must be in writing, dated and signed by student. The Principal or Program Director must conduct an investigation and submit the findings and the recommendation to Administration, who will convene a three person committee to discuss and impose the appropriate sanctions. All complaints will be handled as confidentially as the situation permits.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

All classrooms and school building facilities are accessible to students with disabilities in accordance with the **Americans with Disability Act of 1990 (ADA)**. Designated parking spaces for individuals with physical challenges are available at our campus.

SABER provides reasonable accommodations to qualified students with disabilities, allowing them to participate in the programs and activities of the school

Students who are in need of disability accommodation should contact the school Principal or Nursing Director. SABER maintains strict confidentiality with regards to medical information related to students' disabilities.

### **PARKING**

Adequate lighted parking is available at SABER. Parking is located on the rear of the school building. Parking is available on a first-come basis for all students. Students must park within the lines of the designated parking spaces. Students must respect parking designed for disabled and also parking assigned to SABER staff.

### **GUESTS**

SABER does not permit their facilities to be used as a meeting place for students with their friends or family. All students are expected to be in class during their scheduled class periods. Children are not allowed in the classrooms, labs, resource room and lounges.

### **ACCESSIBILITY TO STUDENT RECORDS**

SABER School does not release student record information without the individual's written consent and confidentiality is maintained according to the Family Education Rights and Privacy Act (FERPA) of 1974.

### **SEX OFFENDER REGISTRY**

In compliance with the "Campus Sex Crime Prevention Act" of 2000, and in accordance to this act, SABER as an institution of higher learning provides the campus community with the information where it can access the state sex offender registry. This act also requires State registered sex offenders to report to law enforcement any institution of higher learning where they are a student or an employee. The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do>

## SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY

Sexual assault is a crime defined as intentional sexual contact, it is characterized by use of force, physical threat or abuse of authority or when the victim is not able to consent or does not consent. Sexual assault includes rape, oral and anal sex, unwanted, inappropriate sexual contact or fondling, or attempts to commit these acts. Sexual assault can occur without regard to age of victim, sex, race or spousal relationship.

If you are a victim of a sexual assault at this institution, your first priority is to seek safety and then obtain necessary medical treatment. SABER strongly encourages any victim of sexual assault to report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. The victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical exam. An assault should be reported directly to the local police department by dialing 911, or reporting the incident to the School Principal who can assist you with the reporting of a sexual assault.

SABER recognizes and condemns sexual assault for the crime that it is. Where cause exists, appropriate legal and disciplinary action will be taken against Offender.

SABER will offer immediate assistance to victims of Sexual Assault whenever a sexual assault is reported to have taken place on campus.

1. All cases reported to the local Police Department will be taken seriously and will not be discriminated due to age, gender, sex, race of either the victim or suspect(s).
2. School staff assigned to case will meet with the victim privately, at a location on campus mutually agreed upon, to file the initial report.
3. School staff assigned to case will remain objective and will treat victim with courtesy, sensitivity, understanding and professionalism and will assist in referring victim to local organization that specialize in confidential crises counseling.

Local organizations that specialize in crises counseling include:

Jackson South Community Hospital	
Roxcy Bolton Rape Treatment Center	(305) 585-7273
The Journey Institute	(305) 740-8998
Victims of Crimes Services	(305)-230-6141
Miami Behavioral Health Center	(305-774-3300

## RULES AND REGULATIONS

**\*\* For the Nursing (A.S.) and Practical Nursing Programs, please refer to the Nursing Handbook. The policies and regulations listed on the Nursing Handbook will supersede those listed in this Catalog for all nursing students.**

### **Attendance/Class Cuts**

#### **Attendance**

After six unexcused absences students will be placed on probation. If he/she continues to be absent while on probation student may be terminated at the discretion of the School Director. While absences are occurring, student will receive counseling and a record of counseling will be established. He/she will be notified and his/her signature obtained when any changes are about to occur in his status i.e. probation or termination. Counselor will diligently work with student to try and help him/her solve any problems that may be affecting attendance such as transportation, child care, etc. For this purpose SABER has well established linkages to supportive service agencies in the community.

**Class Cuts:** Leaving class early without prior approval from instructor or counselor is not permitted and will be considered unexcused absences. Same procedure will be followed as described above.

**Tardiness:** Student arriving after attendance has been taken will be marked absent unless valid excuse is presented. If late in excess of 15 minutes, a complete hour will be deducted and must be made up prior to graduation. In cases of excessive tardiness where the amount of make up work required is excessive, student will be placed on probation and rules as described in unexcused absences will apply.

#### **Conduct:**

Students are expected to conduct themselves in a professional manner. The following are considered violations and student may be subject to dismissal:

- a. that the student has been offensive in his conduct toward a fellow student or instructor.
- b. that student suffers from some permanent chronic mental ailment which incapacitates him/her from performance in the classroom.
- c. that the student has violated any lawful regulation when such violation amounts to a serious breach of discipline which may reasonably be expected to result in lower morale in the school
- d. that the student through negligence or willful conduct has caused damage to school property  
or  
waste of school supplies.
- e. that the student has been intoxicated while in school
- f. that the student has misappropriated school property or has illegally disposed of it.

#### **Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)**

Incidents of abuse or misuse of SABER's computer resources will be reported to the appropriate agency head. Users who violate this Policy will be subject to penalties up to and including suspension and/or dismissal from school. Illegal actions will be reported to the appropriate department head, who will convene a committee to hear investigate and report outcome to COO. Administration will take appropriate action as dictated above including report to local, state, or federal law enforcement agency for investigation and possible prosecution.

Any unauthorized use of materials protected by copyright or other intellectual property rights is strictly prohibited by this Policy and will be considered Copyright Infringement. This infringement will include illegal downloading or unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing (**File sharing** is the practice of

distributing or providing access to digitally stored information, such as computer programs, multi-media (audio, video), documents, or electronic book ) Staff or Students violating this policy may be subject to suspension, dismissal and/or civil and criminal liabilities after protocol described on paragraph 1.

**General Rules:**

1. Students will help maintain a clean environment and project a professional image at all times.
  - a. No eating or drinking in the classroom.
  - b. No smoking is permitted anywhere in the building, as SABER is a smoke free environment
  - c. Place all waste paper, coffee cups, bottles, and other trash in designated receptacles
  - d. Do not leave any personal belongings on the shelves, chairs, or desks as SABER is not responsible for any lost or stolen items.
2. No food or articles are allowed to be sold by students anywhere on school grounds
3. Students should wear appropriate clothing. Neither men nor women should wear revealing shorts, mini skirts, or tank tops. No bare midriffs, etc. Men's shirts must have sleeves.
4. Cellular phones, beepers, and watches with alarms must be in silent mode.
5. Tape players are allowed in the classroom to record the instructor upon approval.
6. No bicycles or motorcycles are allowed in the classroom or corridors.
7. SABER does not allow children to be on school property without supervision. We are not responsible for any children or young adults as they are not in our care. Parents must make prior arrangements and not take children with them to class.
8. A student must be registered to attend class. Friends, children, or other relatives cannot accompany students to class.
9. Students are to park their cars in the students' parking lot. Do not park in the staff parking lot. If it is necessary to park on the street in front of a residence, do not block the driveway. Please observe and respect all traffic signs on school property and in the neighborhood. In cooperation with the Miami Police Department, illegally parked cars will be ticketed or towed. Tickets and towing charges may exceed \$100.00
10. No visitors are allowed on the school property unless they obtain a pass from the main office.
11. All books, notes and other items must be placed in the front or sides of classrooms during quizzes, tests, or exams. No exceptions will be made.
12. Students are to abide by an honor code as absolutely no cheating is allowed.
13. Students who are caught cheating will have their test removed from their possession, will receive a grade of "0" and will be put on probation. Once student is on probation and is caught cheating again student will be dismissed.

## **Cheating:**

**Students are to abide by the Honor Code as absolutely no cheating is allowed. Students who are caught cheating will be placed on probation; once a student is on probation and is caught cheating again, student will be dismissed.**

### **Examples of Cheating:**

- \* Taking an exam from or for someone else
- \* Purchasing term papers and turning them in as your own work
- \* Faking an illness to avoid a test
- \* Copying from another student's test
- \* Studying a copy of an exam prior to taking a make-up exam
- \* Giving another student answers during an exam
- \* Reviewing previous copies of an instructor's exam without permission
- \* Reviewing a stolen copy of an exam
- \* Sabotaging someone else's work
- \* Failing to report grade errors
- \* Giving test questions to students in other classrooms
- \* Sharing answers during exams by utilizing a system of signals
- \* Developing a personal relationship with an instructor to get test Information
- \* Hiring a ghost writer
- \* Using papers found on the internet as your own
- \* Altering or forging an official school document
- \* Using unauthorized materials, note cards, calculators, hand held computers, cell phones, etc. on quizzes, tests, and exams.

### **Plagiarism:**

Is the act of obtaining or attempting to obtain credit for academic work by copying another person's idea or written work and claiming it as his/her own. If a student has doubts about the nature and meaning of plagiarism, he/she should discuss the matter with the course instructor.

## **ANTI-HAZING POLICY**

No student or other person associated with SABER shall engage in any "hazing" activities. Hazing is illegal and dangerous. SABER strictly prohibits hazing of any kind.

Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the initiation or admission into or affiliation with any organization operating under the sanction of SABER.

Any students or other persons associated with SABER who engages in any hazing activity are subject to penalties up to dismissal from the School.

## **FIREARMS, FIREWORKS, BOMBS AND WEAPONS POLICY**

Dangerous weapons of any kind are illegal and prohibited on SABER premises. Weapons definition includes any item defined under the city, state or federal law as a weapon but is not limited to: guns, slingshots, bows and arrows, spear, switchblades, knives, martial arts weapons, brass knuckles, or any instrument that ejects projectiles. SABER reserves the right to determine whether an item could be classified as dangerous and confiscate said item. Any student violating this policy will be subject to penalties up to dismissal from the School

## **GRIEVANCE POLICY:**

Grievance – A student who feels he/she may have been unjustly treated may appeal the policy or procedure. The purpose of this process is to provide an equitable process of resolving student grievances. Student with a complaint should discuss it first with their instructor. If conflict is unresolved, student may then submit a written grievance and meet with the Principal and/or Director within three days of having met with instructor. Principal must inform SABER's Chief Administrative Officer of the grievance within 24 hours of meeting with student. If at this point conflict remains unresolved, student can then meet with the Principal/Director and Chief Administrative Officer no later than three (3) business days after meeting with the Principal. If informal resolution is achieved, SABER shall require the student to submit a written statement withdrawing the grievance. All notices and correspondence shall be maintained in student's file. Provisions for informal resolutions shall be concluded within ten (10) business days after receipt of the written grievances. In cases when these informal meetings do not resolve the conflict, student may then appeal and file a grievance to:

**Commission for Independent Education**

325 West Gaines Street

Suite 1414

Tallahassee, FL 32399-0400

(850) 245-3200

**Council on Occupational Education**

7840 Roswell Road, Building 300

Suite 325

Atlanta, Ga. 30350

Toll free: (800) 917-2081

[www.council.org](http://www.council.org)

## **PAYMENT SCHEDULE**

A hundred Dollars (\$100.00) Non-Refundable application fee is due at the time of signing the application for admission. Students will be given a choice on paying their tuition. Prior to attending the first class, books and supplies must be purchased and they are nonrefundable.

The student has the option of paying tuition costs as follows:

- 1) In full, prior to attending the first class
- 2) Paying the balance of the tuition cost on a pro-rata basis over the length of the program. All costs must have been met in full prior to graduation.
- 3) A monthly payment plan
- 4) SABER also accepts Vocational Rehabilitation and South Florida Workforce Vouchers
- 5) Federal Financial Aid – for those students who qualify.
  - Federal Pell Grant
  - Direct Loan

## **REFUND POLICY**

Our outlined refund policy is designed according to Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to following refund schedule.

### **Refund will be made within 45 days following determination of termination or receipt of Cancellation Notice**

1. Refunds for classes Canceled by SABER  
The School reserves the right to cancel any Programs and/or courses. If tuition fees are collected in advance of the start date of a program and SABER cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
2. Refunds for Students Who Withdraw On or Before the First Day of Class  
If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 application and registration fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.
3. Refunds for Students Enrolled Prior to Visiting SABER  
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. Refunds for Withdrawal After Class Commences:

#### (1) Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less

The refund policy for students attending SABER School, who incur a financial obligation for a period of 12 months or less shall be as follows:

- (a) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

#### (2) Refund Policy for Programs Obligorating Students for Periods Beyond Twelve Months

(a) Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

(b) The calculation of the refund for the unused portion of the first 12 months shall be based

on section (4)(1) above.

(c) If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (4)(1) above.

**This refund policy applies to all loans and school loans for those who qualify.**

Although some loans may be repaid after the program has been completed, students are obligated, as with any other loans, to repay in full the loan that they received.

**TERMINATION POLICY**

A student may be dismissed, at the discretion of the School Director, prior to completion of the program. Reasons for termination include but are not limited to the following:

- Insufficient progress ( not maintaining a passing grade)
- Failure to comply with rules outlined in catalog and nursing handbook under code of conduct and school policies including attendance regulations
- Nonpayment of tuition under terms agreed upon with SABER School's Administration

**WITHDRAWAL FROM SCHOOL**

All students who wish to withdraw from the School must submit written notice to the Principal's or the Director of Nursing's Office; these will be the designated withdrawal offices. Students who declare intent to withdraw will be automatically withdrawn when intent is declared; this will be considered an official withdrawal. Students who withdraw unofficially by not attending classes, will be withdrawn after 14 days of absence; withdrawal will be reflected as the last day of attendance and student will earn a W/F grade. Once a student withdraws, the withdrawal will not be rescinded. Student must re-apply and follow re-application procedures as when student is terminated.

Attendance is the tracking mechanism used by school to identify unofficial withdrawals.

**RETURN OF TITLE IV FUNDS (R2T4) POLICY**

All students who resign from the School must submit written notice to the Withdrawal Office. Students who declare intent to withdraw will be automatically withdrawn when intent is declared; this will be considered an official withdrawal. Students who stopped attending classes will be unofficially withdrawn on the 14<sup>th</sup> day. If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class on or before completing 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds policy will be applied.

Saber School will implement the Federal Return of Title IV Funds policy. This policy will apply to any student who receives Title IV aid and who officially or unofficially withdraws, drops out, or is expelled. Refer to the "Withdrawal from School" section of the Saber Catalog for requirements on officially withdrawing from school.

The amount of Title IV aid to be returned to the applicable federal program will be determined, using the student's withdrawal date, by calculating the percentage of the enrollment period which the student did not complete. The School must return unearned funds to the DOE within 45 days of the date of determination of the withdrawal date. The school has 180 days to notify student of eligibility for a post-withdrawal disbursement. The order of the return of funds is: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Plus Loan, Federal Pell Grant. The student will be responsible for repaying any remaining unearned portion that was disbursed to them.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of W/F in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the School. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of all tuition and fees. Please refer to the School Catalog for requirements on class attendance.

If the student's portion of unearned Title IV funds is a loan, no action by the school is necessary. Regular loan terms and conditions apply. If student's portion of unearned Title IV funds is a federal grant, the student will be required to return no more than 50% of the amount received for the enrollment period.

In the event of resignation, the School institutional refund policy will be applied and tuition will be reduced by that amount. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed by federal regulations. The school will try to collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student's account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made.

## **FACULTY**

Faculty members are selected for their academic qualifications and experience. Each faculty member must provide proof of at least a high school diploma (or equivalent) and demonstrated competency and credentials in the technical area of instruction. In the Practical Nursing Program, all instructors are Registered Nurses with a valid and current Florida license and over 50% hold a BSN or higher. In the Nursing (AS) Program, all instructors are Registered nurses with a valid and current Florida license and over 50 percent have a master's or higher degree in nursing or a bachelor's degree in nursing and a master's or higher degree in a field related to Nursing. School maintains sufficient staff to properly serve the number of students enrolled.

Faculty takes an active part in the yearly review of curricula. New programs and changes are thoroughly discussed during staffing sessions with faculty, under the leadership of the Director. Once the review is completed, it is then submitted to employers in the area, who sign off on the program or proposed changes. Once this process is completed, it is then approved by the Administrators, after an in depth review of supportive documentation.

## **FACULTY MEMBERS**

<b>FACULTY</b>	<b>COURSES TAUGHT:</b>	<b>FT/PT</b>	<b>Credentials:</b>
Miriam Gutierrez	ESOL	FT	B.A. / 9 yrs. exp. in postsecondary education, 5 yrs. exp as ESL instructor.
Jose Alonso	ESOL	FT	B.A. / Teaching English, 4 yrs. exp. ESOL instructor
Ana Maria Montesino	ESOL	FT	Licentiate in Education/DOE Certificate in Elementary Education / 1 yr experience as ESOL instructor
Antonio Zayas	ESOL	FT	B.A. / Education – Specialty English 4 yrs exp ESOL instructor
Maritza Duran	English I & II	FT	B.A. in Humanities /Graduate courses in Linguistics and Languages
Sara V. Howell	Psychology	PT	B.A.
Carlos Agostini	Math	PT	B.S.
Jaimie L. Pomares	Microbiology	PT	B.S.
Mina Ekladios	Microbiology	PT	B.S.
Elia Monterrubio	PN	FT	BSN RN 1373402 Exp. 4/30/2013
Felix Ferrer	PN	FT	BSN RN 9244990 Exp. 4/30/2013
Laverne Jeremiah	PN	FT	BSN RN 326404 Exp. 4/30/2013
Norma Wright	PN	PT	BSN RN 2637532 Exp. 4/30/2012
Mirna Flores	PN	FT	ADN Pursuing BSN RN 9184942 Exp. 4/30/2013
Laurice McKoy	PN	PT	BSN, MS, CCNE RN 9225117 Exp. 7/31/2012
Ronda Mims	PN	PT	BS, MSN RN 1656952 Exp. 7/31/2012
Isabel C. Gaud	Nursing (AS) LPN to Nursing (AS)	FT	BSN,MSN RN 9272831 Exp. 4/30/2013
Anita Goins	PN	FT	RN 9218521 Exp. 4/30/2012
Mairolys Acosta Lopez	PN	FT	RN 9292479 Exp. 4/30/2013
Adria Diaz	PN	FT	BSN RN9226239 Exp. 7/31/2012
Beatriz Valdes	PN	PT	BSN, MSN RN 2811322 Exp 7/31/2012

Sonia Warren Salmon	PN	PT	BSN, MSN RN2661082 Exp. 4/30/2012
Belarmino Parra	Nursing (AS) LPN to Nursing (AS)	FT	BSN, MSN, ARNP ARNP 9250280 Exp. 7/31/2012
Anahi-Penelope Munoz	PN	PT	BSN, MSN, NEd RN 9257765 Exp. 7/31/2012
Javier Rios	Nursing (AS) LPN to Nurisng (AS)	FT	BSN, MSN ARNP 9251933 Exp 7/31/2012
Geraldo Chan	PN	PT	BSN RN 9239911 Exp. 4/30/2013
Jose E. Mojica	PN	FT	BSN, MS RN 9244777 Exp. 4/30/2013
Jorge Gil	PN	PT	BSN RN 9293769 Exp. 4/30/2013
Ivania Grenier	PN	PT	BSN RN 9299285 Exp. 4/30/2013
Clara M. Miranda	PN	PT	BSN RN 2524312 Exp. 4/30/2012
Zucel Palacios	PN	FT	BSN RN 9196314 Exp. 7/31/2012
Maria E. Mesa	PN	PT	RN 9255181 Exp. 7/31/2012
Michelet Felix	Nursing (AS)	FT	BSN,MSN, ARNP ARNP 9249994 Exp. 4/30/2012
Roberto Puga	PN	PT	BSN RN 9243659 Exp. 4/30/2013
Claude Augustin	PN HSM	FT	BSN, MS in Health Services Admin RN 9299683 Exp. 4/30/2013

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