



Love Helping People? This Program is for You!

About the Program:

The Healthcare Operations Certificate Program is a 15-week, 330-hour course that prepares students with the foundational knowledge and skills to obtain employment and work in various support positions within a healthcare organization. Classes run Monday-Friday from 8:30 AM – 3:00 PM.

Our program is packaged especially for you:

- Small class sizes with individualized instruction
- Hands-on learning in the classrooms and local hospital/assisted living facilities
- Students receive the American Red Cross CPR/First Aid/AED, and HIPPA Certifications
- Students and graduates have access to student services, including new student orientation, tutoring, and job placement assistance, and on-the-job supports
- We are an approved VR Service Provider

The program is for you if you want to:

- Understand basic medical rights and principles of basic patient care
- Gain skills that can lead to healthcare careers in food/nutritional services; materials distribution; environmental services; patient transportation; clerical; and more.
- Provide American Red Cross Certified CPR/First Aid/AED care in an emergency
- Get a hands-on job doing what you enjoy – working in healthcare!

Enroll Today!

Contact the Admissions & Retention Specialist, for more information.
arceducates@arcbroward.com or call: 954-746-9400 ext 2266
www.arcbroward.com/educates

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Healthcare Operations Certificate Program



Program Facts:

Length: 330 clock hours (15 weeks)

Cost: \$6,800

Tuition Includes:

- Two uniform shirts
 - All classroom and externship materials/fees
 - Certification test fees
- Financial assistance and flexible payment plans are available to eligible students.

Admission Requirements:

- Completed Application
- Minimum age of 18
- Proof of high school diploma, G.E.D., or certificate of completion (specialized school)
- A copy of a valid driver's license, passport, or other photo ID
- Desire to work in the healthcare industry
- Interview with admissions representative
- 3-day trial period
- Ability to pass the designated healthcare facility employability screenings prior to the start of trial period

Classroom Lessons

- Introduction to Healthcare Operations
- Nutritional Services & Dietary Assistant
- Environmental Services
- Patient Experience Provider
- Clerical Assistant
- Distribution Technician
- CPR/AED, First Aid, Fire Extinguisher, and HIPPA Certification
- Customer Service

Healthcare Facility Externship

- Plating and transporting food to/from patient rooms, maintain kitchen equipment, assist cafeteria customers
- Utilizing PPE, cleaning, sanitizing, and performing laundry functions
- Transporting patients through hallways, assisting with transferring patients from wheelchair to bed/bed to wheelchair
- Performing basic data entry into Word, Excel, and healthcare software systems, scanning/copying documents
- Reading and fulfilling orders, distributing healthcare materials to various departments
- Practicing customer service skills

We Arc Learnin'!

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