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**AVISO PARA ESTUDIATES DE HABLA HISPANA**

Estudiantes que tengan dificultad entendiendo este catalogo por razones del idioma, pueden contactar a la escuela y pedir asistencia en Español o obtener la traducción necesaria.
INSTITUTIONAL CONTROL AND OWNERSHIP
Florida Education Institute (hereinafter referred to in this catalog as FEI) is a privately held, domestic corporation incorporated in the State of Florida. FEI is managed and controlled by the Florida Education Institute Board of Directors, which is responsible for assignment, review, and policy and procedure promulgation. Ramon Valenti is owner of Florida Education Institute.

HISTORY
FEI was incorporated in Florida in 1994 as a private, for-profit school in order to provide career-focused and employment-driven education to the people in our community. In 2000, FEI was recognized as a candidate for accreditation by the Council on Occupational Education (COE). In 2001, the institution received accreditation status from COE. FEI has continued to evolve and respond to the career education needs of the community it serves by offering and developing new career education programs.

MISSION OF THE SCHOOL
Our mission is to provide student-centered quality education and successfully prepare our graduates for new career opportunities. We offer students a fun, active, and motivating learning environment. We strive to have an employer-driven education so we can better assist graduates finding employment.

VISION OF THE SCHOOL
We strive to strengthen our students, employees, and institution by providing quality career education that inspires graduates to enter their chosen careers. Our institution strives to serve the people in our community with honesty and integrity. We know that students need a strong support system to succeed, and that is why our staff and faculty are required to provide genuine and caring “personal attention” to our students. We envision prosperity for institution, employees, and our graduates while serving our community’s employment needs.

GUIDING OBJECTIVES
FEI has identified the following objectives in order to assist and guide the school in successfully achieving its stated mission and vision:

1) To give personal attention to students, always
2) To maintain high standards of honesty and integrity
3) To hire and train an excellent staff and faculty.
4) Team commitment to fostering student success
5) Be a “second home” caring and positive learning environment
6) To teach the students the skills required for employment success.
7) Active (hands-on) teaching techniques
8) To provide our faculty with quality facilities and instructional resources.
9) To offer goal-oriented job placement services.
10) To assist students in overcoming the barriers they face in reaching their career goals.

LICENSURE
Florida Education Institute is licensed by the 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, Florida 32399-0400, toll-free telephone number (888)224-6684.

ACCREDITATION
Florida Education Institute is accredited by the commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, www.council.org.

FACILITIES AND EQUIPMENT
Florida Education Institute is located at 5818 SW 8th Street, Miami, Florida 33144. The property where the school is located is a one-story commercial building with ample parking. FEI offers its students, faculty and staff a comfortable facility that is conducive to learning. The offices, classrooms, and laboratories are designed to provide the student a positive learning environment that includes all the instructional equipment necessary for instruction. Additional classroom and lab spaces for student instruction are available and located a few hundred feet from the main campus. Classrooms and practical areas have been prepared and equipped to provide high-quality training and instruction. Learning materials and equipment have been arranged and organized in order to facilitate and enhance the learning process.

STATEMENT OF NON-DISCRIMINATION
No person shall be excluded from participation and/or admittance in Florida Education Institute or be subject to any form of discrimination because of race, color, sex, national origin, religion, age, marital status, sexual orientation, veteran status, or disability.

Applicants should discuss individual needs with the admissions office prior to the registration process so that special arrangements can be made as appropriate.

ANTI-HARASSMENT/DISCRIMINATION
This policy applies to all employees and students. FEI strives to maintain a school and workplace that fosters mutual respect for all employees and students. FEI is committed to and promotes harmonious, productive working relationships and learning environment. Our organization believes that discrimination and/or harassment in any form constitutes misconduct that undermines the integrity of both the employment relationship and the student’s learning relationship with an instructor or any member of the FEI staff. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, disability or any other classification protected by state or federal laws is illegal and prohibited by FEI policy. Such conduct by or towards any employee, student, contract worker, vendor or anyone else who does business with FEI will not be tolerated. To the extent an employee, student, vendor or other person with whom FEI interacts with or does business with engages in unlawful harassment or discrimination, FEI will take appropriate corrective action, including but not limited to the appropriate law enforcement authority. There will be no retaliation for reporting in good faith any behavior or conduct that violates this policy.
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Florida Education Institute strives to maintain a supportive environment which promotes the learning of all students. Florida Education Institute is responsible for compliance and providing service and advocacy for students with disabilities in accordance with the Rights Afforded by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the responsibility of the student to disclose information regarding a disability if accommodations are needed.

Florida Education Institute provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate in the programs and activities of the school. Students who believe they are in need of such accommodations should contact the Campus Director. Documentation related to students’ disabilities presented to the Campus Director will remain confidential and will not be included in the student’s academic file.

Students seeking accommodations from Florida Education Institute on the basis of a diagnosis of a disability are required to submit documentation to verify eligibility. Documentation of a disability consists of the providing results of current (within the past three years) professional testing, evaluation, medical or other diagnostic documentation that confirms their impairment and contains recommendations for specific accommodations.

Appropriate medical documentation is required by Florida Education Institute in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. Requests that are not supported by proper documentation may not be approved. The cost and responsibility for providing this professional evaluation shall be borne by the student. Students with disabilities who are requesting accommodations should make timely and appropriate disclosures and requests, preferably at least six (6) weeks in advance of the class or activity for which accommodation is requested.

Students may be referred to agencies outside the school to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary, including those mentioned below, in order to gain his/her documentation and obtain reasonable accommodations:

1. Choose a certificate, diploma, degree program, or educational service to pursue.
2. Apply to Florida Education Institute.
3. Once accepted into Florida Education Institute, it is the student’s responsibility to request an appointment to meet with the Campus Director. The student should bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor. If the student does not have such documentation, the student is encouraged to make the appointment so the student may receive the proper confidential guidance. Current or active students shall follow the same procedures.

Any complaints or concerns regarding this policy should be presented to the Campus Director.

Florida Education Institute is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students
Term “Campus Director” and “Academic Coordinator”
Throughout this catalog when you read “Campus Director” or “Academic Coordinator” it is likely that it is referring to the person in that position or his/her designee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

General Policy
The Family Educational Rights and Privacy Act (the Act) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The Act gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level. Students to whom the rights have transferred are called "eligible students."

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Educational Records
Education records are records maintained by the school that contain information that directly relates to the student. Examples are the student’s academic, financial aid, and career services files. Education records may be maintained in electronic format. The only persons authorized to access education records are those with a legitimate administrative or academic interest. Schools are not generally required by FERPA to provide an eligible student with access to academic calendars, course syllabi, or general notices such as announcements of specific events or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

In addition, the following records are exempt from the Act:

- The financial records of the student’s parents.
- Information about other students.
- Confidential letters of recommendation to which the student has waived his or her right to inspect.
- Employment records of students who are employed by Florida Education Institute.
- Records created or received after an individual is no longer a student and which do not directly relate to the individual’s attendance as a student at Florida Education Institute.
- Grades on peer-graded papers not collected and recorded by an instructor.
- Records about students made by, and only accessible to, faculty and administrative personnel.

Review of Records
It is the policy of Florida Education Institute to periodically review education records to insure that they do not contain information which is misleading, inaccurate or otherwise inappropriate. Florida Education Institute may
destroy records that it determines, in its sole discretion, are no longer useful or pertinent to the students circumstances, and which FEI is not legally required to maintain.

**Directory Information**
Directory Information means information contained in an education record of the student that would generally not be considered harmful or an invasion of privacy if disclosed.
Directory Information includes, but is not limited to:
The students name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity that are known or possessed only by the authorized user.

Directory Information may be unconditionally released without the student’s consent, unless the student has specifically requested, in writing, that the information not be released.

**Release Without Student Consent**
The school may release a student’s education records without written consent of the student to:

1. Other school officials who have a legitimate educational interest.
2. Other schools where the student has applied for admission.
3. Authorized representatives of the U.S. Department of Education, state and/or local education authorities, the Comptroller General of the United States, or the Attorney General of the United States.
4. Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies.
5. State and local authorities where required.
6. Accrediting agencies.
7. A parent (whether a maternal parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code (the school is not required, however, to release such records).
8. Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the students education records that are necessary for the school to defend itself.
9. Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student’s education records that are relevant for the school to prosecute the legal action.
10. Any person pursuant to and in compliance with a judicial order or subpoena provided that a reasonable attempt is made to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
11. Appropriate persons or agencies in the event of a health or safety emergency.
12. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction.
13. The public, if the school determines in its discretion, that the student as an alleged perpetrator has committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student. A crime of violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or
abduction; robbery; or forcible sex offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.

14. The purported victim regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student.

15. Any person, if the education records disclosed are Directory Information on the student.

16. The student or the student’s parents if the student is less than 18 years old.

17. A parent of the student regarding the student’s violation of any federal, state or local law, or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct policies of the school with respect to that use or possession.

18. The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b (g) (5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

19. The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

Florida Education Institute has adopted a detailed Family Educational Rights and Privacy Act policy which is available to an eligible student upon request. Students may also review the FERPA regulations, frequently asked questions, significant opinions of the U.S. Department of Education’s Family Policy Compliance Office (FPCO) and other information regarding FERPA at the following website:


This policy may also be found in FEI’s website at [www.fei.edu/consumer-information](http://www.fei.edu/consumer-information).

**STUDENT RIGHT-TO-KNOW**

Florida Education Institute is required to distribute graduation rates and campus security to students. Graduation rates are updated prior to December 31 each year. This information is available for review in the Campus Director’s office or refer to FEI’s website at [www.fei.edu/consumer-information](http://www.fei.edu/consumer-information).

**CAMPUS SECURITY**

Campus security statistics are updated and distributed by October 1 each year. Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Report is distributed to every employee annually by October 1st and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is delivered to each employee. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the admissions process and/or currently enrolled students in class. In addition, this information is readily available for review by students and employees in the Campus Director’s office or the School’s website at any time.

FEI makes every effort to maintain a secure campus. All students and employees are encouraged to report any crime occurring on campus to the Campus Director’s office. While FEI strives to provide a safe and secure learning environment, FEI does not assume responsibility for loss of books or personal property on campus.

Please refer to the latest Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report, including FEI’s Violence Against Women Act (VAWA) policy, which can be found at [www.fei.edu/disclosures](http://www.fei.edu/disclosures).
COPYRIGHT POLICY

Copyright Protection and Duplication of Materials. Academic integrity extends to the appropriate duplication of the materials of others that are under copyright protection. Faculty and students are required to comply with all copyright restrictions in the use of materials within the classroom and in reports and presentations. Students, faculty, and staff must also be cognizant of and avoid copyright infringement.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

In addition to the aforementioned potential for federal penalties, the Institute reserves the right to revoke information technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyrighted material. The concept of "Fair Use" applies, and the limited reproduction of copyrighted works for teaching and research purposes may be permitted. Multiple copies for classroom use may be produced provided the copies are not sold or distributed beyond classroom use and provided such duplication is specifically for a direct educational purpose. This statement does not restrict the limited duplication of copyrighted materials through the School's purchased online databases. Should questions exist regarding the duplication of materials, academic advice should be sought before materials are copied. Faculty and students may face civil or criminal charges if they are found to be illegally printing and/or downloading copyrighted material.

This policy may also be found in FEI's website at www.fei.edu/disclosures under consumer information.

FEI's WEBSITE AND CONSUMER INFORMATION

Throughout this catalog you will note policies and procedures that can also be found in our website. Please also refer to FEI's website www.fei.edu/disclosures for the following:

- Emergency Response and Evacuation Procedures
- Voter Registration Information
- Textbook Listings and Costs
- Net Price Calculator
- Program Disclosure
- Gainful Employment Information
- Sexual Predator/Sexual Offender Notification to Students and Employees
ADMISSIONS

ADMISSION REQUIREMENTS

All applicants desiring to pursue an educational program offered by Florida Education Institute, if accepted, are admitted to the School as regular students. To qualify for acceptance to any program of study at Florida Education Institute, applicant must meet the following requirements:

1) Students must be beyond the age of compulsory education (age 16) in the State of Florida.
2) Provide a valid driver’s license, state ID with photo, or valid passport.
3) An applicant for admissions must have received a high school diploma or a high school equivalency, such as a general educational development (GED) certificate; or

An applicant that does not receive Federal Student Aid may be admitted as an Ability-to-Benefit (ATB) student. (ATB is NOT applicable for the Medical Office Administrator A.A.S. program); or

If applicant attended or officially registered at a Federal Student Aid eligible institution before July 1, 2012, the applicant may be accepted under one of the ATB alternatives by using an acceptable grandfathering test and receive Federal Student Aid.

4) Complete required Admissions Application and documents.

5) The final decision regarding acceptance will be made by the Campus Director after the submission of all required documents and applicant meeting all minimum requirements stated above. It is important to note that the recommendation of the Admission Advisor is a vital component of the Admissions process and for the application review evaluation of the Campus Director. Completion of minimum Admissions requirements does not guarantee admittance into a program.

ADMISSION PROCEDURES

The admissions policies of FEI were developed to assure that all students have a reasonable expectation of successfully completing their chosen program. Specific prerequisites, if any, are listed in the program description section of this catalog. Prospective students with disability, please refer to the Statement of Non-Discrimination and Students with Self-Disclosed Disabilities sections in this catalog.

All prospective students must participate in an admissions interview with an Admissions Advisor. This interview will also serve as a career planning session for the prospective student. The Admission Advisor may assist the prospective student in choosing the right educational and career program. FEI’s career education programs and admissions policies should be explained during this session. This interview will give prospective students the opportunity to identify and evaluate their individual objectives and preferences, and match them, if possible, with FEI’s career education programs and philosophy. Program tuition and fees are provided to all applicants by the Admissions Advisor during the admissions interview.

An applicant’s high school diploma or high school equivalency certificate information in his/her Application for Admissions will be used to qualify the student for admissions at FEI. Applicants are required to self-certify that he/she has received a high school diploma. Florida Education Institute does not require an applicant to provide a copy of his/her high school diploma or equivalency certificate, except when required by an outside agency. FEI does not accept High School “completion” certificates diplomas.

To enroll at FEI, applicants are required to submit a completed and signed Application for Admissions and Enrollment Agreement to the admissions office. If applicant is under 18 years of age, applicant will need parental signature of approval in the enrollment agreement. All students admitted to FEI are required to sign an enrollment agreement, which will not become legally binding unless signed and accepted by the Campus Director.
Special Note: A prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial of externships, employment opportunities, and professional licensure. In addition, each student is advised that employers and/or externship sites may require criminal background checks and/or drug screening. In addition, a Federal or state drug conviction can disqualify a student for FSA funds. The School is not required to confirm this unless there is evidence of conflicting information.

Credit for Previous Education
Credit for courses completed at another institution for students enrolling at FEI will be subject to approval by the Registrar and/or Campus Director. These courses must adhere to the following transfer credit approval criteria: 1) Substantially similar in content and duration to those offered in the program for which the student has applied; 2) Transfer credit hours that are 5 years old or less, except general education courses; 3) Transfer credits with a grade of “C” or better; and 4) From an accredited institution.

An official transcript from the transferring institution is required when requesting that credits be transferred to FEI. Transcript reviews from other institutions may be requested for a fee. FEI reserves the right to accept or reject any or all credits earned at other institutions. At least 70 percent of the credits required for completion of a program must be earned through instruction taken at FEI.

FEI students or graduates may transfer course work (in credits or clock hours) from one program into another program at FEI. The same transfer credit approval criteria (1 through 4) of this section apply for program to program transfers.

All credit for previous education requests must be submitted to the Registrar by the admissions department. If credit hours for previous education are granted by FEI, the program’s duration, if necessary, will be adjusted and tuition fees prorated accordingly. The requesting student’s permanent record will be documented accordingly.

Transfer of Credits
Transferability of credits is at the discretion of the receiving institution. FEI cannot assure transferability of credits. It is recommended that students planning to continue their education inquire at the institution they plan to attend to determine the credits and requirements needed for entrance to that institution. Students should not assume that any FEI courses, credits, or programs could be transferred to another institution. It is important for students to remember that FEI’s programs are designed to prepare them for entry level employment and career opportunities.

Physical and Health Demands of Professions
Although FEI does not require students to have physical examinations prior to enrolling in any of its medical programs, FEI strongly recommends that all students have a physical examination completed by their physician prior to the first day of class. A physical examination will likely be required by healthcare employers as a condition of employment and/or externship. Therefore, because FEI prepares students for existing employment and career opportunities, a physical examination for students graduating from FEI’s medical programs may be important when providing evidence that they meet the physical and health demands of their profession without hazard to themselves and others. It is the student’s responsibility to assure that they are physically able to perform the essential functions of their chosen career. FEI assumes no responsibility for any student’s ability to meet the physical or health requirements set forth by employers.

Reentry
Former students whose education was voluntarily interrupted may apply for reentry. The students Satisfactory Academic Progress and financial standing may be assessed to determine eligibility for reentry.

Previously earned credits for students that apply for admission after five (5) years from the date of withdrawal are not accepted. However, it is at the Registrar’s discretion to accept or deny any previously earned credits. If no credits are being transferred, then the student will be considered a new enrollment (not a “reentry” student) and full tuition applies.

Steps for re-entry include the following:
1. Meet with admissions personnel and submit a completed:
   a. Application for Admission (1-200)
   b. Request to Transfer Credits and/or Reentry to FEI (5-701) (if applicable).
2. Each re-entry student must be cleared first by the Business Office.
3. Once cleared by Business Office, the Registrar will determine any credits accepted.

FEI reserves the right to modify curriculum for all programs, and reentering students are required to meet all program requirements existing at the time of their reentry.

Reentering students are responsible for all applicable tuition and fees for repeated coursework. Students readmitted may be charged a re-entry fee.

**Orientation**

Students who have been officially admitted to FEI will be given a class start date. New students shall receive initial orientation information from their Admissions Advisor and be invited to attend an orientation session.

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**ACADEMIC INFORMATION**

**Definition of Credit Hours and Clock Hours:**

- **Credit Hour:** A credit hour is equivalent to a minimum of each of the following: one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. A “class hour” is 50 minutes. For Financial Aid purposes one Credit Hour equals a minimum of 20 Clock Hours of instruction and 5 hours outside study by the student.

- **Clock Hour:** A period of 60 minutes with a minimum of 50 minutes of instruction.

**Academic Schedule**

Morning classes are typically scheduled from 9:00 a.m. to 1:00 p.m. Monday through Thursday. Afternoon classes are scheduled from 1:30 p.m. to 5:30 p.m. Evening classes are scheduled from 6:00 p.m. to 10:00 p.m. Monday through Thursday. Some courses may be scheduled differently or on the weekend. Student must check their class schedule before starting classes.

**Enrollment Status**

All programs at FEI are offered on a non-term basis.

- **Credit Hour Programs:** A full time student is one who is pursuing 36 Quarter Credit Hours per Academic Year.

- **Clock Hour Programs:** A full time student is one who is pursuing 24 Clock Hours per week. As long as a student is attending at least 12 clock hours per week, that student is eligible for Federal Student Aid.

**Academic Year Definition**

- **Credit Hour Programs:** At FEI for Credit Hour programs the Academic Year is defined as 36 Quarter Credit Hours and 30 weeks of instruction.

- **Clock Hour Programs:** at FEI for Clock Hour programs the Academic Year is defined as 900 Clock Hours and 26 weeks of instruction.

**Change of Program**

Any student desiring to change his/her program of study must meet with the Academic Coordinator to complete the appropriate documentation. The student’s academic progress and program graduation requirements will be discussed during this meeting.
Academic Dishonesty
Each Academic Dishonesty situation will be treated on a case-by-case basis and may result in adverse action against the student, including dismissal.

Add/Drop Period
Students who drop during the first week of the program will not be charged tuition for those course(s) or the program of study. If a student drops after the first week of the program, a “W” will appear on the student’s transcript for the course(s) that the student started. Students who drops during the add/drop period will have a no-start cancelled status. Full program tuition will be charged as described in the enrollment agreement for any courses dropped after the first week of the program.

Grading System
Students in all programs will be awarded letter grades for courses completed. Grades from the preceding courses are available to each student at the beginning of the new course and become part of the student’s permanent record. A “C” is the minimum grade considered satisfactory for course completion. Only the highest grade will be counted when a course has been repeated.

A Student who wishes to challenge a grade must contact the Campus Director or Academic Coordinator within two weeks of receiving the grade. Student may not challenge grades after the two-week period.

FEI records a letter grade for courses taken by students and uses a four-point grading system as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Grade</th>
<th>Interpretation</th>
<th>Quality Point</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4.0</td>
<td>3.5 – 4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good</td>
<td>3.0</td>
<td>2.5 – 3.49</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Fair</td>
<td>2.0</td>
<td>1.5 – 2.49</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Poor</td>
<td>1.0</td>
<td>1.0 – 1.49</td>
</tr>
<tr>
<td>F below 59</td>
<td></td>
<td>Failing</td>
<td>0.0</td>
<td>Below – 1.0</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0.0</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdraw</td>
<td>0.0</td>
<td>Not Computed</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer Credit</td>
<td>0.0</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

Incompletes (“I”)
All incompletes (“I”) are temporary in nature and the instructor must approve such work not completed. Therefore, incompletes must be made-up within 90 days or it will become an “F”.

Withdrawal (“W”)
Courses from which a student withdraws (“W”) will not be included in the GPA calculation and must be retaken. This will delay the student’s graduation date from a program and the student may incur additional costs. Any student who withdraws from FEI must meet with the Education Department and the Financial Aid Office in order to complete the necessary paperwork. An official withdrawal will result in a “W” on the student’s academic record. A student who does not withdraw officially from a course or program may receive a grade of “F.” Title IV recipients who withdraw from a course or program are subject to all terms and conditions of the Institution’s Refund Policy.

Transfer Credit (“T”)
Courses granted a transfer of credit for previous education will not be included in the GPA calculation and will appear with a designated “T” in the official transcript.

Grade Point Average (GPA)
The grade point average (GPA) is computed by multiplying the grade point value for each course by the credit/clock hours assigned to that course, adding the products and then dividing the amount by the total credit/clock hours carried.
The following is a credit hour example:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Hours</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>16.0</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>4.0</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td>20.0</td>
</tr>
</tbody>
</table>

20/6 = 3.33 GPA

**Student Withdraw/Termination**

Students considering withdrawal should discuss any problems with the Campus Director/Academic Coordinator or a member of the School’s staff before making that decision. The School is often able to provide assistance that enables students to complete their educational goals and remain in School.

Students who withdraw from a course(s) or a program of study, must notify the School. Students must meet with the Campus Director/Academic Coordinator and complete a withdrawal form in order to begin the official withdrawal process. An exit interview with the Financial Aid Department and Business Office may also be required and scheduled. During the financial meeting, the student will receive information regarding tuition due, or outstanding debts. Official withdrawal paperwork will be sent to the student via regular US mail or certified mail.

Students who withdraw before completing their program of study or are terminated by FEI will be subject to all the terms and conditions of the Institution’s Refund Policy. Students are responsible for any tuition or book and supplies charges incurred by dropping, and if he/she officially withdraws or stops attending all of his/her classes, the student may be required to repay all or part of the financial aid disbursed to him/her at the time of withdrawal/termination.

Students receiving federal funds may be required to repay aid determined to be “unearned.” The “earned/unearned” calculation is based on the percentage of days the student attends during the “payment period” in which he/she withdrew or was terminated. The amount of aid the student has earned is determined on a pro-rata basis. Once the student has earned more than 60 percent of the “payment period,” he/she is considered to have earned all the aid for that particular period. A student will be considered to have unofficially withdrawn when the school determines to terminate the student because he/she did not continue with their program of study and also did not officially notify the school of their withdraw. Please refer to the school’s Title IV Refund Policy and Priority Method section of this catalog.

**Homework and Practice Outside of Class**

It is important for students to understand that time must be devoted to homework and skill development practice. Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objectives. Student work outside of class may include, but is not limited to the following:

- Reading assignments in preparation for new lessons or reinforcement of learned concepts
- Worksheets or questions aimed at helping students comprehend what they have read
- Writing assignments
- Preparation for hands-on instructions
- Projects that are designed to allow students to apply learned knowledge
- Case studies designed to teach students critical thinking and problem-solving skills
- Applied research conducted to enrich comprehension of certain concepts and principles
- Mathematical problems and practices to enhance computational skills
- Hands-on practices to build and enhance proficiency in psychomotor skills

Assessment of Work Outside of Class

Assessment of student work outside of class varies from course to course and assignment to assignment. Some may be assessed for a grade that counts toward the final grade of the course, while others may be intended to help students get prepared for relevant learning activities in the future.
Statement of Work Outside of Class
Student work outside of class is typically specified in the course topical outline section of each syllabus. More detailed information is provided to students via handouts, worksheets, and/or project-specific documents.

Tutoring/Additional Assistance
Students may receive tutoring sessions by making a request with the Academic Coordinator. Instructors shall be accessible to students for additional instruction and to answer questions during the instructor’s non-class schedule. There is no additional cost to the student for tutoring. All tutoring must be approved by the Academic Coordinator.

Repeated Courses
Any failing course grade must be completed prior to graduation. Students to repeating a course will be required to pay for the course and must receive approval from the Registrar before attempting the course. Repeated courses affect financial aid satisfactory academic progress calculations.

Make-Up Work
Make-up work is the responsibility of the student. Students must complete all missed course work to receive appropriate academic credit. It is the student’s responsibility to assure that any course work missed due to absences or any other reason is completed in an acceptable manner to the instructor. Students are encouraged to work closely with their instructors in completing any make-up work or assignment.

President’s Honors – Gold Medal
Students with a cumulative GPA of 3.75 or higher and above 90% attendance upon graduating, will be graduating with the President’s Honors, the highest honors, and will be receiving the academic gold medal.

Honor Roll - Silver Medal
Students with a cumulative GPA of 3.50 to 3.74 and above 85% attendance -upon graduating, will be graduating with the Honor Roll’s academic silver medal.

Diploma/Associate Degree/Credentials
FEI will award a Diploma or Associate of Applied Science Degree (depending on the program) to students who fully meet all graduation requirements in their program of study. Certificates of achievement may be awarded to students who complete individual subjects and desire evidence of completion for an employer or a sponsoring organization. All credentials awarded are mailed to graduates.

Academic Transcript
The Registrar is responsible for maintaining all student permanent academic records. All transcript requests must be submitted in writing to the Registrar with a written authorization for release of records and submission of the transcript fee ($10), if applicable. All financial obligations must have been met in order to release an official academic transcript. A graduate may obtain one (1) copy of his/her academic transcript, at no charge, if requested within one (1) year from his/her graduation date. Additional copies or a copy after one (1) year from having graduated can be obtained by paying the transcript fee. All non-graduates, including active students, must also pay transcript fee. FEI does not charge for sending academic transcripts via mail directly to other educational institutions.

Satisfactory Academic Progress (SAP)
Quantitative Requirement:
A course completion rate of 66.7% is required each time SAP is measured in order to be considered making SAP in a program of study. All students must have completed a minimum of 66.7% of the courses attempted in order to graduate within 150% of the normal time frame.

Qualitative Measure of SAP:
A student must maintain a cumulative GPA of at least 2.0 at the end of each payment period.

Evaluation Period:
SAP will be measured at the end of each payment period to determine if the student has met the minimum requirements. A student must achieve the above-mentioned minimum standards to be considered to be making Satisfactory Academic Progress. A “C” is the minimum grade considered satisfactory for course completion. Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on Satisfactory Progress.

Same As or Stricter Than:
FEI’s SAP policy for Title IV, HEA students is the same as FEI’s standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

Financial Aid Warning:
Students who fail to maintain Satisfactory Academic Progress will be notified in writing and placed on Financial Aid Warning for the duration of the next Payment Period and can continue to be eligible to receive Title IV, HEA funding. If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV, HEA eligibility.

Students who fail to meet the requirements at the end of the Payment Period during which they are on Financial Aid Warning will lose Title IV eligibility. However, in such cases the student can make an appeal to the School. If the School determines that the student should be able to meet the standards by the end of the next payment period and complete the program within the 150% Maximum Time Frame, then the school can place the student on Financial Aid Probation for the subsequent payment period (student would still be eligible for Title IV Aid).

Financial Aid Probation Status:
If a Financial Aid Probation Status is granted after a successful appeal, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period on which they are in probation in order to continue to be eligible for Title IV aid thereafter.

When a student is placed on Financial Aid Probation status, he or she will be required to agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Appeals
Student can appeal their SAP standing to the Campus Director in writing. The Campus Director’s shall respond on behalf of the School in writing within 30 days.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next payment period.

Maximum Time Frame
To be considered making Satisfactory Academic Progress, the program of study must be completed by the time the student has attempted no more than 150% of the published length of the program. Students who have not completed their program within the established maximum time frame will be terminated for not making satisfactory progress.

Attendance
In an effort to develop appropriate work ethic, FEI students are expected to attend all class sessions. Absences may result in a lowered achievement rating and an undesirable record. Absences in excess of twenty (20) percent of a course may be deemed excessive and may result in the following actions:

1. Verbal and/or written warning
2. Retention advising  
3. Student performance probation, suspension or termination  
4. Lower final course grade  
5. Having to make up time/work  
6. Cancellation of student financial aid

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it’s the student’s responsibility to make arrangements with the instructor to complete any missed work. The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work. Faculty members may refer students to the Academic Coordinator for advising at any time. Faculty members may establish more rigorous attendance standards for their classes on an individual course basis.

If a student is ill or an emergency arises, the student must notify his/her instructor as soon as possible. Excused absences may be permitted by faculty. However, an excused absence does not excuse the student from the responsibility of having to make up the coursework missed.

**Tardiness**  
Punctuality is important to being successful in school and in the workplace. Being punctual is an important step towards developing the discipline and excellent work ethic FEI graduates will need. All students are expected to arrive to class on time.

**Leave of Absence**  
A Leave of Absence (LOA) may be requested in writing from the School by the student. The reason for a student’s leave request is to be included in the student’s application for an LOA. FEI may grant multiple LOAs within a 12-month period as long as the total number of days for all LOAs does not exceed 180 days within a 12-month period. If a student does not return when scheduled, he or she may be terminated and their last day of actual attendance will be used for refund purposes.

If students receiving Title IV direct loans fail to return from an approved LOA on the date indicated then according to the U.S. Department of Education regulations the Grace Period for repayment of their Direct Loans will begin on the day after their Last Date of Attendance (LDA) before going on the leave. This could result in the repayment of the student’s loan becoming due much sooner than it would be if they return to school and graduate from the program.

**SCHOOL RULES AND REGULATIONS**

Students are expected to respect the rules and regulations of the school. Professional behavior, a positive attitude, and courtesy towards instructors, staff, and other students is expected.

**Performance Probation**  
A student may be placed on Performance Probation for any of the following reasons:

1. Unacceptable academic performance which may not be addressed in FEI’s Title IV Satisfactory Progress standards.  
2. Excessive absenteeism or tardiness.  
3. Inappropriate behavior.  
4. Not adhering to FEI’s rules and regulations.  
5. Failing grade for a course

At the end of the performance probationary period, if the student has successfully met the performance probation requirements and satisfied the deficiencies, the student will be removed from performance probation. Conversely, if the student has not successfully met the performance probation requirements and satisfied the deficiencies by the end of the performance probationary period, the performance probationary status or period may be extended or the student will be suspended from the program of study. Students placed on performance probation remain eligible for financial aid.
**Conduct**

All students are expected and required to conduct themselves in keeping with the highest standards. Any inappropriate behavior that tends to distract other students or disrupt instruction will not be permitted and may result in probation, suspension, and/or dismissal. This includes any conduct that the instructor or administration considers as being disruptive to the educational environment and/or operation of the school. Any form of hazing is strictly prohibited.

**Grievance Policy**

FEI strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. It is understood that the health and safety of students and staff are the FEI’s primary concern. In the event of extreme cases, it may be necessary for FEI to take immediate disciplinary action. In such cases, FEI’s emergency disciplinary procedure constitutes administrative action being followed up with one-on-one meeting with student/staff member or providing timely written notice, and/or reporting to appropriate authorities. In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, constructive, and timely manner. It is incumbent upon FEI faculty members to immediately report to the Campus Director any potential student complaint or potentially necessary disciplinary action. Most student complaints are often resolved through open dialogue with the parties involved. Any student grievance not resolved by the instructor and/or Academic Coordinator must be presented to the Campus Director for resolution. If, at any time, a student requests to speak to the Campus Director, such request must be granted without further inquiry. The Campus Director will meet with the student in an effort to reach a resolution. If the Campus Director’s efforts do not result in a satisfactory resolution to the student, the Campus Director is to request the student to submit a formal written grievance for final consideration and resolution. A formal grievance can only exist if it is submitted in written form to the Campus Director. The Campus Director will respond to a formal grievance, in writing, within five (5) business days. Grievances not resolved at the institutional level may be presented to the licensing and/or accreditation agencies listed in this catalog. For instructions on how to file a complaint against the school, please go to: Florida Department of Education's Commission on Independent Education website at http://fldoe.org/policy/cie/file-a-complaint.shtml, mailing address 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, telephone number (888)224-6684, by fax at (850)245-3238, or email cieinfo@fldoe.org; and/or the Council on Occupational Education, at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 880-917-2081, www.council.org.

**Termination**

A student may be terminated for, but not limited to, failure to meet the policies and procedures of satisfactory academic progress, attendance, poor academic performance, non-payment of tuition, unsatisfactory conduct or violation of any of the rules and regulations stated in this catalog.

**Weapons Policy**

This policy applies to all employees, students, and visitors. Guns, knives and instrument or devices that may be considered possible weapons are not permitted on the premises of FEI. If this policy is violated, the police may be called and the offender escorted off the school premises. Student and/or employee offenders may be terminated, suspended, or put on probation at the discretion of the administration.

**Drug and Alcohol Policy**

This policy applies to all employees and students. The School strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on School property (or any site during work or scheduled instruction time), or in connection with any school-sponsored activity. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. Violation of this policy by an employee or student is grounds for disciplinary action, up to and including termination from employment and suspension or expulsion from School. Referral to a rehabilitation facility and/or referral for criminal prosecution may occur where appropriate. Any student or employee selling drugs at the aforementioned properties and/or during scheduled instruction time will be immediately dismissed or terminated from the School.
and referred to the appropriate legal authority for prosecution. This policy also includes other provisions for employees found in the Employee Manual, including but not limited to, Forms 11-205 and 11-206, which help provide a safe and drug-free work environment.

Legal Sanctions
Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver’s license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid

State law prohibits the possession of alcoholic beverages by persons under age 21. Violation of this offense is punishable by a definite term of imprisonment of up to 60 days and/or a $500 fine; a subsequent offense is punishable by a definite term of imprisonment of up to one year and a fine of $1,000. Possession of alcoholic beverages by a person under age of 21 may also result in curtailment of driving privileges. No person may sell, give, serve or permit to be served alcoholic beverages to a person under 21, and it is unlawful for a person under 21 to misrepresented his age in order to obtain alcohol. Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of $500. Misrepresentation of age also will lead to the curtailment of driving privileges.

Under state law, it is a crime for any person to possess or distribute controlled substances/drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a $1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a $10,000 fine). Specifically, possession of fewer than 20 grams of marijuana is punishable with imprisonment of up to one year and a fine of up to $1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to $5,000. Trafficking (distributing specified large quantities of various controlled substances) is punishable by a term of imprisonment up to life and a fine of $25,000 to $500,000, depending on the particular illicit drug and the quantity involved. Thus, possession of fewer than 28 grams of cocaine is a third-degree felony, while possession of more than 28 grams of cocaine trafficking in cocaine is a first-degree felony, punishable with a fine of up to $250,000 and imprisonment up to life without eligibility for early release. The death penalty may be imposed if a person has brought large quantities of the substances into the state knowing the result would be the death of any person. Individuals who have been convicted of a felony involving the sale of or trafficking in, or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment.


Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Federal Student Aid Penalties for Drug Convictions
A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student from using federal student aid. Only convictions occurring during a period of enrollment in which the student was receiving federal student aid are counted against students for aid eligibility purposes, as indicated on the Free Application for Federal Student Aid (FAFSA).

The following chart indicates the suspension period for related offenses.
###Possession of Illegal Drugs

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>2 years from date of conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>3rd + Offense</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

###Sale of Illegal Drugs

<table>
<thead>
<tr>
<th>1st Offense</th>
<th>1 year from date of conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3rd + Offense</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

A student may regain eligibility prior to the end of the period of ineligibility if he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests if he/she passes two unannounced drug tests administered by such a program, or if the conviction is reversed, set aside, or otherwise rendered invalid. A rehabilitation program is considered qualified if it meets at least one of the following criteria:

- It is qualified to receive funds directly or indirectly from a federal, state, or local government program.
- It is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- It is administered or recognized by a federal, state, or local government agency or court.
- It is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.


###Health Risks

Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at [www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml).

<table>
<thead>
<tr>
<th>Drug</th>
<th>Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics (e.g., heroin, oxycodone, morphine)</td>
<td>Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death</td>
</tr>
<tr>
<td>Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine)</td>
<td>High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death</td>
</tr>
<tr>
<td>Depressants (e.g., Valium, Xanax, Rohypnol)</td>
<td>Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death</td>
</tr>
<tr>
<td>Hallucinogens (e.g., LSD, MDMA, PCP)</td>
<td>Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Unknown Moderate Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks</td>
</tr>
</tbody>
</table>

###Alcohol

For those students who choose to use alcohol, Florida Education Institute encourages students to drink responsibly and following applicable rules and the law; and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

###Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned
about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact the Human Resources Department or services@fei.edu for more information. Community resources near a student or employee’s respective campus or location may also be found by contacting the Human Resource Department or services@fei.edu.

Assistance may be sought at:

**Addiction Treatment Program South Miami Hospital**
7401 SW 62nd Avenue
Miami FL, 33143
1-800-YES-HOPE or 786-662-8118

Additional help for all members of the School community is available through Alcoholics Anonymous at 305-261-1221, 2215 SW 67 Avenue, Miami, FL 33155-1839 and Narcotics Anonymous at (305) 265-9555. Additional places where one can get treatment are listed in Google and the Miami-Dade telephone directory under the headings “Alcoholism Information and Treatment Centers” and "Drug Abuse and Addiction Information and Treatment.”

**National Resources**
Florida Education Institute also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

Alcohol/Drug Helpline: (800) 821-4357
Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline: (800) 662-HELP

**Employee Resources**
Florida Education Institute provides an employee assistance program (EAP) as a benefit to all employees regardless of if they opt in to other benefits through the School. This service provides referrals and treatment sessions as needed and can connect employees to additional outpatient or inpatient services that could be eligible for coverage through the employee healthcare plan. Information about contacting the EAP can be obtained through the Human Resource Department.

**Biennial Review**
Florida Education Institute conducts a biennial review of its program to determine the effectiveness of the program and implement changes as needed. This review also ensures that disciplinary sanctions are uniformly enforced.

This policy may also be found in FEI’s website at www.fei.edu/disclosures under consumer information.

**Food and Beverages**
No food or beverages are permitted inside the classrooms, labs or instruction areas. A designated area has been established for students to relax during breaks from academic activities. Vending machines have also been provided for the convenience of students.

**Smoking Areas**
FEI’s building is a non-smoking area. Students wishing to smoke may do so in the outdoor designated areas during approved breaks or non-instruction time.

**Dress Code**
Student’s enrolled in programs that are assigned school issued uniforms are required to wear them at all times during instruction. Students are expected to maintain a neat, professional appearance.

**Graduation Requirements**
In order for a student to be eligible for graduation and receive a Diploma, the student must meet each of the following requirements:
1. Successful completion of all required courses for the program within its maximum time frame;
2. A cumulative grade point average (GPA) of 2.0 or higher; and
3. Fulfill all financial obligations to Florida Education Institute.

Any student that does not meet any of the above requirements may not receive his/her Diploma/credentials and not participate in graduation ceremonies.

**Financial Obligations**
Tuition and program charges shall be paid in accordance to the terms delineated on the Enrollment Agreement and/or the institutional loan agreement. Students are encouraged to make an appointment with the Business Office if they experience circumstances that may interfere with prompt payments. Diplomas and transcripts will not be issued by FEI unless the student has met all requirements including the satisfaction of all financial obligations.

FEI will address all delinquent accounts first with the student. Depending on the circumstances, all reasonable payment options will be explored. All accounts declared “seriously delinquent” by the Business Office may be referred to a collection agency.

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**STUDENT SERVICES**

**Academic Advising:**
FEI provides academic advising to students throughout their program, based on individual needs. All Ability to Benefit (“ATB”) students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress (“SAP”) requirements must attend advising sessions until they improve their academic progress or are withdrawn from the School. FEI strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study.

A student is encouraged to seek academic advising from the Education Department. Students can approach their instructor who may be able to assist them at that (instructor) level. We are here for the student. Thus, it is important for students to remember that they can request, at any time during their program of study, academic advising from the Academic Coordinator, Assistant Campus Director or Campus Director. Instructors should refer students to the Academic Coordinator for advising once problems and questions arise that are beyond their instructor level boundary.

**Admissions:**
Prospective students are interviewed by an Admissions Advisor in an attempt to assist them in determining if their educational and career objectives can be served by FEI. Any individual whose objectives cannot be served by the programs of the School should seek other educational institutions that offer programs more aligned to his/her field of interest and preferences.

**Employment:**
Each student approaching completion of his/her program should meet with a member of the Career Services Office to determine his/her employment goals. The Career Services Office assists each qualified graduate with placement and employment assistance. Graduates are strongly encouraged to be proactive in requesting assistance from and working with the School’s placement coordinators.

**Learning Resources**
Florida Education Institute has a Learning Resources Center and Computer Lab at the main campus building which is accessible to any student by way of a request to our Student and Career Services (SCS) office. When on-campus, students may use the computers in the Computer Room to access resources in the internet. Materials applicable to the programs of study presented at the school are available in hard-copy and/or electronic formats.
Students are able to check out materials with the assistance of the SCS staff. Student requests for use of the Computer Lab must be during non-scheduled class hours for program offered by FEI. The Learning Resource Center has computers and is accessible to students at any time during the time posted: Monday to Thursday 9:00am to 9:00pm, Fridays and Saturdays from 9:00am to 2:00pm.

Students are financially responsible for items borrowed and will be charged fines for late, unreturned or damaged items. All charges must be paid before graduation. Unreturned or damaged items shall be charged its full replacement cost.

**Financial Assistance:**
Each prospective student and student receives financial aid advising at the start of their educational experience at FEI. A student may seek advice from the Financial Aid Department at any time during his/her program of study. Most students, especially those students with student loans, are scheduled with an exit interview to further explain their financial responsibilities, rights and options.

**Personal:**
Each student is encouraged to seek advice from the Career Services Office or Academic Coordinator when problems of a personal nature are having or could have a negative effect on the student’s academic performance. When appropriate, a student may be referred to outside agencies or professionals.

**Career Services**
FEI offers career training and resources to students and graduates to assist them with their personal growth and professional development. FEI’s desire is to prepare each graduate to the point that they feel very confident when is time to search for employment and seek new career opportunities.

FEI is always looking for the best ways to develop positive relationships with employers in our community that can hire graduates of our programs. FEI’s Career Services office works to connect each student with prospective employers through a variety of resources, including networking and referrals. We provide each student with a complete range of support services, including having a positive mental attitude, employer targeting, resume and cover letter writing, interview preparation, goal setting, job search assistance, and techniques on maintaining long-term employment success.

Assisting graduates in finding employment after graduation is a major goal of our student services. However, such assistance can only be provided in a meaningful manner when total cooperation exists between the graduate and FEI’s Career Services office. Therefore, the student must:

1. Demonstrate personal integrity, adult sense of responsibility, and high ethical standards. FEI assists its graduates in finding employment opportunities with employers in the professions for which we train, and we will not violate their trust in and respect for our school by recommending a student who does not demonstrate these personal qualifications.
2. Accept the responsibility to “market yourself” effectively to employers and actively cooperate with our placement coordinators.
3. Provide true and accurate background information in the development of a resume and preparation for interviewing.
4. Graduates are strongly urged to keep the Career Services advised of any acceptance of job offer, changes in employment, or personal contact information.

The Career Services personnel can offer advice and meaningful guidance. Employment after graduation cannot be guaranteed. Securing employment is the graduate’s responsibility. Graduates must make independent attempts to secure employment and not rely solely on the Career Services personnel to “place” them in a position.

FEI wants you to find the very best career opportunities. This is why we will use as many resources as possible to assist graduates in securing employment. The training at FEI is designed to prepare students for entry-level employment and no guarantees of jobs or wages are made. **It is important to note that NO guarantee of**
employment or placement is or can be made by FEI, nor can any such guarantee be made by anyone working for FEI.

FEI strongly encourages all graduates to take advantage of the placement services provided. At FEI, assisting graduates in finding employment and career opportunities is paramount. Job placement assistance is provided to all graduates at no additional charge.

Housing
FEI does not provide housing for its students. However, FEI can assist students by referring them to a real estate agent to help in finding housing near the school. Interested students should contact the Career Services Office.

Lost and Found
All items found on school premises should be turned into the Career Services Office and, therefore, students may check for lost items in this office. Any item turned in will only be kept for 30 days.

Library/Learning Resources
FEI maintains books related to its programs of study for students to use at no charge. FEI primarily relies on external sources (i.e., internet, public library) for students to use when needing to research or explore topics of interest. Students wishing to access the internet or any of our learning resources can make such requests with our Academic Coordinator.

Health and Safety
Student health and safety is of the utmost importance. Students and faculty are strongly encouraged to notify the school’s administration of any potential health or safety hazard they may notice. First aid supplies are available at the Career Services Office. If a student is or becomes pregnant she must notify the Academic Coordinator so that the school can provide reasonable adjustments as necessary and provide support in the way of encouragement and academic guidance.

Parking
Student will be given a parking decal to put in the rear windshield of their vehicles. Students are authorized to park in the main parking lot at 5818 SW 8 Street in any parking space in the parking lot that is not painted yellow. Such spaces are reserved for visitors, customers, and the other occupant of the building, not students. Other campus buildings require a special parking decal.

Should you have a question as to where to park please ask our Front Desk personnel.

FINANCIAL AID
Federal Student Aid is available for those who qualify. The Financial Aid Office at FEI is dedicated to helping students find ways to finance their education. FEI has full-time, trained financial aid staff available to assist any student or prospective student with matters dealing with financial aid.

Financial Aid Available
Students and prospective students wishing to apply for financial aid must submit the appropriate documentation and forms. Please contact the FEI Financial Aid Office for additional information and application forms. The following is a list of federal and local financial assistance programs available to FEI students:

Federal Pell Grant
This is a federal student aid program awarded based on financial need. This is a grant and it does not have to be paid back. Yearly amounts may vary based on federal appropriations.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This a grant for students who have extreme financial need as determined by the school. This is a grant and it does not have to be paid back. Information on federal funded programs such as the FSEOG is available from the Financial Aid Office.
Federal Subsidized Direct Loan
This is a low interest loan that is need-based for students attending school at least half time. *This is a loan and repayment is required.* Interest is paid by the Federal Government while students are enrolled in school at least half time.

Federal Unsubsidized Direct Loan
This is a low interest loan that is not based on demonstrated need for students enrolled at least half time. *This is a loan and repayment is required.* The student is responsible for the interest payments while attending school.

Federal Direct Parent Loans for Undergraduate Students (PLUS)
This is a low interest loan made available to parents of dependent students to assist with educational expenses. *This is a loan and repayment is required.* These loans require a credit check and repayment of both principal and interest begins 60 days after the final disbursement is made.

Institutional Loan
The Florida Education Institute has private loan and educational financing programs available for students. To be eligible students must maintain continuous and uninterrupted full-time enrollment. Students approved for this type of loan should maintain a current payment status.

Other Sources of Assistance
The Financial Aid Office will assist the student in searching for alternative sources of financing for the student’s education.

Veteran’s Affairs (VA) Training
Any student enrolled at FEI and receiving VA educational benefits must adhere to all FEI policies and procedures, including all rules and regulations mentioned in this catalog. Any VA approved student that does not pass any SAP probation period will have his/her VA educational benefits terminated. The following policies and procedures apply to only students receiving VA educational benefits:

- **Attendance:**
  Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as a half an absence.

  Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

  In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

  The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

- **Standards of Academic Progress for VA Students:**
  Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period.

  A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two (2) consecutive terms of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

  A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CPA of 2.0.
Veteran’s Credit for Previous Education or Training
Students must report all education and training. Transfer credit approval is subject to the credit approval criteria in the “Credit for Previous Education” section in this catalog. If credits for previous education are granted by FEI, the training time will be shortened, the tuition will be reduced proportionately, and the VA student will be notified.

The Luis Alvarez CPA Scholarship Award
This scholarship is in remembrance of Luis Alvarez, CPA, Florida Education Institute’s accountant from the time the school was founded until his passing in 2009. Mr. Alvarez was a believer in the human spirit and a great family man. His business philosophy was guided by two principles: sincere hard work and friendship.

This is an FEI scholarship awarded to non-traditional or immigrant students who are going through financial hardship and wish to improve their life by way of career education. It is an added incentive for awarding the scholarship when applicant demonstrates his/her willingness to work hard, dedication to family, friendship, human spirit, commitment to academic and career success.

The number of scholarships awarded varies per year and on funding availability. For detailed information regarding eligibility, students should contact the Financial Aid office.

This scholarship award provides tuition assistance to students choosing only a career program at FEI and meeting the following initial eligibility:

- **Scholarship Application:** Must be completed and submitted to Financial Aid Office prior to start.
- **Reason:** Applicant shall explain or show financial hardship and why he/she needs tuition assistance.
- **Maximum Award amount:** $3,000 or less per program, per student
- **Must be accepted as a student at FEI.**
- **Offered:** United States, Miami Campus
- **Used for:** Must be used only for paying program institutional charges at FEI
- **Continued eligibility:**
  - Must maintain a 2.0 cumulative GPA
  - Enroll as a full-time student at FEI pursuing 36 quarter credit hours per academic year

Scholarship funds are to be awarded by the school as a credit on the student ledger against tuition/fees charged to the student. Any scholarship recipient who withdraws or leaves school for any reason other than graduation will forfeit 100% of the scholarship.

General Scholarship Policies

- To be eligible for this scholarship, students must exhaust all other financial assistance programs and opportunities, such as scholarships, grants, or loans before applying this scholarship.
- Scholarship applications must be received prior to the start of classes to be eligible. Award recipients who do not start in their intended program specified on admissions application will have one year to start classes and utilize award. Recipients who do not start within the year will have their award expired and will have to reapply for available offerings at time of actual enrollment.
- Scholarship recipients are expected to meet certain continuing eligibility criteria and progress in a timely manner toward completing their programs. To retain scholarship eligibility, recipients must remain in good academic standing and meet additional conditions outlined.
- To qualify for scholarship funds, students must maintain their enrollment with an approved active student status.
- Recipients will continue to be responsible for all other educational expenses.
When awarded, scholarships do not have to be paid or reimbursed by the recipients.

**Application Procedures for Financial Aid**

Prospective FEI students who seek financial assistance must complete a “Free Application for Federal Student Aid” (FAFSA) and other required forms. There are certain funds that are limited and are awarded to those students who have the greatest need and on a first come-first serve basis. Forms are available in the Financial Aid Office. The application for Federal Student Aid must be completed by the student and an appointment must be made with the Financial Aid Office.

After the FAFSA is processed, the school will receive an electronic Institutional Student Information Report (ISIR), and the student will receive a Student Aid Report (SAR) from the U.S. Department of Education within 30 days. If verification is required, a Federal 1040 tax return, at a minimum, must be produced by the student, spouse or parent, whichever situation applies. The Financial Aid Office will explain the verification procedures (if the situation arises).

The Financial Aid Office will submit the relevant paperwork and will follow up to ensure that the financial aid file is complete and accurate. The Financial Aid Office works to see that students are aware of their responsibilities, that tuition is paid, that the lender obtains the correct paperwork, and that all documents are executed and tracked correctly. The Financial Aid Office is dedicated to helping the student understand and comply with the forms and the paperwork that the financial aid application process entails. Students must re-apply for financial assistance each award year.

**NOTE:** Each student is responsible for correctly completing all applications and submitting the paperwork in a timely manner. If student aid is not received by the institution while the student is in the school, the student is responsible for all tuition and fees due to FEI.

**Title IV Verification**

A student may be selected for verification by either the Department of Education or by FEI. Verification is the process of checking the accuracy of information supplied by students when they apply for Federal Student Aid.

A student whose application is selected for verification must comply with all pertinent documentation to satisfy the Title IV verification process within 30 days after notification, unless an extension is granted by the Financial Aid Office. If for some unforeseeable reason an applicant cannot fully supply all pertinent records for the Title IV verification process, it is the responsibility of the applicant to notify the Financial Aid Office in writing explaining the exact nature of the delay.

Applicants who do not provide the information requested for the verification of Title IV programs within the specified timeframe may be subjected to one or more of the following actions taken by the Financial Aid Office: (1) additional documentation requirements; (2) suspension of the applicant’s financial aid process.

Applicants who are selected for the Title IV verification and whose award has been modified as result of the verification process will be notified of such modification by the Financial Aid Office. The applicant may receive such notice in writing during a personal meeting with the Financial Aid Office, by hand-delivery, U.S. mail and/or registered mail.

At the request of the Financial Aid Office, applicants must supply documents (i.e., IRS tax transcripts; verification worksheet, or any other related documents) in order to satisfy the verification of Title IV programs.

Applicants who are required to correct information as requested by the Financial Aid Office must comply with all written requests in order to satisfy the verification for Title IV process. If a situation should occur where applicants are experiencing difficulties obtaining certain documents and or duplicates of such documents, applicants must advise the Financial Aid Office of such difficulties.

While the Financial Aid Office continues to maintain a vigilant account of applicant’s verification of Title IV programs, the burden of proof is placed on the applicant to supply a true and correct original or duplicate of such documents deemed necessary.
Notification of Federal Award Disbursement
FEI participates in the “Electronic Funds Transfer” of the United States Department of Education. Under this system, the Department of Education transfers funds to a specially designed bank account for the School to award eligible Federal Student Aid recipients. The Department does not forward to the School a separate check for each student. FEI notifies students of their estimated financial aid awards. Federal financial aid disbursement projections are based on the student’s enrollment status and possibly other factors unique to the student. These amounts are subject to change, especially if for any reason the student’s enrollment status changes. Students who applied for Federal Direct Loans or PLUS Loans will have their federal loans sent directly to FEI.

Entrance/Exit Interview
Students applying for federal loans at FEI are required to complete an Entrance Interview. This will inform the students of their rights and responsibilities. Furthermore, any student with Federal Direct Loans or PLUS Loans who withdraws or is terminated or graduates is required to undergo an exit interview with the Financial Aid Office.

Denial or Eligibility Questions of Federal Financial Aid
A student who is denied or is questioning the eligible federal financial aid has the right to an explanation from our Financial Aid Officers on the basis for same. If student has additional questions or is in need of further explanations, the Financial Aid Officer will offer to schedule a meeting with the Director of Financial Aid for the student.

REFUND POLICY: If a student fails to complete the period of enrollment for which the student originally contracted (due to withdrawal, termination, unofficial withdrawal, dismissal or failure to return from an approved Leave of Absence), tuition, fees and other charges will be refunded in accordance with the School's refund policies. A student wishing to officially withdraw should inform the School in writing. The withdrawal date used by the School for all refund policies will be in accordance to the definition published by the U.S. Department of Education in 34 CFR 668.22(b) and is the last date of physical attendance at the school.

Institutional Refund Policy:
For students receiving Title IV funds, the School first determines the amount of Title IV aid that the student has earned and therefore the School may retain, and the School further, returns any unearned funds within the timeframe permitted by Title IV rules. Next, the School will calculate the Institutional Refund Policy to determine if there is an outstanding balance owed to the School or a credit balance due to the student. Students not receiving Title IV funds will have refunds calculated using the Institutional Refund Policy, only. Non-Title IV students will be charged tuition on the first day of class and the mid-point of the program if program is less than twelve months. If program is longer than twelve months, tuition will be charged based on the "payment period" methodology used by our institution for Federal Student Aid.

Should a student's enrollment be terminated or cancelled for any reason, all charges will be determined according to the following schedule and refunds made if payments exceed charges.

1) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (currently, $100.00).
4) Cancellation after attendance has begun, through 20% completion of the payment period, will result in a Pro Rata refund computed on the number of hours completed during the payment period.
5) Cancellation after completing more than 20% of the payment period will result in no refund.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

Refunds will be made within 30 days of the date that the institution determines that the student has withdrawn.

Return of Title IV Funds Policy:
Florida Education Institute will utilize the Return of Title IV Funds policy required by the U.S. Department of Education for those students who have received Title IV funds and withdraw or are terminated. For a student who
receives Title IV funds, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal/termination using the Return of Title IV funds policy. This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges the student has incurred. The percentage of Title IV aid earned is equal to the percentage of the payment period completed. However, if the withdraw or termination day is determined to be after the student has completed more than 60% of the payment period, the percentage earned is 100% of the Title IV funds for the payment period.

Sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within forty-five days (45) days after the date the School terminated the student or determines that the student withdrew, and may result in the student owing the School for institutional charges previously covered by Title IV assistance.

Cancellation/Withdrawal/Rejection Policies:
• Students wishing to cancel or withdraw must notify the School in writing prior to doing so.
• Students with 14 consecutive calendar days of absence will be considered to have unofficially withdrawn.
• For a student who fails to return from an approve Leave of Absence, the Withdrawal Date used to calculate both the Return of Title IV and the Institutional Refund Policy is the last date of attendance prior to the start of the leave.
• All tuition paid will be refunded to students who enroll and do not attend class.
• The registration fee is not applicable toward tuition. The registration fee will not be refunded unless the student cancels within three business days after signing the Enrollment Agreement. However, if cancellation occurs after three business days from the signing of the Enrollment Agreement and student cancels prior to the scheduled start of class, all fees paid in excess of $100 will be refunded to the student.
• All registration fees will be refunded if the student is not accepted into his/her selected program.
• All monies paid by a student will be refunded if cancellation occurs within three business days after signing the Enrollment Agreement and making initial payment.
• For students receiving Title IV funds, refunds will be made in accordance with the Return of Title IV funds policy.
• For students not receiving Title IV funds, refunds will be made in accordance with the refund requirements of any other educational assistance received by the student or in compliance with state law, as applicable, regardless of receipt of any notice from the student.
• All fees for books, kits, uniforms and supplies are considered earned at the beginning of the program, upon receipt of said books, kits, uniforms and supplies.
• Any funds paid for books, kits, uniforms and/or supplies which can be and are returned to the institution, will be refunded to students who withdraw prior to the first day of class upon return of said items in resalable condition. The school reserves the right to determine if such items are returnable.
• All balances owed the institution due to the Return of Title IV funds or Institutional Refund calculation will be billed to the student.
• Any student who withdraws, is terminated, or graduates from any program is required to have an exit interview with the School.

Title IV Return Priority Order:
The formula for Return of Title IV funds also specifies the order in which funds are to be returned to the financial aid programs. Returns on behalf of Title IV recipients must be distributed according to said order:

1) Unsubsidized Direct Loans
2) Subsidized Direct Loans.
3) Direct PLUS loans.
4) Federal Pell Grants
5) Federal Supplemental Educational Opportunity Grants (FSEOG)
# Tuition and Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>$14,550</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>$14,550</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>$14,550</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>$13,825</td>
</tr>
<tr>
<td>Pastry and Baking Arts</td>
<td>$13,825</td>
</tr>
<tr>
<td>Business Management</td>
<td>$14,750</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)</td>
<td>$14,560</td>
</tr>
<tr>
<td>Medical Office Administrator (AAS)</td>
<td>$20,975</td>
</tr>
</tbody>
</table>

- **Registration Fee (each program)**: $100
- **Technology Fee (each program)**: $250
- **Uniform Fee (MA, MBC, PHT, BM, HVACR, and MOA programs)**: $50
- **Uniform Fee (CA and PBA programs)**: $75
- **Re-entry Fee**: $350
- **Graduation Fee**: $75
- **Transcript Fee**: $10
- **Photo ID Replacement**: $25
- **Diploma Replacement**: $50

## Books and Supplies Fee

If a student elects to purchase books other than those provided by FEI, it is recommended he/she first contact the Academic Coordinator for a list of the required textbooks. Textbooks that are updated by publishers by way of new editions are not included in the textbooks fee and, therefore, not replaceable. Supplies are the budgeted and generally prorated supplies, including reference books, used by the instructor to provide instruction to students.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA, MBC, and PHT programs</td>
<td>$300</td>
</tr>
<tr>
<td>CA and PBA programs</td>
<td>$350</td>
</tr>
<tr>
<td>HVAC/R programs</td>
<td>$340</td>
</tr>
<tr>
<td>Business Management</td>
<td>$400</td>
</tr>
<tr>
<td>MOA programs</td>
<td>$600</td>
</tr>
</tbody>
</table>

The supplies part of the Books and Supplies Fee includes only a small portion of the supplies used by students in the program. Students are also given one (1) set of uniforms for school attendance. Additional sets can be purchased by contacting the Career Services Office.

## Materials/Kit Fee

Materials fee is are the materials and supplies used in hands-on instruction in a program. For hospitality programs such as Culinary Arts and Pastry and Baking Arts it includes the food and ingredient purchases for the students hands-on part of the program. Only hospitality and HVAC/R program students are provided with kits.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA, MBC, and PHT programs</td>
<td>$300</td>
</tr>
<tr>
<td>CA and PBA programs</td>
<td>$950</td>
</tr>
<tr>
<td>HVAC/R programs</td>
<td>$250</td>
</tr>
</tbody>
</table>

## Technology Fee

The Technology Fee includes the availability and access of technological and computer services for students.
ACADEMIC PROGRAM DESCRIPTION

PROGRAM CONTENT
Florida Education Institute reserves the right to modify and change program content, curriculum and any other component of its academic programs in accordance with current service area employment requirements and practices as well as the best interest of the school and students.

INSTRUCTION OR PROGRAM SPECIFIC INFORMATION

Licensure/Certification
To successfully complete and graduate from any of the educational programs offered by FEI, it is NOT required for the student to take ANY certification, registration or licensure exam of any kind. These are considered additional and/or outside testing, which are administered by agencies not affiliated with FEI. A student, however, may elect to take, if qualified, any additional or outside exams. Because FEI’s philosophy is to help students as much as possible, any assistance or information provided to a student or graduate with any of these additional and/or outside exams shall not be construed as a responsibility of FEI.

A prior criminal record or adverse military record could preclude students from taking licensure and/or certification examination and employment opportunities. Therefore, prospective students with the aforementioned record should carefully weigh all their options, including not enrolling, if they feel their chosen field of study will be too difficult to enter after graduation. FEI assumes no responsibility for the student’s ability to meet any of these requirements. FEI does not guarantee that a student who completes his or her program successfully will pass any certification, registration, or licensing tests. A student who elects to pursue additional and/or outside testing is responsible for the costs of those tests.

Externship
The school does not provide supplies, uniforms or any other appropriate lab attire that may be required during the externship course. In today’s job market, having experience before graduation is a great advantage. The Externship courses provide actual on-the-job experience as a continuation of the student’s education. A student participating in an externship obtains experience in settings where the student will receive a better understanding of his/her chosen career. Because the externship course is part of the program, there is no compensation or pay for externship hours by the student. Not all programs at FEI include an externship course.

Language of Instruction
Due to our location and the community we serve, FEI’s education is designed to prepare students for career opportunities who have limited English skills. Therefore, our student-centered instruction approach calls for our instructors to teach in a bilingual (English/Spanish) method with English books, exams, quizzes and other curriculum materials; and, when necessary, provide certain explanations in Spanish to assure that the student(s) comprehend the material and skills being taught.

It is important to note that COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.
PROGRAM FACILITIES AND EQUIPMENT

Business Management
Business Management training is conducted in a clean business-like classroom that is conducive to practical business classes. The classroom is equipped with computers, learning resources, and audio-visual materials and equipment and internet access for easy communication and interaction during instruction. Students in this program have access to the computer lab.

Culinary Arts
Culinary Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the restaurant industry. A fully operational restaurant, Pasión, is used as an educational practice lab to provide real-world experiences to students. Students in this program have access to the computer lab.

Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)
HVACR instruction is conducted in clean classrooms and large lab set up for students to learn with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. A spacious HVAC/R lab is used to conduct practical instruction in residential and commercial air installation, maintenance, repair, use of variety of tools and equipment, troubleshooting and basic design of refrigeration systems. Students in this program have access to the computer lab.

Medical Assistant
Medical Assistant instruction is conducted in classrooms and lab environment set up for students to learn with sufficient practice in facilities equipped with clinical and administrative equipment and materials similar to those currently used in the occupation, such as medical office simulation, vital sign equipment and supplies, medical reports, patient documents, telephones, stethoscopes, examining tables, phlebotomy arms, electrocardiogram machines, and laboratory collection and processing equipment. Clean classrooms equipped with learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. Students in this program have access to the computer lab.

Medical Billing and Coding
Medical Billing and Coding instruction is conducted in classrooms and lab environment set up for students to learn with billing and coding equipment and materials similar to those currently used in the occupation, such as billing and coding office materials, computers, medical records, patient documents, and current diagnostic and procedural coding books. Medical textbooks, dictionaries, anatomy physiology charts and torso models are used to encompass active student learning. Clean classrooms equipped with learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. Students in this program have access to the computer lab.

Medical Office Administrator (AAS)
Medical Office Administrator instruction is conducted in classrooms and lab environment set up for students to learn with sufficient practice in facilities equipped with clinical and administrative equipment and materials similar to those currently used in the occupation, such as medical office simulation, vital sign equipment and supplies, medical reports, patient documents, telephones, stethoscopes, examining tables, phlebotomy arms, electrocardiogram machines, and laboratory collection and processing equipment. Medical Office Administrator, office equipment and materials similar to those currently used in the occupation, such as billing and coding office materials, computers, medical records, patient documents, and current diagnostic and procedural coding books. Computer applications are utilized throughout the program. Medical textbooks, dictionaries, anatomy physiology charts and torso models are used to encompass active student learning. Clean classrooms equipped with learning
resources, and audio-visual materials and equipment and internet access are available for theory classrooms. Students in this program have access to the computer lab.

**Pastry and Baking Arts**
Pastry and Baking Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms. Pastry and baking kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the pastry and baking industry. A fully operational restaurant, Pasion, is used as an educational practice lab to provide real-world experiences to students. Students in this program have access to the computer lab.

**Pharmacy Technician**
Pharmacy Technician instruction is conducted in classrooms and lab environment set up for students to learn with sufficient practice in a pharmacy working environment that includes equipment and materials similar to those currently used in the occupation, such as computers, label printers, sample medication bottles, pharmacy software, and a large classification of medicines is available for training and practice. Clean classrooms equipped with learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. Students in this program have access to the computer lab.
BUSINESS MANAGEMENT

65 Credits/720 Clock Hours

This program is designed to prepare students for career opportunities in a variety of entry-level business positions such as managers, supervisors, and marketing and sales. Particular emphasis is also given throughout the program to the use of information technology in business. This program also emphasizes entrepreneurship as a viable career option, providing students with the skills needed to realistically evaluate their potential as a business owner, and develop the fundamental knowledge and skills necessary to start and operate a business. This program will also enhance employment and promotion in business organization and industries.

The business management program provides instruction in the basic skills necessary to begin a business career. This program offers a broad foundation of knowledge, skills, and perspective required to succeed in today’s business environment. **Program Length: 45 Weeks.**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 101</td>
<td>Principles of Business</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>BM 201</td>
<td>Human Resources Management</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>BM 301</td>
<td>Accounting Principles I</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>BM 302</td>
<td>Accounting Principles II*</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>BM 401</td>
<td>Marketing &amp; Sales</td>
<td>80</td>
<td>6</td>
</tr>
<tr>
<td>BM 402</td>
<td>Entrepreneurship</td>
<td>70</td>
<td>6</td>
</tr>
<tr>
<td>BM 202</td>
<td>Management &amp; Leadership</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>BM 310</td>
<td>Government Regulations &amp; Business Law</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>BM 350</td>
<td>Basic Economics</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>BM 370</td>
<td>Financial Markets</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>CIS 220</td>
<td>Introduction to Computers</td>
<td>35</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221</td>
<td>Introduction to the Internet</td>
<td>35</td>
<td>3</td>
</tr>
<tr>
<td>BM 222</td>
<td>Business Writing</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td>EMP 110</td>
<td>Workplace Communication</td>
<td>30</td>
<td>3</td>
</tr>
</tbody>
</table>

* Prerequisites: BA 302 Accounting Principles II (Prerequisite: BA 301)

**EMPLOYMENT AND CAREER OPPORTUNITIES**

Manager
Sales Representative
Supervisor
Account Executive
Marketing Representative
Entrepreneur
Business Owner
CULINARY ARTS

49 Credits/720 Clock Hours

This program is designed to provide students with the basic understanding of concepts and skills for a career in the dynamic and ever-changing culinary, restaurant, and catering professions. The program is designed for students to develop a command of classic culinary methods and techniques, including mise en place, station organization, knife skills, preparation of stocks, sauces, and soups. This program also requires the student to be actively participating in restaurant-like operations that include basic cooking and preparation of foods and beverages. Students will be exposed to different foods from different cultures, including Latin and International cuisines. This program also includes the following areas: ingredients, beverage technology, basic cooking methods, baking and pastry, understanding all work stations both in the kitchen and dining room, table service techniques, plate presentation, the importance of team service, guest satisfaction, and professionalism. Throughout this program food safety and sanitation are emphasized. This program is designed with employability in mind.

Program Length: 36 Weeks

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 1010</td>
<td>Introduction to Culinary Arts</td>
<td>60</td>
<td>5.0</td>
</tr>
<tr>
<td>CUL 1015</td>
<td>Culinary Foundations I</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>CUL 1020</td>
<td>Culinary Foundations II</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL 1025</td>
<td>Latin Cuisine</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>PBA 1010</td>
<td>Pastry and Baking Fundamentals</td>
<td>60</td>
<td>5.0</td>
</tr>
<tr>
<td>CUL 1030</td>
<td>International Cuisine</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>PBA 1012</td>
<td>Classic Pastry</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL 1035</td>
<td>Food, Beverage, and Nutrition Management</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL 1040</td>
<td>Food Service Operations and Wine</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL 2045</td>
<td>Modern Cuisine</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL 2050</td>
<td>Intermediate Culinary Arts</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>CUL 2060</td>
<td>Advanced Culinary Arts</td>
<td>60</td>
<td>3.5</td>
</tr>
</tbody>
</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Restaurants Hotels Catering Self-Employment
Cruise Industry Food Service Industry Banquet Halls Food Truck Owner
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HVACR)

54 Credits/720 Clock Hours

This program is designed to provide students with the basic knowledge, technical skills for entry-level employment in the heating, ventilation and air conditioning/refrigeration (HVAC/R) field. This program introduces students to hands-on training in areas such as residential and commercial air conditioning installation, maintenance, repair, use of variety of tools and equipment, troubleshooting and basic design of refrigeration systems. Emphasis is given throughout the program to providing excellent professional service. Throughout this program safety, professionalism, and effective communication skills are emphasized. **Program Length: 36 Weeks**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVA 101</td>
<td>HVACR Fundamentals</td>
<td>60</td>
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</tr>
<tr>
<td>HVA 102</td>
<td>HVACR Science</td>
<td>60</td>
<td>5.5</td>
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<tr>
<td>HVA 105</td>
<td>Refrigeration Systems and Components</td>
<td>60</td>
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<tr>
<td>HVA 110</td>
<td>Refrigeration Practices</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>HVA 115</td>
<td>HVACR Electrical Systems</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>HVA 120</td>
<td>Air Conditioning Systems</td>
<td>60</td>
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<tr>
<td>HVA 125</td>
<td>Advanced Air Conditioning</td>
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<tr>
<td>HVA 130</td>
<td>Heat Pump Systems</td>
<td>60</td>
<td>4.0</td>
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<td>HVA 135</td>
<td>Commercial Air Conditioning</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>HVA 140</td>
<td>Commercial Refrigeration</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>HVA 145</td>
<td>Troubleshooting, Maintenance, and Service Calls</td>
<td>60</td>
<td>3.5</td>
</tr>
<tr>
<td>HVA 150</td>
<td>System Design, Sizing, and Layout</td>
<td>60</td>
<td>5.5</td>
</tr>
</tbody>
</table>

**EMPLOYMENT AND CAREER OPPORTUNITIES**

**Air Conditioning and Heating Companies**

**Hospitals**

**Hotels**

**Residential and Commercial Buildings**

**Residential Buildings**

**Construction Contractors**

**Self-Employed**
MEDICAL ASSISTANT

48 Credits/756 Clock Hours

This program is designed to teach students the skills necessary for employment in a medical facility. Entry-level students will learn the administrative and clinical roles of the medical assistant in different health care settings. This program trains the student to function effectively as an integral member of the physician’s or medical facility’s health care team. Students will learn medical front office procedures such as patient scheduling, handling patient accounts and records, insurance billing, medical office management and using medical office software. The student will also learn clinical procedures such as taking patient histories and vital signs, preparing patients for procedures, assisting the physician with examinations and treatments, and performing diagnostic tests as directed by the physician. The externship is designed to enhance the skills learned in the classroom or lab by allowing the student first-hand experience in a medical office environment as part of the curriculum. Program Length: 44 Weeks.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1050</td>
<td>Strategies for Success</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 1100</td>
<td>Medical Terminology</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>ANP 2101</td>
<td>Anatomy &amp; Physiology I</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>ANP 2102</td>
<td>Anatomy &amp; Physiology II</td>
<td>48</td>
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</tr>
<tr>
<td>MBC 2205</td>
<td>Health Care Insurance</td>
<td>48</td>
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</tr>
<tr>
<td>MCA 2305</td>
<td>Computer Applications</td>
<td>48</td>
<td>3.0</td>
</tr>
<tr>
<td>MBC 2230</td>
<td>Medical Billing &amp; Collections</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2235</td>
<td>Human Disease &amp; Pathology</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2120</td>
<td>Medical Office Procedures</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2240</td>
<td>Clinical Procedures</td>
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</tr>
<tr>
<td>EKG 2201</td>
<td>Electrocardiography</td>
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<tr>
<td>PHL 2301</td>
<td>Phlebotomy &amp; Hematology</td>
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<tr>
<td>EXT 2910</td>
<td>Medical Assistant Externship</td>
<td>180</td>
<td>6.0</td>
</tr>
</tbody>
</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Physician’s Offices / Clinics
Offices of Health Practitioners
Rehabilitation Centers
Nursing Care Facilities

Hospitals
Outpatient Care Centers
Medical & Diagnostic Laboratories
Private & Public Healthcare Facilities
MEDICAL BILLING AND CODING

51 Credits/720 Clock Hours

This program provides the student with the knowledge and skills necessary for employment in a variety of health care settings as an entry-level medical coder/biller who performs insurance processing and medical coding functions. The student learns how to analyze health records, prepare bills, complete insurance forms correctly, and assign codes to appropriately determine medical billing. The program provides the students with a working knowledge of basic medical coding and billing skills, medical terminology, anatomy and physiology, human diseases, pharmacology, insurance claims processing, and coding systems. **Program Length: 45 Weeks.**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1050</td>
<td>Strategies for Success</td>
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</tr>
<tr>
<td>MED 1100</td>
<td>Medical Terminology</td>
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<td>4.0</td>
</tr>
<tr>
<td>ANP 2101</td>
<td>Anatomy &amp; Physiology I</td>
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</tr>
<tr>
<td>ANP 2102</td>
<td>Anatomy &amp; Physiology II</td>
<td>48</td>
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</tr>
<tr>
<td>MBC 2205</td>
<td>Health Care Insurance</td>
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<tr>
<td>MCA 2305</td>
<td>Computer Applications</td>
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</tr>
<tr>
<td>MBC 2230</td>
<td>Medical Billing &amp; Collections</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2235</td>
<td>Human Disease &amp; Pathology</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2120</td>
<td>Medical Office Procedures</td>
<td>48</td>
<td>4.0</td>
</tr>
<tr>
<td>MED 2240</td>
<td>Clinical Procedures</td>
<td>48</td>
<td>3.0</td>
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<td>MBC 2245</td>
<td>Coding Concepts</td>
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<tr>
<td>MBC 2260</td>
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<tr>
<td>MBC 2265</td>
<td>Coding Practice</td>
<td>48</td>
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**EMPLOYMENT AND CAREER OPPORTUNITIES**

- Hospitals
- Clinics
- Physician’s Offices
- Nursing Care Facilities
- Coding Specialist Self-Employment
- Medical Insurance & Billing Companies
- Outpatient Care Centers
- Nursing Care Facilities
MEDICAL OFFICE ADMINISTRATOR

Associate of Applied Science

91 Credits

This program provides instruction in the administrative and clinical roles of the medical assistant in different health care settings. Particular emphasis is given to the management and business functions of a medical office or facility. This program includes instruction in medical office administration, medical billing and coding, scheduling, business office operations, preparing patients for medical procedures, assisting physicians with patient examinations and treatments, effective interpersonal communication and personnel supervision. This program provides the student with a working knowledge of basic medical coding and billing skills, medical terminology, anatomy and physiology, human disease, pharmacology, insurance claims processing and coding systems. This program prepares students for entry-level employment in medical office administration in a variety of settings such as physician offices, medial offices, clinics, pain centers, and hospitals. Program Length: 75 Weeks.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
<th>COURSE CODE</th>
<th>DESCRIPTION</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>PSY 1000</td>
<td>Introduction to Psychology</td>
<td>4.0</td>
<td>EKG 2201</td>
<td>Electrocardiography</td>
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<tr>
<td>MBM 1100</td>
<td>Modern Business Mathematics</td>
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<td>PHL 2301</td>
<td>Phlebotomy &amp; Hematology</td>
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<tr>
<td>PSY 1050</td>
<td>Strategies for Success</td>
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<td>MBC 2245</td>
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<td>MED 1100</td>
<td>Medical Terminology</td>
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<td>ENG 1100</td>
<td>English Composition</td>
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<tr>
<td>ANP 2101</td>
<td>Anatomy &amp; Physiology I</td>
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<td>MBC 2260</td>
<td>Hospital Billing</td>
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<td>ANP 2102</td>
<td>Anatomy &amp; Physiology II</td>
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<td>MBC 2205</td>
<td>Health Care Insurance</td>
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<td>PHA 2330</td>
<td>Pharmacology</td>
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<tr>
<td>MCA 2305</td>
<td>Computer Applications</td>
<td>3.0</td>
<td>MED 2530</td>
<td>Legal and Ethical Healthcare Issues</td>
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<tr>
<td>MBC 2230</td>
<td>Medical Billing &amp; Collections</td>
<td>4.0</td>
<td>BUS 2540</td>
<td>Principles of Human Resources</td>
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<tr>
<td>MED 2235</td>
<td>Human Disease &amp; Pathology</td>
<td>4.0</td>
<td>MED 2550</td>
<td>Medical Office Management</td>
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<tr>
<td>MED 2120</td>
<td>Medical Office Procedures</td>
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<td>EXT 2910</td>
<td>Medical Assistant Externship</td>
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</tr>
<tr>
<td>MED 2240</td>
<td>Clinical Procedures</td>
<td>3.0</td>
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</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Physician’s Offices
Clinics
Offices of Health Practitioners
Rehabilitation Centers
Nursing Care Facilities

Hospitals
Outpatient Care Centers
Medical & Diagnostic Laboratories
Private & Public Healthcare Facilities
PAstry and BAKING ARTS

48 Credits/720 Clock Hours

This program is designed to provide students with the basic understanding of concepts and skills for a career in the pastry and baking industry. This program introduces the student to fundamental pastry and baking techniques and preparations, including but not limited to, the making of a wide variety of pastries, chocolate and sugar artistry, laminating dough, cake design and decoration, sauces, artisanal breads, hot and cold desserts, dessert presentations, and pastries and baking for special events. Emphasis is placed on accurate performance, patience, diligent hand skills, and understanding pastry and baking principles. Throughout this program food safety and sanitation, basic shop organization, and professionalism are emphasized. This program is designed with employability in mind.

Program Length: 36 weeks

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>PBA 1010</td>
<td>Pastry and Baking Fundamentals</td>
<td>60</td>
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<tr>
<td>PBA 1012</td>
<td>Classic Pastry</td>
<td>60</td>
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</tr>
<tr>
<td>PBA 1013</td>
<td>Latin and International Pastries</td>
<td>60</td>
<td>4.0</td>
</tr>
<tr>
<td>PBA 1015</td>
<td>Baking Principles</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>PBA 1016</td>
<td>Artisan Bread Baking and Viennoiserie</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>PBA 1020</td>
<td>Custards, puddings, mousses, and soufflé</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>PBA 1025</td>
<td>Frozen and plated desserts</td>
<td>60</td>
<td>4.0</td>
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<tr>
<td>PBA 1035</td>
<td>Cake Assembling and Decorating</td>
<td>60</td>
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<td>PBA 1040</td>
<td>Specialty Cakes</td>
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<tr>
<td>PBA 1050</td>
<td>Wedding and special event cakes</td>
<td>60</td>
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<tr>
<td>PBA 2010</td>
<td>Intermediate Pastry and Baking Arts</td>
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<tr>
<td>PBA 2020</td>
<td>Advanced Pastry and Baking Arts</td>
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</tbody>
</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Bakeries          Restaurants          Hotels          Catering          Self-Employment
Food Service Industry Banquet Halls Cruise Industry
PHARMACY TECHNICIAN

49 Credits/756 Clock Hours

This program provides the student with the theory and hands-on experience necessary for an entry-level position as a pharmacy technician capable of working in any pharmacy environment. The classroom instruction is combined with practical lab work and a clinical externship that gives you real-life training to become qualified to assist licensed pharmacists in dispensing medications and other healthcare products that cure illnesses, ease pain and prolong lives. Coursework includes areas ranging from understanding and carrying out prescription requests to mixing or preparing medications, monitoring inventory, filing insurance claims and servicing patients.

Program Length: 44 Weeks.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>EMP 101</td>
<td>Career Development</td>
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<tr>
<td>MED 103</td>
<td>Medical Terminology</td>
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<td>4.0</td>
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<tr>
<td>MED 104</td>
<td>Anatomy &amp; Physiology I</td>
<td>48</td>
<td>3.5</td>
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<tr>
<td>MCA 305</td>
<td>Computer Applications</td>
<td>48</td>
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<tr>
<td>PHA 250</td>
<td>Pharmacy Practice</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>PHA 275</td>
<td>Non-Prescription Drugs &amp; Treatments</td>
<td>48</td>
<td>3.5</td>
</tr>
<tr>
<td>PHA 255</td>
<td>Serving Patients &amp; Communication</td>
<td>48</td>
<td>3.5</td>
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<td>PHA 320</td>
<td>Drug Classifications</td>
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<td>PHA 325</td>
<td>Pharmaceutical Calculations</td>
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<td>PHA 330</td>
<td>Pharmacology I</td>
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<td>PHA 340</td>
<td>Pharmacology II</td>
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<td>PHA 390</td>
<td>Pharmacy Laboratory Procedures</td>
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<td>PHA 400</td>
<td>Pharmacy Technician Externship</td>
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</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Retail Pharmacies
Franchised Pharmacies
Pharmaceutical Facilities

Hospitals
Home health agencies
EXPLANATION OF COURSE NUMBERING SYSTEM

Course Numbering System: The letters that appear as the prefix for each course number designate which program the course belongs to (i.e., MEA for our Medical Assistant program) or simply an instructional topic (i.e., PHL) for Phlebotomy. The numbers in our course number assists with coding the course.

The following is the list of course number prefix designation:

- ANP: Anatomy & Physiology
- BM: Business Management Courses
- BUS: Business; Human Resources
- CA: Culinary Arts
- COM: Communication Courses
- EKG: Electrocardiography Courses
- EMP: Employability Courses
- HVAC: Heating, Ventilation, Air Conditioning, and Refrigeration
- MBC: Medical Billing and Coding
- MBM: Business Math
- MCA: Computer Courses
- MEA: Medical Assistant Courses
- MED: General Medical Courses
- PBA: Pastry and Baking Arts
- PHA: Pharmacy Courses
- PHL: Phlebotomy Courses
- PSY: Psychology/Success Skills

COURSE DESCRIPTIONS

ANP 2101 Anatomy & Physiology I 3.0 Credit Hours
This course provides an introduction to the various systems of the body and principles of human physiology. This course will include the study of the body structure and function, special senses, and the following systems of the human body: integumentary, skeletal, muscular, nervous, and cardiovascular system.

ANP 2102 Anatomy & Physiology II 3.0 Credit Hours
This course provides an introduction to the various systems of the body and principles of human physiology. This course will include the study of the following systems of the human body: immune, respiratory, digestive, urinary, endocrine, and reproductive systems.

BM 101 Principles of Business 5 Credit Hours
This course provides the student with the fundamental characteristics and functions of modern business. This course also introduces the student to basic management methodology and techniques used in organizing and maintaining an effectively run business or department. Business principles, marketing, finance, interpersonal skills, ethics, risks, decision-making and a historical review of businesses development and success are at the center of this course.

BM 201 Human Resources Management 5 Credit Hours
This course covers human resource planning, budgeting, staffing, evaluation of workflow, training, compensation, and appraising employees and employee-management relationships. Particular emphasis is given to the relationship of management and a diverse workforce and other contemporary human resource issues. This course will underscore the importance people have in the success of any organization or operation.

BM 202 Management & Leadership 5 Credit Hours
In this course the student will identify business leadership skills needed to develop a positive work environment and achieve effective management of a business or department. Leadership strategies will be discussed and analyzed. The student will be required to assess personal strengths and weaknesses as they relate to their own business success. The roles of management in team-oriented operations, and the concept of team building will be emphasized in this course.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BM 222</td>
<td>Business Writing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>This course will focus on improving the student’s writing skills emphasizing clarity, conciseness, and comprehensiveness of communication. Grammar, effective communication techniques, letter writing will be addressed in this course.</td>
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<tr>
<td>BM 301</td>
<td>Accounting Principles I</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This course will provide students with a basic accounting theory and procedures. The basic concept of assets, liabilities, owners’ equity, and revenue and expense accounts will be learned. Bank reconciliation will also be included in this course.</td>
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<tr>
<td>BM 302</td>
<td>Accounting Principles II</td>
<td>5</td>
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<tr>
<td></td>
<td>This course will address analysis of transactions, classification of accounts, journalizing and posting, preparation of worksheets and financial statements, end-of-period closing procedures, payroll expenses and liabilities. The material is presented in the context of a service business. <strong>Prerequisites: BA 301</strong></td>
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<tr>
<td>BM 310</td>
<td>Government Regulations &amp; Business Law</td>
<td>4</td>
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<td></td>
<td>This course will provide the student with a basic understanding of government regulations and the laws and judicial system from a business and corporate perspective. The course examines the regulations covering corporations and other forms of business ownership and organizations, licenses, taxes, landlord and tenant legal issues, contracts, business law concepts, business ethics, insurance, consumer protection, product liability, real property. Particular emphasis will be given to local, state and federal government regulations that businesses have to adhere to and/or can have an effect on business performance. Industry driven requirements will also be addressed as part of this course.</td>
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<tr>
<td>BM 350</td>
<td>Basic Economics</td>
<td>4</td>
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<tr>
<td></td>
<td>This course centers on providing the student with an understanding of the basic economic principles and concepts that can impact businesses and its management decision-making. The course will explain the basic economic concepts of supply and demand.</td>
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</tr>
<tr>
<td>BM 370</td>
<td>Financial Markets</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>This course provides that student with basic knowledge of the financial markets in the United States and how it affects businesses and its customers. The course will focus on the terminology used in financial markets and how primary indicators can be viewed. Basic investment strategies will also be provided in this course.</td>
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<tr>
<td>BM 401</td>
<td>Marketing &amp; Sales</td>
<td>6</td>
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<tr>
<td></td>
<td>This course is designed to present the role of marketing in business. There is an emphasis in on planning, advertising, and promotion, forecasting, utilization of external information, and the preparation of a marketing plan. Focus will be placed on understanding the marketing in a dynamic environment, consumer buying behavior, electronic commerce, pricing concepts and strategies, marketing channels and logistics, marketing research and integrated marketing communications. Sales techniques and strategies will be an essential part of the topics covered in this course.</td>
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<tr>
<td>BM 402</td>
<td>Entrepreneurship</td>
<td>6</td>
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<tr>
<td></td>
<td>This course presents entrepreneurship, or small business ownership, as an increasingly attractive option to people who are striving to find careers that are exciting to them and offer the potential for personal and financial success. This course focuses on the start-up of new ventures through the understanding of the implications of the venture, thoroughness of fact gathering, and the ability to logically devise a business plan based on the objectivity of the evidence or facts. Students will also determine how they personally measure up the most important attributes an entrepreneur must possess: perseverance; desire and willingness to take the initiative; competitiveness; self-reliance; and strong need to achieve.</td>
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<tr>
<td>BUS 2540</td>
<td>Principles of Human Resources</td>
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<tr>
<td></td>
<td>Students examine the traditional and contemporary concerns of personnel departments in business enterprises. Emphasis is placed on how organizations obtain, maintain, and retain their human resources. Topics include equal employment opportunities, staffing, training, and development.</td>
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</table>
CUL 1010 Introduction to Culinary Arts 5.0 Credit Hour
This course provides students with an introduction to the food service industry. This course covers the history of modern food service, mise en place, the organization of modern kitchens, and the use of tools and equipment in culinary settings. Students will be introduced to the proper preparation of stocks, sauces, soups, and the essentials of knife safety and knife cutting skills. Food safety and professionalism is an integral part of this course. Students will be required to complete an exam to receive Food Safety and Sanitation certification in this course.

CUL 1015 Culinary Foundations I 4.0 Credit Hour
This course introduces the hands-on techniques and procedures needed to create a variety of side dishes, sauces, and soups. This course provides a basic understanding of measurement, planning and organizing production, preliminary cooking and flavoring, and the handling of different foods. This course also includes handling and cooking vegetables. A basic understanding of potatoes, grains, pastas, and other starches are also included in this course.

CUL 1020 Culinary Foundations II 4.0 Credit Hours
This course provides students with techniques and principles to develop the necessary skills in the identification, butchery, and fabrication used in cooking of a variety of meat, poultry, and seafood products. Students will be introduced to the basic cooking methods such as roasting, baking, broiling, grilling, pan-broiling, sautéing, pan-frying, griddling, simmering and braising. Sausages and cured foods will also be included in this course.

CUL 1025 Latin Cuisine 4.0 Credit Hours
This course provides the student with the knowledge and traditional methods of producing Latin cuisines. This course provides an overview of Latin and South American essentials used to produce Hispanic cultured foods which have become so prevalent in Hispanic neighborhoods. This course will introduce students to the necessary ingredients and techniques used to create a variety of popular Latin cuisines.

CUL 1030 International Cuisine 4.0 Credit Hours
This course explores the common international ingredients used in the production of different foods from different cultures around the world. Students will be able to study food in the perspective of culture, geography, history, and the influences cuisines have had on one another. Students will be introduced to different cooking techniques that vary across the world, reflecting unique environmental, economic, and cultural traditions and trends.

CUL 1035 Food, Beverage, and Nutrition Management 4.0 Credit Hours
This course introduces the student to food and beverage production. Menu forms and functions, menu development, written recipes, measurement, converting recipes, food cost calculations, and controlling food costs is included in this course. Students will also be introduced to beverage technology, its process, and proper service. Nutritional analysis of menus and recipes and the sensory properties of food are also covered in this course.

CUL 1040 Food Service Operations and Wine 4.0 Credit Hours
This course is designed to introduce students to the real world of food service operations in which students make use of the skills that they have acquired throughout the program. Students will have an opportunity to work all stations both in the kitchen and dining room. Students will be exposed to table service techniques, tableside preparation, the importance of team service, guest satisfaction, and professionalism. Students will also be introduced to the fascinating world of wine and the laws regulating the usage of wine.

CUL 2045 Modern Cuisine 4.0 Credit Hours
This course introduces the evolution of cuisine from classical methods to modern methods. Students will be able to explore their sensory development and use their techniques to formulate their own flavor profile. This course also introduces students to different culinary trends such as using local ingredients, alternating diets by way of recipe design, and food preservation. Students will explore the modern fundamentals on plating presentations. Students will be introduced to today’s trendy Molecular gastronomy, vegetarian, and vegan cuisines.

CUL 2050 Intermediate Culinary Arts 3.5 Credit Hours
This intermediate level practice course is designed to provide students with a hands-on learning experience as an entry level of the culinary industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism as they work under the supervision of the instructor as a prep cook. Students will also have the opportunity to experience the front of the house service as a waiter’s assistant.
Upon completion of this culinary course, students have a broader understanding of the demands and expectations of the culinary industry while improving their skills in culinary arts.

**CUL 2060 Advanced Culinary Arts**  
3.5 Credit Hours  
This advanced level practice course is designed to provide students with a hands-on learning experience as a cook of the culinary industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism as they work under the supervision of the instructor. Students will have the opportunity to be the actual waiter in our restaurant setting. Upon completion of this culinary course, students have a broader understanding of the demands and expectations of the culinary industry while improving their skills in culinary arts.

**CIS 220 Introduction to Computers**  
3 Credit Hours  
This course provides students with an introduction to computers and computer literacy. Students will gain a basic understanding of word processing, spreadsheet and presentation applications through a hands-on approach.

**CIS 221 Introduction to the Internet**  
3 Credit Hours  
This course is designed so students can identify and learn how to use the Internet as a communication and research medium. Particular attention is given in this course to email communication, the use of Internet browsers and search engines that assist in finding information and services that can assist businesses achieve their goals.

**COM 2200 Interpersonal Communication**  
4.0 Credit Hours  
This course introduces the theory and practice of communication within an interpersonal context. Topics include self-disclosure and perception, effective listening, verbal and nonverbal messages, aspects of interpersonal relationships, managing relationship dynamics, factors affecting conflict and conflict resolution. Emphasis is placed on helping students interact more effectively in personal, professional, and community relationships through frequent, in-class practice and interaction.

**EKG 201/2201 Electrocardiography**  
3 Credit Hours  
This course introduces the student to the basic principles of the cardiovascular system including the anatomy and physiology of the heart, the cardiac cycle, the recording and measuring of the heart’s electrical conduction system, preparing the patient for an electrocardiogram, and cardiac electrophysiology. The student is also instructed in identifying a normal ECG versus an abnormal ECG.

**EMP 101 Career Development**  
3.5 Credit Hours  
This course is designed to provide the student career success skills. Topics include career planning and research, job searching, development of personal skills, networking, success habits and attitudes, successfully setting and achieving personal and career goals, refining interview and communication skills, people skills, and resume writing. Emphasis is placed on the development of a good work ethic and the process of finding and keeping employment after graduation. Students are instructed on performing their duties within established ethical practices.

**EMP 110 Workplace Communication**  
3 Credit Hours  
This course is designed to help students with verbal, non-verbal and written communications skills. Enhancing the student oral communication and presentation skills is an integral part of this course. Particular emphasis will be given in this course to resolving conflict or real world problems, and communicating unpopular, but necessary, information or decisions to others.

**ENG 1100 English Composition**  
4.0 Credit Hours  
This course focuses on analytic and argumentative writing. This course provides students with the opportunity to apply their grammar, spelling, and sentence structure skills to clearly delineate a thesis and support the thesis with coherent and convincing proof. Students will also learn to research different media resources to locate and organize information to support their writing.
HVA 101 Heating, Ventilation, Air Conditioning, and Refrigeration Fundamentals  4.0 Credit Hour
This course introduces the student to the importance safety measures and practices. The use of hand and power tools and other work materials, including measurements, are also covered in this course. Emphasis is given in this course to air conditioning and refrigeration welding, piping, tubing, flaring, and connection techniques. Students will receive EPA 608 Universal Technician certification instruction as part of this course.

HVA 102 HVACR Science  5.5 Credit Hour
This course introduces the student to the basic scientific knowledge and principles of HVAC. This course provides the basic understanding of the properties of matter, types of energy and their properties, temperature measurement and conversion, thermodynamics, pressure and vacuum and calibrations of meters and instruments. This course covers how to use, identify, and work with all types of refrigerants.

HVA 105 Refrigeration Systems and Components  5.0 Credit Hour
This course is designed to present the student with the principles of refrigeration systems and the refrigeration cycle. This course covers refrigerants, compressors, evaporators, condensers, metering and control devices. This course also provides the student with an introduction to the evaluation and application of refrigeration cycle in HVAC/R systems.

HVA 110 Refrigeration Practices  3.5 Credit Hour
This is a practical course designed to introduce the student to the different types of refrigeration systems, practices, servicing and refrigerant appliances, including PTAC systems as well as commercial and domestic air conditioning and refrigeration leak testing, refrigerant system evacuation, and refrigerant system charging.

HVA 115 HVAC/R Electrical Systems  4.5 Credit Hour
This course is designed to explore the sources and principles of electrical energy to understand basic electricity, alternating current, and electrical measuring with the use of testing instruments. Included in this course is hands-on practice with electrical components, electric motors, electrical diagrams, and control systems. The basic connections, diagnostics, and working with electrical devises and equipment as applied to HVAC/R systems is part of this course.

HVA 120 Air Conditioning Systems  5.5 Credit Hour
This course covers the fundamentals of indoor air quality (IAQ) as applied to residential air conditioning systems. This course also explores the various components of ventilation, dehumidification, and residential air conditioning, including basic connections, diagnostics, and working with different types of residential systems.

HVA 125 Advanced Air Conditioning  4.0 Credit Hour
This course provides the student with an understanding of bigger or package unit systems, including distribution and calibrations, installation, diagnostic, controls, typical operational conditions, and troubleshooting.

HVA 130 Heat Pump Systems  4.0 Credit Hour
This course provides students with a basic understanding of the principles and theory of heat pumps. Students will be introduced to electric heat, electric heat installation, and troubleshooting. Heat pump systems fundamentals, air-source heat pump applications, geothermal heat pumps, heat pump installation and troubleshooting heat-pump systems will also be covered in this course.

HVA 135 Commercial Air Conditioning  4.5 Credit Hour
This course encompasses the study of components, applications, and installation of commercial air conditioning systems with small and large capacities. Chilled water systems, water pump calibration and adjustments, hydronic heating systems, cooling towers and thermal storage systems will also be included in this course.

HVA 140 Commercial Refrigeration  4.5 Credit Hour
This course introduces practical application in the maintenance of commercial refrigeration: high, medium, and low temperature applications and ice machines. Understanding food preservation, restaurant and supermarket refrigeration systems, and troubleshooting these systems, is part of this course.

HVA 145 Troubleshooting, Maintenance, and Service Calls  3.5 Credit Hours
This practical, hands-on course attempts to apply learned skills and techniques for all types of troubleshooting, repairs, and service calls that an HVAC/R technician may be exposed to in the field, including, but not limited to, heating and cooling systems, and high, medium and low temperature refrigeration systems.

**HVA 150  System Design, Sizing, and Layout  5.5 Credit Hour**
This course provides basic understanding of the duct designs and zone control systems with emphasis on testing and balancing air systems and residential load calculations. The practice of constructing fiber glass duct systems is part of this course. Professionalism and preparing students for success in the HVAC/R field is part of the basic technical computer skills students will be introduced to in this course.

**MBC 2205 Health Care Insurance  4.0 Credit Hours**
This course teaches students how to complete forms for various types of medical health insurance. It familiarizes students with the history of health insurance in America, the importance of accurate coding and the completion of claims, and the terminology common to all insurance carriers.

**MBC 2230 Medical Billing & Collections  4.0 Credit Hours**
This course is designed to provide students with an understanding of the basic types of medical insurance programs available in today's health care system. It also acquaints students with billing formats using the universal claim form and provides the skills necessary to master the basic aspects of medical insurance billing. Current reimbursement methodologies and compliance will also be covered.

**MBC 2245 Coding Concepts  3.0 Credit Hours**
This course will be focused on the use of International Classification of Diseases (CM) classification system. This course introduces the student on how to code, classify, and identify patient diseases and procedures. This course is designed to teach basic concepts and coding principles. The student is introduced to Diagnosis Related Groups (DRGs) and their relationship to coding. This course describes the basic steps taken when coding from medical records.

**MBC 2250 Coding Systems  3.0 Credit Hours**
This course is designed to provide an overview of the coding systems and resources used to report inpatient and outpatient diagnoses, procedures, and services to health plans. Accurate coding is crucial to the successful operation of any health care facility or provider's office given that reported codes determine the amount of reimbursement received. The student will be provided ample opportunity to investigate coding resources in assigning codes for optimal reimbursement. The course also focuses on the impact of revisions to coding guidelines and payer requirements.

**MBC 2255 Procedural Coding  3.0 Credit Hours**
This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover medical terminology, anatomy and physiology, Modifiers, new code changes, updates, Medicare Part B, and HIPAA.

**MBC 2260 Hospital Billing  3.0 Credit Hours**
This course is designed to provide a comprehensive look at the world of hospital and facility coding and billing, based on an understanding of the entire process from patient intake through patient billing. All facets of the inpatient facility processes, including inpatient billing, completion of specific forms for reimbursement, and the revenue cycle for inpatient facilities will be covered.

**MBC 2265 Coding Practice  3.0 Credit Hours**
Students will be exposed to case studies that will put their coding knowledge and skills into practice by coding diagnoses and procedures from “real-world” medical records.

**MBM 1100 Modern Business Mathematics  4.0 Credit Hours**
Students explore applications of mathematics in economic and business contexts. Specific topics include functions and related business formulas, tables and graphs, and finance (including interest). The basic tools of quantitative analysis, emphasizing data presentation, measures of central tendency, and measures of variation and skewness, are
also covered. This course includes an introduction to basic theory of random variables, probability theory, sampling, and sampling distributions.

**MCA 305 Computers Applications**  
3.0 Credit Hours  
This course provides an introduction to basic computer skills and familiarizes the student with commonly used pharmacy management software. Included in this course are basic exercises in keyboarding, entering patient data, prescriptions and general information into a pharmacy computer system, labeling medications, internet searches, creating documents, and email use. This course includes practice in the use of pharmacy software as well as a review of the use of common office equipment. The importance of speed and accuracy in the usage of keyboards and the 10-keys numeric function keys are skills emphasized in this course.

**MEA 2910 Medical Assistant Externship**  
6.0 Credit Hours  
This course provides the student with an opportunity to put into practice all he/she has learned throughout the training by working as member of a health care team in the community. The externship will provide the student with the opportunity to experience and participate “hands-on” in the duties typical of a real work place setting. Successful completion of the externship is required for graduation. Emphasis is given to the transition from student to professional.

**MED 103/1100 Medical Terminology**  
4.0 Credit Hours  
This course provides an introduction to the appropriate use of medical terminology and abbreviations used in the medical field. This course provides instruction on the basic structure of medical words including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling, and the definition of medical terms are covered.

**MED 104 Anatomy and Physiology I**  
3.5 Credit Hours  
In this course students are introduced to basic anatomical terms and to the organization of the human body as a functioning whole with many interrelated and dependent systems. This course will provide the student with a review and appreciation of the structure and function of the human body.

**MED 2120 Medical Office Procedures**  
4.0 Credit Hours  
This course provides an overview of administrative tasks performed in a medical office. Students will apply knowledge to practical situations using skills gained from this course. Students will learn medical front office procedures such as patient scheduling, telephone techniques, written communication, handling patient accounts and records, insurance billing, medical office software and health information management.

**MED 2235 Human Disease & Pathology**  
4.0 Credit Hours  
This course is designed to provide the student with basic study of human diseases, disorders and their most common diagnosis encountered in each major body system. Students will learn about microbiology; etiology; signs and symptoms; diagnostic test; treatment of each disease used to confirm and rule out these diagnoses; assisting with medical specialties such as pediatrics; geriatrics; minor surgeries; and emergency procedures.

**MED 2240 Clinical Procedures**  
3.0 Credit Hours  
This course introduces students to the basic knowledge and skills needed to work with patients, physicians and medical personnel in clinical settings. This course covers, but is not limited to the following topics: patient assessment and education; nutrition; mental health; physical therapy rehabilitation; taking and documenting vital signs; infection control; preparing the exam room and patient for examinations; radiology; clinical laboratory procedures; pharmacology, administering medication; asepsis and sterilization.

**MED 2530 Legal and Ethical Healthcare Issues**  
4.0 Credit Hours  
Students study current legal and ethical issues applicable to the healthcare industry. They are introduced to health information and the health record as a legal document. Topics included are patient confidentiality and privacy, patient rights and release of information, informed consent, advance directives, compliance, fraud and abuse, HIPAA, and e-Health.
**MED 2550 Medical Office Management**  
4.0 Credit Hours  
This course is designed to instill both effective patient care and sound business practices in the medical facility. From the front office to financial management, this course addresses the interpersonal and administrative concerns students will face in the management of a medical office. This course is accompanied by realistic forms, letters, and procedural policies that help students be prepared for on-the-job success.

**MED 301 Basic Emergency Care**  
3.0 Credit Hours  
This course describes the general rules of emergency care. The student learns to identify signs of cardiac arrest, obstructed airway, and the common causes for fainting. A description of the signs, symptoms and emergency care for hemorrhage, seizure, burns and stroke are provided. Basic life support procedures are discussed and practiced. This course will provide the student with CPR certification for health care providers. Students must be able to recognize and practice safety and security procedures.

**PBA 1010 Pastry and Baking Fundamentals**  
5.0 Credit Hour  
This course provides students with an understanding of the following: identification and discussion of the essential ingredient groups such as sugar, dairy, fruit and flours; weights and measures; culinary math; sanitation; and equipment. Students will experience the importance of accurate weighing and measurement of baking ingredients, identify standardized recipes, and explain factors that affect recipe/formula conversions. In addition, students will also cost out recipes and understand formulae. Students will be introduced to making quickbreads. Food and safety management will be included in this course.

**PBA 1012 Classic Pastry**  
4.0 Credit Hour  
This course is designed to provide the student with a fundamental understanding of the classification of pastry dough, producing puff pastry (pâte feuilletée), éclair paste (pâte à choux), meringue, and phyllo dough, pies and cookies. Students experience how to prepare classic pastry items in a hands-on teaching method that promotes for them to recognize and correct faults.

**PBA 1013 Latin and International Pastry**  
4.0 Credit Hours  
This course provides the student with the knowledge and traditional methods of producing pastry, including the difference between cake, pie and tarts. This course introduces the student to a variety of popular Latin desserts. This course provides an overview of Latin and South American pastries and desserts which have become so prevalent in Hispanic neighborhoods. International and European pastries are also an integral part of this course.

**PBA 1015 Baking Principles**  
4.0 Credit Hours  
This course provides the student with an introduction to the skills and techniques of lean bread production. The course will cover products such as yeasted breads, rolls and challah. The student will be introduced to properties and characteristics of ingredients, the baker’s percentage system and scaling methods, as well as proper mixing techniques, controlled fermentation, hand shaping skills, and baking methodology.

**PBA 1016 Artisan Bread Baking and Viennoiserie**  
4.0 Credit Hours  
This course introduces students to the skills and techniques of artisan bread production that includes sour dough starter, natural leavened breads, croissants, danish, decorative breads, and flat breads. Students will apply the baker’s percentage system, scaling ingredients, mixing techniques, proofing, hand shaping skills, and baking methodology. Students will differentiate between yeast and chemical leavening agents.

**PBA 1020 Custards, Puddings, Mousses, and Soufflés**  
4.0 Credit Hours  
This course is designed to provide the student with a fundamental understanding of the stages of sugar cooking and the processes and procedures for preparing simple syrup, dessert syrup, custards, puddings, bavarians, and mousses. Students will recognize and correct faults when making egg based desserts and will review the procedures of bavarian cream, pastry cream and soufflés. This course also covers the differences between baked and cooked custards.

**PBA 1025 Frozen and Plated Desserts**  
4.0 Credit Hours  
Students will compare and contrast different types of ice creams, describe the process for making sorbets, identify the different ingredients used in ices, ice creams, and sorbets. The churning method for making ice creams, sorbets,
and frozen desserts is also covered in this course. Students will also identify the importance of maintaining the
temperature of the equipment, room, and ingredients. The essential of dessert presentation with ideas for creating
attractive plated desserts is an integral part of this course.

**PBA 1035 Cake Assembling and Decorating** 4.0 Credit Hours
Students will be introduced to a variety of techniques that will allow them to cut, fill, ice, assemble, and decorate a
cake. Students will learn how to make butter creams and royal icing and be shown some of today’s popular
trending cake decorations.

**PBA 1040 Specialty Cakes** 4.0 Credit Hours
In this course students will use fundamental skills of assembling sponges, mousses, and butter creams to create a
variety of European style cakes, Swiss rolls, small cakes, Charlottes, opera cakes, and petit fours. Students will
learn about the different categories of small cakes and create some attractive and delightful desserts.

**PBA 1050 Wedding and Special Event Cakes** 4.0 Credit Hours
In this course students will incorporate techniques and skills learned in prior courses to construct a three tier
wedding cake, baby shower, and birthday cake. Students will be introduced to popular decorating and piping skills
to create rolled fondant covered cakes, bows, drapes, frills and gum paste flowers.

**PBA 2010 Intermediate Pastry and Baking Arts** 3.5 Credit Hours
This intermediate level practice course is designed to provide students with a hands-on learning experience of the
baking and pastry industry. Students apply theoretical knowledge of baking and pastry arts, demonstrate practical
skills of production, and practice professionalism as they work under the supervision of the instructor. Upon
completion of this baking and pastry course, students have a broader understanding of the demands and
expectations of the baking and pastry industry while improving their skills in baking and pastry arts. In this course
partial emphasis is given to the history of chocolate, how it is produced, the importance of tempering and molding.

**PBA 2020 Advanced Pastry and Baking Arts** 3.5 Credit Hours
This advanced level practice course is designed to provide students with a hands-on learning experience of the
baking and pastry industry. Students apply theoretical knowledge of baking and pastry arts, demonstrate practical
skills of production, and practice professionalism as they work under the supervision of the instructor. Upon
completion of this baking and pastry course, students have a broader understanding of the demands and
expectations of the baking and pastry industry while improving their skills in baking and pastry arts. In this course
partial emphasis is given to the fascinating world of sugar art. Students are provided the techniques needed to make
poured, pulled, and blown sugar, to create unique and attractive show pieces for buffets including pastillage and
nougatine decorations.

**PHL 201/2301 Phlebotomy & Hematology** 3.0 Credit Hours
This course is designed to provide the student with the theory and practical skills necessary for preparation, collection,
and processing biological specimens for laboratory testing. This course also covers the study of blood and blood
diseases. Working as a phlebotomist in a variety of healthcare settings is discussed in this course.

**PHA 2330 Pharmacology** 4.0 Credit Hours
This course uses a systems approach to give the student the opportunity to learn the use and effects of major
classification drugs commonly used to treat conditions and diseases affecting the following systems of the body:
endocrine, nervous, respiratory, visual, auditory, gastrointestinal, urinary, cardiovascular, and reproductive.

**PHA 250 Pharmacy Practice** 3.5 Credit Hours
This course is designed to provide the student with a basic understanding in how a pharmacy operates and
introduces the students to the practice of pharmacy in different types of care delivery areas, including inpatient
care, ambulatory care, home care, etc. This course will also include basic knowledge of procedures and skills
utilized in hospital pharmacies and retail pharmacies.
**PHA 255 Serving Patients & Communication**  
3.5 Credit Hours  
This course will provide the student with particular emphasis on how services are provided to customers and patients. Topics covered will include the pharmaceutical services provided to special populations such as pediatric, neonatal and aging patients. In addition, this course will increase the student’s awareness of the importance of basic communication skills and processes, including those common elements that surface in specific settings where people communicate.

**PHA 275 Non-Prescription Drugs & Treatments**  
3.5 Credit Hours  
This course will allow the student to become familiar with the most common types of over-the-counter medications and skin care products, the conditions they treat, and the important considerations consumers should think before buying and using these OTC medications. This course explores nontraditional therapies and provides an in-depth review of herbal remedies.

**PHA 320 Drug Classifications**  
4.0 Credit Hours  
This course will provide the student with a review of the classification of drugs used to categorize drugs. The student will also become familiar with the most commonly prescribed drugs in each category and will obtain knowledge about the basic pharmacology, drug classification, generic and trade names, uses, adverse effects and drug interactions.

**PHA 325 Pharmaceutical Calculations**  
3.5 Credit Hours  
This course covers basic math skills and introduces the student to the different measurement systems. The course will also cover the different factors (patient’s age, weight, etc), formulas, and mathematical tables of conversions for calculating the correct dosage of medication to be administered.

**PHA 330 Pharmacology I**  
4.0 Credit Hours  
This course uses a systems approach to give the student the opportunity to learn the use and effects of major classification drugs commonly used to treat conditions and diseases affecting the following systems of the body: endocrine, nervous, respiratory and visual and auditory.

**PHA 340 Pharmacology II**  
4.0 Credit Hours  
This course uses a systems approach to give the student the opportunity to learn the use and effects of major classification drugs commonly used to treat conditions and diseases affecting the following systems of the body: gastrointestinal, urinary, cardiovascular, and reproductive.

**PHA 390 Pharmacy Laboratory Procedure**  
3.0 Credit Hours  
This course provides the student with the opportunity for practical application of knowledge and skills needed for the pharmacy technician including reading and filling prescriptions, compounding drugs to be administered by various routes, and packaging and storage requirements.

**PHA 400 Pharmacy Technician Externship**  
6.0 Credit Hours  
The student is placed in a pharmaceutical facility and provided with actual hands-on experience where there is an opportunity to observe, assist, learn and perform the duties of a pharmacy technician. The student must complete the assigned hours for this externship course. Emphasis is given to the transition from student to professional.

**PSY 1000 Introduction to Psychology**  
4.0 Credit Hours  
Students learn theories and concepts of behavior, perception, and personality. Topics include biological, physiological, and cognitive processes, learning and motivation, emotion, lifespan development, social behavior, and applied psychology.

**PSY 1050 Strategies for Success**  
4.0 Credit Hours  
This course is designed to provide the student career success skills. Topics include career planning and research, job searching, development of personal skills, networking, success habits and attitudes, successfully setting and achieving personal and career goals, refining interview and communication skills, people skills, and resume writing. Emphasis is placed on the development of a good work ethic and the process of finding and keeping employment after graduation. Students are instructed on performing their duties within established ethical practices.
SCHOOL CALENDAR

Class Schedule
Florida Education Institute is in session throughout the year, except for those holidays and breaks listed below.

Office Hours
School offices are open from 9:00 a.m. to 8:00 p.m. Monday through Thursday and Fridays from 9:00a.m. to 4:00p.m.

### 2017 School Holidays and Breaks

<table>
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<tr>
<th>Date</th>
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<tr>
<td>Monday, January 16</td>
<td>Birthday of Martin Luther King, Jr.</td>
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<td>Monday, February 20</td>
<td>President’s Day</td>
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<tr>
<td>Thursday, April 13 – April 16</td>
<td>Spring Break</td>
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<td>Monday, May 29</td>
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<td>Tuesday, July 4</td>
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<td>Monday, September 4</td>
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<td>Saturday, November 11</td>
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<td>Thursday, November 23</td>
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<td>Friday, December 22, 2017 to Monday, January 7, 2018</td>
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### 2018 School Holidays and Breaks

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<td>Friday, December 21, 2018 to Sunday, January 6, 2019</td>
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<td>Start Dates</td>
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**2017 – 2018 PROGRAM START DATES**

MEDICAL ASSISTANT
HVAC/R
PHARMANCY TECHNICIAN
CULINARY ARTS (CA)
PASTRY & BAKING ARTS (PBA)
MEDICAL ASSISTANT
MEDICAL BILLING & CODING

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FACULTY LISTING (Full Time)

Eblis Aguilera Diaz, CPHT
Instructor (Full Time)
Master’s in Natural and Bioenergetics Medicine
Higher Institute of Medical Science, Cuba
Bachelor in Pharmaceutical Science
University of Oriente, Cuba

Rina Sarlabous, CPT
Instructor (Full Time)
Master in Bioenergetics and Natural medicine,
Medical University of Santiago de Cuba
Bachelors in Pharmaceutical Science,
University of Oriente, Cuba

Dolores Alvarez, LPN
Instructor (Full Time)
Diaman Regional Nursing

Heidi Capetillo, RN
Instructor (Full Time)
Registered Nurse
Polytechnic of Health Mario and Munroy Medicine, Instituto Superior de Ciencias, Cuba

Odila Ferret, RN
Instructor (Full Time)
Registered Nurse
Nursing Associates Degree
Miami Dade College

Justina Rojas , RN, BSN
Instructor (Full Time)
Bachelor of Science Degree in Nursing
Miami Dade College

Vicente Manuel, CPC
M.D, Universidad Autónomo de Guadalajara México
Certified Professional Medical Billing and Coder Specialist

Ramon Valenti
Instructor (Full Time)
Bachelors in Business Administration
Florida International University

Philippe Boutemy, CEC
Instructor (Full Time)
Vocational Aptitude Certificate in Culinary Arts,
CAP, Chambre de Commerce Paris, France
Vocational Studies Certificate in Culinary Arts,
BEP, Chambre de Commerce Paris, France
Certified Executive Chef, CEC, American Culinary Federation

Rassiel Gomez, CEC
Instructor (Full Time)
Bachelors in Food Science, University of Havana
Certified Executive Chef, CEC, American Culinary Federation

Jose Mungarrieta
Instructor (Full Time)
Associate in Science Le Cordon Bleu Culinary Arts

Amalia Andara
Instructor (Full Time)
Patisserie and Baking Diploma
Le Cordon Bleu College of Culinary Arts

Cole Kraft
Instructor (Full Time), CEC
B.S Culinary Arts
Johnson & Wales University, Florida

Elena Fowler, CPC
Instructor (Full Time)
Medical Billing & Coding
Everest University
Jenine M. Camejo  
Instructor (Part Time)  
Master of Science in Counselor Education  
Florida International University

Heriberto Valiente  
Instructor (Part Time)  
Bachelor of Arts in English,  
University of Miami

Yitsy Rodriguez, CPC  
Instructor (Part Time)  
Major in Compliance  
University of Miami  
Certified Professional Coder

Ocilia, Regueira, RN  
Instructor (Part Time)  
Associates of Science in Nursing  
Miami Dade College

Marcelo Torres, CPC,CPC-P,CCS  
Instructor (Part Time)  
Degree of Doctor of medicine, FMG  
Certified Professional Coder (AAPC)  
Catholic University of Santiago de Guayaquil

Cira Portela, CPC  
Instructor (Part Time)  
Certified Professional Coder (AAPC)  
Medical Billing and Coding

Juana Julia Gonzalez  
Instructor (Part Time)  
Medical Billing and Coding

Gladys Jarquin  
Instructor (Part Time)  
Associates Degree in Nursing  
Miami Dade College  
Diploma – Medical Assistant  
National School of Technology

Katia Velazquez, CPHT  
Instructor (Full Time)  
Certified Pharmacy Technician  
Bachelor in Pharmaceutical Science  
University of Oriente, Cuba

Louise Murillo  
Instructor (Part Time)  
Hotel Chefs Certificate  
Bournemouth Poole College of Further Education

Santiago Martinez  
Instructor (Part-Time)  
Bachelors in Economics  
Florida International University

Alejandrina Acevedo, RN  
Instructor (Part Time)  
Master in HealthCare Management  
St. Thomas University

Myrian Herlle- Vidal  
Instructor (Part Time)  
Master in Higher Education Administration  
Florida International University

Richard Hamilton  
Instructor (Part Time)  
ARPEC Education Center – Union Degree  
CFC Certification  
HCFC Certification

Rodolfo Consuegra  
Heating, Air Conditioning, Ventilation and  
Refrigeration Instructor (Part Time)  
EPA and R-410 A Certified  
Politécnico de Miami

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Instructor (Part Time)  
Certified Executive Pastry Chef  
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Student’s Commitment to Success

Educational Goals:

Career Goals:

Success Skills:

Family and Friends:

My Personal Commitment to my Education:

Notes