



CATALOG 2019-20

VOLUME II

**5818 SW 8th Street
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www.fei.edu



FEI

FLORIDA EDUCATION INSTITUTE



“Education for a Better Tomorrow”

This catalog states the current curriculum and requirements of Florida Education Institute (hereinafter referred to as FEI). It may be periodically updated, reflecting changes that allow FEI to fulfill its mission and objectives. FEI reserves the right to modify and/or change without prior notice any provisions, program content, offerings, requirements, curriculum, or any other component of its academic programs at any time within the students' program of study. FEI also reserves the right to make changes in administration, faculty, tuition and fees, or any other school policy or activity without prior notice.

In order to continually provide current information, this catalog may be amended by inserts identified as "Addendum to Catalog." Such addenda are intended and are to be regarded as an integral part of this catalog.

This catalog is effective July 1, 2019

**2019-20
VOLUME II**

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AVISO PARA ESTUDIANTES DE HABLA HISPANA

Estudiantes que tengan dificultad entendiendo este catálogo por razones del idioma, pueden contactar a la escuela y pedir asistencia en Español o obtener la traducción necesaria.

BOARD OF DIRECTORS

Ramon Valenti	President
Barbara I. Valenti	Vice-President
Santiago Martinez	Treasurer

ADMINISTRATION

Ramon Valenti	Campus Director
Maria Alas	Assistant Campus Director
Pedro Valdes	Director of Culinary Education
Lidis Camacho	Director of Financial Aid
Cary Hidalgo	Director of Graduate Placement
Ramon Valenti IV	Director of Physical Facilities
Barbara I. Valenti	Business Office Manager

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 quality career education that is “student-centered” and prepares our students for new career opportunities. We offer students a fun, active, and motivating learning environment. Our curriculum is to be “employer-driven” 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 the institution, its employees, and 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 in writing 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. Active students who believe they are in need of accommodations must self-disclose them in writing by sending an email to the Campus Director via email to services@fei.edu. Prospective students in need of accommodations must self-disclose them in writing to their Admissions Advisors during the admissions interview and by sending their requests to services@fei.edu. Documentation related to students' disabilities presented to the Campus Director will remain confidential.

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 via email to services@fei.edu 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 in writing.

Florida Education Institute is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty of accommodation and specific instructions
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 “Campus Director” or “Academic Coordinator” is one and the same. The Academic Coordinator reports to Campus Director and is responsible for assuring quality education and student satisfaction.

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-forceable 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:

- www.ed.gov/policy/gen/guid/fpcos/index.html

This policy may also be found in FEI's website at 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.

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.

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

Admissions to Florida Education Institute (FEI) requires that applicants complete the following prior to the student's start date:

- Interview with an Admissions Advisor.
- Students must be beyond the age of compulsory education (age 16) in the State of Florida.
- Provide a valid driver's license, state ID with photo, or valid passport with Application for Admissions.
- Provide proof of high school graduation or General Educational Development (GED). The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma in the United States. The applicant must provide documentation of graduation from a high school in the form of a valid high school diploma, GED certificate, or an official high school or GED transcript showing graduation date from a high school in the United States.

Documentation of proof of completion of secondary education from a foreign country must be evaluated as the equivalent of a high school diploma in the United States within four weeks of the student beginning classes or the student will be dismissed. If any applicable official academic records have not been prepared in English, a complete and official translation is also required. FEI will only accept credential evaluations completed by a credential evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES).

- ATB Option for Students (Grandfathered Students): Applicants without a high school diploma or its recognized equivalent, who were enrolled in an eligible program at a Title IV institution prior to July 1, 2012, are eligible for Title IV aid under the previous ATB alternatives. FEI accepts these grandfathered students, but FEI will require documentation for a student to continue to establish Title IV eligibility in any eligible program under one of the previous ATB alternatives. Such documentation could include documentation from the National Student Loan Data System (NSLDS) that shows a student's prior receipt of Title IV funds and, a transcript that demonstrates enrollment in an eligible program. (ATB is NOT applicable for the Medical Office Administrator A.A.S. program.)
- A signed FEI Enrollment Agreement.

ADMISSION POLICIES AND PROCEDURES

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

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. FEI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, FEI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students

who are discovered to have misrepresented their criminal conviction history to FEI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. FEI reserves the right to conduct criminal background checks on applicants and students in circumstances where it is deemed appropriate by the school.

Admissions Interview

The admissions interview with an Admissions Advisor is to evaluate the applicant's qualifications and aptitude to pursue a career in any of the programs we offer. Information about FEI's career education programs and admissions policies should also be provided during the admissions interview. 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.

Enrollment Agreement

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.

Acceptance

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. Completion of minimum Admissions requirements may not guarantee admittance into a program.

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 student's 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.

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 five (5) days of attendance of the program, which is the Add/Drop period, will not be charged tuition for those course(s) or the program of study, and will be given an Add/Drop status. Students will be charged tuition as described in the enrollment agreement for any courses taken prior to withdrawing from school after the first five (5) days of attendance of the program. The Add/Drop period may be extended when appealed by student and approved by School.

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:

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

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:

Grade	
A	4 Credit Hours x 4.00 Grade Points = 16.0
C	2 Credit Hours x 2.00 Grade Points = <u>4.0</u>
Total	6
	20.0
	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

The instructor will assess the student work outside of class. Such student work assignment outside of class will be evaluated, graded, and weighted appropriately in the determination of the final course grade by the instructor for each course.

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 and students may be put on notice that could lead to termination of program for poor academic performance. Students 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.

Any failing course grade must be completed prior to graduation and student will be put on notice that could lead to termination of program for poor academic performance. 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.

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. Students are encouraged to work with their instructor on minor punctuality issues that the instructor feels will not adversely affect the education being provided to student.

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 (i.e., medical, legal, military, etc.) is to be included in the student's application for a 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 misrepresent 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.

Federal penalties for drug trafficking may be found at www.justice.gov/dea/druginfo/ftp3.shtml.

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.

	<u>Possession of Illegal Drugs</u>	<u>Sale of Illegal Drugs</u>
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite Period
3rd + Offense	Indefinite Period	Indefinite Period

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.

Please see the Frequently Asked Questions (FAQ) Sheet from the U.S. Department of Education's Office of National Control Policy for more information at www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf.

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.

Drug	Health Risks
Narcotics (e.g., heroin, oxycodone, morphine)	Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death
Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine)	High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol)	Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea,

	low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP)	Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants	Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana	Unknown Moderate Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

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

<http://baptisthealth.net/en/facilities/south-miami-hospital/addiction-treatment-recovery-center/pages/default.aspx>

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/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.

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 it 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 is 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

Florida Education Institute has private loans and educational financing programs available for students. To be eligible students must maintain continuous and uninterrupted full-time enrollment. Students approved for these types of loans 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.

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill

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.

Refund Policy for Programs Obligating Students for Periods Beyond Twelve (12) Months

- a. Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.
- b. The calculation of the refund for the unused portion of the first 12 months is based on sections 1) through 5) above.
- c. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on sections 1) through 5) above.

Refunds, when due, are made without requiring a request from the student.

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 approved 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)

Current Tuition and Fees

Tuition – Medical Assistant	\$16,525
Tuition – Pharmacy Technician	\$16,525
Tuition – Medical Billing and Coding	\$16,325
Tuition – Culinary Arts	\$15,950
Tuition – Pastry and Baking Arts	\$15,950
Tuition – Business Management	\$16,325
Tuition – Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)	\$15,925
Tuition – Medical Office Administrator (AAS)	\$26,125
Registration Fee (each program)	\$ 100
Technology Fee (each program, except the MOA program which is \$500)	\$ 250
Uniform Fee (MA, MBC, PHT, BM, HVACR, and MOA programs)	\$ 50
Uniform Fee (CA and PBA programs)	\$ 75
Re-entry Fee	\$ 150
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.

Books and Supplies Fee (MA, and PHT)	\$ 400
Books and Supplies Fee (MBC)	\$ 600
Books and Supplies Fee (CA and PBA)	\$ 500
Books and Supplies Fee (HVAC/R)	\$ 500
Books and Supplies Fee (Business Management)	\$ 600
Books and Supplies Fee (MOA)	\$ 1,200

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 set of uniform for school attendance. Additional sets can be purchased by contacting the Career Services Office.

Materials/Kit Fee

Only hospitality (Culinary Arts and Pastry and Baking Arts) and HVAC/R program students are provided with kits.

Materials/Kit Fee (CA and PBA programs)	\$ 450
Materials/Kit Fee (HVAC/R)	\$ 500

Technology Fee

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, www.fei.edu/consumer-information/

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, 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.

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.

PROGRAM EMPLOYMENT AND CAREER OPPORTUNITIES

MEDICAL ASSISTANT EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Physician's Offices</i>	<i>Hospitals</i>
<i>Offices of Health Practitioners</i>	<i>Outpatient Care Centers</i>
<i>Rehabilitation Centers</i>	<i>Medical & Diagnostic Laboratories</i>
<i>Nursing Care Facilities</i>	<i>Private & Public Healthcare Facilities</i>
<i>Home Health Agencies</i>	<i>Clinics</i>

PHARMACY TECHNICIAN EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Retail Pharmacies</i>	<i>Hospitals</i>
<i>Franchised Pharmacies</i>	<i>Home health agencies</i>
<i>Pharmaceutical Facilities</i>	

MEDICAL BILLING AND CODING EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Hospitals</i>	<i>Coding Specialist Self-Employment</i>
<i>Clinics</i>	<i>Medical Insurance & Billing Companies</i>
<i>Physician's Offices</i>	<i>Outpatient Care Centers</i>
<i>Nursing Care Facilities</i>	<i>Nursing Care Facilities</i>

MEDICAL OFFICE ADMINISTRATOR (A.A.S.) EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Physician's Offices</i>	<i>Hospitals</i>
<i>Clinics</i>	<i>Outpatient Care Centers</i>
<i>Offices of Health Practitioners</i>	<i>Medical & Diagnostic Laboratories</i>
<i>Rehabilitation Centers</i>	<i>Private & Public Healthcare Facilities</i>
<i>Nursing Care Facilities</i>	

CULINARY ARTS EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Restaurants</i>	<i>Hotels</i>	<i>Catering</i>	<i>Self-Employment</i>
<i>Cruise Industry</i>	<i>Food Service Industry</i>	<i>Banquet Halls</i>	<i>Food Truck Owner</i>

PASTRY AND BAKING ARTS EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Bakeries</i>	<i>Restaurants</i>	<i>Hotels</i>	<i>Catering</i>
<i>Self-Employment</i>	<i>Food Service Industry</i>	<i>Banquet</i>	

HVAC/R EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Air Conditioning and Refrigeration Companies</i>	<i>Hospitals</i>
<i>Hotels</i>	<i>Commercial Office Buildings</i>
<i>Residential Buildings</i>	<i>Mechanical Contractors</i>
<i>Government Buildings</i>	<i>Schools</i>
<i>Maintenance Departments/Companies</i>	<i>Self-Employed</i>

BUSINESS MANAGEMENT EMPLOYMENT AND CAREER OPPORTUNITIES

<i>Manager</i>	<i>Sales Representative</i>
<i>Supervisor</i>	<i>Account Executive</i>
<i>Marketing Representative</i>	<i>Entrepreneur</i>
<i>Business Owner</i>	



BUSINESS MANAGEMENT

54 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.**

PROGRAM OBJECTIVES

- ✓ To prepare students for business career opportunities in a variety of entry-level positions such as managers, supervisors, and marketing, and sales.
- ✓ How to be a business owner and entrepreneurship skills.
- ✓ Fundamentals of human resources and human nature.
- ✓ Fundamentals of marketing and sales.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
BM 101	Principles of Business	48	4
BM 201	Human Resources Management	48	4
BM 301	Accounting Principles	48	3
BM 210	Marketing & Sales	48	3
BM 105	Entrepreneurship	48	4
BM 202	Management & Leadership	48	4
BM 310	Government Regulations & Business Law	48	4
BM 370	Financial Markets	48	4
BM 410	Digital Marketing	48	3
BM 415	Professional Sales	48	4
BM 420	Selling Skills and Techniques	48	3
BM 305	Computer Applications	48	3
BM 110	Small Business Management	48	4
BM 560	Human Relations	48	4
BM 520	Business Communication	48	3



CULINARY ARTS

49 Credits/720 Clock Hours

This program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a variety of food service industry work settings. The program emphasizes safety, sanitation, mise en place, knife skills, understanding ingredients, flavors, basic cooking methods, preparation of stocks and sauces, exposure to different cultures and cuisines, kitchen station organization, teamwork, communication skills, and plate presentation. Students learn through a combination of lecture, demonstration, and practice in kitchen labs. Students in this program can also gain valuable practical experience by producing for the school's full-service restaurant and being responsible for its contemporary cuisine preparation and production, including beverage services. This program also includes baking and pastry and front-of-the-house guest services. This program promotes professionalism and is designed with employability in mind.

Program Length: 36 Weeks

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work in the Culinary industry.
- ✓ Provide theory and practice instruction in classic fundamental cooking techniques.
- ✓ Introduce the student to contemporary, international, and Latin cuisine.
- ✓ Provide the student an overall introduction to the food service industry.
- ✓ Have students identify, develop and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
CUL 1011	Professional Culinary Techniques	60	4.5
CUL 1016	Culinary Foundations	60	4.5
PBA 1010	Pastry and Baking Fundamentals	60	4.5
CUL 1021	Essential Cooking Methods	60	4.5
CUL 1025	Latin Cuisine	60	4.0
CUL 1030	International Cuisine	60	4.0
CUL 1032	Garde Manger	60	4.5
CUL 1035	Food, Beverage, and Wine Services	60	4.5
CUL 1041	Culinary Techniques and Flavoring	60	4.0
CUL 2045	Modern Cuisine	60	4.0
CUL 2050	Professional Cooking	60	4.0
CUL 3000	Culinary Arts Externship	60	2.0



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**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work as an Air Conditioning and Refrigeration Technician or Assistant.
- ✓ Understand troubleshooting, maintenance and being service oriented.
- ✓ Prepare students to work with residential and commercial air conditioning as well as refrigeration systems.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
HVA 101	HVAC/R Technology	60	4.0
HVA 102	HVAC/R Science	60	5.5
HVA 105	Refrigeration Systems and Components	60	5.0
HVA 110	Refrigeration Practices	60	3.5
HVA 115	HVAC/R Electrical Systems	60	4.5
HVA 120	Air Conditioning Systems	60	5.5
HVA 125	Air Conditioning Technician	60	4.0
HVA 130	Heat Pump Systems	60	4.0
HVA 135	Commercial Air Conditioning	60	4.5
HVA 140	Commercial Refrigeration	60	4.5
HVA 145	Troubleshooting, Maintenance, and Service Calls	60	3.5
HVA 150	System Design, Sizing, and Layout	60	5.5



MEDICAL ASSISTANT

48 Credits/756 Clock Hours

This program is designed to teach students the skills necessary for entry-level employment in a medical facility or physician's practice. Students receive instruction in 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.**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level employment as a medical assistant or member of health care team in a medical facility or physician's office.
- ✓ Instruct students on how to perform as a multi-skilled medical assistant.
- ✓ Prepare students to perform administrative and clinical medical assistant duties.
- ✓ Prepare student to work with electronic medical records.
- ✓ Provide students with an understanding of phlebotomy and electrocardiography.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

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



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.**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level employment as a medical biller or coder and/or member of health care team in a medical facility or physician's office.
- ✓ Provide instruction in anatomy and physiology and medical terminology.
- ✓ Interpret medical documentation as it relates to the major structures, functions, and pathologies of body systems.
- ✓ Assigning ICD-10-CM/PCS, CPT, and HCPCS codes for diagnoses, procedures, and medical services as part of the insurance reimbursement process.
- ✓ Provide knowledge of CPT-4, ICD-10, HCPCS, including coding assignments and reporting guidelines.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
PSY 1050	Strategies for Success	48	4.0
MED 1100	Medical Terminology	48	4.0
ANP 2101	Anatomy & Physiology I	48	3.0
ANP 2102	Anatomy & Physiology II	48	3.0
MBC 2205	Health Care Insurance	48	4.0
MCA 2305	Computer Applications	48	3.0
MBC 2230	Medical Billing & Collections	48	4.0
MED 2235	Human Disease & Pathology	48	4.0
MED 2120	Medical Office Procedures	48	4.0
MED 2240	Clinical Procedures	48	3.0
MBC 2245	Coding Concepts	48	3.0
MBC 2250	Coding Systems	48	3.0
MBC 2255	Procedural Coding	48	3.0
MBC 2260	Hospital Billing	48	3.0
MBC 2265	Coding Practice	48	3.0



MEDICAL OFFICE ADMINISTRATOR

Associate of Applied Science (A.A.S.)

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.**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level employment as a medical office administrator or member of health care team in a medical facility or physician's office.
- ✓ Instruct students on how to perform as a multi-skilled medical assistant.
- ✓ Prepare students to perform administrative and clinical medical assistant duties.
- ✓ Provide students with an understanding of phlebotomy and electrocardiography.
- ✓ Prepare students for entry-level employment as a medical biller or coder and/or member of health care team in a medical facility or physician's office.
- ✓ Provide instruction in anatomy and physiology and medical terminology.
- ✓ Interpret medical documentation as it relates to the major structures, functions, and pathologies of body systems.
- ✓ Assigning ICD-10-CM/PCS, CPT, and HCPCS codes for diagnoses, procedures, and medical services as part of the insurance reimbursement process.
- ✓ Provide knowledge of CPT-4, ICD-10, HCPCS, including coding assignments and reporting guidelines.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE CODE	DESCRIPTION	CREDIT HOURS	COURSE CODE	DESCRIPTION	CREDIT HOURS
PSY 1000	Introduction to Psychology	4.0	EKG 2201	Electrocardiography	3.0
MBM 1100	Modern Business Mathematics	4.0	PHL 2301	Phlebotomy & Hematology	3.0
PSY 1050	Strategies for Success	4.0	MBC 2245	Coding Concepts	3.0
MED 1100	Medical Terminology	4.0	MBC 2250	Coding Systems	3.0
ENG 1100	English Composition	4.0	MBC 2255	Procedural Coding	3.0
ANP 2101	Anatomy & Physiology I	3.0	MBC 2260	Hospital Billing	3.0
ANP 2102	Anatomy & Physiology II	3.0	MBC 2265	Coding Practice	3.0
MBC 2205	Health Care Insurance	4.0	PHA 2330	Pharmacology	4.0
MCA 2305	Computer Applications	3.0	MED 2530	Legal and Ethical Healthcare Issues	4.0
MBC 2230	Medical Billing & Collections	4.0	BUS 2540	Principles of Human Resources	4.0
MED 2235	Human Disease & Pathology	4.0	MED 2550	Medical Office Management	4.0
MED 2120	Medical Office Procedures	4.0	EXT 2910	Medical Assistant Externship	6.0
MED 2240	Clinical Procedures	3.0			



PASTRY AND BAKING ARTS

48 Credits/720 Clock Hours

This program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a variety of food service industry work settings. This program emphasizes safety, sanitation, knife skills, the understanding of weights and measures, ingredients, baking methods, and the development of basic skills. Students learn through a combination of lecture, demonstration, and practice in kitchen labs. Students will also learn, product identification, how to make 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 classic principles and techniques. Students in this program also gain valuable practical experience by producing for the school's full-service restaurant and preparing and producing its breads, pastries, and desserts. This program also includes front-of-the-house guest services. This program promotes professionalism and is designed with employability in mind. **Program Length: 36 weeks**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work in the Pastry and Baking industry.
- ✓ Provide theory and practice instruction in fundamental pastry and baking techniques.
- ✓ Introduce the student to pastries, baking, cakes, desserts and decorating.
- ✓ Provide the student an overall introduction to the Pastry and Baking industry.
- ✓ Have students identify, develop and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
PBA 1010	Pastry and Baking Techniques	60	4.5
PBA 1012	Classic Pastry	60	4.0
PBA 1013	Latin and International Pastries	60	4.5
PBA 1015	Baking Principles	60	4.5
PBA 1016	Artisan Bread Baking and Viennoiserie	60	4.5
PBA 1020	Custards, Puddings, Mousses, and Soufflés	60	4.0
PBA 1025	Frozen and Plated Desserts	60	4.0
PBA 1035	Cake Assembling and Decorating	60	4.0
PBA 1040	Specialty Cakes	60	4.0
PBA 1050	Wedding and Special Event Cakes	60	4.0
PBA 2050	Professional Pastry and Baking	60	4.0
PBA 2020	Advanced Pastry and Baking Arts	60	2.0



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.

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level employment as a pharmacy technician.
- ✓ Instruct students on how prescriptions are processed and how best to assist the pharmacist in providing safe medications and quality services to patients.
- ✓ Introduce the student to the practice of pharmacy in the different types of pharmaceutical settings.
- ✓ Provide the student with an understanding of the use and effects for the most commonly prescribed drugs.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE NAME	CLOCK HOURS	CREDIT HOURS
EMP 101	Career Development	48	3.5
MED 103	Medical Terminology	48	4.0
MED 104	Anatomy & Physiology I	48	3.5
MCA 305	Computer Applications	48	3.0
PHA 250	Pharmacy Practice	48	3.5
PHA 275	Non-Prescription Drugs & Treatments	48	3.5
PHA 255	Serving Patients & Communication	48	3.5
PHA 320	Drug Classifications	48	4.0
PHA 325	Pharmaceutical Calculations	48	3.5
PHA 330	Pharmacology I	48	4.0
PHA 340	Pharmacology II	48	4.0
PHA 390	Pharmacy Laboratory Procedures	48	3.0
PHA 400	Pharmacy Technician Externship	180	6.0

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

4.0 Credit Hours

This course introduces the student to fundamental business concepts and contemporary issues while describing the purpose and functions of business. This course explores the business world, and economics, including international business. In this course emphasis is given to what it takes to be successful in the world of business, including ethics and social responsibility. Business principles, marketing, finance interpersonal skills, ethics, risks, decision-making and historical review of businesses development and success are covered in this course.

BM 105 Entrepreneurship

4.0 Credit Hours

This course presents entrepreneurship, or small business ownership, as 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 covers the essentials of starting and managing a new business. 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.

BM 110 Small Business Management

4.0 Credit Hours

This course provides the student with the fundamentals of small business management. This course explores the impact and contributions of small businesses in the U.S. The following types of small businesses are analyzed:

family businesses, franchises, e-businesses, and sole proprietorship. Entrepreneurship as a business option is discussed along with being efficient and effective in the management of a small business.

BM 201 Human Resources Management

4.0 Credit Hours

This course describes the major components of human resources management, including human resources planning, cultural diversity, job analysis, recruiting, training and development, and legal perspective. This course will underscore the importance people have in the success of any organization or operation.

BM 202 Management & Leadership

5.0 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.

BM 210 Marketing & Sales

3.0 Credit Hours

This course is designed to present the role of the marketing concept in business. Emphasis is given to the development of marketing strategies and marketing plan, including a company's product development, packaging, branding and pricing. In this course customer relationships and behaviors are reviewed while the student is introduced to different types of sales approaches.

BM 301 Accounting Principles

3.0 Credit Hours

This course will provide students with a basic accounting theory and procedures. The following basic concepts of accounting elements: assets, liabilities, owners' equity, and revenue and expense accounts, trial balances, posting, adjusting entries, general ledgers, etc. Understanding financial statements is an integral part of this course.

BM 305 Computer Applications

3.0 Credit Hours

Students are introduced in a hands-on approach on how to use the following applications for everyday business use: word processing, spreadsheets, presentation software, and email. Basic understanding on how to use computers and its keyboard is provided. In addition, presentation graphics and business-oriented online research and search skills are part of this course.

BM 310 Government Regulations & Business Law

4.0 Credit Hours

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.

BM 370 Financial Markets

5.0 Credit Hours

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.

BM 410 Digital Marketing

3.0 Credit Hours

This course introduces the student to the fundamentals of digital marketing, including search engine optimization (SEO), pay-per-click (PPC), social media, content marketing, email marketing, and mobile marketing. Website design, content, and development will also be discussed in this course along with how to develop the right digital marketing strategy for businesses.

BM 415 Professional Sales

4.0 Credit Hours

This course looks at sales as a profession. This course explores the many types of industries and companies that seek professional salespeople and the skills they require. Students are introduced to the sales process, the buying

process, prospecting, relationship building, time management, sales call planning, communication, negotiation, pipeline development and management, and being part of a sales team.

BM 420 Selling Skills and Techniques**3.0 Credit Hours**

This course introduces the student to the following, but not limited, sales skills and techniques used in different types of sales: Prospecting, gaining control, interviews, need solutions, overcoming objections, problem solving, networking, pipeline building, presentation, verbal and non-verbal cues, script delivery, structured phone calls, and designed sales techniques. Emphasis is also given to customer service concepts, which are crucial to the operation of a successful business.

BM 560 Human Relations**4.0 Credit Hours**

This course is an introduction to the behavioral sciences as they apply to business and management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. Consideration of perceptions, attitudes, and values as they affect management decisions and actions.

BM 520 Business Communication**3.0 Credit Hours**

This course presents communication as being integral to management strategy and operational success. This course develops a foundation for developing effective messages, both written and verbal, from concept to delivery. Students will be introduced to how to prepare clear, precise presentations using visual support and non-visual concepts. The course also touches elements of persuasive, credible and convincing communication, including how communicate information easily to a busy executive-level leader.

BUS 2540 Principles of Human Resources**4.0 Credit Hours**

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.

CUL 1011 Professional Culinary Techniques**4.5 Credit Hour**

This course provides students with an introduction to professional culinary techniques and the basic principles of cooking. This course covers the history of modern cuisine, including, but not limited to, the organization of modern kitchens, use of tools and equipment, menus, recipes, measurements, cost management, planning and organizing production, mise en place, and the fundamental cooking techniques as well as the universal language that is used throughout the culinary profession in every area of the world.

Food safety and sanitation, knife skills, and professionalism are included in this course.

CUL 1016 Culinary Foundations**4.5 Credit Hour**

This course provides the student with the culinary techniques used in the modern world of professional cuisine and provides students with the theoretical and technical foundation for an entry level culinary position. Topics covered will include kitchen safety and sanitation, proper use of equipment, knife skills, culinary math and function of the recipe, basic cooking methods, stock making, and soups. This course also includes handling and cooking vegetables. A basic understanding of potatoes, grains, pastas, and other starches are also included in this course. Food safety and sanitation, knife skills, and professionalism are an included in this course.

CUL 1021 Essential Cooking Methods**4.5 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. Food safety and sanitation, knife skills, palate development, and professionalism are an 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 and exploring fusing it with other cuisines. Food safety and sanitation, knife skills, and professionalism are included in this course.

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.

PBA 1010 Pastry and Baking Fundamentals

4.5 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 quick breads. Food and safety management will be included in this course.

CUL 1032 Garde Manger

4.5 Credit Hour

This course provides students with the understanding, organization, and responsibilities of the “cold kitchen.” Students are introduced to the production of items in the cold kitchen, such as cold sauces and dressings, soups, salads, tapas, sandwiches, hot and cold hors d’oeuvres, sausages, basic charcuterie items, cheese, and platter/table presentation. Reception food, single service portions, and buffet presentations are part of this course. Emphasis is given in this course to taste, textures, colors, the total utilization of product, knife cutting techniques, food safety and proper food handling techniques.

CUL 1035 Food, Beverage, and Wine Services

4.0 Credit Hours

This course is an introduction to wine, beer, and spirits in the food service industry, including their history and methods of production of a variety of wines, beers, spirits, and other beverages. Emphasis is given in this course to providing the student with basic wine understanding. Sensory analysis, product knowledge, service techniques, sales, and alcohol and wine services related to the hospitality industry is discussed in this course. Students will be introduced to beverage technology, handling, storage, and service techniques. Different food services such as catering, group events, and high-volume food production is part of this course.

CUL 1041 Culinary Techniques and Flavoring

4.0 Credit Hours

This course provides the student with foundation skills by exploring the world of ingredients, understanding flavor profiles, using the palate to determine proper seasoning and flavor balancing. Fabrication of and technical ability in the cooking of various proteins, vegetables, and starches will be stressed, along with the introduction of fresh herbs and hot sauces. This course includes how to apply food to serving surfaces and decorative plating, knife skills and classic cuts, culinary math, and food safety and sanitation for the culinary professional.

CUL 2045 Modern Cuisine

4.0 Credit Hours

This course introduces the evolution of cuisine from classical methods to modern methods. Students will explore what is influencing modern style cooking, including its important social, artistic, and technical components. Students will be introduced to today’s trendy gastronomy, such as vegetarian, vegan, and molecular cuisines. This course also introduces students to different culinary trends such as using local ingredients, food preservation, ethical responsibilities and concepts such as food ethics, sustainability, free range, farm to table, organic foods, and social responsibilities. Nutritional analysis of menus and recipes, understanding food labels, and the sensory properties of food are also covered in this course. Food safety, knife skills, and professionalism are included in this course.

CUL 2050 Professional Cooking

4.0 Credit Hours

This capstone course is designed to provide students with an overall hands-on learning experience of the fundamental culinary techniques, while preparing the student for entry level culinary employment. Teamwork, communication, and time management is stressed in this course for student to understand the demands and

expectations of real-world professional kitchens. Students apply theoretical knowledge and practical skills learned in the program to demonstrate proficiency in recipe analysis, cooking, production, and plating. Food safety, knife skills, food preparation, and professionalism are an integral part of this course.

CUL 3000 Culinary Arts Externship (60 Hours)

2.0 Credit Hours

The student is placed in a food service industry or restaurant setting and provided with actual hands-on experience where there is an opportunity to observe, assist, learn, and perform the culinary skills and techniques learned in this program. Emphasis is given to the transition from student to professional. Successful completion of the assigned externship hours is required for graduation.

EKG 2201 Electrocardiography

3.0 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. This course prepares the student on how to find employment after graduation.

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 Technology

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 devices 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 Air Conditioning Technician

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 2305 Computers Applications

3.0 Credit Hours

This course provides the student with an introduction to basic computer skills for the medical office. An introduction to electronic medical records and how health-related information on patients can be created, gathered, managed, and consulted by authorized medical personnel is an essential component of this course. This course also includes basic exercises in keyboarding, document creation, word processing, spreadsheets, email management, storing, organizing documents, internet searches, and business correspondence.

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 Medical Terminology

4.0 Credits 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 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.

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.

MED 1100 Medical Terminology**4.0 Credits 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 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.

PBA 1010 Pastry and Baking Techniques

4.5 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 quick breads. 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 feuilleté), 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. Food safety and sanitation, knife skills, and professionalism are included in this course.

PBA 1013 Latin and International Pastry

4.5 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. Food safety and sanitation, knife skills, and professionalism are included in this course.

PBA 1015 Baking Principles

4.5 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. Food safety and sanitation, knife skills, and professionalism are included in this course.

PBA 1016 Artisan Bread Baking and Viennoiserie

4.5 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. Food safety and sanitation, knife skills, and professionalism are included in this course.

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. Food safety and sanitation, knife skills, and professionalism are included in this course.

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. Food safety and sanitation, knife skills, and professionalism are included in 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. Food safety and sanitation, knife skills, and professionalism are included in this course.

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. Food safety and sanitation, knife skills, and professionalism are included in this course.

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. Food safety and sanitation, knife skills, and professionalism are included in this course.

PBA 2050 Professional Pastry and Baking Arts**4.0 Credit Hours**

This capstone course is designed to provide students with an overall hands-on learning experience of the fundamental pastry and baking techniques, while preparing the student for entry level food service employment. Teamwork, communication, and time management is stressed in this course for student to understand the demands and expectations of real-world bakery kitchens. This course also introduces students to industry such as using local ingredients, food preservation, ethical and social responsibilities. Food safety, knife skills, food preparation, and professionalism are an integral part of this course.

PBA 3000 Pastry and Baking Arts Externship (60 Hours)**2.0 Credit Hours**

The student is placed in a food service industry or restaurant setting and provided with actual hands-on experience where there is an opportunity to observe, assist, learn, and perform the culinary skills and techniques learned in this program. Emphasis is given to the transition from student to professional. Successful completion of the assigned externship hours is required for graduation. Food safety and sanitation, knife skills, and professionalism are included in this course.

PHL 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 Procedures**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.

2019 School Holidays and Breaks

Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18	President's Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day

2020 School Holidays and Breaks

Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17	President's Day
Monday, May 25	Memorial Day
Saturday, July 4	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Friday, December 18, 2020 to Sunday, January 3 2021	Christmas Break



2019 – 2020 PROGRAM START DATES

Diploma Program Start Dates 2019 - 2020

07/02/19	07/24/19	08/14/19	09/05/19	09/26/19	10/17/19	11/07/19
12/03/19	01/06/20	01/28/20	02/19/20	03/11/20	04/01/20	04/22/20
05/13/20	06/04/20	06/25/20				

Degree Program Start Dates 2019 – 2020

MEDICAL OFFICE ADMINISTRATOR (A.A.S)

MOA STARTS	MA END	MBC STARTS	GE STARTS	MOA EGD
06/18/19	03/18/20	05/21/20	09/18/20	06/11/21
07/10/19	04/08/20	06/12/20	10/18/20	07/15/21
07/31/19	04/29/20	07/03/20	10/25/20	08/05/21
08/21/19	05/20/20	07/25/20	11/20/20	08/19/21
09/12/19	06/11/20	08/15/20	12/11/20	09/12/21
10/03/19	07/02/20	09/09/20	01/03/21	10/25/21
10/24/19	07/24/20	09/30/20	01/28/21	11/22/21
11/24/19	08/14/20	10/21/20	02/21/21	12/15/21
12/06/19	09/05/20	11/11/20	03/10/21	01/10/22
01/10/20	02/21/20	11/27/20	04/05/21	01/25/22
02/04/20	03/20/20	12/03/20	04/29/21	02/10/22
02/26/20	04/05/20	01/10/20	05/20/21	03/02/22
03/19/20	04/15/20	02/04/20	06/11/21	03/25/22
04/09/20	05/21/20	02/26/20	06/29/21	04/20/22
04/30/20	06/15/20	03/19/20	07/20/21	05/12/22
05/21/20	07/08/20	04/09/20	08/09/21	05/30/22
06/12/20	07/28/20	04/30/19	09/01/21	06/18/22
07/03/20	08/20/20	05/21/20	10/09/21	07/11/22
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11/11/20	01/20/21	09/30/20	02/26/22	11/15/22
11/27/20	02/10/21	10/21/20	03/16/22	12/01/22
12/13/20	03/01/21	11/11/20	04/10/22	12/18/22

MOA STARTS: Start Dates for the Medical Office Administrator (A.A.S) program (MOA)

MA ENDS: MOA Medical Assistant courses end date

MBC ENDS: MOA Medical Billing and Coding courses end date

GE ENDS: General Education courses end date

MOA EGD: MOA expected graduation dates

Note: All dates are subject to change without notice. Academic Coordinator is always the best resource for individual student advising and planning.

FACULTY LISTING (Full Time)

Eblis Aguilera Diaz, CPHT Instructor, Pharmacy Technician Master's in Natural and Bioenergetics Medicine Higher Institute of Medical Science, Cuba	Ramon Valenti Instructor (Full Time) Business Management Bachelor's in business administration Florida International University
Heidi Capetillo, RN Instructor, Medical Assistant Registered Nurse Doctor of Medicine Higher Institute of Medical Sciences of Havana, Cuba	Denis Gallo, MBA Instructor, Business Management Master of Business Administration Finance, American Intercontinental University
Hildelys Acosta, CPC Instructor, Medical Billing and Coding High School Diploma, Instituto Politécnico de Salud, Havana, Cuba	Amalia Andara Instructor (Full Time) Pastry and Baking Arts Patisserie and Baking Diploma Le Cordon Bleu College of Culinary Arts
Danilo Clerch Master's in mechanical science, Higher Polytechnic Institute Havana, Cuba	Miguel Angel Piorno Roges Instructor, Culinary Arts Diploma in Hospitality and Tourism, Instituto de Educación Secundaria "Almeraya de Almeria
Dayanes Rodriguez Master of Science, Concentration of Marriage & Family Therapy Carlos Albizu University Miami, FL	Raul Espinosa Medical Assistant Diploma Technical Career Institute
Juan Ramos Instructor (Full Time) Culinary Arts A.A.S Culinary Arts, Le Cordon Bleu College of Culinary Arts, Chicago	Anyeli Gonzalez Bachelor of Science in Psychology Universidad del Este (Ana G. Mendez University System) Miramar, FL
Pedro Valdes Instructor (Full Time) Culinary Arts A.A.S in Engineering Full Sail University	Pedro Rosario Instructor, Culinary Arts Escuela Hotelera de San Juan, Hato Rey Puerto Rico

FACULTY LISTING (Part Time)

Juana Julia Gonzalez
Instructor, Medical Billing and Coding
Miami Senior High, Diploma

Katia Velazquez, CPHT
Instructor, Pharmacy Technician
Certified Pharmacy Technician
Bachelor of Pharmacy
University of Oriente, Cuba

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

Mercedes Soto
Bachelors of Arts in Foreign Languages
Universidad de la Havana

Miguel Hernandez
Surgeon Medical Doctor, Colombian School of
Medicine

Maria Gonzalez
Doctor of Medicine
Higher Institute of Medical Sciences of
Camaguey

Rosario Strula
Doctor of Medicine
Higher Institute of Medical Sciences of
Havana

Fernando Soldevila
Heating, Air Conditioning, Ventilation and
Refrigeration Instructor (Part Time)
Bachelor of Science in Nuclear Engineering
University of Havana

Jesus Rodriguez, MBA
Instructor, Business Management
Master of Business Administration
Nova Southeastern University
Fort Lauderdale-Davie, FL

Veronica Doria, MBA
Master of International Business Administration
Nova Southeastern University
Fort Lauderdale-Davie, FL

Roger Sanchez
Instructor, HVAC/R
Associates of Science in Air Conditioning,
Refrigeration and Heating Technology
College of Business and Technology
Miami, FL

Gabriel Ramos
Culinary Arts Associates Degree
Le Cordon Bleu
Miramar, FL

Student's Commitment to Success

Educational Goals:

Career Goals:

Success Skills:

Family and Friends:

My Personal Commitment to my Education:

Notes