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 August 1, 2017

2017-18
VOLUME I
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**AVISO PARA ESTUDIATES DE HABLA HISPANA**

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

Ramon Valenti   President
Barbara I. Valenti  Vice-President
Santiago Martinez  Treasurer
Luis R. Castillo   Secretary

ADMINISTRATION AND MANAGERS

Maria Alas     Director of Human Resources
Luis R. Castillo    Chief Compliance Officer
Yicel Cid     Campus Director
Yovan Cabrera    Director of Services
Melissa Pardo    Director of Financial Aid
Barbara I. Valenti   Business Office Manager
Cary Hidalgo     Registrar

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

FEI continually strives to provide students with quality career education. We recruit students who can graduate and succeed. We teach our students the skills that will prepare them for existing employment and career success. Our learning environment is to be fun, active, and motivating. We help students find employment after graduation. We serve our community and its employment training needs.

GUIDING OBJECTIVES

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

1) To have the best interests of prospective students, students, and graduates guiding us.
2) To hire and train an excellent staff and faculty.
3) To offer career-focused educational programs with a relevant and rigorous curricula.
4) To serve our community.
5) To teach the students the skills required for employment success.
6) To provide students with a caring and motivating learning environment.
7) To make technology an integral part of our educational services.
8) To provide our faculty with quality facilities and instructional resources.
9) To offer goal-oriented job placement services that focuses on student success.
10) To assist students in overcoming the barriers they face in reaching their career goals.
SCHOOL PHILOSOPHY

- Personal attention, always
- Maintain high standards
- Hire and retain the best educators and staff
- Team commitment to fostering student success
- Be a “second home” positive learning environment
- Help our students believe that “anything is possible”
- Help students overcome today’s adversity
- Student-centered, employer-driven curriculum
- Active (hands-on) teaching techniques
- Provide job placement assistance for graduates
- Be the best we can be for our students/graduates

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 Council on Occupational Education (COE). The Council’s office is located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, Telephone 880-917-2081.

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.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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

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

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

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

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

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

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

Florida Education Institute is responsible for the following:

1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

Term “Campus Director” and “Academic Coordinator”
Throughout this catalog when you read “Campus Director” or “Academic Coordinator” it is likely that it is
referring to the person in that position or his/her designee.
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 students consent, unless the student has specifically requested, in writing, that the information not be released.

**Release Without Student Consent**

The school may release a student’s education records without written consent of the student to:

1. Other school officials who have a legitimate educational interest.
2. Other schools where the student has applied for admission.
3. Authorized representatives of the U.S. Department of Education, state and/or local education authorities, the Comptroller General of the United States, or the Attorney General of the United States.
4. Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies, and collection agencies.
5. State and local authorities where required.
6. Accrediting agencies.
7. A parent (whether a maternal parent, guardian, or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code (the school is not required, however, to release such records).
8. Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the students education records that are necessary for the school to defend itself.
9. Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student’s education records that are relevant for the school to prosecute the legal action.
10. Any person pursuant to and in compliance with a judicial order or subpoena provided that a reasonable attempt is made to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
11. Appropriate persons or agencies in the event of a health or safety emergency.
12. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction.
13. The public, if the school determines in its discretion, that the student as an alleged perpetrator has committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student. A crime of violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.
14. The purported victim regardless of whether the school determines that the student, as an alleged perpetrator, committed a Crime of Violence or Non-forcible Sex Offense in violation of the Conduct policies of the school, but only the following information from the students education records: the students name, the violation committed, and any sanction imposed by the school on the student.
15. Any person, if the education records disclosed are Directory Information on the student.
16. The student or the student’s parents if the student is less than 18 years old.
17. A parent of the student regarding the student’s violation of any federal, state or local law, or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Conduct policies of the school with respect to that use or possession.
18. The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b (g) (5) (B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.
19. The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to the school under 42 U.S.C. 14071 and applicable federal guidelines.

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


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

**STUDENT RIGHT-TO-KNOW**

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

**CAMPUS SECURITY**

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

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

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

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

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

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

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

FEI's WEBSITE AND CONSUMER INFORMATION

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

- Emergency Response and Evacuation Procedures
- Voter Registration Information
- Textbook Listings and Costs
- Net Price Calculator
- Program Disclosure
- Gainful Employment Information
- Sexual Predator/Sexual Offender Notification to Students and Employees
ADMISSIONS
ADMISSION REQUIREMENTS
All applicants desiring to pursue an educational program offered by Florida Education Institute, if accepted, are admitted to the School as regular students. To qualify for acceptance to any program of study at Florida Education Institute, applicant must meet the following requirements:

1) Students must be beyond the age of compulsory education (age 17) in the State of Florida.
2) Provide a valid driver’s license, state ID with photo, or valid passport.
3) Provide a verifiable Social Security Number.
4) An applicant for admissions must have received a high school diploma or has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate; or

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

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

5) Complete required Admissions documents.

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

English as a Second Language (ESL) Requirements for Federal Applicants
Applicants who plan to seek Federal Financial Aid Assistance for the ESL program are required to possess an identifiable occupational skill prior to entry. As such, the ESL program is designed for students who consider English not to be their first language and only consists of English as a second Language instruction. The program includes the skills necessary for those students who require English language development to use already existing vocational knowledge, training, or skills. Each applicant’s admissions interview is used to determine the ESL program level where student will begin classes. Placement examinations are administered to each applicant who may belong in a level other than the very first program level.
ADMISSION PROCEDURES

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

Admission Interview and Recommendation

All prospective students must participate in an admissions interview with an Admissions Advisor. This interview will also serve as a career planning session for the prospective student. The Admission Advisor will assist the prospective student choose the right educational and career option. FEI’s career education programs and admissions policies should be explained during this session. This meeting 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 must be provided to all applicants by the Admissions Advisor.

Admissions Application/Enrollment Agreement

To enroll at FEI, applicants are required to submit a completed and signed Application for Admissions and Enrollment Agreement to the admissions office. If applicant is under 18 years of age, applicant will need parental signature of approval in the enrollment agreement. All students admitted to FEI are required to sign an enrollment agreement, which will not become legally binding unless signed and accepted by the Campus Director.

Special Note: A prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial of externships, employment opportunities, and professional licensure. In addition, each student is advised that in order to comply with clinical requirements of various affiliating agencies or as required by other employment inquiries, submission to criminal background checks and/or drug screening may be required. In addition, a Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. 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; 3) Transfer credits with a grade of “C” or better; and 4) From an accredited institution.

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

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

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

Transfer of Credits

Transferability of credits is at the discretion of the receiving institution. FEI cannot assure transferability of credits. It is recommended that students planning to continue their education inquire at the institution they plan to attend to determine the credits and requirements needed for entrance to that institution. Students should not assume that any FEI courses, credits, or programs could be transferred to another institution. It is important for students to remember that FEI’s programs are designed to prepare them for entry level employment and career opportunities.
Physical and Health Demands of Professions
Although FEI does not require students to have physical examinations prior to enrolling in any of its medical programs, FEI strongly recommends that all students have a physical examination completed by their physician prior to the first day of class. A physical examination will likely be required by healthcare employers as a condition of employment and/or externship. Therefore, because FEI prepares students for existing employment and career opportunities, a physical examination for students graduating from FEI’s medical programs may be important when providing evidence that they meet the physical and health demands of their profession without hazard to themselves and others. It is the student’s responsibility to assure that they are physically able to perform the essential functions of their chosen career. FEI assumes no responsibility for any student’s ability to meet the physical or health requirements set forth by employers.

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

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

Steps for re-entry include the following:

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

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

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

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

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

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

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

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

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

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

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

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

Change of Program
Any student desiring to change his/her program of study must meet with the Academic Coordinator to complete the appropriate documentation. The student’s academic progress and program graduation requirements will be discussed during this meeting.

Academic Dishonesty
Each Academic Dishonesty situation will be treated on a case-by-case basis and may result in adverse action against the student, including dismissal.

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

Grading System
Students in all programs will be awarded letter grades for courses completed. Grades from the preceding courses are available to each student at the beginning of the new course and become part of the student’s permanent record. A “C” is the minimum grade considered satisfactory for course completion. Only the highest grade will be counted when a course has been repeated.
A Student who wishes to challenge a grade must contact the Campus Director or Academic Coordinator within two weeks of receiving the grade. Student may not challenge grades after the two-week period.

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

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

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

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

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

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

The following is a credit hour example:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Credit Hours x Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4 Credit Hours x 4.00</td>
</tr>
<tr>
<td>C</td>
<td>2 Credit Hours x 2.00</td>
</tr>
<tr>
<td>Total</td>
<td>6 Credit Hours x 2.00</td>
</tr>
</tbody>
</table>

\[
\text{Total} = 16.0 + 4.0 = 20.0 \\
\text{GPA} = \frac{20.0}{6} = 3.33 \text{ GPA}
\]

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/uneearned” 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.

**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**

Students must complete all required courses within their program of study with the minimum grade considered to be satisfactory for course completion, as published in this catalog, to qualify for graduation. Any course with an earned failing grade must be completed prior to graduation.

A student is allowed to repeat a course at no additional tuition charge once approved by the Registrar. Students requiring an additional repeat 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**

Students must complete all missed work to receive appropriate academic credit and qualify for graduation. It is the student’s responsibility to assure that any work missed due to absences is completed in an acceptable manner. Students are encouraged to work closely with their instructors in completing any make-up work or assignment.

**President’s Honors**

Students with a cumulative GPA of 3.75 or higher and above 90% attendance upon graduating. These students will be graduating with the highest honors and will receive the academic gold medal.

**Honor Roll (Formerly Director’s Honors)**

Students with a cumulative GPA of 3.50 or higher at the program’s midpoint and/or upon graduating. Students who make Honor Roll each half year of his/her program will receive the academic silver Honors medal at graduation.

**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 ten (10) percent of a course may be deemed excessive and may result in the following actions:

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

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

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

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

Leave of Absence
A Leave of Absence (LOA) may be requested in writing from the School only after 30 days from the student’s program start date. The reason for a student’s leave request is to be included in the student’s application for an LOA. FEI may grant multiple LOAs within a 12-month period as long as the total number of days for all LOAs does not exceed 180 days within a 12-month period. If a student does not return when scheduled, he or she may be terminated and their last day of actual attendance will be used for refund purposes.

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

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

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

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

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

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

Grievance Policy
FEI strives to have an excellent relationship with its students and, as such, we work hard at keeping all student communication open and accessible in order to timely address student needs. It is understood that the health and safety of students and staff are the FEI’s primary concern. In the event of extreme cases, it may be necessary for FEI to take immediate disciplinary action. In such cases, FEI’s emergency disciplinary procedure constitutes administrative action being followed up with one-on-one meeting with student/staff member or providing timely written notice, and/or reporting to appropriate authorities. In the event that a student complaint emerges, including complaints pertaining to fair consumer practices, students are expected to resolve such grievances in an appropriate, constructive, and timely manner. It is incumbent upon FEI faculty members to immediately report to the Campus Director any potential student complaint or potentially necessary disciplinary action. Most student complaints are often resolved through open dialogue with the parties involved. Any student grievance not resolved by the instructor and/or Academic Coordinator must be presented to the Campus Director for resolution. If, at any time, a student requests to speak to the Campus Director, such request must be granted without further inquiry. The Campus Director will meet with the student in an effort to reach a resolution. If the Campus Director’s efforts do not result in a satisfactory resolution to the student, the Campus Director is to request the student to submit a formal written grievance for final consideration and resolution. A formal grievance can only exist if it is submitted in written form to the Campus Director. The Campus Director will respond to a formal grievance, in writing, within five (5) business days. Grievances not resolved at the institutional level may be presented to the licensing and/or accreditation agencies listed in this catalog. For instructions on how to file a complaint against the school, please go to: Florida Department of Education's Commission on Independent Education website at http://fldoe.org/policy/cie/file-a-complaint.stml, 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
Guns, knives and instrument or devices that may be considered possible weapons are not permitted on the premises of FEI. This policy applies to employees, students and visitors. If this policy is violated, the police will be called and the offender escorted off the school premises. Student and staff 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.


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.

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

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

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


**Health Risks**

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

<table>
<thead>
<tr>
<th>Drug</th>
<th>Health Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics (e.g., heroin, oxycodone, morphine)</td>
<td>Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death</td>
</tr>
<tr>
<td>Stimulants (e.g., crack/ cocaine, amphetamines, methamphetamine)</td>
<td>High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death</td>
</tr>
<tr>
<td>Depressants (e.g., Valium,</td>
<td>Loss of motor coordination, weakness,</td>
</tr>
<tr>
<td>Zolpidem, Miltown)</td>
<td></td>
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18
Xanax, Rohypnol) | 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

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

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

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

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

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

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

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

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

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

**Graduation Requirements**
In order for a student to be eligible for graduation and receive a Diploma, the student must meet each of the following requirements:

1. Successful completion of all required courses for the program within its maximum time frame;
2. A cumulative grade point average (GPA) of 2.0 or higher; and
3. Fulfill all financial obligations to Florida Education Institute.

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

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

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

Academic and Retention Advising
FEI provides academic and retention advisement to assist students in planning and completing the occupational education program that they pursue. Advising services are available at no cost to the student. FEI strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study.

Academic:
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 Student Services Department to determine his/her employment goals. The Student Services Department 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.

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 Student 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 Student Services Office.

**Lost and Found**

All items found on school premises should be turned into the Student 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 Student 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.

Programs Not Eligible for Title IV
Students may NOT receive Federal Student Aid for the following programs:

- Home Health Aide

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

Other Sources of Assistance
The Financial Aid Office will assist the student in searching for alternative sources of financing for the student’s education.
Veteran’s Affairs (VA) Training
Any student enrolled at FEI and receiving VA educational benefits must adhere to all FEI policies and procedures, including all rules and regulations mentioned in this catalog. Any VA approved student that does not pass any SAP probation period will have his/her VA educational benefits terminated. The following policies and procedures apply to only students receiving VA educational benefits:

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

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

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

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

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

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

  A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CPA of 2.0.

- **Veteran’s Credit for Previous Education or Training**
  Students must report all education and training. Transfer credit approval is subject to the credit approval criteria in the “Credit for Previous Education” section in this catalog. If credits for previous education are granted by FEI, the training time will be shortened, the tuition will be reduced proportionately, and the VA student will be notified.
The Luis Alvarez CPA Scholarship Award
This scholarship is in remembrance of Luis Alvarez, CPA, Florida Education Institute’s accountant from the time the school was founded until his passing in 2009. Mr. Alvarez was a believer in the human spirit and a great family man. His business philosophy was guided by two principles: sincere hard work and friendship.

This is an FEI scholarship awarded to non-traditional students that are going through financial hardship or immigrant students who wish to improve their life by way of career education and/or that demonstrate their human spirit through their sincere hard work, commitment to their families, and/or friendship with others. Therefore, this scholarship is provided to assist students in having access to career education or to reward desirable traits such as dedication to family, quality of an individual, leadership, career choice, etc.

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 merit award provides tuition assistance to students choosing a career program at FEI.

- **Initial eligibility:**
  - Financial hardship as an adult learner and/or immigrant
  - Letter of Recommendation
  - Complete the FAFSA or proof student does not possess a high school diploma
  - Note: Students without a high school diploma are not eligible for Title IV financial aid
  - Submit a completed scholarship application
  - Acceptance to the program of study at FEI.
  - If applicable, proof applicant is receiving unemployment, food stamps, etc.

- **Award amount:** $3,000 or less per program

- **Offered:** United States, Miami Campus

- **Continued eligibility:**
  - Must maintain a 2.5 cumulative GPA
  - Enroll as a full time student 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**

- Recipients are responsible for all other educational expenses.

- 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.

- Students eligible for multiple group tuition rates, pricing, programs, scholarships or grants will receive the one most beneficial.

When awarded, scholarships do not have to be paid back 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, but prior to 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 20% of the payment period will result in no refund.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Refunds will be made within 30 days of the date that the institution determines that the student has withdrawn.

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

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

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

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

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

Registration Fee (each program) $100  
Books and Supplies Fee (HHA program ONLY) $105  
Books and Supplies Fee (ESL program ONLY) $400  
Books and Supplies Fee (CA and PBA programs ONLY) $950  
Books and Supplies Fee (MA, MBC, PHT and BM programs ONLY) $600  
Materials/Kit Fee (CA, PBA, and HVACR programs ONLY) $475  
Technology Fee (All programs, except HHA and MOA) $250  
Technology Fee (MOA program ONLY) $450  
Uniform Fee (MA, MBC, PHT, HVACR, and MOA programs ONLY) $50  
Uniform Fee (CA and PBA programs ONLY) $75  
Transcript Review for Transferred Credits $75  
Re-entry Fee $150  
Graduation Fee $60  
Transcript Fee $10  
Late Payment Fee (Monthly) $10  
Photo ID $10  
Diploma Replacement $50  
Tuition – Business Management $15,975  
Tuition – English As a Second Language $5,400  
Tuition – Home Health Aide $390  
Tuition – Medical Assistant $15,950  
Tuition – Medical Billing and Coding $15,950  
Tuition – Medical Office Administrator (AAS) $25,475  
Tuition – Pharmacy Technician $15,950  
Tuition – Culinary Arts (CA) $15,975  
Tuition – Pastry and Baking Arts (PBA) $15,975  
Tuition – Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R) $13,950  

**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.

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

**Equipment, Materials and Supplies Fees**

There are no additional fees associated with the equipment, materials and supplies a student will need during training other than those mentioned in the Tuition and Fees/Books and Supplies Fee sections of this catalog.

**Technology Fee**

The Technology Fee includes only a small portion of the technological and computer services students will need during training.
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 spacious and attractive classroom equipped with podium and writing instruments for easy communication and interaction during instruction. Students in this program have access to the computer lab.

**Culinary Arts**
Culinary Arts instruction is conducted in facilities and the equipment used comply with all federal, state and local ordinances and regulations including those related to fire safety, building safety and health. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the industry. Students in this program have access to the computer lab.

**English as a Second Language**
English as a Second Language training is conducted in spacious and attractive classroom equipped with podium and writing instruments for easy communication and interaction during instruction. Students in this program have access to the computer lab.

**Home Health Aide**
Program instruction is conducted in large, spacious and attractive classrooms equipped with a nursing home type setting, mannequins, and a myriad of current medical equipment and materials. Students in this program have access to the computer lab.

**Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)**
HVACR instruction is conducted in a spacious classroom and large clinical lab set up for students to learn residential and commercial air conditioning 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 training is conducted in large, spacious and attractive classrooms equipped with clinical and administrative simulations with medical reports, patient documents, telephones, stethoscopes, examining tables, ophthalmoscopes, electrocardiogram machines, and current laboratory collection and processing equipment. Students in this program have access to the computer lab.

**Medical Billing and Coding**
Medical Billing and Coding instruction is conducted in a professional classroom environment with 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. Students in this program have access to the computer lab.

**Medical Office Administrator (AAS)**
Medical Office Administrator training is conducted in large, spacious and attractive classrooms equipped with a simulated office setting with phones, mock medical records, telephones, computers, medical textbooks, dictionaries, anatomy physiology charts, and clinical simulations including stethoscopes, examining tables, ophthalmoscopes, electrocardiogram machines, and torso models. Students in this program have access to the computer lab.

**Pastry and Baking Arts**
Pastry and Baking Arts instruction is conducted in facilities and the equipment used comply with all federal, state and local ordinances and regulations including those related to fire safety, building safety and health. Kitchen labs are equipped with stoves, ovens, and food preparation equipment commonly found in the industry. Students in this program have access to the computer lab.

**Pharmacy Technician**
Students are trained in a simulated pharmacy working environment with a cash register, computer applications and pharmacy software lab activities. Retail and hospital equipment are available for training in labs; a large classification of medicines is available for training and practicum. Intravenous equipment and supplies are included in the pharmacy lab. Students in this program have access to the computer lab.
BUSINESS MANAGEMENT

65 Credits/720 Clock Hours

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

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>BM 101</td>
<td>Principles of Business</td>
<td>60</td>
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<tr>
<td>BM 201</td>
<td>Human Resources Management</td>
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<tr>
<td>BM 301</td>
<td>Accounting Principles I</td>
<td>50</td>
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<tr>
<td>BM 302</td>
<td>Accounting Principles II*</td>
<td>50</td>
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<tr>
<td>BM 401</td>
<td>Marketing &amp; Sales</td>
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<td>BM 402</td>
<td>Entrepreneurship</td>
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<td>BM 202</td>
<td>Management &amp; Leadership</td>
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<td>BM 310</td>
<td>Government Regulations &amp; Business Law</td>
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<td>BM 350</td>
<td>Basic Economics</td>
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<td>BM 370</td>
<td>Financial Markets</td>
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<tr>
<td>CIS 220</td>
<td>Introduction to Computers</td>
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<td>CIS 221</td>
<td>Introduction to the Internet</td>
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<td>BM 222</td>
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<td>EMP 110</td>
<td>Workplace Communication</td>
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* Prerequisites: BA 302 Accounting Principles II (Prerequisite: BA 301)

EMPLOYMENT AND CAREER OPPORTUNITIES

Manager
Supervisor
Marketing Representative
Business Owner
Sales Representative
Account Executive
Entrepreneur

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/disclosures](http://www.fei.edu/disclosures).
CULINARY ARTS

49 Credits/720 Clock Hours

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

Program Length: 36 Weeks

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
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<td>CUL 1010</td>
<td>Introduction to Culinary Arts</td>
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<td>CUL 1015</td>
<td>Culinary Foundations I</td>
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<td>CUL 1025</td>
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<td>PBA 1010</td>
<td>Pastry and Baking Fundamentals</td>
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<td>CUL 1030</td>
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<td>PBA 1012</td>
<td>Classic Pastry</td>
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<td>CUL 1035</td>
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<td>CUL 1040</td>
<td>Food Service Operations and Wine</td>
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<td>CUL 2045</td>
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<tr>
<td>CUL 2050</td>
<td>Intermediate Culinary Arts</td>
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<td>CUL 2060</td>
<td>Advanced Culinary Arts</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

Restaurants  Hotels  Catering  Self-Employment
Cafeterias  Food Service Industry  Banquet Halls

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/disclosures.
ENGLISH AS A SECOND LANGUAGE

55 Credits/720 Clock Hours

This program is designed for students who consider English not to be their first language and only consists of English as a second Language instruction. This program will help students develop interpersonal communication skills and proficiency in listening, writing, reading, and speaking the English language. Special emphasis throughout the program is given to comprehension and conversation skills. The program includes the skills necessary for those students who require English language development to use already existing vocational knowledge, training, or skills to obtain and/or retain employment. The program helps students develop fluency and confidence in English in order to communicate successfully in everyday life and work situations. Program Length: 36 Weeks.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
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<td>ESL 101</td>
<td>English Speaking, Listening, Reading and Writing I</td>
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<td>ESL 102</td>
<td>English Speaking, Listening, Reading and Writing II</td>
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<td>ESL 103</td>
<td>English Speaking, Listening, Reading and Writing III</td>
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<td>ESL 104</td>
<td>English Speaking, Listening, Reading and Writing IV</td>
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<td>ESL 105</td>
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<td>ESL 106</td>
<td>Conversational English VI</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

Being able to speak English puts an individual at a clear career advantage in a variety of work fields. Employers seek for candidates who have a strong command of the language. This demand for candidates who can communicate in English is certain to continue to grow.

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/disclosures.
HOME HEALTH AIDE

75 Clock Hours

The Home Health Aide program is designed to provide students with the knowledge and skills to prepare them for employment opportunities as home health aides. The program includes, but is not limited to, instruction in those supportive services that are required to provide assistance to the chronically ill, the elderly, and family caregivers who need relief from the stress of caregiving; maintain bodily and emotional comfort; assisting the patient toward independent living in a safe home or homelike environment; and providing home care services that are an essential part of the healing process.

Program Length: 2 Weeks

<table>
<thead>
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<td>HHA 101</td>
<td>Home Care Basics</td>
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<td>HHA 102</td>
<td>Personal Care</td>
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<tr>
<td>HHA 103</td>
<td>Patient Needs and Behavior</td>
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<td>HHA 104</td>
<td>Home Health Aide</td>
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</table>

EMPLOYMENT AND CAREER OPPORTUNITIES

Home Health Agencies    Private Duty

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/disclosures.
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. Particular emphasis is given throughout the program to provide excellent service operations. Throughout this program safety, professionalism, and effective communication skills are emphasized. **Program Length: 36 Weeks**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
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<td>HVACR Fundamentals</td>
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<td>HVA 102</td>
<td>HVACR Science</td>
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<td>HVA 105</td>
<td>Refrigeration Systems and Components</td>
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<td>HVA 110</td>
<td>Refrigeration Practices</td>
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<td>HVA 115</td>
<td>HVACR Electrical Systems</td>
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<td>HVA 140</td>
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<td>HVA 145</td>
<td>Troubleshooting, Maintenance, and Service Calls</td>
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<tr>
<td>HVA 150</td>
<td>System Design, Sizing, and Layout</td>
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</table>

**EMPLOYMENT AND CAREER OPPORTUNITIES**

- Residential Homes
- Self Employed
- Factories
- Construction Contractors
- Plumbing Contractors

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/disclosures](http://www.fei.edu/disclosures).
MEDICAL ASSISTANT

48 Credits/756 Clock Hours

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

<table>
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<td>PSY 1050</td>
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<tr>
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<td>Anatomy &amp; Physiology I</td>
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<td>ANP 2102</td>
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<tr>
<td>MBC 2230</td>
<td>Medical Billing &amp; Collections</td>
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<tr>
<td>MED 2235</td>
<td>Human Disease &amp; Pathology</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

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

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/disclosures.
MEDICAL BILLING AND CODING

51 Credits/720 Clock Hours

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

<table>
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<tr>
<th>COURSE NUMBER</th>
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<td>MED 1100</td>
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<td>ANP 2101</td>
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<td>MED 2240</td>
<td>Clinical Procedures</td>
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<td>MBC 2245</td>
<td>Coding Concepts</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

Hospitals
Clinics
Physician’s Offices
Nursing Care Facilities

Coding Specialist Self-Employment
Medical Insurance & Billing Companies
Outpatient Care Centers
Nursing Care Facilities

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/disclosures](http://www.fei.edu/disclosures).
MEDICAL OFFICE ADMINISTRATOR

Associate of Applied Science

91 Credits

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

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<td>ANP 2102</td>
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<td>MBC 2205</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

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

Hospitals
Outpatient Care Centers
Medical & Diagnostic Laboratories
Private & Public Healthcare Facilities

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/disclosures](http://www.fei.edu/disclosures).
PAstry AND BAKING ARTS

48 Credits/720 Clock Hours

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

Program Length: 36 weeks

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<td>PBA 1016</td>
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EMPLOYMENT AND CAREER OPPORTUNITIES

Bakeries  Restaurants  Hotels  Catering
Self-Employment  Food Service Industry  Banquet

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/disclosures.
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.

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EMPLOYMENT AND CAREER OPPORTUNITIES

Retail Pharmacies
Franchised Pharmacies
Pharmaceutical Facilities

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/disclosures.
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
ESL: English As a Second Language
HHA: Home Health Aide Courses
HVAC: Heating, Ventilation, Air Conditioning, and Refrigeration
MBC: Medical Billing and Coding
MBM: Business Math
MCA: Computer Courses
MEA: Medical Assistant Courses
MED: General Medical Courses
PBA: Pastry and Baking Arts
PHA: Pharmacy Courses
PHL: Phlebotomy Courses
PSY: Psychology/Success Skills

COURSE DESCRIPTIONS

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

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

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

BM 201 Human Resources Management 5 Credit Hours
This course covers human resource planning, budgeting, staffing, evaluation of workflow, training, compensation, and appraising employees and employee-management relationships. Particular emphasis is given to the relationship of management and a diverse workforce and other contemporary human resource issues. This course will underscore the importance people have in the success of any organization or operation.
BM 202 Management & Leadership  5 Credit Hours
In this course the student will identify business leadership skills needed to develop a positive work environment and achieve effective management of a business or department. Leadership strategies will be discussed and analyzed. The student will be required to assess personal strengths and weaknesses as they relate to their own business success. The roles of management in team-oriented operations, and the concept of team building will be emphasized in this course.

BM 222 Business Writing  6 Credit Hours
This course will focus on improving the student’s writing skills emphasizing clarity, conciseness, and comprehensiveness of communication. Grammar, effective communication techniques, letter writing will be addressed in this course.

BM 301 Accounting Principles I  5 Credit Hours
This course will provide students with a basic accounting theory and procedures. The basic concept of assets, liabilities, owners’ equity, and revenue and expense accounts will be learned. Bank reconciliation will also be included in this course.

BM 302 Accounting Principles II  5 Credit Hours
This course will address analysis of transactions, classification of accounts, journalizing and posting, preparation of worksheets and financial statements, end-of-period closing procedures, payroll expenses and liabilities. The material is presented in the context of a service business. Prerequisites: BA 301

BM 310 Government Regulations & Business Law  4 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 350 Basic Economics  4 Credit Hours
This course centers on providing the student with an understanding of the basic economic principles and concepts that can impact businesses and its management decision-making. The course will explain the basic economic concepts of supply and demand.

BM 370 Financial Markets  5 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 401 Marketing & Sales  6 Credit Hours
This course is designed to present the role of marketing in business. There is an emphasis in on planning, advertising, and promotion, forecasting, utilization of external information, and the preparation of a marketing plan. Focus will be placed on understanding the marketing in a dynamic environment, consumer buying behavior, electronic commerce, pricing concepts and strategies, marketing channels and logistics, marketing research and integrated marketing communications. Sales techniques and strategies will be an essential part of the topics covered in this course.

BM 402 Entrepreneurship  6 Credit Hours
This course presents entrepreneurship, or small business ownership, as an increasingly attractive option to people who are striving to find careers that are exciting to them and offer the potential for personal and financial success. This course focuses on the start-up of new ventures through the understanding of the implications of the venture, thoroughness of fact gathering, and the ability to logically devise a business plan based on the objectivity of the evidence or facts. Students will also determine how they personally measure up the most important attributes an entrepreneur must possess: perseverance; desire and willingness to take the initiative; competitiveness; self-reliance; and strong need to achieve.
**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 1010 Introduction to Culinary Arts**  
5.0 Credit Hour  
This course provides students with an introduction to the food service industry. This course covers the history of modern food service, mise en place, the organization of modern kitchens, and the use of tools and equipment in culinary settings. Students will be introduced to the proper preparation of stocks, sauces, soups, and the essentials of knife safety and knife cutting skills. Food safety and professionalism is an integral part of this course. Students will be required to complete an exam to receive Food Safety and Sanitation certification in this course.

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

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

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

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

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

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

**CUL 2045 Modern Cuisine**  
4.0 Credit Hours  
This course introduces the evolution of cuisine from classical methods to modern methods. Students will be able to explore their sensory development and use their techniques to formulate their own flavor profile. This course also introduces students to different culinary trends such as using local ingredients, alternating diets by way of recipe design, and food preservation. Students will explore the modern fundamentals on plating presentations. Students will be introduced to today’s trendy Molecular gastronomy, vegetarian, and vegan cuisines.
CUL 2050 Intermediate Culinary Arts 3.5 Credit Hours
This intermediate level practice course is designed to provide students with a hands-on learning experience as an entry level of the culinary industry. Students apply theoretical knowledge of culinary arts, demonstrate practical skills of production, and practice professionalism as they work under the supervision of the instructor as a prep cook. Students will also have the opportunity to experience the front of the house service as a waiter’s assistant. Upon completion of this culinary course, students have a broader understanding of the demands and expectations of the culinary industry while improving their skills in culinary arts.

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

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

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

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

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

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

EMP 110 Workplace Communication 3 Credit Hours
This course is designed to help students with verbal, non-verbal and written communications skills. Enhancing the student oral communication and presentation skills is an integral part of this course. Particular emphasis will be given in this course to resolving conflict or real world problems, and communicating unpopular, but necessary, information or decisions to others.
**ENG 1100 English Composition**  
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.

**ESL 100 Introduction to English as a Second Language**  
This course is designed to introduce learners with little or no literacy in English to the language domains of listening, writing, reading, and speaking. The objective of the course is to guide the students from a controlled instructor-centered instruction to an active, creative and meaningful student-centered instruction interaction. Essential grammatical structures are taught as a means to enhance effective communication. Some necessary emphasis is made on basic computer skills to guarantee the success of the lab assignments. Upon completion of the course, students should be able to use basic English language in classroom, social, and work situations.

**ESL 101 English Speaking, Listening, Reading and Writing I**  
This course is designed for low-level beginners who have been exposed to introductory reading, writing, speaking, and listening skills. The objective of the course is to guide the students from a controlled instructor-centered instruction to an active, creative and meaningful student-centered instruction interaction. It provides students with opportunities to reinforce and extend their vocabulary, pronunciation, and communication skills. Basic grammatical structures are taught as a means to enhance effective communication. Upon completion of the course, students should be able to use basic English language in classroom, social, and work situations.

**ESL 102 English Speaking, Listening, Reading and Writing II**  
This course is designed for high-level beginners to develop reading, writing, speaking, and listening skills. The objective of the course is to guide the students from a controlled instructor-centered instruction to an active, creative and meaningful student-centered instruction interaction. It provides students with opportunities to reinforce and extend their vocabulary, pronunciation, and communication skills. Grammatical structures are taught as a means to enhance effective communication. Upon completion of the course, students should be able to use functional English language in classroom, social, and work situations.

**ESL 103 English Speaking, Listening, Reading and Writing III**  
This course is designed for low intermediate-level English learners. It includes a variety of reading, listening, writing, and speaking activities, which provide multiple opportunities for students to extend their vocabulary, pronunciation, and communication skills. The objective of the course is to guide the students from a controlled instructor-centered instruction to an active, creative and meaningful student-centered instruction interaction. Grammatical structures are taught as a means to enhance effective communication. Upon completion of the course, students should be able to understand, organize and produce acceptable spoken language in simple familiar situations.

**ESL 104 English Speaking, Listening, Reading and Writing IV**  
This course is designed for high intermediate-level English learners. It includes a comprehensive four-skill variety of activities, with emphasis on writing and reading. With a more student-centered instruction, the course provides multiple opportunities for students to extend their vocabulary, pronunciation, and communication skills. Grammatical structures are taught as a means to enhance effective communication. Upon completion of the course, students should be able to use the language more consciously and effectively in most classroom, workplace, and social situations.

**ESL 105 English Speaking, Listening, Reading and Writing V**  
This course is designed for low advanced-level English learners. It includes a comprehensive four-skill variety of activities, with emphasis on writing and reading. With a more student-centered instruction, the course provides multiple opportunities for students to extend their vocabulary, pronunciation, and communication skills. Grammatical structures are taught as a means to enhance effective communication. Upon completion of the course, students should be able to understand and communicate in a variety of everyday and work contexts and show more controlled grammar use and fluency.
ESL 106 Conversational English VI                             5.0 Credit Hours
This course is designed to provide low advanced students with more opportunities to further their conversational and pronunciation skills on a variety of topics of interest. Employment-related language is taught, as well as job-related terminology and vocabulary. Students are exposed to individual and/or group discussions, presentations, role playing, and receive individualized feedback.

HHA 101 Home Care Basics                      20 Clock Hours
This course introduces students to the home health aide field by defining home health services, and provides instruction in communication, communication, infection prevention, safety and body mechanics and managing emergencies, culture and family dynamics, body systems, and human development. This course also explains the home health aide career and employment requirements.

HHA 102 Personal Care                      20 Clock Hours
This course is designed to provide students with a basic understanding of how to assist clients (patients) by way of maintaining mobility and comfort, personal care procedures, including vital signs and other special nursing assisting procedures. The course describes how sensitive a home health aide must be with regard to the client’s overall comfort and personal dignity.

HHA 103 Patient Needs and Behavior                      20 Clock Hours
This course is designed to provide students with a basic understanding of the special needs required by home health clients (patients) and the behavior caused by disabilities and mental illnesses. The course describes special conditions such as, arthritis, cancer, diabetes, CVA or stroke, HIV/AIDS, dementia, Alzheimer’s disease and other conditions.

HHA 104 Home Management and Nutrition                      15 Clock Hours
This course introduces the student on how to provide a safe, clean, and orderly home environment for clients (patients). This course gives emphasis to the importance of nutrition and how well-balanced diets maintain health. Managing time and money is also discussed in this course.

HVA 101 Heating, Ventilation, Air Conditioning, and Refrigeration Fundamentals    4.0 Credit Hour
This course introduces the fundamentals of heating, ventilation, air conditioning, and refrigeration with emphasis on professionalism and safety. The use of hand and power tools, screws, rivets, staples and measurement are also covered in 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.

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 refrigerants and their properties, refrigeration components, and plotting the refrigerants cycle.

HVA 110 Refrigeration Practices                      3.5 Credit Hour
This course is designed to introduce the student to refrigeration practices such as refrigerant system servicing, testing equipment, piping and tubing, soldering and brazing, refrigerant leak testing, refrigerant system evacuation, and refrigerant system charging are included in this course. Safety is an integral part of this course.

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. Safety procedures are emphasized in this course while working with electricity, electrical devices, and equipment.
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<td>HVA 130</td>
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**HVA 120 Air Conditioning Systems**
This course introduces the student to the necessary information about the various types of air conditioning systems. The fundamentals of psychrometrics and airflow are covered in this course. This course also explores the various components of ventilation, dehumidification, and residential air conditioning.

**HVA 125 Advanced Air Conditioning**
This course provides a continuation of the study of air conditioning systems. In this course residential split-system air-conditioning installation, package units, and duct installation will be covered. This course also explores troubleshooting air-conditioning systems.

**HVA 130 Heat Pump Systems**
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**
This course introduces the student to commercial air conditioning and commercial environmental systems. This course covers fans and air-handling units, single-zone rooftop unit installation, zoned systems, and commercial control systems. 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**
This course is designed to provide the student with necessary information about the theory and use of commercial refrigeration. Food preservation, supermarket equipment, ice machines, and troubleshooting refrigeration systems are also included in this course.

**HVA 145 Troubleshooting, Maintenance, and Service Calls**
This course provides the student with the basic principles and methods for troubleshooting and repairing HVAC/R equipment as well as performing HVAC/R service calls for residential and commercial equipment. Installation techniques, planned maintenance, and refrigeration system cleanup will also be included in this course.

**HVA 150 System Design, Sizing, and Layout**
This course is designed to provide basic understanding of the systemic designs, sizing, and layouts of HVAC/R. This course includes basic building construction, green buildings and systems, indoor air quality, residential load calculations, duct designs, and zone control systems with emphasis on testing and balancing air systems.

**MBC 2205 Health Care Insurance**
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**
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**
This course will be focused on the use of International Classification of Diseases (CM) classification system. This course introduces the student on how to code, classify, and identify patient diseases and procedures. This course is designed to teach basic concepts and coding principles. The student is introduced to Diagnosis Related Groups (DRGs) and their relationship to coding. This course describes the basic steps taken when coding from medical records.
MBC 2250 Coding Systems 3.0 Credit Hours
This course is designed to provide an overview of the coding systems and resources used to report inpatient and outpatient diagnoses, procedures, and services to health plans. Accurate coding is crucial to the successful operation of any health care facility or provider’s office given that reported codes determine the amount of reimbursement received. The student will be provided ample opportunity to investigate coding resources in assigning codes for optimal reimbursement. The course also focuses on the impact of revisions to coding guidelines and payer requirements.

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

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

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

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

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

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

MED 103/1100 Medical Terminology 4.0 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 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 2250 Medical Office Management**  
4.0 Credit Hours  
This course is designed to instill both effective patient care and sound business practices in the medical facility. From the front office to financial management, this course addresses the interpersonal and administrative concerns students will face in the management of a medical office. This course is accompanied by realistic forms, letters, and procedural policies that help students be prepared for on-the-job success.

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

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

**PBA 1012 Classic Pastry**  
4.0 Credit Hour  
This course is designed to provide the student with a fundamental understanding of the classification of pastry dough, producing puff pastry (pâte feuillée), éclair paste (pâte à choux), meringue, and phyllo dough, pies and cookies. Students experience how to prepare classic pastry items in a hands-on teaching method that promotes for them to recognize and correct faults.
PBA 1013 Latin and International Pastry 4.0 Credit Hours
This course provides the student with the knowledge and traditional methods of producing pastry, including the difference between cake, pie and tarts. This course introduces the student to a variety of popular Latin desserts. This course provides an overview of Latin and South American pastries and desserts which have become so prevalent in Hispanic neighborhoods. International and European pastries are also an integral part of this course.

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

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

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

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

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

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

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

PBA 2010 Intermediate Pastry and Baking Arts 3.5 Credit Hours
This intermediate level practice course is designed to provide students with a hands-on learning experience of the baking and pastry industry. Students apply theoretical knowledge of baking and pastry arts, demonstrate practical skills of production, and practice professionalism as they work under the supervision of the instructor. Upon completion of this baking and pastry course, students have a broader understanding of the demands and expectations of the baking and pastry industry while improving their skills in baking and pastry arts. In this course partial emphasis is given to the history of chocolate, how it is produced, the importance of tempering and molding.
### PBA 2020 Advanced Pastry and Baking Arts  
3.5 Credit Hours  
This advanced level practice course is designed to provide students with a hands-on learning experience of the baking and pastry industry. Students apply theoretical knowledge of baking and pastry arts, demonstrate practical skills of production, and practice professionalism as they work under the supervision of the instructor. Upon completion of this baking and pastry course, students have a broader understanding of the demands and expectations of the baking and pastry industry while improving their skills in baking and pastry arts. In this course partial emphasis is given to the fascinating world of sugar art. Students are provided the techniques needed to make poured, pulled, and blown sugar, to create unique and attractive show pieces for buffets including pastillage and nougatine decorations.

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

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

### PHA 250 Pharmacy Practice  
3.5 Credit Hours  
This course is designed to provide the student with a basic understanding in how a pharmacy operates and introduces the students to the practice of pharmacy in different types of care delivery areas, including inpatient care, ambulatory care, home care, etc. This course will also include basic knowledge of procedures and skills utilized in hospital pharmacies and retail pharmacies.

### PHA 255 Serving Patients & Communication  
3.5 Credit Hours  
This course will provide the student with particular emphasis on how services are provided to customers and patients. Topics covered will include the pharmaceutical services provided to special populations such as pediatric, neonatal and aging patients. In addition, this course will increase the student’s awareness of the importance of basic communication skills and processes, including those common elements that surface in specific settings where people communicate.

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

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

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

### PHA 330 Pharmacology I  
4.0 Credit Hours  
This course uses a systems approach to give the student the opportunity to learn the use and effects of major classification drugs commonly used to treat conditions and diseases affecting the following systems of the body: endocrine, nervous, respiratory and visual and auditory.
PHA 340 Pharmacology II 4.0 Credit Hours
This course uses a systems approach to give the student the opportunity to learn the use and effects of major classification drugs commonly used to treat conditions and diseases affecting the following systems of the body: gastrointestinal, urinary, cardiovascular, and reproductive.

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

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

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

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

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

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

2017 School Holidays and Breaks

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

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<tr>
<td>Monday, February 19</td>
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<td>Monday, May 28</td>
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## 2017 – 2018 PROGRAM START DATES

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<tr>
<th>MEDICAL ASSISTANT</th>
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<th>MEDICAL BILLING &amp; CODING</th>
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### CULINARY ARTS

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*Home Health Aide: See admissions for scheduling dates as this program is self-paced and subject to change.*
FACULTY LISTING (Full Time)

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

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

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

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

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

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

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

Isel Montejo-Acevedo  
BA – English Translation & Interpretation Universidad de Matanzas  
Instructor (Full-Time)

Raymond Plutin  
Instructor (Full Time) English as a Second Language  
Bachelor’s Degree in English, University of Havana

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

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

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

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

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

Jenine M. Camejo
Instructor (Part Time)
Master of Science in Counselor Education
Florida International University

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

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

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

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

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

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

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

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

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

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

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

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

Maria Fernandez
Instructor (Part Time)
Home Health Aide Diploma
Florida Education Institute

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

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

Angel Fernandez
Instructor (Part Time)
Heating, Air Conditioning, Ventilation and Refrigeration Instructor (Part Time)
Bachelors in Mechanical Engineering, Instituto Superior Politécnico “Jose Antonio Echeverria”
EPA and R-410A Certified, ESCO Institute

Jose Fajardo
Instructor (Part Time)
Heating, Air Conditioning, Ventilation and Refrigeration Instructor (Part Time)
Certified Technician – Ferris State University – Diploma

Ricardo Murillo
Instructor (Part Time)
Certified Executive Pastry Chef
American Culinary Federation
Student’s Commitment to Success

Educational Goals:

Career Goals:

Success Skills:

Family and Friends:

My Personal Commitment to my Education:

Notes