FEI
FLORIDA EDUCATION INSTITUTE

CATALOG 2023-24

Main Campus
5818 SW 8 Street
Miami, Florida 33144
(305) 444-1515

Extension Campus
2151 S LeJeune Rd. 1st Floor
Coral Gables, Florida 33134
(305) 263-9990

www.fei.edu

FEI
FLORIDA EDUCATION INSTITUTE

"Education for a Better Tomorrow"

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

In order to continually provide current information, this catalog may be amended by inserts identified as "Addendum to Catalog."

This catalog is effective September 1, 2023

2023-24

Volume 1

FLORIDA EDUCATION INSTITUTE

Table of Contents

Table of Contents

AVISO PARA ESTUDIATES DE HABLA HISPANA
Estudiantes que tengan dificultad entendiendo este catalago por razones del idioma, pueden contactar a la escuela y pedir asistencia en Español o obtener la traducción necesaria.

INSTITUTIONAL CONTROL

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.

HISTORY

FEI was founded in Florida in 1994 as a private technical career institution in order to provide career-focused and employment-driven education to the people in Miami-Dade County. FEI began offering Nursing Assistant on May 1, 1995, and then expanded to offer Medical Assistant, Pharmacy Technician and Medical Billing and Coding. In 2000, FEI was recognized as a candidate for accreditation by the Council on Occupational Education (COE). In 2001, the institution received its accreditation status from COE. In June 2012 FEI was approved to offer associate degree programs with its Medical Office Administrator program. In March 2016, FEI expanded its program offering into trades and hospitality with its Culinary Arts, Pastry and Baking Arts, and Heating, Ventilation, Air Conditioning and Refrigeration. In 2022, FEI was approved to offer its programs by way of online education. Also in 2022, FEI received approval to offer the following three additional associate degree programs: Culinary and Hospitality Management, Pastry and Baking Management, and Business Administration. Today, FEI offers a variety of programs in the fields of medical, pharmacy, hospitality, business, and skilled trades. FEI has continued to evolve and expand its facilities to respond to the career education needs of the community it serves by offering and developing new career education programs.

MISSION OF THE SCHOOL

To provide "student-centered" career education that is "employer-driven" and prepares students for new career opportunities. To have a fun, active, and motivating learning environment. To assist graduates finding employment by way of our employer relations.

VISION OF THE SCHOOL

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

GUIDING OBJECTIVES

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

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

LICENSURE

Florida Education Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

ACCREDITATION

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

FACILITIES AND EQUIPMENT

Florida Education Institute's Main Campus is located at 5818 SW 8th Street, Miami, Florida 33144. The Main Campus is comprised of classrooms, labs, and offices, that serve students enrolled in all programs.

FEI offers its students, faculty, and staff a comfortable facility that is conducive to learning, and with ample parking. The offices, classrooms, and laboratories are designed to provide the student a positive learning environment that includes instructional equipment necessary to prepare students and similar to those employers will require they use in their chosen career fields. 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. An Extension Campus where Culinary Arts and Pastry & Baking Arts students practice in labs similar to those found in the industry is located at 2151 S. LeJeune Rd, Suite 110, Coral Gables, Florida 33134.

STATEMENT OF NON-DISCRIMINATION

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

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

ANTI-HARASSMENT/DISCRIMINATION

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

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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

Florida Education Institute provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate in the programs and activities of the school. Active students who believe they are in need of accommodations must self-disclose them in writing by sending an email to the Campus Director via email to services@fei.edu. Prospective students in need of accommodations must self-disclose them in writing to their Admissions Advisors during the admissions interview and by sending their requests to

services@fei.edu. Documentation related to students' disabilities presented to the Campus Director will remain confidential.

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

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

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

1.   Choose a certificate, diploma, degree program, or educational service to pursue.

2.   Apply to Florida Education Institute.

3.   Once accepted into Florida Education Institute, it is the student's responsibility to request via email to services@fei.edu an appointment to meet with the Campus Director. The student should bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor. If the student does not have such documentation, the student is encouraged to make the appointment, so the student may receive the proper confidential guidance. Current or active students shall follow the same procedures.

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

Florida Education Institute is responsible for the following:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

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

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

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

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

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

Directory Information
Directory Information means information contained in an education record of the student that would generally not be considered harmful or an invasion of privacy if disclosed.
Directory Information includes, but is not limited to:

The students name, address(es), telephone number(s), date and place of birth, program in which enrolled, extracurricular activities, credentials, awards and recognition (i.e., honors) received, last school attended, dates of attendance (i.e. enrollment periods, not daily attendance records), and student or user ID number (other than social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity that are known or possessed only by the authorized user.

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

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

offense. A non-forcible sex offense means an act that would, if proven, constitute statutory rape or incest.

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

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

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

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

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

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

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

- **www.ed.gov/policy/gen/guid/fpco/index.html**

This policy may also be found in FEI's website at www.fei.edu/cosumer-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/cosumer-information.

CAMPUS SECURITY

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

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

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

COPYRIGHT POLICY

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

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

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

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

FEI's WEBSITE AND CONSUMER INFORMATION

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

- School policies and procedures pertinent to students and employees
- Emergency Response and Evacuation Procedures

- School Catalog
- Campus Crime Reporting
- Title IX Polices
- Voter Registration Information
- Net Price Calculator
- Program Disclosure
- Gainful Employment Information
- Sexual Predator/Sexual Offender Notification to Students and Employees

ADMISSIONS

ADMISSION REQUIREMENTS

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

- Interview with an Admissions Advisor.

- Students must be beyond the age of compulsory education (age 16) in the State of Florida.

- Provide a valid driver's license, state ID with photo, or valid passport with Application for Admissions.

- Provide proof of high school graduation or General Educational Development (GED). The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma in the United States. The applicant must provide documentation of graduation from a high school in the form of a valid high school diploma, GED certificate, or an official high school or GED transcript showing graduation date from a high school in the United States.

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

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

- A signed FEI Enrollment Agreement.

ADMISSION POLICIES AND PROCEDURES

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

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

Criminal Conviction Policy
In an effort to maintain a safe educational and working environment for students and staff, FEI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to FEI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. FEI reserves the right to conduct criminal background checks on applicants and students in circumstances where it is deemed appropriate by the school.

Background Record Warning
A prospective student or student with prior misdemeanor or felony convictions may experience limitations and/or denial of externships, employment opportunities, and professional licensure. In addition, each student is advised that employers and/or externship sites may require criminal background checks and/or drug screening. In addition, a Federal or state drug conviction can disqualify a student for FSA funds. The School is not required to confirm this unless there is evidence of conflicting information. FEI wants to make sure that students are not misled by being accepted by FEI and know about these potential hindrances **before** the student decides to start school.

Admissions Interview
The admissions interview with an Admissions Advisor is to evaluate the applicant's qualifications and aptitude to pursue a career in any of the programs we offer. Information about FEI's career education programs and admissions policies should also be provided during the admissions interviewed. This interview will give prospective students the opportunity to identify and evaluate their individual objectives and preferences, and match them, if possible, with FEI's career education programs and philosophy. Program tuition and fees are provided to all applicants by the Admissions Advisor during the admissions interview.

Enrollment Agreement
If applicant is under 18 years of age, applicant will need parental signature of approval in the Enrollment Agreement.   All students admitted to FEI are required to sign an enrollment agreement, which will not become legally binding unless signed and accepted by the Campus Director.

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

Mode of Delivery of Education (In-Person/Online/Hybrid):
Programs at FEI are offered via three different modes of delivery: 1) Traditional In-Person; 2) Hybrid (in-person and online courses); or 3) Distance Education or Online (100% online courses). These delivery methods are described below:

TRADITIONAL (100% IN-PERSON): In-Person classes given at the FEI Campus by an instructor.

HYBRID (IN-PERSON AND ONLINE): Courses are online and/or in-person. Online classes are synchronous (with instructor present) and asynchronous (instructor not present). During the asynchronous part students have access to instructor via email, the FEI LMS, or the instructor's office hours. In-Person part of course is given at the FEI Campus by an instructor.

DISTANCE EDUCATION / ONLINE (100% ONLINE): All online courses are synchronous (with instructor present) and asynchronous (instructor not present). During the asynchronous part students have access to instructor via email, the FEI LMS, or the instructor's office hours.

The program information section of this Catalog lists the mode(s) of delivery for each program offered with an asterisk (*) referring the student to the above delivery mode descriptions. To enroll or register for courses, students must check FEI's current Academic Calendar for specific course and/or program availability. At the time of applying for enrollment, students should meet with their Career Education Advisors to choose their program/courses from the Program Course Schedule Selection, wherein each course delivery modes is noted. Programs offered via either distance education or hybrid are noted with the following image:

Students wishing to enroll in a distance education or hybrid programs must meet the Online Technological Resources Requirements. At the time of applying enrollment and schedule selection, students should refer to each course in their chosen program of study to assure the delivery method and schedule class times.

Online Classes Technology Requirements
Students are required to have access to the internet and a computer each class day. Students should be able to know how to use a computer, access e-mails, use a web browser (i.e., Google Chrome, Firefox, etc.) and use FEI's LMS Moodle. Students may request assistance or basic training in these areas prior to enrolling.

Computer Requirements:
Below are the minimum computer requirements for the course. Laptop or desktop computers are acceptable (do not use a work device, which may be protected by firewalls).
- Windows PC or Mac operating system (Not Linux)
- CPU: dual-core, 64 bit (Not 32 bit)
- At least 8GB RAM
- Hard drive must have at least 64GB of available space

Additional Requirements:
- Excel 16 or higher
- Webcam and microphone
- High-speed internet connection. We recommend a minimum download speed of 25 Mbps and upload speed of 5 Mbps. You can check your speed at https://www.speedtest.net

Recommended Equipment (not required):
- Second monitor
- Headphones

Arbitration and Class Action Waiver Disclosure
Florida Education Institute ("FEI") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by FEI prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to FEI's Financial Aid Director at finaid@fei.edu or 305-263-9990.

Credit for Previous Education
Credit for courses completed at another institution for students enrolling at FEI will be subject to approval by the Registrar and/or Campus Director. These courses must adhere to the following transfer credit approval criteria:

1) Substantially similar in content and duration to those offered in the program for which the student has applied;
2) Transfer credit hours that are 5 years old or less, except general education courses;
3) Transfer credits with a grade of "C" or better; and
4) From an accredited institution.

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

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 within FEI
FEI students or graduates may request to transfer course work (in credits) from one program to another program within FEI. The same Credit for Previous Education procedures above would to any request for program to program transfers credits within FEI.

Transfer of Credits to Another Institution
Transferability of credits is always at the discretion of the receiving institution. Therefore, FEI cannot guarantee, nor should the student assume, that any credits earned at FEI will be transferable or accepted at another institution. 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 and graduation at that institution. Students should not assume that any FEI courses, credits, or programs could be transferred to another institution, especially when that is not the mission or the intent of the

career education at FEI. <u>It is important for students to remember that FEI's programs are designed to prepare them for entry level employment and career opportunities.</u>

Associate Degree and Transferability of Credits
There are two widely recognized type of accredited institutions in the United States, nationally accredited schools and regionally accredited schools. Florida Education Institute is a nationally accredited, not regionally accredited. <u>Transferability of credits is at the discretion of the receiving institution</u> (see Transfer of Credits sections in this catalog). Regionally accredited institutions are not structured to accept credits from a nationally accredited school. Therefore, students should not have such expectations. Students enrolled in any FEI associate degree program should know that FEI's mission and focus is to prepare students for existing entry-level employment and career opportunities, not for credits to be transferred to another institution for the continuation of education by students.

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 heath requirements set forth by employers.

Re-Entry Students
Former students whose education was voluntarily interrupted may apply for re-entry. The students Satisfactory Academic Progress and financial standing may be assessed to determine eligibility for re-entry.

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 "re-entry" 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 Re-entry 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 re-entry.

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

New Student 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 a new student oorientation session. The new student orientation covers academic, student services, placement services, technological services available to students at FEI.

ACADEMIC INFORMATION

Definition of Quarter Credit Hours and Clock Hours:

Quarter 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.

Student Schedules and Course Class Times

All courses are scheduled with class times from Monday through Thursday. Students are encouraged to always check their course class schedule or meet with the Academic Coordinator for exact times and questions, including program requirements and courses needed for graduation.

Students enrolled in an online or hybrid program must be available for class during entire scheduled class time. Student must check their course schedule each time a new course starts to know the time of their synchronous class time portion of the course, which will depend on the instructor's availability and fall under the below-noted scheduled times.

All programs are comprised of courses that have class weekly attendance days (i.e., Monday to Thursday), a class session (i.e., day, evening, etc.) and a course time schedule (i.e., 9:00 a.m. to 1:00 p.m.). Students may enroll in three (3) different program delivery methods, if available for their program of interest. Refer to the Mode of Delivery of Education (In-Person/Online/Hybrid) section in this Catalog for a definition of each. Below are the program schedules and course class times available to students:

In-Person Medical and Business Programs – Monday to Thursday
Day classes are scheduled from 9:00 am to 1:00 pm
Evening classes are scheduled from 6:00 pm to 10:00 pm

Hybrid or 100% Online Medical and Business Programs – Monday to Thursday
Day classes are scheduled from 9:00 am to 1:00 pm
     Day Synchronous class times: 9:00 am to 11:00 am <u>or</u> 11:00 am to 1:00 pm

Evening classes are scheduled from 6:00 pm to 10:00 pm
     Evening Synchronous class times: 9:00 am to 11:00 am <u>or</u> 11:00 am to 1:00 pm

Hospitality and Trades Programs – Monday to Thursday
Day class schedule:
     Lab Classes: 9:00 am to 2:00 pm (In-Person)
     Online Classes: 9:00 am to 2:00 pm
          Day Synchronous class times: 9:00 am to 11:30 am <u>or</u> 11:30 am to 2:00 pm

Evening class schedule:
     Lab Classes: 5:00 pm to 10:00 pm (In-Person)
     Online Classes: 5:00 pm to 10:00 pm
          Evening Synchronous class times: 5:00 pm to 7:30 pm <u>or</u> 7:30 pm to 10:00 pm

Enrollment Status
All programs at FEI are offered on a non-term basis. All FEI programs are quarter credit programs. FEI has no clock hour programs.

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

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

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

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

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

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

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

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

A Student who wishes to challenge a grade must contact the Campus Director or Academic Coordinator within two weeks of receiving the grade. Student may not challenge grades after the two-week period. FEI records a letter grade for courses taken by students and uses a four-point grading system as follows:

See next page for the four-point grading system.

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

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

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

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

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

The following is a credit hour example:

	Grade			
A	4 Credit Hours x 4.00 Grade Points =	16.0		
C	2 Credit Hours x 2.00 Grade Points =	4.0		
Total	6	20.0	20/6 = 3.33 GPA	

Student Withdraw/Termination
Students considering withdrawal should discuss any problems with the 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 Academic Coordinator and complete a withdrawal form in order to begin the official withdrawal process. An exit interview with the Financial Aid Department and Business Office may also be required and scheduled. During the financial meeting, the student will receive information regarding

tuition due, or outstanding debts. Official withdrawal paperwork will be sent to the student via regular US mail or certified mail.

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

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

Homework and Practice Outside of Class
Career and technical education is "adult education" and adults have busy lives with work, family, and other responsibilities. Therefore, FEI believes that it is best that most (if not all) of the career education course work required from students should be done inside the scheduled hours of the course and not in the way of homework or outside the class study time. FEI's Director of Education has designed and developed the school's curriculum so students can expect to do most of their course work during the published scheduled course time. Nevertheless, we admire and encourage students to work hard at learning and dedicate whatever time is necessary to learn the material needed to be a successful student.

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

Repeated Courses
Any failing course grade must be completed prior to graduation and students may be put on notice that could lead to termination of program for poor academic performance. Students to repeating a course will be required to pay for the course and must receive approval from the Registrar before attempting the course. Repeated courses affect financial aid satisfactory academic progress calculations.

Any failing course grade must be completed prior to graduation and student will be put on notice that could lead to termination of program for poor academic performance. Students to repeating a course will be required to pay for the course and must receive approval from the Registrar before attempting the course. Repeated courses affect financial aid satisfactory academic progress calculations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Attendance determinations will be made on an individual, case-by-case basis. In the event of an absence, it's the student's responsibility to make arrangements with the instructor to complete any missed work.

The instructor will then decide, at his/her discretion, if the student should be permitted to make up missed work.   Faculty members may refer students to the Academic Coordinator for advising at any time.

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

Tardiness

Punctuality is important to being successful in school and in the workplace.   Being punctual is an important step towards developing the discipline and excellent work ethic FEI graduates will need.   All students are expected to arrive to class on time.   Students are encouraged to work with their instructor on minor punctuality issues that the instructor feels will not adversely affect the education being provided to student.

Leave of Absence

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

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

SCHOOL RULES AND REGULATIONS

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

Performance Probation

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

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

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

Conduct

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

Grievance Policy

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

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

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

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

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

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

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

Violation of either of these offenses is also punishable by a definite term of imprisonment of up to 60 days and a fine of $500. Misrepresentation of age also will lead to the curtailment of driving privileges.

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

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

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

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

The following chart indicates the suspension period for related offenses.

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

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

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

- It is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

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

Health Risks
Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at www.justice.gov/dea/druginfo/factsheets.shtml.

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

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

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

Assistance may be sought at:

Addiction Treatment Program South Miami Hospital

7401 SW 62nd Avenue

Miami FL, 33143

1-800-YES-HOPE or 786-662-8118

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

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

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

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

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

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

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

Food and Beverages
No food or beverages are permitted inside the classrooms, labs or instruction areas (Exception: Culinary and Pastry labs). 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 outside the campus buildings and away from the entrance of any building during approved breaks or non-instruction time. Some buildings have an outdoor designated area.

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
For a student to be eligible for graduation and receive a Diploma, Degree or other appropriate credential, the student must meet each and all of the following requirements:

1. Successful completion of all required courses for the program within its maximum time frame.
2. Complete all records and files as necessary.

3. A cumulative grade point average (GPA) of 2.0 or higher.
4. 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, Degree, or credentials and may also 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 Aadvising
FEI provides academic advising to students throughout their program, based on individual needs. Students not meeting Satisfactory Academic Progress ("SAP") requirements or having been flagged as having academic deficiencies (i.e., potentially failing a course or having failed a previous course, attendance issues, etc.) must attend any advising sessions scheduled by the Academic Coordinator or other academic staff/faculty member. FEI strongly encourages all students to seek advising for any matter that they may deem important to the completion of their program of study.

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

Admissions Advising
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 Advising
Each student approaching completion of his/her program should meet with a member of the Career Services Office to determine his/her employment goals. The Career Services Office assists students with employment needs while enrolled as well as 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 staff.

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

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

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

<u>Personal</u>:
Each student is encouraged to seek advice from the Student Services staff member 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 and Placement 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 confident when is time to search for employment and seek new career opportunities.

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

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

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

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

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

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

Housing

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

Lost and Found

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

Library/Learning Resource Centers

FEI maintains reference books and other materials 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 Resource Centers can make such requests with our Academic Coordinator or SCS staff.

Health and Safety

Student health and safety is of the utmost importance. Students and faculty are strongly encouraged to notify the school's administration of any potential health or safety hazard they may notice. First aid supplies are available at the Career Services Office. If a student is or becomes pregnant she must notify the Academic Coordinator so that the school can provide reasonable adjustments as necessary and provide support in the way of encouragement and academic guidance. Please refer to FEI's website consumer information page for all health and safety policies and procedures for students and employees.

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. Students attending our Extension Campus at 2151 S. LeJeune Rd, Suite 110, Coral Gables, Florida 33134, we be provided with a free parking pass for a parking facility one block away.

Should you have a question as to where to park please contact Student Services at services@fei.edu or 305.444.1515.

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 <u>not</u> have to be paid back. Yearly amounts may vary based on federal appropriations.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This a grant for students who have extreme financial need as determined by the school. This is a grant and it does <u>not</u> 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. <u>This is a loan and repayment is required.</u> 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. <u>This is a loan and repayment is required.</u> 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. <u>This is a loan and repayment is required.</u> These loans require a credit check and repayment of both principal and interest begins 60 days after the final disbursement is made.

Institutional Loan

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

Other Sources of Assistance

The Financial Aid Office will assist the student in searching for alternative sources of financing for the student's education.

Veteran's Affairs (VA) Training

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

- Attendance:

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

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

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

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

- Standards of Academic Progress for VA Students:

  Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period.

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

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

- Veteran's Credit for Previous Education or Training

  Students must report all education and training. Transfer credit approval is subject to the credit approval criteria in the "Credit for Previous Education" section in this catalog. If credits for previous education are granted by FEI, the training time will be shortened, the tuition will be reduced proportionately, and the VA student will be notified.

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

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

The Luis Alvarez CPA Scholarship Award
This scholarship was created in memory and as a tribute to Luis Alvarez, CPA, Florida Education Institute's accountant from the time the school was founded in 1994 until his passing in 2009. Mr. Alvarez left us way too early at the age of 47, but he left an indelible positive mark for all those who knew him. Mr. Alvarez was first and foremost a family man and a believer in the human spirit. His business philosophy was guided by two principles: sincere hard work and friendship.

This is an FEI scholarship awarded to non-traditional or immigrant students who do not qualify for available student financial aid, are going through financial hardship, or may not have access to education due to their financial situation and wish to improve their life by way of career education. Mr. Alvarez believed that no one should be denied career and technical education because of the inability to pay for it. To him career education was very important because he considered it the ideal education for making a living and supporting one's family. Students applying for this scholarship should demonstrate the willingness to work hard, be dedicated to their family, friendship, human spirit, and have a commitment to academic and career success.

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

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

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

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

General Scholarship Policies

- To be eligible for this scholarship, students must exhaust all other financial assistance programs and opportunities, such as scholarships, grants, or loans before applying this scholarship.

- Scholarship applications must be received prior to the start of classes to be eligible. Award recipients who do not start in their intended program specified on admissions application will have one year to start classes and utilize award. Recipients who do not start within the year will have their award expired and will have to reapply for available offerings at time of actual enrollment.

- Scholarship recipients are expected to meet certain continuing eligibility criteria and progress in a timely manner toward completing their programs. To retain scholarship eligibility, recipients must remain in good academic standing and meet additional conditions outlined.

- To qualify for scholarship funds, students must maintain their enrollment with an approved active student status.

- Recipients will continue to be responsible for all other educational expenses.

When awarded, scholarships do not have to be paid or reimbursed by the recipients.

Application Procedures for Financial Aid

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

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

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

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

Title IV Verification

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

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

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

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

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

Applicants who are required to correct information as requested by the Financial Aid Office must comply with all written requests in order to satisfy the verification for Title IV process. If a situation should occur

where applicants are experiencing difficulties obtaining certain documents and or duplicates of such documents, applicants must advise the Financial Aid Office of such difficulties.

While the Financial Aid Office continues to maintain a vigilant account of applicant's verification of Title IV programs, the burden of proof is placed on the applicant to supply a true and correct original or duplicate of such documents deemed necessary.

Notification of Federal Award Disbursement
FEI participates in the "Electronic Funds Transfer" of the United States Department of Education. Under this system, the Department of Education transfers funds to a specially designed bank account for the School to award eligible Federal Student Aid recipients. The Department does not forward to the School a separate check for each student. FEI notifies students of their estimated financial aid awards. Federal financial aid disbursement projections are based on the student's enrollment status and possibly other factors unique to the student. These amounts are subject to change, especially if for any reason the student's enrollment status changes. Students who applied for Federal Direct Loans or PLUS Loans will have their federal loans sent directly to FEI.

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

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

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

Institutional Refund Policy
For students receiving Title IV funds, the School first determines the amount of Title IV aid that the student has earned and therefore the School may retain, and the School further, returns any unearned funds within the timeframe permitted by Title IV rules. Next, the School will calculate the Institutional Refund Policy to determine if there is an outstanding balance owed to the School or a credit balance due to the student.

Students not receiving Title IV funds will have refunds calculated using the Institutional Refund Policy, only. Non- Title IV students will be charged tuition on the first day of class and the mid-point of the program if program is less than twelve months. If program is longer than twelve months, tuition will be charged based on the "payment period" methodology used by our institution for Federal Student Aid.

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

1) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2) All monies will be refunded if the school does not accept the applicant or if the student cancels

within three (3) business days after signing the enrollment agreement and making initial payment.

3) Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (currently, $100.00).

4) Cancellation after attendance has begun, through 20% completion of the payment period, will result in a Pro Rata refund computed on the number of hours completed during the payment period.

5) Cancellation after completing more than 20% of the payment period will result in no refund.

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

a. Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

b. The calculation of the refund for the unused portion of the first 12 months is based on sections 1) through 5) above.

c. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on sections 1) through 5) above.

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

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

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

Return of Title IV Funds Policy

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

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

Cancellation/Withdrawal/Rejection Policies

- Students wishing to cancel or withdraw must notify the School in writing prior to doing so.
- Students with 14 consecutive calendar days of absence will be considered to have unofficially withdrawn.
- For a student who fails to return from an 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

Tuition by Program

Medical Assistant	$17,529
Medical Billing and Coding	$17,229
Pharmacy Technician	$17,479
Culinary Arts	$16,779
Pastry and Baking Arts	$16,929
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)	$16,979
Business Management	$17,329
Medical Office Administrator (AAS)	$35,800
Business Administration (AAS)	$35,800
Culinary and Hospitality Management (AAS)	$35,800
Pastry and Baking Management (AAS)	$35,800

Miscellaneous Fees

Registration Fee (each program)	$ 100
Technology Fee (each program)	$ 200
Technology Fee (each AAS degree program)	$ 400
Uniform Fee (MA, MBC, PHT, BM, and HVACR programs)	$ 50
Uniform Fee (MOA and BA AAS degree programs)	$ 100
Uniform Fee (All hospitality programs)	$ 175
Re-Entry Fee	$ 150
Graduation Fee	$ 75
Transcript Fee (1st transcript free; 2 or more transcripts in any given year)	$ 25
Photo ID Replacement	$ 25
Diploma Replacement	$ 75

Books and Supplies Fee

The following are the Books and Supplies Fee for each program. The supplies part of the Books and Supplies Fee includes a fractional cost of the supplies for FEI that is used in the program by the student during instruction.

Medical Assistant	$ 400
Medical Billing and Coding	$ 700
Pharmacy Technician	$ 450
Culinary Arts	$ 800
Pastry and Baking Arts	$ 650
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)	$ 500
Business Management	$ 600
Medical Office Administrator (AAS)	$ 2,300
Business Administration (AAS)	$ 2,500
Culinary and Hospitality Management (AAS)	$ 2,700
Pastry and Baking Management (AAS)	$ 2,700

If a student elects to purchase books other than those provided by FEI, it is recommended he/she first contact the Student Services Office 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.

Uniform Fee

Students are given one (1) set of uniform for school attendance for each program enrollment. Additional sets of uniforms can be purchased by contacting the Student Services Office.

Medical Assistant	$	50
Medical Billing and Coding	$	50
Pharmacy Technician	$	50
Culinary Arts	$	175
Pastry and Baking Arts	$	175
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)	$	50
Business Management	$	50
Medical Office Administrator (AAS)	$	100
Business Administration (AAS)	$	100
Culinary and Hospitality Management (AAS)	$	175
Pastry and Baking Management (AAS)	$	175

Materials/Kit Fee

Hospitality programs (Culinary Arts and Pastry and Baking Arts) and the HVAC/R program students are provided with kits.

Materials/Kit Fee (CA and PBA programs)	$	225
Materials/Kit Fee (HVAC/R)	$	450

Technology Fee

The Technology Fee includes the availability and access of technological and computer services for students, including services provided by helpdesk@fei.edu, which provides one-on-one support and mini-training sessions for student technological needs.

Diploma Programs	$	200
Degree Programs	$	400

ACADEMIC PROGRAM DESCRIPTION

PROGRAM CONTENT

Florida Education Institute reserves the right to modify and change program curriculum content or any other component of any of its programs for any reason related, but not limited to, quality education improvement, modes of delivery, to meet service area employment requirements and practices, or because the Florida Education Institute has determined that it is in the best interest of the school and/or 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 <u>elect</u> 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 (BM)

Business Administration training is conducted in a clean business-like classroom that is conducive to practical business classes. The classroom is equipped with computers, learning resources, and audio-visual materials and equipment and internet access for easy communication and interaction during instruction. Students in this program have access to the computer lab. The online portion of the program, students, will be connected via zoom and using Moodle; a learning management system. Moodle provides resources such as, completion of assignments, quizzes, exams, and any other additional resources to be successful in the respective course.

Business Administration (A.A.S.)

Business Administration training is conducted in a clean business-like classroom that is conducive to practical business classes. The classroom is equipped with computers, learning resources, and audio-visual materials and equipment and internet access for easy communication and interaction during instruction. Students in this program have access to the computer lab. The online portion of the program, students, will be connected via zoom and using Moodle; a learning management system. Moodle provides resources such as, completion of assignments, quizzes, exams, and any other additional resources to be successful in the respective course.

Culinary Arts (CA)

Culinary Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms are located in our Main Campus, 5818 SW 8 Street, Miami, Florida 33134. The culinary kitchen lab is located in our Extension Campus at 2151 S. LeJeune Road, Suite 110, Coral Gables, Florida 33134, and is equipped with stoves, ovens, and food preparation equipment commonly found in the culinary industry. A fully operational restaurant, Pasion, is used as an educational practice lab to provide real-world experiences to students. Students in this program have access to the computer lab.

Culinary & Hospitality Management (A.A.S.)

Culinary Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms are located in our Main Campus, 5818 SW 8 Street, Miami, Florida 33134. The culinary kitchen lab is located in our Extension Campus at 2151 S. LeJeune Road, Suite 110, Coral Gables, Florida 33134, and is equipped with stoves, ovens, and food preparation equipment commonly found in the culinary industry. A fully operational restaurant, Pasion, is used as an educational practice lab to provide real-world experiences to students. Students in this program will have access to the computer lab. The online portion of the program, students, will be connected via zoom and using Moodle; a learning management system. Moodle provides resources such as, completion of assignments, quizzes, exams, and any other additional resources to be successful in the respective course.

Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)

HVACR instruction is conducted in clean classrooms and large lab set up for students to learn with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. A spacious HVAC/R lab is used to conduct practical instruction in residential and commercial air installation, maintenance, repair, use of

variety of tools and equipment, troubleshooting and basic design of refrigeration systems. Students in this program have access to the computer lab.

Medical Assistant (MA)

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

Medical Billing and Coding (MBC)

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

Medical Office Administrator (A.A.S.)

Medical Office Administrator instruction is conducted in classrooms and lab environment set up for students to learn with sufficient practice in facilities equipped with clinical and administrative equipment and materials similar to those currently used in the occupation, such as medical office simulation, vital sign equipment and supplies, medical reports, patient documents, telephones, stethoscopes, examining tables, phlebotomy arms, electrocardiogram machines, and laboratory collection and processing equipment. Medical Office Administrator, office equipment and materials similar to those currently used in the occupation, such as billing and coding office materials, computers, medical records, patient documents, and current diagnostic and procedural coding books. Computer applications are utilized throughout the program. Medical textbooks, dictionaries, anatomy physiology charts and torso models are used to encompass active student learning. Clean classrooms equipped with learning resources, and audio-visual materials and equipment and internet access are available for theory classrooms. Students in this program have access to the computer lab. The online portion of the program, students, will be connected via zoom and using Moodle; a learning management system. Moodle provides resources such as, completion of assignments, quizzes, exams, and any other additional resources to be successful in the respective course.

Pastry and Baking Arts (PBA)

Pastry and Baking Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers, learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms are located in our Main Campus, 5818 SW 8 Street, Miami, Florida 33134. The pastry and baking kitchen lab is located in our Extension Campus at 2151 S. LeJeune Road, Suite 110, Coral Gables, Florida 33134, and is equipped with stoves, ovens, and food preparation equipment commonly found in the pastry and baking industry. A fully operational restaurant, Pasion, is used as an educational practice lab to provide real-world experiences to students. Students in this program have access to the computer lab.

Pastry and Baking Management (A.A.S.)

Pastry and Baking Arts instruction is conducted with sufficient practice in facilities with equipment and materials similar to those currently used in the occupation. Clean classrooms equipped with computers,

learning resources, and audio-visual materials and equipment and internet access are available for theory and demonstration classrooms are located in our Main Campus, 5818 SW 8 Street, Miami, Florida 33134. The pastry and baking kitchen lab is located in our Extension Campus at 2151 S. LeJeune Road, Suite 110, Coral Gables, Florida 33134, and is equipped with stoves, ovens, and food preparation equipment commonly found in the pastry and baking industry. A fully operational restaurant, Pasion, is used as an educational practice lab to provide real-world experiences to students. Students in this program have access to the computer lab. The online portion of the program, students, will be connected via zoom and using Moodle; a learning management system. Moodle provides resources such as, completion of assignments, quizzes, exams, and any other additional resources to be successful in the respective course.

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

<h1 style="text-align: center">PROGRAM EMPLOYMENT AND CAREER OPPORTUNTIES</h1>

BUSINESS MANAGEMENT EMPLOYMENT AND CAREER OPPORTUNITIES

Manager	Sales Representative	Business Owner
Supervisor	Account Executive	
Marketing Representative	Entrepreneur	

BUSINESS ADMINISTRATION (A.A.S.) EMPLOYMENT AND CAREER OPPORTUNITIES

Manager	Sales Representative	Business Owner
Supervisor	Account Executive	Consultant
Marketing Representative	Entrepreneur	

CULINARY ARTS EMPLOYMENT AND CAREER OPPORTUNITIES

Restaurants	Hotels	Catering	Self-Employment
Cruise Industry	Food Service Industry	Banquet Halls	Food Truck Owner

CULINARY & HOSPITALITY MANAGEMENT (A.A.S.) EMPLOYMENT AND CAREER OPPORTUNITIES

Restaurant Operators	Hotel General Managers	Catering Managers	Self-Employment
Cruise Industry	Food Service Industry	Banquet Halls Managers	Consultant

HVAC/R EMPLOYMENT AND CAREER OPPORTUNITIES

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

MEDICAL ASSISTANT EMPLOYMENT AND CAREER OPPORTUNITIES

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

MEDICAL BILLING AND CODING EMPLOYMENT AND CAREER OPPORTUNITIES

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

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

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

PASTRY AND BAKING ARTS EMPLOYMENT AND CAREER OPPORTUNITIES

Bakeries	Restaurants	Hotels	Catering
Self-Employment	Food Service Industry	Banquet	

PASTRY AND BAKING ARTS MANAGEMENT EMPLOYMENT AND CAREER OPPORTUNITIES

Bakeries	Restaurants	Hotels	Catering
Self-Employment	Food Service Industry	Banquet	

PHARMACY TECHNICIAN EMPLOYMENT AND CAREER OPPORTUNITIES

Retail Pharmacies	Hospitals
Franchised Pharmacies	Home health agencies
Pharmaceutical Facilities	

BUSINESS MANAGEMENT

54 Credits/720 Clock Hours

PROGRAM DESCRIPTION

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. This program also provides instruction in the basic skills necessary to begin a business career. This program 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 offers a broad foundation of knowledge, skills, and perspective required to succeed in today's business environment. This program can also enhance employment and promotion in business organizations and industries. **Program Length: 45 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid / 100% Online.**

PROGRAM OBJECTIVES

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

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
BMG 4200	Selling Skills and Techniques	48	3.0
BMG 4150	Professional Sales	48	4.0
BMG 5600	Human Relations	48	3.0
BMG 5200	Business Communication	48	3.0
BMG 4100	Digital Marketing	48	3.0
BMG 1010	Business Management	48	4.0
BMG 1050	Entrepreneurship	48	4.0
BMG 2100	Marketing & Sales	48	3.0
BMG 2540	Principles of Human Resources	48	4.0
BMG 2020	Management & Leadership	48	4.0
BMG 3010	Accounting Principles	48	3.0
BMG 3100	Business Law & Ethics	48	4.0
BMG 3700	Financial Markets	48	4.0
BMG 1100	Business Mathematics	48	4.0
BMG 2200	Small Business Management	48	4.0

BUSINESS ADMINISTRATION

Associate of Applied Science (A.A.S.) 99 Credits

<u>**PROGRAM DESCRIPTION**</u>

The Associate of Science in Business Administration program is designed for students to develop a wide range of business knowledge and skills that can position them for business success. With this associate degree students can learn the foundational business knowledge and skills for an entry-level position employers look for in candidates. This associate degree also provides entrepreneurship skills students can use to start their own small business or improve their existing business ventures. The courses in this associate degree can provide students with an overview of core business concepts and real-world practices such as accounting, computer applications used in business, economics, marketing, sales, business law and ethics, entrepreneurship, and financial markets. These courses are designed to give the student a broad business perspective that can be applied in a practical manner to the business world. This associate degree requires the student to complete general education courses that can further broaden and enhance their business knowledge. **Program Length: 84 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid / 100% Online.**

<u>**PROGRAM OBJECTIVES**</u>

- ✓ To prepare students for business career opportunities in a variety of entry-level positions such as managers, supervisors, and marketing, and sales.
- ✓ How to be a business owner and entrepreneurship skills.
- ✓ Fundamentals of human resources and human nature.
- ✓ Fundamentals of marketing and sales.
- ✓ Introduce the student to customer service and customer loyalty.
- ✓ Introduce the student to economic principles.
- ✓ Provide the student with computer skills and applications used in business.
- ✓ Provide the student with a broad range of knowledge and skills to be used in business.
- ✓ To offer students general education courses that are going to broaden and enhance their business knowledge.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.

BUSINESS ADMINISTRATION A.A.S. (Cont.)

<u>MAJOR AREAS OF INSTRUCTION</u>
- o Management
- o Entrepreneurship
- o Human Resources
- o Marketing
- o Sales
- o Economics
- o Computer Applications
- o Spreadsheet Applications
- o Customer Service
- o Organizational Behavior
- o General Education Courses

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
BMG 4200	Selling Skills and Techniques	48	3.0
BMG 4150	Professional Sales	48	4.0
BMG 5600	Human Relations	48	3.0
BMG 5200	Business Communication	48	3.0
BMG 4100	Digital Marketing	48	3.0
BMG 1010	Business Management	48	4.0
BMG 1050	Entrepreneurship	48	4.0
BMG 2100	Marketing & Sales	48	3.0
BMG 2540	Principles of Human Resources	48	4.0
BMG 2020	Management & Leadership	48	4.0
BMG 3010	Accounting Principles	48	3.0
BMG 3100	Business Law & Ethics	48	4.0
BMG 3700	Financial Markets	48	4.0
BMG 1100	Business Mathematics	48	4.0
BMG 2200	Small Business Management	48	4.0
BUS 2205	Principles of Economics	48	3.5
BUS 2210	Computer Applications	48	3.5
BUS 2225	Organizational Behavior	48	3.5
BUS 2330	Customer Service Management	48	3.5
BUS 2340	Business Spreadsheet Applications	48	3.5
BUS 2400	Business Administration Capstone	48	3.0
PSY 1000	Introduction to Psychology	48	3.5
MTH 1010	College Mathematics	48	3.5
PHI 1060	Introduction to Philosophy	48	3.5
BIO 1040	Introduction to Biology	48	3.5
ENG 1050	English Composition	48	3.5
FIN 1450	Fundamentals of Finance	48	3.5
AMG 1550	American Government	48	3.5

CULINARY ARTS

49 Credits/720 Clock Hours

<u>**PROGRAM DESCRIPTION**</u>

This program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a variety of food service industry work settings. The program emphasizes organization, safety, sanitation, mise en place, knife skills, understanding ingredients, flavors, basic cooking methods, preparation of stocks and sauces, exposure to different cultures and cuisines, kitchen station organization, teamwork, communication skills, and plate presentation. Students learn through a combination of lecture, demonstration, and practice in kitchen labs. This program also includes basic baking and pastry and front-of-the- house guest services. The following modules are included in every program course: Food safety and sanitation, knife skills development, culinary techniques with structured learning activities similar to those found in the real world, and success habits. This program promotes professionalism in each course and is designed with employability in mind. **Program Length: 36 Weeks. *Delivery Method: Hybrid.**

<u>**PROGRAM OBJECTIVES**</u>

- ✓ Prepare students for entry-level work in the Culinary industry.
- ✓ Learn by practice and repetition the classic fundamental cooking techniques and knife skills.
- ✓ Introduce the student to modern, international, Latin and other cuisines.
- ✓ Provide the student an overall introduction to the food service industry and careers.
- ✓ Introduce students to kitchen and restaurant organization and management.
- ✓ Provide students an understanding of restaurant or food service entrepreneurship.
- ✓ Provide students with an understanding of the basics of pastry and baking.
- ✓ Have students take professional pride and always focus on prevention, sanitation, and   safety.
- ✓ Assure that the school and program rules are enforced in order to develop student work discipline.
- ✓ Learn and Practice with Program Mantra: Work the Fundamentals; Work Clean; Work Ethic.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

CULINARY ARTS (Cont.)

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
CUL 1025	Latin Cuisine	60	4.0
CUL 1030	International Cuisine	60	4.0
CUL 1032	Garde Manger	60	4.0
CUL 2045	Modern Cuisine	60	4.0
CUL 1040	Culinary Techniques and Flavoring	60	4.0
CUL 1020	Cooking Methods	60	4.0
CUL 1035	Food, Beverage, and Wines Services	60	5.0
CUL 1010	Professional Culinary Techniques	60	4.0
CUL 1015	Culinary Essentials	60	4.0
PBA 1011	Pastry and Baking Fundamentals	60	4.0
CUL 2050	Professional Cooking	60	4.0
CUL 3000	Culinary Arts Capstone	60	4.0

CULINARY AND HOSPITALITY MANAGEMENT

Associate of Applied Science (A.A.S.) 95 Credits

PROGRAM DESCRIPTION

This Associate of Science Culinary and Hospitality Management program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a variety of culinary, hospitality, food service, restaurant kitchens and front-of-the-house work settings, including restaurant and hotel management or supervisory positions. The program emphasizes organization, safety, sanitation, mise en place, knife skills, understanding ingredients, flavors, basic cooking methods, preparation of stocks and sauces, exposure to different cultures and cuisines, kitchen station organization, teamwork, communication skills, and plate presentation. Students learn through a combination of lecture, demonstration, and practice in kitchen labs. This associate degree program also includes hospitality services related to tourism, hotels, guest services, and front-of-the-house restaurants. The following modules are included in most program courses: Food safety and sanitation, knife skills development, culinary techniques with structured learning activities similar to those found in the real world, and success habits. This program promotes professionalism in each course and is designed with employability in mind. **Program Length: 75 Weeks. *Delivery Method: Hybrid.**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work in in a variety of culinary, hospitality, food service, restaurant kitchens and front-of-the-house work settings, including restaurant and hotel management or supervisory positions.
- ✓ Learn by practice and repetition the classic fundamental cooking techniques and knife skills.
- ✓ Introduce the student to modern, international, Latin and other cuisines.
- ✓ Provide the student an overall introduction to the food service industry and careers.
- ✓ Introduce students to kitchen and restaurant organization and management.
- ✓ Provide students an understanding of restaurant or food service entrepreneurship.
- ✓ Provide students with an understanding of the basics of pastry and baking.
- ✓ Have students take professional pride and always focus on prevention, sanitation, and safety.
- ✓ Introduce the student to the hospitality and tourism management.
- ✓ Introduce the student to restaurant management and operations.
- ✓ Provide the student with the basics in hospitality marketing and sales.
- ✓ Describe excellent guest services and the benefits customer loyalty.
- ✓ Assure that the school and program rules are enforced in order to develop student work discipline.
- ✓ Learn and Practice with Program Mantra: Work the Fundamentals; Work Clean; Work Ethic.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

CULINARY AND HOSPITALITY MANAGEMENT (Cont.)

MAJOR AREAS OF INSTRUCTION
- General Education Courses
- Hospitality and Tourism Management
- Classic Fundamental Cooking Techniques
- Knife Skills
- Modern, International, Latin Cuisines
- Professional Cooking
- Food Service Operations, Including Beverage and Wine
- Guest Services.
- Marketing and Sales in Hospitality.
- Work Ethic, Professionalism, and Success Habits

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
CUL	1025	Latin Cuisine	60	4.0
CUL	1030	International Cuisine	60	4.0
CUL	1032	Garde Manger	60	4.0
CUL	2045	Modern Cuisine	60	4.0
CUL	1040	Culinary Techniques and Flavoring	60	4.0
CUL	1020	Cooking Methods	60	4.0
CUL	1035	Food, Beverage, and Wines Services	60	5.0
CUL	1010	Professional Culinary Techniques	60	4.0
CUL	1015	Culinary Essentials	60	4.0
PBA	1011	Pastry and Baking Fundamentals	60	4.0
CUL	2050	Professional Cooking	60	4.0
CUL	3000	Culinary Arts Capstone	60	4.0
HFT	1000	Hospitality and Tourism Management	48	4.0
HFT	1020	Restaurant Operations	48	3.5
HFT	1030	Human Resources in Hospitality	48	3.5
HFT	1040	Guest Services and Loyalty	48	3.5
HFT	1050	Culinary and Restaurant Management	48	3.5
HFT	1060	Hospitality Marketing and Sales	48	3.5
PSY	1000	Introduction to Psychology	48	3.5
MTH	1010	College Mathematics	48	3.5
PHI	1060	Introduction to Philosophy	48	3.5
BIO	1040	Introduction to Biology	48	3.5
ENG	1050	English Composition	48	3.5
FIN	1450	Fundamentals of Finance	48	3.5
AMG	1550	American Government	48	3.5

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

54 Credits/720 Clock Hours

PROGRAM DESCRIPTION

This program is designed to provide students with the basic knowledge, technical skills for entry-level employment in the heating, ventilation and air conditioning/refrigeration (HVAC/R) field. This program introduces students to hands-on training in areas such as residential and commercial air conditioning installation, maintenance, repair, use of variety of tools and equipment, troubleshooting and basic design of refrigeration systems. Emphasis is given throughout the program to provide excellent service. The following modules are included in every program course: Safety and prevention, air conditioning and refrigeration skills and techniques, and success habits. This program promotes professionalism in each course and is designed with employability in mind. **Program Length: 36 Weeks. *Delivery Method: Hybrid.**

PROGRAM OBJECTIVES

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

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
HVA 1010	HVAC/R Technology	60	4.5
HVA 1020	HVAC/R Science	60	4.5
HVA 1050	Refrigeration Systems and Components	60	4.5
HVA 1100	Refrigeration Practices	60	4.5
HVA 1150	HVAC/R Electrical Systems	60	4.5
HVA 1200	Air Conditioning Systems	60	4.5
HVA 1250	Air Conditioning Technician	60	4.5
HVA 1300	Heat Pump Systems	60	4.5
HVA 1350	Commercial Air Conditioning	60	4.5
HVA 1400	Commercial Refrigeration	60	4.5
HVA 1500	System Design, Sizing, and Layout	60	4.5
HVA 1450	Troubleshooting, Maintenance, and Service Calls	60	4.5

MEDICAL ASSISTANT

48 Credits/756 Clock Hours

<u>PROGRAM DESCRIPTION</u>

This program is designed to teach students the skills necessary for entry-level employment in a medical facility or physician's practice. Students receive instruction in the administrative and clinical roles of the medical assistant in different health care settings. This program trains the student to function effectively as an integral member of the physician's or medical facility's health care team. Students will cover medical front office procedures such as patient scheduling, handling patient accounts and records, insurance billing, medical office management and electronic medical records. The student will also cover clinical procedures such as taking patient histories and vital signs, preparing patients for procedures, assisting the physician with examinations and treatments, and diagnostic tests as directed by physicians. 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. This program is designed with employability in mind and includes in lessons in professionalism, and success habits. **Program Length: 44 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid.**

<u>PROGRAM OBJECTIVES</u>

- ✓ Prepare students for entry-level employment as a medical assistant or member of health care team in a medical facility or physician's office.
- ✓ Prepare students to perform administrative and clinical medical assistant duties.
- ✓ Understand the use and function of electronic health records.
- ✓ Provide students with a basic understanding of medical terminology, anatomy and physiology, human disease and pathology, pharmacology, and insurance and medical billing and collections.
- ✓ Understand legal and ethical considerations related to medical practices.
- ✓ Identify and describe safety-related and emergency preparedness procedures.
- ✓ Have students take professional pride and always focus on prevention and safety.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

MEDICAL ASSISTANT (Cont.)

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED	1100	Medical Terminology	48	4.0
ANP	2101	Anatomy & Physiology I	48	3.0
ANP	2102	Anatomy & Physiology II	48	3.0
MBC	2205	Healthcare Insurance	48	3.5
MED	2120	Medical Office Procedures	48	3.5
MBC	2230	Medical Billing & Coding	48	3.5
MED	2231	Human Disease and Pathology I	48	3.0
MED	2236	Human Disease and Pathology II	48	3.0
MED	2240	Clinical Procedures	48	3.0
EHR	2300	Electronic Health Records	48	3.0
PHT	2205	Pharmacology	48	3.5
PHL	2301	Phlebotomy and Hematology	48	3.0
EKG	2201	Electrocardiography	48	3.0
MED	2550	Medical Office Management	48	3.5
MAE	3000	Medical Assistant Externship (84 Hours)	84	2.5

MEDICAL BILLING AND CODING

51 Credits/720 Clock Hours

PROGRAM DESCRIPTION

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. This program is designed with employability in mind and includes in lessons in professionalism, and success habits. **Program Length: 45 Weeks.   *Delivery Method: Traditional (In-Person) / Hybrid / 100% Online.**

PROGRAM OBJECTIVES

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

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED	1100	Medical Terminology	48	4.0
ANP	2101	Anatomy & Physiology I	48	3.0
ANP	2102	Anatomy & Physiology II	48	3.0
MED	2120	Medical Office Procedures	48	3.5
MBC	2205	Healthcare Insurance	48	3.5
MBC	2230	Medical Billing & Coding	48	3.5
MED	2235	Human Disease & Pathology I	48	3.0
MED	2236	Human Disease & Pathology II	48	3.0
MED	2240	Clinical Procedures	48	3.0
EHR	2300	Electronic Health Records	48	3.0
MBC	2245	Coding Concepts	48	4.0
MBC	2250	Coding Systems	48	4.0
MBC	2255	Procedural Coding	48	3.5
MBC	2260	Medical Coding	48	3.5
MBC	2265	Coding Practice	48	3.5

MEDICAL OFFICE ADMINISTRATOR
Associate of Applied Science (A.A.S.) 91 Credits

PROGRAM DESCRIPTION

This program is designed to prepare the student for entry-level employment as member of the health care team or supervisor in a medical facility or physician's office. This program emphasizes the management, operational, and clinical 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, communication, and 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 is designed with employability in mind and includes in lessons in professionalism, and success habits. **Program Length: 75 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level employment as member of the health care team or supervisor in a medical facility or physician's office.
- ✓ Learn the management skills and techniques required to run a medical facility or physician's office.
- ✓ Prepare students to perform administrative and clinical medical assistant duties.
- ✓ Understand the use and function of electronic health records.
- ✓ Provide students with a basic understanding of medical terminology, anatomy and physiology, human disease and pathology, pharmacology, and insurance and medical billing and collections.
- ✓ Understand legal and ethical considerations related to medical practices.
- ✓ Basic knowledge and understanding of medical billing and coding.
- ✓ Identify and describe safety-related and emergency preparedness procedures.
- ✓ Assigning ICD-10-CM/PCS, CPT, and HCPCS codes for diagnoses, procedures, and medical services as part of the insurance reimbursement process.
- ✓ Provide knowledge of CPT-4, ICD-10, HCPCS, including coding assignments and reporting guidelines.
- ✓ Have students take professional pride and always focus on prevention and safety.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

MEDICAL OFFICE ADMINISTRATOR (Cont.)

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED	2120	Medical Office Procedures	48	3.5
MED	2231	Human Disease & Pathology I	48	3.0
ANP	2102	Anatomy & Physiology II	48	3.0
MED	2236	Human Disease & Pathology II	48	3.0
EHR	2300	Electronic Health Records	48	3.0
MBC	2245	Coding Concepts	48	4.0
MBC	2250	Coding Systems	48	4.0
MBC	2255	Procedural Coding	48	3.5
MBC	2260	Medical Coding	48	3.5
MBC	2230	Medical Billing & Coding	48	3.5
MED	1100	Medical Terminology	48	4.0
ANP	2101	Anatomy & Physiology I	48	3.0
MBC	2205	Healthcare Insurance	48	3.5
MED	2240	Clinical Procedures	48	3.0
PHT	2205	Pharmacology	48	3.5
MED	2301	Phlebotomy and Hematology	48	3.0
MED	2550	Medical Office Management	48	3.5
EKG	2201	Electrocardiography	48	3.0
MBC	2265	Coding Practice	48	3.5
PSY	1000	Introduction to Psychology	48	3.5
MTH	1010	College Mathematics	48	3.5
PHI	1060	Introduction to Philosophy	48	3.5
BIO	1040	Introduction to Biology	48	3.5
ENG	1050	English Composition	48	3.5
FIN	1450	Fundamentals of Finance	48	3.5
AMG	1550	American Government	48	3.5
MAE	3000	Medical Assistant Externship (84 Hours)	48	2.5

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. The following modules are included in every program course: Food safety and sanitation, knife skills development, pastry and baking techniques and structured learning activities similar to those found in the real world, and success habits. This program promotes professionalism in each course and is designed with employability in mind. **Program Length: 36 Weeks. *Delivery Method: Hybrid**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work in the Pasty and Baking industry.
- ✓ Provide theory and practice instruction in fundamental pastry and baking techniques.
- ✓ Introduce the student to pastries, baking, cakes, desserts and decorating.
- ✓ Provide the student an overall introduction to the Pastry and Baking industry.
- ✓ Have students identify, develop and implement an excellent work ethic and professionalism.
- ✓ Have students take professional pride and always focus on prevention, sanitation, and safety.
- ✓ Assure that the school and program rules are enforced in order to develop student work discipline.
- ✓ Learn and Practice with Program Mantra: Work the Fundamentals; Work Clean; Work Ethic.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
PBA 1010	Pastry and Baking Techniques	60	4.0
PBA 1012	Classic Pastry	60	4.0
PBA 1013	Latin and International Pastries	60	4.0
PBA 1015	Baking Principles	60	4.0
PBA 1016	Artisan Bread Baking and Viennoiserie	60	4.0
PBA 1020	Custards, Puddings, Mousses, and Soufflés	60	4.0
PBA 1025	Frozen and Plated Desserts	60	4.0
PBA 1035	Cake Assembling and Decorating	60	4.0
PBA 1040	Specialty Cakes	60	4.0
PBA 1050	Wedding and Special Event Cakes	60	4.0
PBA 2050	Professional Pastry and Baking	60	4.0
PBA 3000	Pastry and Baking Arts Capstone	60	4.0

PASTRY AND BAKING MANAGEMENT

Associate of Applied Science (A.A.S.) 94 Credits

This Associate of Science Pastry and Baking Management program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a variety of pastry, baking, hospitality, bakery food service and kitchens, restaurant kitchens and front-of-the-house work settings, including bakeries, restaurants and hotel management or supervisory positions. 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. This associate degree program also includes hospitality services related to tourism, hotels, guest services, and front-of-the-house bakeries and restaurants. The following modules are included in most program courses: Food safety and sanitation, knife skills development, pastry and baking techniques and structured learning activities similar to those in the real world, and success habits. This program promotes professionalism in each course and is designed with employability in mind.   **Program Length: 75 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid.**

PROGRAM OBJECTIVES

- ✓ Prepare students for entry-level work in the Pasty and Baking industry.
- ✓ Provide theory and practice instruction in fundamental pastry and baking techniques.
- ✓ Introduce the student to pastries, baking, cakes, desserts and decorating.
- ✓ Provide the student an overall introduction to the Pastry and Baking industry.
- ✓ Have students identify, develop, and implement an excellent work ethic and professionalism.
- ✓ Have students take professional pride and always focus on prevention, sanitation, and safety.
- ✓ Teach student about front-of-the-house hospitality operations.
- ✓ Introduce the student to the hospitality and tourism management.
- ✓ Introduce the student to restaurant management and operations.
- ✓ Provide the student with the basics in hospitality marketing and sales.
- ✓ Describe excellent guest services and the benefits customer loyalty.
- ✓ Assure that the school and program rules are enforced in order to develop student work discipline.
- ✓ Learn and Practice with Program Mantra: Work the Fundamentals; Work Clean; Work Ethic.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

PASTRY AND BAKING MANAGEMENT (Cont.)

MAJOR AREAS OF INSTRUCTION

- o General Education Courses
- o Hospitality and Tourism Management
- o Bakery and Pastry Management
- o Classic Pastry and Baking
- o Specialty Cakes, Wedding, and Special Event Cakes
- o Custards, Puddings, Mousses, and Soufflés
- o Cake Assembling and Decorating
- o Latin and International Pastries
- o Knife Skills
- o Work ethic, professionalism, and Success Habits

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
PBA 1010	Pastry & Baking Techniques	60	4.0
PBA 1012	Classic Pastry	60	4.0
PBA 1013	Latin and International Pastries	60	4.0
PBA 1015	Baking Principles	60	4.0
PBA 1016	Artisan Bread Baking & Viennoiserie	60	4.0
PBA 1020	Custards, Puddings, Mousses, and Soufflés	60	4.0
PBA 1025	Frozen and Plated Desserts	60	4.0
PBA 1035	Cake Assembling and Decorating	60	4.0
PBA 1040	Specialty Cakes	60	4.0
PBA 1050	Wedding and Special Event Cakes	60	4.0
PBA 2050	Professional Pastry and Baking	60	4.0
PBA 3000	Pastry and Baking Arts Capstone	60	4.0
HFT 1000	Hospitality and Tourism Management	48	4.0
HFT 1025	Bakery Operations	48	3.5
HFT 1030	Human Resources in Hospitality	48	3.5
HFT 1040	Guest Services and Loyalty	48	3.5
HFT 1055	Baking and Pastry Management	48	3.5
HFT 1060	Hospitality Marketing and Sales	48	3.5
PSY 1000	Introduction to Psychology	48	3.5
MTH 1010	College Mathematics	48	3.5
PHI 1060	Introduction to Philosophy	48	3.5
BIO 1040	Introduction to Biology	48	3.5
ENG 1050	English Composition	48	3.5
FIN 1450	Fundamentals of Finance	48	3.5
AMG 1550	American Government	48	3.5

PHARMACY TECHNICIAN

49 Credits/756 Clock Hours

PROGRAM OBJECTIVES

This program is designed to prepare students for entry-level employment as a pharmacy technician in a pharmaceutical setting. This program prepares students to become qualified as pharmacy technicians to assist licensed pharmacists in dispensing medications and other healthcare products that cure illnesses, ease pain, and prolong lives. Program topics include, but are not limited to: The role of the pharmacy technician and the pharmacist, retail and community pharmacies, hospital pharmacies, drug classification, medical and pharmaceutical terminology, anatomy and physiology, dosage forms, routes of administration, prescription interpreting and reading, dispensing prescription drugs, medication safety, non-prescription drugs and treatments, measurements and calculations, preparing medications, monitoring inventory, pharmacy computer skills and keyboard speed, insurance claims, servicing patients, pharmaceutical calculations, and safety and infection control. This program is designed with employability in mind and includes professionalism, and success habits. **Program Length: 44 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid.**

PROGRAM OBJECTIVES
- ✓ Prepare students for entry-level employment as a pharmacy technician.
- ✓ Describe the different roles and responsibilities of the pharmacy technician and the pharmacist.
- ✓ Describe the standard techniques and procedures required of pharmacy technicians.
- ✓ Instruct students on how to interpret and process prescriptions.
- ✓ Providing quality pharmaceutical services to patients and effective communication skills.
- ✓ Introduce students to pharmacy operations in retail, community, hospital, and other pharmacy settings.
- ✓ Provide students with a basic understanding of medical terminology and anatomy and physiology.
- ✓ Introduce students to pharmaceutical calculations and pharmacology,
- ✓ List and explain the classifications of drugs and understand their indications, therapeutic effects, side effects, dosing recommendations, and routes of administration.
- ✓ List and describe the use and effects of the top 200 generic and trade drugs.
- ✓ List and describe non-prescription drugs and treatments.
- ✓ Outline the regulations imposed by state and federal law related to pharmacies and pharmacy technicians.
- ✓ Have students take professional pride and always focus on prevention and safety.
- ✓ Success Habits: Have students identify, develop, and implement an excellent work ethic and professionalism.

PHARMACY TECHNICIAN (Cont.)

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED	1100	Medical Terminology	48	4.0
ANP	2101	Anatomy and Physiology I	48	3.0
ANP	2102	Anatomy and Physiology II	48	3.0
PHT	2207	Pharmacy Practice and Lab Procedures	48	3.0
PHT	2210	Pharmacy Technician Skills	48	3.0
PHT	2212	Serving Patients & Communication	48	3.0
PHT	2214	Non-Prescription Drugs & Treatments	48	3.0
PHT	2215	Community and Hospital Pharmacy	48	3.5
PHT	2205	Pharmacology I	48	3.5
PHT	3120	Pharmaceutical Calculations I	48	3.5
PHT	3205	Drug Classification	48	4.0
PHT	3250	Pharmacology II	48	3.5
PHT	3140	Pharmaceutical Calculations II	48	3.5
PHT	2270	Interpreting Prescriptions	48	3.0
PHT	4000	Pharmacy Technician Externship (84 Hours)	84	2.5

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:

AMG: American Government Courses
ANP: Anatomy & Physiology Courses
BMG: Business Management Courses
CUL: Culinary Arts Courses
EKG: Electrocardiography Courses
EHR: Electronic Health Record Courses
HFT: Hospitality Management Courses
HVAC: Heating, Ventilation, Air Conditioning, and Refrigeration Courses
MBC: Medical Billing and Coding Courses
MTH: Math Courses
MEA: Medical Assistant Courses
MED: General Medical Courses
PBA: Pastry and Baking Arts Courses
PHT: Pharmacy Courses
PHL: Phlebotomy Courses
PSY: Psychology/Success Skills Courses
PHI: Philosophy Courses

COURSE DESCRIPTIONS

<u>AMG 1550 American Government</u>   **<u>3.5 Credit Hours</u>**
In this course Students will get an introduction to American government, its historical foundations, institutions, and political processes. The purpose of this class is to teach students about the institutions, practices, and history of politics and government in the United States.

<u>ANP 2101 Anatomy & Physiology I</u>   **<u>3.0 Credit Hours</u>**
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.

<u>ANP 2102 Anatomy & Physiology II</u>   **<u>3.0 Credit Hours</u>**
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.

<u>BIO 1040 Introduction to Biology</u>   **<u>3.5 Credit Hours</u>**
Provides an introduction into the study of general biology, starting from basic scientific concepts and processing to chemistry, physics and the natural laws that govern life and all living things. The course continues with studies of living creatures, from the tiny and simple through to the complexities of plants and animals, ending with a basic understanding of ecology and the study of population dynamism

<u>BMG 1010 Business Management</u>   **<u>4.0 Credit Hours</u>**
This course introduces the student to fundamental business concepts and contemporary issues while describing the purpose and functions of business. This course explores the business world, and economics, including international business. In this course emphasis is given to what it takes to be successful in the world of business, including ethics and social responsibility. Business principles, marketing, finance interpersonal skills, ethics, risks, decision-making and historical review of businesses development and success are covered in this course.

<u>BMG 1050 Entrepreneurship</u>   **<u>4.0 Credit Hours</u>**
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 covers the essentials of starting and managing a new business. Students will also determine how they personally measure up to the most important attributes an entrepreneur must possess: perseverance, desire, willingness to take risks, competitiveness, self-reliance, and the strong need to achieve.

<u>BMG 2200 Small Business Management</u>   **<u>4.0 Credit Hours</u>**
This course provides the student with the fundamentals of small business management. This course explores the impact and contributions of small businesses in the U.S. The following types of small businesses are analyzed: family businesses, franchises, e-businesses, and sole proprietorship. Entrepreneurship as a business option is discussed along with being efficient and effective in the management of a small business.

<u>BMG 2540 Principles of Human Resources</u>   **<u>4.0 Credit Hours</u>**
This course describes the major components of human resources management, including human resources planning, cultural diversity, job analysis, recruiting, training and development, and legal perspective. This course will underscore the importance people have in the success of any organization or operation.

BMG 2020 Management & Leadership   **4.0 Credit Hours**
In this course the student will identify business leadership skills needed to develop a positive work environment and achieve effective management of a business or department. Leadership strategies will be discussed and analyzed. The student will be required to assess personal strengths and weaknesses as they relate to their own business success. The roles of management in team-oriented operations, and the concept of team building will be emphasized in this course.

BMG 2100 Marketing & Sales   **3.0 Credit Hours**
This course is designed to present the role of the marketing concept in business. Emphasis is given to the development of marketing strategies and marketing plan, including a company's product development, packaging, branding and pricing. In this course customer relationships and behaviors are reviewed while the student is introduced to different types of sales approaches.

BMG 3010 Accounting Principles   **3.0 Credit Hours**
This course will provide students with a basic accounting theory and procedures. The basic concept of assets, liabilities, owners' equity, revenue and expense accounts, financial statements, bank reconciliation and payroll are included in this course.

BMG 3100 Business Law & Ethics   **4.0 Credit Hours**
This course familiarizes the student with basic understanding of government regulations and the law from a business and corporate perspective. This course covers the essentials of the legal business environment, including tort law, contracts, leases, property, commercial transactions, local, state, and federal government regulations. The course explores corporations and other forms of business ownership. Insurance and liability business considerations are included in this course.

BMG 3700 Financial Markets   **4.0 Credit Hours**
This course provides students 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 value investment strategies is a part of this course.

BMG 4100 Digital Marketing   **3.0 Credit Hours**
This course introduces the student to the fundamentals of digital marketing, including search engine optimization (SEO), pay-per-click (PPC), social media, content marketing, email marketing, and mobile marketing. Website design, content, and development will also be discussed in this course along with how to develop the right digital marketing strategy for businesses.

BMG 4150 Professional Sales   **4.0 Credit Hours**
This course looks at sales as a profession. This course explores the many types of industries and companies that seek professional salespeople and the skills they require. Students are introduced to the sales process, the buying process, prospecting, relationship building, time management, sales call planning, communication, negotiation, pipeline development and management, and being part of a sales team.

BMG 4200 Selling Skills and Techniques   **3.0 Credit Hours**
This course introduces the student to the following, but not limited, sales skills and techniques used in different types of sales: Prospecting, gaining control, interviews, need solutions, overcoming objections, problem solving, networking, pipeline building, presentation, verbal and non-verbal cues, script delivery, structured phone calls, and designed sales techniques. Emphasis is also given to customer service concepts, which are crucial to the operation of a successful business

BMG 5200 Business Communication   **3.0 Credit Hours**

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

BMG 5600 Human Relations   **3.0 Credit Hours**

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

BMG 1100 Business Mathematics   **4.0 Credit Hours**

This course introduces students to the mathematical concepts and applications for successful business. Topics will introduce business topics, such as bank services, payroll, business discounts and markups, simple and compound interest, stocks and bonds, consumer loans, taxes and insurance, depreciation, financial statements, business statistics, graphs, planning and budgeting in a business and in a family.

BUS 2205 Principles of Economics   **3.5 Credit Hours**

In this course students will get an introduction to economic theory. The purpose of this course is to introduce the student to the disciplines of economics and provide an understanding of how it functions. The course introduces economic reasoning as well as techniques and processes of thinking used by economists in their attempts to analyze and explain the complex social institution, we call the Economic System. The course centers on understanding the market for inputs and outputs and behavior of the consumer as well as the firms. It also introduces the student to the macro picture, particularly topics such as national income accounting, aggregate price levels and labor market measurements.

BUS 2210 Computer Applications   **3.5 Credit Hours**

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

BUS 2225 Organizational Behavior   **3.5 Credit Hours**

In this course students will get an introduction on Organizational behavior; to understand, explain, and improve human behavior in organizations. Students will study how organizations focus their efforts on improve job performance to achieve its goals; and explore the relationships organizational between employees whom remain loyal to the organization rather than seeking employment elsewhere and employee whom are not. This course helps students become better managers to ensure they run a successful business by understanding and maintaining a balanced relationship.

BUS 2330 Customer Service Management   **3.5 Credit Hours**

In this course students will get an introduction to prepare employees and managers to meet customers' expectations. Students will also review customer service philosophy and techniques to give great service.

This course also covers the basics in marketing services, quality issues, services in design and delivery, customer interaction systems, complaint handling and service recovery, customer relationships, loyalty management, and operations.

BUS 2340 Business Spreadsheets Applications   **3.5 Credit Hours**

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

BUS 2400 Business Administration Capstone   **3.0 Credit Hours**

This capstone course begins to prepare the student to enter the real-world of Business Administration. In this course students apply and encapsulate all the learned in the program. The student will also work on a culmination project. Project incorporates students' specific areas of study, including business essentials, management and leadership skills. Completed project to be thoroughly researched, written, and presented orally and practically both to faculty and students. A strong work ethic from the student is expected and demanded in this course.

CUL 1010 Professional Culinary Techniques   **.0 Credit Hours**

This course offers students the most fundamental culinary techniques with hands-on practice.   This course introduces the student to stocks, thickening agents, sauces, understanding soups and vegetables, and the fundamental concepts and techniques of protein, starch, and vegetable cookery.   This course covers menus, converting recipes, ingredients, food costing, planning, organizing production, kitchen math, timing and kitchen speed, multi-tasking, and culinary French terms. A basic understanding of potatoes, grains, pastas, and other starches are also included in this course.

CUL 1015 Culinary Essentials   **4.0 Credit Hours**

This course covers sanitation, safety, and prevention measures and the importance of organization in the kitchen. Students are introduced to the station organization of the modern kitchen, mise en place, introduction to using the knife, basic cooking tools and equipment, essential kitchen gadgets, the structure and function of recipes, measuring ingredients and portions, food storage, and the basics of planning and organizing.   In this course students get an overview of the classic fundamental techniques and knife skills. This course also provides students with an introduction to the food service industry.

CUL 1020 Cooking Methods   **4.0 Credit Hours**

Students will be introduced to the basic cooking methods such as roasting, baking, broiling, grilling, pan-broiling, sautéing, frying, poaching, steaming, griddling, sous vide, simmering and braising. Special emphasis is placed on practicing the methods and techniques used for cooking meat, poultry, and fish. This course includes the development of skills such as receiving, identifying, handling, using, and storing animal protein, vegetables, fruits, herbs, dairy, and other foundation ingredients used in professional kitchens. Meat fabrication, composition, structure, and basic cuts as well as sausages and cured foods are part of this course.

CUL 2050 Professional Cooking   **4.0 Credit Hours**

This course provides students with an overall hands-on practice of fundamental culinary techniques. In this course students apply cooking techniques while developing an intimate familiarity with all stations in the kitchen. Students apply theoretical knowledge and practical skills to demonstrate proficiency in

recipe analysis, cooking, production, and plating. Consistently demonstrating effective sanitation, safety, mise en place, teamwork, task coordination, cooking skills, and professionalism in food preparation, plating, and dining room à la carte-style service is part of this course. Students also are introduced to the restaurant organization and management.

CUL 1030 International Cuisine   4.0 Credit Hours

This course utilizes lectures, demonstration, and lab production to explore and prepare international foods, culture, and cuisine from around the world, including but not limited to, traditional and regional dishes of North America, Africa, the Mediterranean, Europe, and Asia. Emphasis will be placed on history, traditions, and understanding the cultures that produce its ingredients, flavor profiles, preparations, and techniques around the world. Students will be able to research and develop authentic international recipes and work together to create a menu from those recipes.

CUL 1032 Garde Manger   4.0 Credit Hours

This course provides students with the understanding, organization, and responsibilities of the "cold kitchen." Students are introduced to the production of items, such as cold sauces and dressings, soups, salads, tapas, sandwiches, hot and cold hors d'oeuvres, sausages, basic charcuterie items (i.e., ham, pâtés, terrines, galantines, etc.), cheese, and platter/table presentation. Emphasis will be placed on preservation techniques (curing and aging). Reception food, single service portions, and buffet presentations are part of this course.

CUL 1035 Food, Beverage, and Wine Services   5.0 Credit Hours

This course is an introduction to wine, beer, and spirits in the food service industry. Emphasis is placed in providing the student an introduction to understanding and describing wine and service. This course covers the basic components of wine, how wine is made, the evolving palate, wine and food pairing, and the wines of the world. In addition to new cocktail recipes trending, this course exposes the student to the essentials of alcohol, beer, spirits, mixology, sake, cider, coffee, and tea. The core ingredients in beer, its brewing process, and beer styles is also provided. Different food services such as catering, group events, and high-volume food production and front-of-the-house service principles of dining and hospitality are part of this course.

CUL 1025 Latin Cuisine   4.0 Credit Hours

This course provides the student with practical knowledge of the history, tradition, and cooking methods of Latin American food. The student will be exposed to the cuisine of Argentina, Brazil, Chile, Columbia, Costa Rica, Cuba, Mexico, Peru, Puerto Rico, and Venezuela. This course will introduce students to the ingredients and techniques used to create a variety of popular Latin cuisines. Additional insight is given to how Latin cuisine is influencing the culinary world and the United States.

CUL 1040   Culinary Techniques and Flavoring   4.0 Credit Hours

This course introduces the student to techniques and sensory development that brings food to life and elevate dishes from basic to great tasting and even flavorful artistic results.   Some of the techniques used to build and unlock flavors include the use of seasoning and flavoring ingredients such as herbs, spices, and condiments. Students explore and study classic flavor profiles in traditional recipes from around the world to learn about proven flavor combinations, different textures, colors and visual presentations, and aromas.   Emphasis is given to the spice building blocks: salt and pepper.   Tasting and palate development are part of this course as well as flavors in sweets and desserts.

CUL 2045 Modern Cuisine   **4.0 Credit Hours**
This course will explore the evolution of cuisine from classical methods to modern methods, especially trends in gastronomy today. Students will explore what is influencing modern style cooking and its social, artistic, and technical components.   Emphasis is placed on food evolution and sustainability movements such as eating environmentally and socially responsibly, using local ingredients, farm-to-table, organic foods, animal welfare, healthy eating, and recipe redesigning to meet demand. This course offers students front-of-the-house service principles of dining and hospitality.

CUL 3000 Culinary Arts Capstone   **4.0 Credit Hours**
This capstone course begins to prepare the student to enter the real-world of culinary arts. In this course students apply and encapsulate all the learned cooking techniques and develop an intimate familiarity with all stations in the kitchen. In this course the student will provide direct support to an Executive Chef (Chef-Instructor) overseeing all aspects of kitchen operations, cooking, production, inventory, training, quality control and sanitation according to a high set of standards. The work of a sous chef is emulated and practiced. The student will also work on a culmination project. Project incorporates students specific areas of study, including culinary arts essentials and professional techniques, recipe & menu development, concept development, beverage services and flavorings. Completed project to be thoroughly researched, written, and presented orally and practically both to faculty and students. A strong work ethic from the student is expected and demanded in this course.

EHR 2300 Electronic Health Records   **3.0 Credit Hours**
This course introduces students to electronic documentation on medical records and patient's charts. This course covers but is not limited to the following topics: Create new patient medical records, entering demographic information and insurance information, scheduling appointments and referrals for patients, Completion of encounter forms, entering vital signs and chief complaints.

EKG 2201 Electrocardiography   **3.0 Credit Hours**
This course introduces the student to the basic principles of the cardiovascular system including the anatomy and physiology of the heart, the cardiac cycle, the recording and measuring of the heart's electrical conduction system, preparing the patient for an electrocardiogram, and cardiac electrophysiology. The student is also instructed in identifying a normal ECG versus an abnormal ECG.

ENG 1100 English Composition   **4.0 Credit Hours**
This course focuses on analytic and argumentative writing. This course provides students with the opportunity to apply their grammar, spelling, and sentence structure skills to clearly delineate a thesis and support the thesis with coherent and convincing proof. Students will also learn to research different media resources to locate and organize information to support their writing.

FIN 1450 Fundamentals of Finance   **3.5 Credit Hours**
This course will introduce students to fundamental concepts in finance and provide an understanding of basic financial calculations. The course also aims to provide a basis for further studies related to financial responsibilities and financial markets. Students in this course will expand their learn how to perform financial calculations, learn to identify a wide range of issues such as financial markets and systems, investment decisions, debt financing, and capital structure.

HFT 1000 Hospitality & Tourism Management   **4.0 Credit Hours**
In this course students will get an introduction to many sections of the hospitality & tourism industry. This including hotel and restaurant management, cruise ships, spas, resorts, theme parks, and other areas. Student will learn about key hospitality issues and trends, the innovations and management of tourist locations, event planning, and environmental issues related the hospitality and Tourism industry. The

course also examines some current and future trends in the field to help students understand how they can become better professionals.

HFT 1020 Restaurant Operations   3.5 Credit Hours
In this course students will get an basics of operational challenges from big chain restaurant to single operating restaurant. This will help students analyze and create plans for best restaurant operation practices for success. Marketing & financial topics are discussed to emphasis importance in operational planning.

HFT 1030 Human Resources in Hospitality   3.5 Credit Hours
In this course students will get an basics of Human Resources procedures and management. This includes training, not only in the Development of the human resources department but in other departments of restaurants, Hotels, and tourism establishments. Student will also learn human resources function and learn how to build partnerships within the community.

HFT 1040 Guest Services & Loyalty   3.5 Credit Hours
In this course student will learn how to train employees and managers to meet customers' expectations. Students will also review customer service philosophy and techniques. Including how to market basic loyalty management services, handle quality issues, design services and its delivery, use customer interaction systems, administer complaint handling and service recovery, and increase customer relationships.

HFT 1050 Culinary and Restaurant Management   3.5 Credit Hours
In this course student will learn the responsibilities of running a restaurant—from procurement to hiring and laying off employees. This course covers the different types of restaurants, managing back of the house and front of the house, food safety and sanitation, basic customer relations, basic marketing, using a point-of-sale system(POS), scheduling employees; and handling guests complaints. Restaurant Management will prepare you for a steady career, whether you plan to purchase a franchise, operate a casual restaurant, or manage a fine-dining establishment.

HFT 1060 Hospitality Marketing and Sales   3.5 Credit Hours
In this course student introduces the principles, concepts and systems utilized in the marketing and sales areas for the hospitality industry. Topics include the role of marketing as a part of brand management, customer service, and sales, the focus on guest expectations as a marketing driver, and the management of the marketing mix. We will explore the building of customer loyalty through relationship marketing and sales and will hear from industry leaders who practice relationship management every day. Guest speakers and internet research will be used. Projects can include studies targeting understanding of industry practices and exploring how purchasing decisions can be supported though good sales practices.

HFT 1025 Bakery Operations   3.5 Credit Hours
In this course students will get an basics of operational challenges from big bakery chains to single operating establishments. This will help students analyze and create plans for best bakery operation practices for success. Marketing & financial topics are discussed to emphasis importance in operational planning.

HFT 1055 Baking & Pastry Management   3.5 Credit Hours
In this course student will learn the responsibilities of running a pastry and baking establishment—from procurement to hiring and laying off employees. This course covers the different types of pastry and baking locations, managing back of the house and front of the house, food safety and sanitation, basic

customer relations, basic marketing, using a point-of-sale system(POS), scheduling employees; and handling guests complaints. Pastry and Baking Management will prepare you for a steady career, whether you plan to purchase a franchise, operate a casual bakeshop, or manage a Pastry and Baking establishment.

HVA 1010 HVAC/R Technology   **4.5 Credit Hours**
This course introduce the student to the importance safety measures and practice including definition of heat , temperature , pressure types of refrigeration's and the use of hand tool power tools.

HVA 1020 HVAC/R Science   **4.5 Credit Hours**
This course introduce the student to how manipulated the refrigerant in the state of liquid and vapor, using a method of passive recuperating refrigerant into the reclaiming tank and retrofit.

HVA 1050 Refrigeration Systems and Components   **4.5 Credit Hours**
This course is designed to present the student with the principles of refrigeration system and the refrigeration cycle. Compressors, evaporators, condenser, metering device and control service.

HVA 1100 Refrigeration Practices   **4.5 Credit Hours**
This is a practical course designed to introduce the student to the different types of refrigeration systems, practices, servicing and refrigerant appliances, including PTAC systems as well as commercial and domestic air conditioning and refrigeration leak testing, refrigerant system evacuation, and refrigerant system charging.

HVA 1150 HVAC/R Electrical Systems   **4.5 Credit Hours**
This course is designed to explore the sources and principles of electrical energy to understand basic electricity, alternating current, and electrical measuring with the use of testing instruments. Included in this course is hands-on practice with electrical components, electric motors, electrical diagrams, and control systems. The basic connections and working with electrical devises and equipment as applied to HVAC/R systems is part of this course.

HVA 1200 Air Conditioning Systems   **4.5 Credit Hours**
This course covers the fundamentals of indoor air quality (IAQ) as applied to residential air conditioning systems.   This course also explores the various components of ventilation, dehumidification, and residential air conditioning, including basic connections, diagnostics, and working with different types of residential systems.

HVA 1250 Air Conditioning Technician   **4.5 Credit Hours**
This course provides the student with an understanding of bigger or package unit systems, including distribution and calibrations, installation, diagnostic, controls, typical operational conditions, and troubleshooting.

HVA 1300 Heat Pump Systems   **4.5 Credit Hours**
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 1350 Commercial Air Conditioning   **4.5 Credit Hours**
This course encompasses the study of components, applications, and installation of commercial air conditioning systems with small and large capacities. Chilled water systems, water pump calibration and adjustments, hydronic heating systems, cooling towers and thermal storage systems will also be included in this course.

HVA 1400 Commercial Refrigeration   **4.5 Credit Hours**
This course introduces practical application in the maintenance of commercial refrigeration: high, medium, and low temperature applications and ice machines. Understanding food preservation, restaurant and supermarket refrigeration systems, and troubleshooting these systems, is part of this course.

HVA 1500 System Design, Sizing, and Layout   **4.5 Credit Hours**
This course provides basic understanding of the duct designs and zone control systems with emphasis on testing and balancing air systems and residential load calculations. The practice of constructing fiber glass duct systems is part of this course. Professionalism and preparing students for success in the HVAC/R field is part of the basic technical computer skills students will be introduced to in this course.

HVA 1450 Troubleshooting, Maintenance, and Service Calls   **4.5 Credit Hours**
This practical, hands-on course attempts to apply learned skills and techniques for all types of troubleshooting, repairs, and service calls that an HVAC/R technician may be exposed to in the field, including, but not limited to, heating and cooling systems, and high, medium and low temperature refrigeration systems.

MBC 2205 Health Care Insurance   **4.0 Credit Hours**
This course covers the basics and fundamental concepts of healthcare insurance. It explains how insurance companies work together with medical practitioners in providing financial coverage for a variety of medical services, as well as the functionality of the major systems and organizations in the healthcare industry. It also teaches students how to complete common forms for various health insurance purposes. It familiarizes students with the history of health insurance in America, the importance of accurate coding and the completion of claims, along with the terminology common to all insurance carriers.

MBC 2230 Medical Billing & Coding   **3.5 Credit Hours**
This course is designed to provide students with an understanding of the basic knowledges of coding practices. It also acquaints the students with coding formats, coding rules and regulations, the most common codes used at medical offices, understanding of principles of diagnostic coding and procedural coding, use of ICD10 and CPT4 books. The Health Insurance Portability and Accountability Act (HIPAA)guidelines on Coding Practices.

MBC 2245 Coding Concepts   **3.5 Credit Hours**
This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover Modifiers, new code changes, updates, and CMS documentation guidelines.

MBC 2250 Coding Systems   **3.5 Credit Hours**
This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover Modifiers, new code changes, updates, and CMS documentation guidelines.

MBC 2255 Procedural Coding   **3.5 Credit Hours**
This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover Modifiers, new code changes, updates, and CMS documentation guidelines.

MBC 2260 Medical Coding   **3.5 Credit Hours**
This course provides fundamental understanding of the coding guidelines in the medicine branch including testing, diagnostic and therapeutic services.

MBC 2265 Coding Practice   **3.5 Credit Hours**
This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover Modifiers, new code changes, updates, and CMS documentation guidelines.

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

MED 2120 Medical Office Procedures   **3.5 Credit Hours**
This course provides an overview of administrative and clinical 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 reception, written communication, handling patient accounts and records, assisting physician with medical specialties.

MED 2231 Human Disease & Pathology I   **3.0 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 2236 Human Disease & Pathology II   **3.0 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 2301 Phlebotomy & Hematology   **3.0 Credit Hours**
This course is designed to teach students about hematology and the services provided by a phlebotomist, who are responsible for the collection, processing, and transport of blood specimens. This course covers essential phlebotomy theory, skills, and special procedures required to meet the multi-skill venipuncture needs in a variety of healthcare settings.

MED 2550 Medical Office Management   **3.5 Credit Hours**
This course introduces health care management in a wide variety of healthcare settings to effectively manage a in different healthcare settings, such as physician's offices, hospitals, clinics, and other health care facilities.   Important aspects of healthcare management are presented, such as leadership, strategic planning, management and motivation, organizational behavior, managing healthcare professionals, and coordinating and supervising office teamwork.

MTH 1010 College Mathematics   **3.5 Credit Hours**
This course provides the fundamental of numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and signed numbers; ratio and proportion; percent; and

systems of measurement. The course also includes metric and U.S. Customary Units of Measurement and how to apply in everyday applications.

PBA 1010 Pastry and Baking Techniques   **4.0 Credit Hours**
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 bakeries, sustainable gastronomy, and the use of tools and equipment in culinary settings, especially the required knife skills. This course provides students with an understanding of the following: identification and discussion of the essential ingredient groups, weights and measures, culinary math, sanitation, equipment, baking ingredients, identify standardized recipes, and explain factors that affect recipe/formula conversions. Food and safety management will be included in this course.

PBA 1011 Pastry and Baking Fundamentals   **4.0 Credit Hours**
This course provides students with the principles and techniques used in producing breads, desserts, and pastries. The student is introduced to bakeshop math and production, ingredients, mixing, baking, equipment, and storing processes, yeast products, quick breads, cakes, cookies, and a variety of desserts. This course is designed to provide of the basic theories and techniques in pastry and baking so the student can understand its complimentary effects on culinary operations.

PBA 1012 Classic Pastry   **4.0 Credit Hours**
This course is designed to provide the student with a fundamental understanding of the classification of pastry dough, producing puff pastry (pâte feuillete), 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 Essentials   **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 egg coagulation 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 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 bake 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 2050 Professional Pastry and Baking   **4.0 Credit Hours**
This course provides students with a hands-on learning experience of the baking and pastry industry. Students apply theoretical knowledge of baking and pastry arts while demonstrating practical skills of professional production. This course is designed to provide students a broad understanding of the demands and expectations of the baking and pastry industry while improving their skills in baking and pastry arts. This course also covers the history of chocolate, the importance of tempering and molding and how it is produced.

PBA 3000 Pastry and Baking Arts Capstone   **4.0 Credit Hours**
This course is the conclusion of the pastry and baking arts courses, and it is designed for the student to demonstrate all skills learned and to prepare the student for employment in a specific area of the pastry and baking arts field. Student will select a pastry or baking food service business or employment of interest (i.e., bakery) and write a plan for graduate success plan and a business plan outline (i.e., menu planning/design, recipes, recipe costs, kitchen or facilities planning, marketing, labor and food costs, etc.). Field trips and guest speakers will augment student learning. Finally, the course culminates the student's program with an "opening night" multi-course reception. Students will be expected to build a comprehensive portfolio/storyboard to be displayed at the capstone reception. Food safety, knife skills, food preparation, and professionalism are an integral part of this course.

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

PHT 2205 Pharmacology I   **3.5 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 human body systems and understanding of basic pharmacology principles.

PHT 3250 Pharmacology II   **3.5 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.

PHT 4000 Pharmacy Technician Externship   **2.5 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.

PHI 1060 Introduction to Philosophy   **3.5 Credit Hours**
Students will be introduced to the studies of philosophy. This introductory course concentrates on concepts and issues, such as the nature of value, duty, right and wrong, the good life, human rights, social justice, social beliefs, and applications to selected problems of personal and social behavior.

PSY 1000 Introduction to Psychology   **3.5 Credit Hours**
This course provides an introduction to the appropriate use of medical terminology and abbreviations used in the medical field. This course provides instruction on the basic structure of medical words including prefixes, suffixes, roots and combining forms and plurals. Correct pronunciation, spelling, and the definition of medical terms are covered.

PHT 2207 Pharmacy Practice and Lab Procedures   **4.0 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 as well as practice the aseptic technique preparing different types of intravenous (IV) parenteral medications.

PHT 2210 Pharmacy Technician Skills   **4.0 Credit Hours**
This course provides an introduction to basic pharmacy technician 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. Microsoft Office applications are also introduced in the course. This course is design also 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 resume writing.

PHT 2212 Serving Patient and Communications   **4.0 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. Pharmacy Billing and Inventory Management as well as Medication Safety and Error prevention are going to be discuss in this course.

PHT 2214 Non-prescription Dug and Treatments   **4.0 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.

PHT 2270 Interpreting Prescriptions   **4.0 Credit Hours**

This course will provide students with a theory and practice of pharmaceutical and medical abbreviations, and prescription interpretations. History of pharmacy and the principal pharmacy laws and regulations.

PHT 3120 Pharmaceutical Calculations I   **4.0 Credit Hours**

This course covers basic math skills and introduces the student to 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.

PHT 3140 Pharmaceutical Calculations II   **4.0 Credit Hours**

This course covers a continuation of pharmaceutical calculations skills and introduces the student to formulas, ratios, proportions, alligations, conversions, abbreviations, and symbols for days' supply, quantity, dose, concentration, dilutions. In addition, practice on body surface calculations, and use the nomogram for calculations of pediatric medications and intravenous (IV) flow rates.

PHT 2215 Community and Hospital Pharmacies   **3.5 Credit Hours**

This course describes the difference between community/retail pharmacies and hospital pharmacy practice. Safety and the different types of medication errors and their prevention is an integral part of this course. Another emphasis of this course is describing and understanding hospital pharmacy settings, the types of patients, equipment, technology, protecting patients and healthcare providers from infectious diseases, techniques to prepare sterile intravenous products and best practices. The importance of inventory control for pharmacies and merchandise handling is discussed in this course.

PHT 3205 Drug Classifications   **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.

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.

2023 School Holidays and Breaks

Date	Day of Week	Holiday Name
January 1	Sunday	New Year's Day
January 16	Monday	Birthday of Martin Luther King, Jr.
February 20	Monday	Washington's Birthday (Presidents Day)
May 29	Monday	Memorial Day
July 3	Monday	Observance of Independence Day
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
November 11	Friday	Veterans Day
November 24	Thursday	Thanksgiving Day
December 22 to January 7	2 Weeks	Christmas Break

2024 School Holidays and Breaks

Date	Day of Week	Holiday Name
January 1	Monday	New Year's Day
January 15	Monday	Birthday of Martin Luther King, Jr.
February 19	Monday	Washington's Birthday (Presidents Day)
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
December 20 to January 6	2+ Weeks	Christmas Break

2023 – 2024 PROGRAM START DATES

2023

1/9/2023	1/31/2023	2/22/2023	3/15/2023	4/5/2023	4/26/2023
5/17/2023	6/8/2023	6/29/2023	7/25/2023	8/15/2023	9/6/2023
9/27/2023	10/18/2023	11/8/2023	11/30/2023	12/21/2023	

2024

1/8/2024	1/30/2024	2/21/2024	3/13/2024	4/3/2024	4/24/2024
5/15/2024	6/6/2024	6/27/2024	7/22/2024	8/12/2024	9/3/2024
9/24/2024	10/15/2024	11/5/2024	11/270/2024	12/19/2024	

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

Chef Amalia Andara
Patisserie and Baking
Le Cordon Bleu College of Culinary Arts
Miramar, Florida

Eblis Aguilera
Bachelor in Pharmaceutical Science
University of Oriente, Cuba
Master in Natural and Bionergetic Medicine,
Rector del Instituto Superior de Ciencias Medias de Santiago de Cuba
Masters in Oriental Medicines,
AMC College
Miami, Florida
Certified Pharmacy Technician (CPhT) - PTCB

Heidi Capetillo, M.D.
Doctor of Medicine
Higher Institute of Medical Sciences of Havana
Havana, Cuba

Chef Juan Carlos Flores
B.A. in Business Management in Hospitality
Robert Morris University
Associate Degree in Management in Culinary Arts
The Cooking and Hospitality Institute of Chicago
Chicago, Illinois

Seishi Kato
Bachelor of Commerce
Waseda University
Tokyo, Japan

Chef Isa Leal
Master in Digital Marketing
Eude Business School
Bachelor in Business Administration
Rafael Urdaneta University
Certified International Chef
Certified Integral Barista
Concasse Culinary Institute

Monika Diego Malgorzata
Associate in Nursing
EDP University
Medical Assistant
Florida National University
Miami, Florida

Ricardo Padron
A+ Comptia Certified
Network+ CompTia Certified
American Academy

Chef Mayela Romera
Associate of Science in Culinary Arts
Le Cordon Bleu
Miramar, Florida

Sergio Miranda
BA in Hospitality Management
Florida International University
Miami, Florida

Cesar Sanchez
Class A State Certified Contractor
HVAC Training,
Local 725
TRANE CH530 and Adaptiview Training
UA Star Certified
NATE Certified

Felix Sanso
Doctor of Medicine
The Rector of the Higher institute University of Medical Sciences
Havana, Cuba

Sharom Sayol
Bachelors Degree in International Relations and
Affairs/Minor in Political Science and Government
Florida International University
Miami, Florida

Enrique Triay
Bachelor of Science
Cornell University
Master Engineering
Cornell University
Master of Business Administration
Stanford University

Ramon Valenti
Bachelor's in Business Administration
Florida International University
Miami, Florida

Ramon Valenti IV
Bachelor's in Business Administration and Marketing
Catholic University
Washington, D.C.

David Zelaya
Pharmacy Technician
Concorde Career Institute
Certified Pharmacy Technician (CPhT) - PTCB

Gabrielita Zelaya
Registered Pharmacy Technician
Bachelors in science, CPTH
Florida International University

Juan Carlos Garcia, M.D.
Doctor of Medicine
Dr. Ernesto Che Guevara de la Serna
Faculty of Medical Sciences
Pinar del Rio, Cuba

Yoel Cepero
Medical Doctor MD
Cuban Institute Physical Therapy Dr. Julio Diaz
Faculty of Medical Sciences
Habana, Cuba

Laura Rodriguez
Medical Doctor MD
UTESA
Santo Domingo, DR

Adis Xiomara Rotger
Culinary & Baking & Pastry Arts
Associate Degree
Yorktown, Pennsylvania

FACULTY LISTING (Part-Time)

Alberto Alvarez
Master of Science in Sociology
Florida State University
Tallahassee, Florida

Melitza Batista
Basic General Practitioner
Guantanamo University of Medical Sciences.
Diploma in Pediatric Intensive Care and Emergencies.
Pediatric Residency at the Pedro Agustín Pérez Pediatric Hospital in Guantánamo

Barbaro Bermudez
Medical Assistant
American Medical Technologists
Registered Medical Assistant (RMA)
Miami, Florida

Maria Cape, M.A.
Masters in Public Administration
Devry University
Naperville, Illinois

Jose Fernandez
Master of Science in Education in Spanish Language Education
Nova Southeastern University
Miami, Florida

Manuel Grullon
Medical Billing and Coding
American Academy of Professional Coders
Miami, Florida
AAPC Certified (CPMA, CRC, CPC, COC)

Alain Fagundo
Management Certification
Associates in Arts
Miami Dade College
Miami, Florida

Chef Michael Flores-Interiano
Associate of Science in Culinary Arts
Johnson & Wales University
Bachelor of Science in Food Service Management
Johnson & Wales University
Master of Business Administration
Florida International University

Chef Dalia Pradere
Diploma in Patisserie and Baking
Le Cordon Bleu College of Culinary Arts
Miramar, Florida

Kristopher Rojas
Finance & International Business
Florida International University
Business Administration
Miami-Dade College

Yislem Torres Vives
Masters Degree in Nursing Science
Doctor of Medicine (MD)
Higher Institute of Medical Sciences of Havana
Internal Medicine Doctor
University of Medicine in Havana
Havana, Cuba
Bachelors Degree in Science of Nursing
Family Nurse Practitioner
Florida National University
Miami, Florida
Associate Degree in Nursing
Management Resource College
Miami, Florida

Jean Marco Varanese
Master of Science in Healthcare Management
La Universita Cattolica del Sacro Cuore
Rome, Italy

Student's Commitment to Success

Educational Goals:

Career Goals:

Success Skills:

Family and Friends:

My Personal Commitment to my Education:

Notes