CATALOG 2024-25

Main Campus
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Miami, Florida 33144
(305) 444-1515

Extension Campus
2151 S LeJeune Rd. 1st Floor
Coral Gables, Florida 33134
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www.fei.edu

FEI
FLORIDA EDUCATION INSTITUTE

"Education for a Better Tomorrow"

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

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

This catalog is effective September 1, 2024

2024-25

Volume 3

FLORIDA EDUCATION INSTITUTE

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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.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

This policy applies to all employees and students. Florida Education Institute (FEI) strives to maintain an institution and workplace that fosters mutual respect for all employees and students. FEI is committed to promoting a harmonious and productive working and learning environment. FEI 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 FEI employee.

Therefore, FEI is committed to providing an environment for its students, faculty and staff that is free from discrimination and to ensuring that all enrollment, education, and employment decisions are based solely on an individual's abilities and qualifications. Consistent with these principles and applicable laws, it is FEI's policy that harassment and unlawful discrimination against individuals in recruitment, admission or access to its educational programs and activities, or employment in its educational programs and activities, on the basis of race or color, religion or creed, sex or sexual orientation, gender identity or expression, national origin or ethnicity, age, disability, military service or veteran status, political affiliation or belief, marital status or pregnancy status 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 reporting it to the appropriate law enforcement authority.

Sexual harassment is a prohibited form of sexual discrimination under this policy. Should anyone experience discrimination or harassment of any kind at FEI, that person must immediately report it and immediately follow it up by reporting in writing to services@fei.edu. Should any employee experience discrimination or harassment of any kind at FEI, that employee must immediately report it and immediately follow it up by reporting in writing to the Director of Human Resources hr@fei.edu or follow the procedures in the Employee Manual. 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.

Inquiries concerning Florida Education Institute's Non-Discrimination and Anti-Harassment policies, compliance with applicable laws, statutes, and regulations, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 should be directed to: Oscar Flores, Title IX Coordinator/Section 504 Coordinator, email: services@fei.edu or by writing to Florida Education Institute, 5818 SW 8 Street, Miami, Florida, 33144, 305.263.9990.

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 by emailing services@fei.edu at the time of enrollment regarding a request for disability if accommodations if 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. **Prospective students and current Active students** who believe they need 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 accommodation 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 accommodation from Florida Education Institute shall provide acceptable medical or other diagnostic documentation that supports the request. 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 accommodation 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 accommodation 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 proper confidential guidance.   Current or active students should follow the same procedures.

Any complaints or concerns regarding this policy must be immediately presented to the Campus Director in writing by sending an email to services@fei.edu.

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 educational 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 extracurricular 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 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 are 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 ensure 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 student's 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 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 were 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 student's 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 student's 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 student's 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/cosumer-information.

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/cosumer-information 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/cosumer-information 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:

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

- Interview with an Admissions Advisor; and

- Provide either a valid driver's license, state-issued ID with photo, citizenship certificate with photo, valid U.S. passport or any other government-issued ID with photo with Application for Admissions; and

- 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; or

- Documentation of proof of completion of secondary education from a foreign country evaluated to be 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 reserves the right to evaluate the credential or proof of completion of secondary education from a foreign country provided (e.g., diploma and/or transcripts) or require to have said credential evaluated by a company that offers such a service and is a member of the National Association of Credential Evaluation Services (NACES).

- 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 disabilities, please refer to the *Statement of Non-Discrimination* and *Students with Self-Disclosed Disabilities* sections in this catalog.

PROVISIONAL REGISTRATION PERIOD AND STATUS

An applicant/student may cancel his/her enrollment within 72 hours of signing the Enrollment agreement without incurring any financial penalty, except for the $100 registration fee. In addition, students who do not begin attendance or who cancel or are cancelled by FEI within the first seven (7) calendar days of the start of their program, the cancellation period, have their enrollment canceled without incurring any tuition charges. All students starting a new FEI program begin with Provisional Registration Period under a "provisional registration status" for the first seven (7) calendar days of the program. Students should contact or write to FEI's academic office at academicsupport@fei.edu if they need to cancel within the timeframe listed above.

Those students in provisional enrollment status who do not meet admissions criteria or have not submitted all the required documentation, including providing proof of high school graduation or equivalent, financial plan documents, or otherwise do not demonstrate an ability, willingness, and commitment to succeed at FEI, will be officially cancelled.

Students not meeting the above requirements will be moved to a "contingent enrollment status" and thereby extending the time for students to meet the above listed requirements to be officially accepted by FEI. Students may become officially accepted as enrolled students at any point during the provisional registration period by way of an FEI signed Enrollment Agreement. At the point of being accepted, students will become responsible for tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the student's program.

Students who cancel, fail to post attendance in accordance with FEI's attendance policy, or who do not accept their official registration during the Provisional Registration Period will be considered to have canceled while in provisional registration status and will not incur any tuition obligation to FEI.

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 interview. This interview will give prospective students the opportunity to identify and evaluate their individual objectives and preferences, and match them, if possible, with FEI's career education programs and philosophy. Program tuition and fees are provided to all applicants by the Admissions Advisor during the admissions interview.

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

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

Mode of Delivery of Education (In-Person/Online/Hybrid):
Programs and courses 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. Some Programs have an externships component that is given at the externship site.

HYBRID (IN-PERSON AND ONLINE): Online courses are taught with a combination of synchronous (with instructor present) and asynchronous (instructor not present) instruction. During the asynchronous part students have access to instructor via email, the FEI LMS, or the instructor's office hours. In-Person courses given at the FEI Campus by an instructor with an online component. Some Programs have an externships component that is given at the externship site.

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 course delivery modes are 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 Course Technology Requirements
Students taking courses that are more than 25% online 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. 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. It is important for students to remember that FEI's programs are designed to prepare them for entry level employment and career opportunities.

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 nationally accredited, not regionally accredited. Transferability of credits is at the discretion of the receiving institution (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, and technological services available to students at FEI.

ACADEMIC INFORMATION

DEFINITIONS
Academic Year: FEI's standard Academic Year is defined as the length of time that a student takes to complete a minimum of 30 weeks of coursework and a minimum of 36 quarter credits.

Credit Hour Conversion: A quarter 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. Fractions of credits (other than one-half) are rounded down to the next lowest half or whole number.

Clock Hour: A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period. A "class hour" is 50 minutes.

Course: A series of lectures, laboratory, and/or work-based activities that pertain to a particular subject and that are typically required as part of a broader curriculum (e.g., a program).

Credential: A diploma, certificate, degree, or other official acknowledgment by FEI that a student has completed a program.

Student Schedules and Course Class Times
Students are encouraged to always check their course class schedule or meet with their Academic Advisor for exact times, days, and program requirements for graduation.

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.

Change of Program

Any student desiring to change his/her program of study must meet with their Academic Advisor to complete the appropriate documentation. The students' 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

The add/drop period refers to the first seven (7) days of the student's program of study during which time a student may be added, dropped, or re-enrolled late without academic penalty (*see section on Provisional Registration Period in this Catalog*).

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 their Academic Advisor 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

Incomplete ("I")

Courses with a grade of "I" do not affect a student's satisfactory academic progress. Any student who wishes to request an incomplete grade is responsible for informing his/her instructor of the reason(s) for failing to complete all assignments and tests by the last day of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete "I" grade with the written approval of the Dean of Academic Affairs. Any "I" grade assignment must be completed and the grade converted to a final course grade by the end of the approved extension.

An extension for incomplete work will not exceed ten (10) calendar days from the last scheduled day of a course, excluding any scheduled breaks. If students do not complete the required assignments and tests by the seventh (10th) calendar day from the last scheduled day of a course, they receive a grade of zero ("0") for incomplete work. The zero ("0") grade is included in the calculation with all other grades earned in the course to determine a final grade for the course per the course grading rubric. Students with an incomplete grade in a course are permitted to attend regularly scheduled classes.

Withdrawal ("W")
Courses with a grade of "W" indicates a course from which a student withdrew or was terminated from and must be retaken to meet graduation requirements. This grade does not impact the cumulative grade point average (CGPA) or Maximum Time Frame (MTF) calculations and does count towards credits attempted. This will delay the student's graduation date from a program and the student may incur additional costs. A student who does not withdraw officially from a course or program may receive a grade of "F." Students who withdraw from their program of study during a grading period will receive a "W" grade as outlined in our grading system policy for any course currently in progress.

Withdrawn from Course ("WD")
Courses with a grade of "WD" indicates a course which was scheduled for the student, but the student never began attendance in the course. This grade does not impact the cumulative grade point average (CGPA) or Maximum Time Frame (MTF) calculations nor does it count towards credits attempted. The student will receive a "WD" grade for any courses scheduled in which the student did not begin attendance.

Withdrawn from Course without Penalty ("WW")
Courses with a grade of "WW" indicates a course that has been scheduled, and the student was administratively removed from the course for reasons other than attendance and academic policy violations and did not receive a grade. This grade does not impact the CGPA or maximum time frame nor does it count toward credits attempted. Issuance of this grade requires Registrar approval.

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. A grade of "T" is given for those courses accepted from another institution or transferred from a FEI program. A grade of "T" is included when calculating SAP and Maximum Time Frame.

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 their Academic Advisor 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 Advisor 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.

Academic Policies

A student may begin most programs during any course. Restrictions typically apply in programs in which a maximum number of students presently exist. Each program's required courses, course prerequisites, and externship course requirements, where applicable, may be found in each program's description in the Program section of the Catalog.

FEI seeks to graduate students on a timely basis. In an effort to assist students as they progress toward graduation, a combination of on-campus, online, remote synchronous/asynchronous, and hybrid classes are provided. All students will be scheduled as full-time students, unless other arrangements are made in advance or other circumstances intervene. Low enrollments or other factors may require the Institution to cancel or reschedule courses. In addition, some courses may not be offered on-campus within an academic year. Students who need courses that are not available on-campus may choose to take courses delivered online or in a hybrid format, if available. FEI reserves the right to adjust class schedules to meet student needs and the availability of faculty, classroom, equipment, parking, and facilities.

Attendance Policy

FEI believes students should follow a policy of regular attendance and punctuality to receive the maximum benefit from an FEI education and to develop the skills, appropriate work habits, personal success habits, attitudes, and qualities highly required in the workplace and valued by employers. Therefore, students are expected to attend all regularly scheduled class meetings. The student should attempt to notify the faculty member assigned to the course by email in advance of any anticipated absence and the reasons for the absence. Faculty and staff may likewise contact the student if the student is absent.

Attendance for courses taught *in-person* is based on the student being physically present in the classroom, lab, or externship site.

14 Consecutive Days Absent Policy: Students who are absent for 14 consecutive calendar days (excluding scheduled breaks) are be administratively withdrawn from the Institution. Students withdrawn from school because of non-attendance may be readmitted through the established re-entry process but no sooner than the next scheduled course start date.

Some programs or courses have specific attendance requirements. These requirements are found on the course syllabi. All externship hours must be completed.

On the first day of class for each course, the faculty member assigned to teach the course will make available the specific class policies, including the specific course attendance policy and opportunities, if any, to make up missed assignments for that course. Please see the **Late Assignments** and **Make-Up** section of this Catalog.

If a student is ill or an emergency arises, the student should notify the faculty member for the course via email 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.

Late Arrivals and Early Departures: Tardiness for courses taught in-person is disruptive to a good learning environment and is therefore discouraged. Continued or excessive tardiness, leaving early, or absences in any course may lead to disciplinary action.

Students are should notify the course instructor via email if the student anticipates being late for class. Being tardy is defined as student arrival after class attendance has been taken. Leaving prior to class dismissal is considered early departure. Students are not allowed to disrupt academic or instructional processes and, at the faculty member's discretion, admission to a class may be denied to tardy students until the next class break. Late arrivals and early departures may affect a student's record of attendance.

All students are expected to arrive to class on time and stay for the duration of the class. Students are encouraged to work with their course instructor on minor punctuality and early departure issues that the instructor feels will not adversely affect the academic performance of the student.

Online Courses: Attendance for courses taught *online* (or *hybrid* component) are based on students completing assignments, tests, quizzes, or any other academically related activities (e.g., discussion board responses) that the student must submit for a grade.

Students taking online courses are expected to participate every week that the course is taught. A variety of graded learning activities and assessments are required for successful completion of an online course. Activities may be graded or ungraded. Only attending faculty-led live sessions or submitting graded learning activities are counted toward attendance. Activities which are graded may include posting to a graded discussion forum, submitting an assignment, quiz, or exam. Students should expect to academically participate in a course at least two times a week. Please note that certain course activities may be required but are not graded. For example, an ungraded "Introduction Discussion" is required for certain courses but does not qualify for attendance because it is an ungraded activity. Earning attendance does not constitute earning a passing grade.

Online Class - Attendance in the online courses may take place from Monday 12:00 AM EST to Sunday at 11:59 PM EST (all week). A student who does not earn attendance by the seventh day of the course may be administratively unregistered from his/her course(s) for non-attendance.

Hybrid Courses: Students taking hybrid courses are expected to attend class in-person as required by the course schedule. Additional course attendance is earned by completing graded assignments online. These may include posting to a graded discussion forum or submitting an assignment, quiz, or exam. Please note that certain hybrid online course activities may be required but are not graded and, therefore, they do not qualify for earned attendance.

100% Online Courses: Students taking 100% online courses may be required (see syllabi) to appear on camera and respond when requested. Failure to appear on camera and respond when requested may result in missed attendance.

Absences may result in a lowered grade and an undesirable record. Excessive absences may result in the following actions:

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

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 students.

Late Assignments
A student who has a documented or approved absence will have the opportunity to earn full credit for any missed assignments that are submitted late. Assignments turned in late due to a documented absence will be graded as initially assigned. A reasonable deadline for completion of the late work will be established by the instructor.

Late assignments due to an undocumented absence will lose 10 percent for each day the assignment is late. For example, if a student has an undocumented absence for Monday's class and submits the assignment on Tuesday, the highest grade the assignment can receive is a 90. If submitted the following class meeting (Wednesday in this case or 2 days later), the highest grade the assignment can receive is an 80.

Tutoring/Additional Assistance
Students may receive tutoring sessions by making a request with his/her Academic Advisor. Instructors may 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 Advisors or the Dean of Academic Affairs.

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

Make-Up Work
It's the student's responsibility to make arrangements with the instructor to complete any missed work. 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.

Make-up Tests: Tests are typically announced in advance so that a student may prepare. Students must typically complete the required tests according to the stated schedule for the course. Students who miss an original (first administered) test for sufficient and documented reasons may arrange with the instructor to take a make-up test and receive full credit. Make-up tests will normally be given the day the student returns to school or is agreed upon with the instructor.

Examples of sufficient reason include third-party written documentation of illness, medical, or dental emergencies, work schedule conflicts, military duty assignments, court appearances, funerals, or family emergencies. A make-up test is an examination of equal or greater difficulty given in a subject area. Only one make-up test will be allowed per course. The instructor will then decide, at his/her discretion, if the student should be permitted to make up any missed test or coursework.

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 (See Fee Schedule in this Catalog), 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 deserves 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 circumstances that the student believes deserve special consideration. The students 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.

Leave of Absence

FEI understands unforeseen circumstances arise which may require a temporary break in a student's education. Leave of Absence (LOA) refers to the approved time in which the student is not attending school. A student may request a LOA in writing and/or complete an application for LOA. FEI may grant an LOA to students who meet the following criteria:

1. Students must have successfully completed the Provisional Registration Period (see Section in this Catalog) at FEI to be eligible for a leave of absence.
2. FEI may grant multiple LOAs within a rolling 12-month period as long as the total number of days for all LOAs does not exceed 180 calendar days within a 12-month period.
3. If a student's LOA request is granted during a course, the student will be required to repeat the course if the student does not earn a passing grade for the course.
4. Acceptable reasons for a Leave of Absence include:
   - Medical (including pregnancy)
   - Family care (childcare issues, death of family member, single parenting issues, homelessness, or unexpected medical care of family member)
   - Military duty (see section below on military leaves of absence)
   - Natural disaster per FEMA
   - Jury duty (selected for trial)
   - Course availability (delay related to course availability excluding externship courses)
   - Emergency leave of absence

If a student does not return when scheduled, the student may be terminated and their last date of 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 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 members 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 Advisor 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 instruments 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.

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 Advising
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 Advisor 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 Advisor or academic support staff. Instructors should refer students to the Academic Advisor 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 his/her Academic Advisor. 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' 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.

Personal:
Each student is encouraged to seek advice from the Student Services staff member or his/her Academic Advisor 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 their Academic Advisor 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 his/her Academic Advisor 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), (35) 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

Luis Alvarez CPA Scholarship
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 in all those who knew him. Mr. Alvarez was first and foremost a family man and a believer in God and 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 that was accessible and taught in a practical and hands-on approach. Mr. Alvarez believed that most people in the community would greatly benefit by short career programs by getting them into existing jobs in demand. He was focused on people 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 be committed to academic and career success.

Scholarship Amount: The number of scholarships awarded varies per year based on funding availability. For detailed information regarding eligibility and award amounts available, students should contact the Financial Aid Office.

Application Deadline: Year-Round

Eligibility Criteria for the Luis Alvarez CPA Scholarship:

- **For Newly Enrolled Students:** Student must be accepted at FEI and start using scholarship award within one (1) month from start of enrolled program.
- **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.
- **Scholarship Amount:** Scholarship amounts vary due number of applicants and funding. See Financial Aid Office.
- **Offered:** United States, Miami Campus
- **Used for:** Scholarship awarded is applied only to tuition balance and not to any non-tuition expenses such as past due balances, textbooks, uniforms, registration fees, etc.
- **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.
  - Must be current with all financial obligations to FEI.

FEI Alumni Grant

FEI makes available institutionally sponsored grant programs to students who qualify. The FEI Alumni Grant is available to FEI alumni enrolling in a subsequent associate degree program. FEI encourages all students to not only pursuit with passion and vigor their chosen career after graduating from their diploma program at FEI. FEI believes that students should make learning and advancing their careers a life-long journey. For this reason, FEI has created the FEI Alumni Grant for those students who wish to continue their education and professional development. Graduates from FEI may transfer their earned diploma program credits to an associate degree program. FEI Alumni Grant offers this grant in the form of a tuition reduction to FEI graduates who enroll in an associate degree program after graduating from one of FEI's diploma program.

The FEI Alumni Grant includes the following restrictions:

Grant Amount: The number of grants awarded varies per year-based funding availability. For detailed information regarding eligibility and award amounts available, students should contact the Financial Aid Office.

Application Deadline: Year-Round

Eligibility Criteria for FEI Alumni Grant:

- **Alumni Eligibility:** Be a graduate of a diploma program at FEI with a minimum 3.0 GPA and credits being fully transferable to associate degree.
- **For FEI Diploma Program Graduates:** FEI Graduates must be accepted at FEI for an associate degree program and start using grant award within one (1) month from start of enrolled associate degree program. Meet all admissions requirements for the new program of study as defined in the FEI.
- **Grant Application:** Must be completed and submitted to Financial Aid Office prior to start.
- **Reason:** Applicant must be a graduate of a FEI diploma program with transferring credits.
- **Grant Amount:** Grant amounts vary due number of applicants and funding. See Financial Aid Office.
- **Offered:** United States, Miami Campus
- **Used for:** Grant awarded is applied only to tuition balance and not to any non-tuition expenses such as past due balances, textbooks, uniforms, registration fees, etc.
- **Current Accounts:** Must be current on any financial obligations to FEI.
- **Federal Student Loans:** Is not in default or delinquent on any federal student loan.
- **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.
    - Must be current with all financial obligations to FEI.

For additional details, consult with the Financial Aid Office.

Scholarship and Grant Policies
Scholarship and grant awards will be included in the student aid packages. Scholarship and grant funds are only used to cover tuition and may not create a credit balance on the student's account. Funding will be awarded in two equal disbursements: Beginning of first term and at program's midpoint, and any payment period thereafter.

Scholarship and grant funds are to be awarded by the school as a credit on the student ledger against tuition in the student's account. Any scholarship and grant recipient who withdraws or is terminated from the school for any reason other than graduation will forfeit 100% of the scholarship. No scholarship or grant funding can result in FEI owing the student after the student withdrawal or is terminated.

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

Scholarship and grant applications must be received prior to the start of classes to be eligible.

Scholarship and grant awarded to students who graduate do not have to be paid or reimbursed by the recipients. Recipients will continue to be responsible for all other educational expenses not covered by the scholarship or grant.

Scholarship and grant programs are subject to available funding and may be discontinued at any time without affecting any prior funding approved.

The FEI Alumni Grant is a tuition reduction applied only to an alumni's (Graduate) new associate degree program tuition balance and not to any non-tuition expenses such as past due balances, textbooks, uniforms, registration fees, etc.

The FEI Alumni Grant tuition reduction rate is applied to the net calculated tuition after all transfer credits have been factored. See campus catalog for more information.

Students with a poor student payment credit history with making payments to FEI may not be eligible for the FEI Alumni Grant.

The FEI Alumni Grant cannot be combined with any other institutional-sponsored grant or scholarship.

Scholarships and grants awarded FEI have no cash value and will not result in a cash or credit balance.

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.

CANCELLATION AND REFUND POLICIES ~~Refund Policy~~

CANCELLATION POLICY

An applicant/student may cancel his/her enrollment within 72 hours of signing the Enrollment agreement without incurring any financial penalty, with the exception of the $100 registration fee. In addition, students who do not begin attendance or who cancel or are cancelled by Florida Education Institute ("FEI" or "institution") within the first seven (7) calendar days of the start of their program, the cancellation period, have their enrollment canceled without incurring any tuition charges. All students starting a new FEI program begin with Provisional Registration Period under a "provisional registration status" for the first seven (7) calendar days of the program. Students should contact or write to FEI's academic office at academicsupport@fei.edu to cancel within the timeframe listed above.

CANCELLATION AND REFUND POLICIES
CANCELLATION POLICY

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starting a new FEI program begin with Provisional Registration Period (see section of the FEI Catalog for more details) under a "provisional registration status" for the first seven (7) calendar days of the program. Students must give notice of cancellation or withdraw to the academic office in person, via telephone, mail, or email to cancel within the timeframe listed above. (See Cancellation/Withdrawal/Rejection Policies section below for more details).

WITHDRAWAL PROCEDURE

Sometimes conditions or circumstances beyond the control of students and the institution require that students withdraw from FEI. Students who request or give notification of their intent to withdraw are considered an official withdrawal on the date the student provides the notification. Students who need to withdraw from the institution after the cancellation period, the Provisional Registration Period, and prior to the completion of their program must follow the above Cancellation Policy and the steps below for an official withdrawal or the termination date will be determined in accordance with FEI's 14 consecutive-day absence policy.

FEI will unofficially withdraw any student who (a) violates the published attendance policy or (b) fails to return from a leave of absence. FEI will terminate any student who (a) violates the Student Code of Conduct or with the institution's rules, policies, and regulations or (b) fails to meet Satisfactory Academic Progress Policy requirements.

REFUND POLICIES

If a student fails to complete the period of enrollment or program at Florida Education Institute ("FEI" or "institution") for which the student originally contracted due to withdrawal, termination, unofficial withdrawal, dismissal, failed to return from an approved Leave of Absence, or transferred to another FEI program, tuition, fees and other charges will be refunded in accordance with the (pro-rata) Institutional Refund Calculation (IRC) policy. The institution performs the IRC within thirty (30) calendar days of the date of determination. If the student is owed a refund from the IRC, the institution will process the necessary refund within thirty (30) calendar days. The IRC policy is in addition to the Return to Title IV Funds Policy refund calculation. Students not receiving Title IV funds will have refunds calculated using the IRC only. After applying all refund calculations, students are responsible for paying any balance owed to FEI for institutional charges previously covered by Title IV and the Title IV Federal Student Aid Loan Programs.

The institution's Refund Policies and refund calculations are based on the student's last date of attendance (LDA). The last day of attendance (LDA) for students is the last day the student was physically present in a course, at an externship site, or the last day the student completed an online academically related activity such as discussion boards postings, submission of assignments, or an assessment. The date of determination (DOD) is the date FEI has determined the student to be withdrawn, expelled, dismissed, failed to return from an approved Leave of Absence, or transferred to another FEI program. The withdrawal date (WD) is the date the student notifies FEI of his/her intent to withdraw or the student's last date of attendance.

For students receiving Federal Student Aid (Title IV funds), the institution first determines the amount of Title IV aid that the student has earned and which the institution may retain by completing a calculation based on the Return to Title IV Refund Policy. The institution then returns any unearned funds within the timeframe permitted by Title IV rules. Next, the institution will calculate the IRC to determine if there is an outstanding balance owed to the institution or a credit balance due to the student. Students enrolled in non-term programs are billed by payment period. For any full academic year, the charges are divided equally for each payment period. For any academic year that does not meet the standard academic year definition and consists of multiple payment periods (as defined in the FSA Handbook and FEI Catalog), the charges will be prorated for each payment period based on the number of credits assigned to the

payment period.   The institution returns unearned Title IV funds within forty-five (45) calendar days of the date of determination. Students receiving Title IV funds and cease to be enrolled at FEI are subject to the results of the Return of Title IV refund calculation and the IRC.

INSTITUTIONAL REFUND CALCULATION (IRC) POLICY: Should Student's enrollment be terminated or cancelled for any reason; all charges will be determined according to the following IRC schedule:

(1) Cancellation can be made in person, by electronic mail, by Certified Mail or by termination by the institution.
(2) All monies will be refunded if the institution 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 $100 registration fee.
(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. IRC Refunds, when due, are made within thirty (30) days from the last date of actual attendance by the student unless earlier written notice is received. Refunds are made without requiring a request from the student.

RETURN OF TITLE IV FUNDS POLICY: Florida Education Institute will utilize the Return of Title IV Funds Policy refund calculation required by the U.S. Department of Education for those students who have received Title IV funds and due to withdrawal, termination, unofficial withdrawal, dismissal, transfer programs, or failure to return from an approved Leave of Absence. For a student who receives Title IV funds, the institution must determine the amount of Title IV funds a student has earned at the time of his/her enrollment is terminated or cancelled for any reason 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. Students who cease attendance at FEI prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. The percentage of Title IV aid earned is equal to the percentage of the payment period completed. Title IV aid is earned in a pro rata manner up to and including the 60% point in a payment period. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. The remaining 70% is "unearned" and must be returned by the institution and/or the student.   However, if the withdraw 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. Scheduled breaks of five (5) calendar days or more and periods of leave of absence are excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student's last date of attendance. Funds will be returned to the Title IV programs within forty-five days (45) days after the date the institution determines that the student's enrollment is terminated or cancelled for any reason.

CANCELLATION/WITHDRAWAL/REJECTION POLICIES: Students wishing to cancel or withdraw must notify the School's academic office in writing. 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 (IRC) 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 $100 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 (3) 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 (3) 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 Institutional Refund Calculation (IRC) Policy, as applicable, regardless of receipt of any notice from the student. Textbooks/Supplies: Student has the option of purchasing textbooks and/or supplies from a third party. If Student purchases textbooks and/or supplies from a third party, Student must purchase the exact version used in class. All balances owed the School due to the Return of Title IV funds or Institutional Refund calculation (IRC) 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	$19,791
Medical Billing and Coding	$19,791
Pharmacy Technician	$19,791
Culinary Arts	$19,791
Pastry and Baking Arts	$19,791
Heating, Ventilation, Air Conditioning, Refrigeration (HVAC/R)	$19,791
Business Management	$19,791
Medical Office Administrator (AAS)	$36,700
Business Administration (AAS)	$36,700
Culinary and Hospitality Management (AAS)	$36,700
Pastry and Baking Management (AAS)	$36,700

Miscellaneous Fees

Registration Fee (initial for each program)	$ 100
Re-Entry Fee	$ 350

Withdrawal Fee	$	200
Graduation Fee	$	75
Transcript Fee (1st transcript free; 2 or more transcripts in any given year)	$	25
Photo ID Replacement	$	25
Diploma Replacement	$	75

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 elect to take, if qualified, any additional or outside exams. Because FEI's philosophy is to help students as much as possible, any assistance or information provided to a student or graduate with any of these additional and/or outside exams shall not be construed as a responsibility of FEI.

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

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

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

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

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PROGRAM FACILITIES AND EQUIPMENT

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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.

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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.

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	3.5
BMG 4150	Professional Sales	48	3.5
BMG 5600	Human Relations	48	4.0
BMG 5200	Business Communication	48	3.5
BMG 4100	Digital Marketing	48	3.5
BMG 1010	Business Management	48	3.5
BMG 1050	Entrepreneurship	48	3.5
BMG 2100	Marketing & Sales	48	3.5
BMG 2540	Principles of Human Resources	48	4.0
BMG 2020	Management & Leadership	48	4.0
BMG 3010	Accounting Principles	48	3.5
BMG 3100	Business Law & Ethics	48	3.5
BMG 3700	Financial Markets	48	3.5
BMG 1100	Business Mathematics	48	3.5
BMG 2200	Small Business Management	48	3.5

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: 75 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.

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
BMG 4200	Selling Skills and Techniques	48	3.5
BMG 4150	Professional Sales	48	3.5
BMG 5600	Human Relations	48	4.0
BMG 5200	Business Communication	48	3.5
BMG 4100	Digital Marketing	48	3.5
BMG 1010	Business Management	48	3.5
BMG 1050	Entrepreneurship	48	3.5
BMG 2100	Marketing & Sales	48	3.5
BMG 2540	Principles of Human Resources	48	4.0
BMG 2020	Management & Leadership	48	4.0
BMG 3010	Accounting Principles	48	3.5
BMG 3100	Business Law & Ethics	48	3.5
BMG 3700	Financial Markets	48	3.5
BMG 1100	Business Mathematics	48	3.5
BMG 2200	Small Business Management	48	3.5
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	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

Program Description

This program is designed to provide students with the basic understanding of concepts, skills, and techniques for an entry-level position in a restaurant or a variety of culinary and food service industry work settings. The program emphasizes the fundamental culinary techniques, knife skills, production, safety, sanitation, mise en place, understanding ingredients and recipes, menu development, flavors, the fundamentals of different cooking methods, preparation of stocks and sauces, exposure to different cultures and cuisines, kitchen station organization and teamwork communication skills, basic baking and pastry techniques, inventory, kitchen expediting, beverage services, and plate presentation. Students learn through a combination of lecture, demonstration, and lab activities (kitchen/restaurant) practice and repetition. Throughout the program the student will be assigned to the student-driven restaurant and provide direct support to an Executive Chef or Sous Chef (Chef-Instructor) overseeing all aspects of a real-world kitchen operation. Front of the House services are an important component of this program. The student ends the program by applying and encapsulating in our student-driven restaurant all the knowledge, learned cooking techniques, and the program-long familiarity with all stations of the kitchen. This program promotes success habits and 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 a restaurant or a variety of culinary and food service industry work settings.
- ✓ Learn by practice and repetition the classic fundamental cooking techniques and knife skills.
- ✓ Introducing the student to modern, international, Latin, and other cuisines.
- ✓ Provide the student with an overall introduction to the food service industry and careers.
- ✓ Introduce the student to food service operations, including beverage, liquor, and wine.
- ✓ Introduce students to kitchen and restaurant organization and management.
- ✓ Provide students with 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.
- ✓ Have students practice and learn with discipline, structure, and following kitchen rules.
- ✓ 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
CUF 1010	Culinary Foundations	60	4.0
CUL 1040	Culinary Techniques & Flavoring	60	4.0
CUL 3001	Culinary Nutrition	60	4.0
CUL 1032	Garde Manger	60	4.0
CUL 1033	Food Service Entrepreneurship	60	4.0
CUL 1023	Sustainable Culinary Production	60	4.0
CUL 1035	Food, Wine and Beverage Management	60	4.0
CUL 1043	Culinary Operations Systems	60	5.0
PBA 1011	Pastry and Baking Techniques	60	4.0
CUL 2050	Professional Cooking	60	4.0
CUL 2045	Modern Cuisine	60	4.0
CUL 1030	International Cuisine	60	4.0
CUL 1040	Culinary Techniques & Flavoring	60	4.0

CULINARY & HOSPITALITY MANAGEMENT
Associate of Applied Science (A.A.S.) 95 Credits

Program Description

This Associate of Science Culinary and Hospitality Management degree 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, and restaurant or food service industry settings. This associate degree program also includes restaurant operations and management, hospitality services related to tourism, hotels, guest services, marketing, sales, and hospitality management positions. The program includes culinary and cooking instruction, such as kitchen organization, food 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, plate presentation, beverage services, and front-of-the-house services. Students learn through a combination of lecture, demonstration, and practice in kitchen labs or restaurant settings. This program promotes success habits and professionalism in each course and is designed with employability in mind. ***Delivery Method: Traditional (In-Person) / Hybrid.**

Program Objectives

- ✓ Prepare students for entry-level work in a variety of culinary, hospitality, and restaurant or food service industry settings.
- ✓ Provide students with an understanding of restaurant operations and management, hospitality services, tourism, hotels, and guest services.
- ✓ 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 the student to food service operations, including beverage, liquor, and wine.
- ✓ 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.
- ✓ Provide the student with the basics in hospitality marketing and sales.
- ✓ Describe excellent guest services and the benefits customer loyalty.
- ✓ Have students practice and learn with discipline, structure, and following kitchen rules.
- ✓ 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	CREDITHOURS
CUF 1010	Culinary Foundations	60	4.0
CUL 1040	Culinary Techniques & Flavoring	60	4.0
CUL 3001	Culinary Nutrition	60	4.0
CUL 1032	Garde Manger	60	4.0
CUL 1033	Food Service Entrepreneurship	60	4.0
CUL 1023	Sustainable Culinary Production	60	4.0
CUL 1035	Food, Wine and Beverage Management	60	4.0
CUL 1043	Culinary Operations Systems	60	5.0
PBA 1011	Pastry and Baking Techniques	60	4.0
CUL 2050	Professional Cooking	60	4.0
CUL 2045	Modern Cuisine	60	4.0
CUL 1030	International Cuisine	60	4.0
CUL 1040	Culinary Techniques & Flavoring	60	4.0
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 (HVACR)

54 CREDITS/720 CLOCK HOURS

PROGRAM DESCRIPTION

This program is designed to provide students with 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 1013	HVAC/R Technology & Science	60	4.5
HVA 1025	HVAC/R and Building Maintenance	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

Program Description

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 lessons in professionalism, and success habits. **Program Length: 44 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid.**

Program Objectives

- ✓ Prepare students for entry-level employment as a medical assistant or member of health care team in a medical facility or physician's office.
- ✓ 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, insurance and medical billing, coding, 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.

COURSE NUMBER		COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED	1100	Medical Terminology	48	4.0
MED	2105	Anatomy & Physiology	48	3.0
MED	2237	Medical Specialties and Assisting Skills	48	3.0
MBC	2205	Healthcare Insurance	48	3.5
MED	2120	Medical Office Procedures	48	3.5
MBC	2235	Medical Coding, Billing and Collections	48	3.5
MED	2235	Human Disease and Pathology	48	3.0
MED	2237	Pathophysiology and Disease Management	48	3.0
MED	2240	Clinical Procedures	48	3.0
EHR	2300	Electronic Health Records	48	3.0
MED	2209	Patient Intake & Infection Control	48	3.5
MED	2303	Medical Office Patient Care	48	3.0
MED	2202	Clinical and Laboratory Procedures	48	3.5
MED	2551	Medical Office Management	48	3.0
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 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 ICD-10-CM, CPT, HCPCS procedure codes, 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 2105	Anatomy & Physiology	48	4.0
MED 2235	Human Disease & Pathology	48	4.0
MED 2102	Medical Specialties and Assisting Skills	48	3.0
MED 2237	Pathophysiology and Disease Management	48	4.0
MED 1100	Medical Terminology	48	4.0
MBC 2235	Medical Coding, Billing and Collections	48	4.0
MBC 2205	Healthcare Insurance	48	4.0
MED 2120	Medical Office Procedures	48	3.0
MED 2551	Medical Office Management	48	4.0
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 a 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: 82 75 Weeks. *Delivery Method: Traditional (In-Person) / Hybrid**

Program Objectives

- ✓ Prepare students for entry-level employment as members 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.

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
MED 2105	Anatomy & Physiology	48	4.0
MED 2235	Human Disease & Pathology	48	4.0
MED 2102	Medical Specialties and Assisting Skills	48	3.0
MED 2237	Pathophysiology and Disease Management	48	4.0
MED 1100	Medical Terminology	48	4.0
MBC 2235	Medical Coding, Billing and Collections	48	4.0
MBC 2205	Healthcare Insurance	48	4.0
MED 2120	Medical Office Procedures	48	3.0
MED 2551	Medical Office Management	48	4.0
EHR 2300	Electronic Health Records	48	3.0
MED 2209	Patient Intake and Infection Control	48	3.0
MED 2240	Clinical Procedures	48	3.0
MED 2303	Medical Office Patient Care	48	3.5
MED 2202	Clinical and Laboratory Procedures	48	3.0
MAE 3000	Medical Assistant Externship (84 Hours)	84	5.0
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
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

PASTRY AND BAKING ARTS

48 CREDITS/720 CLOCK HOURS

Program Description

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
PBF 1010	Pastry and Baking Techniques	60	4.0
PBA 1012	Classic Pastry	60	4.0
PBA 1023	International Pastries	60	4.0
PBA 1015	Baking Essentials	60	4.0
PBA 1026	Laminated Fundamentals	60	4.0
PBA 1033	Modern Pastries	60	4.0
PBA 1046	Chocolate Art and Techniques	60	4.0
PBA 1035	Dessert Decorating	60	4.0
PBA 3020	Sugar Art and Confections	60	4.0
PBA 1053	Artisan Bread Baking	60	4.0
PBA 2050	Professional Pastry and Baking	60	4.0
PBA 3001	Nutrition in Pastry and Baking	60	4.0

PASTRY AND BAKING MANAGEMENT

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

Program Description

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
PBF	1010	Pastry and Baking Techniques	60	4.0
PBA	1012	Classic Pastry	60	4.0
PBA	1023	International Pastries	60	4.0
PBA	1015	Baking Essentials	60	4.0
PBA	1026	Laminated Fundamentals	0	4.0
PBA	1033	Modern Pastries	60	4.0
PBA	1046	Chocolate Art and Techniques	60	4.0
PBA	1035	Dessert Decorating	60	4.0
PBA	3020	Sugar Art and Confections	60	4.0
PBA	1053	Artisan Bread Baking	60	4.0
PBA	2050	Professional Pastry and Baking	60	4.0
PBA	3001	Nutrition in Pastry and Baking	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 46 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.

COURSE NUMBER	COURSE DESCRIPTION	CLOCK HOURS	CREDIT HOURS
PHT 2103	Anatomy and Pharmacology	48	3.0
PHT 2206	Pharmacology	48	3.5
PHT 2215	Community and Hospital Pharmacies	48	3.5
PHT 3256	Pharmaceutical Compounding and Preparation	48	3.5
ANP 2105	Pharmacy Technology and Drug Administration	48	3.0
PHT 2210	Pharmacy Technician Skills	48	3.0
PHT 3205	Drug Classification	48	4.0
PHT 1105	Pharmacy Technician Ethics and Professionalism	48	4.0
PHT 2207	Pharmacy Practice & Lab Procedures	48	3.0
PHT 2214	Non-Prescription Drugs and Treatments	48	3.0
PHT 2212	Serving Patients and Communication	48	3.0
PHT 3125	Pharmaceutical Calculations	48	3.0
PHT 2270	Interpreting Prescriptions	48	3.0
PHT 3145	Pharmacy Practice and Operations	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

AMG 1550 American Government   **3.5 Credit Hours**
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.

ANP 2105 Pharmacy Technology and Drug Administration   **3.0 Credit Hours**
This course provides an in-depth understanding of pharmacy technology, and the processes involved in drug administration. Students will learn about medication preparation, dispensing, and the role of pharmacy technicians in ensuring accurate drug delivery. Topics include drug classifications, routes of administration, and techniques for monitoring patient responses to medications. Emphasis is placed on safety, accuracy, and the critical role pharmacy technology plays in healthcare.

BIO 1040 Introduction to Biology   **3.5 Credit Hours**
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.

BMG 1010 Business Management   **3.5 Credit Hours**
This course introduces the student to fundamental business concepts and contemporary issues while describing the purpose and functions of business. This course explores the business world, and economics, including international business. In this course emphasis is given to what it takes to be successful in the world of business, including ethics and social responsibility. Business principles, marketing, finance interpersonal skills, ethics, risks, decision-making and historical review of businesses development and success are covered in this course.

BMG 1050 Entrepreneurship   **3.5 Credit Hours**
This course presents entrepreneurship, or small business ownership, as an increasingly attractive option to people who are striving to find careers that are exciting to them and offer the potential for personal and financial success. This course 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.

BMG 2200 Small Business Management   **3.5 Credit Hours**
This course provides the student with the fundamentals of small business management. This course explores the impact and contributions of small businesses in the U.S. The following types of small businesses are analyzed: family businesses, franchises, e-businesses, and sole proprietorship. Entrepreneurship as a business option is discussed along with being efficient and effective in the management of a small business.

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

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   **3.5 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 plans, 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   **3.5 Credit Hours**
This course will provide students with 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   **3.5 Credit Hours**
This course familiarizes the student with a 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   3.5 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   3.5 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   3.5 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   3.5 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   3.5 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 on elements of persuasive, credible and convincing communication, including how to communicate information easily to a busy executive-level leader.

BMG 5600 Human Relations   4.0 Credit Hours
This course is an introduction to the behavioral sciences as they apply to business and management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. Consideration of perceptions, attitudes, and values as they affect management decisions and actions.

BMG 1100 Business Mathematics   3.5 Credit Hours
This course introduces students to 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 their 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 improving job performance to achieve their goals; and explore the organizational relationships between employees who remain loyal to the organization rather than seeking employment elsewhere and employees who 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 their keyboard is provided. In addition, presentation graphics and business-oriented online research and search skills are part of this course.

BUS 2400 Business Administration   **3.0 Credit Hours**
This capstone course begins to prepare the students 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 students is expected and demanded in this course.

CUF 1010 Culinary Foundation   **3.0 credit hours**
This course serves as the cornerstone of the Culinary Arts program, guiding students through the essential techniques and principles of professional cooking. Topics include the preparation of stocks, soups, sauces, and vegetables, along with an introduction to proteins, starches, and grains. Students will also explore the fundamentals of kitchen operations, such as menu planning, recipe adjustments, food costing, and organizational skills. Emphasizing precision, timing, and multitasking, this course prepares students for the challenges and opportunities of a professional culinary environment.

CUL 1023 Sustainable Culinary Production   **3.0 credit hours**
This course explores sustainable practices within food operations. Students will gain skills in reducing waste, conserving energy and water, and sourcing ingredients responsibly. The course covers efficient kitchen operations, ethical sourcing, and creating menus that prioritize sustainability. Students will learn how to balance environmental, social, and economic factors to operate food establishments in a sustainable and responsible manner.

CUL 1032 Garde Manger   **3.0 credit hours**
This course focuses on the techniques of cold food preparation, including sauces, dressings, salads, charcuterie, and preservation methods like curing and aging. Students will also learn effective platter and buffet presentation. Emphasis is placed on practical skills and creativity, preparing students to manage the Garde Manger station with skill. The course covers large-scale food preparation and the art of crafting visually appealing cold dishes for diverse culinary settings.

CUL 1033 Food Service Entrepreneurship   **3.0 credit hours**
This course covers the fundamentals of starting and managing a food business, focusing on food preservation, pricing, labeling, and marketing. Modules include topics like food safety for farmers markets, food product pricing, labeling regulations, and market research. Students will also explore the minimum requirements for opening food and beverage establishments. The course provides practical knowledge for developing, marketing, and managing food products and ventures.

CUL 1030 International Cuisine   **3.0 credit hours**
This course offers an exploration of the diverse and rich culinary traditions from around the world. Students will learn the essential techniques, ingredients, and cultural influences behind iconic dishes from various regions, from Europe to Asia, Africa to America. This course emphasizes flavor profiles, regional cooking methods, and the importance of authenticity in recreating traditional recipes. Students will gain hands-on experience preparing international dishes while expanding their culinary repertoire and deepening their understanding of global food culture.

CUL 1035 Food, Wine and Beverage Management   **3.0 credit hours**
This course provides students with the essential skills needed to manage food and beverage operations effectively. It covers topics such as menu planning, wine selection, pairing food with beverages, and understanding the dynamics of service styles. Students will learn about inventory control, cost management, and customer service, while gaining insight into the management of bars, restaurants, and other food service venues. The course emphasizes creating exceptional dining experiences by integrating food and beverage choices with operational efficiency and hospitality.

CUL 1040 Culinary Techniques & Flavoring   **3.0 credit hours**
This course focuses on the key principles of flavor development and the techniques used to create balanced, memorable dishes. Students will learn how to layer flavors using herbs, spices, and seasonings, and how to engage different taste receptors for a complete sensory experience. The course also covers various cooking methods such as roasting, grilling, and sautéing, and emphasizes the importance of texture, color, and plating in creating visually appealing meals. Students will gain an understanding of how to build complexity in flavors while considering how each element contributes to the overall dish.

CUL 1043 Culinary Operations Systems   **3.0 credit hours**
Students will learn about kitchen organization, inventory management, food safety protocols, and cost control systems. The course covers essential topics such as workflow optimization, supply chain management, and equipment maintenance, all aimed at improving kitchen efficiency. Emphasis is placed on streamlining kitchen processes, managing food production, and maintaining consistency and quality in

high-pressure environments. Students will gain the practical skills needed to oversee and manage culinary operations from the back-of-house perspective.

CUL 2045 Modern Cuisine   **3.0 credit hours**
This course explores the innovative techniques and trends shaping today's culinary landscape. Students will learn about modern cooking methods such as molecular gastronomy, sous-vide, and the use of new ingredients and technology in the kitchen. The course covers the evolution of contemporary cuisine, focusing on flavor combinations, plating aesthetics, and the integration of global influences into modern dishes. Students will gain hands-on experience experimenting with new approaches to cooking, presentation, and menu creation, while developing the creativity and skills needed to stay ahead in a constantly evolving culinary industry.

CUL 2050 Professional Cooking   **3.0 credit hours**
This course focuses on high-level culinary practices, helping students refine their techniques and elevate their cooking to a professional standard. Students will develop skills in methods such as sous-vide, sauce-making, and precision cooking, while deepening their understanding of flavor balancing, plating, and current culinary trends. The course emphasizes efficiency, creativity, and quality in preparing sophisticated dishes. Students will also learn to manage time effectively, maintain consistency, and work under pressure, equipping them for leadership roles in the kitchen and success in fast-paced, high-demand culinary environments.

CUL 3001 Culinary Nutrition   **3.0 credit hours**
This course covers essential topics in nutrition, focusing on food-based macronutrients and addressing nutrients of concern in vegan and vegetarian diets. Students will explore eco-nutrition and sustainable food systems, including farm-to-table and root-to-frond cooking techniques. Additionally, the course delves into food allergies and allergy-free cooking, along with alternative diets such as Macrobiotic, paleo, raw, and Ayurvedic cooking. Other topics include weight management and nutrition for physical activity, as well as strategies for effectively communicating nutrition in the marketplace. The course provides a comprehensive understanding of how nutrition, sustainability, and dietary practices intersect in modern culinary practices.

EHR 2300 Electronic Health Records   **4.0 Credit Hours**
This course introduces students to electronic documentation on medical records and patients' 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.

ENG 1050 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 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 includes hotel and restaurant management, cruise ships, spas, resorts, theme parks, and other areas. Students 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 the basics of operational challenges from big chain restaurants to single operating restaurants. 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 1025 Bakery Operations   **3.5 Credit Hours**
In this course students will get a 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 1030 Human Resources in Hospitality   **3.5 Credit Hours**
In this course students will get a 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. Students 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 students 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 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.

HFT 1060 Hospitality Marketing and Sales   **3.5 Credit Hours**

In this course students introduce 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.

HVA 1013 HVAC/R Technology & Science   **4.5 Credit Hour**

This course combines essential HVAC/R technology and science. Students will learn safety practices, the use of hand and power tools, and measurement techniques. Key skills include welding, piping, tubing, flaring, and connection methods for air conditioning and refrigeration systems. The course also covers EPA 608 Universal Technician certification. Scientific topics include the properties of matter, types of energy, thermodynamics, pressure, vacuum, and temperature measurement. Students will also gain experience in working with and identifying refrigerants.

HVA 1025 HVAC/R and Building Maintenance   **4.5 Credit Hour**

This course covers the fundamentals of HVAC/R systems alongside essential building maintenance practices. Students will learn the operation, troubleshooting, and repair of HVAC systems, as well as the maintenance of plumbing, electrical, and other building systems. Emphasis is placed on preventative maintenance, system diagnostics, and safety protocols. Students will gain hands-on experience in performing routine maintenance tasks, identifying common issues, and ensuring the overall functionality of building systems to maintain a safe and efficient environment.

HVA 1050 Refrigeration Systems and Components   **4.5 Credit Hour**

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

HVA 1100 Refrigeration Practices   **4.5 Credit Hour**

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

HVA 1150 HVAC/R Electrical Systems   **4.5 Credit Hour**

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

HVA 1200 Air Conditioning Systems   **4.5 Credit Hour**

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

HVA 1250 Air Conditioning Technician   **4.5 Credit Hour**

This course provides the student with an understanding of bigger or package unit systems, including distribution and calibrations, installation, diagnostics, controls, typical operational conditions, and troubleshooting.

HVA 1300 Heat Pump Systems   **4.5 Credit Hour**

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

HVA 1350 Commercial Air Conditioning   **4.5 Credit Hour**

This course encompasses the study of components, applications, and the 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 Hour**

This course introduces practical applications 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 Hour**

This course provides basic understanding of 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 on 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.

MAE 3000 Medical Assistant Externship (84 Hours)   **4.0 Credit Hours**

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

MBC 2205 Healthcare 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 2235 Medical Coding, Billing and Collections **4.0 Credit Hours**
This course provides students with a foundational understanding of medical coding, billing, and collections practices. Students will learn billing and collection fundamentals, coding formats, rules, and regulations, along with the most common codes used in medical offices. The course emphasizes principles of diagnostic and procedural coding using ICD-10 and CPT-4, while introducing HIPAA guidelines for 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 Credit Hours**
This course introduces 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 2102 Medical Specialties and Assisting Skills **3.0 Credit Hours**
It emphasizes the specific essential skills medical assistants need in diverse medical settings for supporting patient care in various specialties, including pediatrics, geriatrics, minor surgeries, and emergency procedures, etc., preparing students to effectively assist in the diagnosis and management of a range of health conditions.

MED 2105 Anatomy & Physiology **3.0 Credit Hours**
This course provides an introduction to the various systems of the body and principles of human physiology. This course will include the study of the body structure and function, special senses, and the following systems of the human body: integumentary, skeletal, muscular, nervous, and cardiovascular system.

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

MED 2202 Clinical and Laboratory Procedures   **4.0 Credit Hours**

This course provides students with hands-on training in essential clinical and laboratory procedures commonly performed in healthcare settings. Topics include patient preparation, specimen collection, basic diagnostic testing, and equipment sterilization. Emphasis is placed on maintaining safety, accuracy, and adherence to regulatory standards. Students will gain practical skills to support clinical operations effectively.

MED 2209 Patient Intake and Infection Control   **4.0 Credit Hours**

This course provides patient infection control and patient intake procedures. Students will learn key infection control practices, such as hand hygiene, sterilization, and personal protective equipment (PPE) use, as well as protocols for managing infectious patients and biohazardous materials. The course also covers effective patient intake processes, including collecting medical history, taking vital signs, verifying insurance, and managing patient documentation. Together, these skills prepare students to ensure safe and accurate patient care in healthcare settings.

MED 2235 Human Disease & Pathology   **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 2237 Pathophysiology and Disease Management   **4.0 Credit Hours**

This course covers the study of human diseases, emphasizing the understanding of pathophysiological processes and the management strategies for various disorders. Students will be introduced to the microbiological and etiological aspects, as well as clinical presentations, diagnostic evaluations, and treatment options.

MED 2240 Clinical Procedures   **4.0 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 2551 Medical Office Management   **4.0 Credit Hours**

This course introduces health care management in a wide variety of healthcare settings to effectively manage 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.

MED 2303 Medical Office Patient Care   **4.0 Credit Hours**

This course equips students with the essential skills and knowledge to provide effective patient care in a medical office setting. Topics include patient communication, scheduling, medical record management, and office procedures. Students will also learn best practices for maintaining patient confidentiality and professionalism, adhering to HIPAA guidelines, and ensuring a positive patient experience.

MTH 1010 College Mathematics   **3.5 Credit Hours**

This course provides the fundamentals 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 1011 Pastry and Baking Techniques   **3.0 credit hours**

This course focuses on the fundamental techniques used in pastry and baking. Students will learn the essential methods for creating a variety of baked goods, including breads, pastries, cakes, and cookies. The course covers dough preparation, mixing techniques, baking times and temperatures, as well as the art of decoration and finishing. Emphasis is placed on understanding ingredients, textures, and flavor profiles, along with developing skills for both classic and modern pastry creations. Students will gain hands-on experience in producing high-quality baked items with precision and creativity.

PBA 1012 Classic Pastry   **Credit Hours 4.0**

This course introduces students to the art and techniques of classic pastry making, focusing on traditional recipes and methods. Students will learn the preparation of foundational pastries such as pâte à choux, puff pastry, tarts, and custards, while exploring the science and precision required to achieve consistent results. Emphasis is placed on mastering essential skills that serve as the basis for creating timeless pastry creations.

PBA 1015 Baking Essentials   **Credit Hours 4.0**

This course teaches the core techniques and principles of baking, including key ingredients, mixing methods, and baking equipment. Students will learn the math behind precise measurements and ingredient ratios, while gaining hands-on experience in creating cakes, cookies, and muffins. The course emphasizes practical skills and real-life applications for aspiring bakers.

PBA 1023 International Pastries   **Credit Hours 4.0**

This course explores the diverse world of pastries from various cultures, introducing students to traditional techniques, ingredients, and flavor profiles from around the globe. Students will prepare iconic pastries from regions such as Europe, Asia, and Latin America, gaining an understanding of their cultural significance and methods. The course emphasizes skill development and adaptability in creating globally inspired pastry creations.

PBA 1026 Laminated Fundamentals   **Credit Hours 4.0**

This course focuses on the key techniques for creating laminated doughs like croissants and puff pastry. Students will explore how different ingredients, temperatures, and equipment impact dough texture and the final result. Emphasis is placed on developing skills in folding, rolling, and resting methods to create perfectly layered, flaky pastries.

PBA 1033 Modern Pastries   **Credit Hours 4.0**

This course explores contemporary techniques and trends in pastry making. Students will work with innovative ingredients, textures, and presentations to create visually striking and flavorful desserts. Emphasis is placed on precision, creativity, and the use of modern tools and methods to craft unique pastry creations.

PBA 1035 Dessert Decorating   **Credit Hours 4.0**

This course focuses on the techniques and artistry of decorating desserts. Students will learn to use tools and materials like piping bags, molds, and edible decorations to enhance the presentation of cakes, pastries, and plated desserts. Emphasis is placed on precision, creativity, and the skills needed to create visually appealing and professionally finished desserts.

PBA 1046 Chocolate Art and Techniques   **Credit Hours 4.0**

This course delves into the art of working with chocolate, teaching students the essential techniques for tempering, molding, and decorating with chocolate. Students will explore various types of chocolate, tools, and methods to create intricate designs and beautiful chocolate confections. Emphasis is placed on both the technical aspects and the creativity needed to produce visually stunning and delicious chocolate pieces.

PBA 1053 Artisan Bread Baking   **Credit Hours 4.0**

This course focuses on the techniques and principles behind baking artisanal, high-quality breads. Students will learn to work with natural starters, different types of flour, and traditional methods such as fermentation and shaping. Emphasis is placed on creating breads with unique textures, flavors, and crusts, while understanding the science behind the baking process.

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

This course prepares students for the demands of a professional pastry and baking environment. Students will refine their techniques, enhance their efficiency, and focus on consistency in production. Topics include time management, quality control, and the presentation of pastries and baked goods to meet industry standards. Emphasis is placed on developing the skills and mindset necessary for success in a professional kitchen.

PBA 3001 Nutrition in Pastry and Baking   **Credit Hours 4.0**

This course explores the nutritional aspects of pastry and baking, focusing on how ingredients impact health and wellness. Students will learn to modify traditional recipes to create healthier alternatives without compromising flavor or texture. Emphasis is placed on understanding the role of various ingredients, including substitutions, and their effects on the final product's nutritional value.

PBA 3020 Sugar Art and Confections   **Credit Hours 4.0**

This course introduces students to the techniques of crafting sugar-based art and confections. Students will learn to create pulled, blown, and cast sugar decorations, as well as explore the production of candies and other sugar confections. Emphasis is placed on precision, temperature control, and creativity to produce visually stunning and edible sugar creations.

PBF 1010 Pastry and Baking Techniques   **Credit Hours 4.0**

This course emphasizes the science behind ingredients and techniques, giving students a strong foundation in the principles that shape texture, structure, and flavor in pastry and baking. Through hands-on practice and exploration, students will build the essential skills and knowledge needed to excel in all areas of the pastry and baking arts program.

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.

PHT 1105 Pharmacy Technician Ethics and Professionalism   **4.0 Credit Hours**

This course focuses on the ethical principles and professional standards required in the pharmacy technician role. Students will explore topics such as patient confidentiality, informed consent, ethical decision-making, and the technician's responsibilities within the healthcare team. Emphasis is placed on maintaining integrity, professionalism, and adherence to legal and ethical guidelines in pharmacy practice.

PHT 2103 Anatomy and Pharmacology   **3.0 Credit Hours**
This course provides an overview of human anatomy and its connection to pharmacology. Students will study the structure and function of body systems, focusing on how they interact with various medications. Topics include drug classifications, mechanisms of action, and their effects on the body. Emphasis is placed on understanding the relationship between anatomy and pharmacological principles in healthcare settings.

PHT 2206 Pharmacology   **3.5 Credit Hours**
This course introduces students to the study of drugs and their effects on the human body. Topics include drug classifications, mechanisms of action, therapeutic uses, side effects, and interactions. Students will gain an understanding of how medications work within the body, focusing on their impact on various physiological systems and their role in treatment and disease management.

PHT 2207 Pharmacy Practice & Lab Procedures   **3.0 Credit Hours**
This course provides the student with the opportunity for practical application of knowledge and skills needed for the pharmacy technician including reading and filling prescriptions, compounding drugs to be administered by various routes, and packaging and storage requirements as well as practice the aseptic technique preparing different types of intravenous (IV) parenteral medications.

PHT 2210 Pharmacy Technician Skills   **3.0 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 designed 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 Patients and Communication   **3.0 Credit Hours**
This course will provide the student with particular emphasis on how services are provided to customers and patients. The 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 discussed on this course.

PHT 2214 Non-Prescription Drugs and Treatments   **3.0 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 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 2270 Interpreting Prescriptions   **3.0 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 3205 Drug Classification   **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.

PHT 3125 Pharmaceutical Calculations   **3.0 Credit Hours**
This course covers the essential mathematical principles and techniques used in pharmacy practice. Students will learn how to accurately calculate dosages, concentrations, and quantities for various pharmaceutical preparations. Topics include ratio and proportion, unit conversions, and dose adjustments. Emphasis is placed on precision, accuracy, and applying calculations to ensure safe medication administration and patient care.

PHT 3145 Pharmacy Practice and Operations   **3.5 Credit Hours**
This course focuses on the day-to-day operations and best practices within a pharmacy setting. Students will learn about medication dispensing, inventory management, patient counseling, and pharmacy workflow. Topics include prescription processing, drug storage, and maintaining regulatory compliance. Emphasis is placed on developing efficient operational skills and providing high-quality patient care in a pharmacy environment.

PHT 3256 Pharmaceutical Compounding and Preparation   **3.5 Credit Hours**
This course focuses on the techniques and principles of preparing customized medications through pharmaceutical compounding. Students will learn to formulate, mix, and prepare various dosage forms such as creams, ointments, capsules, and solutions. Emphasis is placed on the use of appropriate equipment, understanding dosage calculations, and ensuring the safety and accuracy of compounded medications.

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.

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.

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 5:00p.m.

2024 Holiday Schedule

Date	Holiday
Monday, January 01	New Year's Day
Monday, January 15	Birthday of Martin Luther King, Jr.
Monday, February 19 *	Washington's Birthday
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth National Independence Day
Thursday, July 04	Independence Day
Monday, September 02	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Tuesday, December 24 to January 6, 2025	Christmas Break

2025 Holiday Schedule

Date	Holiday
Wednesday, January 01	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17	President's Day
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth National Independence Day
Friday, July 04	Independence Day
Monday, September 01	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Thursday, December 18 to January 5, 2026	Christmas Break

2024 – 2025 ACADEMIC CALENDAR - PROGRAM START DATES

WINTER QUARTER 2024
TERM A 01/08/24   01/29/24
TERM B 01/30/24   02/20/24
TERM C 02/21/24   03/12/24
TERM D 03/13/24   04/02/24
SPRING QUARTER 2024
TERM A 04/03/24   04/23/24
TERM B 04/24/24   05/14/24
TERM C 05/15/24   06/05/24
TERM D 06/06/24   06/26/24
SUMMER QUARTER 2024
TERM A 06/27/24   07/18/24
TERM B 07/22/24   08/08/24
TERM C 08/12/24   08/29/24
TERM D 09/03/24   09/23/24
FALL QUARTER 2024
TERM A 09/24/24   10/14/24
TERM B 10/15/24   11/04/24
TERM C 11/05/24   11/26/24
TERM D 11/27/24   12/19/24

WINTER QUARTER 2025
TERM A 01/06/25   01/27/25
TERM B 01/28/25   02/18/25
TERM C 02/19/25   03/11/25
TERM D 03/12/25   03/31/25
SPRING QUARTER 2025
TERM A 04/01/25   04/21/25
TERM B 04/22/25   05/13/25
TERM C 05/14/25   06/04/25
TERM D 06/05/25   06/26/25
SUMMER QUARTER 2025
TERM A 06/30/25   07/17/25
TERM B 07/21/25   08/07/25
TERM C 08/11/25   08/28/25
TERM D 09/02/25   09/22/25
FALL QUARTER 2025
TERM A 09/23/25   10/14/25
TERM B 10/15/25   11/04/25
TERM C 11/05/25   11/26/25
TERM D 12/01/25   12/18/25

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

FACULTY LISTING (Full-Time)

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

Nestor Casola, M.D.
Doctor of Medicine
Universidad de Ciencias Medicas de Villa Clara, Cuba
Master's in Emergency Medicine
Universidad de Ciencias Medicas de Villa Clara, Cuba
Family Medicine and Community Health
Universidad de Ciencias Medicas de Villa Clara, Cuba

Grabiel Diaz
HVAC Diploma
South Florida Institute of Technology
Miami, Florida
HVAC Contractor License
State of Florida

Alejandro Hernandez, M.D.
Doctor of Medicine
Universidad Central del Este
Dominican Republic

Seishi Kato
Bachelor of Commerce
Waseda University
Tokyo, Japan

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

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

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

Digna Velazquez
Bachelor of Science in Health Administration
West Coast University
Master in Business Administration
West Coast 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.

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

Leticia Candia
Classic Culinary Arts
The French Culinary Institute
New York, New York

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

Yorka Faldraga
Bachelors of Science
Barry University
Miami, Florida
Master of Science
Health Care Administration
Barry University
Miami, Florida
Business Administration Doctorate
St. Thomas University
Miami Gardens, Florida

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

Juan Carlos Garcia, M.D.
Doctor of Medicine
Dr. Ernesto Che Guevara de la Serna
Faculty of Medical Sciences
Pinar del Rio, Cuba
Manuel Grullon
Medical Billing and Coding
American Academy of Professional Coders
Miami, Florida
AAPC Certified (CPMA, CRC, CPC, COC)

Aldo Massardi
Bachelor of Science
Puerto Cabello, Venezuela
Hi-Tech School of Miami
HVAC Diploma
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