President's Message

Congratulations!

Making the first step to go to college is both a challenge and an opportunity. Everyday, we see and hear from students and graduates who are realizing their potential and moving ahead into a career path full of new adventures and opportunities.

Along with the entire staff and faculty at the Florida Technical College, I am committed to your success. Together we are looking forward to helping you learn and acquire the technical skills, as well as life skills, you will need to graduate and move forward in a new career.

I have always believed that the investment one makes now to prepare for the future is paramount to the quality of life a person will experience later.

Work hard to demonstrate both the commitment to excellence and the commitment to success, and before you know it, you will graduate and move on to a new chapter in your life.

David Ruggieri
President
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GENERAL INFORMATION

Florida Technical College is a college accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor degrees, Associate of Science degrees, and academic diplomas. ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002 (202) 336-6780.

Florida Technical College 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 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free (888) 224-6684. Florida Technical College is a member of the Florida Association of Postsecondary Schools and Colleges.

NOTICE: Credits and degrees earned from colleges which are licensed in the State of Florida do not necessarily qualify the holder to participate in professional licensing examinations in Florida. Any person interested in practicing a regulated profession in Florida should contact the appropriate State regulatory agency in the field of his or her interest.

Florida Technical College disclaims liability for any unintended errors in this publication.

The following terms are used as references to Florida Technical College and may be found throughout this catalog: Florida Technical College, the College, and FTC.

On an as needed basis, FTC will provide a supplement/addendum to the catalog which may include a listing of faculty, academic calendar, statement of tuition and fees, among other important information.

History
Florida Technical College was founded in 1982 to provide post-secondary training in specialized business fields. The Orlando main campus opened in 1982, followed by the Lakeland branch in 1990, and the DeLand campus in 1997. Classes began in Kissimmee in April of 2011 and the Pembroke Pines campus opened in November 2011. On April 1, 2009, the College was purchased by Leeds IV Advisors, Inc. which is owned by Leeds Equity Partners IV, L.P.

Programs Offered
Florida Technical College is an independent, co-educational, private college specializing in applied education. The College offers programs with an emphasis in a variety of specialized fields. This catalog describes the course offerings and programs, as well as the rules and regulations of Florida Technical College.
Mission and Philosophy
The mission of Florida Technical College is to provide education and training that enables graduates to obtain entry-level employment. Florida Technical College is committed to encouraging the intellectual pursuits of men and women in a variety of business and technical areas. The College also strives to maintain the flexibility necessary to meet the needs of a diverse student population and the varying educational requirements prompted by the changes in the society it serves. Also, the College recognizes the need to encourage creative activities and community involvement commensurate with institutional resources and abilities.

Objectives
- To help provide men and women with the occupational skills necessary to qualify them for entry level employment in their chosen field of study.
- To encourage intellectual pursuits and personal development needed to meet the demands of our high-tech society.
- To provide a faculty and administrative staff with the technical expertise and facility that encourages a high level of professional performance and behavior in students.
- To provide the necessary facilities, equipment, and professional educators to enhance students’ learning experiences.
- To provide an overall atmosphere that can advance the growth of mature and professional attitudes.

Florida Technical College will provide equal access to education regardless of sex, race, religion, age, national origin, or disability. The administration of the College follows both federal and state laws controlling equal access/equal opportunity. This commitment applies to admissions, recruitment, financial aid, course offerings, extracurricular programs, counseling, advising, and employment.

Facilities
The Orlando campus, our main campus, is located at 12900 Challenger Parkway, Orlando, FL 32826. This campus is located in a new 43,000 square foot building containing medical assistant labs, computer facilities, classrooms, a student lounge, auditorium/theater and administrative offices. Centrally located, this campus is within minutes of both downtown Orlando and Winter Park. Restaurants, shopping centers, and ample housing accommodations are within easy access of the campus. For more information call (407) 447-7300.

Florida Technical College has five additional campus facilities for the convenience of its students. Four campus locations contain medical assistant labs. All five locations contain computer facilities, classrooms and administrative offices. However, not all programs are available at each campus. For information regarding the availability of programs and courses offered at each campus, please contact the campus admissions office.

The Lakeland campus is located at 4715 South Florida Avenue, Suite 4, Lakeland, FL 33813. For more information, please call (863) 619-6200.

The DeLand campus, located at 1199 South Woodland Boulevard, DeLand, FL 32720, is just a short drive from
the main campus in Orlando and within minutes of Orange City, DeBary, Deltona, and Daytona Beach. Additional information can be obtained by calling (386) 734-3303.

The Kissimmee campus is located in the Osceola Square Mall at 3831 West Vine Street, Suite 50, Kissimmee, FL 34741 and is a short drive from all the major theme parks located in Central Florida, as well as the main campus in Orlando. The campus occupies approximately 67,000 square feet of the mall facility. There are a combination of classrooms, labs, a library, a faculty lounge, a cafeteria / student lounge and academic/administrative offices, a Salon and Cafe. As part of the Osceola Square Mall facility, ample parking is available for our students.

The Pembroke Pines campus is located at 12520 Pines Boulevard within the Flamingo Pines Shopping Plaza at the intersection of Pines Blvd and Flamingo Road in Pembroke Pines, FL 33027. The campus includes classrooms, labs, a resource center, a student lounge, administrative offices, and a movie theater. For more information, call (954) 556-1900

LaSalle Computer Learning Center campus is located at 1111 North West Shore Blvd., Suite 110, Tampa, FL 33607 and is conveniently located off Interstate 275 in the West Shore Business District of Tampa. The campus includes classrooms, computer labs and career resources for professionals and certification program graduates in the information technology and related fields. Florida Technical College, Inc. is the sole owner of LaSalle Computer Learning Center. LaSalle Computer Learning Center’s programs are taught at several Florida Technical College campuses. For more information about LaSalle Computer Learning Center, its programs, and campus locations please contact LaSalle Computer Learning Center @1-888-482-6877 or online at http://www.lasallecomputer.com
Directors & Governing Board

Florida Technical College, Inc. is a privately held Florida corporation owned by Leeds IV Advisors, Inc., a Delaware Corporation wholly owned by Leeds Equity Partners, IV, L.P. The College is governed by the Board of Directors, which is located at 350 Park Avenue, 23rd Floor, New York, New York 10022-6022. The operation of the College is coordinated by the officers of the corporation, appointed by the Board of Directors. The current Board of Directors is as follows:

Jeffrey Leeds
Scott VanHoy
Wallace Pond
Guillermo Nigaglioni
David Ruggieri
Dr. Joel Meyerson

Orlando Campus
ADMISSIONS

Admissions Requirements

The basic admission requirements are the same for all programs. The applicant must submit an attestation to the College wherein the applicant certifies he/she has graduated from high school or its equivalent. If required by the United States Department of Education for verification or other purposes, the applicant must provide the College with a copy of his/her high school diploma, GED certification, or GED transcript, official high school transcript that shows the date the diploma was awarded; or other acceptable evidence of high school completion. Additionally, should the College have any reason to question the validity of the attestation or the high school or equivalency, a copy of a high school diploma or transcript, GED, or acceptable equivalent must be provided to the College along with any additional information reasonably required by the College to evaluate the validity of an applicant’s completion of high school or its equivalent. If the attestation and/or documentation is found to be false, untrue, or invalid, the student will be subject to immediate dismissal from the College, all credits earned will be invalidated, and all Title IV financial aid and any state or institutional financial aid that was disbursed on the student’s behalf must be returned to the appropriate source and the student will be responsible for payment to the College for any and all monies refunded.

In an effort to maintain a safe educational and working environment for students and staff, Florida Technical College does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Florida Technical College specifically does not accept individuals who are registered sex offenders/sexual predators. Registered sex offenders must self-disclose sex offender/sexual predator registry status at or before applying for enrollment at Florida Technical College. Admitted students who are discovered to have misrepresented their criminal conviction history to Florida Technical College 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. Florida Technical College reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Florida Technical College. Individuals who are denied admission or have their admission revoked based on their criminal record may appeal. The appeal must in writing and contain the following: nature of offense for which the applicant was convicted; justification for consideration of admission/reinstatement; and parole officer contact information and conditions of parole, if any.

Florida Technical College instruction is delivered in the English language. Students need an adequate mastery of the English language to pursue a course of study for credit. Non-native English speaking students are required to complete the CASAS appraisal examination. Non-native English speaking students are required to notify the Academic Dean by Friday of the first week of classes that English is their second language. The CASAS appraisal examination will then be completed. The score will determine whether or not the student has sufficient English proficiency to continue to pursue a course of study for credit and/or the level of English for Academic Purposes Courses that are needed to be successfully completed in order to achieve English proficiency at the post-secondary level.
English for Academic Purposes (EAP) courses are college credit preparatory and elective credit courses specifically designed to prepare students who are speakers of other languages than English for higher education or professional development.

Students will be placed in the EAP college preparatory program based on the CASAS score. Once enrolled in the EAP courses each course must be successfully completed with a grade of C before proceeding to the next level and the student must complete all required levels with a C grade prior to being enrolled in ENC1000 English Composition. ENC1000 must be the entry course into the student’s chosen program of study. Two EAP courses will count towards the general education component in the student’s chosen course of study.

The table below demonstrates the EAP courses the students will take depending on their CASAS scores.

<table>
<thead>
<tr>
<th>Below 180</th>
<th>180 – 199</th>
<th>200 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Courses available</td>
<td>EAP1101 and EAP1102</td>
<td>EAP1103 and EAP1104 or EAP1301 and EAP1302</td>
</tr>
</tbody>
</table>

All applicants are also required to meet with an admissions representative who will assess the individual’s qualifications and interest in entering the College. Applicants will then be scheduled to visit with a Financial Aid Representative. Continuing education students must also meet all requirements for regular admission. For additional information see Associate Degrees and Diploma Programs sections below.

**Additional Admissions Requirements**

In addition to the basic admission requirements described in the Admissions section, the following programs require:

**Advanced Hairstyling and Design Program**

Applicants for the Advanced Hairstyling and Design program must have completed a Cosmetology or Barbering program of at least 1,200 clock hours from FTC or another accredited institution, as demonstrated by a copy of the diploma, transcripts, or the equivalent; or hold a current, active Florida cosmetology or barber license, as demonstrated by Florida Department of Business and Professional Regulation.

**Barbering Program**

Applicants for the Barbering program must be at least sixteen years of age as of their scheduled graduation date from the program. This requirement is established in consideration of §476.114(2) (a), Fla. Stat. (2010).

**Beverage Services with Flair Program**

Applicants for the Beverage Services with Flair program must be at least eighteen years of age as of their first scheduled day of class. This requirement is established in consideration of §562.111(2), Fla. Stat. (2010).
Cosmetology, Esthetics, Facial and Skin Care Specialist, Full Specialist, and Nail Specialist Programs
Applicants for the Cosmetology, Esthetics, Facial and Skin Care Specialist, Full Specialist, and Nail Specialist programs must be at least sixteen years of age or have received a high school diploma as of their scheduled graduation date from the program. This requirement is established in consideration of §§477.019(2) (a), 477.0201(1) (a), Fla. Stat. (2010).

Criminal Justice Program
Applicants for the Criminal Justice with Emphasis on Homeland Security program or the Criminal Justice program must execute a Background Search Request Form authorizing a criminal background check and complete a Student Attestation of Understanding that Criminal and/or Health Background May Limit or Prevent Employment in Criminal Justice Field form. Applicants who have a misdemeanor or felony will be evaluated on a case-by-case basis and the Executive Director will determine whether the applicant will be admitted to the program. If an applicant can substantiate with supporting documentation that the misdemeanor or felony information is erroneousness, then the Executive Director will admit the applicant. The student attestation form was designed to disclose certain requirements or limitations to prospective students interested in training for a criminal justice career. This requirement is established in consideration of Fla. Admin. Code 6E-1.0032(6) (g) (2012).

English as a Foreign Language, English as a Foreign Language –Conversational and English as a Foreign Language-Reading and Writing Diploma programs
Applicants for English as a Foreign Language, English as a Foreign Language-Conversational and English as a Foreign Language-Reading and Writing diploma programs require the CASAS appraisal examination to be completed at enrollment to determine the student’s English proficiency level. iPads are not available for students in these programs.

Healthcare Provider Programs
Applicants for Healthcare Provider programs including Allied Health Management Bachelor program, Health Information Technology Associates program, Medical Administrative Assistant Associates program,
Medical Assistant Associates program, Medical Billing and Coding Specialist Associates program, Medical Assistant Technician Diploma program, Medical Billing and Coding Specialist Diploma program, and Patient Care Technician Diploma program must complete a Student Attestation of Understanding That Criminal and / or Health Background May Limit or Prevent Employment in Healthcare Provider Fields. The student attestation form was designed to disclose certain requirements or limitations to prospective students interested in training for a Healthcare Provider field. This requirement is established in consideration of Fla. Admin. Code 6E-1.0032 (6) (g) (2012)

**Certain Allied Health Programs**

Applicants for certain allied health programs including the Allied Health Management Bachelor program, Medical Assistant Associates program, Medical Assistant Technician Diploma program and Patient Care Technician Diploma program must complete a Consent Agreement and Release of Claims for Invasive Procedures and / or Participation in Classroom Laboratory Sessions.

**Vaccination Policy**

Florida Technical College does not require proof of vaccination for entry into its general diploma, degree, and bachelor programs. Certain Allied Health programs have vaccination requirements which vary by program. The vaccinations are offered every month at each campus. These clinical vaccination requirements are listed in the table below:

### Allied Health Programs Clinical Vaccination Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Hepatitis B (series)</th>
<th>Hepatitis B (titers)</th>
<th>Tetanus (titers)</th>
<th>MMR (titers)</th>
<th>Health Screen – P.E.</th>
<th>PPD Test</th>
<th>Drug Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant Technician</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Allied Health Management</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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Registration
Any student who wishes to change their schedule, registration or orientation date prior to the start date may do so by contacting the Registrar.

Personal Enrichment Students
Admission as a personal enrichment student will be granted to any candidate who submits a registration form for courses and pays the fee established for each course. Regular full-time students may enroll in these courses in addition to their credit courses, provided their regular academic load does not exceed 18 quarter credits or they have the Executive Director or the Academic Dean’s permission to exceed this load. Students will be required to pay a fee for the personal enrichment course(s) in addition to the tuition and fees for their regular courses. These courses yield no academic credit.

Course Cancellations
Florida Technical College reserves the right to cancel any course(s) or alter the hours and/or days of attendance and/or starting dates of any course(s) when deemed necessary. See Refund Policies for more information.

Transcripts
Florida Technical College’s transcripts are maintained and are available from the Registrar. An official transcript and diploma will be furnished to each graduate at the time of graduation, provided that all financial obligations to the College have been satisfied. The College reserves the right to withhold a grade report, diploma, or transcript until all other requirements for that program or quarter have been met. Additional copies of transcripts may be obtained from the Registrar by completing a transcript request form and paying the established fee, currently $5.00 per copy.

Transfer Students
Transfer students in degree programs must submit formal application for admission; an official copy of a high school transcript, attestation, or G.E.D. and an official transcript from each previously attended post-secondary institution. Credits earned at other institutions or other approved sources may be eligible for transfer to FTC for satisfaction of degree requirements only if they meet the following criteria:
1. The student earned a grade of at least “C”.
2. The course to be transferred is similar in level, content, and credit value to a course offered by FTC.
3. Any technical course was completed within the preceding five years.
In certain circumstances, credit may be granted for professional licensure. For example, if a student can provide official documentation that he/she possesses a valid CNA License for the State of Florida the student may be given credit for the Nursing Fundamentals courses in the PCT program. Another example would be a student who provides official documentation that he/she possesses an A+ certification may be granted credit for the A+ courses in the Network Administration program. All requests for credit by licensure must be approved by the Academic Dean / Director of Education or Executive Director.
For those students for whom transfer credit is awarded, the transfer credits, in combination with credit by examination, may not exceed 50% of the total credits required for graduation. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.

**Leave Of Absence**

A leave of absence (LOA) is a temporary interruption of a student’s program of study and should only be requested in emergencies and extenuating circumstances. Also, students must have successfully completed one full class at Florida Technical College.

1) Medical reasons (for the student and/or a dependent relative) – requires documentation from a physician or authorized medical personnel,

2) Military Duty (for the student or their spouse) – requires documentation form the military,

3) Jury duty (for the student only) – requires summons or documentation from the court

A leave of absence may be granted by the Executive Director or the Academic Dean / Director of Education if a student meets the following requirements:

1. The student has made a written request to be granted a leave of absence.
2. The leave of absence involves no additional charges by the College to the student.
3. The leave of absence does not exceed 180 days.

This request must be approved by the Executive Director or the Academic Dean and is typically limited to one leave of absence during each 12-month period. If the student fails to return to Florida Technical College after an authorized leave, the student’s termination date is the date of the last day of attendance.

**Written Confirmation of Future Attendance**

A student will not be considered a withdrawal if he / she would like to temporarily stop attending, but plans to attend a future module that begins later in the same payment period or period of enrollment. A student may qualify to remain active if the student meets all of the following requirements:

- The student must be enrolled in a program that offers courses in modules.
- The student must be able to return to a future module in the same payment period. For non-term programs, that future module must begin within 45 days after the end of the last module the student attended.
- The student must provide Written Confirmation of Future Attendance at the time of withdrawal and prior to the student being absent from class for 14 consecutive days, even if the student has already registered for subsequent courses in the payment period.

Since eligible students are not considered to have withdrawn from the payment period, a Return of Title IV Funds is not required. However, other regulatory provisions concerning recalculation may apply.

If the student does not return to school on the date indicated on the Written Confirmation of Future Attendance Form, the student will be withdrawn from school.
Credit By Examination
A student may earn credits for some of the courses offered by Florida Technical College by scoring a minimum of 70% on an examination covering the course content. In response to the student’s request(s), the Executive Director or the Academic Dean is responsible for authorizing such tests. If the student scores 70% or greater on the examination, the student’s test score will be represented on the permanent transcript as a letter grade and will be included in the computation of the student’s GPA. In the event the student scores less than 70% on the examination, the student’s test score will not be represented on the permanent transcript and it will not be included in the computation of the student’s GPA; the student may enroll in the course without academic penalty. A $50.00 per credit fee is assessed payable prior to sitting for examination. A student may take the exam only once per course and must take the examination prior to attending the course. No more than 50% of the requirements for graduation from a program may be completed through a combination of credit by examination and transfer credits. See Transfer Students section for more information.

ACICS requires the school to administer a nationally recognized exam of English comprehension to students who enroll in stand-alone English as a Foreign Language program. Therefore, the Credit by Examination fee is waived for students who enroll in the English as a Foreign Language program.

Financial Aid
Florida Technical College participates in a variety of financial aid programs for the benefit of its students. Students must meet the eligibility requirements of these programs in order to participate. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing.

Financial Aid is awarded on an award year basis; therefore, depending on the length of the program is may be necessary to re-apply each award year. Students who need additional information and guidance should contact the Financial Aid office.

The Financial Aid office is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, and from 8:00 a.m. to 5:00 p.m. on Friday.

Financial Aid Programs

Federal Pell Grant
The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA). Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The Federal SEOG is a grant that the school awards to students based on the financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).
Federal Subsidized and Unsubsidized Loans
Through the William D. Ford Federal (Direct Loan) Program, students can apply for subsidized and unsubsidized Stafford loans. These loans are low interest loans that are made to the student, the loan must be used to pay for direct and indirect education related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school or falls below half time enrollment status.

Federal Direct Parent – PLUS
The William D. Ford Federal Direct Parent – PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of the final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Work Study (FWS)
FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus or community service related. A candidate must demonstrate financial need to be awarded FWS.

Scholarship Programs
Scholarships may not be available for all programs. For more information visit the Financial Aid Department at the campus.

Florida Bright Futures Scholarship Program
Through the Florida Bright Futures Scholarship Program, a certain portion of tuition and fees are paid for a qualified high school graduate who enters an eligible educational institution. Florida Bright Futures Scholarship Program is a third party scholarship sponsored by the State of Florida.

Applicants must submit a completed Florida Financial Aid Application by high school graduation. For more information go to:

http://www.floridastudentfinancialaid.org/ssfad/bf/

Note award amounts vary based on scholarship eligibility. For more information on award amounts, the web address is:

http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm

Completion of the application must be submitted prior to your high school graduation.
What is the Award Process?
- For a student attending an eligible Florida public postsecondary institution, the annual amount of the scholarship is the cost of tuition and registration fees for two semesters or the equivalent.
- A student who is enrolled in an eligible participating nonpublic Florida postsecondary educational institution is eligible for an annual award equal to the amount that would be required to pay for the average tuition and registration fees at the comparable level of a public postsecondary educational institution, prorated by number of hours enrolled.
- A student enrolled part-time shall receive a reduced award by either one-half or three-fourths of the maximum award, depending on the level or fees assessed.
- If funds are insufficient to award all eligible applicants, the Department will prorate awards.
- Applications received after April 1 will be awarded on a first-come, first-served basis if sufficient funds remain.

Deadline is April 1st of each year for the proceeding award year. For 2013-14, the deadline is April 1, 2013.

Imagine America Scholarship
The Imagine America Scholarship provides students scholarships of $1,000 to be used at participating career colleges and schools across the country. Its purpose is to reduce the growing “skill gaps” in America. Imagine America Scholarship is a third party scholarship provided by Imagine America. There is no deadline to make application for this scholarship. [www.imagine-america.org](http://www.imagine-america.org)

FAPSC (Florida Association of Postsecondary Schools and Colleges)
FAPSC offers partial tuition scholarships to students who are either graduating from a Florida high school or receiving a GED in the spring of each school year. Applications are available from high school guidance counselors and participating FAPSC schools each fall. The FAPSC Scholarships are third party scholarships provided by Florida Association of Postsecondary Schools and Colleges.

Academic Excellence Award
The Academic Excellence Award is a scholarship provided by Florida Technical College. FTC has partnered with Miss Hispana Internacional (MHI) to offer a full scholarship to a diploma, an associate’s degree, or the final two years of a bachelor’s degree (for those who hold a transferable associate’s degree) program to the winner of the MHI contest (Miss Division) in December 2013. The scholarship recipient will be announced at the event and will receive an award letter from FTC.

Qualifying criteria, entry form, rules and regulations, and other information for MHI is available at [http://www.misshispanainternacional.com/](http://www.misshispanainternacional.com/). Completed entry forms must be submitted by December 1, 2013. All contestants who enter MHI and meet the FTC admissions requirements published in the school catalog are automatically considered for the FTC scholarship.
The scholarship recipient must begin her program of study no later than January 2015 to receive the scholarship award. Additionally, the scholarship recipient must complete her program of study within the shortest of three years or 150% or program length.

Veterans’ Educational Benefits
Florida Technical College is approved by the applicable State Approving Agency for Veteran’s Affairs and participates in many Veterans’ Educational Benefit programs. Veteran’s Education Benefits are provided by the Department of Veterans Affairs, third party provider. Student interested in Veterans’ Educational Benefits should contact either the campus certifying official or the Financial Aid office.

STUDENT INFORMATION

Activities
Florida Technical College creates and supports activities to benefit the entire student body. Scheduled activities are posted on bulletin boards throughout the Campus. It is the desire of the College to appeal to the interest of students and to provide opportunities to become acquainted with fellow students and faculty members through participation in these activities.
Learning Resources Center
The Learning Resources Center (LRC) is open Monday through Friday during the hours posted. The LRC will be closed during scheduled holidays. The LRC provides academic resources including on campus and electronic books, periodicals, and supplemental materials.

Florida Technical College Interlibrary Loan System Policy
Florida Technical College has an interlibrary loan system with its campuses. We are presently updating our interlibrary loan system to make library inventory readily accessible to students via the library collection of each campus. These library items, upon a student’s request, may be sent to another FTC campus with an overnight mail option.

Interlibrary loan items consist of circulating materials such as books, DVDs, video, and any other resources permitted to leave the library for loan purposes. Items such as research material, that are heavily used and not permitted to leave the library, are not included in interlibrary loan, except with the rare exception of a request by a professor for special circumstances.

Attendance Policy
Attendance in all scheduled classes is essential for academic achievement. Regular attendance and punctuality develops within a student a sense of responsibility that will have a positive impact upon his or her professional career. Attendance is taken each day at Florida Technical College. Students should notify the College if they are going to be absent. In addition, students should plan appointments at times that will not conflict with scheduled classes.

Online courses are offered during the same four (4) week timeframe as on-ground courses. The online courses are available 24/7. Attendance is posted daily, Monday through Sunday (11:59 pm). Students must participate online via the Blackboard platform and complete assignments in order for attendance to be posted. The same on-ground rules for absences apply for courses taken online except for arrive late / leave early rule.

- Four (4) absences (16 hours) in a 64-hour class may result in a failing grade and possible dismissal from the College.
- Students who arrive late or leave early will have the time recorded. Students who are not in attendance for at least 70% or more of the class may receive a failing grade and possible dismissal from the College.
- Students who are absent from all classes for eight (8) consecutive days in which classes are scheduled, and who do not notify the College, may be dismissed from the College for non-attendance.

Appeals related to the attendance policy must be in writing and addressed to the Acceptance Committee. Failed courses must be repeated at the expense of the student. Students withdrawn from the College may apply for re-admission, which must be reviewed and approved by the Acceptance Committee.
Veteran’s attendance policy is as follows:
Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students’ files. Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students absent for 4 consecutive days from class will be terminated from their VA benefits for unsatisfactory attendance.

Make-up Policy
In order to benefit our students and for them to receive a quality education and enable them to make-up missed work, we are implementing a fair make-up policy. It is our intent to give you, the student, the necessary tools to succeed in our programs. We want to help the student in any way possible to maintain academic integrity and achievement, because we understand that life has its difficulties and we are willing to help you so your education is not affected.

It is the responsibility of each student registered in coursework during the current class to take the prescribed components of the evaluation such as Midterm tests, Final exams, laboratories, out-of-class work and hours for programs that require such, according to the schedule given in the respective course handouts and syllabi. The student will be allowed to make-up his/her work on alternative class meeting dates between the beginning and ending dates of a scheduled course if the make-up opportunity is requested in writing and make-up work is submitted in writing to the professor, Academic Chair, and/or Academic Dean in person or via electronic correspondence. A student may receive attendance credit for make-up work on dates such as non-class meeting dates if it is submitted in writing to the professor, Academic Chair and/or Academic Dean in person or via electronic correspondence. The amount of attendance credit will equal the estimated, reasonable amount of hours the student took to complete the work. If a student arrives late for class, and a test is still in progress, the student may take the test without penalty. It is the responsibility of the student to make arrangements for any make-up test. Arrangement for the make-up test should be coordinated with the professor, Academic Chair, or Academic Dean. The same make-up policy rules apply to courses taken on-line with the exception of the late arrival policy which does not apply.

Make-up work for absences due to planned trips or vacations
Upon the professor’s discretion, work can be provided ahead of time. If the work isn’t available the student will receive it upon his/her return.

Class Hours
Classes are offered throughout the week between the hours of 8:30 a.m. and 9:50 p.m. For specific course times, see individual program listings available in the Registrar’s office.

Student Records
A permanent record showing academic records and progress is kept for each enrolled student. In accordance with the Privacy Act of 1974, these confidential records may be reviewed by the student for accuracy and cannot be released without the student’s consent to anyone, except to a legally constituted authority. For
instance, individuals who have co-signed for loans or share in the financial responsibilities, such as a student’s parent, may also be entitled to view these records.

**Conduct**

Students are subject to federal, state, and local laws as well as regulations set forth by the College. The breach or violation of any of these laws may result in disciplinary action. Students are expected to maintain good grooming and behavioral standards. Students who fail to do acceptable work, have excessive absences, or who conduct themselves in a manner deemed unacceptable to the College and/or student body will be terminated.

**Academic Conduct**

At Florida Technical College, students are expected to exhibit the highest standards of academic propriety. Academic misconduct prejudicial to the academic integrity of the student, fellow classmates, and/or college will lead to disciplinary action that may include suspension or dismissal. Academic misconduct may include, but is not limited to, the following:

**Cheating**

Attempting to receive assistance from persons, papers or other material without the permission of the instructor; or acquisition of an examination and/or quiz prior to the examination date.

**Plagiarism**

Plagiarism is defined as taking and using as one’s own the ideas and writings of another without giving appropriate credit through proper documentation. Providing assistance to a student attempting to cheat or plagiarize is also considered academically dishonest.

The consequences of any such conduct are dependent on the seriousness of the offense that occurred; previous violations of policies and regulations by the student, and the attitude and cooperation of the student as determined by the instructor and/or Program Chairs. Disciplinary action for verifiable academic dishonesty is in the immediate discretion of the instructor. The instructor and/or student may petition the Executive Director for a grievance decision. The instructor and/or Executive Director may take one or a combination of the following actions depending on the circumstances of the case:

- The student will receive a zero for the individual effort.
- The student will receive an “F” in the course for the quarter; if an “F” results as the course grade, the student may be dismissed, or may not meet graduation or financial aid requirements.
- The student will be dismissed immediately from the College. Students have the right to appeal decisions based on academic integrity to the Executive Director.

**Anti-Hazing Policy**

Florida Technical College, as well as the state of Florida, strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating
under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Any employee, student, or student group found guilty of hazing will be subject to disciplinary action up to and including termination from the College. In addition to incurring serious college-imposed consequences for violating Florida Technical College’s anti-hazing policy, employees, students and student groups may be subject to criminal prosecution by legal authorities for violating the State of Florida’s anti-hazing law.

Advising
Advisors can help students register for courses, research interests, create an educational plan, and select a career path. An appointment to talk with an advisor may be made either in person or by phone.

Honors
A list of students, who have maintained a grade point average of 3.5 or higher, after completing three courses and 12 or more credits, will be presented to the Executive Director or the Academic Dean by the Registrar. The Executive Director or the Academic Dean, having been so notified, will post the list of names for public and peer recognition. A student who achieves a grade point average of 3.5 - 3.99 after completion of a minimum of 12 credits will be listed on the Dean’s list at the completion of the student’s quarter. A student who achieves a grade point average of 4.0 after completion of a minimum of 12 credits will be listed on the President’s List at the completion of the student’s quarter. Any student who has maintained the above standards through graduation will be further recognized during commencement exercises. Any student who graduates with a GPA of 3.5 to 3.99 will graduate with Honors and any student graduating with a 4.0 GPA will graduate with High Honors.

Commencement
Any student who has met all of his/her program requirements, or will do so at the end of the present academic period, must make application to the Registrar for graduation status no later than four weeks prior to the end of the program. At the end of that period, if the student has maintained an overall GPA of 2.0 or greater, has concluded all arrangements necessary with the finance office, and has successfully completed all specialized field requirements, then the Registrar will submit his/her name to the Executive Director or the Academic Dean, for commencement.
Arbitration Agreement

Dispute Resolution, Individual Arbitration Agreement and Jury Waiver: Any dispute between the parties shall first be resolved by use of the Grievance Resolution procedure outlined in the School Catalog. If the dispute is not resolved, the parties agree that any dispute arising out of or relating to Student’s recruitment, enrollment, attendance, education, financial aid, or career service assistance at Florida Technical College, or any individual claim, no matter how described, pleaded or styled, relating in any manner to any act or omission regarding Student’s relationship with Florida Technical College or its parent, affiliates, or any employee thereof (“Dispute”), shall be resolved through binding arbitration before a single, neutral arbitrator under the Federal Arbitration Act (“FAA”) conducted by the American Arbitration Association (“AAA”) under its Commercial Rules, and applicable Supplementary Consumer Rules. A copy of the applicable AAA rules may be obtained at www.adr.org. The FAA and related federal decisional law shall govern this arbitration agreement to the fullest extent possible, excluding all state arbitration law, irrespective of the location of the arbitration proceedings or of the nature of the court in which any related proceeding may be brought. However, the internal substantive laws of Florida, except any provision regarding conflict of laws, shall govern any Dispute. Neither party shall file an action in any court against the other, and any such action shall be stayed in favor of arbitration. The parties recognize that the breach of this arbitration provision will cause the other party damage including, but not limited to, attorneys’ fees and costs, which the other party will be liable for. Except as specifically required by law of the state in which this Agreement is executed, the fact of and all aspects of an arbitration and the underlying Dispute shall remain strictly confidential by the parties, their representatives and the AAA. Further, in order to: respect Student’s privacy and that of his/her fellow students; promote the speedy resolution of the Dispute; recognize that the facts and issues are unique to Student alone; and recognize that the significant amount of Student’s tuition likely will allow him/her to find a lawyer willing to take his/her case, Student agrees not to combine or consolidate any claims with those of other students, such as in a class or mass action, or for the claims of more than one student to be arbitrated or litigated jointly or consolidated with any other student’s claims. Only the arbitrator is authorized to make determinations as to the scope, enforceability, validity and effect of this arbitration provision. However, any issue concerning the validity of the above class action/consolidation waiver must be decided by a court, and an arbitrator does not have authority to consider the validity of the waiver. If for any reason the class action/consolidation waiver is found to be unenforceable, any putative class action may only be heard in court on a non-jury basis and may not be arbitrated. If any part(s) of this arbitration provision are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the arbitration provision shall continue in full force and effect. This arbitration provision will survive the termination of Student’s relationship with Florida Technical College. If Student is a resident of Florida or a non-US resident, the arbitration shall take place in the nearest city to Student’s residence where a Florida Technical College campus is located. If Student is a non-resident of Florida, the arbitration shall take place in the state in which Student resides. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction. Florida Technical College shall pay the arbitration filing fee, arbitrator’s compensation and facilities fees, but only to the extent they are greater than the filing fee of the forum’s court of general civil jurisdiction. The parties shall bear their own costs and expenses associated with their attorneys, experts and witnesses, unless the arbitrator determines otherwise. STUDENT UNDERSTANDS THAT S/HE IS WAIVING THE RIGHT TO A JURY TRIAL AND THE RIGHT TO BRING AN ACTION IN COURT. STUDENT FURTHER ACKNOWLEDGES AND UNDERSTANDS THAT S/HE
CANNOT CONSOLIDATE HIS/HER CLAIMS WITH THAT OF ANY OTHER STUDENT AND THAT NO DISPUTE MAY BE LITIGATED OR ARBITRATED AS A CLASS OR MASS ACTION.

Relief: The parties acknowledge that any award of monetary damages shall be measured by the prevailing party’s actual damages. Unless prohibited by applicable law or rules of the forum, there shall be no authority to award punitive damages, treble damages, consequential or indirect damages not measured by the prevailing party’s actual damages.

Computer Usage and iPad Policy
Connection to Florida Technical College’s (FTC) computer network is a privilege in which all users must understand their rights and responsibilities to protect the integrity of the system and the privacy of its users. Therefore, whenever I connect my iPad to the FTC network, I acknowledge and agree to comply with all FTC network usage policies that also follow the rules of conduct as noted in the Florida Technical College Catalog. These policies include, but are not limited to:

a) The college may monitor the FTC computer network, including email accounts, at any time without notice.
b) Only currently enrolled students, faculty, staff, and authorized alumni are permitted to access the network.
c) Users will not access unauthorized college databases or other staff, faculty or student accounts.
d) Users will not share passwords or another individual’s identification/personal information.
e) Destructive programs including: viruses, Trojan horse programs, spyware, password-sniffing software, are not to be uploaded onto the network.
f) Students must adhere to academic and intellectual integrity, including cheating, plagiarism, theft of copyrighted materials, and cyber bullying.

FTC expects all network users to follow these rules. Violators are subject to FTC disciplinary policies, and any applicable state and federal prosecution.
ACADEMIC INFORMATION

Quarter Credits

The College measures and awards credit based on a credit hour unit of a quarter term calendar.

A quarter credit is defined as a minimum of ten classroom lecture periods of not less than 50 minutes each, 20 laboratory hours where classroom theory is applied and explored, 30 hours of external discipline-related work experience with indirect instructor supervision or employer assessment, or an appropriate combination of all three. In addition to this, clock hour to credit hour conversion programs will include a minimum of five hours of out-of-class work for every 20 hours of in-class work.

Out-of-class work/learning activities are required to support the learning objectives of each course that is funded based on credit hours or the clock-to-credit hour formula and reflected in the assignment of credit hours. Each syllabus of affected courses will reflect an evaluation of students’ academic achievement of out-of-class learning activities.

Out-of-class work/learning activities may include the following:
  • Reading and writing assignments
  • Projects
  • Clearly defined papers or reports
  • Practice or practical application of theory
  • Other learning experiences

Grade Point Average

To compute the weighted average of grade points earned, the grade is assigned the appropriate number of grade points. (See Grading System) “W” and “T” are not included in the computation of the GPA. For example, each six-credit course in which an “A” is earned will be entitled to 24 points (6 credits multiplied by 4 points). A grade of “C” in a four-credit course would earn 8 points. The total of all points earned are then divided by the total number of credits attempted to yield the grade point average.
Grading System

Grades and grade points represent the final measure of a student’s performance in a course. The following grades are used by Florida Technical College:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentage Equivalent</th>
<th>Hours Per Quarter Credit</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Excellent</td>
<td>90-100</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>B – Above Average</td>
<td>80-89</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>C – Satisfactory</td>
<td>70-79</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>D -- Passing</td>
<td>60-69</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F – Failing</td>
<td>Below 60</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>I – Incomplete</td>
<td>N/A</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>W – Withdraw</td>
<td>N/A</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>T – Transfer</td>
<td>N/A</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

An “I” is assigned when coursework is not completed in the appropriate time due to circumstances beyond the student’s control. The student has 14 calendar days into the next scheduled course to complete the requirements. Any “I” not removed by the student will be automatically converted to the otherwise earned grade, typically an “F”.

A grade of “W” is assigned as a grade for those students who request in writing to withdraw from a course prior to completing the mid-term. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted if the student has incurred a financial obligation thus affecting the successful completion percentage.

Courses completed by the student at another institution that have been accepted by Florida Technical College will be listed on the transcript and assigned a grade of “T.” Transfer credits are counted as both attempted and completed hours, but are not counted in determining the Grade Point Average.

Requirements for a Second Degree

A student who has earned a degree from Florida Technical College may receive a second degree by satisfactorily completing the additional credits required by the new major or program.

Transferability of Credits

Any student enrolling at Florida Technical College with the intent of transferring to another institution should inquire with the intended school whether the credits and/or degree or diploma earned at Florida Technical College will transfer. Transferability of credits should never be assumed to be automatic. It is always determined by the receiving institution. Credits earned at the College will likely not be transferable to any other college or institution and a degree or diploma earned at the College may not serve as a basis for obtaining a higher-level degree at another college or university. The College does not and cannot guarantee that any credits
and/or degrees earned at the College will be transferrable to or accepted by any other educational institution. Also, the College retains the sole discretion to evaluate and approve any and all transfer of credit from another accredited institution to the College. (See Transfer Students for more information).

**Satisfactory Academic Progress**

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Florida Technical College. The College will notify students of the results of an evaluation that impacts the student’s eligibility for Title IV assistance.

**Evaluation Points:** The student will be evaluated at the end of each payment period. The evaluation points are shown in the Satisfactory Academic Progress tables below.

**Minimum Grade Point Average:** A student must achieve the minimum grade point averages at the specified evaluation points in order to remain enrolled as a regular student, as shown in the Satisfactory Academic Progress tables below. Additionally, a student must achieve a minimum grade point average of 2.0 at the end of the second academic year and any subsequent academic year(s).

**Minimum Pace:** A student must progress through the program at the minimum pace for the specified evaluation points in order to remain enrolled as a regular student, as shown in the Satisfactory Academic Progress tables below. Pace is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. Students who meet or exceed the minimum pace will complete their program within the maximum timeframe described in the Maximum Timeframe section below.

**Maximum Timeframe:** The maximum timeframe is no more than 150% of the total credit hours in a program. Failure to complete a program within the maximum timeframe specified will result in the student being dismissed by the College. The maximum timeframe for each program is provided.
### Maximum Timeframe for Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credits Hours in Program</th>
<th>Maximum Timeframe (in Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business- Entrepreneurship, Management, and Marketing</td>
<td>213</td>
<td>319.5</td>
</tr>
<tr>
<td>Business with emphasis on Project Management</td>
<td>198.5</td>
<td>297.75</td>
</tr>
<tr>
<td>Criminal Justice with emphasis on Homeland Security</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>Allied Health Management</td>
<td>216</td>
<td>324</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Programming</td>
<td>183</td>
<td>274.5</td>
</tr>
</tbody>
</table>

### Maximum Timeframe for Associate of Science Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credit Hours in Program</th>
<th>Maximum Timeframe (in Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business-Management and Marketing</td>
<td>93</td>
<td>139.5</td>
</tr>
<tr>
<td>Computer Information Science/Business and Management Technology</td>
<td>97.5</td>
<td>146.25</td>
</tr>
<tr>
<td>Computer Information Science/Computer Drafting and Design</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>98</td>
<td>147</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>105</td>
<td>157.5</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>93</td>
<td>139.5</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>106.5</td>
<td>159.75</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
<td>93</td>
<td>139.5</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>92</td>
<td>138</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Network Administration/Hardware with Wireless Technology</td>
<td>90</td>
<td>135</td>
</tr>
</tbody>
</table>
### Program Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credit Hours in Program</th>
<th>Maximum Timeframe (in Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paralegal Studies</td>
<td>99</td>
<td>148.5</td>
</tr>
<tr>
<td>Web Site and Graphics Design</td>
<td>90</td>
<td>135</td>
</tr>
</tbody>
</table>

### Maximum Timeframe for Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credit Hours in Program</th>
<th>Maximum Timeframe (in Credit Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Entrepreneurship</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>Advanced Hair Styling and Design</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>Baking and Pastelería</td>
<td>65</td>
<td>97.5</td>
</tr>
<tr>
<td>Barbering</td>
<td>80</td>
<td>120</td>
</tr>
<tr>
<td>Beverage Services with Flair</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>40.5</td>
<td>60.75</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>82</td>
<td>123</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>65</td>
<td>97.5</td>
</tr>
<tr>
<td>English as a Foreign Language</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>Esthetics</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Facial and Skin Care Specialist</td>
<td>24</td>
<td>36</td>
</tr>
<tr>
<td>Full Specialist</td>
<td>52</td>
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Satisfactory Academic Progress For All Bachelor Degree Programs

Program Name: Bachelor Degrees
Total Credit Hours: 183 credits and more

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Satisfactory Academic Progress For All Associate Degree Programs

Program Name: Associate Degrees
Total Credit Hours: 90 credits & more

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## Satisfactory Academic Progress For Diploma Programs

**Program Name: Advanced Entrepreneurship**  
Total Credit Hours: 30

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**Program Name: Advanced Hairstyling and Design**  
Total Credit Hours: 48

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**Program Name: Baking and Pastelería**  
Total Credit Hours: 65

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Satisfactory Academic Progress For Diploma Programs

Program Name: Barbering
Total Credit Hours: 80 credits

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Program Name: Beverage Services with Flair
Total Credit Hours: 48

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Program Name: Computer Aided Drafting
Total Credit Hours: 40.5

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Satisfactory Academic Progress For Diploma Programs

Program Name:  Cosmetology  
Total Credit Hours:  82

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Program Name:  Culinary Arts  
Total Credit Hours:  65

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Program Name:  English as a Foreign Language  
Total Credit Hours:  48

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# Satisfactory Academic Progress For Diploma Programs

## Program Name: English as a Foreign Language - Reading and Writing
Total Credit Hours: 24

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## Program Name: English as a Foreign Language - Conversational
Total Credit Hours: 24

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## Program Name: Esthetics
Total Credit Hours: 60

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## Program Name: Facial and Skin Care Specialist
Total Credit Hours: 24

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Satisfactory Academic Progress For Diploma Programs

Program Name: Full Specialist  
Total Credit Hours: 52

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Program Name: HVAC/R w PLC  
Total Credit Hours: 84

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Program Name: Medical Assistant Technician  
Total Credit Hours: 54.5

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Satisfactory Academic Progress For Diploma Programs

Program Name: Medical Billing & Coding Specialist
Total Credit Hours: 48.5

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Program Name: Nail Specialist
Total Credit Hours: 22

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Program Name: Network Administration
Total Credit Hours: 33

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Program Name: Patient Care Technician
Total Credit Hours: 51

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Financial Aid Warning

Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at the end of a payment period. A student on financial aid warning may continue to receive assistance under the Title IV programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial aid warning status may be assigned without an appeal or other action by the student.

If a student meets or exceeds the minimum pace and GPA described above during the financial aid warning period, the student will be considered to be making satisfactory progress. If a student fails to meet the minimum pace and GPA described above during the financial aid warning period, the student will be suspended from regular status. The student may submit an appeal for financial aid probation status, as described in the Financial Aid Probation section below.

Financial Aid Probation:

Financial aid probation is a status assigned by the College to a student who fails to make satisfactory academic progress while on financial aid warning status and who has appealed and has had eligibility for aid reinstated.

To appeal for reconsideration of eligibility for Title IV program assistance, the student must submit an appeal in writing to the Dean or Executive Director within the first two class days of the following class. The appeal will be forwarded to a committee, generally consisting of faculty, career services staff, and the Executive Director, for review. The appeal must include an explanation of the reason the student failed to make satisfactory academic progress, any supporting documentation related to the reason, and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress going forward. The committee will make the final determination as to what reasons and changes in circumstances are acceptable. Acceptable reasons may include death of an immediate relative, an injury or illness of the student or someone for whom the student provides primary care, or other special circumstances accepted by the committee. The Dean will develop an academic plan for the student that, if followed, will ensure the student is able to meet the College’s satisfactory academic progress standards by a specific point in time.

A student on financial aid probation may receive Title IV program assistance for one payment period. While a student is on financial aid probation, the College may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. Additionally, while on probation, the student is considered not to be meeting satisfactory academic progress. At the end of one payment period on financial aid probation, the student must meet the College’s satisfactory academic progress standards or meet the requirements of the academic plan developed by the College and the student to qualify for further Title IV program assistance.
Extended Enrollment
If approved by the Executive Director or the Academic Dean, a student may continue as a non-regular student for a period not to exceed one evaluation period in order to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees and will not be eligible for federal financial aid. In no case may a student extend beyond the maximum timeframe in order to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum timeframe for completion of the program.

Program Transfer
An evaluation will be conducted by the Executive Director, Academic Dean, or his/her designee for all students not meeting satisfactory academic progress who would like to transfer to a different program. If the student is permitted to transfer to a different program while not meeting SAP in his/her current program, then the student’s Grade Point Average and hours attempted and completed in the prior program will be counted in the subsequent program. When a student changes to a new program tuition costs for the new program will be reduced by the number of credits transferred to the new program.

Additional Credential
If a student graduates from a program at FTC and then enrolls in another program at FTC, the student’s Grade Point Average and hours attempted/completed in the prior program are not counted in SAP in the subsequent program. In the subsequent program, the student’s SAP is evaluated based on the Grade Point Average and hours attempted/completed in that program only.

Reinstatement as a Regular Student
If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Executive Director or the Dean will make this determination based upon a review of the student’s academic transcript and an appeal (as described in the Financial Aid Probation section) with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on financial aid probation until at least the next evaluation point.

Transfer Credits from Another Institution
Courses completed by the student at another institution that have been accepted by Florida Technical College will be listed on the transcript and assigned a grade of “T.” Transfer credits are not counted in determining the Grade Point Average, but they are counted as both attempted and completed hours. Tuition cost for the program selected at Florida Technical College will be reduced by the number of credits transferred to Florida Technical College.
Course Repetitions Policy
A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of “C” or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Both grades remain as a permanent part of the student’s transcript and both attempted and completed credits are counted. Therefore, in no case may a student extend beyond the maximum timeframe in order to complete the program and receive the original credential. Repetition of previously failed courses may be counted in the student’s enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student’s enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

Incomplete Policy
An “I” is assigned when coursework is not completed in the appropriate times due to circumstances beyond the student’s control. The student has 14 calendar days into the next scheduled College course to complete the course requirements. Any “I” not removed by the student will be automatically converted to the otherwise earned grade, typically an “F.” The grade earned and the credit hours of the course will be counted in the student’s GPA and credit hours attempted.

Withdrawal Policy
A grade of “W” is assigned as a grade for those students who request in writing to withdraw from a course prior to completing the mid-term. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted if the student has incurred a financial obligation thus affecting the successful course completion percentage.

Mitigating Circumstances and Leaves of Absence
The Executive Director or the Academic Dean may, in his/her discretion, grant leaves of absence for circumstances involving poor health, family crisis, or other significant occurrences outside the student’s control. These circumstances must be documented and the student must demonstrate that they had an adverse impact on the student’s satisfactory progress. While in this status, the student is considered to be meeting satisfactory academic progress. No waivers will be granted for graduation requirements.

Application of Standards
The satisfactory progress standards apply to all students enrolled at the College in a regular status.

Remediation
The College does not currently have a remedial program. All courses attempted at the College affect the calculation of the student’s satisfactory progress.
Students Receiving Veteran Benefits

Students receiving Veteran Benefits are held to a more stringent standard. If at the end of a given course for a diploma student, or quarter for a degree student, a veteran student’s cumulative grade point falls below a 2.0 average, the student is placed on probation for the next course (for a diploma student) or quarter (for a degree student). If the cumulative grade point average is not raised to a 2.0 or higher by the end of the second consecutive course of probation (for a diploma student) or second consecutive quarter of probation (for a degree student), the student will be terminated from Veteran Benefits for unsatisfactory progress and the VA will be so notified.

Grievance Resolution

Any student who feels that a grade has been erroneously awarded, that an action to place him/her on probation or suspension is improper, or that has any other grievance, may appeal that action to the Executive Director or the Academic Dean. This appeal must be in writing and must be made within twenty (20) days of the action in question.

The Executive Director or the Academic Dean will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Executive Director or the Academic Dean may include the following: denial of any change in grade or action, change of grade, removal from probationary status, or reinstatement in the case of suspension. Students wishing to appeal the final determination may contact the Accrediting Council for Independent Colleges and Schools (202) 336-6780, 750 First St., NE, Suite 980, Washington, DC, 20002-4223. Students who feel a grievance is unresolved may also refer their grievance to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite. 1414, Tallahassee, Florida, 32399-0400, Toll Free (888) 224-6684.

Re-Admission After Suspension for Unsatisfactory Progress

Suspended students will be eligible for re-admittance after one academic course (for diploma students) or after one academic quarter (for degree students). An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a cumulative 2.0 GPA after one academic course (for a diploma student) or one academic quarter (for a degree student) will result in dismissal.

The College reserves the right to suspend or dismiss a student if such action is considered to be in the best interest of the student or FTC, or if it has been found that the student has gained admission through false records or fraud.
Online Programs and Course Requirements

Online courses are offered for various programs utilizing the Blackboard platform via the Internet. The lists of programs that include online courses and the specific campuses where those programs are offered are found on page 168. Online courses have the same objectives as courses taught on-ground. However, more effort and initiative will be required to successfully master the materials. Online courses will be designated on the class schedule so students may register during the normal registration period. Students desiring to register for online courses must obtain approval from the Director of Instructional Technology, Omar Metwally, or the online administrator, Dr. David Penn.

Minimum Computer Requirements

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 GB Memory</td>
<td>Windows Media Player</td>
</tr>
<tr>
<td>Headset (Elluminate software)</td>
<td>JAVA Player <a href="http://www.java.com">www.java.com</a></td>
</tr>
<tr>
<td>Video Card</td>
<td>Microsoft Office (latest version)</td>
</tr>
<tr>
<td>Audio card</td>
<td>as part of the new FTC student e-mail account the student will have Word, Excel and Power Point</td>
</tr>
<tr>
<td>Monitor</td>
<td>Web Browser – with the following functions enabled:</td>
</tr>
<tr>
<td>UPS OR APS battery backup (optional)</td>
<td>Cookies, java script and pop-ups enabled.</td>
</tr>
<tr>
<td>CD or DVD (optional)</td>
<td>For MAC – Mozilla Firefox v 10 +</td>
</tr>
</tbody>
</table>

In addition, students taking online courses must:

- Check monthly to ensure they are maintaining the correct systems profile.
- Have Internet access and an established FTC student e-mail account.
- Verify e-mail account / address with Registrar at the time of registration each month.
- Commence online course work as soon as students have access to the course.
- Participate in an online orientation prior to beginning the course. The online orientation includes information on FTC and the online programs, how to access the course, find the syllabus and how to use the major platform tools. The Blackboard platform also furnishes orientation information.

Your online identity will be verified using your student portal username and password. For more information on your user name and password please go to [www.ftccollege.edu/portal/instructions.htm](http://www.ftccollege.edu/portal/instructions.htm). Your online user name and password can only be used by you and can only be rest by FTC Help Desk.

There will be no additional charges or fees associated with the verification of your identity. For security information please go to [www.blackboard.com/Footer/Security-Policy.aspx](http://www.blackboard.com/Footer/Security-Policy.aspx) on Blackboard vulnerability management commitment and disclosure.
Independent Study
Independent study involves a high level of independence and self-direction on the part of the student to read, conduct research, and complete written examinations, reports, research papers, and similar assignments designed to measure the student’s grasp of the subject matter. Under the supervision of a faculty member, a learning contract shall be developed which outlines specific learning objectives, texts, supplemental readings, course requirements, evaluative criteria and examination dates. A student wishing to complete a course through independent study must receive permission from an appropriate faculty member and approval from the Executive Director or the Academic Dean. A student may typically take only one independent study course per academic year.

TUITION AND FEES

Tuition for all programs is listed on Page 162
Fees (All Programs)
  Application Fee ................................................................. N/A
  One Time Administrative Processing Fee (non-refundable) .....$125.00
  Change of Program Fee ..................................................$100.00
  Tuition includes and iPad, textbooks/eBooks, and supplies. *
  Additional fees not included in tuition are provided below.
*At the discretion of the Executive Director, students who have challenges reading their eBooks on the iPad may be given textbooks at no additional cost.

Fees (Medical Assistant, Medical Assistant Technician, Patient Care Technician, Allied Health Management) Medical Program Fee**$350.00

** The Medical Program fee is charged to all students in the Medical Assistant, Medical Assistant Technician, Patient Care Technician, and Allied Health Management programs. Florida Technical College requires a TB test, Hepatitis B vaccine series, and tetanus vaccine for every student in these programs. Florida Technical College also requires proof of physical examination which indicates that the student is healthy and has no communicable diseases, as well as a drug screening prior to the student being allowed to start the externship. Certain externship sites may also require a criminal background check. This fee is used to cover the cost of the tests, vaccinations, drug screening, and examinations provided by Florida Technical College. Students who are able to provide proof of satisfactory completion of any of the above mentioned requirements (prior to being provided by Florida Technical College), may be eligible to have this fee lowered or eliminated. Students requiring additional services or tests may incur additional fees.
Period of Obligation
The period of obligation for all students is the academic quarter and/or payment period.

- All students are charged a one-time administrative fee of $125.00 which is excluded from all refundable amounts, unless the student cancels his/her application within three (3) business days after it is signed.
- All tuition and fees are due and payable on the first day of the period of obligation. The College reserves the right to change, without notice, the tuition and fees herein stated. The College also reserves the right to withhold a grade report, diploma, or transcript until all other requirements for that program or quarter have been met.
- Failure in a course or withdrawal from a course does not give the student the right to repeat the course without additional charges.

Institutional Refund Policy
The withdrawal date for refund calculation purposes will be the last date of attendance. Refunds shall be calculated as follows:

<table>
<thead>
<tr>
<th>Percent of Period of Obligation Attended:</th>
<th>Percent of Tuition to be Refunded:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10% ..........................................................</td>
<td>90%</td>
</tr>
<tr>
<td>More than 10% to 25% ..............................</td>
<td>50%</td>
</tr>
<tr>
<td>More than 25% to 50% ..............................</td>
<td>25%</td>
</tr>
<tr>
<td>More than 50% ..................................................</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refunds shall be made within 45 days of the date that the institution determines that the student has withdrawn.

Continuing Education or Personal Enrichment Students
No refunds will be granted after the first day of attendance.

Application Cancellation
The student has the right to cancel his/her application within three (3) business days after the date the application was signed, by submitting a signed cancellation request to the Registrar. If paid, Registration Fee will be refunded to the student in full.

Additional Refund Policies
Full tuition and applicable fee refunds for a period of obligation will be made if the course is canceled by the College or if a student is denied admission by the College.

Tuition and applicable fees may also be refunded in full for courses that are attempted but not completed during the quarter if written notice documents one of the following circumstances within 30 days of the occurrence:

1. Involuntary call to active military duty.
2. Documented death of student or a member of his/her family (independent parent or dependent spouse,
child, or sibling).
3. Illness of the student of such severity or duration, as approved by the College and confirmed in writing by a physician, that completion of the period of enrollment for which the student has been charged is precluded.
4. Exceptional circumstances with approval of the Executive Director or the Academic Dean.

Calculating Refunds

Any amounts determined to be owed the student, as a result of the schedules described below, will be refunded within forty-five (45) days of the effective date of the withdrawal. Examples are available upon request.

When computing refunds, the official termination date will be determined under the Return of Title IV Funds section below.

If a student is expelled from the College for misconduct or failing grades or excessive absenteeism, the below stated schedules will apply for purposes of computing the refund or amount due.

In accordance with federal regulations, amounts available to be refunded to Title IV programs will be allocated in the following sequence, as appropriate: unsubsidized Stafford, subsidized Stafford, PLUS, Federal Direct unsubsidized Stafford, Federal Direct subsidized Stafford, and Federal Direct PLUS. Amounts of $25.00 or less will not be refunded.

Return of Title IV Funds

All institutions participating in the Title IV programs are required to use a statutory schedule to determine the amount of Title IV funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998 in general, require that if a recipient of Title IV funds withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV funds the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

The percentage of the payment period or period of enrollment completed is determined by the percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.
Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment. The day the student withdrew is counted as a completed day.

**Order of Return of Title IV Funds**

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;
6. Federal PLUS loans;
7. Federal Direct PLUS loans;

If funds remain after repaying all loans, those remaining funds must be credited in the following order:

a. Federal Pell Grants for the payment period for which a return of funds is required;

b. Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required;

c. Other assistance under this Title for which a return of funds is required.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 45 days from the date of determination.

**Student Loans Code of Conduct**

As required by the Higher Education Opportunity Act Florida Technical College has established and adheres to its Title IV Code of Conduct. The Title IV Code of Conduct is published at the FTC website: [www.ftccollege.edu](http://www.ftccollege.edu) and is within the Student Consumer link. The Code of Conduct may be printed from the website or a printed copy may be obtained at each campus.
DISABILITY SERVICES
Florida Technical College 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 of 1990. It is the responsibility of the student to disclose information regarding a disability if services are needed. Appropriate medical documentation is required by Florida Technical College in order to provide suitable and effective accommodation or auxiliary aid for individuals requesting service. Florida Technical College is then able to make recommendations, modifications and referrals based on the nature of the disability and how it affects the student’s ability to learn or demonstrate competency in the course of study. Students may be referred to agencies outside the college to gain medical documentation for services. Once a referral is made, it is the responsibility of the student to complete the steps necessary to gain his/her documentation.

Student’s Responsibilities to take in order to obtain special classroom accommodations:

1. Choose a certificate, diploma, or degree program that you wish to pursue. Programs are listed in the Florida Technical College catalog.

2. Apply to Florida Technical College.

3. Once accepted into Florida Technical College, the STUDENT must call and make an appointment to meet with the Academic Dean and/or Executive Director. The student must bring a recent (within the past three years) medical and/or psychological evaluation stating and describing his/her disability and any classroom accommodations recommended by the doctor.

   Note: A current student, who has recently self-identified that a disability exists, must make an appointment within a timely manner.

4. Determine the class you in which you are registered and provide to Academic Dean and/or Executive Director.

5. Student MUST drop off, fax, or email a copy of their course schedule to the Academic Dean and/or Executive Director before classes start. Please make sure that the schedule includes the following:
   a. Class Name (ex: Introduction to Computers)
   b. Class Number (ex: SCT 100)
   c. Instructor’s Name (ex: John Smith)

   Note: Student MUST repeat steps 4 and 5 every term in order to continue receiving accommodation(s).
Florida Technical College is responsible for the following:
1. Determining eligibility
2. Identifying appropriate accommodations
3. Notifying faculty via accommodation forms
4. Maintaining confidential records
5. Complying with ADA laws
6. Addressing complaints and/or grievances
7. Supporting faculty and staff as needed
8. Working with students

CAREER SERVICES
One of the most valuable services provided by Florida Technical College is career assistance for its students and graduates. The purpose of this service is to advise students concerning their careers and to assist every graduate in obtaining entry-level employment in the field in which the student has received training. While the College offers assistance, it does not and cannot guarantee job placement or employment or the salaries or salary ranges to expect after graduation.

CAMPUS SECURITY, CRIME AWARENESS AND SAFETY POLICIES
Each year in the fall and by October 1st Florida Technical College is required to prepare a Campus Security Policy Report and Crime Statistics Report as required in the federal Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Campus Security Report and Crime Awareness Information are published by October 1st and are made available to prospective students, students, faculty and staff. In addition, a Crime Statistics report containing three years of reported data is made available. The Campus Security Policy and Crime Statistics Report for each campus are at the Florida Technical College website: www.ftccollege.edu and within the Student Consumer Information link. Printed copies may be obtained from the FTC website or at each campus.

Florida Technical College makes every effort to provide its students, faculty and staff a secure and safe environment. Classrooms, laboratories and common areas comply with the requirements of federal, state, county, and city building codes and with Board of Health and Fire Marshal regulations. Campuses are equipped with alarm systems to prevent unauthorized entry. The campus facilities are opened and closed each morning and evening by administrative personnel.

FTC encourages students to immediately report criminal incidents or other emergencies to the Executive Director, or other employee so the appropriate legal or other action may be taken. FTC works with local and state law enforcement if necessary.
Students are responsible for their own security and safety on and off-campus and need to be considerate of the safety and security of others. FTC has no responsibility or obligation for any personal belongings that are lost, stolen, or damaged on campus premises or any campus activities.

In 1996 Megan's Law became federal law. Megan's Law requires state and local law enforcement agencies in all 50 states to notify schools, day care centers and parents about the presence of dangerous offenders. The Florida Department of Corrections advises FTC when registered sexual offenders / sexual predators may be enrolling or may be enrolled. Information regarding registered sexual offenders / sexual predators may be found at the FDLE Registered Sex Offenders website: [http://offender.fdle.state.fl.us/](http://offender.fdle.state.fl.us/)

**DRUG AWARENESS AND SUBSTANCE ABUSE POLICY**

The federal Drug-Free Schools and Communities Act of 1989 requires institutions receiving Title IV funding and other financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools / Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter annually. The disclosure is also made available to all campus employees. The FTC Drug-Free Campus and Workplace and Drug Awareness policies are reviewed and published annually at the FTC website: [www.ftccollege.edu](http://www.ftccollege.edu) and are within the Student Consumer link. The policies may be printed from the website, or a printed copy may be obtained at each campus.

The fundamental purpose of Florida Technical College is to maintain an environment that supports and encourages the pursuit and dissemination of knowledge. That environment is damaged by illegal drug use and substance abuse. Therefore, all members of the academic community, students, faculty, administrators, and other academic support staff share the responsibility for protecting the environment by exemplifying high standards of professional and personal conduct. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and may be grounds for immediate suspension and/or dismissal of students, faculty members, administrators, and other employees.

FTC policies and programs are intended to emphasize:

1) The incompatibility of the use or sale of illegal drugs with the goals of the College,
2) The legal consequences of involvement with illegal drugs,
3) The medical implications of the use of illegal drugs, and
4) The ways in which illegal drugs jeopardize an individual’s accomplishments and opportunities.

**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are contained in the annual Notification of Student Rights Provided by the Family Education Rights and Privacy Act of 1974 and as Amended (FERPA) that is available at the FTC website: [www.ftccollege.edu](http://www.ftccollege.edu) and is within the Student Consumer link. The policy may be printed from the website or a printed copy may be obtained at each campus.
BACHELOR DEGREE PROGRAM OBJECTIVES

Allied Health Management
The Bachelor Degree program in Allied Health Management is comprised of a combination of courses, which provide skills in such areas as managing the administrative area within a health services organization, current procedural coding with information technology, basic clinical and lab procedures. The program is designed to prepare a student for a career as an administrator in the health services field, medical assistant in the healthcare industry, and a health information technician.

Business-Entrepreneurship, Management, and Marketing
The Bachelor Degree program in Business-Entrepreneurship, Management, and Marketing is comprised of a combination of courses, which provide skills in such areas as capital planning, strategic management, leadership and organizational behavior, and Internet marketing. This program is designed to prepare a student for a career as an entrepreneur, manager, and/or marketing professional.

Business with emphasis in Project Management
The Bachelor Degree program in Business with emphasis in Project Management is comprised of a combination of courses, which provide skills in such areas as managing contemporary business trends and project management tools. The program is designed to prepare a student for a career as a project manager for various types of businesses and organizations.

Criminal Justice with emphasis in Homeland Security
The Bachelor Degree program in Criminal Justice with emphasis in Homeland Security is comprised of a combination of courses, which provide skills in such areas as crime scene investigation, public administration, advanced application of homeland security and emergency management, and developing and establishing interagency relationships and private sector roles in homeland security. The program is designed to prepare a student for a career as a homeland security professional.

Information Technology Networking, Web Design and Programming
The Bachelor Degree program in Information Technology Networking, Web Design and Programming is comprised of a combination of courses, which provide skills in such areas as C++, SQL, and JAVA Programming, creating web databases and advanced web designs, and Windows and A+ training. The program is designed to prepare a student for a career as a programmer, web designer, and entry-level employment in network administration.
ASSOCIATE OF SCIENCE DEGREE PROGRAM OBJECTIVES

Business-Management and Marketing
The Associate of Science Degree in Business-Management and Marketing is comprised of a combination of courses, which provide skills in such areas as strategic management, leadership and organizational behavior, and Internet marketing. This program is designed to prepare a student for a career as a manager, and/or marketing professional.

Computer Information Science / Business and Management Technology
The Associate of Science Degree in Computer Information Science / Business and Management Technology is comprised of a combination of courses in the general education, business, and computer science areas. These courses are intended to provide the necessary information and training to prepare a student for an entry level career as a data processing professional.

Computer Information Science/Computer Drafting and Design
The Associate of Science Degree in Computer Information Science/Computer Drafting and Design is comprised of a combination of courses in the general education, business, and computer science areas. These courses are intended to provide the necessary information and training to prepare a student for a career as an entry level CAD operator.

Criminal Justice
The Associate of Science Degree in Criminal Justice is designed to build the ability and skills necessary in modern criminal justice with a specific focus in evidence and crime scene techniques. Students will receive hands-on training to familiarize themselves with the tools, techniques and management issues faced in the new age of law enforcement. Students will be involved with a number of computer based subjects in the justice field today. Graduates who have diligently studied and attended classes should have the necessary computer skills, knowledge and training to obtain an entry-level position in law enforcement, or other related positions.

Entrepreneurship
The Associate of Science Degree in Entrepreneurship is comprised of a combination of courses, which provide skills in such areas as developing and expanding a business, managing change, accounting, finances, and human resources, and creativity in marketing a business. This program is designed to prepare a student for a career as an entrepreneur.

Health Information Technology
The Associate of Science Degree in Health Information Technology is comprised of a combination of courses, which provide skills in such areas as current procedural coding, health information technology, and medical law and ethics. The program is designed to prepare a student for a career as a health information technician.
Interdisciplinary Studies
The Associate of Science Degree in Interdisciplinary Studies is comprised of a combination of courses, which provide skills in such areas as reading, writing, understanding psychology and sociology, exploring the arts and humanities, and mastering mathematical skills. The program is designed to prepare a student for opportunities to continue their education toward multiple fields.

Medical Administrative Assistant
The Associate of Science Degree in Medical Administrative Assistant provides education and training that enables graduates to obtain entry-level employment with basic skills and knowledge of the administrative and clerical functions of a health care facility.

Medical Assistant
The Associate of Science Degree in Medical Assistant is a combination of medical and general education courses designed to prepare a graduate to obtain an entry-level position as a medical assistant in the health care industry.

Medical Billing and Coding Specialist
The Associate of Science Degree in Medical Billing and Coding Specialist is a combination of clinical administrative and general education courses designed to prepare a graduate to obtain an entry-level position in the medical billing and coding field.

Network Administration Hardware with Wireless Technology
The Associate of Science Degree in Network Administration Hardware with Wireless Technology is composed of a combination of courses, which provide entry-level skills in such areas as network design and administration and network configuration. Course work emphasizes Windows and A+ training. This program is designed to prepare a graduate for entry-level employment in network administration.

Paralegal Studies
The Associate of Science Degree in Paralegal Studies is a combination of paralegal and general education courses designed to prepare a graduate to obtain an entry-level position as a paralegal.

Web Site and Graphic Design
The Associate of Science Degree in Web Site and Graphic Design is a combination of computer science, technical and creative coursework, and general education courses designed to prepare a graduate for entry-level positions in the business environment with an emphasis on technology-based commerce and interfacing.
DIPLOMA PROGRAM OBJECTIVES

Advanced Entrepreneurship
The Advanced Entrepreneurship Diploma Program is comprised of a combination of courses, which provide skills in such areas as developing and expanding a business, managing change, accounting, finances, and human resources, and creativity in marketing a business. This program is designed to prepare a student for a career as an entrepreneur.

Advanced Hairstyling and Design
The Advanced Hairstyling and Design Diploma Program is designed to offer students the knowledge, skills and attitude at an advanced level, including haircutting and coloring techniques.

Baking and Pastelería
The Baking and Pastelería Diploma Program offers the student the theoretical and practical knowledge required in the industry. Students learn to prepare and create a variety of stand-alone desserts, bread-based products, and common or special baking recipes, pastries, and sweets.

Barbering
The Barbering Diploma Program offers the student the knowledge, skills, and attitude to gain entry-level employment as a barber.

Beverage Services with Flair
The Beverage Services with Flair Diploma Program offers the student the opportunity to perform the tasks and duties of an entry-level beverage server.

Cosmetology
The Cosmetology Diploma Program offers the student the opportunity to acquire and practice the knowledge, skills, and attitude necessary to gain an entry-level job in the cosmetology field. Students receive theory and practical experience in hair, skin, and nail care.

Computer Aided Drafting
The Computer Aided Drafting Diploma Program is designed to prepare students to gain obtain entry level employment in the field of computer aided drafting. This program offers students the opportunity to gain knowledge and competency both in the classroom and through hands on labs designed to acquaint students with the basics of computer aided drafting.
Culinary Arts
The Culinary Arts Diploma Program offers students the opportunity to acquire the skills and knowledge needed to obtain an entry-level position in the field. Students obtain practical experience in hygiene and sanitation, as well as preparation and storage of sauces, meats, menus, and desserts.

The English as a Foreign Language
The English as a Foreign Language Diploma Program provides intensive English language instruction and practice for those students who intend to improve their ability to use English for professional purposes. Students are tested and placed in the correct level according to results.

English as a Foreign Language-Conversational
The English as a Foreign Language-Conversational Diploma Program provides intense instruction and practice in conversational skills for those students who intend to improve their ability to use English for professional purposes. Students are tested and placed in the correct level according to results.

English as a Foreign Language-Reading and Writing
The English as a Foreign Language-Reading and Writing Diploma Program provides intense instruction and practice in reading and writing skills for those students who intend to improve their ability to use English for professional purposes. Students are tested and placed in the correct level according to results.

Esthetics
The Esthetics Diploma Program includes studies in skin analysis, disorders and treatments, and services such as facial care, microdermabrasion, and spa management. Students have the opportunity to obtain entry-level positions in the skin care field.

Facial and Skin Care Specialist
The Facial and Skin Care Specialist Diploma Program offers the student the opportunity to gain the theory and practical experience of a facial specialist, including facial and skin care, hair removal, make-up, and skin analysis.

Full Specialist
The Full Specialist Diploma Program consists of both the facial and skin care and nails aspects of the industry. The student performs techniques in nail services and facial and skin care services. This program is a combination of both the Facial and Skin Care Specialist and the Nail Specialist diploma programs.

HVAC/R with PLC
The HVAC/R with PLC Diploma Program offers the student the technical and practical knowledge and skills to perform installation tasks, service and repairs in heating, refrigeration and air conditioning situations. The program also incorporates a computer component: Programmable Logic Controller (PLC.)
Medical Assistant Technician
The Medical Assistant Technician Diploma program is designed to prepare students to obtain entry level employment as a medical assistant technician. This program offers students the opportunity to learn the necessary knowledge and skills both in the classroom and in a supervised clinical practice.

Medical Billing and Coding Specialist
The Medical Billing and Coding Specialist Diploma Program is designed to prepare the students to obtain entry level positions in the medical billing and coding field through a combination of both clinical and administrative training.

Nail Specialist
The Nail Specialist Diploma Program offers the student the opportunity to gain knowledge, skills, and practice in the areas of nails, such as manicures and pedicures, acrylic and gel applications, and special treatments.

Network Administration
The Network Administration Diploma Program is composed of a combination of courses, which provide skills in such areas as network design and administration with an emphasis on Windows.

Patient Care Technician
The Patient Care Technician Diploma Program is designed to provide the student with the appropriate didactic theory and hands-on skills needed to prepare graduates for entry level positions in patient care fields.
ASSOCIATE OF SCIENCE & BACHELOR DEGREES

Florida Technical College offers degrees in several disciplines. The Associate of Science degree programs consist of at least 90 quarter credits and are designed to allow the student to earn a degree in as little as 18 months. The Bachelor degree programs consist of at least 180 quarter credits and are designed to earn the degree in as little as 36 months. Of course, a student who does not attend the College full time will take longer to complete the program. Any student who enrolls for 12 or more quarter credits per term is considered a full-time student. Each of the degrees has its specific and separate requirements regarding graduation. However, the following general criteria apply to all degree programs:

A. A student must meet or exceed the College’s minimum satisfactory progress parameters (see Satisfactory Progress).

B. A student must earn a minimum of 90 quarter credits for the Associate of Science and 180 quarter credits for the bachelor degree. The courses listed for each degree represent the approved combination of courses which satisfy the degree requirements. However, students may substitute courses to meet specific career goals. All substitutions must be approved by the Executive Director or the Academic Dean / Director of Education prior to registration. The College, of necessity, reserves the freedom to change without notice any programs, courses, or requirements published in this catalog.

C. A student must make application to the Registrar for graduation status (see Commencement for further information).

Kissimmee Campus
## GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>English</th>
<th>Mathematics and the Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1000 Communication Fundamentals</td>
<td>MAT1010 Introduction to Algebra</td>
</tr>
<tr>
<td>ENC1000 English Composition</td>
<td>MAT2010 College Algebra</td>
</tr>
<tr>
<td>SPH101 Verbal Communications</td>
<td>MAT2020 Introduction to Statistics</td>
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<tr>
<td>ENG300 Poetry</td>
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</tr>
<tr>
<td>ENG215 Research and Writing</td>
<td>SCI101 Environmental Science</td>
</tr>
<tr>
<td>ENG400 Creative Writing</td>
<td>SCI360 Environmental Issues</td>
</tr>
<tr>
<td></td>
<td>SCI460 Introduction to Sustainability</td>
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<table>
<thead>
<tr>
<th>Humanities</th>
<th>Social Sciences</th>
</tr>
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<tbody>
<tr>
<td>HUM101 Humanities</td>
<td>ECO200 Economics</td>
</tr>
<tr>
<td>HUM2000 Introduction to the Theater</td>
<td>POL2000 People and Politics</td>
</tr>
<tr>
<td>HUM2010 Music Appreciation</td>
<td>PSY2000 Introduction to Psychology</td>
</tr>
<tr>
<td>HUM2020 Introduction to Art</td>
<td>SOC2000 Introduction to Sociology</td>
</tr>
<tr>
<td>HUM301 Advanced Theater</td>
<td>GOV101 American Government</td>
</tr>
<tr>
<td>HUM400 Religion and Philosophy</td>
<td>GOV102 American History</td>
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<td>PHI2000 Introduction to Philosophy</td>
<td>SOC101 Sociology</td>
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<td>PHI101 Philosophy</td>
<td>PSY101 Psychology</td>
</tr>
<tr>
<td>PHI305 Ethics</td>
<td>PSY306 Adult Psychology</td>
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<td>PSY320 Social Psychology</td>
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<tr>
<td>COURSE ABBREVIATIONS</td>
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<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>ACG</td>
<td>Accounting</td>
</tr>
<tr>
<td>AGD</td>
<td>Applied Graphic and Design</td>
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<tr>
<td>BAD</td>
<td>Business</td>
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<td>BAM</td>
<td>Management</td>
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<tr>
<td>BAR</td>
<td>Barbering</td>
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<td>BEV</td>
<td>Beverage Services w/ Flair</td>
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<td>BIO</td>
<td>Biology</td>
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<td>BKP</td>
<td>Baking and Pastelería</td>
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<td>BUS</td>
<td>Business</td>
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<tr>
<td>CAP</td>
<td>Computer Applications</td>
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<tr>
<td>CERT</td>
<td>Computer Certifications</td>
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<td>CIS</td>
<td>Computer Information Systems</td>
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<td>CJT</td>
<td>Criminal Justice</td>
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<td>COC</td>
<td>Web Design</td>
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<td>COM</td>
<td>Communications</td>
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<tr>
<td>COS</td>
<td>Cosmetology</td>
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<td>CUL</td>
<td>Culinary</td>
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<tr>
<td>ECO</td>
<td>Economics</td>
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<tr>
<td>EEL</td>
<td>Electronics</td>
</tr>
<tr>
<td>EFL</td>
<td>English as a Foreign Language</td>
</tr>
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</table>
BACHELOR’S DEGREE*

*Not all programs are available at all campuses.

ALLIED HEALTH MANAGEMENT

Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines
Available online at the following campuses: DeLand, Kissimmee, Lakeland and Orlando.

216 Quarter Credits

**CORE COURSES (9 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>FTC2000</td>
<td>Career Development</td>
<td>4.5</td>
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</table>

**Concentration Courses (105 Credit Quarter Hours)**

**Lower Level**

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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1000</td>
<td>Administrative Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1100</td>
<td>Health Care Information Processing</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1200</td>
<td>Current Procedural Codes/CPT I</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1300</td>
<td>Diagnostic Coding/ ICD-9 I</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1400</td>
<td>Medical Insurance</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1500</td>
<td>Introduction to Health Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1600</td>
<td>Electronic Medical Records</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1800</td>
<td>Advanced Health Information Technology</td>
<td>6.0</td>
</tr>
<tr>
<td>MED1000</td>
<td>Medical Terminology</td>
<td>6.0</td>
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<tr>
<td>MED1010</td>
<td>Anatomy &amp; Physiology I</td>
<td>4.5</td>
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<tr>
<td>MED1020</td>
<td>Anatomy &amp; Physiology II</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1040</td>
<td>Basic Clinical Procedures</td>
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<tr>
<td>MED2030</td>
<td>Lab Procedures</td>
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</tr>
<tr>
<td>MED2060</td>
<td>Principles of Pharmacology</td>
<td>6.0</td>
</tr>
<tr>
<td>MED2070</td>
<td>Cardiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2080</td>
<td>Surgical Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS2030</td>
<td>Business Management</td>
<td>6.0</td>
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</table>

**Upper Level**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS320</td>
<td>Leadership and Organizational Behavior</td>
<td>6.0</td>
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<tr>
<td>BUS405</td>
<td>Labor Relations</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA300</td>
<td>Health Services Organization Management and Marketing</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA315</td>
<td>Health Information Systems</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA320</td>
<td>Health Human Resource Management</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA325</td>
<td>Introduction to Healthcare Financial Management</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA405</td>
<td>Healthcare Policy and Law</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA410</td>
<td>Long-Term Managed Care Systems</td>
<td>6.0</td>
</tr>
</tbody>
</table>

3 Electives 6.0 X 3 = 18.0
9 General Education Classes 6.0 X 9 = 54.0

**ELECTIVE COURSES (18 Credit Hours Required)**

All Electives Must Include Courses that are 6 Credit Hours each and must include upper level management and administration courses, including health services administration from the courses listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS309</td>
<td>Business Ethics</td>
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</tr>
<tr>
<td>BUS409</td>
<td>Compensation Management</td>
<td></td>
</tr>
<tr>
<td>HSA400</td>
<td>Leadership in Healthcare</td>
<td></td>
</tr>
<tr>
<td>HSA425</td>
<td>Health Care Quality Management, Risk and Outcomes Analysis</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAD360</td>
<td>Operations Management</td>
<td></td>
</tr>
<tr>
<td>MGM465</td>
<td>Business Strategies</td>
<td></td>
</tr>
<tr>
<td>HSA330</td>
<td>Healthcare Economics and Policy</td>
<td></td>
</tr>
<tr>
<td>HSA415</td>
<td>Population and Health Issues</td>
<td></td>
</tr>
<tr>
<td>HSA310</td>
<td>Entrepreneurship in Health Care</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES (54 Credit Hours).** The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
BUSINESS-ENTREPRENEURSHIP, MANAGEMENT, AND MARKETING
Available residually at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembrooke Pines. Available online at the following campuses: DeLand, Kissimmee, Lakeland, and Orlando

213 Quarter Credits

**Core Courses (9 credits)**
- FTC1000  Success Strategies  4.5
- FTC2000  Career Development  4.5

**Concentration Courses (114 Credit Hours Required)**

**Lower Level**
- ACG1000 Accounting I 6.0
- ACG2000 Accounting II 4.5
- BAD 100 Intro to Business 4.5
- BAD150 Contemporary Business Trends 4.5
- MKT175 Internet Marketing 6.0
- CAP1000 Introduction to Computer Operations 4.5
- HRM200 Human Resources Management 4.5
- MKT2010 Introduction to Marketing 4.5
- BUS2030 Business Management 6.0
- BUS2040 Information Management 4.5
- MKT250 Marketing Research 4.5

**Upper Level**
- ENT3310 Entrepreneurship 6.0
- ENT3312 Intra-preneurship 4.5
- MAR3503 Consumer Behavior 6.0
- BAD360 Operations Management 4.5
- MKT405 Advertising and Sales 4.5
- ENT4320 Entrepreneurial Revenue 4.5
- ENT4330 Entrepreneurial Costs and Budgets 4.5
- ENT4340 Entrepreneurial Capital 4.5
- ENT4350 Entrepreneurial Strategy 6.0
- ENT4360 Business Plan and Implementation 6.0
- BUS320 Leadership and Organizational Behavior 6.0
- FIN400 Financial Management 4.5
- BUS499 Strategic Management 4.5
- 5 Electives 6 X 6.0=30.0
- 9 General Education Classes 9 X 6.0=54.0

**ELECTIVE COURSES (30 Credit Hours Required)**
All Electives Must Include Courses that are 6 Credit Hours each.

**GENERAL EDUCATION COURSES (54 Credit Hours).**
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
BUSINESS WITH EMPHASIS ON PROJECT MANAGEMENT

Available residentially at the following campuses: Orlando and Pembroke Pines. Available online at the Orlando campus.

198.5 Quarter Credits

Core Courses (9 credits)
- FTC1000  Success Strategies  4.5
- FTC2000  Career Development  4.5

Concentration Courses (129.5 Credit Quarter Hours)

Lower Level
- BAD100  Intro to Business  4.5
- BAD150  Contemporary Business Trends  4.5
- CAP1000  Introduction to Computer Operations  4.5
- CERT1700  Practical Project Management  4.5
- CERT1800  Project Management Planning  4.5
- ENG200  Professional Writing  4.5
- HRM200  Human Resources Management  4.5
- ACG1000  Accounting I  6.0
- ACG2000  Accounting II  4.5
- ECO202  Microeconomics  4.5
- MKT2010  Intro to Marketing  4.5
- PM 220  Project Management Tools  4.5
- BUS2040  Information Management  4.5
- IT254  Spreadsheet Applications  4.5

Upper Level
- BAM305  Organizational Behavior  4.5
- MPM332  Organizational Leadership  4.5
- MPM334  Project Risk Management  4.5
- MPM346  Contracts and Procurement  4.5
- MPM356  Project Performance and Quality Assurance  4.5
- BAD360  Operations Management  4.5
- FIN400  Financial Management  4.5
- BAD410  Business Law  4.5
- MPM434  Project Scheduling and Cost  4.5
- BAD440  Research Design Methods  4.5
- HRM440  Managing Organizational Change  4.5
- MGM465  Business Strategies  6.0
- MAT476  Quantitative Decision Making  4.5
- INT499  Internship  5.0
- 1 Elective  4.5
- 9 General Education Classes  54.0

ELECTIVE COURSES (6 Credit Hours Required)

All Electives Must Include Courses that are 6 Credit Hours each.

GENERAL EDUCATION COURSES (54 Credit Hours). The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
CRIMINAL JUSTICE WITH EMPHASIS ON HOMELAND SECURITY
Available residually at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines. Available online at the following campus: Orlando.
200 Quarter Credits

Core Courses (9 credits)
FTC1000 Success Strategies 4.5
FTC2000 Career Development 4.5

Concentration Courses (119 Credit Hours Required)
Lower Level
IT105 Information Technology Literacy 4.5
BIO121 Anatomy and Physiology 4.5
CJT100 Intro to Criminal Justice 5.0
CJT105 Criminal Law 6.0
CJT110 Criminal Procedure 6.0
CJT120 Law Enforcement Report Writing 6.0
CJT136 Crime Scene Investigations 4.5
CJT140 Forensic Science 4.5
CJT145 Criminology 5.0
CJT150 Intro to Corrections 5.0
CJT155 Juvenile Justice 5.0
PBA201 Public Administration 4.5
PM 220 Project Management Tools 4.5
IT235 Database Applications with Access 4.5
CJT250 Homeland Security 4.5

Upper Level
CJT300 Victimology 4.5
BAM305 Organizational Behavior 4.5
MAT306 Computer Assisted Statistics 4.5
HLS315 Interagency Relationships 4.5
HLS320 Private Sector Role in Homeland Security 4.5
CJT325 Licit and Illicit Drugs 4.5
HLS340 Emergency Topics 4.5
HLS350 Intro to Intelligence 4.5
CJT440 The Laws of Evidence 4.5
3 Electives 6.0 X 3=18.0
9 General Education Classes 6.0 X 9=54.0

Elective Courses (18 Credit Hours Required)
All Electives Must Include Courses that are 6 Credit Hours each.

General Education Courses (54 Credit Hours Required) The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
INFORMATION TECHNOLOGY NETWORKING, WEB DESIGN AND PROGRAMMING

Available residually at the following campuses: DeLand, Kissimmee, Orlando and Pembroke Pines.
Available online at the following campuses: DeLand, Kissimmee and Orlando.
183 Quarter Credits

**CORE COURSES (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
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</tr>
<tr>
<td>FTC2000</td>
<td>Career Development</td>
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</table>

**Concentration Courses (120 Credit Quarter Hours)**

**Lower Level**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACC100</td>
<td>Accounting Basics</td>
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</tr>
<tr>
<td>CIS110</td>
<td>Computer Programming Design</td>
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<tr>
<td>CIS111</td>
<td>Intro to Database Management</td>
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<tr>
<td>CIS112</td>
<td>Database Management Advanced</td>
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<tr>
<td>CIS155</td>
<td>Operating Systems</td>
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<tr>
<td>COC1030</td>
<td>Web Programming I</td>
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<tr>
<td>COC2040</td>
<td>Web Programming II</td>
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<tr>
<td>EEL1110</td>
<td>A+ Software</td>
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<tr>
<td>CIS276</td>
<td>SQL Programming</td>
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<td>EEL2080</td>
<td>TCP/IP Configuration</td>
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<td>PRG2100</td>
<td>Windows Professional</td>
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<td>EEL2160</td>
<td>Wireless Network Security</td>
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<td>EEL1100</td>
<td>A+ Hardware</td>
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<td>EEL2150</td>
<td>Wireless Network Design</td>
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<td>EEL2090</td>
<td>Routing and Switching</td>
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**Upper Level**

<table>
<thead>
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<th>Course Name</th>
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<tbody>
<tr>
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<td>C++ Programming</td>
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<tr>
<td>CIS307</td>
<td>Web Page Development</td>
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<tr>
<td>CIS324</td>
<td>Computer Ethics</td>
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</tr>
<tr>
<td>CIS326</td>
<td>Object Oriented Programming</td>
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<td>CIS328</td>
<td>Object Oriented Programming II</td>
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<tr>
<td>CIS331</td>
<td>Computer System Modeling</td>
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</tr>
<tr>
<td>CIS340</td>
<td>Web Design</td>
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<tr>
<td>CIS406</td>
<td>JAVA Programming I</td>
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<tr>
<td>CIS493</td>
<td>Creating Web Databases</td>
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<tr>
<td>CIS499</td>
<td>JAVA Programming II</td>
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</tr>
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**9 General Education Classes**

6.0 X 9 = 54.0

**GENERAL EDUCATION COURSES (54 Credit Hours).** The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
ASSOCIATE OF SCIENCE DEGREES*

*Not all programs are available at all campuses.

BUSINESS-MANAGEMENT AND MARKETING
Available residentially at the following campuses: Kissimmee, Lakeland, DeLand and Orlando.

93 Quarter Credits

CORE COURSES (9 credits)

- FTC1000 Success Strategies 4.5
- FTC2000 Career Development 4.5

CONCENTRATION COURSES (54 Quarter Credits Required)

- CAP1000 Introduction to Computer Operations 4.5
- BUS2030 Business Management 6.0
- MKT2010 Introduction to Marketing 4.5
- MKT405 Advertising and Sales 4.5
- BUS320 Leadership and Organizational Behavior 6.0
- BUS499 Strategic Management 4.5
- MKT250 Marketing Research 4.5
- FIN400 Financial Management 4.5
- MAR3503 Consumer Behavior 6.0
- ENT3312 Intra-preneurship 4.5
- HRM200 Human Resources Management 4.5

5 General Education Courses 6.0 x 5 = 30.0

GENERAL EDUCATION COURSES (30 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.

Deland Campus
COMPUTER INFORMATION SCIENCE/BUSINESS AND MANAGEMENT TECHNOLOGY

Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.

97.5 Quarter Credits

**CORE COURSES (9 credits)**
- FTC1000  Success Strategies  4.5
- FTC2000  Career Development  4.5

**CONCENTRATION COURSES (52.5 Credit Hours Required)**
- ACG1000  Accounting I  6.0
- ACG2000  Accounting II  4.5
- BUS1000  Office/Management Fundamentals  6.0
- CAP1000  Introduction to Computer Operations  4.5
- CAP1030  Spreadsheet Fundamentals  4.5
- CAP2060  Business Presentation Applications  4.5
- BUS2030  Business Management  6.0
- BUS2040  Information Management  4.5
- BUS2050  Legal Environment of Business  6.0
- BUS320  Leadership & Organizational Behavior  6.0
- MAR2010  Marketing  6.0

**GENERAL EDUCATION COURSES (30 Credit Hours Required)**
The required general education component may include courses from the following groups:
- Humanities, Social Sciences, English, and Mathematics and the Sciences
COMPUTER INFORMATION SCIENCE/COMPUTER DRAFTING AND DESIGN

Available residentially at the following campuses: DeLand, Lakeland, Orlando and Pembroke Pines.

90 Quarter Credits

CORE COURSES (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>FTC2000</td>
<td>Career Development</td>
<td>4.5</td>
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CONCENTRATION COURSES (51 Credit Hours Required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CAP1100</td>
<td>Geometric Tolerancing</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1200</td>
<td>Fundamentals of Computer Aided Drafting</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1210</td>
<td>Architectural Drafting and Design I</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1220</td>
<td>Electronic Drafting and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1230</td>
<td>Mechanical Drafting and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1240</td>
<td>Civil Drafting and Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP2000</td>
<td>Introduction to 3-D CAD</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP2010</td>
<td>Advanced 3-D CAD</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP2020</td>
<td>Operating Systems Troubleshooting</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP2080</td>
<td>Architectural Drafting and Design II</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2040</td>
<td>LAN Analysis and Design</td>
<td>6.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION COURSES (30 Credit Hours Required)

The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
CRIMINAL JUSTICE
Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.
98 Quarter Credits

**CORE COURSES (9 credits)**
- FTC1000 Success Strategies 4.5
- FTC2000 Career Development 4.5

**CONCENTRATION COURSES (65 Credit Hours Required)**
- CJT100 Introduction to Criminal Justice 5.0
- CJT105 Criminal Law 6.0
- CJT110 Criminal Procedure 6.0
- CJT120 Law Enforcement Report Writing 6.0
- CJT130 Introduction to Policing 3.0
- CJT135 Basic Crime Scene Investigation Techniques 2.0
- CJT145 Criminology 5.0
- CJT150 Introduction to Corrections 5.0
- CJT155 Juvenile Justice 5.0
- CJT160 Criminal Justice Administration 5.0
- CJT200 Terrorism 3.0
- CJT205 Aviation Security 3.0
- CJT215 Probation and Parole 5.0
- CJT220 Security Officer Leadership 6.0

**GENERAL EDUCATION COURSES (24 Credit Hours Required)**
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, Mathematics and the Sciences.
ENTREPRENEURSHIP
Available residentially at the following campuses: Kissimmee, Orlando and Pembroke Pines.
105 Quarter Credits

**CORE COURSES (9 credits)**
- FTC1000 Success Strategies 4.5
- FTC2000 Career Development 4.5

**CONCENTRATION COURSES (72 Credit Quarter Hours)**
- CAP1000 Introduction to Computer Operations 4.5
- BAD 100 Intro to Business 4.5
- ENT1932 Entrepreneurial Marketing 6.0
- BUS2040 Information Management 4.5
- ENT2040 Managing Change 6.0
- BUS2050 Legal Environment of Business 6.0
- BUS302 Principles of Management 4.5
- ENT3310 Entrepreneurship 6.0
- ENT3312 Intra-preneurship 4.5
- ENT4320 Entrepreneurial Revenue 4.5
- ENT4330 Entrepreneurial Costs and Budgets 4.5
- ENT4340 Entrepreneurial Capital 4.5
- ENT4350 Entrepreneurial Strategy 6.0
- ENT4360 Business Plan and Implementation 6.0

4General Education Classes 6.0 x 4=24.0

**GENERAL EDUCATION COURSES** (24 Credit Hours). The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
HEALTH INFORMATION TECHNOLOGY

Available residentially at the following campuses: DeLand, Kissimmee, Orlando and Pembroke Pines.
Available online at the following campuses: DeLand, Kissimmee and Orlando.

93 Quarter Credits

**CORE COURSES (9 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>FTC2000</td>
<td>Career Development</td>
<td>4.5</td>
</tr>
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</table>

**CONCENTRATION COURSES (54 Credit Quarter Hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1000</td>
<td>Administrative Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1010</td>
<td>Anatomy &amp; Physiology I</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1020</td>
<td>Anatomy &amp; Physiology II</td>
<td>4.5</td>
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<tr>
<td>MED1000</td>
<td>Medical Terminology</td>
<td>6.0</td>
</tr>
<tr>
<td>MBC1200</td>
<td>Current Procedural Codes/CPT I</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1300</td>
<td>Diagnostic Coding/ICD-9 I</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1400</td>
<td>Medical Insurance</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1500</td>
<td>Intro to Health Information Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1700</td>
<td>Coding and Reimbursement</td>
<td>6.0</td>
</tr>
<tr>
<td>MED2090</td>
<td>Medical Law &amp; Ethics</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>5 General Education Classes</td>
<td>6.0 x 5=30.0</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES** (30 Credit Hours). The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
INTERDISCIPLINARY STUDIES
Available residentially at the following campuses: Kissimmee, Orlando and Pembroke Pines.
106.5 Quarter Credits

Core Courses (9 credits)

FTC1000  Success Strategies  4.5
FTC2000  Career Development  4.5

Concentration Courses (73.5 Quarter Credits Required)
The first concentration within this program must be minimally 45 Quarter Credits from any groups of career related
courses listed in the catalog. The remaining concentration courses may be fulfilled with any courses listed in the catalog
and not exceed an additional 28.5 quarter credits. If a student selects more than 45 quarter credits for the first
concentration, the total of those quarter credits plus the remaining courses must equal 73.5 quarter credits.

Suggested interdisciplinary concentration of 49.5 credits for a student who wants to learn about Business and
Communication Technology:

CAP1000  Introduction to Computer Operations  4.5
ACG1000  Accounting I  6.0
CIS105  Intro to Information Systems  4.5
COM1000  Communication Fundamentals  6.0
BUS1000  Office/Management Fundamentals  6.0
BUS302  Principles of Management  4.5
BUS2050  Legal Environment of Business  6.0
RES421  Research Methods  6.0
BUS107  Fundamentals of E-Business  6.0

Additional concentration courses beyond minimal 45 quarter credit requirement are courses that must add up to 28.5
quarter credits for a total of 73.5 quarter credits in the total concentration course group:

Example of additional concentration courses added to the 49.5 credits in the concentration courses above:

HUM101  Humanities  6.0
PSY101  Psychology  6.0
SCI101  Environmental Science  6.0

General Education Courses (24 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences,
English, and Mathematics and the Sciences.
MEDICAL ADMINISTRATIVE ASSISTANT
Available residually at the following campuses: DeLand, Kissimmee and Lakeland.
93 Quarter Credits

CORE COURSES (9 credits)
- FTC1000 Success Strategies 4.5
- FTC2000 Career Development 4.5

CONCENTRATION COURSES (54 Credit Hours Required)
- CAP1000 Introduction to Computer Operations 4.5
- ACG1000 Accounting I 6.0
- ACG2000 Accounting II 4.5
- BUS1000 Office/Management Fundamentals 6.0
- BUS2030 Business Management 6.0
- CAP1010 Word Processing Applications 4.5
- CAP1030 Spreadsheet Fundamentals 4.5
- MED2000 Medical Terminology and Anatomy I 4.5
- MED2010 Medical Terminology and Anatomy II 4.5
- MED2030 Office Simulation 4.5
- MED2040 Medical Coding 4.5

GENERAL EDUCATION COURSES (30 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
MEDICAL ASSISTANT
Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.
92 Quarter Credits

CORE COURSE (9 credits)
FTC1000   Success Strategies 4.5
FTC2000   Career Development 4.5

CONCENTRATION COURSES (59 Credit Hours Required)
MBC1000   Administrative Office Procedures 4.5
MBC1100   Health Care Information Processing 4.5
MED1000   Medical Terminology 6.0
MED1010   Anatomy and Physiology I 4.5
MED1020   Anatomy and Physiology II 4.5
MED1040   Basic Clinical Procedures 4.5
MED2050   Lab Procedures 4.5
MED2060   Principles of Pharmacology 6.0
MED2070   Cardiology 4.5
MED2080   Surgical Procedures 4.5
MED2090   Medical Law and Ethics 6.0
EXT2009   Externship (160 Hours) 5.0

GENERAL EDUCATION COURSES (24 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
**MEDICAL BILLING AND CODING SPECIALIST**
Available residentially at the following campus: Kissimmee. Available online at the following campus: Kissimmee.
90 Quarter Credits

**CORE COURSES (9 credits)**
- FTC1000 Success Strategies 4.5
- FTC2000 Career Development 4.5

**CONCENTRATION COURSES (57 Credit Hours Required)**
- CAP1000 Introduction to Computer Operations 4.5
- MED1000 Medical Terminology 6.0
- MED1010 Anatomy & Physiology I 4.5
- MED1020 Anatomy & Physiology II 4.5
- MED2090 Medical Law & Ethics 6.0
- MBC1000 Administrative Office Procedures 4.5
- MBC1100 Health Care Information Processing 4.5
- MBC1200 Current Procedural Codes/CPT I 4.5
- MBC1300 Diagnostic Coding/ICD-9 I 4.5
- MBC1400 Medical Insurance 4.5
- MED2040 Medical Coding 4.5
- MED2080 Surgical Procedures 4.5

**GENERAL EDUCATION COURSES (24 Credit Hours Required)**
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
NETWORK ADMINISTRATION/HARDWARE WITH WIRELESS TECHNOLOGY
Available residentially at the following campuses: DeLand, Kissimmee, Orlando and Pembroke Pines
90 Quarter Credits

CORE COURSES (9 credits)
FTC1000  Success Strategies  4.5
FTC2000  Career Development  4.5

CONCENTRATION COURSES  (52.5 Credit Hours Required)
EEL1100  A+ Hardware  4.5
EEL1110  A+ Software  4.5
EEL2080  TCP/IP Configuration  6.0
EEL2090  Routing & Switching  4.5
EEL2150  Wireless Network Design  4.5
EEL2160  Wireless Network Security  4.5
PRG2100  Windows Professional  4.5
PRG2110  Windows Server  4.5
PRG2120  Windows Network Infrastructure  4.5
PRG2160  Designing Security for a Windows Network  6.0
PRG2180  Implementing and Managing Microsoft Exchange Server  4.5

GENERAL EDUCATION COURSES  (24 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.

ELECTIVE COURSES (4.5 Credit Hours Required)
One Elective  4.5
PARALEGAL STUDIES
Available residually at the following campus: Lakeland.
99 Quarter Credits

CONCENTRATED COURSES (75 Credit Hours Required)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>PAR1000</td>
<td>Paralegal Ethics</td>
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<tr>
<td>PAR1010</td>
<td>Research and Writing I.</td>
<td>4.5</td>
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<tr>
<td>PAR1020</td>
<td>Tort Law</td>
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<tr>
<td>PAR1030</td>
<td>Civil Procedure</td>
<td>6.0</td>
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<tr>
<td>PAR1040</td>
<td>Contracts</td>
<td>4.5</td>
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<tr>
<td>PAR1050</td>
<td>Bankruptcy Law</td>
<td>6.0</td>
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<tr>
<td>PAR1060</td>
<td>Family Law</td>
<td>6.0</td>
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<tr>
<td>PAR1070</td>
<td>Wills, Trusts and Estates</td>
<td>6.0</td>
</tr>
<tr>
<td>PAR2010</td>
<td>Research and Writing II</td>
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</tr>
<tr>
<td>PAR2020</td>
<td>Criminal Law and Procedures</td>
<td>6.0</td>
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<tr>
<td>PAR2030</td>
<td>Real Property</td>
<td>4.5</td>
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<td>BUS2050</td>
<td>Legal Environment of Business</td>
<td>6.0</td>
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<tr>
<td>CAP1010</td>
<td>Word Processing Applications</td>
<td>4.5</td>
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</tbody>
</table>

GENERAL EDUCATION COURSES (24 Credit Hours Required)
The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
WEB SITE AND GRAPHIC DESIGN
Available residually at the following campuses: DeLand and Kissimmee.
90 Quarter Credits

**CORE COURSES (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
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</tr>
<tr>
<td>FTC2000</td>
<td>Career Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**CONCENTRATION COURSES (51 Credit Hours Required)**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AGD1005</td>
<td>Theory and Elements of Design</td>
<td>6.0</td>
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<tr>
<td>WGD1020</td>
<td>Animation I</td>
<td>4.5</td>
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<tr>
<td>AGD1010</td>
<td>Digital Imaging I</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2000</td>
<td>Animation II</td>
<td>4.5</td>
</tr>
<tr>
<td>AGD2010</td>
<td>Digital Imaging II</td>
<td>4.5</td>
</tr>
<tr>
<td>AGD2020</td>
<td>Applied Design</td>
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<tr>
<td>COC1010</td>
<td>Introduction to Web Design</td>
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<tr>
<td>COC2060</td>
<td>Electronic Publishing</td>
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<tr>
<td>COC1030</td>
<td>Web Programming I</td>
<td>4.5</td>
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<tr>
<td>WGD1000</td>
<td>Web Graphics</td>
<td>4.5</td>
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<tr>
<td>COC2050</td>
<td>Implementing and Maintaining Websites</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION COURSES (30 Credit Hours Required)**

The required general education component may include courses from the following groups: Humanities, Social Sciences, English, and Mathematics and the Sciences.
DIPLOMA PROGRAMS*
*Not all programs are available at all campuses.

Each of the diplomas offered by the College has separate and specific requirements regarding graduation. However, the following general criteria apply to all diploma programs:

1) A student must complete the required number of quarter credits (see individual program listings).
2) A student must meet or exceed the College’s minimum satisfactory progress parameters (see Satisfactory Progress for further information).
3) A student must make application to the Registrar for graduation status (see Commencement for further information).
4) The courses listed for each diploma represent the approved combination of courses that satisfy the diploma requirements.

The College, of necessity, reserves the freedom to change without notice any programs, courses, or requirements published in this catalog.

Diploma programs currently available at Florida Technical College are:

- Advanced Entrepreneurship 30.0 Quarter Credits, 5 Months
- Advanced Hairstyling and Design 48.0 Quarter Credits, 11 Months
- Baking and Pastelería 65.0 Quarter Credits, 13 Months
- Barbering 80.0 Quarter Credits, 12 Months
- Beverage Services with Flair 48.0 Quarter Credits, 10 Months
- Computer Aided Drafting 40.5 Quarter Credits, 9 Months
- Cosmetology 82.0 Quarter Credits, 12 Months
- Culinary Arts 65.0 Quarter Credits, 13 Months
- English as a Foreign Language 48.0 Quarter Credits, 12 Months
- English as a Foreign Language-Conversational 24.0 Quarter Credits, 6 Months
- English as a Foreign Language-Reading and Writing 24.0 Quarter Credits, 6 Months
- Esthetics 60.0 Quarter Credits, 12.5 Months
- Facial and Skin Care Specialist 24.0 Quarter Credits, 5 Months
- Full Specialist 52.0 Quarter Credits, 11 Months
- HVAC/R with PLC 84.0 Quarter Credits, 17 Months
- Medical Assistant Technician 54.5 Quarter Credits, 11 Months
- Medical Billing and Coding Specialist 48.5 Quarter Credits, 10 Months
- Nail Specialist 22.0 Quarter Credits, 5 Months
- Network Administration 33.0 Quarter Credits, 7 Months
- Patient Care Technician 51.0 Quarter Credits, 8 Months
ADVANCED ENTREPRENEURSHIP
Available residually at the following campuses: Kissimmee, Orlando and Pembroke Pines.
30 Quarter Credits

Concentration Courses
ENT 1504 Building and Sustaining a Successful Enterprise 6.0
ENT 1624 Entrepreneurial Finance, Accounting and Law 6.0
ENT 1932 Entrepreneurial Marketing 6.0
ENT 2040 Managing Change 6.0
ENT 1685 Creativity in Business Management 6.0
**ADVANCED HAIRSTYLING AND DESIGN**

Available residentially at the following campus: Kissimmee.

48 Quarter Credits

### Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COS3000</td>
<td>Style and Image Consultant</td>
<td>6.0</td>
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<tr>
<td>COS3002</td>
<td>Advanced Techniques in Haircare and Blow-drying</td>
<td>4.0</td>
</tr>
<tr>
<td>COS3020</td>
<td>Elaborated Hair Styles I (Long Hair Design)</td>
<td>4.0</td>
</tr>
<tr>
<td>COS3101</td>
<td>Advanced Techniques of Haircutting I</td>
<td>4.0</td>
</tr>
<tr>
<td>COS3010</td>
<td>Professional Makeup</td>
<td>4.0</td>
</tr>
<tr>
<td>COS3021</td>
<td>Elaborate Hairstyles II (Short and Medium Length Hair)</td>
<td>4.0</td>
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<tr>
<td>COS3005</td>
<td>International Hairstyling and Design</td>
<td>4.0</td>
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<tr>
<td>COS3102</td>
<td>Advanced Techniques of Haircutting II</td>
<td>4.0</td>
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<tr>
<td>COS3006</td>
<td>Chemical Hair Process (Advanced)</td>
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<tr>
<td>COS3007</td>
<td>Advanced Haircoloring – Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>COS3008</td>
<td>Entrepreneurship Development (In the Beauty Industry)</td>
<td>6.0</td>
</tr>
</tbody>
</table>
BAKING AND PASTELERÍA
Available residentially at the following campus: Kissimmee.
65 Quarter Credits

**Concentration Courses**

<table>
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<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>BEV1050</td>
<td>Food and Beverage Cost Control</td>
<td>6.0</td>
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<tr>
<td>CUL1000</td>
<td>Cuisine and Culture</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL1001</td>
<td>Sanitation and ServSafe Certification</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL1005</td>
<td>Basic Culinary Techniques</td>
<td>4.0</td>
</tr>
<tr>
<td>BKP1003</td>
<td>Introduction to Baking</td>
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</tr>
<tr>
<td>CUL1030</td>
<td>Facility and Menu Planning</td>
<td>6.0</td>
</tr>
<tr>
<td>BKP1007</td>
<td>Advanced Baking, Pasteles, and Panes</td>
<td>4.0</td>
</tr>
<tr>
<td>BKP1020</td>
<td>Pastry</td>
<td>4.0</td>
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<tr>
<td>BKP1030</td>
<td>Cake and Tart Decoration</td>
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<tr>
<td>CUL1050</td>
<td>Celebrity Chef Entrepreneur</td>
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<tr>
<td>BKP1040</td>
<td>Chocolate and Candy Making</td>
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<tr>
<td>EXT2004</td>
<td>Externship</td>
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Kissimmee Campus
BARBERING
Available residentially at the following campuses: DeLand, Kissimmee and Pembroke Pines.
80 Quarter Credits

Concentration Courses
COS1000  The Profession, Florida Law and Ethics  1.0
COS1001  Hygiene and Sterilization, including HIV  2.0
BAR1100  Face/Shaving/Beard/Mustache  2.0
COS1100  Hair Care Principles and Its Disorders  6.0
COS1200  Chemistry and Electricity  6.0
COS1300  Skin and Face Care Principles (Esthetics)  6.0
COS1012  Hair’s Chemical Process  4.0
COS1105  Hair Blowdrying Techniques  4.0
BAR1101  Haircutting Design  4.0
BAR1001  Men’s Manicure  4.0
COS2011  Wigs and Hairpieces  4.0
BAR1107  Men’s Classic Haircutting Design I  4.0
BAR1200  Men’s Hairstyling  4.0
BAR1150  Men’s Classic Haircutting Design II  4.0
BAR1160  Haircutting Design with Clippers – Lab  4.0
COS1050  Hair Coloring Techniques  4.0
COS2090  Salon Design and Management  6.0
EXB2013  On-Site Experience  9.0
COS2006  Occupational Seminar/Board Exam Review  2.0
BEVERAGE SERVICES WITH FLAIR
Available residentially at the following campus: Kissimmee.
48 Quarter Credits

Concentration Courses
BEV1000 Introduction to Beverage Service 6.0
BEV1005 Customer Services with Table Services 6.0
BEV1010 Beverages Preparation Methods and Services I – Lab 4.0
BEV1020 Mixology 4.0
BEV1025 Molecular Mixology 4.0
BEV1030 Hospitality, Restaurant, and Bar Management 6.0
BEV1040 Beverages Preparation Methods and Services II – Lab 4.0
BEV1050 Food and Beverage Cost Control 6.0
BEV1060 Wines 4.0
FTC3000 Career Flair and Preparation 4.0
COMPUTER AIDED DRAFTING
Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.
40.5 Quarter Credits

**Concentration Courses**

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<tr>
<td>CAP1100</td>
<td>Geometric Tolerancing</td>
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<td>CAP1200</td>
<td>Fundamentals of Computer Aided Drafting</td>
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<tr>
<td>CAP1210</td>
<td>Architectural Drafting and Design I</td>
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<tr>
<td>CAP1220</td>
<td>Electronic Drafting and Design</td>
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<tr>
<td>CAP1230</td>
<td>Mechanical Drafting and Design</td>
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<tr>
<td>CAP1240</td>
<td>Civil Drafting and Design</td>
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<tr>
<td>CAP2000</td>
<td>Introduction to 3-D CAD</td>
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<td>CAP2010</td>
<td>Advanced 3-D CAD</td>
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<tr>
<td>CAP2080</td>
<td>Architectural Drafting and Design II</td>
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Orlando Campus
### COSMETOLOGY
Available residually at the following campuses: DeLand, Kissimmee and Pembroke Pines.
82 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>COS1000</td>
<td>The Profession, Florida Law, and Ethics</td>
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<td>COS1001</td>
<td>Hygiene and Sterilization, including HIV</td>
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<tr>
<td>COS1005</td>
<td>Hair Removal (Epilation)/Electricity</td>
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<tr>
<td>COS1100</td>
<td>Hair Care Principles and Its Disorders</td>
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<tr>
<td>COS1200</td>
<td>Chemistry and Electricity</td>
<td>6.0</td>
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<tr>
<td>COS1300</td>
<td>Skin and Face Care Principles (Esthetics)</td>
<td>6.0</td>
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<tr>
<td>COS1004</td>
<td>Manicure and Pedicure</td>
<td>4.0</td>
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<tr>
<td>COS1007</td>
<td>Face Makeup – Lab</td>
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<tr>
<td>COS1105</td>
<td>Hair Blowdrying Techniques</td>
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<td>COS1110</td>
<td>Hair Styling Techniques</td>
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<tr>
<td>COS2011</td>
<td>Wigs and Hairpieces</td>
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<tr>
<td>COS1201</td>
<td>Waves/Curls/Other Styles</td>
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<tr>
<td>COS1030</td>
<td>Haircutting I</td>
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<td>COS1012</td>
<td>Hair’s Chemical Process</td>
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<td>Haircutting II</td>
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<td>COS1050</td>
<td>Hair Coloring Techniques</td>
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<td>COS1230</td>
<td>Haircutting III</td>
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<td>COS2090</td>
<td>Salon Design and Management</td>
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<td>EXC2013</td>
<td>On-Site Experience</td>
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<td>COS2006</td>
<td>Occupational Seminar/Board Exam Review</td>
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</table>
CULINARY ARTS
Available residually at the following campus: Kissimmee.
65 Quarter Credits

Concentration Courses
CUL1000 Cuisine and Culture 6.0
CUL1001 Sanitation and ServSafe Certification 6.0
CUL1005 Basic Culinary Techniques 4.0
CUL1007 Meat/Fish/Poultry Fabrication 4.0
CUL1009 Garde Manger 4.0
CUL1003 Baking and Pastelería – Lab 4.0
CUL1030 Facility and Menu Planning 6.0
CUL1040 Restaurant Service – Lab 4.0
CUL1050 Celebrity Chef Entrepreneur 6.0
CUL1075 International Cuisine 4.0
BEV1050 Food and Beverage Cost Control 6.0
EXT2002 Externship 6.5
FTC1000 Success Strategies 4.5
### ENGLISH AS A FOREIGN LANGUAGE

Available residually at the following campuses: Kissimmee, Orlando and Pembroke Pines

48 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>EFL1001</td>
<td>Pronunciation and Accent Reduction</td>
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<tr>
<td>EFL1005</td>
<td>English Communication Lab: Basic</td>
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<tr>
<td>EFL1007</td>
<td>English as a Foreign Language (Int.): Composition I</td>
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<tr>
<td>EFL1009</td>
<td>Reading and Vocabulary I</td>
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<tr>
<td>EFL1010</td>
<td>English Communication Lab: Intermediate I</td>
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<tr>
<td>EFL1015</td>
<td>English as a Foreign Language (Int.): Composition II</td>
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<tr>
<td>EFL1020</td>
<td>Reading and Vocabulary II</td>
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<tr>
<td>EFL1025</td>
<td>English Communication Lab: Intermediate II</td>
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<td>English as a Foreign Language: Advanced</td>
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<td>EFL1035</td>
<td>English as a Foreign Language: Writing Workshop</td>
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<tr>
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<td>English Communication Lab: Advanced</td>
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### ENGLISH AS A FOREIGN LANGUAGE-CONVERSATIONAL

Available residually at the following campuses: Kissimmee and Orlando

24 Quarter Credits

**Concentration Courses**

<table>
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<tr>
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<tr>
<td>EFL1000</td>
<td>Conversational English: Basic</td>
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<tr>
<td>EFL1001</td>
<td>Pronunciation and Accent Reduction</td>
<td>4.0</td>
</tr>
<tr>
<td>EFL1005</td>
<td>English Communication Lab.: Basic</td>
<td>4.0</td>
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<tr>
<td>EFL1010</td>
<td>English Communication Lab.: Intermediate I</td>
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<td>English Communication Lab.: Intermediate II</td>
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<tr>
<td>EFL1040</td>
<td>English Communication Lab.: Advanced</td>
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### ENGLISH AS A FOREIGN LANGUAGE-READING AND WRITING

Available residually at the following campuses: Kissimmee and Orlando.

24 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EFL1007</td>
<td>English as a Foreign Language (Int.): Composition I</td>
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<tr>
<td>EFL1009</td>
<td>Reading and Vocabulary I</td>
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<td>EFL1015</td>
<td>English as a Foreign Language (Int.): Composition II</td>
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<tr>
<td>EFL1020</td>
<td>Reading and Vocabulary II</td>
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<tr>
<td>EFL1030</td>
<td>English as a Foreign Language: Advanced</td>
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<tr>
<td>EFL1035</td>
<td>English as a Foreign Language: Writing Workshop</td>
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ESTHETICS
Available residually at the following campus: Kissimmee.
60 Quarter Credits

**Concentration Courses**

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<td>The Profession, Florida Law, and Ethics</td>
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<tr>
<td>COS1001</td>
<td>Hygiene and Sterilization, including HIV</td>
<td>2.0</td>
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<tr>
<td>COS1005</td>
<td>Hair Removal (Epilation)/Electricity</td>
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<tr>
<td>COS2001</td>
<td>Skin Analysis, Disorders and Treatments</td>
<td>6.0</td>
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<tr>
<td>COS1300</td>
<td>Skin and Face Care Principles (Esthetics)</td>
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</tr>
<tr>
<td>COS1200</td>
<td>Chemistry and Electricity</td>
<td>6.0</td>
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<tr>
<td>COS1400</td>
<td>Facial Care I – Lab</td>
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<tr>
<td>COS2010</td>
<td>Professional Makeup I</td>
<td>2.0</td>
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<tr>
<td>EST1020</td>
<td>Principles of Anatomy and Physiology</td>
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<tr>
<td>EST1004</td>
<td>Hand and Foot Treatments – Lab</td>
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<td>EST1022</td>
<td>Facial Care II – Lab</td>
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<td>COS2015</td>
<td>Professional Makeup II</td>
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<td>EST2005</td>
<td>Advanced Body Treatments I (Microdermabrasion, Lymphatic Drainage and Cellulite Treatments)</td>
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<tr>
<td>EST2010</td>
<td>Advanced Body Treatments II (Medical Esthetic)</td>
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<tr>
<td>COS2008</td>
<td>Entrepreneurship</td>
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<tr>
<td>EXT2018</td>
<td>Esthetics Internship or Externship</td>
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FACIAL AND SKIN CARE SPECIALIST
Available residentially at the following campus: Kissimmee.
24 Quarter Credits

Concentration Courses

<table>
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<th>Course</th>
<th>Title</th>
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<tr>
<td>COS1000</td>
<td>The Profession, Florida Law, and Ethics</td>
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<tr>
<td>COS1001</td>
<td>Hygiene and Sterilization, including HIV</td>
<td>2.0</td>
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<tr>
<td>COS1005</td>
<td>Hair Removal (Epilation)/Electricity</td>
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</tr>
<tr>
<td>COS2001</td>
<td>Skin Analysis, Disorders and Treatments</td>
<td>6.0</td>
</tr>
<tr>
<td>COS1200</td>
<td>Chemistry and Electricity</td>
<td>6.0</td>
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<tr>
<td>COS1305</td>
<td>Principles of Esthetics</td>
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<tr>
<td>COS2010</td>
<td>Professional Makeup I</td>
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<tr>
<td>COS1400</td>
<td>Facial Care I – Lab</td>
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</table>

Kissimmee Campus
FULL SPECIALIST
Available residentially at the following campus: Kissimmee.
52 Quarter Credits

**Concentration Courses**

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<thead>
<tr>
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<tr>
<td>COS1000</td>
<td>The Profession, Florida Law, and Ethics</td>
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<td>COS1001</td>
<td>Hygiene and Sterilization, including HIV</td>
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<tr>
<td>COS1500</td>
<td>Nail Disorders and Related Chemistry</td>
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<tr>
<td>COS1004</td>
<td>Manicure and Pedicure</td>
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<td>FTC1000</td>
<td>Success Strategies</td>
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<td>FTC2000</td>
<td>Career Development</td>
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<tr>
<td>NLS1003</td>
<td>Artificial Nails (Tips and Applications)</td>
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<td>NLS2000</td>
<td>Acrylic and Gels Nails - Lab</td>
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<td>NLS2005</td>
<td>Nail Extensions</td>
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<tr>
<td>COS1005</td>
<td>Hair Removal (Epilation)/Electricity</td>
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<tr>
<td>COS2001</td>
<td>Skin Analysis, Disorders and Treatments</td>
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<tr>
<td>COS1200</td>
<td>Chemistry and Electricity</td>
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<tr>
<td>COS1305</td>
<td>Principles of Esthetics</td>
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<tr>
<td>COS2010</td>
<td>Professional Makeup I</td>
<td>2.0</td>
</tr>
<tr>
<td>COS1400</td>
<td>Facial Care I – Lab</td>
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</table>
**HVAC/R with PLC**

Available residentially at the following campuses: DeLand, Kissimmee and Pembroke Pines.  
Available online at the following campus: Kissimmee  
84 Quarter Credits

**Concentration Courses**

<table>
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<td>MEC1220</td>
<td>Applied Mathematics</td>
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<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
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<tr>
<td>FTC2000</td>
<td>Career Development</td>
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<td>ELE1201</td>
<td>Basic Electricity (DC-AC)</td>
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<td>ELE1205</td>
<td>Electrical Instrumentation I – Lab</td>
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<td>HVA1169</td>
<td>Refrigeration and A/C Principles</td>
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<td>HVA1220</td>
<td>Mechanical Instrumentation – Lab</td>
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<td>HVA1170</td>
<td>Domestic Refrigeration and A/C</td>
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<td>Domestic Equipment – Lab</td>
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<td>Commercial Refrigeration and A/C</td>
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<td>HVA2071</td>
<td>Commercial A/C Equipment – Lab</td>
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<td>Heat Pumps and Related Systems</td>
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<td>HVA2010</td>
<td>Codes and Regulations</td>
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<td>ELE2053</td>
<td>Digital Electronics</td>
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<td>PLC3000</td>
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<td>PLC3001</td>
<td>Programmable Logic Controller Units – Lab</td>
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MEDICAL ASSISTANT TECHNICIAN
Available residentially at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.
54.5 Quarter Credits

**Concentration Courses**

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<td>Success and Ethics</td>
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<td>MED1000</td>
<td>Medical Terminology</td>
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<tr>
<td>MED1010</td>
<td>Anatomy and Physiology I</td>
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<td>MED1020</td>
<td>Anatomy and Physiology II</td>
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<td>MED1040</td>
<td>Basic Clinical Procedures</td>
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<td>MED2050</td>
<td>Lab Procedures</td>
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<td>MED2060</td>
<td>Principles of Pharmacology</td>
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<td>MED2070</td>
<td>Cardiology</td>
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<td>MED2080</td>
<td>Surgical Procedures</td>
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<td>MBC1000</td>
<td>Administrative Office Procedures</td>
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<tr>
<td>EXT2009</td>
<td>Externship (160 Hours)</td>
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MEDICAL BILLING AND CODING SPECIALIST
Available residually at the following campuses: DeLand, Kissimmee, Lakeland, Orlando and Pembroke Pines.
48.5 Quarter Credits

<table>
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<tr>
<td>MED1000</td>
<td>Medical Terminology</td>
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<tr>
<td>MED1010</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>MED1020</td>
<td>Anatomy and Physiology II</td>
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<td>MBC1000</td>
<td>Administrative Office Procedures</td>
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<td>MBC1100</td>
<td>Health Care Information Processing</td>
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<td>MBC1200</td>
<td>Current Procedural Codes/CPT I</td>
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<tr>
<td>MBC1300</td>
<td>Diagnostic Coding/ICD-9 I</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1400</td>
<td>Medical Insurance</td>
<td>4.5</td>
</tr>
<tr>
<td>EXT2001</td>
<td>Externship (160 Hours)</td>
<td>5.0</td>
</tr>
</tbody>
</table>
NAIL SPECIALIST
Available residually at the following campus: Kissimmee.
22 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS1000</td>
<td>The Profession, Florida Law, and Ethics</td>
<td>1.0</td>
</tr>
<tr>
<td>COS1001</td>
<td>Hygiene and Sterilization, including HIV</td>
<td>2.0</td>
</tr>
<tr>
<td>COS1500</td>
<td>Nail Disorders and Related Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>COS1004</td>
<td>Manicure and Pedicure</td>
<td>4.0</td>
</tr>
<tr>
<td>NLS1003</td>
<td>Artificial Nails (Tips and Applications)</td>
<td>4.0</td>
</tr>
<tr>
<td>NLS2000</td>
<td>Acrylic and Gels Nails - Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>NLS2005</td>
<td>Nail Extensions</td>
<td>4.0</td>
</tr>
</tbody>
</table>
NETWORK ADMINISTRATION
Available residentially at the following campuses: DeLand and Kissimmee.
33 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRG2100</td>
<td>Windows Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2110</td>
<td>Windows Server</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2120</td>
<td>Windows Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2130</td>
<td>Implementing Windows Directory Services Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2160</td>
<td>Designing Security for a Windows Network</td>
<td>6.0</td>
</tr>
<tr>
<td>PRG2170</td>
<td>Designing Windows Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2180</td>
<td>Implementing and Managing Microsoft Exchange Server</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Orlando Campus
PATIENT CARE TECHNICIAN
Available residentially at the following campuses: DeLand, Lakeland and Orlando.
51 Quarter Credits

**Concentration Courses**
PCT100 Healthcare Concepts 8.0
PCT110 Anatomy and Physiology 8.0
PCT120 Basic Administrative Nursing Skills 6.0
PCT130 Physical and Occupational Nursing Therapy 6.0
PCT140 Phlebotomy, Electrocardiography, and Respiratory Therapy Skills 6.0
PCT150 Nursing Fundamentals I 6.0
PCT160 Nursing Fundamentals II 6.0
PCT170 Externship (Clinical Rotation) 5.0
COURSE DESCRIPTIONS

Prerequisites for any course may be waived by obtaining written permission from the Executive Director or the Academic Dean / Director of Education. Courses numbered in the 100 or 1000 series are generally considered freshman level; those in the 200 or 2000 series, sophomore level. Courses numbered in the 300 or 3000 series are generally considered junior level; those in the 400 or 4000 series, senior level.

Students are expected to study and prepare for classroom time by spending out-of-class time that equates to two to three hours of prep time for every hour of class time for many classes. This will be measured through out-of-class work, including reading of textbooks, other reading, research, and writing assignments, exam and presentation preparation and study, projects, clearly defined papers or reports, practice or practical application of theory, or other learning experiences. Part of this work is reflected on this syllabus as a percentage of your grade.

FTC reserves the right to change course offerings within programs when it is in the best interest of the student.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
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<tbody>
<tr>
<td>ACC100</td>
<td>Accounting Basics</td>
<td>4.5</td>
</tr>
<tr>
<td>ACG1000</td>
<td>Accounting I</td>
<td>6.0</td>
</tr>
<tr>
<td>ACG2000</td>
<td>Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>AGD1005</td>
<td>Theory and Elements of Design</td>
<td>6.0</td>
</tr>
</tbody>
</table>

This course emphasizes the ideal introduction into the fundamentals of bookkeeping and financial accounting. With user-friendly work examples and clear explanation, this course helps students build their knowledge of accounting standards one step at a time. Students will practice through assessment questions leading to solutions and learn an overview of corporate governance issues and sustainability with regard to environmental and social reporting procedures and ethics. Topics may include financial statements, ledgers, taxes, capital and revenue expenditure, errors, depreciation, bank reconciliation, and various types of corporations.

This course will provide students with the knowledge of analyzing, classifying, and recording business transactions in both manual and computerized environments. Emphasis is placed on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. Students will define accounting terminology; analyze and record business transactions in a manual and computerized environment; complete the accounting cycle, prepare financial statements; and apply accounting concepts related to cash and payroll.

This course is a continuation of ACG1000. It covers how accounts can help management in the planning and controlling of the business operation. Various standard accounting formulas are presented for discussion and review. This course will further enhance the student’s skills and understanding of accounting principles and practices using a computer software package. Lab included. Prerequisite: ACG1000.

This workshop introduces the elements and principles of Design as illustrated by art history and contemporary art as well as natural and man-made environments. This course focuses on color, line, texture, shape and space to achieve a working understanding of harmony proportion and cohesion.
AGD1010  
**Digital Imaging I**  
This course is an introduction to creation of graphic art for the web using pixel and vector editing software. Topics include the use of bitmapped painting tools, creative use of fonts, and use of layers in graphics layout. Lab included.

AGD2010  
**Digital Imaging II**  
Digital Imaging II is a continuation of AGD1010. It covers the basics of optics, photography, lighting, photo enhancement and stylized text/font overlays associated with digital photography. Students are instructed how to use scanners as input devices to create digital images. Students discover effective picture taking techniques as they employ digital cameras. Emphasis is placed not only on photographing a subject, but also on creating effective photo backdrops, and use of diffuse lighting. Students employ a commercial product such as Photoshop®, Lover’s Eye®, ArcSoft®, or similar software to retouch/airbrush their photos, create layers, add textures, text and apply special 3-D effects such as gradients, glows, drop shadows, highlights and vanishing points. Because the students will apply these concepts to Web pages, image compression and Web-safe color subjects are emphasized. Lab included. Prerequisite: AGD1010.

AGD2020  
**Applied Design**  
This course focuses on computer generated, three-dimensional graphics. The student will be instructed in the creation of 3D scenes and characters with sophisticated 3D rendering software. Lab included. Prerequisite: AGD2010.

BAD100  
**Introduction to Business**  
Present the fundamentals of business organization and procedures to acquaint you with management principles, business terminology, types of business organizations and their control.

BAD150  
**Contemporary Business Trends**  
This course is designed to present the history, purposes, principles, practices, problems, and trends of the business world. Topics include the basic principles and practices of contemporary business.

BAD360  
**Operations Management**  
The basic purpose of this course is to provide students with a broad understanding and knowledge of several operations management concepts. Such concepts include (but are not limited to) operations strategy, process design, forecasting, inventory management, scheduling, and quality management. Emphasis will be placed on the application of these concepts to actual business situations.

BAD410  
**Business Law**  
This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the American legal system, this course will focus on specific legal topics such as contracts and the Uniform Commercial Code. Prerequisite: BAD100
BAD440  Research Design Methods  4.5
This course is a general introduction to social research methods and will cover four broad topics: the foundations of social science, research design, data collection, and data analysis. In discussing each topic, we will also consider the ethical implications of social research.

BAM305  Organizational Behavior  4.5
In this course, students will gain an understanding and appreciation of the systems approach as applied to human and organizational behavior. Students will gain an awareness and knowledge of contemporary issues and approaches to organizational change and development facing organizations.

BAR1001  Men’s Manicure  4.0
In this course the student will receive information and carry out activities that will enable them to build manipulative skills to perform manicures and massages in men’s hair hand and forearms. The student will follow standardized hygiene, sanitation, and safety rules in the performance of the techniques.

BAR1100  Face/ Shaving/ Beard/Moustache- Lab  2.0
Course aimed to the acquisition of manipulative skills to perform facial treatments according to the face skin conditions. The psychological effects caused by face conditions and treatment are subjects emphasized. Other activities are: design and performance of face shavings, beards, and moustaches.

BAR1101  Haircutting Design  4.0
Basic men’s haircutting techniques are demonstrated and practiced.

BAR1107  Men’s Classic Haircutting Design I  4.0
This course is aimed to the development of practical haircutting skills to conform to individual customer’s physical profile. Parting, thinning, layering, outlining, elevation, finger and shears, shears over comb, and clipper, are among the techniques covered to achieve a tapered men hairstyle.

BAR1150  Men’s Classic Haircutting Design II  4.0
The techniques in Men’s Classic Haircutting Design I are developed.
Pre-requisite:  BAR1107

BAR1160  Haircutting Design with Clippers- Lab  4.0
In this part of the program the student will work with the development of skills to be used to several types of haircuts, especially those designed for children, basic types for ladies, and bangs, always keeping in mind the customer’s physical profile. The student will practice haircuts with clippers, focusing on the correct operation of it.
Pre-requisite:  BAR1101

BAR1200  Men’s Hairstyling  4.0
This course is aimed to the development of practical haircutting skills that adjust the individual customer’s need. Included are the 90 degree elevation haircut, razor haircut, and thinning techniques. The correct operation and maintenance of the indicated instruments to perform hairstyling are given serious importance among the manipulating techniques to be acquired.
Pre-requisite:  BAR1101
BEV1000 Introduction to Beverage Service 6.0
This introductory course is structured in two (2) phases: In the first part the student has the opportunity to acquire the theoretical knowledge of the historical development of the hospitality industry; with emphasis in the beverage industry. In the second part of the course the following topics are discussed: industry regulations, the server’s role and duties; the art of mixology, offer, demand, market requirements (employment), the professional image and the benefits to enter in a career in the food and beverage industry.

BEV1005 Customer Services with Table Service 6.0
This course provides to the students an opportunity to know about the Cycle of Service and Attention to Client, the element of competitiveness in the beverage preparation industry. The students study the basic concepts and principles of service, types of clients, needs and expectations of the consumer. In addition, the following services techniques and client attentions are discussed: for internal and external client, bar attention and client personal relations.

BEV1010 Beverages Preparation Methods and Services I- LAB 4.0
This is the first course of a sequence of two (2) that cover the basic principles of beverage preparation and services for the hotels, restaurants, bars, and other establishments. Instructional methods include presentations, demonstrations and student hand-on practices in the laboratory. Topics include drink recipes, preparation and service techniques of non-alcoholic beverages (coffee, milk, tea, chocolate, beaten, water, juices, refreshments, etc.) and beverages with alcohol (“hard liqueurs,” brandy, gin, vodka, whisky, etc.) The costs of the beverages, methods of billing, security rules, and sanitary practices, cleaning procedures of equipment, containers and glassware before and after a service are discussed.

BEV1020 Mixology 4.0
This is the first course of a sequence of two (2) that covers the basic principles of classic and contemporary cocktails preparation, and services for hotels, restaurants, bars, and other establishments. Instructional methods include presentations, demonstrations and student hand-on practices in the laboratory. Topics included are: the history of cocktails, terminology, mixology techniques and the chance to make some of the most popular classic and contemporary cocktails, including the Frozen, Classic Martini, Sour, Mojito, Cosmopolitan, Rocks, Mocktails and more. The calculation for costs of the cocktails are discussed, methods of billing, security rules, sanitary practices, cleaning procedures of equipment, containers and glassware before and after a service.

BEV1025 Molecular Mixology 4.0
Molecular Mixology is a dynamic and forward thinking course in beverage services. This creative course will allow you the knowledge to add the wow factor to any event or occasion. The course covers various techniques, which may include Spherification, Foams, & Jellies. Students are expected to learn the following skills, competencies, and knowledge: Understanding of major Molecular Mixology techniques, knowledge of basic ingredients used in Molecular Mixology, comfortably used standard molecular mixology equipment, know the recipes and principles for standard Molecular Mixology preparations and processes, understand the possibilities of and practical applications of Molecular Mixology, and able to produce various molecular elements to a high standard.
BEV1030  Hospitality, Restaurant, and Bar Management 6.0
This course of study is designed to provide students with the knowledge and skills that they can immediately apply to their current or future beverage business. Topics included in this class are: Industry Regulations, Marketing Strategies, Advertising, Bar Operations, Forecasting, Inventory Control, Licensing, Hiring/ Firing and Human Resources, Scheduling, Effective Employee Management, Team Building, Menu Design, and Bar Sanitation.

BEV1040  Beverages Preparation Methods and Services II- Lab. 4.0
This is the second course of beverage preparation, mix and services for hotels, restaurants, bars, and other establishments. In this course, the students continue the learning of mores drinks recipes, presentations techniques and different styles of services. Topics included are: recipes with Liqueurs, Brandy, Cognac, Champagne, Gin, Rum, Whiskey and Vodka. The costs calculations, bills preparation and method of payment.
Pre-requisite: BEV1010

BEV1050  Food and Beverage Cost Control 6.0
The course addresses the learning and practice of handling cost controls on the preparation of food and beverages. The factors determining sales and prices, reporting and record keeping, and security measures are also discussed.

BEV1060  Wines 4.0
This course provides the basic knowledge of the history, preparation and elaboration of wines. It included the identification of the regions in the world greater wine production. The wine tasting for the sensory evaluation is show and the relation between the wine and food that accompanies it.

BIO121  Anatomy and Physiology 4.5
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations.

BKP1003  Introduction to Baking 4.0
During this course the students will learn the basic principles of bread production. Included are subjects like occupational terminology, identification of ingredients, products, equipment, the elaboration process, and the final production of breads. Emphasis is placed on the application of safety measures and hygiene during the production process.

BKP1007  Advanced Baking, Pasteles, and Panes 4.0
During this course the students acquire the necessary skills to prepare different-sized and textured breads. They will prepare French, Sweet, Cannoli, and other breads with different molds. In addition they will prepare whole wheat, bread, pizzas, calzones, and different ring- shapes buns.
Pre-requisite: BKP1003
BKP1020  Pastry Lab  4.0
In this course the students will acquire skills to become fully qualified to be able to prepare all types of whip creams to use them as toppings for cakes, pies, and custards, French, German and Italian tarts, among others, served in hotels, restaurants, and bake shops. Besides creating pastry products, they will learn to assemble and decorate them with a variety of frostings and icings like: Marzipan, Butter Cream, Ganache, Fondant and Meringues. The will prepare also fillings like Pastry Cream, Bavarian, Cream, Mousse and Glace from different fruits and custards as part of the assembly of the products.
Pre-requisite: BKP1007

BKP1030  Cake and Tart Decoration  4.0
In this course the students will create different decorations of cakes in materials as sugar or chocolate, as the cream of butter, laminate paste and pastille. The student will work with the assembly of a traditional cake of a level and from there will continue with Multi-levels cakes and with different techniques of sheeting. The student will complete the requirements of this class with the elaboration of a cake of anniversaries or wedding that will unite the different techniques learned.

BKP1040  Chocolate and Candy Making  4.0
In this course the student will utilize various methods to prepare chocolate. The student will work elaborating different candies in chocolate and sugar as the main ingredient and will know the techniques of concocting these comfitures. The students will create sculptures and centerpieces in chocolate and sugar, using pastille, paste laminate, covert and the method of “pulled sugar”.

BUS107  Fundamentals of E-Business  6.0
This course focuses on four areas of E-Business. The first is E-Business Fundamentals - which covers emerging e-business models, IT fundamentals, business information systems, and internet security, payment systems and legal issues. The second is customer perspective on E-Business – which encompasses the emerging areas of customer relationship management, marketing and branding. The third is operational perspective on E-Business – which covers the areas of supply chain management, net markets, alliances and outsourcing. Lastly is the Organizational Perspective on E-Business – which explores the areas of knowledge management and organizational change.

BUS302  Principles of Management  4.5
This course introduces the student to the job of management in organizations. An understanding of the roles and tasks of all levels of management in the functions of organizational planning, controlling, staffing, leading and controlling is developed.
Pre-requisite: BAD100

BUS309  Business Ethics  6.0
In this course, we’ll investigate some of the ethical issues facing businesses including acceptable risk, intellectual property, and worker’s rights, whistle-blowing, outsourcing, and ethical issues in marketing. We will explore the question, “How can I be a good person and a good businessperson?” as well as the dark side of business ethics made famous by Gordon Gecko in Wall Street when he proclaimed that “Greed is good.” We will take on this task using philosophical methods. Far from being abstract and useless tools, philosophical methods are powerful, practical skills that–if you let them–can decrease the learning curve and sharpen your focus in physics, business, and any other pursuit to which you dedicate yourself.
BUS320 Leadership and Organizational Behavior 6.0
This course focuses on practical application of current research and concepts in human behavior in order to understand and analyze organizations. Interpersonal processes, problem-solving, and managerial decision-making are considered through examination of the roles of power, politics, ethics, and conflict in organizations. Topics include individual behavior, motivation and performance, interpersonal relations, small group relations, the role of leadership, and organizational culture.

BUS405 Labor Relations 6.0
A study of the set of processes Unions and Employers develop and use to achieve their goals while accommodating the needs of each other.

BUS407 Training and Development 6.0
Rapid changes in technology and job design, along with the increasing importance of learning- and knowledge-based organizations, make training and development an increasingly important topic in human resources development. In this course, the student will learn how to 1) identify training and development needs through needs assessments, 2) analyze jobs and tasks to determine training and development objectives, 3) create appropriate training objectives, 4) design effective training and development programs using different techniques or methods, 5) implement a variety of different training and development activities, and 6) evaluate training and development programs.

BUS409 Compensation Management 6.0
This course will focus on the application of compensation principles to organizational objectives. This includes strategic use of compensation systems for attracting, motivating, and retaining employees and managerial aspects of paying employees at all organizational levels. Discussions will also focus on managing employee compensation in contemporary organizations. The major objectives are: to examine the current state of compensation decision making; to examine how recent theoretical and research developments inform compensation decisions; and to offer an opportunity to develop competencies in making compensation decisions.

BUS499 Strategic Management 4.5
This course is designed to give students the opportunity to study administrative processes under conditions of uncertainty including an integrating analysis applied to all fields of business. Special emphasis is given to policy determination at the overall management level. Prerequisite: It is recommended to be the last class in its respective programs.

BUS1000 Office/Management Fundamentals 6.0
In this course the student will learn how to plan and organize an office, how to control office operations, and how to work effectively with people. Students will also learn the fundamentals of time, conflict, and stress management.

BUS2030 Business Management 6.0
This course includes an introductory discussion in the following areas: the economic setting of business, the structure of business, business financing, management, ethical and social responsibilities of business, marketing and physical distribution of goods and services. The areas discussed in this course serve as the basic foundations for more specialized courses in business.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
<td>BUS2040</td>
<td>Information Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS2050</td>
<td>Legal Environment of Business</td>
<td>6.0</td>
</tr>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1010</td>
<td>Word Processing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1030</td>
<td>Spreadsheet Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1040</td>
<td>Data Management Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1100</td>
<td>Geometric Tolerancing</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1200</td>
<td>Fundamentals of Computer Aided Drafting</td>
<td>4.5</td>
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</tbody>
</table>

This course introduces the student to the field of records management and the nature and purpose of records. Course content includes: current trends, legislation, alphabetic rules based on ARMA standards, equipment and supplies used in manual and computer filing systems, principles and procedures for retention, retrieval, and transfer of records, subject, numeric, and geographic storage and retrieval, and electronic and image records.

This course introduces legal concepts and reasoning that the student can apply in a business context. This is more than merely studying laws; this course is the study of how laws come to be and how they are applied in business. Business ethics will be discussed throughout the course. The course will benefit all students in the field of business by developing a broader base of legal language and concepts that are encountered in the everyday business world.

This course provides students a survey of computers and information processing and their roles in society. It will introduce a historical perspective of computing, hardware, software, information systems, and human resources and explores their integration and application in business and other segments of society. Students will be required to complete lab assignments using the PC’s operating system, and several commonly used applications, such as word processors, Internet browsers and search engines, spreadsheets and graphics presentations applications.

This comprehensive course teaches the most basic features as well as focuses on the more advanced tools that all students will find useful. Additionally, this course introduces new features exclusive to MS Word 2007, as well as includes detailed instructions on how to use them.

This course is designed to walk students through MS Excel 2003, showing how this popular spreadsheet program to do anything from making a list to calculating complex equations in a simple and easy-to-understand manner.

This is an introductory course in database and file management systems. It will help students to develop an understanding of the role of data modeling, file management and database systems in information systems.

This course will give students an introduction to geometric dimensioning and tolerancing as it is used in the Mechanical Drafting community and its implementation using AutoCAD. Lab included.

This course introduces the basic operation of the microcomputer, use of a microcomputer-based CAD program, layers, units, limits, line techniques, and geometric construction. Additional topics included are dimensioning, multi-view projection, sectional and auxiliary views, and entity properties. Lab included.
CAP1210 Architectural Drafting and Design I 4.5
This course covers the concepts, terminology, codes and drawing types as they relate to residential home design. Included are floor plan design, foundation systems, roof types, and elevations. Lab included.
Prerequisite: CAP1200.

CAP1220 Electronic Drafting and Design 4.5
This course acquaints the student with the terminology, conventions, and drawing types encountered in the electromechanical workplace, as well as to the creation of the appropriate drawing types utilizing computer-aided drafting. This course also surveys schematic of simple electronic circuits, component diagrams, and logic gate diagrams. Lab included.
Prerequisite: CAP1200.

CAP1230 Mechanical Drafting and Design 4.5
This course is an introduction to the principles of mechanical drafting and manufacturing processes. Topics include dimensioning, tolerancing, mating parts for high speed mechanical applications, assembly drawings, mechanical fasteners, shop practices, and mechanical drafting math will be covered and applied to assigned lab projects. Lab included.
Prerequisite: CAP1200.

CAP1240 Civil Drafting and Design 4.5
This course introduces the student to the conventions, terminology, practices, drawing types and scales associated with civil drafting as well as to the creation of those drawing types utilizing computer-aided drafting. The student will also study bridges, roads, dams, water systems, and other civil structures. Lab included.
Prerequisite: CAP1200.

CAP2000 Introduction to 3-D CAD 4.5
This course covers the theory and techniques involved in producing three-dimensional-appearing drawings utilizing computer-aided drafting hardware and software. Projects, instructions, expectations and due dates will be communicated to the student when assignments are given. Lab included.
Prerequisite: CAP1200.

CAP2010 Advanced 3-D CAD 4.5
This course covers the theory and techniques involved in producing three-dimensional renderings along with creating a slide show using AutoCAD software. Lab included.
Prerequisite: CAP2000.

CAP2020 Operating Systems Troubleshooting 4.5
This course covers several operating systems including MS-DOS, Windows 95/98, Windows NT/2000, UNIX and others. The students will examine theoretical concepts common to all operating systems. The student will also be instructed in problem solving and troubleshooting techniques used in each operating system. Lab included.

CAP2060 Business Presentation Applications 4.5
This course familiarizes the student with the concepts associated with the design and production of visual graphic representations utilizing presentation and graphic software packages in a PC environment. Lab included.
Prerequisite: CAP1000.
CAP2080 Architectural Drafting and Design II 4.5
This course is a continuation of Architectural Drafting and Design I and covers the concepts, terminology, codes, financials, disaster planning, construction materials and loading calculations. The creation of electrical, plumbing and HVAC drawing types will be included in the drawing package. Lab Included.
Prerequisite: CAP1210.

CERT200 Preparing for A+ Certification 4.5
This course helps the student learn, prepare, and practice for CompTIA A+ certification examinations by reviewing objectives and exam content. Lab included.

CERT1700 Practical Project Management 4.5
In this course you will learn how to successfully manage projects with the most relevant project management practical principles. You will gain project management skills through case studies, hands on exercises and practical experiences that can immediately be applied to your job.

CERT1800 Project Management Planning 4.5
This course is in introduction of project characteristics, planning and scheduling networks, time estimation, determination of critical path, event slacks & floats, PERT model, expected time for activities, expected length of critical path, calculating the project length and variance, cost accounting systems, lowest cost schedule, crashing of networks, linear programming formulation of event oriented networks, updating of networks, and LOB techniques.
Prerequisite: CERT1700

CIS105 Introduction to Information Systems 4.5
This course will introduce the topic of information systems (IS) and discuss how organizations use information systems to support for a variety of tasks ranging from basic day to day activities to creating competitive advantage in the market place. Following an overview of basic IS hardware and software, we will discuss topics such as business process reengineering, collaborative computing, electronic commerce, the impacts of IS upon organizations and society, ethical use of information systems, types of information systems, and how to analyze and design information systems. This broad topic coverage within information systems will provide you with the necessary foundation to understand the ever increasing relationship between information systems, organizations, and society in general.

CIS110 Computer Programming Design 4.5
This course is devoted to the process of design and evaluation of interactive systems, this part will combine teaching fundamental knowledge with teaching some applied skills that will help you in a variety of different careers - from software developer to usability engineer. A smaller part of the course will present a concise overview of human-computer interfaces. The goal of this part is to make you aware about a range of interfaces that can be a target of your design efforts right now and to prepare you to face the new generation of interfaces. The course also provides a brief overview of human information processing issues in the context of interactive system design and a small practical section on developing several kinds of interfaces with Java programming language.
CIS111 Introduction to Database Management  4.5
This course presents an introduction to the design, construction, and implementation of databases in organizations. This course will cover conceptual and logical database design and will focus on the dominant database logical model (relational database model). In addition, we will examine some current hot issues such as Web based databases, data warehouses, data marts and data mining.

CIS112 Database Management Advanced  6.0
In this course, we will discuss various aspects of ASP.NET (a web programming technology), which allows developers to create dynamic web pages, whose content is dynamically generated whenever the page is requested. Based on the problem statement that will be given, students will design and develop web-enabled database application using SQL Server database and ASP.NET.

CIS155 Operating Systems  4.5
This course focuses on the operating system fundamentals, including history, process and thread management, concurrency with semaphores and monitors, deadlocks, storage management, file systems, and I/O.

CIS200 C# Programming  4.5
As the computer systems evolve, there is always need of higher level languages to program for multimedia programming and for graphical user interfaces. C# is a popular object oriented language in workplaces originally promoted by Microsoft for the development of multimedia software and graphical user interface (GUI). C# also provides a natural programming environment for programming in ‘.net’ – a platform independent intermediate programming environment for networked Microsoft Windows based systems.

CIS242 C++ Programming  6.0
This course focuses initially on software engineering principles in programming, data abstraction and object oriented concepts, and understanding the purpose and intended application of language features. The course progresses to using Extended Markup Language (XML) for true distributed, language-agnostic integration and leveraging the speed and flexibility of C++ as the workhorse for this environment. Students will create applications that parse XML and extract useful information, as well as create XML. Applications will communicate via XML and be capable of being run by, and interacting with, a web server.
Prerequisite: CIS110

CIS276 SQL Programming  4.5
This course is an introduction to Structured Query Language (SQL) for the Oracle environment. Students will learn how to manipulate data objects (create, store, retrieve, and modify data) and how to write script files using the SQL*Plus environment.

CIS307 Web Page Development  4.5
This course covers the Internet and introduces the design and creation of web pages. Other topics covered include design considerations such as load efficiency, appearance, linkage and overall cohesiveness.

CIS324 Computer Ethics  4.5
This class addresses basic cyberspace legal issues and policy problems. Specific problems in applying law to cyberspace in areas such as intellectual, property, privacy, computer crime and the bounds of jurisdiction are explored.
CIS326  Object Oriented Programming  4.5
This course is an introduction to Structured Query Language (SQL) for the Oracle environment. Students will learn how to manipulate data objects (create, store, retrieve, and modify data) and how to write script files using the SQL*Plus environment.
Prerequisite: CIS110

CIS328  Object Oriented Programming II  4.5
Object-Oriented Programming II is a second programming course for Computer Science majors with a focus on object-oriented programming. The goal of the course is to develop skills such as program design and testing as well as the implementation of programs using a graphical IDE. All programming will be done in Java.

CIS331  Computer System Modeling  4.5
This course is about system-level design of embedded systems comprised of both hardware and software. Students will investigate topics ranging from system modeling to hardware-software implementation. They will also explore analysis and optimization processes in support of algorithmic and architectural design decisions. Students will gain design experience with case studies using contemporary high-level methods and tools.

CIS340  Web Design  4.5
This course introduces students to the basics of web design. Students will learn elementary coding using HTML and Cascading Style Sheets, as well as the use of a ‘WYSIWYG’ web layout application (such as Adobe Dreamweaver). Concepts such as effective design, usability, organization of content, and web publishing will also be discussed.

CIS406  JAVA Programming I  6.0
This course introduces the student to Internet Programming. Covers control structures, methods, arrays, object-based programming, and strings. Some topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUI interfaces, internationalization, and web programming (including database use, networking, security, servlets, Java Server Pages, JavaBeans, and Remote Method Invocation). Prerequisite: CIS110

CIS440  Advanced Web Design  4.5
Building on CIS 440 (Web Design I), this course delves deeper into web-related concepts and techniques. Topics include advanced CSS, an introduction to other methods of scripting (such as Javascript), the use of forms, and how to embed media (audio, video). In addition, students will learn what it takes to ‘go live’ with a site: domains, hosts, and File Transfer Protocol will all be discussed.

CIS493  Creating Web Databases  4.5
This course is designed for applications programmers and database developers to create interactive Web sites to store and retrieve data. Topics include object-oriented application development, relational table creation and maintenance, data cleansing and validation, data manipulation, forms and reports, queries, stored procedures, optimization, and security. Hands-on training include design and development of dynamic Web pages using PHP and SQL.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS499</td>
<td>Java Programming II</td>
<td>6.0</td>
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<tr>
<td></td>
<td>This course is a continuation of CIS 406 (Java Programming I). The focus is on the development of client-server applications and advanced GUI. Topics include Java features (such as enums, autoboxing, and generic types), multithreading, collections, files, advanced multimedia and GUIs, internationalization, and web programming (including database use, networking, security, servlets, Java Server Pages, JavaBeans, and Remote Method Invocation). Pre-requisite: CIS406</td>
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<tr>
<td>CJT100</td>
<td>Introduction to Criminal Justice</td>
<td>5.0</td>
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<td>This course is to study the purpose, function and history of the agencies that make up the criminal justice system. A survey of criminal law, criminal procedures, law enforcement agencies, the criminal courts, and corrections (both institution and community based) will also be conducted in an effort to better understand the dynamics of the justice system.</td>
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<tr>
<td>CJT105</td>
<td>Criminal Law</td>
<td>6.0</td>
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<td>This course is a generic study of criminal law in the United States, and does not cover any specific federal or state law. Topics include principles of criminal law, principles of criminal liability, complicity, inchoate crimes, defenses, justifications, excuses, crimes against persons, crimes against property, and crimes against public order.</td>
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<tr>
<td>CJT110</td>
<td>Criminal Procedure</td>
<td>6.0</td>
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<td>This course is an in-depth analysis of criminal evidence rules in the United States. Topics include trial procedures, examination of witnesses, real/physical evidence, circumstantial evidence, hearsay evidence and exceptions, privileged communications, declarations against interests, and judicial notice. Prerequisite: CJT105</td>
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<tr>
<td>CJT120</td>
<td>Law Enforcement Report Writing</td>
<td>6.0</td>
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<td></td>
<td>This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports.</td>
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<tr>
<td>CJT130</td>
<td>Introduction to Policing</td>
<td>3.0</td>
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<td>This course addresses the leadership requirements of character and perspective for a police officer. The history of policing in America and exposure to the police subculture are reviewed. The administrative, legal and ethical underpinnings of law enforcement are covered. The challenges for today’s police force including: urban riots, the explosion of street crime, the heroin and crack epidemics, strained relations with minority groups, a frequently unhelpful “war on crime” policy debate and terrorism are explored.</td>
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<tr>
<td>CJT135</td>
<td>Basic Crime Scene Investigations Techniques</td>
<td>2.0</td>
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<td>This course is an in-depth examination of one of the three cornerstones of traditional policing, criminal investigation. Topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations. Pre-requisite: CJT100</td>
<td></td>
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</tbody>
</table>
CJT136 Crime Scene Investigation 4.5
This course is an in-depth examination of one of the three cornerstones of traditional policing, criminal investigation. Topics include physical evidence, information sources, interviews and interrogations, eyewitness identifications, crime scene reconstruction, homicide investigations, burglaries, robberies, sex crime investigations, specialized investigations, and managing criminal investigations.
Pre-requisite: CJT100

CJT140 Forensic Science 4.5
This course presents practical information to move the domain of the abstract into the real world of criminal investigation. The latest technologies available to crime laboratory personnel are revealed. Basic concepts of Internet use and the exploration of Web sites are related to the field. The procedures for the accurate collection of crime scene evidence are reviewed. The nature of physical evidence is defined.
Pre-requisites: CJT100 and CJT136

CJT145 Criminology 5.0
This course covers the causes and patterns of criminal and deviant behavior, as well as possible applications of theory for treatment and prevention.
Pre-requisites: CJT100

CJT150 Introduction to Corrections 5.0
This course covers trends and developments in all elements of a modern correctional system for the treatment of juvenile and adult offenders.
Pre-requisite: CJT100

CJT155 Juvenile Justice 5.0
The course is designed to provide a study of juvenile delinquency and control. The course involves an in-depth study of the organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile care disposition and juvenile statutes and court procedures.
Pre-requisite: CJT100.

CJT160 Criminal Justice Administration 5.0
This course covers the administration of justice framed in those issues in the context of police, courts and corrections. Approaches courts use to manage their dockets and trials are reviewed. Challenges of the corrections segment of the system are analyzed. The impact of technology to bridge the segments of the system is explored. The challenges of the current and future criminal justice system are described and forecast.
Pre-requisite: CJT100.

CJT200 Terrorism 3.0
This course defines and reviews the history of terrorism from around the world. The aspects of counterterrorism approaches developed in various countries are explored. The future challenges presented by terrorism are identified and examined.
CJT205 Aviation Security 3.0
This course reviews the recent terrorist attacks against the people of the U.S. The material includes incidents that involve the use of violence to achieve political ends. Procedures, equipment and planning for adequate airport and aircraft security in the twenty first century are analyzed. The new TSA regulations, corresponding clarifications, and historical perspectives are covered. The course analyzes the current status of aviation law pertaining to terrorism, air rage, search and seizure and impending changes. Background information on terrorist groups and efforts to combat them are supplemented by references to corresponding terrorist police and military units and weapons.

CJT215 Probation and Parole 5.0
This course presents an introduction and overview of the probation and parole system in the United States. The description of the system and the effective means of tracking former prisoners are explored. Topics include entries and exits and each system, effective means of tracking, helping former prisoners, acclimate successfully to society. The structure of parole systems and probation are reviewed.

CJT220 Security Officer Leadership 6.0
This course provides instruction in Security Leadership and Management. Students will also focus on the legal authority for a security officer and the security code of ethics. They will also learn fire and accident prevention, as well as public relations. Written and verbal communication skills are emphasized.

CJT250 Homeland Security 4.5
This is an introductory course in Homeland Security emphasizing the demands and needs of government and international agencies related to safety issues, terrorism, and laws related to homeland security. The course prepares individuals to pursue a career in Homeland Security and related agencies.
Prerequisite: CJT100.

CJT300 Victimology 4.5
This course provides an introductory examination of criminal victimization in the United States via an overview of current theory, research, and trends within the context of specific victimization types. We will examine specific crimes types, the impact of crime on victims and society, the role of victims within the criminal justice system, specific remedies, and victim rights and services. We will engage in many of these topics within a context of current events and local models of crime victim services.
Prerequisite: CJT155.

CJT325 Licit and Illicit Drugs 4.5
This course introduces the sociology of drugs and examines social definitions of licit and illicit drugs, conditions of their use, and socialization into drug use. Students consider deviant drug use and the effects of social control on definitions and use of drugs. The course applies the relevant sociological theories of deviance and social control.

CJT440 Laws of Evidence 4.5
This course provides a thorough examination of the laws of evidence for criminal justice professionals. Topics include circumstantial and opinion evidence, hearsay, character evidence, relevancy and materiality, privileged communications, expert witness testimony, objections to and exclusion of evidence, and chain of custody.
Pre-requisite: CJT105
COC1010    Introduction to Web Design    4.5
This course introduces the student to the basics of designing web pages using HyperText Markup Language (HTML). It explores the essential elements involved in good web page design including content, navigation and incorporation of graphics. Focus is placed on what constitutes a pleasing and aesthetically-designed web site balanced between marketing and download constraints. Lab included.

COC1030    Web Programming I    4.5
The course will focus on the design and development of web based applications using a number of currently popular tools and strategies; also to be explored is the use of databases as data repositories for web applications. Topics to be examined include: HTTP, CGI, PHP, Java Servlets, Java Server Pages, Enterprise Java Beans, XML, database connectivity, scalability, security and other bleeding edge web technologies.

COC2040    Web Programming II    4.5
This course is a continuation of Web Programming I. Students are taken further into Web-based programming and will explore more advanced languages and applications. Lab included.
Prerequisite: COC1030.

COC2050    Implementing and Maintaining Web Sites    4.5
This course covers what the student will need to know in order to implement and maintain web sites. It describes the operation and functionality of a web server, the Internet, and how web pages are implemented on the Internet after design and creation. Lab included.
Prerequisite: WGD1000.

COC2060    Electronic Publishing    4.5
This course will introduce the student to building a large web project. Students will use a mixture of many media types including text, graphics, animation, and audio, with special emphasis on tying it all together in a coherent way using a web site builder. Lab included.
Pre-requisite: WGD1000.

COM1000    Communication Fundamentals    6.0
This course provides an introduction to the essentials of the spoken message as it relates to the sender and the receiver, the design of the message, and the environment in which the message is delivered. Students gain experience in preparing and delivering both formal and informal talks. The student will be introduced to the fundamentals of communications necessary to achieve success in various social and professional situations. This course can be used as partial fulfillment of the general education requirement.

COS1000    The Profession, Florida Law and Ethics    1.0
This course features the historical background of cosmetology and its evolution process. The dress code, makeup, behavior and attitudes of the future professional are fully discussed. Different specialization and possible job opportunities for future graduates are included in this module. Florida Law and ethical case studies will also be topics.
COS1001  Hygiene and Sterilization, including HIV  2.0
This course introduces the study of bacteriology and infection control procedures necessary for the safe practice of Esthetician. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and first aid. Students will receive four (4) hours of HIV/AIDS awareness training. Upon completion, students would be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards. Students will receive four (4) hours of HIV/AIDS awareness training.

COS1004  Manicure and Pedicure  4.0
This course acquaints the student with the arm and legs muscular-skeletal system, so that he/she can perform the correct massages and attain efficient manicures and pedicures. Adequate instruments, safety measures, and timing are emphasized.

COS1005  Hair Removal (Epilation)/Electricity  2.0
In this laboratory the student will learn the basics of hair growth and will practice the different techniques to remove face and body hair, temporarily or permanent. After a revise of the procedures to deal with the client to make them comfortable and posted of the whole details of the process before, during and after body or face hair removal, the students of the course will start working with face and body hair’s removal, using the following procedures: shaving, chemical depilation, soft and hard waxing, tweezing, and sugaring. Regarding permanent body and face hair removal. The students will practice different methods like: electrolysis, galvanic electricity, thermolysis, blending, laser, photo-depilation or pulse light, waxing and others procedures.

COS1007  Face Make Up- Lab  4.0
Course featuring different face makeup techniques applied according to the occasion, individual face characteristics, and skin conditions. The adequate products, instruments, and equipment for artificial eyelashes, and eyebrows arching are also practiced.
Pre-requisite: COS1300

COS1012  Hair’s Chemical Process  4.0
This course displays the step-to-step chemical process when handling perms, hair relaxation, “reverses”, and hair straightening, for different types of hairs with the purpose of achieving a transformation of the client.

COS1030  Haircutting I  4.0
Course aimed to the haircut development according to individual’s characteristics. Among other techniques, the student will practice elevation and its variable, sectioning, angles, etc., using the proper instruments and equipment.

COS1050  Hair Coloring Techniques  4.0
The student will learn the hair coloring theory and mixture procedures to attain changes and special effects in the hair.

COS1100  Hair Care Principles and Its Disorders  6.0
In this course, students will study the hair composition, including its structure, growth, distribution, color, and development. Hair loss and other scalp conditions and treatments are topics discussed. The student will obtain practical experience on scalp treatment application, according to individual conditions.
COS1105 Hair Blow-drying Techniques 4.0
The course also covers manual blow-dry style’s techniques, hair’s brushing, irons, in order to create special effects with the use of a hair blower.

COS1110 Hair Styling Techniques 4.0
The course is aimed to learn different basic hair styling techniques according to hairstyle requirements.

COS1130 Haircutting II 4.0
This course is aimed to the development of manipulative skills to perform the 90-degree haircut, razor haircut, different thinning, and other variables, according to individual’s facial characteristics.
Pre-requisite: COS1030

COS1200 Chemistry and Electricity 6.0
The course provides the theoretical concepts related to presence of chemicals and electricity in the hair, beauty products and equipment. The focus is in the correct using the adequate materials and products. Among the topics to be covered are: a description of safe working area, the proper client’s preparation for the procedure, and the performance of the techniques of the use of products and equipment.

COS1201 Waves / Curls / Other Styles 4.0
This course provides the information relative to Wigs and Hair additions. The focus is on using the adequate materials and products that benefits the client. The students will learn and practice designing, ordering and applying wigs and hairpieces. Students will learn and practice cleaning, cutting, coloring and styling human hair, synthetics wigs, hair additions and hair extensions.

COS1230 Haircutting III 4.0
This course will continue the practice of Haircutting II, as well as adding children’s styles to the course.
Pre-requisite: COS1130

COS1300 Skin and Face Care Principles (Esthetics) 6.0
This course features the skin composition, its care, medical conditions and treatment, and products recommended for the healing process. The course is devoted to the learning of face’s skin condition and esthetic manipulations, and its psychological effects. Also enclosed are: performance techniques, adequate products, materials, and equipment for the unwanted hair removal.

COS1305 Principles of Esthetics 2.0
Basic skin care and hygiene, introductory facial massage, and skin analysis and treatment methods are discussed.

COS1400 Facial Care I – Lab 3.0
In this first laboratory of facial care the students will learn and practice the basic facial procedures. The course included: demonstrations and practical exercises of basic facial preparation, step-by-step technical facial care, home skin care services, and other entry level skills needed for repeat business and financial success.
Pre-requisite: COS1030
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COS1500</td>
<td>Nail Disorders and Related Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>COS2001</td>
<td>Skin Analysis, Disorders and Treatments</td>
<td>6.0</td>
</tr>
<tr>
<td>COS2006</td>
<td>Occupational Seminar / Board Exam Review</td>
<td>2.0</td>
</tr>
<tr>
<td>COS2008</td>
<td>Entrepreneurship</td>
<td>4.0</td>
</tr>
<tr>
<td>COS2010</td>
<td>Professional Make-Up I</td>
<td>2.0</td>
</tr>
<tr>
<td>COS2011</td>
<td>Wigs and Hairpieces</td>
<td>4.0</td>
</tr>
<tr>
<td>COS2015</td>
<td>Professional Make-Up II</td>
<td>4.0</td>
</tr>
<tr>
<td>COS2090</td>
<td>Salon Design and Management</td>
<td>6.0</td>
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</tbody>
</table>

Nail Disorders and diseases and their treatments are discussed and practiced.

In this course the students learn the structure and functions of the Integumentary System. Topics of study include proper techniques for skin care along with product knowledge are taught; safety, sanitation, skin analysis, diseases, disorders, facial machines, and principles of facial massage.

This course is intended to develop the personality traits of the students, so that they can deal adequately with future responsibilities. In addition, the job market, opportunities in the field, job search, and retention strategies, moral values, and ethics, legal regulations, and the certification test are subjects discussed.

In this course the student will study all aspects of salon or any business related operations including: physical plan, furnishings and supplies, systems, personnel and the overall function in the beauty business community. The main focus of this course is to teach the student the concepts, skills and operations necessary to supervise and manage a skin care center or related business as aesthetic supply stores, cosmetic sales, etc. Emphasis will be placed on the daily operations, record keeping, inventory control and personnel supervision.

Course featuring different face makeup techniques applied according to the occasion, individual face characteristics, and skin conditions. The adequate products, instruments, and equipment for artificial eyelashes, and eyebrows arching are also practiced.

The course will help students to designing, ordering and applying wigs and hairpieces. Students will learn and practice cleaning, cutting, coloring and styling human and synthetic wigs and/or hairpieces. Topics included, tools, equipment’s, type of ornamentation, safety and sanitation procedures.

Advanced makeup courses are offered, taking you from facial anatomy and shapes, color theory, corrective techniques, day and evening makeup applications, to photo, video, film, print, bridal, and theater. IBC uses all the latest International techniques, product and equipment, to re-train, and or expand the knowledge of the students already in the Make-up Industry. Pre-requisite: COS2010

The course covers two fundamental aspects. The first part is devoted to the development of strategies for job search; while the second part covers the most known aspect of managing and marketing a beauty salon.
COS3000 Style and Image Consultant 6.0
Instruction in the techniques used to analyze the fashion image of individual clients. This course emphasizes personal coloring, seasonal color harmonies, appropriate fabric textures, body proportion, silhouette, figure, facial/hair analysis, and wardrobe coordination. This course also covers skills, knowledge, and job qualifications of fashion image consultant.

COS3002 Advanced Techniques in Hair Care and Blow-drying 4.0
This course provides advanced concepts in the theory and skills training of hair care, shampooing, rising, conditioning, hair drying and styling. Topics include: selecting and using the correct equipment, tools, hair products, hair massage and safety precaution.

COS3005 International Hairstyling and Design 4.0
This course provides advanced skills to understand the theories, principles and new techniques of international hairstyling and design. Every year the course contents will be revised and modified, according to trends and latest fashion of the region selected.
Pre-requisite: COS3002 and COS3101

COS3006 Chemical Hair Process (Advanced) 4.0
In this course students will refine the skills to understand theories and practice of chemical hair process. This class focuses on the chemical reformation of hair and the chemistry of the products used to relax and different type of perms. Topics include terminology, products, tools, application, and workplace competencies related to chemical hair process. Special attention is given to the safe use of the products used in chemical hair services.

COS3007 Advanced Hair Coloring- Lab 4.0
This advance course is designed to give the student more detailed information on hair-coloring. Offers a review of tinting procedures, related theory, more advanced procedures, practice, and safety. Students will learn techniques for tinting procedures, bleaching, frosting, special effects and corrective hair coloring.

COS3008 Entrepreneurship Development (In the Beauty Industry) 6.0
In this course the student will study all aspects of salon and related business operations including: physical plan, furnishings and supplies, systems, personnel and the overall function in the beauty business community.

COS3010 Professional Make-Up 4.0
In this advanced makeup course the student learns facial anatomy and shapes, color theory, corrective techniques, day and evening makeup applications, photo, video, film, print, bridal, and theater makeup application. Students will receive four (4) hours of HIV/AIDS awareness training. Students will use all the latest products and equipment to expand their knowledge of the Make-up Industry

COS3020 Elaborate Hairstyles I (Long Hair Design) 4.0
The focus of this advanced course is to extend and refine the student’s skills and understanding of the theories, principles and new techniques of long hair design. The student will learn to compose hair designs using the Pivot Point philosophy that hair design is the art of composing lines, bun, directions and textures.
COS3021  Elaborate Hairstyles II (Short and Medium Length Hair)  4.0
This is the second advanced course in elaborate hairstyling. This course emphasizes the new techniques and styles in short and medium length hair. Students will continue to learn and practice cleaning methods, styling techniques, selecting and using the correct equipment, tools and hair products for short and medium hairstyles.
Pre-requisite: COS3101

COS3101  Advanced Techniques of Haircutting I  4.0
The advanced haircutting class is designed to introduce new methods and continually changing techniques in style-cutting in long and medium hair. There will be an emphasis on scissors, clipper-cutting, razor-cutting, and other equipment.

COS3102  Advanced Techniques of Haircutting II  4.0
This course is a continuation of Haircutting I (COS 3101). Students will learn more advanced salon techniques for the latest trends of haircutting in short hair. Topics included: using a combination of haircutting implements (thinning shears, razor, and electric clippers) to produce various styles of haircuts and following safe and sanitary practices.
Pre-requisite: COS3101

CUL1000  Cuisine and Culture  6.0
This class provides the students with the understanding of the role that the chef plays in the community, and his/her job responsibilities. It includes the different occupational classifications and the tasks to be performed in each one of them, as well as the equipment to be used in the operation of a kitchen.

CUL1001  Sanitation and ServSafe Certification  6.0
The student will learn the basic principles of nutrition with the purpose of using them in the preparation of foods. The safety principles to be followed in the work environment and the human, corporative, and legal implications of accidents are emphasized.

CUL1003  Baking / Pastry- Lab  4.0
In this course the student covers the techniques to prepare classic bakeries and pastries used in hotels and restaurants. Among other, the student prepares French pastries, “marzipan”, “nougatines”, “pastillage”, “Pulled Sugar”, ice cream, cake, etc.
Pre-requisite: CUL1005

CUL1005  Basic Culinary Techniques  4.0
This course involves the student in a constant exercise of handling techniques that enable the use of tools and equipment in order to perform the work required. It also covers the pre-preparation and preparation of vegetables caring for the preservation of their color and nutrient values. The combination of starches as color, flavor and stability agents and the factor affecting its preparation is also performed. The student works on mother sauces, stocks, and other compounds.
Pre-requisite: CUL1000 and CUL1001

CUL1007  Meat, Fish and Poultry Fabrication  4.0
Learning and practice meat cuts used in menus according to the National Meat Buyer Guide (primal and portions), sanitation, grades of each cut, safety, storage (temperatures and methods) proofs and portion control and cost involved in each cut are among the themes featured in this class.
Pre-requisite: CUL1005
CUL1009 Garde Manger 4.0
This course includes the preparation of nutritive breakfasts, including the four basic groups of food that ensure the acquisition of energy and prevent irritability among the customers. The class includes the design, preparation, organization and service of a cycle buffet. The student practices the ice-carving and butter sculpture decorations.
Pre-requisite: CUL1000

CUL1030 Facility and Menu Planning 6.0
This class is focus on the relation among planning, designing, adaptation to the facilities, purchasing, producing, and serving the most used menus of hotels, restaurants, and institutions.

CUL1040 Restaurant Service- Lab 4.0
This course is focused on the restaurant service, featuring the set-up of all meals and functions involving food and beverages to break down and to clean up after the service. Table set-ups, writing, placing, and bussing orders from guests, methods of carving, serving meals, and cleaning tables, maintenance and sanitation, are among the subject discussed. Pre-requisite: CUL1005

CUL1050 Celebrity Chef Entrepreneur 6.0
This course is designed to provide information brought up to date, training and technical advising in all the aspects of development, assembly and management of a small business establishment, including a bakery and pastry shop. It is studied all the regulations and documents required of incorporation of small business. Besides it is prepared the student in the areas related to the administration of business such as: study of viability, development of the business plan, financing, management, production, organization, supervision and administration. Pre-requisite: All Except EXT2002

CUL1075 International Cuisine 4.0
This course includes an opportunity to explore modern and historic interpretations of classical cooking and eating practices associated with cultures around the world. Topics include similarities between food production systems used in the United States and other regions of the world. Students will engage in lecture, demonstration and preparation of international dishes from around the world.

EAP1101 Basic English Grammar I Non-Credit
This course is designed to give students command of the fundamental structure of English Language. The course provides students with practice on the four language skills (i.e. listening, speaking, reading, and writing) while placing emphasis on grammatical structures.
Prerequisite: CASAS Examination with a score of 180-199.

EAP1102 Basic English Grammar II Non-Credit
Second part of the course designed to provide students further understanding of the fundamental structure of the English language. The course provides students with practice on the four language skills (i.e. listening, speaking, reading, and writing) while placing emphasis on grammatical structures.
Prerequisite: EAP1101
EAP1301  Reading and Writing  6.0
This course is designed for students to further develop their reading comprehension skills and vocabulary. This course also provides practice on the writing process, allowing students to exercise their reading and writing skills.
Prerequisite: CASAS Examination score of 200 or higher.

EAP1302  Listening and Speaking  6.0
This course is designed to further develop the listening and speaking skills of students. Students will also practice pronunciation to improve stress and intonation patterns. Prerequisite: CASAS Examination score of 200 or higher.

EAP1103  Intermediate English Grammar I  6.0
This course is designed to provide a practical foundation on English grammar, with emphasis on the four language skills: reading, writing, listening, and speaking. Students will also acquire vocabulary and practice pronunciation, which will allow them to transfer skills to successfully complete their program’s courses.
Prerequisite: EAP1102 or CASAS Examination score of 200 or more.

EAP1104  Intermediate English Grammar II  6.0
This course is the second part of Intermediate English Grammar I, students continue practicing English Grammar, with emphasis on the four language skills: reading, writing, listening and speaking. Students will also acquire vocabulary and practice pronunciation which will allow them to transfer skills to successfully complete their program’s courses.
Prerequisite: EAP1103

ECO2000  Economics  6.0
This course is designed to acquaint the student with the fundamentals of economics and the analysis of the economic issues facing society and the individual in today’s world. This course can be used as partial fulfillment of the general education requirement.

ECO202  Microeconomics  4.5
This course is designed to present a logical and coherent framework in which to organize observed economic phenomena. Several economic “models” are developed and analyzed in order to help explain and predict a wide variety of economic (and sometimes, seemingly non-economic) phenomena. Microeconomic theory is based on the notion that individuals (and firms) have well defined objectives (e.g., maximizing utility or profits) and behave systematically according to the incentives and constraints of their economic environment. It is this framework which allows the economist to gain a fundamental understanding of the human puzzle in an economic setting.

EEL1100  A+ Hardware  4.5
This course surveys computer hardware in an IBM clone personal computer. It also discusses various types of microprocessor systems available. Lab included.

EEL1110  A+ Software  4.5
This course provides the student with an in-depth explanation of the common computer configurations. In addition, the student will be introduced to diagnostic software and troubleshooting techniques. Lab included. Prerequisite: EEL1100.

EEL2080  TCP/IP Configuration  6.0
A course designed to provide students with the knowledge and skills required to install, configure, use, support and troubleshoot the TCP/IP suite on the Microsoft Windows 2000 operating system.
This course covers the components used to segment a LAN including bridges, switches, and routers. This will also include an understanding of the IPX/SPX, access control list, routing protocols, LAN and WAN design, switching and VLAN, PPP, ISDN, and Frame Relay. Lab included.

Prerequisite: EEL2080.

The goal of this course is to provide students with an introduction to wireless networking technologies and design. The student will receive training in wireless technology standards, governing bodies, hardware, security, troubleshooting, and site survey methodology. Lab Included.

Prerequisite: EEL2150.

This course addresses system security issues in wireless systems, including satellite, terrestrial microwave, military tactical communications, public safety, cellular and wireless LAN networks. Security topics include confidentiality/privacy, integrity, availability, and control of fraudulent usage of networks. Issues addressed include jamming, interception and means to avoid them.

Prerequisite: EEL2150.

This course is designed to help students improve their reading comprehension and vocabulary. The course will help to improve students’ reading proficiency to a level which would allow them to function adequately in other programs classes. Major topics include: Previewing texts, skimming, scanning, identifying main ideas and support details, building vocabulary skills through use of context clues, increasing reading speed, and using a mono-lingual dictionary.

Prerequisites / Co requisites (Entry-level competencies required for enrollment).

This course is designed to provide contextualized practice at the basic level to improve the speech intelligibility of non-native speakers of English. Focus is placed on problems of American English sound/spelling patterns, word endings, syllables, stress, rhythm and intonation common to speakers of different language backgrounds. May include individualized practice in consonant and vowel production.

Prerequisites/Co requisites (Entry-level competencies required for enrollment).

Laboratory course that helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Assesses students’ oral skills and included, as needed, practice with pronunciation, rhythm, stress, and intonation. Included are exercises, practices, small and large group activities.

Prerequisites / Co requisites: (Entry-level competencies required for enrollment).
EFL1007 English as a Foreign Language (Intermediate): Composition I 4.0
This course provides instruction and practice in the writing process, with emphasis on development of fluency and competence in structural and grammatical patterns of written English. Major topics to be included: a) Language: Word-order, grammar, vocabulary, cohesion in written sentences and paragraphs. b) Composing: Writing, revising, and editing to correction errors in expression; organizing accurate and complete writing answers to questions about the content discourse; acquiring fluency by practicing writing processes.
Prerequisites / Co requisites: (Entry-level competencies required for enrollment).

EFL1009 Reading and Vocabulary I 4.0
This course is designed to help students improve their reading comprehension and vocabulary development. Focus is placed on improving students’ reading proficiency to a level that would allow students to succeed in professional careers.
Prerequisites/Co requisites (Entry-level competencies required for enrollment).

EFL1010 English Communications Laboratory: Intermediate I 4.0
This course is designed to help students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Skills acquired in Communications Lab: Basic will be expended. The student’s oral skills will be assessed and more practice with pronunciation, rhythm, stress, and intonation is provided.
Prerequisite: EFL1005.

EFL1015 English as a Foreign Language (Int.): Composition II 4.0
This course provides further instruction and practice in the writing process, and introduces advanced language patterns. Includes practice in developing and improving writing strategies. Major topics to be included: a) Language: Review and extend knowledge of English sentence structure (including subordination), grammar, and vocabulary. B) Rhetoric: Emphasis on proper paragraph formation appropriate for varied audiences and purposes. C) Composing: invention for personal or autobiographical writing; discovering and organizing content in order to summarize and describe; building fluency.
Prerequisites: EFL1005.

EFL1020 Reading and Vocabulary II 4.0
This is the second course in reading and vocabulary that helps students improve their reading comprehension and vocabulary development. Focus is placed on improving students’ reading proficiency to a more advanced level that would allow students to succeed in professional careers.
Prerequisites: EFL1009.

EFL1025 English Communications Laboratory: Intermediate II 4.0
Third laboratory course that helps students practice and improve listening and speaking as needed for functioning successfully in academic, professional, and personal settings. Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of intermediate-level English with an emphasis on preparation for conversation fluency and confidence.
Prerequisites: EFL1010.
EFL1030 English as a Foreign Language: Advanced  4.0
This course is designed to improve students’ reading proficiency to a level that would allow the students to function adequately in his/her career. Major topics to be included: applying and synthesizing ideas, finding ways to detect organization, between facts and opinions, and other advanced comprehension strategies. Note-taking skills are also covered.
Prerequisite: EFL1025.

EFL1035 EFL: Writing Workshop  4.0
This course provides further practice in advanced writing techniques. Focus is placed on reinforcement of writing skills, including composing, organizing, revising and editing. Major topics to be included: a) Language: Practicing varied grammatical structures using standard edited English usage and syntax: developing vocabulary. B) Compose writing that maintains a focus on a unifying idea. C) Rhetoric: Developing audience awareness; evaluating cohesion and coherence.
Prerequisite: EFL1030.

EFL1040 English Communications Laboratory: Advanced  4.0
Fourth laboratory course that helps students practice and improve listening and speaking skills as needed for functioning successfully in academic, professional, and personal settings. Provides practice in the sound, stress, intonation, structural patterns, grammar, vocabulary, and idioms of advanced-level English with an emphasis on preparation for conversation fluency and confidence.
Prerequisite: EFL1030.

ELE1201 Basic Electricity (DC-AC)  5.5
This course is for technical program students needing to apply the basic concepts of electricity in order to operate instruments and equipment to carry out occupational projects. In the first portion, Direct Current Circuits (DC), the students will get acquainted the theories, parameters, and devices which are necessary to design, modify, and built direct current electric circuits. In the second portion, Alternate Current Circuits, the students will study the theories related with generators, transformers, the concept of inductance and its effect in AC circuits, alternate current sources identification, sinusoidal signals, capacitance, filters and impedance.

ELE1205 Electrical Instrumentation I- Lab  4.0
This course is designed to apply the discussed theories in course ELE1201 by means of the construction of circuits of current direct and it alternates. The suitable use of measuring instruments is emphasized and tests. It is verified by means of measurements, the theories and properties of electrical circuits of direct current. The relations will settle down between energy, the electrical charges, the voltage, current, resistance and power. In the part of application of theories and properties of the alternating circuit emphasis will occur in the use of: oscilloscope, power plants, generators of signals and others. In addition, the student will use inducers, transformers and other electrical devices.
Pre-requisite: ELE1201

ELE2053 Digital Electronics  4.0
The student is introduced to various digital subsystems (logic assemblies) and their use in digital computing and control systems, and is provided with the analytical tools necessary to perform analyses and problem diagnosis. Topics include multivibrators, flip flops, counters and shift register, systems and applications, digital subsystems using integrated circuit logic chips encoding/decoding techniques, and memory systems.
ENC1000  English Composition  6.0
This course is a structured approach to mastering the elements of basic writing. Specific topics will vary, but emphasis will be placed on expository writing, theme construction, and style. This course can be used as partial fulfillment of the general education requirement.

ENG099  English Non-Credit  Non-Credit
This course offers basic writing mechanics and grammar instruction to help students build the core skills necessary for becoming effective writers. *English as a Second Language* instruction is included throughout the course. Students develop expertise in writing for their careers by mastering exercises that address typical written workplace tasks.

ENG102  Written Communications  6.0
This course focuses on business writing and communication. Students will write various memos and business letters; students will demonstrate proper e-mail usage and will discuss and analyze e-mail ethics; students will define different business and professional audiences and will write to these audiences using the appropriate form of business communication; students will research a company that they would like to work for and will tailor their resume and cover letter to that particular company; students will work collaboratively in daily assignments and will research and write a major paper investigating and analyzing the use of crisis communication in business.
Prerequisite: ENG101 or comparable lower division English composition course.

ENG200  Professional Writing  4.5
This course is designed to be very practical. Most employers require that employees be able to write clearly and concisely in a variety of formats (memo, report, executive summary, proposal, etc.). This course will give you opportunity to practice a number of these formats and develop your writing skills. We will also cover resumes and cover letters, since those are often required to obtain employment. The goal is to help you feel comfortable with the types of writing you may be required to do in the workplace, develop your skill in writing, and to build your confidence in your ability to communicate clearly and effectively in a written format.

ENG215  Research and Writing  6.0
This course serves as an introduction to research approaches and methods useful for professional writers. The course will focus on developing ideas to guide research; collecting print and online information; interviewing, surveying, and conducting observations; and evaluating, summarizing, analyzing, and reporting research. Perhaps most important, the course will focus on developing your writing skills so that you might not only engage in but also produce quality professional research.

ENG 300  Poetry  6.0
This course will focus on the history of poetry and its lyrical evolution, sampling a variety of poets and writing styles to encourage students to critically think about form, meaning, and the “experience” a poem can leave us with, including the use of streamlined language to produce a stronger impact.

ENG 400  Creative Writing  6.0
This course will focus on the exploration of the imaginative literary genres of the short story, poetry and drama as it focuses on strengthening student mastery over the English language through creative writing samples. Techniques will include dialogue construction through playwriting and character development.
ENT1504  Building and Sustaining a Successful Enterprise 6.0
This class will focus on the challenges of building and managing an enduring, successful company or renewing the vitality of an existing organization, from the point of view of the general manager. The course will introduce models about the key jobs of the general manager, who must integrate the marketing, product development, operations, strategic planning, financial, and human dimensions of the enterprise.

ENT1624  Entrepreneurial Finance, Accounting and Law 6.0
This class will explore financial issues that face entrepreneurs, including the stages of financing, business cash flow models, and strategic positioning of the early-stage company. Examines the role of business angels, venture capital funds, institutional investors, strategic alliances, licensing agreements, and exit strategies.

ENT1685  Creativity in Business Management 6.0
This course explores the nature and role of creativity in organizations using theories and methods of creative thinking linking creativity and innovation. Topics include techniques, simulations, and case studies to develop the creative process. Students will design a toolbox with which creativity can be managed to promote innovation and enhance organizational effectiveness, along with individual creativity.

ENT1932  Entrepreneurial Marketing 6.0
This course will help students learn about best practices in Entrepreneurial Marketing. Entrepreneurs, in companies large and small, face unique challenges in successfully building competitive advantages with limited marketing resources. This course covers the analysis of marketing opportunities, identification of the target audience, and the development a marketing strategy, brand positioning and an integrated marketing plan. It reviews product and service development processes. It provides a basis for establishing pricing policies and pricing plans.

ENT2040  Managing Change 6.0
This course will provide student the knowledge of a variety of change management skills, discusses the attitudes and behaviors of successful change managers, and offers techniques for diagnosing and dealing with resistance. Managers and supervisors will learn how to create a comprehensive change management plan that begins with diagnosing the impact of change and identifying how to engage the support of others. Students will learn how to determine the key success factors for evaluating change effectiveness, monitoring change implementation, and planning and managing organizational change in a way that enhances adaptability and ensures continuous learning.

ENT3310  Entrepreneurship 6.0
This course introduces the key aspects of entrepreneurship including: the attributes of entrepreneurs, identifying and evaluating opportunities, writing a business plan and developing a business model, marketing for entrepreneurs, the elevator pitch, financing the venture, raising capital, and building a successful team. The course will be interactive in nature with lectures, group activities, and start-up problem solving scenarios, videos, and mini-presentations.

ENT3312  Intra-preneurship 4.5
In this course we will look at the subject from the eyes of the organization, the processes to support intra-preneurship and the entrepreneurial individual. We will review the role of corporate entrepreneurship in building and sustaining innovation and competitive strategies within organizations, the role of corporate culture in driving internal entrepreneurial activities and the impact of leadership styles towards successful, intra-preneurial-driven companies.
ENT4320 Entrepreneurial Revenue 4.5
This course develops financial and managerial skills that are important for students who are interested in pursuing careers in an entrepreneurial setting. Moreover, this course should be of interest to anyone who wants to deepen their understanding in different valuation methods and want to understand how financial decisions are made under uncertainty.

ENT4330 Entrepreneurial Costs and Budget 4.5
Entrepreneurial Accounting is a thorough coverage of financial and management accounting topics in an economically challenging business environment. Clear principles and procedures are used to demonstrate the complete accounting cycle in any type of organization: For-Profit or Non-Profit. General purpose financial statements are prepared and examined from a fundamental understanding of how for-profit and non-profit businesses operate in a dynamic and changing business marketplace.
Prerequisite: ENT3310

ENT4340 Entrepreneurial Capital 4.5
This is a course on the mechanics of venture capital and angel investing. We will focus on how these two classes of private equity investors (whom we will for the most part treat as one) find, evaluate and price their investments. While the course includes a brief overview of the venture capital and investment lifecycles, we will spend the majority of our time developing the knowledge and skills necessary to find and evaluate private equity deals. These processes – called sourcing, diligence and valuation – are the heart and soul of private equity investing and the core of this course.
Prerequisite: ENT3310

ENT4350 Entrepreneurial Strategy 6.0
This course is designed to help students assess new business opportunities and the associated entrepreneurial strategies - for example, making the choice between working in a corporate setting versus pursuing new entrepreneurial opportunities. The purpose of this class is to give you the tools needed to answer this question. We will draw on theory and practice to develop a set of questions that will guide your analysis of a proposed new venture and provide insight about the nature of competition in that industry.

ENT4360 Business Plan and Implementation 6.0
This course concentrates on the study of entrepreneurship, preparation of business plans, methods for evaluating new venture ideas, formulation and implementation of business strategies for new ventures, and the financing of new ventures. The course utilizes lecture, discussion, exercise, videotape, and case study as methods of learning. It integrates knowledge gained from the prior core business courses to sharpen the student’s ability to “think entrepreneurially” and form new ventures.
Prerequisites: ENT4320, ENT4330, ENT4340, ENT4350

EST1004 Hand and Foot Treatments – Lab 4.0
This course acquaints the student with the arm and legs muscular-skeletal system, so that he/she can perform the correct massages and attain efficient spa manicures and pedicures. Adequate instruments, safety measures, and timing are emphasized.

EST1020 Principles of Anatomy and Physiology 3.0
Basic anatomy of the face, hands and feet are reviewed to prepare the student for massages and treatments.
In this second laboratory of facial treatments focuses on the number of facial services that incorporate the use of machines into the treatments. To perform these services at a professional level, estheticians are expected to show dominion of the facial care procedures like: face cleansing, exfoliation, steam-relate treatments, facial massages, facial mask application, facial extraction, operation of the multifunction machines for facial linked procedures, men’s skin care, home skin care services, and other entry-level skills needed for repeated business and financial success.

Pre-requisite: COS1400

In this first course of body treatments, students will deal with therapies to correct skin changes caused by alcohol, drugs, tobacco, sunlight, air pollution, frequent gain or weight loss, aging factors, skin color, neglected and/or light, thick, or dry skins. They will have the opportunity to learn different techniques and esthetics products, instruments or equipment to deal with different body treatments to accomplish skin’s improvements. Included are body scrubs, body wraps, cellulite wraps, water therapy treatments, superficial chemical peels, Microdermabrasion, manual lymphatic, drainage massage, and others.

Pre-requisite: COS1200

In this second course of body treatments the students will have the opportunity to learn the medical treatments, procedures and techniques that can only the esthetician is performed in a medical setting. The students will learn the different types of medical procedures performed by physicians that are related to the esthetic profession. Also, they will practice by physicians supervision esthetics procedures, following a medical protocol, that includes using the correct products, operating the adequate equipment, and applied to care for a patient’s skin before and after of medical treatments or surgery.

Pre-requisite: EST2005

The practicum course offers the student the opportunity to integrate concepts, knowledge, and laboratory achievement into real work experience. This model consists of a team composed of a counselor-employer, the practicing student, and the institution. The method will facilitate the learning process and the transition from college to work. The student will pass through the experience of shampooing, rinsing, scalp treating, roller curling, blow-drying, manicure, pedicure, chemical application, haircutting, and the reception of the customers.

Pre-requisite: Approved all previous courses

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Pre-requisite: Approved all previous courses
EXT2001 Externship 5.0
Medical Billing & Coding: Upon successful completion of classroom training, medical insurance billing/coding students participate in an externship. Serving in an externship at an approved facility, gives externs an opportunity to work with the principles and practices obtained in the classroom. Externs work under the direct supervision of the college staff. Completed evaluation forms are placed in the student’s permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. 160 Hours.

EXT2002 Practicum (Externship or Internship) 6.5
This class is designed to expand career knowledge while increasing speed, timing, organization, and ability to handle cooking in an approved commercial foodservice and hospitality establishment. Real food service experience provides great opportunities for students in our culinary arts to practice the technical skills they have learned in classes at Florida Technical College and to develop important workplace skills and behaviors that will help them succeed in the industry. Students in Culinary Arts are required to complete a total of 195 hours of practical experience. Students may choose to do the total amount of hours in their place of work with previous authorization of the Culinary Arts Academic Chair. Prerequisite(s): ALL Previous Program Courses

EXT2004 Externship 6.5
Pre-requisite: All Previous Program Courses
The student has the opportunity to integrate all the knowledge and skills acquired in the course in real work setting like hotels, restaurants, bakery shop that serve as practicum centers. In this way, the student will prepare and serve bread and different pastries under actual field working conditions.

EXT2009 Externship 5.0
Medical Assistant: The Externship experience provides the student with the opportunity to practice the skills they a learning in school. It is a real world scenario in which the student will work with patients, doctors and other members of the health care delivery team. The Externship site supervisor will complete a Mid-Term evaluation tracking the student’s progress, as well as a final evaluation at the completion of the student’s hours. The Externship Coordinator will monitor the student’s progress, along with the Externship site supervisor, with on-site visits being performed. Prerequisite: Completion of all core Medical classes. 160 Hours

EXT2018 Esthetic Internship Or Externship 5.0
This is the final stage of this occupational training program. The students will acquire a practical experience by integrating concepts, techniques, sanitation, and safety measures learned throughout the whole program, to be able to apply esthetic procedures, massage and facial and body treatments. They will “work” with clients in a make believe environment under the coordination and supervision of a specialist of this field. The student will be evaluated according to established rules. Pre-requisite: All Previous Courses

FIN400 Financial Management 4.5
The student examines the general nature of financial management, the American financial system, taxes, and the major financial decisions of corporations. Specific attention is given to present value and capital budgeting; risk and asset pricing; financial analysis and forecasting; financial decisions and market efficiency; and capital structure. Problem-solving methodology is used to illustrate the theories and tools in financial decision making.
FTC1000  Success Strategies  4.5
This course provides success strategies and support services to entry level students. The strategies and support services are threaded through three critical areas that enhance student success: academic skills, personal life management, and educational navigation.

FTC1100  Success and Ethics  6.0
This course is designed to inform the student of successful methods for enhancing academic skills, personal life management, and educational navigation with a focus on ethics and how it is practiced in various personal and professional situations. Assessments provide for reflection and improvement of individuals. Case studies will be provided to review ethics in the context of legal regulations and decision making actions.

FTC2000  Career Development  4.5
The course will provide the framework for the career decision making process. It stresses the connection between the student’s chosen academic field and career objective. Among techniques employed include resume writing, interview skill development and internet research.

FTC3000  Career Flair and Preparation  4.0
The course will provide the framework for the career decision making process with a focus on specific professions. Students will be developed to present special demonstrations as part of the preparatory process for indicating flair for their profession. It stresses the connection between the student’s chose academic field and career objective. Among techniques employed include public presentations reflecting special talents, resume writing, interview skill development and internet research.

GOV101  American Government  6.0
An exploration of how American government formed in its constitutional roots, and how it continues to develop. How government is organized, its influencing forces, and the development of public policy are considered.

GOV102  American History  6.0
American History presents an account of this country’s past from Pre-Columbian times to the present. The course explores how present American society and government emerged from the interaction of people and politics that spanned three continents. It seeks connections among the social, political, economic, and cultural events that influenced and shaped the United States as we know it today.

HLS315  Interagency Relationships  4.5
This class will teach students how to improve interagency relationships among security, defense, and intelligence agencies. This course introduces the student to theoretical and practical material for understanding the behavior of individual organizations and what can be done to make organizations work more closely together at the federal, state, and local levels. Students are introduced to theoretical material on organizational cultures; bureaucracy; social trust; individual, group, and organizational behavior; and interagency collaboration. Emphasis is placed on explaining why organizations act the way they do and how to improve interagency coordination.
Pre-requisite: CJT250
HLS320 Private Sector Role in Homeland Security 4.5
This course will provide the students with an overview of the concepts that will help them to understand the role of the private sector in Homeland Security.
Pre-requisite: CJT250

This course is designed to support the overarching goals of the Homeland Security Leadership program by providing an intellectual framework for engaging in ongoing self-directed learning within the Homeland Security domain; developing a cadre of leaders across the Homeland Security continuum who share substantive skills in analysis, interpretation, policy development, and administration of approved policy; and to complement other more operationally oriented training programs. During the course, students will examine and discuss several of the most important topical policy issues confronting Homeland Security leaders.
Pre-requisite: CJT250

HLS340 Emergency Topics 4.5
This course is a basic management course that could apply to all aspects of local and state governments, but concentrates on the law enforcement aspect. Topics include overall management techniques, coordination of rescue efforts, NIMS, and the Unified Command System. Related topics include mutual aid pacts, cooperative efforts with industry, manpower and resource management.
Pre-requisite: CJT250

HLS350 Introduction to Intelligence 4.5
This course provides a survey of the field of intelligence. This course explores the history, function, principles, and methods of collecting intelligence. Emphasis is placed on the collection, analysis, interpretation, and use of intelligence. Central to the course is the use of intelligence in the United States regarding terrorism, organized crime and espionage (including economic espionage) investigations. Lastly, the course recognizes and explores the evolving intersection between intelligence, national security, and the criminal justice system.
Pre-requisite: CJT250

HRM200 Human Resources Management 4.5
This course serves as an introductory course in human resources management (HRM) with a particular emphasis on the disciplines used by business professionals. Using the Employee Life Cycle as a framework, the class will explore the historical evolution and philosophical foundations of the field as well as examine the current practices that are being used to support human resources in the workplace. Future HRM challenges will be examined and the emerging concept of strategic HRM will be highlighted.
Pre-requisite: None
HRM440 Managing Organizational Change 4.5
A glance at any business periodical is sufficient to demonstrate the near frenzied endorsement of transitions, transformations, and various other transmutations of organizations. Businesses are urged to rework, retool, and reorganize in order to enhance competitiveness and effectiveness. Yet, studies of how organizations accomplish change demonstrate quite patently that they indeed simply do not. Clearly, then, accomplishing change in organizational settings requires a set of complex skills that allow managers to inspire, initiate, and implement that change effectively. Managing Organizational Change is designed to give you an introduction to the theoretical and practical skills necessary to achieve those goals.
Prerequisite: HRM200

HSA300 Health Services Organization Management and Marketing 6.0
This course provides foundational aspects of healthcare organizations. Specific areas covered include the transition and development of the industry, organizational design, oversight and management roles and responsibilities of various types of healthcare institutions and professionals, evaluating the purpose and clinical performance of physicians, nurses, clinical support and community health services and the organizations functions of financial and human resource management, information services, customer services including marketing and strategy.
Prerequisites: MBC1000, MBC1300

HSA302 Introduction to Epidemiology 6.0
This course provides an introduction to the basic principles of the impact of disease, monitoring, investigating, evaluating, and monitoring epidemiological health patterns, bioterrorism, and trends on healthcare delivery. Promotion of public health initiatives and wellness programs, and establishing community health priorities will also be reviewed and discussed. Prerequisites: None

HSA310 Entrepreneurship for Healthcare 6.0
This course examines health care market opportunities for entrepreneurship and business development. Topics include basic descriptive statistics, identification of skillsets needed and resources needed for today’s healthcare entrepreneur, and industry requirements and standards. Prerequisites: None

HSA315 Health Information Systems 6.0
Students receive an overview of current information systems including topics such as locating, collecting, analyzing, utilizing and reporting of health statistics to solve common workplace issues. Students will learn basic concepts of data quality and methods of presentation. Data systems issues as well as health indicators, metrics and measurements are covered to support informed decision making in a healthcare organization.
Prerequisite: MBC1800

HSA320 Healthcare Human Resource Management 6.0
This course introduces contemporary healthcare human resource management issues within the U.S. Healthcare system. Contrasts the differences between personnel administration and elements of strategic human resource management. Students learn key concepts such as; line vs. staff relationships, the manager/employee relationship, job design, job analysis, position descriptions, recruitment, retention, promotion, succession planning, legal issues, safety issues, labor relations, training, compensation, benefits, and performance appraisals. Current trends in healthcare human resource management are covered.
HSA325 Introduction to Health Care Financial Management 6.0
This course provides an understanding of general principles of finance as it relates to health care organizations. Specific areas include an overview of sources of revenue for various health care entities, fundamentals of finance of health care organizations, interpretations of ratios using industry-wide comparisons, balance sheets, analysis and cost control measures, cash flow, income statements, and financial reporting. Issues surrounding budgeting dynamics that alter financial conditions are also examined. Prerequisites: None

HSA330 Healthcare Economics and Policy 6.0
Health policy is introduced from an economic perspective, along with basic economic theories and their relationship to the US health care system. In addition, alternative health care systems and health care reform are also explored. Prerequisites: None

HSA400 Leadership in Healthcare 6.0
This course examines organizational leadership within health care organizations. Leadership models and theories are discussed. Concepts relating to organizational culture and collaborative relationships are illustrated. Students will learn how to identify and develop leadership and critical thinking skills that will assist the student to effectively navigate leadership in today’s healthcare system. Prerequisites: None

HSA405 Healthcare Policy and Law 6.0
This course provides an overview of healthcare policy, regulation and law. Topics to include; sources of common, statutory, and constitutional law; contracts and intentional torts, the organization and management of a corporate healthcare organization (HCO); for-profit and nonprofit HCOs, liability issues for individuals and HCOs, admission and discharge issues, medical staff appointments and privileges, emergency care issues, consent issues for treatment, taxation and antitrust issues. Current issues in fraud, abuse and corporate compliance programs are also covered. Prerequisite: HSA320

HSA410 Long Term Managed Care Systems 6.0
This course provides an understanding of general principles of finance as it relates to health care organizations. Specific areas include an overview of sources of revenue for various health care entities, fundamentals of finance of health care organizations, interpretations of ratios using industry-wide comparisons, balance sheets, analysis and cost control measures, cash flow, income statements, and financial reporting. Issues surrounding budgeting dynamics that alter financial conditions are also examined. Prerequisites: None

HSA415 Population and Health Issues 6.0
This course allows the student to examine community health issues, wellness and disease, and quality of life of defined consumer populations at the state and federal levels, along with lifestyle issues and practices and the impact they have upon health services. In addition, the student will explore population health issues in relation to the impact they have on the use of available goods and services, illness and disease and overall community health and wellness programs.
HSA425 Healthcare Quality, Management, Risk and Outcome Analysis 6.0
This course introduces the student to the relationships between health care quality and organizational performance management. The student is introduced to the role of the governing body of the health care organization in ensuring compliance with the standards of regulatory and accreditation organizations. And the rationale for performance management and methods for assuring quality in process and outcome management are described, as well as the significance and statistical application of measuring outcomes. Identification of various healthcare stakeholders, provision and reimbursement of health care services are discussed. Prerequisites: None

HUM101 Humanities 6.0
This is a study of the human experience as expressed in art, music, literature, the visual and movement arts, and in humanity’s themes of religion, morality, happiness, love, death, life-affirmation, and freedom.

HUM301 Advanced Theater 6.0
This course will examine the historical roots of theater and its current evolution into modern plays and cinema, including a more “behind the scenes” understanding of stage life and the tools of its development.

HUM400 Religion and Philosophy 6.0
The class will consider different and conflicting positions in three core areas of religion. The nature of religion (What is it? Why do we have religion? What is it to be religious?) The role of reason in religious belief/practice: Do reason and faith conflict? Which one is more fundamental? Can we rationally justify our religious beliefs/practices? The status of religion is a diverse and complicated social world.

HUM2000 Introduction to the Theater 6.0
This course familiarizes the student with the development of the theater and uses a “hands on” approach to enhance the appreciation of both the art form and the actor. The student will investigate what goes into a theatrical performance and develop an appreciation for the dramatic art form. This course can be used as partial fulfillment of the general education requirement.

HUM2010 Music Appreciation 6.0
This course instructs the student to listen perceptively to modern and classical music. Major pieces of musical composition are presented and discussed in order to exemplify the various genre and their characteristics. This course can be used as partial fulfillment of the general education requirement.

HUM2020 Introduction to Art 6.0
This course introduces the student to the various aspects of art form and design concepts through lectures, museum and gallery visits, and art projects. This course can be used as partial fulfillment of the general education requirement.

HVA1169 Refrigeration and AC Principles 6.0
Introduction to the basic refrigeration cycle, thermodynamics, application of pressure-enthalpy diagrams and major refrigeration components and systems. Refrigerant properties, transferring, evacuation and system recycling, pressure, vacuum, heat, heat measurement, heat transfer, specific, sensible latent heat, states of matter, gas laws, pressure-temperature relationship of liquids and vapors, pressure-temperature relationship of refrigerants, compressor construction, condensers evaporators, refrigerant mastering devices, refrigerant characteristics and lubrication.
HVA1170  Domestic Refrigeration and AC  6.0
In this course the student studies the residential refrigeration cycle. This include, compressor types and operation, defrost methods, frost-free systems, hot gas and electric heat defrost, condensate disposal, room air-conditioner cycle and operating characteristics. Psychometrics, measuring of relative humidity is covered. Use of psychometric charts is also introduced.
Pre-requisite:  HVA1169

HVA1171  Commercial Refrigeration and AC  6.0
In this course the student studies the commercial refrigeration cycle. This includes sizing and selection of air conditioning and refrigeration equipment, familiarization of flow controls, pump down systems, defrost cycles (hot gas and electric), head pressure controllers, selection and installation of high, medium and low temperature systems.
Pre-requisite:  HVA1170

HVA1220  Mechanical Instrumentation- Lab  4.0
This is a laboratory course to acquaint students with the basic principles of mechanical system of refrigeration and air-conditioning equipment, the tools, instrumentation and techniques used today in the industry. This includes general procedures of security and a basic technique to conservation of equipment is also discussed.
Pre-requisite:  HVA1169

HVA2005  Heat Pumps and Related Systems  4.0
Theory, diagnostics, and repair procedures for heat pumps and other related systems are discussed and practiced.

HVA2010  Codes and Regulations  6.0
The National Refrigeration, Heating and Air Conditioning Codes and the corresponding Supplements FOR the State of Florida are covered in detail. This course prepares the student for the “Refrigeration, Heating and AC Board Examinations” of the State where the college is located.

HVA2070  Domestic Equipment- Lab  4.0
This is a laboratory course in which students are instructed in diagnosis, maintenance, installation and repair of residential air conditioning systems and refrigerators. Students will learn safety procedures, installation of gauges, temperatures and pressure measurements, the using of sling psychometer to measure relative humidity, test for refrigerant leaks, and to troubleshooting air conditioning and refrigeration systems mechanically.
Pre-requisite:  HVA1170

HVA2071  Commercial A/C Equipment- Lab  4.0
This is a laboratory course in which students is instructed in testing, maintenance, installation and repair commercial refrigeration and air conditioning systems. This includes electrical and mechanical familiarization of high, medium and low temperature systems such as ice cuber, ice fleers, thermo bank, display cases, dual temperature systems, grocery cabinets, and water towers.
Pre-requisite:  HVA1171

INT499  Internship  5.0
This course offers the student an opportunity of integrating concepts learned in the concentration courses. Under the supervision of assigned college staff, the student will apply knowledge through practical experience.
IT105  Information Technology Literacy  4.5
This course provides students a survey of computers and information processing and their roles in society. It will introduce a historical perspective of computing, hardware, software, information systems, and human resources and explores their integration and application in business and other segments of society. Students will be required to complete lab assignments using the PC’s operating system, and several commonly used applications, such as word processors, Internet browsers and search engines, spreadsheets and graphics presentations applications.

IT235  Database Applications with Access  4.5
This course is designed to provide introductory hands-on learning using Microsoft Access 2007 in the Windows environment. Topics include creating, editing, querying, using forms, reports, customizing and managing data and files.

IT254  Spreadsheet Applications  4.5
This course is designed to walk students through MS Excel 2003, showing how this popular spreadsheet program to do anything from making a list to calculating complex equations in a simple and easy-to-understand manner.

MAR2010  Marketing  6.0
This course is designed to introduce the student to the basic principles and terminology of marketing, with special emphasis on buyer characteristics, promotion and distribution of product, and strategy development.

MAR3503  Consumer Behavior  6.0
This course is a study of buyer’s information, acquisition, evaluation, purchasing, and post-purchasing evaluation process. Emphasis is placed upon social and psychological theories and their implications on the understanding and prediction of consumer’s behavior. The student will apply behavioral science concepts to the problems of planning, pricing, and promotional decisions.
Prerequisite: MKT2010

MAR4803  Marketing Management  6.0
This course is a study of buyer’s information, acquisition, evaluation, purchasing, and post-purchasing evaluation process. Emphasis is placed upon social and psychological theories and their implications on the understanding and prediction of consumer’s behavior. The student will apply behavioral science concepts to the problems of planning, pricing, and promotional decisions.

MAT306  Computer Assisted Statistics  4.5
This course is an introduction to statistics and the use of a professional statistical software package. Topics include: descriptive statistics; probability; binomial and normal distributions; sampling; confidence intervals and tests of hypotheses.
MAT476 Quantitative Decision Making 4.0
This course is designed to help you, the students, with mathematical modeling and using models to aid in the decision-making process. There will be some statistics and forecasting, decision analysis, revenues costs, among other useful tools that will be useful in any work situation. Upon completion our students will learn a logical, and rational approach to the decision making process. This course will suggest that mathematical modeling is used to aid us in the decision process, as well as the scientific approach. By incorporating these quantitative factors into a mathematical model and then applying mathematical procedures to solve the model, this course provides a powerful way to analyze managerial problems. This course is concerned with the practical solutions of management, including taking into account qualitative factors, but its special contribution lies in this unique ability to deal with the quantitative factors.
Prerequisite: IT254

MAT1010 Introduction to Algebra 6.0
This course attempts to bridge the gap between arithmetic and pre-algebra. Students are instructed in the basic concepts of algebra and how to work with negative numbers, exponents, polynomials and linear equations. This course can be used as partial fulfillment of the general education requirement.

MAT2010 College Algebra 6.0
This course will provide the student with a fundamental knowledge of elementary algebra. Course content includes a large number of sample problems with emphasis on methods of solution. Word problems are introduced and line graphs are used. Content is frequently reviewed which provides a strong background for further work in mathematics. This course can be used as partial fulfillment of the general education requirement.
Prerequisite: MAT1010.

MAT2020 Introduction to Statistics 6.0
The course will provide instruction in the basic theories and procedures of statistics through investigation of practical applications. The course is programmed to give the student a background in statistical techniques that are not only business oriented but applicable to a wide variety of fields. Included are basic mathematical concepts, frequency distribution, graphing techniques, and percentiles. This course can be used as partial fulfillment of the general education requirement. Prerequisite: MAT1010.

MBC1000 Administrative Office Procedures 4.5
Students learn office procedures such as filing, handling mail, and preparing budgets. Students also learn stress management strategies and the importance of workplace ethics and effective communication in diverse environments. This course explores changes and challenges in the 21st century workplace and the role of the administrative professional within that setting.

MBC1100 Health Care Information Processing 4.5
This course focuses on the principles of organization and supervision of human, financial, and physical resources.

MBC1200 Current Procedural Codes//CPT I 4.5
This course will emphasize the rules and guidelines on the CPT coding manual. It will benefit those who work or want to work in the medical field whether it is as a medical biller, medical coder, medical collector, or medical office administrator. The class format is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.
MBC1201  Current Procedural Codes//CPT II  4.5
This course is a continuation of MBC 1200. It will emphasize the rules and guidelines on the CPT coding manual. It will benefit those who work or want to work in the medical field whether it is as a medical biller, medical coder, medical collector, or medical office administrator. The class format is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.

MBC1300  Diagnostic Coding/ICD-9 I  4.5
This course is an introduction to basic diagnostic coding and present students to the characteristics and conventions of ICD-9-CM and ICD-10-CM (International Classification of Diseases, 9th and 10th Edition, Clinical Modification), and other diagnosis coding systems or code sets (DSM-IV, ICD-0, etc.). Focus is placed on using diagnosis codes correctly and official coding guidelines; and includes extensive practice coding exercises.
Pre-requisite: MED1000, MED1010, and MED1020

MBC1301  Diagnostic Coding/ICD-9 II  6.0
This course is a continuation of MBC1300. It will focus on basic diagnostic coding and present students to the characteristics and conventions of ICD-9-CM and ICD-10-CM (International Classification of Diseases, 9th and 10th Edition, Clinical Modification), and other diagnosis coding systems or code sets (DSM-IV, ICD-0, etc.). Focus is placed on using diagnosis codes correctly and official coding guidelines; and includes extensive practice coding exercises.

MBC1400  Medical Insurance  4.5
This course prepares students in many of the procedures associated with billing for medical services. Students will examine many different types of insurance programs, profit and nonprofit third-party payers, workers compensation package and disability coverage.
Pre-requisite: MED1000, MED1010, MED1020

MBC1500  Introduction to Health Information Technology  4.5
This course focuses on orienting the student to health information management. Topics include introducing students to the structure of healthcare in the United States and its providers, and the structure and function of the American Health Information Management Association (AHIMA).

MBC1600  Electronic Medical Records  4.5
This course is designed to train students on the use of Electronic Medical Records (EMR). Students will work with simulated systems using semi-real data to process medical data. As they play the role of practitioners using these systems, they will learn what is happening on the job. Students will be trained to face threats to security and utilize the necessary standards to achieve high levels of usability. Materials support hands-on experience in computer labs and on-site in health organizations.

MBC1700  Coding and Reimbursement  6.0
This course will focus on use of the guidelines in the various coding systems as well as the quality improvement of code assignment. Students will learn how to optimize without maximizing codes, DRG assignments and monitoring, UHDDS guidelines and the difference between CPT & ICD-9 coding classification systems. Students will also focus on reimbursement systems and their impact on coding.
Pre-requisite: MBC1200 and MBC1300
MBC1800  Advanced Health Information Technology  6.0
A study of the basic concepts of health record science needed to function effectively as a health information department. Teaches the various forms which comprise a health record, assembly of records, record analysis, health record anatomy, health record terminology and explores other job classifications available in health information departments.
Pre-requisite: MBC1500

MEC1041  Industrial Safety  5.5
This course emphasizes the fundamental concepts related to safety and health in the industrial, manufacturing, and servicing industries. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations are discussed. Regulation of the Department of Labor and OSHA applicable to these industries is also covered.

MEC1220  Applied Mathematics  6.0
The basic operations of mathematics, such as: sum, subtraction, multiplication and division of whole numbers, decimal and fractions are reviewed. The application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology are then developed.

MED1000  Medical Terminology  6.0
This course offers an introduction to medical terms through an analysis of their construction including prefix, suffix, root, connecting and combining forms. The student acquires an understanding of medical meanings applicable to the structure, function, and diseases of the human body. Abbreviations and their appropriate usage are represented.

MED1010  Anatomy and Physiology I  4.5
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations.
Pre-requisite: MED1000

MED1020  Anatomy and Physiology II  4.5
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; Gynecology; the reproductive system, the circulatory system, sensory, lymphatic, and the brain function. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations. Lab included.
Pre-requisite: MED1000

MED1040  Basic Clinical Procedures  4.5
This course is designed to give the student practical basic clinical skills for working in the medical office environment. Some of the areas covered are patient education, communication skills, patient history, vital signs, nutrition and mental health. It also covers assisting the physician with examinations and patient treatment modalities. Lab included. Prerequisites: MED 1010 and MED 1020.
MED2000 Medical Terminology and Anatomy I 4.5
The course introduces the study of medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice. In addition, the course will cover the structures, functions, diagnosis, treatments, terminology and abbreviations used in various career fields. Lab included.

MED2010 Medical Terminology and Anatomy II 4.5
This course covers structure and function of the body systems and organs. Lab included.
Prerequisite: MED2000.

MED2020 Medical Transcription 4.5
This course introduces the student to medical transcription and training in the various types and styles of equipment, report formats, dictation, and the standards of operation within the transcription field. Medical terminology and the need for accuracy will be stressed. Lab included.

MED2030 Medical Office Simulation 4.5
This course is designed as a comprehensive simulation of selected tasks that are typically performed by a medical secretary within a hospital or clinical setting. Lab included.

MED2040 Medical Coding 4.5
This course is designed to introduce the student to coding and classification systems and nomenclatures, indexes, registers, and registries as well as the basic principles and uses of each. In-depth coding technique using the International Classification of Diseases, Clinical Modification, and current procedural terminology are taught. Lab included.
Pre-requisite: MBC1200 and MBC1300

MED2050 Lab Procedures 4.5
This course is designed to introduce the student to the microscope, its use, the culturing of specimens, and staining techniques. The student will learn diagnostic testing, have practical experience in hematology, and perform venipuncture on a training arm. Also included are automated laboratory testing routines to familiarize the student in hematological studies. Lab included.
Prerequisites: MED1010 and MED1020.

MED2060 Principles of Pharmacology 6.0
The student will be instructed in the basic rules of preparation and administration of oral/parenteral medications; parts of prescription; commonly prescribed medications; how they affect the body, and why they are prescribed. The student will also practice preparation/ administration of oral/parenteral medications in a simulated environment using a practice mannequin. Occupational safety and health administration guidelines are discussed and strictly adhered to.
Pre-requisite: MED1010 and MED1020

MED2070 Cardiology 4.5
This Course is designed to teach the student how to perform a 12-lead Electrocardiogram and to identify life-threatening arrhythmia. The student will complete at least two electrocardiograms and interpret these for class. An overview of other commonly performed cardiovascular studies is also presented. Lab included. Prerequisites: MED1010 and MED 1020.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MED2080</td>
<td>Surgical Procedures</td>
<td>4.5</td>
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<td>This course is designed to introduce the student to surgical instruments, supplies, and procedures that would be encountered in the physician’s office. Lab included. Prerequisite: MED1000, MED1010, MED1020.</td>
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<tr>
<td>MED2090</td>
<td>Medical Law and Ethics</td>
<td>6.0</td>
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<td>This course is designed to inform the student of the legal aspects of their profession and of medicine. Ethics, bioethics, negligence, and the Good Samaritan Statute will be covered. HIPPA and the importance of confidentiality, contracts, and the importance of proper documentation will also be discussed.</td>
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<tr>
<td>MGM465</td>
<td>Business Strategies</td>
<td>6.0</td>
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<td>This course focuses on the process of strategic management in organizations. This involves the evaluation of the organization’s situation, analysis and selection of strategic alternatives, and implementation and evaluation of the strategic plan. The course develops the student’s ability to work within a team (comprised of various business majors), as well as oral, written, and analytical skills. The course presents conceptual information through readings, lectures, a business game simulation, team presentations, and other class activities. The analysis of case studies of actual business situations including international, nonprofit, manufacturing, and service industries will serve as a means of applying the course concepts and develop the students’ ability to integrate business concepts.</td>
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<tr>
<td>MKT2010</td>
<td>Introduction to Marketing</td>
<td>4.5</td>
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<td>This course explores key marketing concepts and shows you how they apply to today’s business practices. The course covers the essential knowledge and techniques managers need to compete successfully, whether in large companies or small businesses, profit-oriented firms or not-for-profit organizations. Topics include customer-oriented marketing strategies, buyers and markets, target market selection, and the marketing variables of products (and services), price, promotion, and distribution.</td>
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<tr>
<td>MKT175</td>
<td>Internet Marketing</td>
<td>6.0</td>
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<td>This course presents an overview of marketing products and services over the Internet. In this course, students will learn concepts of creating and maintaining a marketing website. Web design, advertising and public relations will also be covered.</td>
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<tr>
<td>MKT250</td>
<td>Marketing Research</td>
<td>4.5</td>
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<td>This course addresses the use of marketing research as an aid to making marketing decisions; specifically, how the information used to make marketing decisions is gathered and analyzed. Prerequisite: MKT2010</td>
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<td>MKT405</td>
<td>Advertising and Sales</td>
<td>4.5</td>
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<td>The course provides a comprehensive overview of advertising and promotion from an integrated marketing communications (IMC) perspective. It creates a clear understanding of traditional advertising and promotional tools, and shows how other key elements within the marketing communications mix (e.g., advertising, direct marketing, promotion and the Internet) can be integrated. Attention is given to key subjects such as market research, media planning, creative strategies for traditional and non-traditional markets, advertising agency practices, competitive positioning, and how each influences the effectiveness of an advertiser’s campaign. Prerequisites: MKT2010, MAR3503</td>
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</table>
MPM332 Organizational Leadership 4.5
This course focuses on practical application of current research and concepts in human behavior in order to understand and analyze organizations. Interpersonal processes, problem-solving, and managerial decision-making are considered through examination of the roles of power, politics, ethics, and conflict in organizations. Topics include individual behavior, motivation and performance, interpersonal relations, small group relations, the role of leadership, and organizational culture.

MPM334 Project Risk Management 4.5
This course focuses on detailing the techniques needed to make risk management work on your project, drawing on current international best-practice. Additional issues will be discussed, giving an approach which is proactive, pragmatic and action-based, not theoretical or academic. This course will provide proven tools to help the hard-pressed project manager deal effectively with risk.
Prerequisite: CERT1800

MPM346 Contracts and Procurement 4.5
The objective of this course is to equip students with typical project outsourcing techniques and tools. It includes how to solicit, select and manage subcontractors who are needed to fulfill critical project needs.

MPM356 Project Performance and Quality Assurance 4.5
This course introduces students to the concepts, tools and issues of the management of information technology and systems, the process and tools of project management, and the control of organizational systems.
Prerequisite: ENG200

MPM434 Project Scheduling and Cost 4.5
This course provides an examination of various techniques and models used to measure the performance of projects. Topics will include: Project structure for measurement, earned value and earned schedule methods, and project quality control and assurance.

NLS1003 Artificial Nails (Tips and Applications) 4.0
During this course, the student will learn to apply and provide maintenance to nail tips using procedures, precautions and adequate material during the process of application, design and removal. The process of learning and practice is included through exercises and simulations about polishing natural and artificial nails.

NLS2000 Acrylic and Gels Nails -Lab 4.0
With this course, the student will learn and exercise everything related to the application, the types of maintenance end the process of removing acrylic nails. Procedures, precautions and the correct use of material and equipment through exercises and simulations with natural and artificial nails are also covered during the course.

NLS2005 Nail Extensions 4.0
All methods of nail extensions are discussed and practiced, including designs, gel, silk wrap, and natural.
Pre-requisite: NLS1003 and NLS2000
PAR1000 Paralegal Ethics 6.0
This course is designed to familiarize the student with ethics in the work place as it relates to the legal profession. The class concentrates on paralegals, as well as attorney ethical regulations, and the consequences of unethical behavior. The student also becomes familiar with attorney-client privilege, and the respect of professionalism.

PAR1010 Research and Writing I 4.5
The course emphasizes in depth examination of the law library and the process of legal research. The course will provide the student with information regarding the writing of legal memoranda and briefs for both trial and appellate case work.

PAR1020 Tort Law 6.0
This course is designed to provide the student with the knowledge for understanding torts and personal injury law. The student will be instructed on torts and personal injury for the paraprofessional including intentional torts, negligence, strict liability, defenses and remedies.

PAR1030 Civil Procedure 6.0
This course is designed to introduce the student to pre litigation and pretrial procedures and the office process necessary to prevail in civil cases.

PAR1040 Contracts 4.5
This course is designed to instruct the student in the law of contract formulation, conditions, breaches and third party contracts.

PAR1050 Bankruptcy Law 6.0
This course is designed to familiarize the student with the basic theories of bankruptcy. The course will concentrate on chapter 7 & 13 bankruptcies. The student will also be taught to complete the appropriate schedules and forms for filing.

PAR1060 Family Law 6.0
This class will cover the basic legal theories regarding issues of marital dissolution, marital property settlement, spousal and child support, and child custody and visitation as applied under the Family Code, other statutes, and various case laws as they apply to the State of Florida.

PAR1070 Wills, Trusts and Estates 6.0
In this course the student will be instructed in the administration of probate (wills, trusts and estates) under Florida and common law.

PAR2010 Research and Writing II 4.5
This is an extension of Research and Writing I. The students will be taught comprehensive research and writing of conducting legal research by extensive use of the law library. Students will be taught to use the research they have obtained to write effective comprehensive legal documents and determine if the research obtained is current. Prerequisite: PAR1010.
PAR2020 Criminal Law and Procedures 6.0
This course covers the study of the power of arrest, relevant to Federal and Florida Constitutions, pre-trial procedures, motion definitions of criminal law, crimes and their elements, theories of crime and punishment. Students will be introduced to the structures of both federal and state governments including the court systems.

PAR2030 Real Property 4.5
The student will be provided with an in depth knowledge of real property and an examination of the more common variants of real estate transactions and conveyances, such as deeds, contracts, leases and deeds of trust and the difficulties that may be encountered when drafting these conveyances and closing statements.

PBA201 Public Administration 4.5
This course is designed to allow students to develop an understanding of public administration as a field of academic study and an area of professional practice. Specifically, it focuses on the evolution of public administration as an academic discipline and a profession in the real world, the context in which public administration takes place, the meaning of public service in a democratic society, and the importance of personal and professional ethics. The course will be conducted as a seminar. Students must be prepared to discuss reading assignments and participate in analysis of case studies.
Prerequisite: CJT100.

PCT100 Healthcare Concepts 8.0
This course is designed to provide the student with an overall understanding and orientation to the field of healthcare, particularly as it relates to the “multi-skilled” Patient Care Technician. Included in this course is an introduction to health care, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT110 Anatomy and Physiology 8.0
This course is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the role of the patient care technician. Included in this course is organization of the body, cells, tissues, glands, membranes, and study of the individual body systems. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT120 Basic Administrative Nursing Skills 6.0
This course is designed to provide the student with an overall understanding of the didactic theory and the hands-on applications involved in performing clerical skills. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT130 Physical and Occupational Therapy 6.0
This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing physical therapy and occupational therapy assistance. Also covered in this course is medical terminology and common disorders associated with each body system.
PCT140 Phlebotomy, Electrocardiography, and Respiratory Therapy Skills 6.0
This course is designed to provide the student with an overall understanding of didactic theory and the hands-on skills involved in the practice of phlebotomy, electrocardiography, and basic respiratory therapy skills. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT150 Nursing Fundamentals I 6.0
This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing basic patient care as would be required by a certified nursing assistant and/or a patient care technician. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT160 Nursing Fundamentals II 6.0
This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing advanced patient care skills and providing home health care. Also covered in this course is medical terminology and common disorders associated with each body system.

PCT170 Externship - Clinical Rotation 5.0
This 160-hour externship–clinical rotation is designed to provide the student with supervised, practical hands-on, and observational experiences in an off-campus clinical setting. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisite: Completion of all program courses.

PHI101 Philosophy 6.0
This course is designed to provide the student with a broad introduction to philosophical ideas and the primary texts of many important philosophers. Emphasis is placed on “doing” philosophy, where students learn to think analytically, encouraging a thoughtful and open-minded reflection on the nature of consciousness, identity, the soul, freedom, ethics, religion, and justice.

PHI2000 Introduction to Philosophy 6.0
This course introduces the student to the major fields, problems, theories, and personalities of philosophy through biographies and writings of leading thinkers. The course encourages the student to develop ethical decision making skills as well as critical thinking capabilities. This course can be used as partial fulfillment of the general education requirement.

PHI305 Ethics 6.0
Ethics is the branch of philosophy that considers what is right and wrong, good and bad in human activities- in short, it tries to determine how we ‘ought’ to live. In this course, we are going to use philosophical reasoning to examine what is a good or bad life, which actions we should or should not take, and how answers to those questions affect how society is structured.

PLC3000 Programmable Logic Controller (PLC) 6.0
This course is designed to study the theory and programming of Programmable Logic Controller (PLC). It establishes the programming using logic circuits, diagrams of stairs and its conversion to mnemonics of the PLC language.
PLC3001 Programmable Logic Controller Units- Lab 4.0
This is a laboratory where the student will put in practice the theory described in class PLC 3000. The programs will settle using “handheld” and computer. Diverse connections will settle down and faults will be identified and corresponding adjustments.
Pre-requisite: PLC3000

PM220 Project Management Tools 4.5
This course is designed to help you the students with mathematical modeling and using models to aid in the decision making process. There will be some statistics and forecasting, decision analysis, revenues costs, among other useful tools that will be useful in any work situation. Upon completion our students will learn a logical, and rational approach to the decision making process. This course will suggest that mathematical modeling is used to aid us in the decisions process, as well as the scientific approach. By incorporating these quantitative factors into a mathematical model and then applying mathematical procedures to solve the model, this course provides a powerful way to analyze managerial problems. This course is concerned with the practical solutions of management, including taking into account qualitative factors, but its special contribution lies in this unique ability to deal with the quantitative factors.

POL2000 People and Politics 6.0
This course provides an introduction to the study of political science. It is designed to acquaint students with the major components of the government of the United States, with the checks and balances that exist between the branches, and with the roles they and the citizen’s play in the operation of government. This course can be used as partial fulfillment of the general education requirement.

PRG2040 LAN Analysis and Design 6.0
This course studies the design and implementation of local area networks (LAN), including network topologies, hardware, software, and data communication modes.

PRG2100 Windows Professional 4.5
The course covers installing Windows XP and the most current Microsoft Windows client operating system; implementing and conducting administration of resources; implementing, managing and troubleshooting hardware devices and drivers, network protocols and security; monitoring and optimizing performance and reliability; and configuring and troubleshooting the desktop environment.

PRG2110 Windows Server 4.5
This course prepares the student to properly install, configure, and administrate a Windows server of a domain in an Active Directory environment. Lab included.
Prerequisite: PRG2100.

PRG2120 Windows Network Infrastructure 4.5
This course prepares the student to properly install, configure, monitor and troubleshoot the fundamental elements that allow for interoperability in a Windows-based LAN. Lab included.
Prerequisite: PRG2110.
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PRG2130</td>
<td>Implementing Windows Directory Services Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>This course prepares the student in developing skill sets involving the optimization, management, and monitoring of the desktop environment via group policy management as well as the installation and configuration of DNS for Active Directory and Active Directory Solutions. Lab included.</td>
<td></td>
</tr>
<tr>
<td>PRG2160</td>
<td>Designing Security for a Windows Network</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>This course prepares the student to analyze business requirements for security and to design a security solution that meets these requirements. At completion, students should be able to provide network design services for enterprise level businesses.</td>
<td></td>
</tr>
<tr>
<td>PRG2170</td>
<td>Designing Windows Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>This course prepares a student to analyze business requirements and design a Network Infrastructure that meets these requirements. Lab included. Prerequisite: PRG2120.</td>
<td></td>
</tr>
<tr>
<td>PRG2180</td>
<td>Implementing and Managing Microsoft Exchange Server</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>This course prepares the student to properly install, configure, and support Microsoft Exchange Server 2003 networks in a capacity that includes or specializes in messaging system management tasks. The student will examine basic administration procedures. Lab included. Prerequisite: PRG2160.</td>
<td></td>
</tr>
<tr>
<td>PSY101</td>
<td>Psychology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>This course presents an overview of the essential concepts of psychology. The student will learn about the full range of human behavior. The course is not only valuable to students whose goals are to work in the field of psychology, but for anyone who wants to better understand themselves and the people with whom they live and work. The textbook contains a number of features designed to help students understand the material and how it applies to their own lives. Students are encouraged to use what they learn to understand real-life situations.</td>
<td></td>
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<tr>
<td>PSY2000</td>
<td>Introduction to Psychology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>This course will introduce students to the basic theories, concepts, and principles of psychology and human behavior. Psychological principles of perception, motivation, learning, and memory will be covered. The basic processes of cognitive information processing as well as mental and emotional development will be included. This course can be used as partial fulfillment of the general education requirement.</td>
<td></td>
</tr>
<tr>
<td>PSY320</td>
<td>Social Psychology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>This course will explore cognitive thought and its influence on human interactions and behavior. Focus will be placed on current research and discussion of cultural and universal behavior within both personal and social situations.</td>
<td></td>
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<tr>
<td>PSY306</td>
<td>Adult Psychology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>This course will explore the human lifespan and addresses the processes of aging, maturity and death from a bio-behavioral, cognitive, and psycho-social perspective. Emphasis will be placed on research and current issues.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>PSY346</td>
<td>Forensic Psychology</td>
<td>6.0</td>
</tr>
<tr>
<td>RES421</td>
<td>Research Methods</td>
<td>6.0</td>
</tr>
<tr>
<td>SCI101</td>
<td>Environmental Science</td>
<td>6.0</td>
</tr>
<tr>
<td>SCI360</td>
<td>Environmental Issues</td>
<td>6.0</td>
</tr>
<tr>
<td>SCI460</td>
<td>Introduction to Sustainability</td>
<td>6.0</td>
</tr>
<tr>
<td>SOC101</td>
<td>Sociology</td>
<td>6.0</td>
</tr>
<tr>
<td>SOC2000</td>
<td>Introduction to Sociology</td>
<td>6.0</td>
</tr>
</tbody>
</table>

This course examines the legal system’s basic assumptions and procedures in light of social scientific evidence pertaining to human behavior relevant to the rights of defendants, victims, children, and mental patients, including areas of clinical psychology in which psychologists act as expert witnesses and consultants.

This course is a general introduction to social research methods and will cover four broad topics: the foundations of social science, research design, data collection, and data analysis. In discussing each topic, we will also consider the ethical implications of social research.

This course provides students with the basic understanding of the earth’s environment. The student is guided to an understanding of the basic function of the environment in the context of the natural laws of physics. Students are also introduced to how humans are affecting the environment and what solutions are feasible in response to these environmental changes. This course concentrates on providing the student with a view of the earth system and how humans fit into it.

This course examines the interrelationships between humans and their planet with a focus on ecosystems, pollution and energy resources. This course will focus on current research and student dialogue about sustainable solutions.

This course is designed to address the global need for sustainable lifestyles through an extensive examination of root causes, community programs, and personal strategies for a minimizing your carbon footprint and living responsibly with the earth.

Sociology, the systematic study of human society, encompasses the social structures, cultures, habits, and beliefs of the many social groups in the world today. In this course, students will explore the history and theory of sociology and examine ethical approaches to research. They will explore socialization from infancy to old age, as well as the effects of race, ethnicity, family, religion, education, health, sexuality, gender, and social stratification. They will learn about how social change occurs and how social movements are conducted. Students will examine how technology has affected society. An understanding of the basics of sociology helps prepare students to participate in an increasingly diverse and interrelated world.

This course provides an introduction to the study of social behavior covering some of the concepts of Sociology and society, society and the individual social organization, social stratification, and social change and policy. This course can be used as partial fulfillment of the general education requirement.
SPH101 Verbal Communications 6.0
This course provides students with the theory and skills necessary to become effective communicators. These skills are essential throughout life. Various principles and theories are introduced: (1) to become aware of communication with oneself and others, (2) to effectively use and interpret verbal and non-verbal messages, (3) to practice successful listening and presentation skills, (4) to appropriately adapt messages to others.

WGD1000 Web Graphics 4.5
This course offers students a foundation with vector-based graphics. The concentration will be on design for web based graphics using a vector oriented software package. The student will be exposed to the use of spline curves, gradients, fills and layers to create vector based illustrations that are easily scalable from very large to very small. Lab included.

WGD1020 Animation I 4.5
This course examines graphic design fundamentals and terminology and introduces the student to 2D computer animation techniques. Students will be instructed in the theory and application of design elements such as storyboarding, frame-by-frame animation and shape morphing. Lab included. Prerequisite: WGD1000.

WGD2000 Animation II 4.5
This course explores the use of computers to generate three dimensional graphics and animation. Students will be instructed how to create an object in 3D using a coordinate system, apply a surface and then animate the object. Lab included. Prerequisite: WGD1020.
ADMINISTRATION

President and COO .................................................................................................................... David Ruggieri
Executive Assistant to the President and COO ................................................................. Jennifer Durant
Vice President of Operations .............................................................................................. Michael Zuccheri
Provost and Vice President for Academic Affairs ......................................................... Dr. David Penn
Director of Compliance ................................................................................................. John Sticken
Vice President of Career Services .................................................................................. Karen White
Vice President of Financial Aid ...................................................................................... Debbie Diaz
Vice President of Marketing and Admissions ................................................................. Tony Wallace
Dean of Academic & Campus Support ........................................................................ Malia Brady

Regional Academic Leadership Committee

Yehia Aly, Sulay Ayala, Leiby Adames Boom, Malia Brady, Diane Jasper, John McAuliffe,
Omar Metwally, Fabiana Montanez, David Penn, Daniel Poremba

Regional Facilities Manager ........................................................................................ Raul Durant
Regional MIS Director ...................................................................................................... Steve Porter
Regulatory Operations Manager .................................................................................... Jane Gilbert
Instructional Designer ..................................................................................................... Jim Carroll

Orlando Campus
**ORLANDO CAMPUS**

**Administration**

Executive Director ..............................................................................................................................John Buck
Interim Academic Dean.....................................................................................................Dr. Wilfredo Barreto
Associate Dean..................................................................................................................Shelly Lewis
Academic Chair -Business/Information Technology................................................................. Omar Metwally
Academic Chair/Allied Health...................................................................................................... Dr. Maria Rivera
Academic Chair - Criminal Justice ................................................................................................. OPEN
Academic Chair – General Education ......................................................................................... Jeniffer Sanabria
Director of Admissions .............................................................................................................. Audrey Harden
Associate Director of Admissions ............................................................................................... Tyrenna Gouvia
Registrar ........................................................................................................................................ Sulay Carrasquillo
Academic Advisor and Academic Services Manager ................................................................. Gianberto Rodriguez
Student Accounts ....................................................................................................................... Tania Gregorio
Director of Student Services ....................................................................................................... Michelle Sawney
Director of Career Services .......................................................................................................... Anissa Mills
Director of Financial Aid .............................................................................................................. Ivette Lugo

**Faculty**

**Yehia Aly, CPC**
Lead Medical Billing and Coding Instructor
Strayer University, MBA
Alexandria University (Alexandria, Egypt): B.B.A.

**Gladys Arguinzone, MAESL**
Language Instructor
Universidad del Turabo MA, ESL
University of Puerto Rico, BA in English

**Jennifer Boane, RMA**
Medical Assistant Instructor
Career Training Institute: MA Diploma
Robert Caruso
Interim Lead Criminal Justice Instructor
Southwest University - Bachelor Degree

Janice R. Close
Medical Assistant Instructor
Seton Hall University: M.A.

Julie Cobb
General Education Instructor
University of Florida, Master of Arts in Museum Studies
University of Oklahoma, Bachelor of Arts in Anthropology

Lee Crawford
General Education Instructor
University of Florida: M.F.A,
University of Central Florida: B.A.
Southern Illinois University, B.A.

John Dickey
Allied Health Management Instructor
Webster University, Master of Arts in Healthcare Administration/Management
Webster University, Bachelor of Arts in Business Administration/HCM
Florida Metropolitan University, Associate of Science in Medical Assisting

Allen Dillman
Networking Instructor
Everest University: B.S. Computer Science
Valencia Community College: AA

Melissa L. Ekberg, MBA
Business Instructor
University of Central, Florida, Master of Business Administration
University of Central Florida, Bachelor of Science Business Administration

Engers Fernandez, MD, MBA
Allied Health Instructor
Autonomous University of Santo Domingo, Doctor of Medicine
University of Phoenix, Master in Business Administration
James Fierro
General Education Lead Instructor
University of Central Florida: M.S.Ed.S

Lisa Fowler, LPN
Medical Assistant Instructor
Ivy Tech Community College, Technical Certificate in Practical Nursing

Nathan Gilbert
Lead Computer Information Science Instructor
ITT Technical Institute: B.S.
Western Kentucky University: A. S.

Jumana Gigi Alkhatib
Criminal Justice Instructor
American University Washington College of Law, LL.M in Law & Government
Florida A & M University College of Law, Juris Doctor
University of Florida, Bachelor of Arts in Criminology

Taiwan D. Huggins-Jordan
Business Instructor
Walden University, Doctorate of Business Administration
Nova Southeastern University, Master of Business Administration
Central Connecticut State University, Bachelor of Science in Marketing

Nicholas Jackson
Medical Assistant Instructor
Diploma, High-Tech Institute – Basic X-Ray Machine Operator

Corina Altagracia Langford, MD
Medical Assistant Instructor
Universidad Central Del Este, Doctor in Medicine
ARMA Registered Medical Assistant

Denise LaSalle
General Education Instructor
Ana G. Medez University, Master of Science Education Leadership
John McAuliffe  
Lead Business Instructor  
St. Johns University, B.B.A.  
Adelphi University, Master’s Degree

Omar Metwally, MBA  
Academic Chair-Business/ Information Technology  
Arab Academy for Science and Technology: B.S.  
MBA, Project Management, Strayer University

Dawn Michaud, CMA  
Medical Assistant Instructor  
Seminole Community College, MA Diploma

George Ramsey, MBA  
Business and IT Instructor  
Troy University, Master of Business Administration  
University of Central Florida, Bachelor of Arts in Communications

Thomas Rios, JD  
Criminal Justice Instructor  
Thomas M. Cooley School of Law, Doctor of Jurisprudence  
University of Central Florida, Bachelor of Arts Pre-Law Legal Studies  
Valencia Community College, Associates in Criminal Justice

Maria Rivera, M.D.  
Academic Chair for Allied Health /Medical Assistant Instructor  
Universidad Iberoamericana, UNIBE: MD

Jeniffer Sanabria  
Lead English Instructor  
University of Puerto Rico - M.A.E.E. and B.A.

Marcus Streater  
Success Strategies Instructor  
Oral Roberts University, Master of Divinity  
Oral Roberts University, Bachelor of Science in Business Administration
Kenneth H. Suriz Ortiz, RMA
Medical Assistant Instructor
Interamerican University, Bachelor of Science in Biology
RMA, American Registry of Medical Assistants

Ghida B. Yamout
Success Strategies Instructor
University of Central Florida, Master of Education
American University of Beruit, Bachelor in Education

DELAND CAMPUS

Administration
Executive Director ............................................................................................................................... Shawna Ward
Academic Dean ............................................................................................................................. Tony Gaffney
Director of Admissions ................................................................. Christopher Mercado
Associate Director of Admissions .......................................................... Lisa Bailey
Registrar ............................................................................................................................... Ashley Rae Fischer
Student Accounts ...................................................................................................................... Tonia Basile
Director of Career Services .......................................................... Jonathan Medina
Director of Financial Aid .......................................................................................... Sandra Follmar

Faculty
George Alvarez
Medical Assistant Instructor
University of Massachusetts, Bachelor of Science Health Education
Cambridge College, Master of Education in Science Education
Cambridge College, Master of Business Administration - CHES

Tony Artusa
Lead Network Administration/Programming Instructor
American Intercontinental University: AA Business Administration
MCSE, MCSE + Security, MCSA, MCSA + Security, MCT, MCP+I, MCP

Andrea Cauthen, AAMA, CMA
Externship Coordinator
King’s College Licensure as Certified Medical Assistant
Tracy Danler  
Medical Assistant Instructor  
Seminole State College, Licensed Practical Nurse Certificate  
Career Training Institute, Medical Assisting Diploma

Sandra Dillard  
Criminal Justice Instructor  
Tarleton State University – Master of Science Criminal Justice Administration  
University of Central Florida, Bachelor of Science in Criminal Justice Administration

Leslie Henderson, LPN, CWCN  
Lead PCT Instructor  
Sawyer College, Master of Arts, Associates of Science  
Charlotte County School of Nursing, LPN  
Wound Care Institute, CWCN  
Omnicare, CIVN

Susan Larson, CMA  
Medical Assistant Instructor  
Keiser University: AS

Seth Lerman  
Lead Instructor Business  
Salem State University - BA: English  
University of Phoenix – MBA

Camiel D. Long  
Criminal Justice Instructor  
Kaplan University, Master of Science in Criminal Justice  
University of Central Florida, Bachelor of Arts Criminal Justice  
University of Central Florida, Associate of Arts General Studies

Bill McGee  
Allied Health Management Instructor  
Baylor University, Master Health Administration  
National University, Bachelor of Business Administration
Sarah Olsen
General Education Instructor
University of Wyoming - BS: Business Education
University of Phoenix - MA: Education/Curriculum & Instruction

Stephan Opiah
Criminal Justice Instructor
Nova Southeastern University, Master of Science Criminal Justice
Nova Southeastern University, Master of Science in Education

Kristi Persinger
Lead Instructor Medical Billing and Coding
Herzing University - AS: Medical Billing and Insurance Coding
American Academy of Professional Coders - CPC

Karen Ramsey, CMA
Medical Assistant Instructor
Bradford-Union Area Voc-Technical Center College, Associate of Business

Santiago Ruiz
Business Instructor
University of Steubenville: BS Business Administration and Economics
University of Maryland: BS Computer Science

Carmela Sanders
Lead Medical Assistant Instructor
Florida Technical College - AS Medical Assistant

Maria Talasek, MD
Medical Assistant Instructor
National University of La Plata, MD in Medicine

Lisa Tennant
Web Site and Graphic Design Instructor
Eastern Michigan University: MFA

Terrance Thomas
General Education Instructor
University of Texas at El Paso, Master of Arts Sociology
University of Texas at El Paso, Bachelor of Arts Sociology
Debra Van Ausdale
General Education Instructor
University of Florida - Ph.D. Sociology
University of Florida - M.A. Sociology
University of South Florida B.A. Sociology

Sophia White
Patient Care Technician Instructor
Ashford University: Master of Arts Teaching and Learning
Ashford University: Bachelor of Arts Social Sciences Education

Dr. Renessa Williams
General Education Instructor
Nova Southeastern University, Ed.D. Organizational Leadership
Nova Southeastern University, ED.S Education Leadership
Florida A&M University, Master of Arts English Education
Florida A&M University, Bachelor of Arts English

LAKELAND CAMPUS

Administration
Executive Director ...............................................................Bill Atkinson
Academic Dean ....................................................................Ken Ward, MBA
Director of Admissions ............................................................Open
Registrar and Student Accounts ...........................................Diana Garcia
Financial Aid Coordinator .......................................................Terri Woodall

Faculty

Barbara Bagley, LPN
Medical Assistant Instructor
Travis Career Center – LPN

Lindsey Dupuis
Medical Assistant Instructor
Kaiser University, Associate of Science Medical Assisting
James Gaczewski  
Criminal Justice Instructor  
B.S., Hawthorne University

Kamilah Howard  
General Education Instructor  
Point Park University, Master of Arts Adult Education & Curriculum Development  
University of Pittsburgh, Bachelor of Arts Social Work

Amber Jones  
Medical Assisting Instructor  
A.S. Medical Assisting, FTC RMA

Kim Knobloch  
Criminal Justice Instructor  
Mountain State University: Master of Science  
Florida Southern College: Bachelor of Science

Patricia Leonard, RMA  
Medical Assistant Instructor  
Bryant and Straton University; A.A.S.

Ben Pitts  
Business Instructor  
Keiser University: M.B.A.

Courtney Plotts  
Success Strategy Instructor  
North Central University; M.A. Psychology  
University of Phoenix; M.A. Educational Curriculum and Instruction  
Richard Stockton College; B.A. Psychology

Angelica Reyes, PN, CMA  
Medical Assistant Instructor  
Middlesex City School of Nursing: Licensed Practical Nurse

Selena Scott, RMA  
Externship Coordinator / Program Chair Medical Assistant  
Florida Technical College Associates Degree Medical Assistant  
Registered Medical Assistant
Robert Taylor
General Education Instructor
B.S., Florida State University, M.A. Webster College

KISSIMMEE CAMPUS

Administration
Executive Director ................................................................. Gabriel Garces
Executive Administrator ......................................................... Maria (Celi) Torres
Academic Dean ................................................................. Leiby Adames-Boom
Associate Academic Dean ......................................................... Eddie Hernandez
Academic Chair / Style Programs .............................................................. Pablo Rodriguez
Academic Chair / Culinary Programs .............................................................. Juan Mendez
Academic Chair / IT, Business .......................................................... Daniel Poremba
Academic Chair / Allied Health .............................................................. Diane Jasper
Director of Financial Aid .......................................................... Christine Wilcox
Director of Admissions ........................................................ Magda Durant-Fergus
Associate Director of Admissions .............................................. Angel Acevedo
Registrar ................................................................. Danialis Vazquez
Student Records and Compliance Administrator ....................... Carmen Monserrate
Student Accounts Manager ..................................................... Malley Hidalgo
Director of Career Services .................................................... Dorothy Rogers

Faculty

Oscar Acevedo
HVAC Instructor
Southern Technical College: A.S., HVAC/PC

Demetrio Balaguer Martinez
Lead HVAC Instructor
Universidad de Puerto Rico en Bayamon: Bachelor in Electronic Technology
Meryl A. Biszick
Allied Health Instructor
University of Central Florida: Master of Science in Healthcare Administration

William D. Chase
Culinary Instructor
Paul Smith’s College: BPS Culinary Arts and Service Management
Paul Smith’s College: Associate of Applied Science in Culinary Arts with French Concentration

Melissa L. Chisholm
Web Design Instructor
Miami International University: Masters in Fine Arts Graphic Design
The Pennsylvania State University: Bachelor of Fine Arts

Reynaldo Cordero
Culinary Instructor
Escuela Hotelera de San Juan: Certificate in Culinary Art

Dr. Debbie Espendez
Medical Instructor
Universidad Autonoma de Gudalajara: Medical Doctorate
Pontificia Universidad Catolica de Puerto Rico: Bachelor of Science in Biology

Luna Excellent
Language Instructor
Nova Southeastern University: Masters in Teaching and Learning / Elementary Reading

Fernando Fragoso
Barbering Instructor
Vocational School of the Community Carlos F. Daniels: Barber & Hair Stylist

Dr. Francisco E. Garrastegui
Medical Instructor
Universidad Iberoamericana: Doctorate in Medicine

Eva N. Gil
Cosmetology Instructor
Fayetteville Beauty College: Cosmetology Diploma/License & Cosmetology and Cosmetology Professor
University of Puerto Rico: Bachelor – Modern Languages
Dr. John Glotfelty
Medical Instructor
Medical School UAG School of Medicine: MD
Tarkio College: B.A.

Claribel Hernandez-Colon
Lead Cosmetology Instructor
Pontifical Catholic University of Puerto Rico: Bachelor of Science in Liberal Studies
Elizabeth Arden Salon: Make Over Specialist
Puerto Rico Barber College: Cosmetology and Barbering Professor

Alma Hidalgo
General Education Instructor
Webster University: Master of Arts in Counseling
Barry University: Bachelor of Liberal Studies

Dr. Hilda Barba
Medical Instructor
Universidad Central de Venezuela: Doctor of Medicine

Alejandro Irizarry
Culinary Instructor
Instituto de Banca y Comercio – Associates Regional and International Cuisine

Kari Kind-Adams
Lead Medical Instructor
Chiploa College: Bachelor of Science in Education

Ruth Ann Kody
Lead Medical Instructor
City College: Registered Medical Assistant

Valerie Kreuzer
Baking and Pasteleria Instructor
Culinary Institute of America: AOS, Baking and Pastry Arts
University of South Florida: Masters in Library & Information Science

Maritza C. Martinez
Language Instructor
Nyack Alliance Theological Seminary: Masters of Profession Studies
Barry University: Bachelor of Arts – Spanish
Alex N. Martinez Zayas
Lead Culinary Instructor
International School of Tourism and Hotel Management Universidad del Este: Certificate in Culinary Arts

Yesenia Medina
Esthetics Instructor
D Carmen Technical College: Diploma Esthetic
Electrìca Institute: Vacuum Therapy Treatment
Slim Spa Institute: Body Wrap Specialist

Erwin Mendez
Language Instructor
Troy University: Master of Science in Educational Leadership
Inter-American University: Bachelor of Arts in Education

Juan Mendez
Academic Chair for Culinary Arts Programs
Florida Culinary Institute: AS Culinary Arts
University of Puerto Rico: BS, Political Science

Annabellee A. Murphy
Cosmetology Instructor
Academy of Career Training: Cosmetology Diploma

Margery Ocasio
Cosmetology Instructor
Mary Ann of Beauty Culture: Cosmetology Diploma

Wilmary Orta
Nail Technician Instructor
D’Rose Academy: Nail Technician
Emma’s Beauty Academy: Cosmetology and Barbering Diploma

Rafaela Ortiz, AAPC
Externship Coordinator
Technical Career Institute Applied Science Associates Degree Office Technology
Florida Technical College Diploma Medical Billing and Coding Specialist
AAPC Certified Professional Coder
CPR Certified
**Daniel Poremba**  
Academic Chair for Computer and Networking  
University of Phoenix: Master of Science Computer Information Systems  
St. Thomas University: Bachelor of Arts in Spanish  
Bucks County Community College: Associate of Arts in Education

**Angela Quispe**  
Language Instructor  
Austin College: Master in Teaching  
Austin College: Bachelor of Arts in Spanish

**Tania Rivera**  
Lead Medical Billing and Coding Instructor  
Certified Coder, American Academy of Professional Coders

**Wilmarie Rivera Resto**  
Baking and Pasteleria Instructor  
Universidad of Puerto Rico: Bachelors in Hospitality Management  
Johnson & Wales University: Associate Degree in Baking and Pastry

**Diane Roach**  
Medical Instructor  
Florida Metropolitan University: A.S., Medical Assisting

**Marta Kelly Rocha**  
General Education Instructor  
Webster University: Master of Arts in Counseling  
Webster University: Bachelor of Arts in Psychology

**Pablo Rodriguez**  
Academic Chair of Barbering and Cosmetology  
Emma’s Beauty School: Barbering Diploma

**Roberto Rosario**  
Cosmetology Instructor  
Academy of Career Training: Cosmetology Diploma

**Wanda Sanchez**  
Esthetics Instructor  
Academy of Career Training: Esthetics Diploma
Susan Sandman
Baking and Pastelería Instructor
Le Cordon Bleu: Culinary Diploma
Northern Illinois University: Master of Science in Education

Julio Santana
Beverage Instructor
Universidad del Este: Bartending

Devsha Santiago-Gonzalez
Business Instructor
Phoenix University: MBA
Phoenix University: B.S. Business

Luz Soto
Medical Assistant Instructor
Universidad Del Este: Master of Science in Educational Leadership
Universidad Del Turabo: Bachelor of Arts in General Education
University of Puerto Rico: Associate Degree in Emergency Medical Technology

Ismael Sotomayor
Culinary Instructor
Keiser University: Associate of Science – Culinary Arts

Lashawn D. Sullivan
Medical Instructor
Herzing University: Bachelor of Science in Health Information Management

Monica Tirado, CMAS, CPC
Externship Coordinator
Everest University Associates in Science Degree Medical Insurance Billing and Coding
CMAS Certified Medical Administrative Specialist
CPC American Association of Professional Coders
Hepatitis B – Training Certified

Michelle Vazquez
Lead Esthetics Instructor
Academy of Career Training: Cosmetology Professor
Florida College of Natural Health: Associates of Science/Advanced Soft Tissue Therapeutics
Florida College of Natural Health: Massage Therapy Diploma
Carmen O. Whitman
Cosmetology Instructor
Vocational Diploma High School Luis Munoz Iglesias: Cosmetologist Barber and Stylist

PEMBROKE PINES CAMPUS

Administration
Executive Director/Interim Dean.......................................................... Peter Yamil Perez
Director of Financial Aid ................................................................. Joseph Dowling, Jr.
Associate Director of Admissions ........................................................... Madelin Fernandez
Director of Career Services.......................................................... Rosana Diaz
Student Accounts Manager .......................................................... Bonnie Galindo
Registrar ........................................................................ Kenyon Jarmaine Evans, MBA
Academic Chair/Allied Health.......................................................... Carmen Salazar

Faculty

Rosana Diaz, CMA
Externship Coordinator
Hialeah Technical Center Associate Degree Medical Assistant
Certified Medical Assistant

Tamara Chiong
Allied Health Instructor
Superior Institute of Medical Science, PhD, Bachelor of Science

Ana L. Ferraz-Lago
General Education Instructor
Nova Science Southeastern University, Education Specialist
Florida International University, Bachelor of Arts in Psychology
Florida International University, Bachelor of Arts in Biological Science
University of South Florida, Bachelor of Arts in French
Saint Thomas University, Bachelor of Arts in Spanish
Florida International University, Bachelor of Arts in English
University of South Florida, Master of Business Administration
University of Florida, Bachelor of Science in Chemical Engineering
Nicole Hansen, MBA
Lead Business Instructor
American Intercontinental University MBA Accounting and Finance
Chestnut Hill College, Bachelor of Science in Management
State University of New York: Bachelor of Science in Marketing Communications
Microsoft Office Specialist Certification

Susan Parlor, CPC
Medical Assistant Instructor
University of Phoenix Associates Degree Health Administration

Alexander Ramirez
Lead Criminal Justice Instructor
Saint Thomas University, Master of Science
John Jay College of Criminal Justice, Bachelor of Arts

Gregory Reed, MFA
Information Technology Instructor
Barry University: Bachelor of Science Information Technology
Miami International University: MFA Digital Media Technology

Modesto Tirado, PhD
Allied Health Instructor
Higher Institute of Medical Science of Havana

Dr. Michael Whitmore, DC
Medical Assistant Instructor
Life University College of Chiropractic, Doctor of Chiropractic
University of Berkeley, Ph.D candidate
Excelsior College, BS
Orlando Campus
### Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Entrepreneurship</td>
<td>$9,096.00</td>
</tr>
<tr>
<td>Advanced Hair Styling &amp; Design</td>
<td>$15,336.00</td>
</tr>
<tr>
<td>Baking &amp; Pastelería</td>
<td>$17,910.00</td>
</tr>
<tr>
<td>Barbering</td>
<td>$20,125.00</td>
</tr>
<tr>
<td>Beverage Services with Flair</td>
<td>$12,125.00</td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>$15,810.00</td>
</tr>
<tr>
<td>Cosmetology</td>
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<tr>
<td>Culinary Arts</td>
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<td>English as a Foreign Language – Conversational</td>
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<tr>
<td>English as a Foreign Language – Reading &amp; Writing</td>
<td>$375.00</td>
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<tr>
<td>Esthetics</td>
<td>$14,825.00</td>
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<tr>
<td>Facial &amp; Skin Care Specialist</td>
<td>$7,545.00</td>
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<tr>
<td>Full Specialist</td>
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<tr>
<td>HVAC/R with PLC</td>
<td>$22,510.00</td>
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<tr>
<td>Medical Assistant Technician</td>
<td>$16,964.00</td>
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<tr>
<td>Medical Billing &amp; Coding</td>
<td>$15,650.00</td>
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<tr>
<td>Nail Specialist</td>
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</tr>
<tr>
<td>Network Administration</td>
<td>$12,944.00</td>
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<tr>
<td>Patient Care Technician</td>
<td>$15,222.00</td>
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</table>

### Associate Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS Business &amp; Management Technology</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>CIS Computer Drafting &amp; Design</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>$29,838.00</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$31,080.00</td>
</tr>
<tr>
<td>Network Administration</td>
<td>$29,838.00</td>
</tr>
<tr>
<td>Medical Administrative Assistant</td>
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</tr>
<tr>
<td>Medical Billing &amp; Coding</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Business Management &amp; Marketing</td>
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</tr>
<tr>
<td>Entrepreneurship</td>
<td>$34,132.00</td>
</tr>
<tr>
<td>Health Information Technology</td>
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<tr>
<td>Interdisciplinary Studies</td>
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<tr>
<td>Paralegal</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Web Site &amp; Graphic Design</td>
<td>$32,520.00</td>
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</table>

### Bachelor’s Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Management</td>
<td>$55,630.00</td>
</tr>
<tr>
<td>Business Entrepreneurship, Management &amp; Marketing</td>
<td>$55,630.00</td>
</tr>
<tr>
<td>Business with emphasis on Project Management</td>
<td>$55,630.00</td>
</tr>
<tr>
<td>Criminal Justice with emphasis on Homeland Security</td>
<td>$54,258.00</td>
</tr>
<tr>
<td>Information Technology - Networking, Web Design and Programming</td>
<td>$54,354.00</td>
</tr>
</tbody>
</table>

Administrative Fee and Medical Program Fees are on page 43
CALENDAR

Holidays-No Class
January 1, 2013 – New Year’s Day, Campus Closed
February 18, 2013 – President’s Day
April 1 through 4, 2013 – Spring Break
May 27, 2013 – Memorial Day, Campus Closed
July 1 through July 4, 2013 – Summer Break
July 4, 2013 Independence Day – Campus Closed
September 2, 2013 Labor Day – Campus Closed
November 11, 2013 Veteran’s Day – Campus Closed
November 28 and 29 Thanksgiving – Campus Closed
December 23 through January 2, 2014 – Winter Break
December 24 and 25, 2013 Christmas Eve and Christmas Day – Campus Closed
December 31, 2013 New Years’ Eve – Campus Closed
January 1, 2014 New Year’s Day – Campus Closed

SCHEDULED PROGRAM STARTS

Programs begin periodically throughout the year. Registration is on-going process. Beginning and ending dates vary throughout the year and represent an academic year. For holidays, see the Calendar above.

<table>
<thead>
<tr>
<th>Registration Begins</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>November 28, 2012</td>
<td>January 7, 2013</td>
</tr>
<tr>
<td>January 9, 2013</td>
<td>February 4, 2013</td>
</tr>
<tr>
<td>February 6, 2013</td>
<td>March 4, 2013</td>
</tr>
<tr>
<td>March 6, 2013</td>
<td>April 8, 2013</td>
</tr>
<tr>
<td>April 10, 2013</td>
<td>May 6, 2013</td>
</tr>
<tr>
<td>April 22, 2013</td>
<td>May 28, 2013</td>
</tr>
<tr>
<td>May 8, 2013</td>
<td>June 3, 2013</td>
</tr>
<tr>
<td>May 20, 2013</td>
<td>June 24, 2013</td>
</tr>
<tr>
<td>June 5, 2013</td>
<td>July 8, 2013</td>
</tr>
<tr>
<td>July 10, 2013</td>
<td>August 5, 2013</td>
</tr>
<tr>
<td>August 7, 2013</td>
<td>September 3, 2013</td>
</tr>
<tr>
<td>September 5, 2013</td>
<td>September 30, 2013</td>
</tr>
<tr>
<td>October 2, 2013</td>
<td>October 28, 2013</td>
</tr>
<tr>
<td>October 30, 2013</td>
<td>November 25, 2013</td>
</tr>
<tr>
<td>November 27, 2013</td>
<td>January 6, 2014</td>
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</tbody>
</table>

*Orlando campus only
# Programs Offered by Campus

## Orlando Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Business with Emphasis on Project Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associates</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associates</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associates</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Associates</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Advanced Entrepreneurship</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language – Conversational</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language – Reading and Writing</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Diploma</td>
<td>Patient Care Technician</td>
</tr>
</tbody>
</table>
## Programs Offered by Campus

### DeLand Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associates</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Administrative Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Web Design and Graphic Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Barbering</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>Diploma</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Diploma</td>
<td>HVAC/R with PLC</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Diploma</td>
<td>Network Administration</td>
</tr>
<tr>
<td>Diploma</td>
<td>Patient Care Technician</td>
</tr>
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</table>

### Lakeland Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
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</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Associates</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Administrative Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Diploma</td>
<td>Patient Care Technician</td>
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</table>
Programs Offered by Campus

Kissimmee Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associates</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associates</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associates</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Associates</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Administrative Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Associates</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Web Site and Graphic Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Advanced Entrepreneurship</td>
</tr>
<tr>
<td>Diploma</td>
<td>Advanced Hairstyling and Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Baking and Pasterlería</td>
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<tr>
<td>Diploma</td>
<td>Barbering</td>
</tr>
<tr>
<td>Diploma</td>
<td>Beverage Services with Flair</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>Diploma</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language – Conversational</td>
</tr>
<tr>
<td>Diploma</td>
<td>English as a Foreign Language – Reading and Writing</td>
</tr>
<tr>
<td>Diploma</td>
<td>Esthetics</td>
</tr>
<tr>
<td>Diploma</td>
<td>Facial and Skin Care Specialist</td>
</tr>
<tr>
<td>Diploma</td>
<td>Full Specialist</td>
</tr>
<tr>
<td>Diploma</td>
<td>HVAC/R with PLC</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
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<td>Nail Specialist</td>
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<tr>
<td>Diploma</td>
<td>Network Administration</td>
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</table>
## Programs Offered by Campus

### Pembroke Pines Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
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<tbody>
<tr>
<td>Bachelor</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Business with Emphasis on Project Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associates</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associates</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>Associates</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associates</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associates</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associates</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Advanced Entrepreneurship</td>
</tr>
<tr>
<td>Diploma</td>
<td>Barbering</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>Diploma</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Diploma</td>
<td>HVAC/R with PLC</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
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</tbody>
</table>
## FTC Programs Offered On Line

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Credential</th>
<th>Deland Online</th>
<th>Orlando Online</th>
<th>Lakeland Online</th>
<th>Kissimmee Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business- Entrepreneurship, Management, and Marketing</td>
<td>Bachelor Degree</td>
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<td>X</td>
</tr>
<tr>
<td>Business with emphasis on Project Management</td>
<td>Bachelor Degree</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Justice with emphasis on Homeland Security</td>
<td>Bachelor Degree</td>
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<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Service Administration</td>
<td>Bachelor Degree</td>
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<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Program</td>
<td>Bachelor Degree</td>
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<td>X</td>
<td></td>
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</tr>
<tr>
<td>Health Information Technology</td>
<td>Associate Degree</td>
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<td>X</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>Associate Degree</td>
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</tr>
<tr>
<td>HVAC/R with PLC</td>
<td>Diploma</td>
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<td></td>
<td></td>
<td>X</td>
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</table>
Addendum to the June 2013 Catalog

Effective June 28, 2013

The following change applies to page 162:

The tuition cost for the Nail Specialist Diploma Program has been changed from $995 to $870.

Effective July 1, 2013

The following change applies to page 4:

The Board of Directors is as follows:
Jeffrey Leeds
Scott VanHoy
Guillermo Nigaglioni
David Ruggieri
Dr. Joel Meyerson