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.

The Medical Assistant Associate Degree and the Medical Assistant Technician Diploma programs at the Orlando, DeLand, Kissimmee, Lakeland, and Pembroke Pines campuses are programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg Pike, Suite 313 N. Fall Church, VA 22043. Tel: (703) 917-9503, Fax: (703) 917-4109, E-mail: info@abhes.org

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 (FTC) disclaims liability for any unintended errors in this publication.

Florida Technical College has Continuing Education programs and two academic units: The Digital Animation & Visual Effects School (The DAVE School) and LaSalle Computer Learning Center (LCLC). This catalog focuses on courses and policies related to FTC programs that are not offered through The DAVE School or LCLC. Catalogs that focus on courses and policies related to programs offered through The DAVE School and LCLC are published separately.

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, the Pembroke Pines campus opened in November, 2011 and the Cutler Bay Campus opened for classes January, 2015. 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.

Non-Discrimination Policy
Florida Technical College prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all of its programs, activities, and services. Any concerns or inquiries regarding the non-discrimination policies should be addressed to the Vice President for Academic Affairs at Florida Technical College, 12900 Challenger Parkway, Orlando, FL 32828, (407) 447-7300, who has been designated to coordinate the efforts of Florida Technical College to comply with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.
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 locations for the convenience of its students. All campus locations contain medical assistant labs. All 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.

Florida Technical College has two catalogs. This catalog contains information for the Cutler Bay campus. The information pertaining to the Orlando, DeLand, Kissimmee, Lakeland and Pembroke Pines campuses are in a separate catalog.

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 Plaza del Sol 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 Plaza del Sol facility, ample parking is available for our students. For more information, please call (407) 483-5700.

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
The Cutler Bay campus is located in the Southland Mall at 20505 South Dixie Highway, Cutler Bay, FL 33189-1208, Telephone (786) 405-1100 and Fax (786) 272-7980. The campus occupies approximately 25,777 square feet within the mall. There is a combination of classrooms, medical labs, computer labs, a criminal justice classroom/lab, lecture hall, student lounge, break room, library, faculty work area, reception areas, storage areas and administrative offices.

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. 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 at (813) 288-0110 or online at http://www.lasallecomputer.com

The Digital Animation & Visual Effects School (DAVE School) is located on the back lot of Universal Studios Orlando® at 2500 Universal Studios Plaza, Sound Stage 25, Orlando, FL 32819. The campus includes four computer labs, a motion capture studio, a 3D printing lab, library and one of the largest green screens in the southwest housed in their 11,000 square foot sound stage. They offer two programs, one in Visual Effects Production and another in Game Production. For more information about the DAVE School, its programs, and campus, please contact the DAVE School at (407) 224-3283 or online at http://www.daveschool.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:

Erik Brooks
Rob MacInnis
Kevin Malone
Guillermo Nigaglioni
Scott VanHoy
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, or other acceptable evidence of graduation 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 college 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 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:

**Criminal Justice Program**
Applicants for the Criminal Justice with Emphasis on Homeland Security program or the Criminal Justice program must consent to a 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).

**Healthcare Provider Programs**
Applicants for Healthcare Provider programs including Allied Health Management Bachelor program, Health Information Technology Associates program, Medical Assistant Associates program, Medical Billing and Coding Specialist Associates program, Medical Assistant Technician Diploma program, and Medical Billing and Coding Specialist 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)

**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>Allied Health Management</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 requirements for that program or quarter have been met, including satisfaction of all financial obligations to the College. 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.
4. Credits earned at another institution that is not located in the United States or its territories must be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. FTC accepts transfer credit evaluations from National Association of Credential Evaluation Services (NACES) or Association of International Evaluators, Inc. (AICE) member organizations.

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/Hardware with Wireless Technology program. All requests for credit by licensure must be approved by the Academic Dean or Executive Director.

For those students for whom transfer credit is awarded, the transfer credits, in combination with credit by examination, may not exceed 75% of the total credits required for graduation. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.
**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 75% 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.

**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 college 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 college 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 college. Positions may either be on-campus, off-campus or community service related. A candidate must demonstrate financial need to be awarded FWS.
Student Bus Pass Program

The Student Bus Pass Program is available to all students at Florida Technical College. Student Bus Passes are available for students to purchase and are sold in the Student Accounts Department. These bus passes are good for one month at a time.

<table>
<thead>
<tr>
<th>Bus Pass Costs</th>
<th>$50.00 monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate: $450 - $600 per academic year</td>
<td></td>
</tr>
</tbody>
</table>

Students can check with the Financial Aid Office for options to assist with the Bus Pass costs, as Financial Aid may be able to include in the Financial Aid packaging for the full academic year. Bus Passes are intended to aid students in transportation to and from school.

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/](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](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.
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

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 college academic year. Applications are available from high school guidance counselors and participating FAPSC higher education institutions 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 degree, or the final two years of a bachelor’s degree (for those who hold a transferable associate degree) program to the winner of the MHI contest (Miss Division) in December 2014. 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/.

All contestants who enter MHI and meet the FTC admissions requirements published in the college catalog are automatically considered for the FTC scholarship.

The 2014 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% of program length.

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.

Library and 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 Canvas 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 may be submitted to the Executive Director. Failed courses must be repeated at the expense of the student unless otherwise noted by the Executive Director.
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 Family Education Rights and 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 policies set forth by the College. Students are prohibited from possessing firearms, knives (excluding culinary knives), and other weapons; nonprescription drugs; and alcohol while on campus. Violators may be arrested and/or prosecuted under applicable laws. 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 subject to disciplinary action, up to and including, termination.

**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. The instructor, Academic Dean, and/or Executive Director will 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; 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 by the Executive Director. 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 as follows: Any student who graduates with a 3.50 to 3.69 grade point will graduate with Cum Laude Honor designation, any student who graduates with 3.70 to 3.84 grade point will graduate with Magna Cum Laude honor designation and any student with a 3.85 to 4.0 grade point will graduate with Summa Cum Laude honor designation.

Graduation Requirements
In order to graduate, students must achieve a cumulative GPA of 2.0 or greater and successfully complete all required courses and specialized field requirements in their program of study. 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.

Commencement
If the student has met all graduation requirements and has made application to the Registrar for graduation status no later than four weeks prior to the end of the program, the Registrar will submit the student’s name to the Executive Director or the Academic Dean, for participation in the commencement ceremony.
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 students connect their respective assigned iPad to the FTC network, respective students 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, and avoid 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>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Excellent</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B – Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C – Satisfactory</td>
<td>70-79</td>
<td>2</td>
</tr>
<tr>
<td>D – Passing</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F – Failing</td>
<td>Below 60</td>
<td>0</td>
</tr>
<tr>
<td>I – Incomplete</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>W – Withdraw</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>T – Transfer</td>
<td>N/A</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 assessment or exam. In addition, a student who withdraws or is withdrawn from FTC prior to the end of the course without completing the mid-term assessment or exam will be assigned a grade of “W” without the request being submitted in writing. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted 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 higher education institution 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, which typically occurs after a student completes three month-long courses. 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.
**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’s Degree Programs at the following campus:**

**Cutler Bay**

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credits</th>
<th>Maximum Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business- Entrepreneurship, Management, and Marketing</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Business with Emphasis on Project Management</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Allied Health Management</td>
<td>180</td>
<td>270</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Programming</td>
<td>180</td>
<td>270</td>
</tr>
</tbody>
</table>

**Maximum Timeframe for Associate of Science Degree Programs at the following campus:**

**Cutler Bay**

<table>
<thead>
<tr>
<th>Program</th>
<th>Total Credit Hours in Program</th>
<th>Maximum Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business-Management and Marketing</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>90.5</td>
<td>135.8</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>90.5</td>
<td>135.8</td>
</tr>
<tr>
<td>Network Administration/Hardware with Wireless Technology</td>
<td>90</td>
<td>135</td>
</tr>
<tr>
<td>Web Site and Graphics Design</td>
<td>90</td>
<td>135</td>
</tr>
</tbody>
</table>
Maximum Timeframe for Diploma Programs at the following campus:
Cutler Bay

<table>
<thead>
<tr>
<th>Program</th>
<th>Credential</th>
<th>Payment Period Weeks or Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant Technician</td>
<td>Diploma</td>
<td>51.5</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>Diploma</td>
<td>51.5</td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress

Satisfactory Academic Progress – Payment Period Table

<table>
<thead>
<tr>
<th>Program</th>
<th>Credential</th>
<th>Payment Period Weeks or Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Management</td>
<td>Bachelor’s</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Business-Entrepreneurship, Management and Marketing</td>
<td>Bachelor’s</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Business with Emphasis on Project Management</td>
<td>Bachelor’s</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
<td>Bachelor’s</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Programming</td>
<td>Bachelor’s</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Business Management and Marketing</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Medical Coding and Billing Specialist</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Network Administration/Hardware with Wireless Technology</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Web Site and Graphic Design</td>
<td>Associate</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Medical Assistant Technician</td>
<td>Diploma</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>Diploma</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>
Satisfactory Academic Progress for All Bachelor’s Degree Programs at the Cutler Bay Campus

Program Name: Bachelor’s Degrees
Total Credit Hours: 180 credits

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
<th>Minimum Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>4</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>5</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>6</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>7</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>8</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>9</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>10</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>11</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>12</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>13</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>14</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>15</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>16</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>17</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>18</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Satisfactory Academic Progress for All Associate Degree Programs at the Cutler Bay Campus

Program Name: Associate Degrees
Total Credit Hours: 90 – 91 credits

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
<th>Minimum Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>4</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>5</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>6</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>7</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>8</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>9</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Satisfactory Academic Progress for Diploma Programs at the Cutler Bay Campus

Program Name: Medical Assistant Technician
Total Credit Hours: 51.5 Campus: Cutler Bay

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
<th>Minimum Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>5</td>
<td>67%</td>
<td>2.0</td>
</tr>
<tr>
<td>6</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program Name: Medical Billing & Coding Specialist
Total Credit Hours: 51.5 Campus: Cutler Bay

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
<th>Minimum Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>67%</td>
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<tr>
<td>4</td>
<td>67%</td>
<td>2.0</td>
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<tr>
<td>5</td>
<td>67%</td>
<td>2.0</td>
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<tr>
<td>6</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>
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 assessment or exam. In addition, a student who withdraws or is withdrawn from FTC prior to the end of the course without completing the mid-term assessment or exam will be assigned a grade of “W” without the request being submitted in writing. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted thus affecting the successful 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 action taken by the campus Executive Director or the Academic Dean may appeal that action or decision to the Provost and Vice President for Academic Affairs. This appeal must be in writing and must be made within (20) days of the action taken by the campus Executive Director or the Academic Dean.

Students wishing to appeal the action taken by the Provost and Vice President for Academic Affairs may appeal that action or decision to the President of Florida Technical College This appeal must be in writing and must be made within (20) days of the action taken by the Provost and Vice President for Academic Affairs.

Students wishing to appeal the final determination by the President 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.

Residents of South Carolina may access a complaint form through the web site of the Commission for Independent Education, South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201.

http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf
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 Canvas 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 173. 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, the online administrator, Dr. David Penn, or the Academic Dean at your campus.

Minimum Computer Requirements
Minimum Computer Requirements are found at the following links:
http://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas
http://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-support

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.
- Have a computer that is able to install class required software such as Microsoft Office, AutoCAD, Visual Basic Express.
- 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 Canvas 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. Your online user name and password can only be used by you and can only be reset by FTC Online Help Desk at OnlineHelpDesk@ftccollege.edu.
There will be no additional charges or fees associated with the verification of your identity. Canvas security information may be found at http://www.instructure.com/open-security.

**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 98**

**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 college 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 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: SCT100)
   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 colleges, 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 in Florida may be found at the FDLE Registered Sex Offenders website: [http://offender.fdle.state.fl.us/offender/homepage.do](http://offender.fdle.state.fl.us/offender/homepage.do) or toll free number- 1-888-357-7332 for TTY Accessibility – 1-877-414-7234.

**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 Education 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.

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.

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.

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 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 with leadership responsibilities. The program offers students the opportunity to learn about maintaining medical records, billing and coding information for insurance purposes, and electronically transferring prescriptions to pharmacies. This program includes a course on the principles of organization and supervision of human, financial, and physical resources. Additionally, it includes a course on career development to prepare students for leadership responsibilities.
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.

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

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. The students also learn how to prepare patients for various technical examinations such as EKGs and phlebotomy.

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.
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. 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).
## GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>English</th>
<th>Mathematics and the Sciences</th>
</tr>
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<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>
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<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>
<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>ENG249 U.S. Latino Literature</td>
<td>SCI460 Introduction to Sustainability</td>
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<tr>
<td>FILM121 Contemporary American Film</td>
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### Humanities

<table>
<thead>
<tr>
<th>English</th>
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<tr>
<td>FILM121 Contemporary American Film</td>
<td>ECO2000 Economics</td>
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<tr>
<td>HUM101 Humanities</td>
<td>GOV101 American Government</td>
</tr>
<tr>
<td>HUM301 Advanced Theater</td>
<td>GOV102 American History</td>
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<tr>
<td>HUM400 Religion and Philosophy</td>
<td>POL2000 People and Politics</td>
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<td>HUM2000 Introduction to the Theater</td>
<td>PSY101 Psychology</td>
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<td>HUM2010 Music Appreciation</td>
<td>PSY306 Adult Psychology</td>
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<td>HUM2020 Introduction to Art</td>
<td>PSY320 Social Psychology</td>
</tr>
<tr>
<td>HUM2030 Latinos in the United States</td>
<td>PSY2000 Introduction to Psychology</td>
</tr>
<tr>
<td>PHI101 Philosophy</td>
<td>PSY2099 Psychology of Personal Effectiveness</td>
</tr>
<tr>
<td>PHI305 Ethics</td>
<td>PSY2100 Psychology of Diversity</td>
</tr>
<tr>
<td>PHI2000 Introduction to Philosophy</td>
<td>PSY2150 Psychology of Work Behavior</td>
</tr>
<tr>
<td></td>
<td>PSY2200 Change Anything: Psychology of Influence</td>
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<tr>
<td></td>
<td>SOC101 Sociology</td>
</tr>
<tr>
<td></td>
<td>SOC2000 Introduction to Sociology</td>
</tr>
<tr>
<td></td>
<td>SOC2055 Population Education: How Adults Learn</td>
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<tr>
<td></td>
<td>SOC2100 Sociology of Culture and Diversity</td>
</tr>
<tr>
<td></td>
<td>SOC2360 Cultural Diversity of Hispanic Communities</td>
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# COURSE ABBREVIATIONS

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<thead>
<tr>
<th>ACG</th>
<th>Accounting</th>
<th>ELE</th>
<th>Electricity</th>
<th>PBA</th>
<th>Public Administration</th>
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<tr>
<td>AGD</td>
<td>Applied Graphic and Design</td>
<td>ENC</td>
<td>English</td>
<td>PCT</td>
<td>Patient Care Technician</td>
</tr>
<tr>
<td>BAD</td>
<td>Business</td>
<td>ENG</td>
<td>English</td>
<td>PHI</td>
<td>Philosophy</td>
</tr>
<tr>
<td>BAM</td>
<td>Management</td>
<td>ENT</td>
<td>Entrepreneurship</td>
<td>PHY</td>
<td>Physics</td>
</tr>
<tr>
<td>BAR</td>
<td>Barbering</td>
<td>EST</td>
<td>Esthetics</td>
<td>PLC</td>
<td>Programmable Logic Controller</td>
</tr>
<tr>
<td>BEV</td>
<td>Beverage Services w/ Flair</td>
<td>ESTE</td>
<td>Biology</td>
<td>PM</td>
<td>Project Management</td>
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<td>EXT</td>
<td>Externship</td>
<td>POL</td>
<td>Political Science</td>
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<tr>
<td>BKP</td>
<td>Baking and Pastelería</td>
<td>FTC</td>
<td>Foundation to Career</td>
<td>PRG</td>
<td>Programming</td>
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<tr>
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<td>GOV</td>
<td>Government</td>
<td>PSY</td>
<td>Psychology</td>
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<td>Homeland Security</td>
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<td>Research</td>
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<td>HVA</td>
<td>HVAC/R</td>
<td>SCI</td>
<td>Science</td>
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<tr>
<td>CIS</td>
<td>Computer Information Systems</td>
<td>HUM</td>
<td>Humanities</td>
<td>SOC</td>
<td>Sociology</td>
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<tr>
<td>CJT</td>
<td>Criminal Justice</td>
<td>IT</td>
<td>Information Technology</td>
<td>SPH</td>
<td>Speech</td>
</tr>
<tr>
<td>COC</td>
<td>Web Design</td>
<td>MAR</td>
<td>Marketing</td>
<td>SS</td>
<td>Student Success</td>
</tr>
<tr>
<td>COM</td>
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<td>MAT</td>
<td>Math</td>
<td>WGD</td>
<td>Web Graphic and Design</td>
</tr>
<tr>
<td>COS</td>
<td>Cosmetology</td>
<td>MTH</td>
<td>Math</td>
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<tr>
<td>CUL</td>
<td>Culinary</td>
<td>MBC</td>
<td>Medical Billing and Coding</td>
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</tr>
<tr>
<td>ECO</td>
<td>Economics</td>
<td>MEC</td>
<td>Mechanical</td>
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<tr>
<td>EEL</td>
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<td>MED</td>
<td>Medical</td>
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</tr>
<tr>
<td>EFL</td>
<td>English as a Foreign Language</td>
<td>NLS</td>
<td>Nails Specialist</td>
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</table>
BACHELOR’S DEGREE*
* Not all programs are available at all campuses.

ALLIED HEALTH MANAGEMENT
This curriculum available residentially at the following campus: Cutler Bay.

180 Quarter Credits

CORE COURSES (10.5 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FTC1000</td>
<td>Success Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>FTC2200</td>
<td>Career Development Lecture</td>
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Concentration Courses (105 Credit Quarter Hours)

Lower Level

<table>
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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>
<td>4.5</td>
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<tr>
<td>MBC1200</td>
<td>Current Procedural Codes/CPT I</td>
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<td>MBC1300</td>
<td>Diagnostic Coding/ICD-9 I</td>
<td>4.5</td>
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<td>MBC1400</td>
<td>Medical Insurance</td>
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<td>MBC1500</td>
<td>Introduction to Health Information Technology</td>
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<td>MED1001</td>
<td>Medical Terminology Lecture/Lab</td>
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<tr>
<td>MED1010</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>MED1020</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>MED1040</td>
<td>Basic Clinical Procedures</td>
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<tr>
<td>MED2050</td>
<td>Lab Procedures</td>
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<tr>
<td>MED2061</td>
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<td>MED2070</td>
<td>Cardiology</td>
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<tr>
<td>BUS2230</td>
<td>Business Management Lecture/Lab</td>
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Upper Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS3320</td>
<td>Leadership and Organizational Behavior Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS4405</td>
<td>Labor Relations Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>HSA3300</td>
<td>Health Services Organization Management and Marketing Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>HSA3315</td>
<td>Health Information Systems Lecture/Lab</td>
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<tr>
<td>HSA3320</td>
<td>Healthcare Human Resource Management Lecture/Lab</td>
<td>4.5</td>
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<tr>
<td>HSA3325</td>
<td>Introduction to Healthcare Financial Management Lecture/Lab</td>
<td>4.5</td>
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<tr>
<td>HSA4405</td>
<td>Healthcare Policy and Law</td>
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<tr>
<td>HSA4410</td>
<td>Long-Term Managed Care Systems Lecture/Lab</td>
<td>4.5</td>
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</table>

2 – Electives 4.5 X 2=9.0
1 – Elective 6.0 X 1=6.0

General Education Classes 54.0

ELECTIVE COURSES (15 Credit Hours Required)

All Electives Must Include: upper level management and administration courses, including health services administration courses.

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

This curriculum available residentially at the following campus: Cutler Bay.

180 Quarter Credits

**Core Courses (10.5 credits)**

- FTC1000  Success Strategies  4.5
- FTC2200  Career Development Lecture  6.0

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

**Lower Level**

- ACG1100  Accounting I Lecture/Lab  4.5
- ACG2000  Accounting II  4.5
- BAD 100  Introduction to Business  4.5
- CAP1000  Introduction to Computer Operations  4.5
- HRM200  Human Resources Management  4.5
- MKT2010  Introduction to Marketing  4.5
- BUS2230  Business Management Lecture/Lab  4.5
- BUS2040  Information Management  4.5
- MKT2250  Marketing Research Lecture  6.0

**Upper Level**

- ENT3311  Entrepreneurship Lecture/Lab  4.5
- MAR3523  Consumer Behavior Lecture/Lab  4.5
- 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
- ENT4351  Entrepreneurial Strategy Lecture/Lab  4.5
- ENT4361  Business Plan and Implementation Lecture/Lab  4.5
- BUS3320  Leadership and Organizational Behavior Lecture/Lab  4.5
- FIN400  Financial Management  4.5
- BUS4999  Strategic Management Lecture  6.0
- 4 Electives  4.5 X 4=18

**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

This curriculum available residentially at the following campus: Cutler Bay.

180 Quarter Credits

Core Courses (10.5 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>
<td>FTC2200</td>
<td>Career Development Lecture</td>
<td>6.0</td>
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Lower Level

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC100</td>
<td>Accounting Basics</td>
<td>4.5</td>
</tr>
<tr>
<td>BAD100</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>CERT1700</td>
<td>Practical Project Management</td>
<td>4.5</td>
</tr>
<tr>
<td>CERT1800</td>
<td>Project Management Planning</td>
<td>4.5</td>
</tr>
<tr>
<td>ENG200</td>
<td>Professional Writing</td>
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<tr>
<td>HRM200</td>
<td>Human Resources Management</td>
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<td>ECO202</td>
<td>Microeconomics</td>
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<tr>
<td>MKT2010</td>
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<td>MPM 220</td>
<td>Project Management Tools</td>
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<td>BUS2040</td>
<td>Information Management</td>
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<td>IT254</td>
<td>Spreadsheet Applications</td>
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Upper Level

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<tr>
<td>MAT476</td>
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<td>MPM332</td>
<td>Organizational Leadership</td>
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<td>MPM334</td>
<td>Project Risk Management</td>
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<td>MPM346</td>
<td>Contracts and Procurement</td>
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<td>MPM356</td>
<td>Project Performance and Quality Assurance</td>
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<td>MPM434</td>
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<td>FIN400</td>
<td>Financial Management</td>
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<td>BAD410</td>
<td>Business Law</td>
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<td>BAD440</td>
<td>Research Design Methods</td>
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<td>HRM440</td>
<td>Managing Organizational Change</td>
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<td>BUS4999</td>
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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, Mathematics and the Sciences
**CRIMINAL JUSTICE WITH EMPHASIS ON HOMELAND SECURITY**

This curriculum available residentially at the following campus: Cutler Bay.

180 Quarter Credits

**Core Courses (10.5 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>FTC1000</td>
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**Lower Level**

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<td>Intro to Criminal Justice Lecture/Lab</td>
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<td>CJT1105</td>
<td>Criminal Law Lecture/Lab</td>
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<td>Criminal Procedure Lecture/Lab</td>
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<td>CJT1120</td>
<td>Law Enforcement Report Writing Lecture/Lab</td>
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<td>CJT136</td>
<td>Crime Scene Investigation</td>
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<td>CJT140</td>
<td>Forensic Science</td>
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<td>CJT1150</td>
<td>Intro to Corrections Lecture/Lab</td>
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<td>CJT1160</td>
<td>Criminal Justice Administration Lecture/Lab</td>
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<td>CJT206</td>
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**Upper Level**

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<td>HLS420</td>
<td>Private Sector Role in Homeland Security</td>
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<td>CJT325</td>
<td>Licit and Illicit Drugs</td>
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<td>Emergency Topics</td>
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<td>HLS450</td>
<td>Intelligence Analysis</td>
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<td></td>
<td>54.0</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSES** (10.5 Credit Hours Required)

All Electives Must Include Courses that are 4.5 and 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, Mathematics and the Sciences.
INFORMATION TECHNOLOGY NETWORKING, WEB DESIGN AND PROGRAMMING

This curriculum available residentially at the following campus: Cutler Bay.

180 Quarter Credits

**CORE COURSES (10.5 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>FTC2200</td>
<td>Career Development Lecture</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**Lower Level**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC100</td>
<td>Accounting Basics</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS110</td>
<td>Computer Programming Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS111</td>
<td>Intro to Database Management</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>WGD1030</td>
<td>Web Programming I</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2040</td>
<td>Web Programming II</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL1110</td>
<td>A+ Software</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS276</td>
<td>SQL Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2080</td>
<td>TCP/IP Configuration</td>
<td>6.0</td>
</tr>
<tr>
<td>PRG2100</td>
<td>Windows Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2160</td>
<td>Security Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL1100</td>
<td>A+ Hardware</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2150</td>
<td>Networking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2090</td>
<td>Routing and Switching</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2161</td>
<td>Designing Security for a Windows Network Lecture/Lab</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Upper Level**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS3350</td>
<td>Mobile Application Design and Development Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS307</td>
<td>Web Page Development</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS331</td>
<td>Computer System Modeling</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS4406</td>
<td>Java Programming I Lecture/Lab</td>
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<tr>
<td>CIS4499</td>
<td>Java Programming II Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS340</td>
<td>Web Design</td>
<td>4.5</td>
</tr>
<tr>
<td>CIS493</td>
<td>Creating Web Databases</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS4999</td>
<td>Strategic Management Lecture</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>1 Elective</td>
<td>4.5 X 1=4.5</td>
</tr>
<tr>
<td></td>
<td>General Education Classes</td>
<td>54.0</td>
</tr>
</tbody>
</table>

**ELECTIVE COURSE** (4.5 Credit Hours Required)

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

*Not all programs are available at all campuses.

BUSINESS-MANAGEMENT AND MARKETING

This curriculum available residentially at the following campus: Cutler Bay.

90 Quarter Credits

**CORE COURSES (10.5 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>
<td>4.5</td>
</tr>
<tr>
<td>FTC2200</td>
<td>Career Development Lecture</td>
<td>6.0</td>
</tr>
<tr>
<td>ACG1100</td>
<td>Accounting I Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>ACG2000</td>
<td>Accounting II Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>BAD100</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS3320</td>
<td>Leadership and Organizational Behavior Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS2230</td>
<td>Business Management Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CAP1000</td>
<td>Introduction to Computer Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>HRM200</td>
<td>Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MAR3523</td>
<td>Consumer Behavior Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>MKT2010</td>
<td>Introduction to Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>MKT2250</td>
<td>Marketing Research Lecture</td>
<td>6.0</td>
</tr>
<tr>
<td>MKT405</td>
<td>Advertising and Sales</td>
<td>4.5</td>
</tr>
<tr>
<td>ENT2041</td>
<td>Managing Change Lecture/Lab</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education Courses

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

The required general education component may include courses from the following groups: Humanities, Social Sciences, English, Mathematics and the Sciences.
CRIMINAL JUSTICE
This curriculum available residentially at the following campus: Cutler Bay.
90 Quarter Credits

CORE COURSES (10.5 credits)
FTC1000 Success Strategies 4.5
FTC2200 Career Development Lecture 6.0

CJT1100 Introduction to Criminal Justice Lecture/Lab 4.5
CJT1105 Criminal Law Lecture/Lab 4.5
CJT1110 Criminal Procedure Lecture/Lab 4.5
CJT1120 Law Enforcement Report Writing Lecture/Lab 4.5
CJT136 Crime Scene Investigation 4.5
CJT1145 Criminology Lecture/Lab 4.5
CJT1150 Introduction to Corrections Lecture/Lab 4.5
CJT1155 Juvenile Justice Lecture/Lab 4.5
CJT1160 Criminal Justice Administration Lecture/Lab 4.5
CJT206 Terrorism and Aviation Security 4.5
CJT2215 Probation and Parole Lecture/Lab 4.5
CJT220 Security Officer Leadership 6.0
General Education Classes 24.0

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.
HEALTH INFORMATION TECHNOLOGY
This curriculum available residentially at the following campus: Cutler Bay.
90 Quarter Credits

CORE COURSES (10.5 credits)
FTC1600  Success with Electronic Health Records  4.5
FTC2200  Career Development Lecture  6.0
CAP1000  Introduction to Computer Operations  4.5
MBC1000  Administrative Office Procedures  4.5
MED1010  Anatomy & Physiology I  4.5
MED1020  Anatomy & Physiology II  4.5
MED1001  Medical Terminology Lecture/Lab  4.5
MBC1200  Current Procedural Codes/CPT I  4.5
MBC1300  Diagnostic Coding/ICD-9 & 10  4.5
MBC1400  Medical Insurance  4.5
MBC1500  Introduction to Health Information Technology  4.5
MBC1710  Coding and Reimbursement Lecture/Lab  4.5
MED2085  Medical Ethics  3.0
MED2095  Medical Law  3.0
1 Elective  4.5 X 1=4.5
General Education Classes  24.0

ELECTIVE COURSES all elective courses must be 4.5 credit hours.

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.
INTERDISCIPLINARY STUDIES
This curriculum available residentially at the following campus: Cutler Bay.

90 Quarter Credits

Core Courses (10.5 credits)
FTC1000  Success Strategies  4.5
FTC2200  Career Development Lecture  6.0

CONCENTRATION COURSES (66.0 QUARTER CREDITS REQUIRED)
The first concentration within this program must be minimally 45 Quarter Credits from any group 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 9.5 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 66 quarter credits.

Primary Concentration (Example)
CAP1000  Introduction to Computer Operations  4.5
ACG1100  Accounting I Lecture/Lab  4.5
BAD100  Intro to Business  4.5
CIS105  Intro to Information Systems  4.5
BUS1100  Office Management Fundamentals Lecture/Lab  4.5
BUS302  Principles of Management  4.5
BUS2250  Legal Environment of Business Lecture/Lab  4.5
RES421  Research Methods  6.0
BUS1107  Fundamentals of E-Business Lecture/Lab  4.5
ENT2041  Managing Change Lecture/Lab  4.5

Secondary Concentration (Example)
CJT1100  Intro to Criminal Justice Lecture/Lab  4.5
PBA201  Public Administration  4.5

Additional concentration courses beyond minimal 46.5 quarter credit requirement for the Business and Information Technology primary concentration are courses that must add up to 9.0 quarter credits for a total of 66.0 quarter credits in the total concentration course group:

General Education Classes  24.0

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.
MEDICAL ASSISTANT
This curriculum available residually at the following campus: Cutler Bay.
90.5 Quarter Credits

**CORE COURSE (10.5 credits)**
- FTC1005  Success Search  1.5
- FTC1010  Success Seminar  3.0
- FTC2200  Career Development Lecture  6.0

**CONCENTRATION COURSES   (56 Credit Hours Required)**
- MBC1000  Administrative Office Procedures  4.5
- MBC1100  Principles of Health Information Resources  4.5
- MED1001  Medical Terminology Lecture/Lab  4.5
- 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
- MED2061  Principles of Pharmacology Lecture/Lab  4.5
- MED2070  Cardiology  4.5
- MED2085  Medical Ethics  3.0
- MED2095  Medical Law  3.0
- MED2800  Certified Medical Assistant Exam Prep  4.5
- MED2999  Practicum (160 Hours)  5.0
  General Education Classes  24.0

**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.
MEDICAL BILLING AND CODING SPECIALIST
This curriculum available residentially at the following campus: Cutler Bay.
90.5 Quarter Credits

**CORE COURSES (10.5 credits)**
- FTC1010 Success Seminar 3.0
- FTC1005 Success Search 1.5
- FTC2200 Career Development Lecture 6.0

**CONCENTRATION COURSES (56 Credit Hours Required)**
- CAP1000 Introduction to Computer Operations 4.5
- MED1001 Medical Terminology Lecture/Lab 4.5
- MED1010 Anatomy & Physiology I 4.5
- MED1020 Anatomy & Physiology II 4.5
- MED2085 Medical Ethics 3.0
- MED2095 Medical Law 3.0
- MBC1000 Administrative Office Procedures 4.5
- MBC1100 Principles of Health Information Resources 4.5
- MBC1200 Current Procedural Codes/CPT I 4.5
- MBC1300 Diagnostic Coding/ICD-9 & 10 4.5
- MBC1400 Medical Insurance 4.5
- MBC2800 Certified Professional Coder Exam Prep 4.5
- MBC2999 Practicum 5.0
  General Education Classes 24.0

**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.
NETWORK ADMINISTRATION
This curriculum available residentially at the following campus: Cutler Bay.
90 Quarter Credits

CORE COURSES (10.5 credits)
- FTC1000  Success Strategies  4.5
- FTC2200  Career Development Lecture  6.0

CONCENTRATION COURSES  (51 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  Networking Fundamentals  4.5
- EEL2160  Security Fundamentals  4.5
- PRG2100  Windows Professional  4.5
- PRG2110  Windows Server  4.5
- PRG2120  Windows Network Infrastructure  4.5
- PRG2161  Designing Security for a Windows Network Lecture/Lab  4.5
- PRG2180  Implementing and Managing Microsoft Exchange Server  4.5
  1 Elective  4.5 X 1=4.5
General Education Classes  24.0

ELECTIVE must be 4.5 quarter credits.

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.
WEB SITE AND GRAPHIC DESIGN
This curriculum available residually at the following campus: Cutler Bay.
90 Quarter Credits

**CORE COURSES (10.5 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>
<td>4.5</td>
</tr>
<tr>
<td>FTC2200</td>
<td>Career Development Lecture</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**CONCENTRATION COURSES (49.5 Credit Hours Required)**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGD1105</td>
<td>Theory and Elements of Design Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD1020</td>
<td>Animation I</td>
<td>4.5</td>
</tr>
<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>
<td>4.5</td>
</tr>
<tr>
<td>WGD1030</td>
<td>Web Programming I</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2040</td>
<td>Web Programming II</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD1010</td>
<td>Introduction to Web Design</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2060</td>
<td>Electronic Publishing</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD1000</td>
<td>Web Graphics</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2050</td>
<td>Implementing and Maintaining Websites</td>
<td>4.5</td>
</tr>
<tr>
<td>WGD2999</td>
<td>Portfolio Project and Presentation</td>
<td>1.5</td>
</tr>
</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, 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 Cutler Bay Campus are:

- Medical Assistant Technician 54.5 Quarter Credits, 11 Months
- Medical Billing and Coding Specialist 53 Quarter Credits, 11 Months
MEDICAL ASSISTANT TECHNICIAN
This curriculum available residentially at the following campus: Cutler Bay.
51.5 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1010</td>
<td>Success Seminar</td>
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<tr>
<td>MBC1000</td>
<td>Administrative Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1001</td>
<td>Medical Terminology Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1010</td>
<td>Anatomy and Physiology I</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1020</td>
<td>Anatomy and Physiology II</td>
<td>4.5</td>
</tr>
<tr>
<td>MED1040</td>
<td>Basic Clinical Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2050</td>
<td>Lab Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2061</td>
<td>Principles of Pharmacology Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2070</td>
<td>Cardiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2085</td>
<td>Medical Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>MED2800</td>
<td>Final Certified Medical Assistant Prep &amp; Exam</td>
<td>4.5</td>
</tr>
<tr>
<td>MED2999</td>
<td>Practicum (160 Hours)</td>
<td>5.0</td>
</tr>
</tbody>
</table>

MEDICAL BILLING AND CODING SPECIALIST
This curriculum available residentially at the following campus: Cutler Bay.
51.5 Quarter Credits

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTC1010</td>
<td>Success Seminar</td>
<td>3.0</td>
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<tr>
<td>MED1001</td>
<td>Medical Terminology Lecture/Lab</td>
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<td>Medical Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>MBC1000</td>
<td>Administrative Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1100</td>
<td>Principles of Health Information Resources</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 &amp; 10</td>
<td>4.5</td>
</tr>
<tr>
<td>MBC1400</td>
<td>Medical Insurance</td>
<td>4.5</td>
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<td>Certified Professional Coder Prep &amp; Exam</td>
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</tr>
<tr>
<td>MBC2999</td>
<td>Practicum (160 Hours)</td>
<td>5.0</td>
</tr>
</tbody>
</table>
**COURSE DESCRIPTIONS**

Prerequisites for any course may be waived by obtaining written permission from the Executive Director or the Academic Dean.

**Course Numbering System**

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.

**Out of Class Hours**

Students are required to spend a minimum of two hours of out of class student work for every hour of classroom or direct faculty instruction and clock to credit hour conversion classes require a minimum of five hours out of class student work for every 20 hours of classroom or direct faculty instruction. This is measured through out-of-class work, including reading of textbooks, other reading, research, writing assignments, exam and presentation preparation/study, projects, clearly defined papers or reports, practice or practical application of theory, or other learning experiences. The work is reflected on the course syllabus as a percentage of the student’s 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>
</tr>
</thead>
<tbody>
<tr>
<td>ACC100</td>
<td>Accounting Basics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ACG1100</td>
<td>Accounting I Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>ACG2000</td>
<td>Accounting II</td>
<td>4.5</td>
</tr>
</tbody>
</table>
|          | This course is a continuation of ACG1100. 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: ACG1100. |
AGD1010  Digital Imaging I  4.5
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.

AGD1105  Theory and Elements of Design Lecture/Lab  4.5
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.

AGD2010  Digital Imaging II  4.5
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  4.5
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  4.5
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  4.5
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  4.5
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  4.5
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.

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. Prerequisite: BAD100

BUS1100 Office/Management Fundamentals Lecture/Lab 4.5
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.

BUS1107 Fundamentals of E-Business Lecture/Lab 4.5
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.

BUS2040 Information Management 4.5
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.

BUS2230 Business Management Lecture/Lab 4.5
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.

BUS2250 Legal Environment of Business Lecture/Lab 4.5
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.
BUS3309 Business Ethics Lecture/Lab 4.5
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.

BUS3320 Leadership and Organizational Behavior Lecture/Lab 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.

BUS4405 Labor Relations Lecture/Lab 4.5
A study of the set of processes Unions and Employers develop and use to achieve their goals while accommodating the needs of each other.

BUS4407 Training and Development Lecture/Lab 4.5
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.

BUS4409 Compensation Management Lecture/Lab 4.5
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.

BUS4999 Strategic Management Lecture 6.0
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.
CAP1000  Introduction to Computer Operations  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.

CAP1010  Word Processing Applications  4.5
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.

CAP1030  Spreadsheet Fundamentals  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.

CAP1040  Data Management Applications  4.5
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.

CAP1100  Geometric Tolerancing  4.5
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.

CAP1200  Fundamentals of Computer Aided Drafting  4.5
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 electro-
mechanical 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.
Prerequisite: CIS326

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.

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.

CIS4406  JAVA Programming I Lecture/Lab  4.5
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, auto boxing, 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

CIS4499  Java Programming II Lecture/Lab  4.5
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, auto boxing, 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). Prerequisite: CIS4406

CJT130  Introduction to Policing  3.0
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.

CJT135  Basic Crime Scene Investigations Techniques  2.0
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. Prerequisite: CJT1100
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.
Prerequisite: CJT1100

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.
Prerequisites: CJT1100 and CJT136

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.

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: CJT1100.

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: CJT1155.
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.

CJT1100  Introduction to Criminal Justice Lecture/Lab  4.5
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.

CJT1105  Criminal Law Lecture/Lab  4.5
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.

CJT1110  Criminal Procedure Lecture/Lab  4.5
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: CJT1105

CJT1120  Law Enforcement Report Writing Lecture/Lab  4.5
This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports.

CJT1145  Criminology Lecture/Lab  4.5
This course covers the causes and patterns of criminal and deviant behavior, as well as possible applications of theory for treatment and prevention. Prerequisite: CJT1100

CJT1150  Introduction to Corrections Lecture/Lab  4.5
This course covers trends and developments in all elements of a modern correctional system for the treatment of juvenile and adult offenders. Prerequisite: CJT1100

CJT1155  Juvenile Justice Lecture/Lab  4.5
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. Prerequisite: CJT1100.

CJT1160  Criminal Justice Administration Lecture/Lab  4.5
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 docket 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. Prerequisite: CJT1100.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CJT2206</td>
<td>Terrorism and Aviation Security Lecture/Lab</td>
<td>4.5</td>
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<td></td>
<td>This course defines and reviews the history of terrorism, and the most recent terrorist attacks from around the world and against the people of the U.S. The aspects of counterterrorism approaches developed in various countries are explored. The future challenges presented by terrorism are identified and examined. 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.</td>
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<td>CJT2215</td>
<td>Probation and Parole Lecture/Lab</td>
<td>4.5</td>
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<td>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.</td>
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<tr>
<td>CJT2235</td>
<td>Criminal Investigations Lecture/Lab</td>
<td>4.5</td>
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<td>This course teaches the fundamentals of criminal investigations from past to present and private investigators to government police forces. Students will learn the science of searching, evidence collection, interview techniques, interrogating, and modern scientific technology.</td>
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<tr>
<td>CJT4400</td>
<td>Laws of Evidence Lecture</td>
<td>6.0</td>
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<td>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. Prerequisite: CJT1105</td>
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<tr>
<td>COC1010</td>
<td>Introduction to Web Design</td>
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<td>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.</td>
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<tr>
<td>COC2050</td>
<td>Implementing and Maintaining Web Sites</td>
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<td>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.</td>
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<tr>
<td>COC2060</td>
<td>Electronic Publishing</td>
<td>4.5</td>
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<td>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. Prerequisite: WGD1000.</td>
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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.

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

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

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.

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.
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.

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 addi-
tion, the student will be introduced to diagnostic software and troubleshooting techniques. Lab included.

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.

EEL2090  Routing and Switching  4.5
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.

EEL2150  Wireless Network Design  4.5
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.

EEL2160  Wireless Network Security  4.5
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.

ELE1202  Basic Electricity (DC-AC) Lecture/Lab  4.5
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 ELE1202 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. Prerequisite: ELE1202

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. Prerequisite: ELE1205

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
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.
ENG249  U.S. Latino Literature  3.0
This course examines the literary and cultural traditions of the Chicana/o, Cuban American, Dominican American, Puerto Rican, and Central American writers in the United States. Course includes critically reading and interpreting fiction, drama, poetry, and essays as a way to make distinctions and interconnections between these Latino communities. Themes including exile and exodus, religion and spirituality, patriarchy and feminism, sub/urbanism and border theory among others will inform students' understanding and appreciation of the texts.

ENG300  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.

ENG400  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.

ENT1505  Building and Sustaining a Successful Enterprise Lecture/Lab  4.5
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.

ENT1625  Entrepreneurial Finance, Accounting and Law Lecture/Lab  4.5
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. The role of business angels, venture capital funds, institutional investors, strategic alliances, licensing agreements, and exit strategies is examined.

ENT1686  Creativity in Business Management Lecture/Lab  4.5
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.

ENT1933  Entrepreneurial Marketing Lecture/Lab  4.5
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.

ENT2041  Managing Change Lecture/Lab  4.5
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.

ENT3311 Entrepreneurship Lecture/Lab 4.5
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: ENT3311

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: ENT3311

ENT4351 Entrepreneurial Strategy Lecture/Lab 4.5
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.
ENT4361  Business Plan and Implementation Lecture/Lab  4.5
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, ENT4351

FILM121  Contemporary American Film  3.0
This course examines contemporary American movies: directors, actors, style, and themes of cultural diversity. Focuses on the examination of popular films for greater understanding of cinematic aesthetics and greater awareness of how movies today both reflect and influence values of our culture, with special focus on diversity of gender, ethnicity and class. It serves as a humanities or English course.

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.

FTC1010  Success Seminar  3.0
This course is designed to inform the student of successful methods for enhancing academic skills, personal life management, and educational navigation and how it is practiced in various personal and professional situations. Assessments provide for reflection and improvement of individuals.

FTC1101  Success and Ethics Lecture/Lab  4.5
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.

FTC2200  Career Development Lecture  6.0
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**
The course is 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. Prerequisite: 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. Prerequisite: CJT250

**HLS330 Advanced Application of Homeland Security and Emergency Management 4.5**
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. Prerequisite: 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. Prerequisite: 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.

Prerequisite: 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.

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

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.

HSA3300 Health Services Organization Management and Marketing Lecture/Lab 4.5
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

HSA3302 Introduction to Epidemiology Lecture/Lab 4.5
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.

HSA3310 Entrepreneurship for Healthcare Lecture/Lab 4.5
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.
HSA3315 Health Information Systems Lecture/Lab 4.5
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: MBC1810

HSA3320 Healthcare Human Resource Management Lecture/Lab 4.5
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.

HSA3325 Introduction to Healthcare Financial Management Lecture/Lab 4.5
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.

HSA3330 Healthcare Economics and Policy Lecture/Lab 4.5
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.

HSA4405 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: HSA3320

HSA4410 Long-Term Managed Care Systems Lecture/Lab 4.5
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.

HSA4415 Population and Health Issues Lecture/Lab 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.

**HSA4425 Healthcare Quality, Management, Risk and Outcome Analysis Lecture/Lab 4.5**  
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.

**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.

**HUM2030 Latinos in the United States 3.0**  
Examines the historical, social and economic experience of Latinos in the United States. Begins with the Spanish borderlands in the 16th century and ends with contemporary affairs. Explores the histories of Mexicans,
Puerto Ricans, Cubans, Dominicans and Central Americans in the United States within the context of U.S. relations with the countries of origin and changes over time in the U.S. society and economy. Assesses the historical construction of race and ethnicity, gender, and the changing forms of identity.

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. Prerequisites: Completion of all 100, 200, 1000 and 2000 courses in the program.

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.

MAR3523 Consumer Behavior Lecture/Lab 4.5
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

MAR4813 Marketing Management Lecture/Lab 4.5
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 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.
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 Principles of Health Information Resources 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.
Prerequisite: MED1001, MED1010, and MED1020

MBC1321 Diagnostic Coding/ICD-9 II Lecture/Lab 4.5
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.
Prerequisite: MED1001, 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.

MBC1710 Coding and Reimbursement Lecture/Lab 4.5
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.
Prerequisite: MBC1200 and MBC1300
MBC1810 Advanced Health Information Technology Lecture/Lab 4.5
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.
Prerequisite: MBC1500

MBC2800 Final Certified Professional Coder Prep & Exam 4.5
This course includes preparation for the certified professional coder examination. This course includes practice assessments covering topics covered throughout the medical billing and coding specialist program courses. Prerequisite: Must successfully complete all program courses with only remaining course being MBC2999.

MBC2999 Practicum 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.

MED1001 Medical Terminology Lecture/Lab 4.5
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.
Prerequisite: MED1001

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.
Prerequisite: MED1001

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.
Prerequisite: 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.

MED2061 Principles of Pharmacology Lecture/Lab 4.5
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.
Prerequisite: 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.
MED2080 Surgical Procedures 4.5
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: MED1001, MED1010, MED1020.

MED2085 Medical Ethics 3.0
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. HIPAA and the importance of confidentiality, contracts, and the importance of proper documentation will also be discussed.

MED2091 Medical Law and Ethics Lecture/Lab 4.5
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.

MED2095 Medical Law 3.0
This course is designed to inform the student of the legal aspects of their profession and medicine. Ethics, bioethics, negligence, and the Good Samaritan Statute will be covered. HIPAA and the importance of confidentiality, contracts, and the importance of proper documentation will be discussed.

MED2800 Certified Medical Assistant Exam Prep 4.5
This course includes preparation for the certified medical assistant examination. This course includes practice assessments covering topics covered throughout the medical assistant program courses. Prerequisite: Must successfully complete all program courses with only remaining course being MED2999 Practicum.

MED2999 Practicum (160 hours) 5.0
Medical Assistant: The Externship experience provides the student with the opportunity to practice the skills they learned 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 Coordinator 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: Must successfully pass competencies assessment.

MGM4465 Business Strategies Lecture/Lab 4.5
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.
MKT405 Advertising and Sales 4.5
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, MAR3523

MKT1175 Internet Marketing Lecture/Lab 4.5
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.

MKT2010 Introduction to Marketing 4.5
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.

MKT2250 Marketing Research Lecture 6.0
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

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.

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: CJT1100.

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.

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.

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.
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.
Prerequisite: PLC3300

PLC3300 Programmable Logic Controller (PLC) Lecture/Lab 4.5
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.
Prerequisite: All previous courses except PLC3001

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 4.5
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.
PRG2130 Implementing Windows Directory Services Infrastructure 4.5
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.

PRG2161 Designing Security for a Windows Network Lecture/Lab 4.5
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.

PRG2170 Designing Windows Network Infrastructure 4.5
This course prepares a student to analyze business requirements and design a Network Infrastructure that meets these requirements. Lab included. Prerequisite: PRG2120.

PRG2180 Implementing and Managing Microsoft Exchange Server 4.5
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: PRG2161.

PSY101 Psychology 6.0
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.

PSY306 Adult Psychology 6.0
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.

PSY320 Social Psychology 6.0
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.

PSY346 Forensic Psychology 6.0
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.

PSY2000 Introduction to Psychology 6.0
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.
PSY2099 Psychology of Personal Effectiveness 3.0
This is a psychology course that emphasizes the understanding of the principles of effective human behavior and the theories of interpersonal relations, communication, personal awareness, and work/career development.

PSY2100 Psychology of Diversity 3.0
The United States is increasingly diverse and the world increasingly globalized. The central focus of the course is on the links between diversity and psychological processes at individual, interpersonal, and international levels. We consider several basic questions: What is diversity? How do race, nationality, and religion influence individuals? What impact does diversity have on cross-group relationships? How is diversity related to people's perceptions of fairness and justice? What is the relevance of people's perceptions of fairness and justice to social problems and social change? Does respect for diversity promote peace and positive change? Much research has addressed these questions, and we closely examine the evidence that has emerged so far.

PSY2150 Psychology of Work Behavior 3.0
This course provides an introduction to the concepts used in industrial and organizational psychology. Specifically, employee selection, performance appraisal, training, motivation, workplace health and consumer behavior are included.

PSY2200 Change Anything Psychology of Influence 3.0
Students examine the changes that occur in thoughts, feelings, and behavior as a result of growth and development, both normal and abnormal, within the individual and the effects of outside intervention. The course attempts to establish a conceptual framework for understanding the relationship between personal history and personality formation, and it examines efforts to modify the individual through outside influence, including psychological, neurophysiological, and spiritual dimensions. There are readings from classical and contemporary sources.

RES421 Research Methods 6.0
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.

SCI101 Environmental Science 6.0
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.

SCI360 Environmental Issues 6.0
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.
SCI460  Introduction to Sustainability  6.0
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.

SOC101  Sociology  6.0
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.

SOC2000  Introduction to Sociology  6.0
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.

SOC2055  Population Education: How Adults Learn  3.0
This course is an examination of the learning of population phenomena within school, college, and out-of-school educational settings. Preparation of curriculum materials and evaluation programs are specified, along with teaching methods and the demographic and social significance of population content within the curriculum.

SOC2100  Sociology of Culture and Diversity  3.0
This course is designed to broaden the student's awareness of the cognitive knowledge and skill necessary to effectively interact with and/or serve a culturally diverse population. This course focuses on contemporary issues of gender, class, race, sexual orientation, religious and ethnic experiences in American life. The course develops skills in recognizing diversity within social systems from a tri-dimensional perspective: individual, group and organizational. This course requires students to understand the organizational and managerial aspects of cultural diversity in order to compete within the workplace and within our global world.

SOC2360  Cultural Diversity of Hispanic Communities  3.0
This course is an exploration of the experiences of Latinas and Latinos in the United States. The class examines sociological themes including work, family, activism, and spirituality through short stories, poetry, and scholarly research.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WGD1000</td>
<td>Web Graphics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>WGD1020</td>
<td>Animation I</td>
<td>4.5</td>
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<tr>
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<td>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.</td>
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</tr>
<tr>
<td>WGD1030</td>
<td>Web Programming I</td>
<td>4.5</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>WGD2000</td>
<td>Animation II</td>
<td>4.5</td>
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<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>WGD2040</td>
<td>Web Programming II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>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: WGD1030.</td>
<td></td>
</tr>
</tbody>
</table>
ADMINISTRATION

President and CEO ..................................................................................................................... David Ruggieri
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
Regional Director of Student Accounts ........................................................................... Leigh Ann Brimmer
Regional Director of Security ............................................................................................... Robert Caruso
Regional Facilities Manager ................................................................................................. Raul Durant
Regional IT Director ................................................................................................................ Steve Porter
Director of Education Technology ....................................................................................... Omar Metwally
THE DAVE SCHOOL

Administration

Executive Director ........................................................................................................................... Jeff Scheetz
Associate Director .................................................................................................................... Brad Murphy
Academic Director ................................................................................................................... William Vaughan
Gaming Dean............................................................................................................................. Angel Gonzalez
Director of Career Services....................................................................................................... Michael Keith
Admissions Director .................................................................................................................. Andrea Clemens

LASALLE COMPUTER LEARNING CENTER

Administration

Executive Director ....................................................................................................................... Suzanne Ricci
Associate Director .................................................................................................................. Kasandra Perez
Student Services Coordinator .................................................................................................. Maria Carini
Regional Registrar ................................................................................................................... Jessica Wresilo
Registrar ...................................................................................................................................... Alicia N. Baine
Admissions Representative ....................................................................................................... Rebekah Mahoney
ORLANDO CAMPUS

Administration
Executive Director .............................................................................................................................. John Buck
Academic Dean .............................................................................................................................. David Brame
Director of Admissions .................................................................................................................. Lisa Bailey
Registrar .......................................................................................................................................... Briar Rogers
Student Accounts ........................................................................................................................ Tania Gregorio
Director of Student Services ......................................................................................................... Michelle Sawney
Director of Career Services ......................................................................................................... Anissa Mills
Director of Financial Aid .............................................................................................................. Ivette Lugo
Program Chair / Allied Health ...................................................................................................... Dr. Maria Rivera
Program Chair / General Education .............................................................................................. Jeniffer Sanabria

DELAND CAMPUS

Administration
Executive Director .............................................................................................................................. Sami Fanek
Academic Dean .............................................................................................................................. Joy Brastrom
Director of Admissions ................................................................................................................ Chris Mercado
Associate Director of Admissions ................................................................................................ Tyreena Gouvia
Registrar .......................................................................................................................................... Ashley Rae Fischer
Student Accounts / Regional Purchasing Agent ........................................................................... Tonia Basile
Director of Career Services .......................................................................................................... Marie L. Rodriguez-Toro
Director of Financial Aid ............................................................................................................ Sandra Follmar
Regional Program Chair / Barbering ........................................................................................... Pablo Rodriguez
**LAKELAND CAMPUS**

**Administration**

Executive Director .................................................................................................................. Dr. John Peterson
Academic Dean....................................................................................................................... Marja Piard-Drye
Associate Director of Admissions ......................................................................................... Kristin White
Registrar and Student Accounts .......................................................................................... Natividad Vargas-Duran
Director of Financial Aid ...................................................................................................... Candra Smith
Director of Career Services ................................................................................................. Fernando Salas
Program Chair / Allied Health ......................................................................................... Dr. Nicolas R. Alfonso, Jr.

**KISSIMMEE CAMPUS**

**Administration**

Executive Director ........................................................................................................... Gabriel Garces
Associate Executive Director .............................................................................................. Joann DeRosa-Weber
Academic Dean .................................................................................................................. Leiby Adames-Boom
Associate Academic Dean ................................................................................................. Dr. Aristides Cajar-Bravo
Director of Financial Aid ................................................................................................... Christine Wilcox
Director of Admissions ....................................................................................................... Magda Durant-Fergus
Registrar ............................................................................................................................... Maritza Feliciano
Director of Student Accounts ............................................................................................ Tracy Smith
Director of Career Services ................................................................................................. Dorothy Rogers
Program Chair / Allied Health ............................................................................................. Diane Hope Jasper
Regional Program Chair / Barbering .................................................................................... Pablo Rodriguez
Program Chair / Cosmetology ............................................................................................. Jolanda M. Smith
Program Chair / Culinary Arts ............................................................................................. Luis Ortiz
PEMBROKE PINES CAMPUS

Administration
Executive Director .......................................................................................................................... Dwayne Ore
Academic Dean.......................................................................................................................... Kenyon Jarmaine Evans, MBA
Director of Financial Aid ......................................................................................................... Joseph Dowling, Jr
Director of Admissions .............................................................................................................. Maria Koontz
Associate Director of Admissions ............................................................................................ Madelin Fernandez
Student Accounts ..................................................................................................................... Bonnie Galindo
Registrar .................................................................................................................................... Danialis Vazquez
Career Services Coordinator ..................................................................................................... Susan Parlor
Program Chair / Allied Health .................................................................................................... Carmen Salazar

CUTLER BAY

Administration
Executive Director .......................................................................................................................... Peter Yamil Perez
Director of Admissions .............................................................................................................. Yanis (Gianni) Anzelotti
Director of Financial Aid .......................................................................................................... Chris Ramos
## TUITION BY PROGRAM

**Diploma Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant Technician</td>
<td>$16,964.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Specialist</td>
<td>$16,964.00</td>
</tr>
</tbody>
</table>

**Associate Degree Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>$31,080.00</td>
</tr>
<tr>
<td>Network Administration/Hardware with Wireless Technology</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding Specialist</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Business-Management &amp; Marketing</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>$32,520.00</td>
</tr>
<tr>
<td>Interdisciplinary Studies</td>
<td>$32,426.00</td>
</tr>
<tr>
<td>Web Site &amp; Graphic Design</td>
<td>$32,520.00</td>
</tr>
</tbody>
</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>$58,860.00</td>
</tr>
<tr>
<td>Business-Entrepreneurship, Management &amp; Marketing</td>
<td>$58,860.00</td>
</tr>
<tr>
<td>Business with Emphasis on Project Management</td>
<td>$58,860.00</td>
</tr>
<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
<td>$58,860.00</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Programming</td>
<td>$58,860.00</td>
</tr>
</tbody>
</table>

Administrative Fee and Medical Program Fees are on page 30
2014 CALENDAR

Holidays-No Class
January 1, 2014 – New Year’s Day, Campus Closed
March 31 through April 3, 2014 – Spring Break
May 26, 2014 – Memorial Day, Campus Closed
June 30, 2014 through July 3, 2014 – Summer Break
July 4, 2014 Independence Day – Campus Closed
September 1, 2014 Labor Day – Campus Closed
November 10, 2014 Veteran’s Day Celebration – Campus Closed
November 27 and 28, 2014 Thanksgiving – Campus Closed
December 22, 2014 through January 1, 2015 – Winter Break
January 1, 2015 New Year’s Day – Campus Closed
December 31, 2014 New Year’s Eve – Campus Closed
December 25 and 26, 2014 Christmas Day and Day After Christmas – Campus Closed

2014 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>All FTC Campus</th>
<th>Dates for Late Enrollment</th>
<th>Kissimmee Campus Only Barbering and Cosmetology Three Week Cycle Start Dates</th>
<th>Dates for Late Enrollment Kissimmee Campus Barbering and Cosmetology Three Week Cycle Start Dates</th>
<th>DeLand Campus Only Barbering and Cosmetology Three Week Cycle Start Dates</th>
<th>Dates for Late Enrollment DeLand Campus Barbering and Cosmetology</th>
<th>Full Specialist Start Dates</th>
<th>Nail Specialist Start Dates</th>
</tr>
</thead>
</table>

2015 CALENDAR

Holidays-No Class

January 1, 2015 New Year’s Day – Campus Closed
March 30, 2015 through April 2, 2015 – Spring Break
May 25, 2015 Memorial Day – Campus Closed
June 29, 2015 through July 2, 2015 – Summer Break
July 3, 2015 Celebrate July 4 Independence Day – Campus Closed
September 7, 2015 Labor Day – Campus Closed
November 11, 2015 Veteran’s Day – Campus Closed
November 26, 2015 Thanksgiving – Campus Closed
November 27, 2015 Day after Thanksgiving – Campus Closed
December 24, 2015 Christmas Eve – Campus Closed
December 25, 2015 Christmas Day – Campus Closed
December 28, 2015 through December 31, 2015 – Winter Break
December 31, 2015 New Year’s Eve – Campus Closed

2015 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>All FTC Campus Starts except for Barbering / Cosmetology at DeLand and Kissimmee and Full Specialist and Nail Specialist at Kissimmee</th>
<th>Late Enrollment Dates</th>
<th>Kissimmee Barbering and Cosmetology Start Dates</th>
<th>Late Enrollment Dates Kissimmee Barbering and Cosmetology</th>
<th>DeLand Barbering and Cosmetology Start Dates</th>
<th>Late Enrollment Dates DeLand Barbering and Cosmetology</th>
<th>Full Specialist Start Dates Kissimmee</th>
<th>Full Specialist Start Dates Kissimmee</th>
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</thead>
<tbody>
<tr>
<td>April 6, 2015</td>
<td>April 6 – 9</td>
<td>April 20, 2015</td>
<td>Apr 20 – 23</td>
<td>April 27, 2015</td>
<td>Apr 27 – 30</td>
<td>April 10</td>
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<tr>
<td>June 1, 2015</td>
<td>June 1 – 4</td>
<td>June 22, 2015</td>
<td>June 8 – 11</td>
<td>June 8, 2015</td>
<td>June 22 – 25</td>
<td>June 5</td>
<td>June 6 &amp; 10</td>
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## FTC PROGRAMS OFFERED BY CAMPUS

### Cutler Bay Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Business with Emphasis on Project Management</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associate</td>
<td>Business Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Associate</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Web Site and Graphic Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
</tbody>
</table>
Orlando Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Business with Emphasis on Project Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associate</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Assistant Technician</td>
</tr>
<tr>
<td>Diploma</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
</tbody>
</table>
## FTC Programs Offered by Campus

### DeLand Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associate</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Computer Information Science/Computer Drafting and Design</td>
</tr>
<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Web Site and Graphic Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Barbering</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>Patient Care Technician</td>
</tr>
</tbody>
</table>

### Lakeland Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Associate</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Administrative Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</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>
## FTC Programs Offered by Campus

### Kissimmee Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associate</td>
<td>Business – Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Administrative Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Billing and Coding Specialist</td>
</tr>
<tr>
<td>Associate</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Web Site and Graphic Design</td>
</tr>
<tr>
<td>Diploma</td>
<td>Baking and Pasterlería</td>
</tr>
<tr>
<td>Diploma</td>
<td>Barbering</td>
</tr>
<tr>
<td>Diploma</td>
<td>Beverage Services with Flair</td>
</tr>
<tr>
<td>Diploma</td>
<td>Cosmetology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Culinary Arts</td>
</tr>
<tr>
<td>Diploma</td>
<td>Esthetics</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>
<td>Diploma</td>
<td>Nail Specialist</td>
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</table>
### FTC Programs Offered by Campus

#### Pembroke Pines Campus

<table>
<thead>
<tr>
<th>Credential</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Business – Entrepreneurship, Management and Marketing</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Business with Emphasis on Project Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Criminal Justice with Emphasis on Homeland Security</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Allied Health Management</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Information Technology Networking, Web Design and Programming</td>
</tr>
<tr>
<td>Associate</td>
<td>Business Management and Marketing</td>
</tr>
<tr>
<td>Associate</td>
<td>Computer Information Science/Business and Management Technology</td>
</tr>
<tr>
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<td>Computer Information Science/Computer Drafting and Design</td>
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<tr>
<td>Associate</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>Associate</td>
<td>Entrepreneurship</td>
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<tr>
<td>Associate</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>Associate</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td>Associate</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Associate</td>
<td>Network Administration/Hardware with Wireless Technology</td>
</tr>
<tr>
<td>Diploma</td>
<td>Computer Aided Drafting</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>
</tbody>
</table>
## FTC PROGRAMS OFFERED ONLINE

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Credential</th>
<th>DeLand</th>
<th>Orlando</th>
<th>Lakeland</th>
<th>Kissimmee</th>
<th>Pembroke Pines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Management</td>
<td>Bachelor’s Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Business-Entrepreneurship, Management, and Marketing</td>
<td>Bachelor’s Degree</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Business with Emphasis on Project Management</td>
<td>Bachelor’s Degree</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
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<td>X</td>
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<td>Information Technology Networking, Web Design and Programming</td>
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<tr>
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<td>Associate Degree</td>
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<tr>
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<tr>
<td>Medical Assistant</td>
<td>Associate Degree</td>
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<tr>
<td>Medical Billing and Coding Specialist</td>
<td>Associate Degree</td>
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<td>X</td>
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<tr>
<td>Network Administration/Hardware with Wireless Technology</td>
<td>Associate Degree</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Web Site and Graphic Design</td>
<td>Associate Degree</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Baking and Pastelería</td>
<td>Diploma</td>
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<tr>
<td>Barbering</td>
<td>Diploma</td>
<td></td>
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<tr>
<td>Cosmetology</td>
<td>Diploma</td>
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<tr>
<td>Culinary Arts</td>
<td>Diploma</td>
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<tr>
<td>Esthetics</td>
<td>Diploma</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>HVAC/R with PLC</td>
<td>Diploma</td>
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<tr>
<td>Medical Assistant Technician</td>
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</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
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<td>X</td>
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