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GENERAL INFORMATION

Accreditation and Licensure
NUC University (NUC) is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) www.msche.org. NUC’s NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

The Baking and Pastelería and Culinary Arts Diploma programs at the Kissimmee campus are programmatically accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF). ACFEF Accrediting Commission is located at 180 Center Place Way St. Augustine, Florida 32095. Tel: (800) 624-9458. Fax: (904) 825-4758, E-mail: acf@acfchefs.net.

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.

NUC University (NUC) has three additional academic units: NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School). Information about NUC, NUC-IBC, FTC, and The DAVE School is available at http://www.nuc.edu/, http://tecnicos.nuc.edu/, http://www.ftccollege.edu/, and http://www.daveschool.com/.

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.

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.

History
Florida Technical College was founded in 1982 to provide post-secondary training in specialized business fields. The Orlando campus opened in 1982 followed by the Lakeland campus in 1990; the DeLand campus in 1997; and the Kissimmee, Pembroke Pines, and Tampa campuses in 2011; and the Cutler Bay campus in 2015. On April 1, 2009, the College was purchased by Leeds IV Advisors, Inc. which is owned by Leeds Equity Partners IV, L.P. In February 2018, the College was purchased by National College of Business and Technology, Inc.
d/b/a NUC University (NUC), a wholly-owned subsidiary of Instituto de Banca y Comercio, Inc., whose majority owner is Leeds Equity Partners IV, LP.

NUC University (NUC) is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor’s degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers diploma programs in various fields and several Master’s Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened an additional location in Caguas, Puerto Rico. In June 2014, it was reclassified to the Caguas Branch Campus. In February 2018, NUC acquired NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School).

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.

Florida Technical College has two catalogs. All courses and programs in this catalog are taught in the English language unless otherwise annotated. A separate catalog provides information about courses and programs taught in the Spanish Language. Notice to Students and Prospective Students: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Mission
At NUC University, our goal is to develop educated and enterprising individuals, competent in their professional field, with an attitude to continue learning throughout their whole life, proud of belonging to NUC University and capable of inserting themselves successfully in the labor market to contribute effectively to the economic, social and political progress of their environment.

Institutional Priorities
1. Academic quality – reaffirms the importance of academic quality through systematic assessment and the continuous improvement of the institution’s academic offerings. Also, to provide academic offerings based on learning outcomes and the personal values directly tied to the labor market. Student services complement the learning process, contribute to the development of student’s experiences and NUC’s focus on service demonstrates its commitment to quality student services that support the teaching learning process and foster educational excellence.
2. **Service, development and student experience** – Provide a college experience centered on student experiences, development and services, which prepares graduates to lead and excel in the local or global geographic area where they decide to live.

3. **Organizational Development** – Fostering a service-oriented organizational culture of the highest quality to all customers. It is characterized by an attitude towards collaboration, participation and a sense of commitment from all participants. Toward this end, all administrative staff that occupy key positions and faculty comply with all the competency and performance requirements.

4. **Strengthening and positioning of the NUC Brand** – The NUC brand (institutional identity) must be recognized in the market as one of the top private universities in PR, FL and through distance education.

5. **Financial Strength** – Achievement of key financial metrics levels established in each year’s annual budget.

**Non-Discrimination Policy**

Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. Florida Technical College and The DAVE School prohibit discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services. Sexual harassment is a prohibited form of sexual discrimination under this policy.

The following persons have been designated to coordinate Florida Technical College and The DAVE School’s compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975:

<table>
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<th>Name/Position Title</th>
<th>Campus</th>
<th>Address</th>
<th>Telephone Number</th>
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<tr>
<td>Dr. Maria Rivera, Director of Educational Effectiveness and Planning</td>
<td>Regional Office of Academic Affairs, FTC</td>
<td>12900 Challenger Parkway Orlando, FL 32826</td>
<td>407-447-7300</td>
</tr>
<tr>
<td>Leiby Adames-Boom, Vice President for Academic Affairs</td>
<td>Regional Office of Academic Affairs, FTC</td>
<td>12900 Challenger Parkway Orlando, FL 32826</td>
<td>407-447-7300</td>
</tr>
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**Facilities**

Florida Technical College has seven campus locations for the convenience of its students. 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.

The Orlando 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.

The Lakeland campus is located on one of the city’s main thoroughfares at 4715 South Florida Avenue, Suite 4, Lakeland, FL 33813, and is in close proximity to shopping, restaurants and medical offices. The campus contains classrooms, labs, student and faculty lounges, and academic/administrative offices. 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 campus in Orlando and within minutes of Orange City, DeBary, Deltona, and Daytona Beach. This campus has classrooms, labs, a library, a student lounge, academic/administrative offices, and a salon. Additional information can be obtained by calling (386) 734-3303.

The Kissimmee campus is located in the 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. The campus occupies approximately 81,000 square feet of the mall facility. There is a combination of classrooms, labs, a library, a faculty lounge, a cafeteria / student lounge and academic/administrative offices, and a Salon. 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 with ample parking for our students. The campus is centrally located within minutes of 1-75 and the Florida turnpike, and in close proximity to a variety of restaurants and shopping centers. The campus offers a combination of classrooms, labs, library, faculty/student lounges, and academic and administrative offices. 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 and administrative offices.

The Tampa campus is located at 1111 North West Shore Blvd., Suite 200, 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 administrative offices. For more information call (813) 288-0110.

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 newly designed Interactive Lab for additional tutoring, a 3D printing lab, library and separate Shooting Stage with dedicated cyc wall and mo-cap system. They offer diploma programs and bachelor’s programs that promote studio-ready philosophies, so students can enter directly into the Industry upon completion. For more information about the DAVE School, its programs, and campus, please contact the DAVE School at (407) 385-1100 or online at http://www.daveschool.com.
Governance

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. These boards have the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these Boards are composed of the following members:

Board of Directors (Corporate Board)

Michael Bannett........................................................................................................Non-voting board member
Kevin Malone...........................................................................................................Director
Scott VanHoy............................................................................................................Director

Board of Trustees

Alberto Estrella, Esq. ..............................................................................................Chairman
Marcos Vidal...........................................................................................................Vice-President
Antonio Ginorio, CPA ..........................................................................................Member
Dr. Carmen Z. Claudio..........................................................................................Member
Dr. Sylvette Rivera.................................................................................................Member
Minerva Rivera, Esq. .............................................................................................Member
Josué Medina, CPA ...............................................................................................Member
ADMISSIONS

Admissions Requirements
The following Admissions Requirements policy is effective for all students with a start date of August 29, 2016 or later, including students who previously enrolled at FTC under any prior Admissions Requirements.

The basic admission requirements are the same for all programs. Applicants may be admitted if they satisfy the following:

They are a high school graduate, have certification of General Education Development (GED), or an acceptable equivalent, or have an Associate’s or higher degree from an institution accredited by an agency recognized by the U. S. Department of Education.

Applicants for the programs with externship components must be at least 18 years old.

Proof of High School Graduation
Applicants to the College will be required to provide verification of high school graduation (transcript, diploma, etc.) showing the date of graduation or the equivalency. For GED certificate students, only official test scores need to be provided when scores are required by the issuing state.

Proof of graduation (POG) from a foreign institution must be translated to English and certified to be at least equivalent to a United States secondary school by an agency that is a member of National Association of Credential Evaluation Services (NACES), Association of International Evaluators, Inc. (AICE), or American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Proof of graduation (POG) must be provided to the College within 30 calendar days from the date the initial class starts. If POG is not received from the agency listed by the student on their transcript request within 30 calendar days of date the class started, the student’s enrollment will be cancelled. Due to extenuating circumstances caused by Coronavirus (COVID-19), FTC is extending the 30-day timeframe for providing Proof of Graduation (POG) to 60 calendar days for the March 2, 2020 and April 6, 2020 starts. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days.

The College reserves the right to request POG at any time. In addition, students must attest to their high school credential by listing the school or agency on their Free Application for Federal Aid (FAFSA) each time they apply for financial aid. Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential the student will be immediately dismissed from the College.

If 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 along with 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.

All courses at FTC are taught in English except for some courses and programs delivered in Spanish at the select campuses. Therefore, students should not enroll in courses and programs delivered in English at FTC unless they have an adequate mastery of the English language. Likewise, students should not enroll in courses and programs delivered in Spanish at FTC unless they have an adequate master of the Spanish language.

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. Geographic limitations apply to applicants. Please contact FTC for additional information.

Students who may move to another state during their enrollment with Florida Technical College should contact a representative at Florida Technical College beforehand as this may affect the student’s ability to remain enrolled and/or receive federal financial aid.

**Additional Admissions Requirements**

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

**Barbering Program**

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

**Criminal Justice Program**

Applicants for the Criminal Justice with Emphasis on Homeland Security 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).

**Cosmetology and Esthetics Programs**
Applicants for the Cosmetology and Esthetics programs must be at least sixteen years of age or have received a high school diploma as of their scheduled graduation date from the program. This requirement is established in consideration of §§477.019(2) (a), 477.0201(1) (a), Fla. Stat. (2010).

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

**Allied Health Management Bachelor Program**
A student must first successfully complete an Allied Health (Medical Assistant Technician, Billing and Coding, or other) Diploma, from either FTC or another accredited institution, as a prerequisite for enrolling into the Allied Health Management Bachelor program.

**Externship Site Requirements**
Students enrolled in programs containing externship components must complete the externship at an approved externship site in the State of Florida. Geographic limitations apply. Contact Career Services for more information.

Students will not be compensated for their externship period. The externship course is during daytime business hours only. 40 hours per week is the preferred externship schedule however, the minimum work required is 20 hours per week, scheduled at the discretion of the facility manager. Students who do not complete the required total externship hours within the scheduled time will receive an Incomplete (IPF) grade with approval from the Program Director or Dean of Academic Affairs. Students are responsible for adhering to the Incomplete Grade Policy as stated in the catalog.

Externship sites, at their own discretion, may establish certain requirements for externship participants. These requirements may include, but are not limited to, certain vaccinations, vaccination waivers, and proof of physical examination which indicates that the student is healthy and has no communicable diseases, drug screening, and/or criminal background checks. These sites will accept extern students that meet their requirements.

Students in certain medical programs (Medical Assistant Technician diploma program) may not be responsible
for the costs of Hepatitis B series and titer externship site requirements if completed through FTC approved vendors or service providers in accordance with FTC processes. If an externship site has additional requirements, students may be responsible for those costs. Please contact the Director of Career Services for more information.

Students in these medical programs should begin the Hepatitis B vaccine series or waiver at least 7 months prior to externship.

**Registration**

Any student who wishes to change their schedule, registration or orientation date prior to the start date may do so by contacting the Dean of Academic Affairs.

**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 Dean of Academic Affairs’ 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 and Alterations**

The College reserves the right to cancel and/or change any course(s), or alter the hours, days of attendance, starting dates, and/or delivery method of any course(s) when deemed necessary. Students will be notified of changes through the catalog or other means. See Refund Policies for more information.

**Transcripts and Diplomas**

Florida Technical College’s transcripts are maintained and are available through the student portal. 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 by completing a transcript request form on the FTC website and paying the established fee, currently $5.00 per copy. Additional diplomas may be obtained from the Registrar by submitting a request via email at FTCRegistrar@ftccollege.edu and paying the established fee, currently $50.00 per copy.

**Transfer of Credits Policy**

A transfer student is a student entering Florida Technical College for the first time but known to have previously attended a postsecondary institution, with at least one (1) course approved, whether he intends to transfer a course(s) or not.

Transfer students must submit official transcripts from each previously attended post-secondary institution from which they would like to transfer credits or clock hours. The certified documents must be sent to the Admission’s
Office of FTC campus to which the student is enrolling. Credits or clock hours earned at other institutions or other approved sources may be eligible for transfer to FTC for satisfaction of program requirements only if they meet the following criteria:

1. The credits or clock hours were earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) or for internationally-based institutions recognized by the respective government as institutions of higher education.

2. The student must have successfully passed the course and earn a grade of at least a “C.”

3. The course to be transferred is similar in level, content, and credit/clock value to a course offered by FTC.

4. Credits or clock hours 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), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or Association of International Evaluators, Inc. (AICE) member organizations.

In certain circumstances, credit may be awarded for professional licensure and/or certification. For example, a student who provides official documentation that he/she possesses an A+ certification may be granted credit for the A+ courses in the Network Administration program. Each credit by licensure request must be evaluated by the Program Director and approved by the Dean of Academic Affairs or Vice President of Academic Affairs.

For those students for whom transfer credit is awarded, the transfer credits, in combination with credit by examination/competency exam, professional licensure and/or certification, may not exceed 50% of the total credits required for graduation for the undergraduate level programs and, 75% for the diploma level programs. Notification of acceptance of transfer credits will occur prior to the end of the first quarter.

**Transfer of Credits Procedure**

1. The student must complete the Transfer of Credit Request Form.

2. The process request for transferring credits must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.

3. If the student has any problems obtaining their official transcript during the validation period, an extension of 15 calendar days will be provided. If the official transcript is not received at the Registrar’s Office within this time, the transfer of credit request is void.

4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.

5. The transfer of courses will be processed taking into consideration the official transcript(s) received. The student may request a preliminary or unofficial evaluation with a copy of the transcript(s) however, it will not be processed until official transcripts are received. Each course will be evaluated with their corresponding course equivalency at FTC. Some courses that are not part of the academic offerings of
FTC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.

6. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Dean of Academic Affairs and the Program Directors or Coordinators.

7. The Registrar Office will send the student a written notification notifying students which courses have been accepted for transfer.

8. The student may submit a written appeal to the Dean of Academic Affairs if in disagreement with the decision in a period no longer than ten (10) days from receipt of the notification.

9. Transferred courses will be reflected as a “T” in the student transcript. These courses will affect the percentage of credits attempted when evaluated for Satisfactory Academic Progress.

**Leave of Absence**

Florida Technical College does not have a Leave of Absence Policy unless the student is an active duty member of the military in which the student may be granted a military leave of absence upon submission of a written request and documents that indicate the service appointment outside the geographic area of a campus for a period of time that exceeds eight (8) consecutive class days. As used in this section, "active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the national guard or a member of those armed forces in a retired status, and is called to active duty.

**Leave of Absence Policy COVID-19**

A Leave of Absence (LOA) is a temporary interruption in a student's program of study during which the student is considered to remain enrolled. An LOA must meet certain conditions to be counted as a temporary interruption in a student’s education instead of being counted as a withdrawal.

LOA option is limited to students in the following categories:

- Externship students who have elected to take a leave from their practicum due to COVID-19 health and safety precautions or who had sites that closed or changed operations due to COVID-19.
- Cosmetology and Barbering students whose course was suspended due to COVID-19 and have completed their most recent attempted course(s).

To be considered for a LOA, students within the categories listed above, must meet the following criteria:

- Must notify the institution in writing by completing the LOA request form and submit it to the Dean of Academic Affairs who will submit to the Registrar’s Office. The request for leave of absence should be made prior to the start date of the LOA unless unforeseen circumstances prevent the student from doing so.
- Must have a reasonable expectation of return.
- With the exception of students enrolled in non-term programs, the student must be able to return to the same point in the program. However, students affected by the COVID-19 emergency, may be considered
for a LOA, so long as the student returns from the LOA within the same payment period. Please contact your Financial Aid Office for more information regarding program types and payment periods.

- A LOA in combination with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

The student’s request will be evaluated and, if approved, the student will be notified in writing. LOA may result in an extension of the student’s program completion date. It will be the student’s responsibility to resume academic attendance immediately after the LOA end date.

A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If the student fails to return, the institution will report to the loan holder the student’s change in enrollment status as of the withdrawal date (last date of attendance). This may shorten or exhaust the student’s grace period for loan repayment. The student must complete the online Exit Counseling session at [www.studentloans.gov](http://www.studentloans.gov).

**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 college on the date indicated on the Written Confirmation of Future Attendance Form, the student will be withdrawn from the college.

**Credit by Examination**

A student may be awarded credit for courses offered by Florida Technical College by taking an examination covering the course content and competency. Not all program courses will be available for credit by examination. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking this examination should apply for it. The exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam. Competency exams will only be offered to students in courses in which they have never been enrolled.

If the student scores 70% or greater on the examination, he will obtain the value in credits assigned to that course. Competency exams will be reflected as a “CE” in the student transcript. 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. A $50.00 per credit fee is assessed payable prior to sitting for the examination. A student may take the exam up to a maximum of two times, which means that the exam can only be repeated once. Each attempt requires a new application and payment. If the student fails the exam on both attempts, the student must enroll and take the course. In response to the student’s request(s), the Dean of Academic Affairs is responsible for authorizing such tests, completing the Credit by Examination form and scheduling the examination. No more than 50% of the requirements for graduation from a program of the undergraduate level and, 75% of diploma level, may be completed through a combination of credit by examination/competency exam, professional licensure and/or certification and transfer of credits. (See Transfer of Credits Policy 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. Financial Aid may not be available for all programs. Please contact the Financial Aid Department for more information. 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 9:00 a.m. to 8:00 p.m., Monday through Thursday, and from 9:00 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 available in the Financial Aid Department. These bus passes are good for one month at a time.

Bus Pass Costs: $50 monthly, estimate $450 - $600 per academic year

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 college.

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

**Alumni Scholarship**
FTC offers an Alumni Scholarship to graduates of any program at NUC University (NUC) or its academic units: NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (DAVE School) who enroll in a diploma, Associate of Science, or bachelor’s degree program. Qualifying recipients will receive up to $8,500 per student for bachelor’s degree programs, up to $3,500 per student for Associate of Science degree programs, up to $2,000 per student for diploma programs, up to the amount of tuition and fees charged to the recipient. This amount may be prorated if incoming transfer credits were applied or the student paid a discounted tuition amount. Additionally, a student may not be awarded for more than one scholarship during the program, i.e., Beauty Programs Scholarship and Alumni Scholarship.

To qualify for the Alumni Scholarship in the first academic year, a student must meet all of the following criteria:

- Have graduated from any NUC, NUC-IBC, FTC, or DAVE School program
- Begin attending a diploma, Associate of Science, or bachelor’s degree program at FTC with a start date of January 8, 2018, March 5, 2018, April 30, 2018, July 30, 2018, October 22, 2018, February 4, 2019, April 29, 2019, June 24, 2019, September 23, 2019, February 3, 2020, or April 6, 2020,
- Must remain continuously enrolled in that diploma, Associate of Science, or bachelor’s degree program for the entire academic year, and
- Be current on all financial obligations to FTC.

To qualify for the Alumni Scholarship in any subsequent academic years, a student must also meet all of the following criteria:

- Achieve satisfactory academic progress in the applicable diploma, Associate of Science, or bachelor’s
degree program.

FTC will determine whether a student qualifies for the Alumni Scholarship at the end of each academic year. A qualified student will receive the Alumni Scholarship in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the student for the applicable diploma, Associate of Science, or bachelor’s degree program, after first applying any other institutional scholarships, grants, or other awards to the student’s account. FTC will not issue refunds to a student as a result of receiving an Alumni Scholarship. Rather, the Alumni Scholarship will be proportionately reduced to avoid a resulting credit balance.

Applications for this scholarship are available at the Financial Aid Department. Completed applications must be submitted to the Financial Aid Department prior to the end of the first academic year. Awards will be based on applying and meeting all qualifying criteria. Please contact the Financial Aid Department for further information. Subject to change. Check catalog for updates.

**Amigos Helping Amigos Scholarship**

Amigos Helping Amigos Scholarship is a scholarship provided by Florida Technical College. FTC has partnered with Amigos Helping Amigos (Casa México Florida); a non-profit organization whose mission is to help low income students to finish their studies, to offer two $2,500 scholarships to the winners of the Amigos Helping Amigos Scholarship. The scholarship recipients will be announced at the Awards Ceremony and will receive an award letter from FTC.

Eligibility Requirements

- Be of Hispanic/Latin heritage
- Be enrolled full or part-time in a degree-seeking program at an accredited institution, college or university in one of the 7 Central Florida counties: Brevard, Lake, Orange, Osceola, Polk, Seminole and Volusia.
- Have a minimum cumulative grade point average (GPA) of 3.0 on a 4.00 scale
- Scholarship recipients must attend the scholarship press conference and award ceremony in August, 2019

More information can be requested by emailing amigoshelping@gmail.com

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

**Beauty Programs Scholarship**

FTC offers a Beauty Programs Scholarship for any student enrolling in Cosmetology or Barbering Programs at the Kissimmee Campus. Qualifying recipients will receive up to $5,000 per student, up to the amount of tuition and fees charged to the recipient. This amount may be prorated if incoming transfer credits were applied or the student paid a discounted tuition amount. Additionally, a student may not be awarded for more than one scholarship during the program, i.e. Beauty Programs Scholarship and Alumni Scholarship.
To qualify for the Beauty Programs Scholarship in the first academic year, a student must meet all of the following criteria:

- Begin attending Cosmetology or Barbering Programs at the Kissimmee Campus with a start date of June 29, 2018,
- Submit a 250-word essay answering the question: If you could provide Cosmetology or Barber services to a community non-profit organization, who would you pick and why,
- Complete a Free Application for Federal Student Aid (FAFSA) and have an Expected Family Contribution (EFC) of $0,
- Must remain continuously enrolled in that diploma program for the entire academic year, and
- Be current on all financial obligations to FTC.

To qualify for the Beauty Programs Scholarship in any subsequent academic years, a student must also meet all of the following criteria:

- Achieve satisfactory academic progress in the applicable diploma program.

FTC will determine whether a student qualifies for the Beauty Programs Scholarship at the end of each academic year. A qualified student will receive the Beauty Programs Scholarship in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the student for the applicable program, after first applying any other institutional scholarships, grants, or other awards to the student’s account. FTC will not issue refunds to a student as a result of receiving a Beauty Programs Scholarship. Rather, the Beauty Programs Scholarship will be proportionately reduced to avoid a resulting credit balance.

Applications for this scholarship are available at the Financial Aid Department. Completed applications must be submitted to the Financial Aid Department prior to the end of the first academic year. Awards will be based on applying and meeting all qualifying criteria. Please contact the Financial Aid Department for further information. Subject to change. Check catalog for updates.

**Florida Bright Futures Scholarship Program**

Through the Florida Bright Futures Scholarship Program, a certain portion of tuition and fees are paid for a qualified high school graduate who enters an eligible educational institution. Florida Bright Futures Scholarship Program is a third party scholarship sponsored by the State of Florida. Applicants must submit a completed Florida Financial Aid Application by high school graduation. For more information, go to:  
http://www.floridastudentfinancialaid.org/ssfad/bf/  
Note: award amounts vary based on scholarship eligibility. For more information on award amounts, the web address is: http://www.floridastudentfinancialaid.org/ssfad/bf/awardamt.htm  
Completion of the application must be submitted prior to your high school graduation.

**What is the Award Process?**

- For a student attending an eligible Florida public postsecondary institution, the annual amount of the scholarship is the cost of tuition and registration fees for two semesters or the equivalent.
- A student who is enrolled in an eligible participating nonpublic Florida postsecondary educational
institution is eligible for an annual award equal to the amount that would be required to pay for the average tuition and registration fees at the comparable level of a public postsecondary educational institution, prorated by number of hours enrolled.

• A student enrolled part-time shall receive a reduced award by either one-half or three-fourths of the maximum award, depending on the level or fees assessed.
• If funds are insufficient to award all eligible applicants, the Department will prorate awards.
• Applications received after April 1 will be awarded on a first-come, first-served basis if sufficient funds remain.

Deadline is April 1st of each year for the proceeding award year.

Scholarships for Children and Spouses of Deceased or Disabled Veterans
The Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) provides an award to dependent children or un-remarried spouses of qualified Florida veterans. Submit a completed Florida Financial Aid Application (FFAA) by April 1st for priority consideration of an initial award that is available October 1st. Students interested in learning more about the CSDDV Scholarship should contact the Financial Aid office.

Imagin 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 and the scholarship can only be awarded for one program of study. www.imagineamerica.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.

Hispanic Heritage Scholarship Fund of Metro Orlando
The Hispanic Heritage Scholarship Fund of Metro Orlando is a scholarship provided by Florida Technical College. FTC has partnered with the Hispanic Heritage Scholarship of Metro Orlando (HHSFMO), to offer two partial scholarships to a diploma or Associate of Science degree, or the final two years of bachelor’s degree (for those who hold a transferrable associate degree) program to the winners of the HHSFMO Scholarship. The scholarship recipients will be announced at the Awards Ceremony and will received an award letter from FTC. Qualifying criteria, entry form, rules and regulations, and other information for HHSFMO is available at http://www.hhsfmo.org/scholarships/#impact.

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

The Sgt. Richard “Sam” Howard and Officer Matthew Baxter Memorial Scholarship
In honor of Sgt. Richard “Sam” Howard and Officer Matthew Baxter, FTC offers one full Memorial Scholarship for the Bachelor’s Degree program in Criminal Justice with Emphasis in Homeland Security available residentially or online at the Kissimmee campus.

To qualify for the Sgt. Richard “Sam” Howard and Officer Matthew Baxter Memorial Scholarship, a student must meet all of the following criteria:

- Must be an active Law Enforcement Officer (LEO) in Florida
- Must have completed a State of Florida law enforcement academy program
- Must submit a letter of recommendation from the Chief of Police or Sheriff from their respective agency
- Submit an essay of at least 150 words detailing their contributions to the community and how a degree would help further their career

FTC will determine the recipient of the Memorial Scholarship by January 31, 2018. FTC will not issue refunds to a student as a result of receiving a Memorial Scholarship.

Applications for this scholarship are available at the Financial Aid Department. Completed applications must be submitted to the Financial Aid Department by January 15, 2018. Awards will be based on applying, meeting all qualifying criteria, and a review by a scholarship board consisting of representatives from FTC, the Kissimmee Police Department, and family member(s) of the slain officers or their designee(s). Please contact the Financial Aid Department for further information. Subject to change. Check catalog for updates.

**Hurricane Maria Relief Scholarship**

FTC will award up to a total of 25 of these scholarships at our Florida Technical College campuses between October and January. Qualified recipients will receive up to $8,500 per student for bachelor degree programs, up to $3,500 for associate degree programs, and up to $2,000 for diploma program, up to the amount of tuition and fees charged to the recipient.

To qualify for the Hurricane Maria Relief Scholarship a student must meet all of the following criteria:

- Proof of residency for Puerto Rico
- Begin attending a diploma, associate, or bachelor degree program at FTC with a start date of October 2017 through January 2018
- Submit an essay of at least 150 words detailing how they were impacted by Hurricane Maria and how education will improve their situation

To maintain eligibility, the student must:

1. Maintain continuous enrollment
2. Maintain a minimum 2.5 GPA

**SCHOLARSHIP QUALIFICATION PROCEDURE**

FTC will determine whether a student qualifies for the Hurricane Maria Relief Scholarship at the end of each academic year. A qualified student will receive the Hurricane Maria Relief Scholarship in the form of a retroactive disbursement not to exceed the amount of tuition and fees that was financed by debt and charged to the student for the applicable diploma, associate, or bachelor degree program, after first applying any other institutional
scholarships, grants, or other awards to the student’s account. FTC will not issue refunds to a student as a result of receiving the Hurricane Maria Relief Scholarship. Rather, the Hurricane Maria Relief Scholarship will be proportionately reduced to avoid a resulting credit balance.

APPLICATIONS PROCEDURE AND DEADLINE
Applications for this scholarship are available at the Financial Aid Department. Completed applications must be submitted to the Financial Aid Department prior to the end of the first academic year. Awards will be based on applying and meeting all qualifying criteria.

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

In accordance with Title 38 US Code 3679 subsection (e), for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

• Prevent the student’s enrollment;
• Assess a late penalty fee to the student;
• Require the student to secure alternative or additional funding;
• Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

• Produce the VA Certificate of Eligibility (COE) by the first day of class;
• Provide a written request to be certified;
• Provide additional information needed to properly certify the enrollment as described in other institutional policies

State Grants

Florida Student Assistance Grant Program
Florida Technical College is approved to participate in the Florida Student Assistance Grant Program (FSAG). The FSAG Program is a need based grant program available to degree seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. Students interested in learning more about the FSAG program should contact the Financial Aid office.
STUDENT SERVICES

Student Activities
Florida Technical College creates and supports activities to benefit the entire student body. Scheduled activities are added to the monthly student calendar which is posted on campus, accessible on the FTC website and social media sites. Students interested in participating in activities or clubs should see the Student Services Coordinator at their 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.

Educational Resources
Educational resources are those academic support services provided by the Institution to students, faculty, administration and alumni. These resources consist of Computers and other available equipment, Allied Health, Style, Electrical and Welding Laboratories, and the Educational Resources Centers with access to modern technology.

Library and Educational Resources Center
The Educational Resources Center (ERC) is open Monday through Friday during the hours posted at each campus. Schedules may vary among campuses depending on student’s needs. The ERC will be closed during scheduled holidays (see the Academic Calendar section). The ERC provides academic resources including hardcopy and electronic books, periodicals, and supplemental materials. The collections also include general and specialized encyclopedias, dictionaries, handbooks, textbooks, general and specialized newspapers, periodicals, and audiovisual equipment and materials. Students also have access to certain databases through the Library Information Resource Network (www.lirn.net). Students scheduled in Online and Blended courses have full access to the NUC University Virtual Library. Users can connect to the virtual libraries from outside the institution through the library page interconnected within the Canvas Learning Management System. In addition, the Centers have access to a wide spectrum of information through the Internet and E-books.

Florida Technical College Library Circulation Policy
The library collection consists of circulating materials such as books, DVDs, video, and any other resources permitted to leave the library for loan purposes. Items in the library’s reference section, such as research materials that are heavily used, are not permitted to leave the library but with the rare exception of a request by an Instructor. For more information, please speak to the Regional Librarian or the additional support personnel at each campus.

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.

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.

**On-ground and Online Attendance Policy**

On-ground courses are offered 100% at the campus and online courses are offered 100% through distance education. On-ground and online courses are offered during the same four (4) week timeframe. 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 class may result in a failing grade and possible withdrawal 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 withdrawal 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.

**Blended Attendance Policy**

Blended courses are offered partially at the campus and partially online. Students are required to attend on-ground courses a minimum of 2 days per week, or 8 hours per week. Students must participate online via the Canvas platform and complete assignments in order for attendance to be posted. The online portion of the course is available 24/7. Attendance is posted daily, Monday through Sunday (11:59 pm). On-ground course attendance will be taken hourly, at the beginning of each hour, during the scheduled class. Any time missed from class including full-session absences, tardiness, and/or leaving early will be recorded and included in the final attendance for each class. Any student absent or anticipated being absent for three (3) consecutive on ground school days or more needs to contact the school. An excused absence includes a medical emergency, death of an immediate family member, jury duty, or military duty. The school director will approve all excused absences on a case-by-case basis once documentation is received from the student.

- Three (3) absences of 12 hours in a blended 4-week class may result in a failing grade and possible withdrawal from the College.
- Students who arrive late or leave early will have the time recorded. Students who are not in attendance for 70% or more of the class may receive a failing grade and possible withdrawal from the College.
- Students who are absent from all classes for four (4) consecutive days in which classes are scheduled, and who do not notify the College, may be withdraw from the College for non-attendance.

**Veteran’s Attendance Policy**

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students’ files. Students receiving Veterans education benefits are not eligible for late enrollment. Make-up attendance is not allowed. Students receiving Veterans education benefits will have their benefits terminated when accumulated absences, tardiness, and class cuts exceed 20 percent of scheduled class clock hours in a month.

**Make-Up Policy**
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 Dean of Academic Affairs 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 Dean of Academic Affairs 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 Instructor, Program Director, Program Coordinator, or Dean of Academic Affairs. 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 Coursework for Absences due to Planned Trips or Vacations
Upon the Instructor's discretion, coursework can be provided ahead of time. If the coursework isn’t available, the student will receive it upon his/her return.

Class Hours
Most classes are offered throughout the week between the hours of 7:30 a.m. and 10:30 p.m. For specific course times, see individual program schedule available in the Student Portal or the Campus Schedule posted on campus.

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 (FERPA), 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. 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.

Student Location and Change of Address
At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

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 lead instructor. The Dean of Academic Affairs, and/or Executive Director will take one or a combination of the following actions depending on the circumstances of the case:

- The student may receive a zero for the individual effort.
- The student may 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 may 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.

**Copyright Infringement / Peer-to-Peer File Sharing Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context (peer-to-peer), downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Many risks are involved with peer-to-peer file sharing. Peer-to-peer file sharing often distributes copyrighted works without the permission of the owner. Such use is illegal and subjects each user to personal liability even if the user is unaware that they were violating the law. Also, peer-to-peer software may go around a computer’s operating system making the computer subject to viruses and hacking which puts personal and private data at risk. Peer-to-peer applications can use up a considerable bandwidth causing network activities to be compromised due to the peer-to-peer activities.
There are several alternatives to illegal downloading. Legal alternatives for downloading or otherwise acquiring copyrighted material include paying an authorized vendor or using free online repositories. There are also creative materials to which no copyright laws apply (whether because the property rights have expired or because they have been expressly waived) such as movies, music, or other works in the public domain or with a Creative Commons license. However, it is important to be cautious, since there are sites that often claim to be legal when they are not. The following page from the Library of Congress website provides basic information regarding copyright and fair use, and links to sites with additional information: http://www.loc.gov/teachers/usingprimarysources/copyright.html. Likewise, this page from the Library of Congress website includes a short video that explains the basics of U.S. Copyright Law to teens, along with the history of copyright laws and a list of frequently asked questions: http://www.loc.gov/teachers/copyrightmystery/text/reading/.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to $250,000 per offense.

Faculty and staff who violate copyright infringement and peer-to-peer file-sharing policies will be disciplined in accordance with Human Resource policies. Students who violate the policies are subject to discipline as stated in this catalog. The institution may also report violations to appropriate authorities for criminal or civil investigations.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov and their Frequently Asked Questions about Copyright at www.copyright.gov/help/faq.

**Network Usage 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 to the FTC network, they acknowledge and agree to comply with all FTC network usage policies that also follow the Conduct rules as noted in the Florida Technical College Catalog. These policies include, but are not limited to:

- The college may monitor the FTC computer network, including email accounts, at any time without notice.
- Only currently enrolled students, faculty, staff, and authorized alumni are permitted to access the network.
- Users will not access unauthorized college databases or other staff, faculty or student accounts.
- Users will not share passwords or another individual’s identification/personal information.
- Destructive programs including: viruses, Trojan horse programs, spyware, password-sniffing software,
are not to be uploaded onto the network.
• 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.

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
Academic Advising is a process of shared responsibilities between students and the institution that results in social and academic integration, education and career plans, and the achievement of study and life skills. The Academic team at each campus can assist students to register for courses, create an educational plan, and select a career path. An appointment to talk with the Dean of Academic Affairs, Program Directors or Program Coordinators, may be made either in person, by phone, or via email.

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 Dean of Academic Affairs by the Registrar Office. The Executive Director or the Dean of Academic Affairs, 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.

Graduation with Honors
Any student who has maintained the above standards through graduation will be further recognized during
commencement exercises as follows:

Programs Leading to Bachelor’s Degree:
3.95 - 4.00 Summa Cum Laude
3.71 - 3.94 Magna Cum Laude
3.50 - 3.70 Cum Laude

Programs Leading to an Associate’s Degree and Diploma:
3.85 - 4.00 High Honors
3.50 - 3.84 Honors.

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.

Commencement Ceremony
The Commencement ceremony will be held in the month of June or July of every year. Students who have completed the requirements for graduation in any of the College’s programs are eligible to participate in this ceremony.

Arbitration Agreement
DISPUTE RESOLUTION, BINDING INDIVIDUAL ARBITRATION AGREEMENT, AND WAIVER OF JURY TRIAL
The student hereby agrees that all disputes, no matter how described, pleaded, or styled, between the student and Florida Technical College (including its parent and any past or present affiliates, officers, employees, or lenders, collectively hereafter the “School”), including, but not limited to, any dispute relating to any aspect of the student’s relationship with or any act or omission by the School (“Claim”), shall first be resolved by use of the Grievance Resolution outlined in the College Catalog. If the Claim is not resolved, both the School and the student irrevocably waive their rights to a trial by jury and agree instead to submit all Claims to binding, confidential, individual arbitration before a single, neutral arbitrator under the Federal Arbitration Act (“FAA”) conducted by the American Arbitration Association (“AAA”) under its Consumer Arbitration Rules (if a claim is initiated prior to the effective date of the Consumer Arbitration Rules, then it shall proceed under the Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes) (“AAA Rules”) and in accordance with the AAA Consumer Due Process Protocol and the terms of this Dispute Resolution, Binding Individual Arbitration Agreement, and Waiver of Jury Trial (“Agreement”). A copy of the applicable AAA Rules and forms may be obtained directly from the AAA at www.adr.org or 800-778-7879. Nothing in this Agreement prohibits the student from filing a complaint with the any applicable regulatory agency or accrediting agency listed in the College Catalog. In addition, the student and the School retain their right to seek relief in a small claims court for Claims within the scope of that court’s jurisdiction. The parties hereby further agree as follows:

• The FAA (including all its procedural and substantive provisions) and related federal decisional law shall govern this Agreement to the fullest extent possible.

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• Except for the parties’ right to seek relief in a small claims court as provided in this Agreement, neither party shall file an action in any court against the other, and any such action filed in violation of this Agreement shall be dismissed in favor of arbitration. The parties recognize that the breach of this Agreement will cause the other party damage including, but not limited to, attorneys’ fees and costs incurred in compelling arbitration, which the breaching party will be liable for.

• Except as specifically required by law of the state or territory in which this Agreement is executed, the fact of and all aspects of an arbitration and the underlying Claim shall remain strictly confidential by the parties, their representatives, the arbitrator, and the AAA.

• The student agrees not to combine or consolidate any Claim(s) with those of other students, such as in a class or mass action, or to have any Claim(s) be arbitrated or litigated jointly or consolidated with any other person’s claims. Further, the student agrees that the arbitrator shall have no authority to join or consolidate claims by more than one person. A student may opt out of this single-case provision by delivering (via certified mail, return receipt) a written statement to that effect to the attention of The President at 12900 Challenger Parkway, Orlando, FL 32826, within 30 days of first execution of this Agreement.

• Only the arbitrator is authorized to make determinations as to the scope, enforceability, validity, and effect of this Agreement. However, any issue concerning the validity of the class action/consolidation waiver in the preceding paragraph 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 under this Agreement.

• If any part of this Agreement is found to be invalid or unenforceable, then the parties agree that such specific part or parts shall be of no force and effect and shall be severed, but the remainder of the Agreement shall continue in full force and effect. This Agreement will survive the termination of the student’s relationship with the School.

• If arbitration occurs, it shall be conducted at a location convenient to the student, unless the student is located outside the continental United States or Puerto Rico, in which case it may be conducted in the nearest city to the student’s residence where one of the School’s campuses is located, unless the parties agree otherwise in writing.

• The arbitrator shall have the power to award any remedy that directly benefits the parties to this Agreement (provided the remedy would be available from a court under the law of the applicable jurisdiction) but not the power to award relief for the benefit of anyone not a party to this Agreement. The arbitrator’s award shall be final and binding on the parties, but subject to review in accordance with the FAA. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

• If the student initiates arbitration, the student will be responsible for paying a portion of the AAA filing fee at the time the Claim is filed in an amount equal to $200 or the applicable filing fee of any court in the district in which the student resides, whichever fee is less. The parties shall bear their own costs and expenses associated with their attorneys, experts, and witnesses, unless the arbitrator determines otherwise in strict accordance with the applicable law.

• This Agreement shall not be modified except by written agreement signed by both parties. Notwithstanding, if the AAA requests the waiver of any provision in this Agreement in order for the Claim
to remain before the AAA under the AAA Rules, such provision(s) may be waived unilaterally by the party against whom the Claim is asserted, but such waiver shall be in writing and executed by the party against whom the Claim is asserted (if the Claim is against the School, the waiver must be signed by the Executive Director) and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Agreement.

Notwithstanding anything herein to the contrary, the School agrees that neither we nor anyone else will use this agreement to stop you from bringing a lawsuit or being part of a class action lawsuit in court concerning our alleged acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. However, this provision applies only to lawsuits or class action claims concerning our alleged acts or omissions regarding the making of the Direct Loan or the provision by us of educational services for which the Direct Loan was obtained. This provision does not apply to lawsuits concerning other claims. We also agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the Direct Loan was obtained.
ACADEMIC INFORMATION

Credit Hours
The College measures and awards credits based on a credit-hour unit of a quarter-term calendar. A *quarter credit* is defined by a minimum of ten (10) classroom lecture periods of not less than fifty minutes each, twenty (20) laboratory hours where classroom theory is applied and explored, thirty (30) externship hours, or an appropriate combination of all three.

Associate’s and Bachelor’s Degree Programs
Associate’s and bachelor’s degree programs will include a minimum of two (2) hours of out-of-class work, or an equivalent amount of work, for every hour of lecture or direct faculty instruction.

Out-of-class work/learning activities are required to support the learning objectives of each course that is funded based on credit hours 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 6 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 4 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 – Good</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 – Deficient</td>
<td>60-69</td>
<td>1</td>
</tr>
<tr>
<td>F – Failing</td>
<td>Below 60</td>
<td>0</td>
</tr>
<tr>
<td>P – Pass*</td>
<td>60-100</td>
<td>N/A</td>
</tr>
<tr>
<td>F – Fail*</td>
<td>Below 60</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Grades | Percentage Equivalent | Grade Points
---|---|---
AUD – Audit | N/A | 0
I – Incomplete | N/A | 0
IPF – Incomplete Pass/Fail | N/A | 0
W – Withdraw | N/A | 0
T – Transfer | N/A | 0
CE – Competency Exam | N/A | 0
EW – Emergency Withdraw | N/A | 0

Transferred Credits/Hours from comparable courses completed previously at FTC accepted toward current programs when seeking an additional credential.

Grades | Percentage Equivalent | Grade Points
---|---|---
TA – Transfer Excellent | 90-100 | 4
TB – Transfer Good | 80-89 | 3
TC – Transfer Satisfactory | 70-79 | 2
TD – Transfer Deficient | 60-69 | 1

*All credits awarded for externship shall be graded Pass (P) or Fail (F). After the student completes the externship and submits all required evaluation forms, the field supervisor and externship coordinator, in consultation with the faculty supervisor, will award a grade of Pass or Fail.

Incomplete “I” Policy
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. Due to the Coronavirus (COVID-19) pandemic and temporary interruption of face-to-face instruction the Incomplete Grade Change deadline has been extended (see the Academic Calendar for the due date). This allows students to complete their labs, make-up work and assignments to complete their course. See Incomplete Grade Change Deadline Calendar Dates. Any “I” not removed by the student will be automatically converted to the otherwise earned grade, typically an “F”. An “I” is not calculated into the GPA, but will be considered as credits attempted thus affecting the successful completion percentage.

Withdrawal “W” Policy
A student who officially withdraws or is administratively withdrawn as a student from FTC prior to the end of the course will be assigned a grade of “W”. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted thus affecting the successful completion percentage. All attempted courses in Standard Programs will incur in charges. A course that is not attempted will be unregistered and is not issued a grade.

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.” In addition, courses completed by the student at Florida Technical College whose content is comprised of a portion of a comparable course will be listed on the transcript...
and assigned a grade of "T" when transferred to another program. For example, the 8.0 credit hour Anatomy & Physiology course would transfer to the 4.5 credit hour Anatomy & Physiology I course. 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 for the new major or program. All previously attempted courses that are required in the new program enrollment will be added and counted in the Satisfactory Academic Progress calculation for pace, GPA, and Maximum Timeframe. (See Satisfactory Academic Progress section.)

**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 credits from another accredited institution to the College. (See Transfer Students for more information).

**Satisfactory Academic Progress Policy Declaration**
Florida Technical College adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 CFR 668.34.

**Applicability of Satisfactory Academic Progress Policy**
This policy applies to all students enrolled in Florida Technical College, regardless if they are full-time or part-time students or if they receive federal financial aid, other kind of aid or cash pay. The policy does not apply to students enrolled in Continuing Education courses.

**Definition of Satisfactory Academic Progress**
Satisfactory Academic Progress is defined as the required measurement of student’s academic progress towards completing their academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed).

Students must maintain a minimum cumulative grade point average and successfully complete the credits in order to meet the qualitative and quantitative components of SAP. The student must also maintain a steady pace of successful completion of courses throughout the duration of the program to be able to complete the academic program within the established maximum time frame.
A review of the SAP is not completed until both the qualitative and quantitative components measures are reviewed. If the review shows that, a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds (Federal Student Aid) unless they are placed on Financial Aid Warning or, after a successful appeal, on Financial Aid Probation.

**Roles and Responsibilities**

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Committee</td>
<td>The Appeals Committee is made up of representatives of the Office of Student</td>
</tr>
<tr>
<td></td>
<td>Services, Registrar, Financial Aid, and Academics.</td>
</tr>
<tr>
<td>Submission of Appeal</td>
<td>The student will submit the Satisfactory Academic Progress Appeal request to the</td>
</tr>
<tr>
<td>Request</td>
<td>Dean of Academic Affairs and/or Academic Director, who will convene the Appeal</td>
</tr>
<tr>
<td></td>
<td>Committee for an appropriate evaluation.</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress Policy Requirements**

**Qualitative Component:** Cumulative GPA
In order to meet the graduation requirements, students must achieve the minimum grade point average at each specified evaluation points. Students need to achieve the minimum overall academic average at each evaluation point (For more details, please refer to the Satisfactory Academic Progress Evaluation Tables).

**Quantitative Component:** Credits Successfully Completed
A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time. This component must be monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time frame section.

For credit hour programs, the quantitative component is calculated by dividing the cumulative number of credits the student has successfully completed by the cumulative number of credits the student has attempted. Students must successfully complete the minimum credits required at each evaluation point. (For more information, please refer to the Satisfactory Academic Progress tables).

The table below provides information about how grades affect the Qualitative and Quantitative components.

<table>
<thead>
<tr>
<th>Grade Type</th>
<th>Grade</th>
<th>GPA</th>
<th>Credits Attempted</th>
<th>Credits Completed</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passing Grades</td>
<td>A, B, C, D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Fail Grade</td>
<td>F</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Additional Passing Grade</td>
<td>P</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Failing Grade</td>
<td>F</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grade Type</td>
<td>Grade</td>
<td>GPA</td>
<td>Credits Attempted</td>
<td>Credits Completed</td>
<td>Maximum Time Frame</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------</td>
<td>-----</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Incompletes</td>
<td>I, IPF</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Drop Courses</td>
<td>W</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Drop Courses</td>
<td>EW</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>Refer to grades above</td>
<td>Highest grade obtained</td>
<td>Yes</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferred Credits/Hours from prior programs at FTC accepted towards current program</td>
<td>Refer to grades above</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Transferred Credits/Hours from comparable courses completed previously at FTC accepted towards current programs when seeking an additional credential.</td>
<td>TA, TB, TC, TD</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferred Credits/Hours from Other Schools accepted towards current program or Credit by Examination</td>
<td>T, CE</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Maximum Timeframe**

Students are required to complete their program within a reasonable time frame. The maximum timeframe is 150% of the published length of the program of study.

For credit hour programs, the maximum time frame is based on credits attempted and is determined by multiplying the published amount of credits in the program by 1.5. For example, a 64 credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum time standards when it becomes mathematically impossible to complete the program within 150% of the time.
A student who does not meet the maximum time standards loses eligibility for financial aid, unless the student completes an appeal process and it is approved. (For more information, see the Extended Appeal and Enrollment Process).

**Evaluation Procedure**
The Registrar Office will evaluate the academic progress for the credit hour programs, at the end of each academic term or evaluation period. (For details, refer to the SAP Evaluation tables.)

**Reevaluation Procedure**
The Registrar Office will reevaluate the Satisfactory Academic Progress for students for whom a grade change or removal of incomplete or for a final grade received where the faculty failed to submit a grade. The Registrar will send written communication, notifying the results of the evaluation to the students, where the impact of the reevaluation, fails to meet the standards of satisfactory academic progress.

**Satisfactory Academic Progress Statuses**
If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

**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 financial assistance under the FSA programs for one payment period; however, they are expected to improve their academic standing by the end of the payment period under the warning status.

If a student fails to meet the minimum qualitative and quantitative standards described above during the Financial Aid Warning period, the student will lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a financial aid probation period.

**Financial Aid Probation**
Financial Aid Probation is a status assigned 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 (Please refer to the Appeal Process below).

The Financial Aid Probation period is only for an academic term.

The approval of an appeal will require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the
end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student’s ability to graduate within the maximum time frame (Please refer to the Appeal process and Academic Plan below).

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of the Satisfactory Academic Progress or the academic plan to maintain eligibility for financial aid.

Financial Aid Suspension
Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students will receive written notification of Financial Aid Suspension from the Registrar’s Office. The Registrar will also be notifying the Dean of Academic Affairs, Financial Aid and the Student Account’s Office of the student’s ineligibility for financial aid.

Students will be able to continue studies without financial assistance after their suspension, if it is otherwise allowed academically. If the student continues without financial assistance, he or she will be responsible for the total cost that may be applied during that enrollment period.

Appeal Process
An appeal is a process whereby a student who is not meeting SAP standards asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the academic progress requirements in the period evaluated.

If a student affirms that his/her condition for not having a satisfactory academic progress status is due to the fact that the determination made by the institution was the result of an administrative error or because during the evaluation period there were extenuating circumstances that prevented him from complying with the requirements, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness or death
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student’s control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The application is sent by the Dean of Academic Affairs or Academic Leadership at the campus.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine if at the end of the next term the student will be able to meet the standards of academic progress or an academic plan.

The Appeals Committee will evaluate the Request for Appeal for Satisfactory Academic Progress. This Committee must establish a calendar of meetings in each academic term, with a set period for the student to document their case and present themselves to the Committee via virtual, phone, or in-person conference. The committee will notify the student of the decision. The Registration Office will send the student written notification, no later than five calendar days from the date of the committee's decision. This notification will be configured, sent from the Student Administration System to the student, and visible to the Academics, Registration, Financial Aid and Student Accounts offices.

If the application is approved, the student will be eligible for financial assistance during the probationary term. Once the probation period ends, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or the academic plan. The student has the opportunity to appeal again, if he/she fails to comply with the agreements established for the probationary period.

**Academic Plan**
Academic plans are developed by the academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards for a specific point of time.

If a student successfully appeals and is placed in an SAP probationary period and in an academic plan, the student's SAP will be reviewed at the end of each subsequent period, as long as the student meets the requirements of the academic plan. To continue in the academic plan after the initial probationary period, the Academic Representative will follow up and document that the student is meeting the requirements of the academic plan.

**Reestablishing Eligibility**
The loss of eligibility for financial assistance for not meeting SAP standards can be reestablished once the student meets the qualitative (GPA) and quantitative (Credits) standards.

**Extended Enrollment**
A student who does not meet the maximum time standards and the criteria of the probationary period loses eligibility for financial assistance, but may be allowed to continue his studies under an Extended Enrollment
period.

The committee may place the student in an Extended Enrollment period if it is determined that the student needs more than one additional term to complete their program. Students who have been placed in the Extended Enrollment period will lose eligibility for financial aid and will be responsible for the total costs that may apply during this period.

**Satisfactory Academic Progress Tables for Standard Terms**

Requirements for Satisfactory Academic Progress: Satisfactory Academic Progress will be evaluated at the end of each academic term each payment period is understood. At each assessment point, students must achieve a cumulative GPA and a minimum of required credits, as shown in the SAP tables below (Applicable SAP table for each program is identified in the program tables below):

**Diplomas**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Timeframe to complete the program</th>
<th>Minimum Grade Point Average</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking and Pastelería</td>
<td>68.5</td>
<td>102.75</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Barbering</td>
<td>72</td>
<td>108</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>72</td>
<td>108</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>68.5</td>
<td>102.75</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Electrical</td>
<td>46</td>
<td>69</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Esthetics</td>
<td>52</td>
<td>78</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>HVAC/R with PLC</td>
<td>71</td>
<td>108</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Medical Assistant Technician</td>
<td>45</td>
<td>69</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>48</td>
<td>72</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Welding</td>
<td>61</td>
<td>91.5</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

**Associates**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Timeframe to complete the program</th>
<th>Minimum Grade Point Average</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>90.5</td>
<td>135</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Network Administration</td>
<td>90</td>
<td>135</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

**Bachelors**
<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Timeframe to complete the program</th>
<th>Minimum Grade Point Average</th>
<th>Minimum Pace (Credit Hours Completed / Credit Hours Attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Management</td>
<td>184</td>
<td>276</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Business-Entrepreneurship, Management and Marketing</td>
<td>180</td>
<td>270</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
<td>180</td>
<td>270</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Information Technology Networking, Web Design and Programming</td>
<td>183</td>
<td>274.50</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
<tr>
<td>Information Technology with emphasis in Cyber Security</td>
<td>181.5</td>
<td>272</td>
<td>2.0</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

**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.

**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.

**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 Dean of Academic Affairs. This appeal must be in writing and must be made within twenty (20) days of the action in question.

The Executive Director or the Dean of Academic Affairs will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Executive Director or the Dean of Academic Affairs 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 Dean of Academic Affairs may appeal that action or decision to the 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 Dean of Academic Affairs.

Students wishing to appeal the action taken by the 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 Vice President for Academic Affairs.

Students who feel a grievance is unresolved may 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. In addition, students can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000.

**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 at the back of the catalog. Online courses have the same objectives as courses taught on-ground. However, more effort and initiative will be required to successfully master the materials. Students desiring to register for online courses must request this change prior to the add/drop period with the Academic Leadership at their Campus which includes the Program Director, Program Coordinator or the Dean of Academic Affairs.

Students enrolled in online programs containing externship components must complete the externship component at an approved externship site. Geographic limitations apply. Contact Career Services for more information.

**Minimum Computer Requirements**

If a student opts out of the laptop or electronic device included in tuition, the following Minimum Computer Requirements for Network and Information Technology programs and Minimum Computer Requirements to access the Learning Management System (Canvas) are in effect. If a student does not opt out of the laptop or electronic device included in tuition, then there is no requirement for the student to have a laptop or electronic device other than the one included in tuition. Please reference the Tuition and Fees section for information about which programs include a laptop or electronic device in tuition, and the right to Opt-Out.

Students must have access to a computer outside of FTC to take course(s) with an online component and use the Canvas Learning Management System.

**Minimum Computer Requirements for Network and Information Technology programs:**
Core i5 8250U / 1.6 GHz
Win 10 Home 64-bit
8 GB RAM
1 TB HDD - 15.6"
IPS 1920 x 1080 (Full HD)
UHD Graphics 620
Wi-Fi capabilities

Minimum Computer Requirements to access the Learning Management System (Canvas) 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 and blended courses should:

• Verify e-mail account / address
• Have Internet access and an established FTC student e-mail account.
• Participate in a Canvas orientation prior to beginning the course. The Canvas orientation includes information on FTC and how to access the course, find the syllabus and how to use the major platform tools. The Canvas platform also furnishes orientation information at https://ftccollege.instructure.com/courses/331 (Canvas Technical Support Section).
• Commence online course work as soon as students have access to the course.

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.

Course Substitutions
The courses listed for each degree program 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 Dean of Academic Affairs prior to registration.

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. An Independent Study will be offered as an alternative for students who require a course that is not scheduled during a class term. A student wishing to complete a course through Independent Study must receive permission from the Dean of Academic Affairs and/or Executive Director and approval from the Vice President of Academic Affairs. A student may typically take only one Independent Study course per academic year. Any exceptions must be approved by the Vice President of Academic Affairs.
**TUITION AND FEES**

For all programs, tuition includes etextbooks that are available while the student is enrolled and supplies.

The student has the right to Opt-Out. If the student declines/Opts-Out, the student is responsible for the purchase of etextbooks and/or supplies.

**Other Educationally Related Goods**

Other educationally related goods (electronic devices) are provided by FTC for the purpose of studying, and are separate charges not included in tuition and fees and must be paid for by the student. The specified electronic device for Network Administration Associate of Science degree program, the Information Technology Networking, Web Design and Programming bachelor’s degree program, and the Information Technology with Emphasis in Cyber Security bachelor’s degree program is a laptop. For all other programs, the specified electronic device is a Chromebook.

Students who cancel their enrollment, or are canceled by FTC, or who fail to complete their first class in the program in which they are enrolled, must return the electronic device in reusable condition within ten (10) days of their enrollment being canceled, otherwise they will be charged the full cost of the electronic device. All refunds and return of funds, if any, will be fully consummated within thirty (30) calendar days of the date the student is withdrawn.

**Fees (All Programs)**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>N/A</td>
</tr>
<tr>
<td>Administrative Processing Fee / Registration Fee (Non-refundable)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Graduation Processing Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Replacement Badge</td>
<td>$10.00</td>
</tr>
<tr>
<td>Online* and Blended** Technology Fee – Per Course Attempted (Non-refundable)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Electronic Devices (Non-refundable) Chromebook</td>
<td>$250.00</td>
</tr>
<tr>
<td>Electronic Devices (Non-refundable) Laptop</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

*Effective January 2, 2018  
**Effective January 2, 2019

**Fees (Medical Assistant Technician and Allied Health Management Programs)**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Program Fee (Non-refundable)</td>
<td>$350.00</td>
</tr>
</tbody>
</table>

**Tuition by Program**

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking and Pastelería*</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Barbering***</td>
<td>$20,100.00</td>
</tr>
<tr>
<td>Cosmetology***</td>
<td>$20,100.00</td>
</tr>
<tr>
<td>Culinary Arts*</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Electrical**</td>
<td>$13,500.00</td>
</tr>
<tr>
<td>Esthetics*</td>
<td>$16,800.00</td>
</tr>
</tbody>
</table>
• HVAC/R with PLC* $22,500.00
• Medical Assistant Technician** $13,950.00
• Medical Billing and Coding Specialist** $14,400.00
• Welding** $18,000.00

**Associate of Science Degree Programs**

- Network Administration
- Medical Billing and Coding Specialist

**Bachelor of Degree Programs**

- Allied Health Management
- Business-Entrepreneurship, Management and Marketing
- Criminal Justice with Emphasis on Homeland Security
- Information Technology Networking, Web Design and Programming
- Information Technology with Emphasis in Cyber Security

**Tuition Cost**

- $32,520.00
- $32,520.00
- $53,784.00
- $53,784.00
- $53,784.00

^Effective January 9, 2017
^Effective December 3, 2018
*Effective December 16, 2019
**Effective March 6, 2020
***Effective May 25, 2020

Florida Technical College (FTC) has made arrangements to make books and supplies available to students at below competitive market rates. Therefore, the cost of books and supplies needed for the program student is enrolled, can be included as part of the tuition.

The student has the right to Opt-Out of this process. If the student declines (Opt-Out), the student is responsible for the purchase of books and supplies. If a student has a Title IV Credit balance, the student will receive an advancement within seven days from the payment period which can be used to purchase books and supplies.

The estimated cost of books and supplies are $500.00 for Diploma programs, $1000.00 for Associate of Science Degree programs, and $1500.00 for Bachelor of Science Degree programs. This amount may be prorated if incoming transfer credits were applied.

**Institutional Refund Policy**

The Institutional Refund Policy regulates how the institution will manage the charges when a student cancels his enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a payment period. The Institutional Refund Policy applies to all students enrolled at any of the institution's locations, with the exception of students enrolled in Continuing Education courses.

**Enrollment Cancellations**
The student has the right to cancel his/her enrollment agreement within three (3) business days from the student’s signing his/her enrollment agreement or until the end of the add/drop period, as specified in the academic calendar, whichever ends later. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form which is available at the Admission’s Office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student’s financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

Add/Drop Period
Any student who is enrolled for a payment period will have until the end of the add-drop period, which is the first seven calendar days of the academic term, as specified in the academic calendar, to add/drop courses without any fee. Please refer to the academic calendar for specific dates. Any charges for tuition and fees, as well as any funds paid for supplies, unused books or equipment which can be returned to the institution during this period will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period.

Never Attended (No Show)
The institution will cancel all of the student’s financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use.

Withdrawals
If a student attends but withdraws from school after the add/drop period and prior to completing a payment period, the percentage used to determine the applicable charges will be the percentage of completed days from the total days in the payment period, rounded to the nearest 10%. The institution will use the last day of attendance to determine the days completed in the payment period. The table below provides details about how percentages are determined.

<table>
<thead>
<tr>
<th>Completed Days in Payment Period / Total Days in Payment Period</th>
<th>Percentage of Charges owed to the Institution</th>
<th>Percentage of Charges to be Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10.0%</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>10.01% - 20.0%</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.01% - 30.0%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>30.01% - 40.0%</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.01% - 50.0%</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>50.01% - 60.0%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>60.01% - 100%</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Example of an Institutional Refund Calculation for a student that withdraws during a payment period that begins on 1/7/2019 and ends on 3/28/2019. Tuition charges for the period are $5,420.00.

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent Attended</th>
<th>Percent of Tuition to be Refunded</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2019</td>
<td>14.81%</td>
<td>80%</td>
<td>$4,336.00</td>
</tr>
<tr>
<td>Last Day of Attendance</td>
<td>Percent Attended</td>
<td>Percent of Tuition to be Refunded</td>
<td>Refund Amount</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------</td>
<td>----------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>02/16/2019</td>
<td>49.38%</td>
<td>50%</td>
<td>$2,710.00</td>
</tr>
</tbody>
</table>

There are several fees that are exempt from adjustment in this refund policy. These are:

- Administrative Processing / Registration: $150.00
- Online Technology: $50.00
- Medical Program: $350.00
- Online and Blended Technology Fee: $50.00
- Electronic Devices Chromebook: $250.00
- Electronic Devices Laptop: $700.00

The student is responsible for the outstanding balance on his/her account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days after the date that the institution determines that the student has withdrawn.

The Student Account’s Office has the responsibility to apply this policy to the accounts of students which require it.

**Official Withdrawal and Unofficial Withdrawal**

Official notification to the school occurs when a student notifies the registrar or financial aid office of his or her intent to withdraw. Notification can be provided in writing or orally to a designated campus official acting in his or her official capacity. Acceptable official notification includes notification by a student via telephone, through a designated website, email, written letter of intent, or orally in person. If an oral notification is given, Florida Technical College may request, but not require, the student to confirm in writing. If a student provides official notification of withdrawal to the institution by sending a letter to the designated office stating his or her intent to withdraw, the withdrawal date is the date that the institution receives the letter.

A student who contacts a school and only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw. However, if the student indicates that he or she is requesting the information because he or she plans to cease attendance, the student would be considered to have provided official notification of his or her intent to withdraw.

Unofficial withdrawals encompass all other withdrawals where official notification is not provided to the school.

**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. If paid, The Administrative Processing / 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 Dean of Academic Affairs.

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.

**Title IV Refund Policy**

The institution, in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid to which the student is eligible if he/she decides to withdraw from the institution. This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

The law specifies how the institution must determine the amount of Title IV program assistance a student earns if he/she decides to withdraw from the institution. The Title IV programs in which the institution currently participates that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Although Title IV aid may be credited to your account at the beginning of each payment period, you earn the funds as you complete the period. If you withdraw before completing your payment period, the amount of Title IV program assistance that you have earned up to that point is determined on a pro rata basis. If you received *this includes amounts received on your behalf by the institution, or your parent* less assistance than the amount that you earned, you may be able to receive those additional funds. If, however, you received more assistance than you earned, the institution or you will have to repay the excess.

For example, if you completed 20% of your payment period, you earn 20% of the Title IV assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the
assistance that you were scheduled to receive for that period. The percentage completed in the payment period is calculated by dividing the calendar days completed in the payment period (as of your Last Day of Attendance) by the total calendar days in the period (excluding, if applicable, days that you were on an approved Leave of Absence or any scheduled break of 5 consecutive days or more).

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the institution will contact you to get your permission before disbursing the funds. At that point, you will be provided with the option to decline, some or all of the loan funds. Before accepting loan funds, you must consider that you must pay back the money with interest.

The institution will automatically credit to your student account all, or a portion of your post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will automatically use all, or a portion of your post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to your withdrawal, you provided your permission. If you did not provide your permission prior to withdrawing, the institution will contact you to offer the funds.

It is important for you to understand that, due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that you were scheduled to receive once you withdraw. For example, the institution cannot make a post-withdrawal disbursement if you are a first-time, first-year undergraduate student that withdrew prior to completing the first 30 days of your program. We encourage you to contact the Financial Aid Office for any questions.

If you received (this includes amounts received on your behalf by the institution or your parent) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The Institution will return Title IV funds for which it is responsible, in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Graduate PLUS Loan
4. Direct Parent PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Iraq and Afghanistan Service Grant

If the Institution is not required to return all of the excess funds, you must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance received. Any amount that you have to return is called an overpayment. You are required to make arrangements with the Institution or the United States Federal Department of Education to return the unearned funds. If an overpayment results from the calculation, the institution will contact you to coordinate arrangements to return those funds. Failure to make satisfactory arrangements may result in losing eligibility to Title IV fund.
Any loans that you, or your parent, received in excess must be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. The loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans. To obtain your detailed information about the federal loan types and amounts you received for each academic year and the servicer contact information for each loan, you may access your Financial Aid History/Review at www.nslds.ed.gov or at www.studentloans.gov. You may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The Institutional Refund Policy is published in the institutional catalog. You can also request a copy of this policy at the Student Accounts Office.

**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 and The DAVE School welcome students with disabilities and are committed to providing reasonable and effective accommodations, modifications, and auxiliary aids and services for qualified students with disabilities. A qualified student with a disability is a student with a disability, who meets the academic and technical standards required for admission or participation in Florida Technical College and The DAVE School’s educational program and services. According to the American with Disabilities Act of 1990 (ADA) and Section 504, a person has a disability if he/she:

- has a physical or mental impairment which substantially limits one or more major life activities; or
- has a record of such an impairment; or
- is regarded as having such an impairment.

Procedures for Requesting Disability-Related Accommodations/Services

To request accommodations, modifications, and auxiliary aids and services, students must comply with the following procedures:

1. Complete and submit a Request for Disability-Related Accommodations/Services Form to the Regional Office of Academic Affairs — To obtain a Request for Disability-Related Accommodations/Services Form, please see your campus Executive Director, Dean of Academic Affairs, email Dr. Maria Rivera at mrrivera01@FTCCollege.edu, or visit the Office of Academic Affairs at your campus.

2. Submit appropriate written documentation—The documentation, which should be current and dated within three years, must be from a licensed and/or qualified professional in the field concerning the specific diagnosis and include the following information:
   a. The credentials of the diagnosing/evaluating professional;
   b. A diagnostic statement identifying the disability;
   c. A description of the method(s) used in diagnosing the disability;
   d. A description of how the disability affects a major life activity(ies);
   e. A description of how the disability affects the individual’s ability to participate in Florida Technical College and/or The DAVE School’s courses, programs, services, and/or activities; and
   f. Any recommended academic adjustments, reasonable modifications, and auxiliary aids or services.

The above documentation, which is based on the Association on Higher Education and Disabilities’ (AHEAD) description of quality disability documentation, is intended to assist students in working with the diagnosing/evaluating professional(s) to prepare the information needed to evaluate the student’s request(s). Any questions regarding the above documentation should be directed to the Regional Office of Academic Affairs.

In addition to the above documentation, the student should submit documentation of any past accommodations,
modifications, or auxiliary aids or services received in similar testing or educational environments, as well as
modifications, accommodations, or auxiliary aids and services provided in connection with an Individualized
Education Program (IEP) or a Section 504 Plan, as this information may be helpful in determining appropriate
and effective accommodations, modifications, and auxiliary aids and services. However, an IEP or Section 504
Plan is generally not sufficient documentation.

Students bear the cost of obtaining appropriate documentation of a disability. However, some individuals with
disabilities may not need to provide documentation if the disability is permanent, observable, and stable. Thus,
it is important that students with disabilities consult with the Regional Office of Academic Affairs regarding the
need for and appropriateness of documentation.

All documentation and requests for disability-related accommodations/services are evaluated on an
individualized, case-by-case basis, and must be submitted to Florida Technical College and The DAVE School’s
Regional Office of Academic Affairs via email or mail:

Florida Technical College
Attention: Dr. Maria Rivera, Regional Office of Academic Affairs
12900 Challenger Parkway, Orlando, FL, 32826
Phone (407) 447-7300
Email: mrrivera01@FTCCollege.edu

* If you are requesting accommodations based on multiple disabilities, documentation for each disability is required.

Attend a meeting or telephone conference with a Regional Office of Academic Affairs staff member—Upon
receipt of a signed and completed Request for Disability-Related Accommodations/Services Form, and
appropriate documentation of a disability, a staff member will contact the student to schedule an in-person
interview, virtual interview, or a telephone interview as may be necessary. During the meeting, virtual interview
or telephone interview, the staff member and the student will discuss the student’s eligibility for disability-related
accommodations/services, individual needs, and appropriate and effective accommodations, modifications, and
auxiliary aids and services. Additional meetings and/or conversations may be necessary as part of this interactive
process.

Approval or Denial — If accommodations, modifications, and auxiliary aids and services are approved, the
Regional Office of Academic Affairs will notify the student and the student’s instructor(s). The student will be
notified via an Approval for Disability-Related Accommodations/Services form, which the student should retain
for his/her records. If the student’s request is denied, the student will be notified via a Denial of Request for
Disability-Related Accommodations/Services form. If the student’s request is denied, the student may request
reconsideration in accordance with the Section 504/ADA Grievance Procedure contained herein.

Continuing Needs and Responsibilities
Because appropriate and effective accommodations, modifications, and auxiliary aids and services may differ
depending on the course, an Approval for Disability-Related Accommodations/Services form is valid only for the
course(s) it is approved for. A new form is required for each course. Therefore, the student must meet with or
participate in a virtual or telephonic meeting with a Regional Office of Academic Affairs staff member to review
the student’s needs for accommodations, modifications, and auxiliary aids and services for each new course. It is the student’s responsibility to request this appointment and to do so early enough to allow sufficient time for the processing of the accommodations, modifications, and auxiliary aids and services.

Communication
Florida Technical College and The DAVE School expect students with disabilities to take an active role in determining effective accommodations, modifications, and auxiliary aids and services. If a particular accommodation, modification, or auxiliary aid or service is not working, the student should contact the Regional Office of Academic Affairs as soon as possible. The Regional Office of Academic Affairs will work with the student to identify other effective accommodations, modifications, and auxiliary aids and services.

Confidentiality and Information Release
Florida Technical College and The DAVE School are committed to ensuring that disability information regarding a student is maintained as confidential as required or permitted by law. The Family Education Records Privacy Act (FERPA) governs the disclosure of information pertaining to a student’s disability. Information regarding a student’s disability is released only to those school officials, including the student’s instructor(s), with legitimate educational interests. The student may give written authorization for the release of such information to other individuals.

Service Animal Policy
Service animals individually trained to do work or perform tasks for the benefit of an individual with a disability are welcome in areas open to the public on Florida Technical College and The DAVE School’s campuses. Similarly, trained miniature horses may also qualify as service animals. Examples of work or tasks that service animals may perform include, for example, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, and calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack. Service animals are working animals, not pets. The work or task the service animal has been trained to provide must be directly related to the person’s disability.

If it is not obvious what service an animal provides, Florida Technical College and The DAVE School’s staff may only ask if the animal is required because of a disability and what work or tasks the animal has been trained to perform. Florida Technical College and The DAVE School will not (i) ask about the student’s disability; (ii) require medical documentation of a disability; (iii) require documentation proving that the animal is certified, trained, or licensed as a service animal; or (iv) require that the service animal demonstrate its ability to perform the work or tasks. Florida Technical College and The DAVE School may require additional information regarding miniature horses in order to evaluate whether they can be accommodated within Florida Technical College and The DAVE School’s facilities.

Florida Technical College and The DAVE School are not responsible for the care or supervision of a service animal. Moreover, service animals may be excluded from Florida Technical College and The DAVE School’s premises if the animal is out of control and the animal’s handler does not take effective action to control it, or the animal is not housebroken. In such circumstances, the person with the disability may remain on campus without
the animal.

**Applicants with Disabilities**
Florida Technical College and The DAVE School do not discriminate against applicants with disabilities. The admissions application process for students with and without disabilities is the same. Applicants with disabilities who require accommodations in connection with the application process should contact the Regional Office of Academic Affairs. The Regional Office of Academic Affairs will not share any information disclosed by the applicant with the Office of Admissions. Disclosing a disability is strictly voluntary and no information provided will be used in a discriminatory manner.

**Frequently Asked Questions**

**Must I inform Florida Technical College and/or The DAVE School if I have a disability?**
No, disclosure of a disability is voluntary. However, if a student wants to request accommodations, modifications, or auxiliary aids and services, the student must identify himself/herself as having a disability and comply with the reasonable procedures described above for requesting accommodations, modifications, and auxiliary aids and services.

**What accommodations, modifications, and auxiliary aids and services must Florida Technical College and The DAVE School provide?**
Appropriate and effective academic adjustments, reasonable modifications, and auxiliary aids and services are determined based on the student’s disability and individual needs. Academic adjustments, reasonable modifications, and auxiliary aids and services may, for example, include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, extended time on exams or assignments, allowing a student to give oral rather than written answers, the use of tape recorders, note takers, use of a calculator, priority registration, priority seating in class, textbooks in an alternate format, and braille calculators, printers, or typewriters.

Florida Technical College and The DAVE School are not required to provide academic adjustments, modifications, and auxiliary aids and services that fundamentally alter the nature of its academic program or impose an undue financial or administrative burden. For example, although you may be approved for extended testing time, Florida Technical College and The DAVE School are not required to change the substantive content of the test. Florida Technical College and The DAVE School are also not required to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

**When should I request accommodations, modifications, and auxiliary aids and services?**
Although you may request accommodations, modifications, and auxiliary aids and services at any time, Florida Technical College and The DAVE School encourage students with disabilities to do so as early as possible as certain accommodations, modifications, and auxiliary aids and services may take longer to arrange and implement than others. Moreover, accommodations, modifications, or auxiliary aids or services are not applied retroactively.
What should I do if my instructor refuses or neglects to provide approved accommodations, modifications, and auxiliary aid and services?
Immediately notify your Campus Executive Director and/or Dean of Academic Affairs, and contact Dr. Maria Rivera, Regional Office of Academic Affairs, Phone (407) 447-7300, Email: mrrivera01@FTCCollege.edu.

Where do I send my documentation?
All documentation must be submitted via email or mail to Dr. Maria Rivera, Regional Office of Academic Affairs:
Florida Technical College
Attention: Dr. Maria Rivera, Regional Office of Academic Affairs
12900 Challenger Parkway, Orlando, FL, 32826
Phone (407) 447-7300
Email: mrrivera01@FTCCollege.edu.

ADA/Section 504 Grievance Procedure
Florida Technical College and The DAVE School are committed to ensuring that no otherwise qualified individual with a disability is denied the benefits of, excluded from participation in, or subjected to discrimination in Florida Technical College and The DAVE School’s programs or activities due to a disability. Florida Technical College and The DAVE School have adopted this internal grievance procedure for the prompt and equitable resolution of complaints alleging violations of Section 504 and the ADA. This grievance procedure is designed to address grievances and/or concerns related to the ADA/Section 504 Policy for Students, including but not limited to, disagreements or denials regarding requested accommodations, modifications, and auxiliary aids and services. It is not intended to and shall not supersede other policies and procedures such as Florida Technical College and The DAVE School’s General Student Complaint Procedure/Grievance Policy.

The following procedures apply:

1. A complaint must be submitted in writing to Dr. Maria Rivera, Regional Office of Academic Affairs, Florida Technical College, 12900 Challenger Parkway, Orlando, FL, 32826, Email: mrrivera01@FTCCollege.edu, and must contain the following information:
   a. The complainant’s name, address, and contact information;
   b. A description of the nature of complaint and the alleged violation(s), including the dates of the alleged violation;
   c. The names of any witnesses to the alleged conduct giving rise to the complaint;
   d. What relief or corrective action the complainant is seeking; and
   e. Any background information or documentation the complainant believes is relevant.

2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation. Complaints received later than thirty (30) days after complainant became aware of the alleged violation may be dismissed as untimely.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation shall be conducted by or at the direction of the Regional Office of Academic Affairs. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and other interested persons, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.

4. A written determination will be provided to the complainant and the alleged subject(s) of the complaint normally no later than twenty (20) working days after receipt of the complaint.

5. The Regional Office of Academic Affairs shall maintain the files and records relating to complaints filed.

6. Any party to the complaint may request reconsideration of the Section 504 Coordinator’s determination if he or she is dissatisfied with the determination. Requests for reconsideration must be made in writing to Leiby Adames-Boom, Vice President for Academic Affairs, via ladames@ftccollege.edu, within seven (7) calendar days of the receipt of the determination and/or recommendation(s). Ms. Adames-Boom will respond to the request for reconsideration within fifteen (15) working days.

7. After receiving a response from Ms. Adames-Boom, if the party requesting reconsideration is still not satisfied, he/she may request further reconsideration by submitting a written request to Dr. James Michael Burkett, President of Florida Technical College and The DAVE School, via jburkett@ftccollege.edu. The requesting party must copy Leiby Adames-Boom on the request to Dr. Burkett, which request must be made within seven (7) calendar days of the receipt of Ms. Adames-Boom’s response.

8. Decisions made by Dr. Burkett are final and will be made within fifteen (15) working days of a request for reconsideration that complies with the above procedures.

9. Students are encouraged to attempt resolve complaints pertaining to disabilities and disability-related services using this grievance procedure, however, use of this internal grievance procedure is not a prerequisite to filing a complaint with the United States Department of Education’s Office for Civil Rights. The Office for Civil Rights can be reached at the following:

   Lyndon Baines Johnson Department of Education Building
   400 Maryland Avenue, SW
   Washington, D.C. 20202
   Phone: (800) 421-3481 (toll-free)
   Fax: (202) 453-6012
   TDD: (800) 877-8339 (toll-free)
   Email: ocr@ed.gov

10. 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.
11. Retaliation against any complainant utilizing this grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this grievance procedure, is prohibited. If you believe that you (or someone else) are being subjected to retaliation, you should immediately notify the Dr. Maria Rivera and/or Leiby Adames-Boom.

*Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. Florida Technical College and The DAVE School prohibit discrimination on the basis of race, color, religion, national origin, age, disability, sex, gender, sexual orientation, marital status, genetic information, and military/veteran status in the recruitment and admission of students, recruitment and employment of employees, and in the operation of all its programs, activities, and services.*

*The following persons have been designated to coordinate Florida Technical College and The DAVE School’s compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 (ADA):*

<table>
<thead>
<tr>
<th>Name/Position Title</th>
<th>Campus</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Maria Rivera, Director of Educational Effectiveness and Planning</td>
<td>Regional Office of Academic Affairs, FTC</td>
<td>12900 Challenger Parkway Orlando, FL 32826</td>
<td>407-447-7300</td>
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<tr>
<td>Leiby Adames-Boom, Vice President for Academic Affairs</td>
<td>Regional Office of Academic Affairs, FTC</td>
<td>12900 Challenger Parkway Orlando, FL 32826</td>
<td>407-447-7300</td>
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**CAREER SERVICES AND EMPLOYMENT**

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. Students are encouraged to research the requirements applicable to obtaining employment in the field of their chosen program. Certain programs are designed to provide the educational prerequisites students must complete in order to obtain required professional licensure or certification in the state where the campus is located (Florida). Students are responsible for determining whether graduation from these programs will qualify them to obtain professional licensure or certification, or to work in the field, in other geographic areas where they live or intend to work.

**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 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 sex offenders / sexual predators in Florida may be found at the FDLE Registered Sex Offenders website at https://offender.fdle.state.fl.us/offender/sops/home.jsf; by phone 1-888-357-7332, TTY/TTD users dial 711 to connect with the telecommunications relay service (TRS); or by email at sexpred@fdle.state.fl.us.

**DRUG AWARENESS AND SUBSTANCE ABUSE POLICY**
The federal Drug-Free Schools and Communities Act of 1989 requires institutions receiving Title IV funding and other financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools / Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter annually. The disclosure is also made available to all campus employees. The FTC Drug-Free Campus and Workplace and Drug Awareness policies are reviewed and published annually at the FTC website: www.ftccollege.edu 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 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.
GENERAL EDUCATION COURSES

HUMANITIES

COM300 Communications in Cultural Settings
COM1000 Communication Fundamentals
COM2200 Public Speaking
ENC1000 English Composition
ENG215 Research and Writing
HUM101 Humanities
HUM400 Religion and Philosophy
PHI305 Ethics

MATHEMATICS AND THE SCIENCES

MAT1010 Introduction to Algebra
MAT2010 College Algebra
MAT2020 Introduction to Statistics
SCI101 Environmental Science
SCI1000 Microbiology

SOCIAL SCIENCES

GOV102 American History
PSY306 Adult Psychology
PSY320 Social Psychology
PSY2000 Introduction to Psychology
SOC250 Communication and Social Networks
SOC2000 Introduction to Sociology
**COURSE ABBREVIATIONS**

<table>
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<tr>
<th>Abbreviation</th>
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<td>ACG</td>
<td>Accounting</td>
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<td>BAD</td>
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BACHELOR OF SCIENCE DEGREES

ALLIED HEALTH MANAGEMENT

The Bachelor’s Degree program in Allied Health Management is comprised of a combination of courses providing skills such as managing the administrative area within a health services organization, medical law/regulations, and current procedural coding with health information resources. The program is designed to prepare a student for a career as an administrator in the health services field.

Available via online delivery method at the Cutler Bay, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

184 Quarter Credits / 36 months

CORE COURSES (10.5 credits)

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<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 (92.5 credits)

Lower Level

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED1055</td>
<td>Medical Office Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>MED1060</td>
<td>Anatomy and Physiology with Medical Terminology I</td>
<td>6.0</td>
</tr>
<tr>
<td>MED1065</td>
<td>Anatomy and Physiology with Medical Terminology II</td>
<td>6.0</td>
</tr>
<tr>
<td>MBC1105</td>
<td>Health Information Resources</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1205</td>
<td>Current Procedural Codes/CPT</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1305</td>
<td>Diagnostic Coding/ICD-10</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1405</td>
<td>Medical Billing and Insurance</td>
<td>5.0</td>
</tr>
<tr>
<td>ACG1100</td>
<td>Accounting I 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>MKT2010</td>
<td>Introduction to Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>ECO202</td>
<td>Microeconomics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Upper Level

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<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>
<td>4.5</td>
</tr>
<tr>
<td>HSA3320</td>
<td>Healthcare Human Resource Management Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>HSA3325</td>
<td>Introduction to Healthcare Financial Management Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>HSA4405</td>
<td>Healthcare Policy and Law</td>
<td>6.0</td>
</tr>
<tr>
<td>HSA4410</td>
<td>Long-Term Managed Care Systems Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>6-Elective Courses</td>
<td>4.5 credits X 6=27.0</td>
</tr>
<tr>
<td></td>
<td>9-General Education Courses</td>
<td>6.0 credits X 9=54.0</td>
</tr>
</tbody>
</table>

ELECTIVE COURSES (27 Credit Hours Required)
GENERAL EDUCATION COURSES (54 Credit Hours) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
BUSINESS-ENTREPRENEURSHIP, MANAGEMENT AND MARKETING

The Bachelor’s 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.

Available via online delivery method at the Cutler Bay, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

180 Quarter Credits / 36 months

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

CONCENTRATION COURSES (97.5 credits)

Lower Level
- ACG1100 Accounting I Lecture/Lab 4.5
- ACG2000 Accounting II 4.5
- BAD100 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 Classes 6.0 X 9=54.0
ELECTIVE COURSES (18 Credit Hours Required)

GENERAL EDUCATION COURSES (54 Credit Hours Required) The required general education component must include one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
CRIMINAL JUSTICE WITH EMPHASIS ON HOMELAND SECURITY

The Bachelor’s 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.

In teach out via online delivery method at the Cutler Bay, Deland, Kissimmee, Lakeland, Orlando and Pembroke Pines campuses. New students may only be enrolled if they transfer in credits and are scheduled to complete before the Teach-Out date and before the maximum pace rate percentage is reached.

180 Quarter Credits / 36 months

**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 (105 credits)**

**Lower Level**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO121</td>
<td>Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1100</td>
<td>Introduction to Criminal Justice Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1105</td>
<td>Criminal Law Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1110</td>
<td>Criminal Procedure Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1120</td>
<td>Law Enforcement Report Writing Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT136</td>
<td>Crime Scene Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT140</td>
<td>Forensic Science</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1150</td>
<td>Introduction to Corrections Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1155</td>
<td>Juvenile Justice Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT1160</td>
<td>Criminal Justice Administration Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT206</td>
<td>Terrorism and Aviation Security</td>
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<tr>
<td>CJT2235</td>
<td>Criminal Investigations Lecture/Lab</td>
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</tr>
<tr>
<td>CJT250</td>
<td>Homeland Security</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Upper Level**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT300</td>
<td>Victimology</td>
<td>4.5</td>
</tr>
<tr>
<td>BAM305</td>
<td>Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>MAT306</td>
<td>Computer Assisted Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td>HLS415</td>
<td>Interagency Relationships</td>
<td>4.5</td>
</tr>
<tr>
<td>HLS420</td>
<td>Private Sector Role in Homeland Security</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT325</td>
<td>Licit and Illicit Drugs</td>
<td>4.5</td>
</tr>
<tr>
<td>HLS440</td>
<td>Emergency Topics</td>
<td>4.5</td>
</tr>
</tbody>
</table>
HLS450  Intelligence Analysis  
CJT4400  Laws of Evidence Lecture  
1 Elective  
1 Elective  
General Education Classes

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLS450</td>
<td>4.5</td>
</tr>
<tr>
<td>CJT4400</td>
<td>6.0</td>
</tr>
<tr>
<td>Elective</td>
<td>4.5</td>
</tr>
<tr>
<td>Elective</td>
<td>6.0</td>
</tr>
<tr>
<td>General Education Classes</td>
<td>6.0 X 9=54.0</td>
</tr>
</tbody>
</table>

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

**GENERAL EDUCATION COURSES** (54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
INFORMATION TECHNOLOGY NETWORKING, WEB DESIGN AND PROGRAMMING

The Bachelor’s 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.

Available via online delivery method at the Kissimmee, Orlando, and Pembroke Pines campuses.

180 Quarter Credits / 36 months

**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>
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</tbody>
</table>

**CONCENTRATION COURSES (111 credits)**

**Lower Level**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<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>Introduction 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>
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<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 Code</th>
<th>Course 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>
<td>4.5</td>
</tr>
<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>
</tbody>
</table>
CIS493    Creating Web Databases    4.5
BUS4999   Strategic Management Lecture  6.0
  1 Elective    4.5 X 1=4.5
  General Education Classes    6.0 X 9=54.0

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

**GENERAL EDUCATION COURSES** (54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
INFORMATION TECHNOLOGY WITH EMPHASIS IN CYBER SECURITY

The Bachelor Degree program in Information Technology with emphasis in Cyber Security introduces students to a variety of topics, such as assessing the security vulnerability of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and counter measures. As a graduate of the program, students will be prepared for a career as a developer of security design, information assurance expert, computer forensic investigator, ethical hacker, and/or any digital security related jobs.

Available via online delivery method at Cutler Bay, DeLand, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

181.5 Quarter Credits / 36 months

**CORE COURSES (10.5 credits)**

- FTC1000 Success Strategies 4.5
- FTC2200 Career Development Lecture 6.0

**CONCENTRATION COURSES (112.5 credits)**

**Lower Level**

- CERT200 Preparing for A+ Certification 4.5
- CIS110 Computer Programming Design 4.5
- CIS4500 Programing for Security (Python) 4.5
- EEL1100 A+ Hardware 4.5
- EEL1110 A+ Software 4.5
- EEL2090 Routing and Switching 4.5
- EEL2150 Networking Fundamentals 4.5
- EEL2160 Security Fundamentals 4.5
- PRG2040 LAN Analysis and Design 6.0
- 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
- PRG2800 Virtualization and Cloud Management 4.5

**Upper Level**

- PRG3100 Linux Administration 4.5
- SEC3000 Information Assurance 6.0
- SEC3100 Cyber Laws and Compliance 6.0
- SEC3200 Network Hardening 4.5
- SEC3300 Web Applications and Social Network Security 4.5
- SEC3400 Cryptography and Network Security 4.5
- SEC4000 Intrusion Detection and Incident Response 4.5
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEC4100</td>
<td>Digital Forensics I</td>
<td>4.5</td>
</tr>
<tr>
<td>SEC4200</td>
<td>Digital Forensics II</td>
<td>4.5</td>
</tr>
<tr>
<td>SEC4500</td>
<td>Ethical Hacking</td>
<td>4.5</td>
</tr>
</tbody>
</table>

1 Elective Course: 4.5 X 1 = 4.5
9 General Education Courses: 6.0 X 9 = 54.0

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

**GENERAL EDUCATION COURSES** (54 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
ASSOCIATE OF SCIENCE DEGREES

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.

In teach out via hybrid and online delivery methods at the Cutler Bay, Deland, Kissimmee, Lakeland, Orlando and Pembroke Pines campuses. New students may only be enrolled if they transfer in credits and are scheduled to complete before the Teach-Out date and before the maximum pace rate percentage is reached.

90.5 Quarter Credits / 18 months

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

CONCENTRATION COURSES (56 credits)
- 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
- MBC2900 Capstone 5.0
- General Education Classes 6.0 X 4=24.0

GENERAL EDUCATION COURSES (24 Credit Hours Required) The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
NETWORK ADMINISTRATION

The Associate of Science Degree in Network Administration 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.

In teach out via online delivery method at the Cutler Bay, Deland, Lakeland, Kissimmee, Orlando and Pembroke Pines campuses. New students may only be enrolled if they transfer in credits and are scheduled to complete before the Teach-Out date and before the maximum pace rate percentage is reached.

90 Quarter Credits / 18 months

**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>

**CONCENTRATION COURSES (51 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEL1100</td>
<td>A+ Hardware</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL1110</td>
<td>A+ Software</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2080</td>
<td>TCP/IP Configuration</td>
<td>6.0</td>
</tr>
<tr>
<td>EEL2090</td>
<td>Routing &amp; Switching</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2150</td>
<td>Networking Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>EEL2160</td>
<td>Security Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2100</td>
<td>Windows Professional</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2110</td>
<td>Windows Server</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2120</td>
<td>Windows Network Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2161</td>
<td>Designing Security for a Windows Network Lecture/Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PRG2180</td>
<td>Implementing and Managing Microsoft Exchange Server</td>
<td>4.5</td>
</tr>
</tbody>
</table>

1 Elective

General Education Classes

4.5 X 1=4.5

6.0 X 4=24.0

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

**GENERAL EDUCATION COURSES (24 Credit Hours Required)** The required general education component must include at least one course from each of the following groups: Humanities, Mathematics and the Sciences, and Social Sciences.
DIPLOMA PROGRAMS

BAKING AND PASTELE RÍA
The Baking and Pastelería Diploma Program offers students the theoretical and practical knowledge required to work in the industry. Students will learn to create, prepare, and attractively present a variety of stand-alone desserts, bread-based products, and common or special baking recipes, pastries, and sweets.

Available via residential delivery method at the Kissimmee campus.
Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

68.5 Quarter Credits / 60 Weeks

Concentration Courses
CUL1005 Basic Culinary Techniques 4.0
CUL1015 Cuisine, Culture & Kitchen Organization 5.0
CUL1021 Sanitation 5.0
CUL1035 Nutrition & Allergens 6.0
CUL1055 Food & Beverage Inventory/Cost Control 5.0
CUL1230 Culinary Math 6.0
CUL2015 Facility Menu Planning & Development 5.0
CUL2045 Hospitality Supervision & Management 6.0
BKP1003 Introduction to Baking 4.0
BKP1007 Advanced Baking, Pasteles & Panes 4.0
BKP2005 Chocolate & Candy Confections 4.0
BKP2020 Baking & Pastry Lab 4.0
BKP2030 Cake Decoration 4.0
EXT2014 Baking Externship 6.5
**BARBERING**

The Barbering Diploma Program offers the student the opportunity to acquire and practice the knowledge, skills, and attitude necessary to gain an entry-level job in the barbering field. Students receive theory and practical experience in haircutting and chemical services, skin care, and shaving and scalp treatment. The program is designed to prepare graduates for Florida Licensure in Barbering.

Available via residential delivery method at the Kissimmee campus.
Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

72 Quarter Credits / 48 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR1601</td>
<td>Core Fundamentals – Barbering</td>
<td>18.0</td>
</tr>
<tr>
<td>BAR1602</td>
<td>Design Elements and Principles – Barbering</td>
<td>18.0</td>
</tr>
<tr>
<td>BAR1603</td>
<td>Advanced Barbering</td>
<td>18.0</td>
</tr>
<tr>
<td>BAR1604</td>
<td>Master Your Barber Career</td>
<td>18.0</td>
</tr>
</tbody>
</table>

Information about licensure is provided in the Licensure and Registration Requirements section.
COSMETOLOGY

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

Available via residential delivery method at the Kissimmee campus.
Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

72 Quarter Credits / 48 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS1601</td>
<td>Core Fundamentals – Cosmetology</td>
<td>18.0</td>
</tr>
<tr>
<td>COS1602</td>
<td>Design Elements and Principles – Cosmetology</td>
<td>18.0</td>
</tr>
<tr>
<td>COS1603</td>
<td>Creative Artistry - Cosmetology</td>
<td>18.0</td>
</tr>
<tr>
<td>COS1604</td>
<td>Career Development – Cosmetology</td>
<td>18.0</td>
</tr>
</tbody>
</table>

Information about licensure is provided in the Licensure and Registration Requirements section.
CULINARY ARTS
The Culinary Arts Diploma Program offers students the opportunity to acquire the skills and knowledge needed to obtain an entry-level position in the field. Students will gain hands-on knowledge of sauces, meats, and baked products. In addition, they will learn about kitchen safety and sanitation techniques to ensure food safety. Finally, they will cover management and supervision in the food service industry.

Available via residential delivery method at the Cutler Bay and Kissimmee campuses. Also available in the Spanish language at the Cutler Bay and Kissimmee campuses; see Spanish language catalog for details.

68.5 Quarter Credits / 60 Weeks

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL1015 Cuisine, Culture &amp; Kitchen Organization</td>
<td>5.0</td>
</tr>
<tr>
<td>CUL1230 Culinary Math</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL1021 Sanitation</td>
<td>5.0</td>
</tr>
<tr>
<td>CUL1005 Basic Culinary Techniques</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL1007 Meat, Fish, &amp; Poultry Fabrication</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL1009 Garde Manger</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL2015 Facility Menu Planning &amp; Development</td>
<td>5.0</td>
</tr>
<tr>
<td>CUL1035 Nutrition &amp; Allergens</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL1040 Restaurant Service</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL2045 Hospitality Supervision &amp; Management</td>
<td>6.0</td>
</tr>
<tr>
<td>CUL1075 International Cuisine</td>
<td>4.0</td>
</tr>
<tr>
<td>BKP1003 Introduction to Baking</td>
<td>4.0</td>
</tr>
<tr>
<td>CUL1055 Food &amp; Beverage Inventory/Cost Control</td>
<td>5.0</td>
</tr>
<tr>
<td>EXT2012 Culinary Externship</td>
<td>6.5</td>
</tr>
</tbody>
</table>
ELECTRICAL

This Electrical Diploma Program prepares the student with technical skills and practical knowledge, to perform installation tasks, services, and repairs in the electrical trade. Graduates from this program will be able to fill positions as electrician helpers for service and construction firms in residential, commercial, and industrial businesses associated with the electrical trade industry.


Also available in the Spanish language at the Cutler Bay, Kissimmee, Orlando, and Pembroke Pines campuses; see Spanish language catalog for details.

46 Quarter Credits / 36 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKL1000</td>
<td>Safety and Craft Skills</td>
<td>6.0</td>
</tr>
<tr>
<td>ELE1101</td>
<td>Introduction to Electrical Trades</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE1102</td>
<td>Raceway Systems &amp; Electrical Construction Drawings</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE1103</td>
<td>AC &amp; DC Motor Control</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE1104</td>
<td>Circuit Breakers &amp; Branch Circuits</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE1105</td>
<td>Electrical Services &amp; Transformers</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE2101</td>
<td>Overcurrent Protection &amp; Electrical Calculations</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE2102</td>
<td>Electrical System Calculations</td>
<td>5.0</td>
</tr>
<tr>
<td>ELE2103</td>
<td>Fundamentals of Emergency &amp; Renewable Energy Systems</td>
<td>5.0</td>
</tr>
</tbody>
</table>
ESTHETICS
The Esthetics Diploma Program prepares students to perform skin analysis and provide services, such as facial care, makeup application, microdermabrasion, waxing, and body treatments. Graduates of this program can obtain entry-level positions in the field of skin care. The Esthetics Diploma Program also prepares graduates for the Florida Facial Specialist Registration.

Available via residential delivery method at the Kissimmee campus.

52 Quarter Credits / 48 Weeks

Concentration Courses
EST1000 The Profession, Sanitation & Sterilization, HIV 4.0
EST1005 Hair Removal (Epilation) Procedures 4.0
EST1010 Skin Analysis, Disorders, & Treatments 5.0
EST1015 Principles of Anatomy & Facial Care (Esthetics) 5.0
EST1025 Chemistry & Electricity 5.0
EST1100 Facial Care 4.0
EST2000 Professional Makeup Techniques 4.0
EST2006 Advanced Body Treatments (Microdermabrasion, Lymphatic Drainage, & Cellulite Treatments) 4.0
EST2014 Facial & Hand Manipulation Treatments 4.0
EST2015 Professional Makeup & Special Effects 4.0
EST2018 Skin Care Career & Entrepreneurship Development 5.0
EST2020 Facial Care Treatments 4.0

Information about registration is provided in the Licensure and Registration Requirements section.
HVAC/R with PLC

The HVAC/R with PLC Diploma Program offers students the technical and practical knowledge and skills to perform heating, refrigeration, and air conditioning maintenance, installations, and repairs. Students will also learn basic skills related to the programmable logic controllers (PLCs). Graduates from this program will be able to fill positions at construction firms, as well as residential and commercial refrigeration and air conditioning companies.

Available via residential delivery method at the Cutler Bay, Deland, Kissimmee, and Pembroke Pines campuses. Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

71 Quarter Credits / 60 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKL1000</td>
<td>Safety and Craft Skills</td>
<td>6.0</td>
</tr>
<tr>
<td>HVA1300</td>
<td>Applied Math for HVAC Technicians</td>
<td>5.0</td>
</tr>
<tr>
<td>HVA1400</td>
<td>Introduction to Electricity (DC-AC)</td>
<td>5.0</td>
</tr>
<tr>
<td>HVA1500</td>
<td>Introduction to Refrigeration and A/C</td>
<td>5.0</td>
</tr>
<tr>
<td>HVA1600</td>
<td>Refrigeration and A/C: Residential</td>
<td>5.0</td>
</tr>
<tr>
<td>HVA1700</td>
<td>Refrigeration and A/C: Commercial</td>
<td>5.0</td>
</tr>
<tr>
<td>HVA1800</td>
<td>Heat Pumps and Related Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>HVA2050</td>
<td>Electrical Instrumentation: Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>HVA2060</td>
<td>Mechanical Instrumentation: Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>HVA2075</td>
<td>Residential Equipment: Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>HVA2080</td>
<td>Commercial A/C Equipment: Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>HVA2500</td>
<td>Environmental Protection Agency (EPA) Laws and Regulations</td>
<td>6.0</td>
</tr>
<tr>
<td>HVA2600</td>
<td>Digital Electronics</td>
<td>4.0</td>
</tr>
<tr>
<td>PLC3000</td>
<td>Programmable Logic Controller (PLC)</td>
<td>6.0</td>
</tr>
<tr>
<td>PLC3001</td>
<td>Programmable Logic Controller Units: Lab</td>
<td>4.0</td>
</tr>
</tbody>
</table>
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 learn how to prepare patients for various technical examinations such as EKGs and phlebotomy, as well as how to perform several such procedures.


46 Quarter Credits / 36 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED1055</td>
<td>Medical Office Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>MED1060</td>
<td>Anatomy and Physiology with Medical Terminology I</td>
<td>6.0</td>
</tr>
<tr>
<td>MED1065</td>
<td>Anatomy and Physiology with Medical Terminology II</td>
<td>6.0</td>
</tr>
<tr>
<td>MED1070</td>
<td>Clinical Procedures*</td>
<td>5.0</td>
</tr>
<tr>
<td>MED1075</td>
<td>Laboratory Procedures*</td>
<td>5.0</td>
</tr>
<tr>
<td>MED2065</td>
<td>Introduction to Pharmacology*</td>
<td>5.0</td>
</tr>
<tr>
<td>MED2075</td>
<td>Basic Cardiorespiratory Procedures*</td>
<td>5.0</td>
</tr>
<tr>
<td>MED2805</td>
<td>Certified Medical Assistant Exam Prep**</td>
<td>6.0</td>
</tr>
<tr>
<td>MED2995</td>
<td>Externship^</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*These courses are only available in the blended modality.
**This course is only available during day shift in the blended modality.
^This course is only available during day shift.

In order to successfully complete the 100-hour externship, students must complete 25 hours each week for 4 consecutive weeks. Students who do not complete the 100 hours in the 4 consecutive weeks due to circumstances beyond the student’s control will need to request an Incomplete “I” grade with their campus Dean of Academic Affairs and will have 14 calendar days into the next scheduled College course to complete the remaining hours. See Incomplete Policy for more information.
MEDICAL BILLING AND CODING SPECIALIST
The Medical Billing and Coding Specialist Diploma Program is designed to prepare students to obtain entry-level positions in the medical billing and coding field through a combination of both clinical and administrative training. Students will learn and practice how to use management software and electronic health records (EHR). They will further become proficient in medical insurance and billing using the ICD-10, CPT, and HCPCS II coding system manuals. The program is focused on preparing students for certification.

Available via hybrid and online delivery methods at the Cutler Bay, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

48 Quarter Credits / 36 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED1055</td>
<td>Medical Office Procedures</td>
<td>5.0</td>
</tr>
<tr>
<td>MED1060</td>
<td>Anatomy and Physiology with Medical Terminology I</td>
<td>6.0</td>
</tr>
<tr>
<td>MED1065</td>
<td>Anatomy and Physiology with Medical Terminology II</td>
<td>6.0</td>
</tr>
<tr>
<td>MBC1105</td>
<td>Health Information Resources^^</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1205</td>
<td>Current Procedural Codes/CPT^^</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1305</td>
<td>Diagnostic Coding/ICD-10^^</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC1405</td>
<td>Medical Billing and Insurance^^</td>
<td>5.0</td>
</tr>
<tr>
<td>MBC2805</td>
<td>Certified Insurance and Coding Exam Prep^^</td>
<td>6.0</td>
</tr>
<tr>
<td>MBC2900</td>
<td>Capstone^^</td>
<td>5.0</td>
</tr>
</tbody>
</table>

^^These courses are only available fully online.
WELDING
The Welding Diploma Program offers the technical and practical knowledge needed to interpret manufacturing and construction drawings, calculate measures, and bend, cut, grind, and weld ferrous and nonferrous metals. Students will learn shielded metal arc, gas metal arc, flux core arc, gas tungsten arc, and pipe welding.

Available via residential delivery method at the Kissimmee campus.

61 Quarter Credit Hours / 48 Weeks

**Concentration Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKL1000</td>
<td>Safety and Craft Skills</td>
<td>6.0</td>
</tr>
<tr>
<td>WEL1000</td>
<td>Applied Math for Welding</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1001</td>
<td>Welding Drawings</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1002</td>
<td>Introduction to Welding and Cutting Process</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1003</td>
<td>Shielded Metal Arc Welding I (SMAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1004</td>
<td>Shielded Metal Arc Welding II (SMAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1005</td>
<td>Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL1006</td>
<td>Gas Tungsten Arc Welding (GTAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL2001</td>
<td>Pipe Welding I (SMAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL2002</td>
<td>Pipe Welding II (GMAW &amp; FCAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL2003</td>
<td>Pipe Welding III (GTAW)</td>
<td>5.0</td>
</tr>
<tr>
<td>WEL3001</td>
<td>Aluminum Welding (GTAW &amp; GMAW)</td>
<td>5.0</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS

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 Quarter Credits</td>
</tr>
<tr>
<td></td>
<td>In this course, students will examine the fundamentals of bookkeeping and financial accounting. They will also analyze user-friendly examples to increase their knowledge of accounting standards. Furthermore, students will discuss assessment questions regarding corporate governance issues, sustainability, environmental and social reporting procedures, and ethics. Finally, they will evaluate financial statements, ledgers, taxes, capital and revenue expenditure, errors, depreciation, bank reconciliations, and various types of corporations.</td>
<td></td>
</tr>
<tr>
<td>ACG1100</td>
<td>Accounting I Lecture/Lab</td>
<td>4.5 Quarter Credits</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. Prerequisite: Successful completion of a 100/1000 or 200/2000 level mathematics course</td>
<td></td>
</tr>
<tr>
<td>ACG2000</td>
<td>Accounting II</td>
<td>4.5 Quarter Credits</td>
</tr>
<tr>
<td></td>
<td>In this course, students will review the principles learned in Accounting I. They will apply concepts related to financial and management accounting, cost accounting, and financial analysis. In addition, they will identify the tools and techniques used in solving business problems and making sound financial decisions. They will also examine various topics, including the accounting cycle, capital budgeting, and financial statement analysis. Prerequisite: ACG1100</td>
<td></td>
</tr>
<tr>
<td>BAD100</td>
<td>Introduction to Business</td>
<td>4.5 Quarter Credits</td>
</tr>
<tr>
<td></td>
<td>In this course, students will examine the concepts, principles, and operations of business. They will determine the functions of modern business management, marketing, product and brand management, and pricing strategies. In addition, they will</td>
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</tr>
</tbody>
</table>
analyze the fundamentals of the human resources management side of running a business and the importance of workforce motivation and engagement. Furthermore, they will examine the relationship between accounting and financial management, as well as the impact of global business.

BAD360  Operations Management  4.5 Quarter Credits
In this course, students will examine the theories, concepts, and strategies used in operations management. They will analyze important aspects of the operations management decision-making process, including process and plant layout, quality, inventory, and supply chain management. Furthermore, students will apply managerial processes for effective operations in both goods producing and service rendering organizations.

BAM305  Organizational Behavior  4.5 Quarter Credits
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.

BAR1601  Core Fundamentals-Barbering  18.0 Quarter Credits
This course introduces students to the barbering profession, relevant Florida law and ethical case studies, and general sciences, including general anatomy and physiology, basic chemistry of the products used, and how electricity and electrical devices are used. It features the historical background of barbering and its evolution process, including dress code, behavior, and disposition of the professional barber. It also initiates students in the study of microbiology concepts and infection control procedures necessary for the safe practice of haircutting and barbering services. Topics include practical infection control, sterilization, and monitoring of tools, chemical disinfectants, aseptic techniques, infectious diseases, OSHA standards, and first aid. Students will learn and develop routine practices of safety, and sanitation and sterilization of equipment, furniture, and stations in the lab and salon. Students will study the art of using a variety of tools and techniques safely to design, cut, and shape hair; and the importance of client consultation. They will learn and practice basic principles of haircutting and styling and, they will study the step-by-step chemical process when handling perms and reverses for different types of hair in order to achieve the transformation the client desires. In this course, students will also acquire knowledge about the anatomy of the skin, which is crucial to performing facials, scalp treatments, and shaving services. They will study hair composition, including its structure, growth, distribution, color, and development. Students will learn the causes of hair loss and other scalp conditions and treatments. Students will be required to demonstrate the acquired course competencies through the completion of all practical services.

BAR1602  Design Elements and Principles – Barbering  18.0 Quarter Credits
In this course, students will learn the Florida law and regulations for health and safety in the beauty and barbering industry, focused on the principles of infection control in order to prevent the spread of diseases. They will continue to practice safety, sanitation, and sterilization per industry standards in order to make them habit. Students will discuss OSHA and CDC standard precautions and guidelines, and how to follow safe work practices to protect themselves and their clients. They will analyze skin types and review face and neck anatomical features to perform massage manipulations and facial treatments. They will acquire skills to apply facial treatments according to the face skin conditions. In addition, students will learn to perform shaving and facial hair designs (beards and moustaches). Students will develop the skills needed to accommodate the request of any client, male or female. They will continue to strengthen their skills by demonstrating several types of haircuts and styles for men and expand their hair cutting practices to cutting and styling for women. Students will also develop the various techniques using the blow dryer, thermal irons, and hair wrapping. They will practice haircuts with clippers, focusing on handling them correctly and using the appropriate supplies and products. In addition, they will continue
to practice safety, sanitation, and sterilization in the beauty and barbering industry. Students will be required to demonstrate the acquired course competencies through the completion of all practical services.

**Prerequisite:** BAR1601

**BAR1603  Advanced Barbering**  18.0 Quarter Credits

In this course, students will develop the skills needed to accommodate the request of any client, male or female. They will continue to strengthen their skills by demonstrating several types of haircuts and styles for men and expand their haircutting practices to cutting and styling for women. Students will also develop the various techniques using the blow dryer, thermal irons, and hair wrapping. They will practice haircuts with clippers, focusing on handling them correctly and using the appropriate supplies and products. Chemical texture services are practical, versatile, and lucrative services that provide clients with alternatives to haircuts and styling. Students will learn about the different types of chemical services (permanent waving, curl reformations, and relaxers) and their effects on different types of hair. They will study the procedure for chemical hair relaxing and understand the difference between hydroxide relaxers and thio relaxers. Students will further learn the proper and safe practices when using these specific chemical products and the hair coloring theory and practice formulation procedures to attain changes and special effects in the hair. They will learn the difference between hair coloring and hair lightening, as well as how to perform those services. The application of this knowledge and skills will be expanded to coloring of beards and mustaches. Students will also be required to demonstrate the acquired course competencies through the completion of all practical services.

**Prerequisite:** BAR1602

**BAR1604  Master Your Barber Career**  18.0 Quarter Credits

In this course, students will be prepare to practice their profession after barbering school and continue to master their barbering skills. They will learn the business of barbering and working and/or owning a shop. Students will acquire the understanding and skills they need to work behind the chair, including various compensation systems, building clientele and financial management, and increasing income through retail and upselling services. They will experience various managerial aspects of operating a successful barbershop, prepare their resumes, and prepare for job interviews. Students will continue to practice haircuts with clippers, focusing on using them correctly, and move on to practice 90-degree elevation haircuts, razor haircuts, and thinning techniques. They will practice the proper manipulation and maintenance of the equipment and instruments to perform various cuts, hairstyles, and chemical services. Throughout the course, students will prepare for the licensure and review relevant Florida laws and rules, and ethical, safety, sanitation, and sterilization standards, including the HIV/AIDS awareness required certification. Students will prepare for the barber licensure examinations for the state of Florida. Students will begin the application process and become familiar with the Department of Business and Professional Regulation (DBPR) website to apply, schedule, and maintain their status after they are licensed. Students will also be required to demonstrate the acquired program competencies through the completion of all practical services.

**Prerequisite:** BAR1603

**BIO121  Anatomy and Physiology**  4.5 Quarter Credits

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

**BKP1003  Introduction to Baking**  4.0 Quarter Credits
This course will cover the fundamental principles of baking. Students will examine occupational and industry terminology, product and ingredient identification, baking equipment and utensils, and elaboration processes. They will learn about and practice the production of breads, quick breads, cookies, pies, and tarts. Emphasis will be placed on the application of safety and hygiene measures during the production process. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

**BKP1007**  
**Advanced Baking, Pasteles, and Panes**  
4.0 Quarter Credits

During this course the students acquire the necessary skills to prepare different-sized and textured breads. The main focus will be to prepare lean doughs, enriched yeast doughs, laminated doughs and other artisan breads. In addition students will prepare ice cream and frozen desserts as well as healthy dessert alternatives.  
Prerequisite: BKP1003

**BKP2005**  
**Chocolate & Candy Confections**  
4.0 Quarter Credits

In this course, students will learn the methods and techniques used to create a variety of products with chocolate, sugar, and isomalt. Students will also have to create original pieces of edible artwork using chocolate and sugar. Finally, students will be able to practice the skills acquired by completing practical lab exercises.  
Prerequisite: BKP1003

**BKP2020**  
**Baking & Pastry Lab**  
4.0 Quarter Credits

In this course, students will acquire the skills necessary to prepare all types of creams, custards, and mousses for use as toppings for cakes, pies, tarts, and petit-fours served in hotels, restaurants, and bakeries. They will also prepare fillings, such as pastry cream and mousses in order to create, assemble, and decorate various pastry products with different sauces and garnishes. Finally, students will be able to practice the skills acquired by completing practical lab exercises.  
Prerequisite: BKP1007

**BKP2030**  
**Cake Decoration**  
4.0 Quarter Credits

In this course, students will decorate cakes with products such as buttercream, fondant, and gum paste. Students will assemble a traditional single-layer cake before working with multi-layer cakes, learning the techniques required for their production. Finally, students will have to make a special occasion cake that will require multiple techniques acquired in this and previous courses.  
Prerequisite: BKP1003

**BUS309**  
**Business Ethics**  
6.0 Quarter Credits

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.

**BUS2040**  
**Information Management**  
4.5 Quarter Credits

In this course, students will evaluate the role of information systems (IS) in the organization. They will examine the alignment of business processes and IS, including how the development of IS aids the decision-making process. In addition, students will discuss the evolution and challenges of the IS professional.
BUS2230  Business Management Lecture/Lab  4.5 Quarter Credits
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.

BUS3320  Leadership and Organizational Behavior Lecture/Lab  4.5 Quarter Credits
In this course, students will discuss practical applications of current research in human behavior to understand organizations. They will review interpersonal processes, problem-solving, and managerial decision-making. Moreover, students will examine power, politics, ethics, and conflict in organizations. Finally, they will analyze individual behavior, motivation and performance, interpersonal relations, small group relations, leadership, and organizational culture.

BUS4405  Labor Relations Lecture/Lab  4.5 Quarter Credits
In this course, students will examine the different processes unions and employers develop within the work environment. They will examine the history of organized labor in the United States, the negotiation process, the collective bargaining agreement and how it is administered. In addition, students will assess bargaining issues and the possible effect on the labor relations process.

BUS4999  Strategic Management Lecture  6.0 Quarter Credits
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 Quarter Credits
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.

CERT200  Preparing for A+ Certification  4.5 Quarter Credits
In this course, students will develop technical skills and knowledge on how to administer, maintain, and operate different computer information systems. They will learn to evaluate different computer system components in order to modify and assemble them based on industry standards and business requirements. Students will use simulation tools to assess and modify computer system configuration to improve the system security functionality. This course will enhance students' knowledge of computer information systems and prepare them to challenge the CompTIA A+ Certification.

CIS110  Computer Programming Design  4.5 Quarter Credits
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 Quarter Credits
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.

CIS276 SQL Programming 4.5 Quarter Credits
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 Oracle Live SQL environment.
Prerequisite: CIS111

CIS307 Web Page Development 4.5 Quarter Credits
This project-driven course covers Hypertext Markup Language (HTML5) and Cascading Style Sheets (CSS3), as well as the design and creation of web pages. Students are introduced to the foundational concepts of coding, syntax, usability, and accessibility. By the end of the course, the students will have a fully functional website.

CIS331 Computer System Modeling 4.5 Quarter Credits
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 Quarter Credits
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.

CIS393 Creating Web Databases 4.5 Quarter Credits
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.

CIS3350 Mobile Application Design and Development Lecture/Lab 4.5 Quarter Credits
In this course, students will describe the app industry and how it has grown over the last decade with new developers and market tendencies. They will apply the fundamentals of coding and programming in the design and development of apps for smartphones, tablets, and other similar devices used today. They will also utilize programming script language and other tools to create interactive and functional user interface components for apps and webpages.
Prerequisite: CIS493

CIS406 JAVA Programming I Lecture/Lab 4.5 Quarter Credits
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 Quarter Credits
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

CIS4500  Programming for Security (Python)  4.5 Quarter Credits
This course will cover from the basic concepts of programming with Python, to the use of advanced scripts with focus on Networking and Security for professionals. The student will learn about automating the information gathering of applications, network protocols, logs, etc.
Prerequisite: CIS110

CJT136  Crime Scene Investigation  4.5 Quarter Credits
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.

CJT140  Forensic Science  4.5 Quarter Credits
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.

CJT206  Terrorism and Aviation Security  4.5 Quarter Credits
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.

CJT250  Homeland Security  4.5 Quarter Credits
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.

CJT300  Victimology  4.5 Quarter Credits
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.

CJT325  Licit and Illicit Drugs  4.5 Quarter Credits
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 Quarter Credits
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 Quarter Credits
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 Quarter Credits
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.

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

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

CJT1155  Juvenile Justice Lecture/Lab  4.5 Quarter Credits
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.

CJT1160  Criminal Justice Administration Lecture/Lab  4.5 Quarter Credits
This course covers the administration of justice framed in those issues in the context of police, courts and corrections. Approaches courts use to manage their dockets and trials are reviewed. Challenges of the corrections segment of the system are analyzed. The impact of technology to bridge the segments of the system is explored. The challenges of the current and future criminal justice system are described and forecast.

CJT2235  Criminal Investigations Lecture/Lab  4.5 Quarter Credits
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.

CJT4400      Laws of Evidence Lecture     6.0 Quarter Credits
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.

COM300       Communications in Cultural Settings     6.0 Quarter Credits
The words “cultural diversity” may be discussed at work, at school, or even on the evening news. In an ever-increasing global and technological world, diversity as fact makes for an interesting study of attitudes, beliefs, values, and behaviors regarding cultural relationships. The primary objective of the course is to provide students with an understanding and appreciation of cultural diversity within the United States (e.g., ethnic, gender, social class, political, sexual orientation, disability, religious, etc.) and to open up channels of dialogue for discussing and analyzing a variety of cultural situations, conflicts, and traditions negotiated within the United States and in the larger global culture. Specific objectives include: (1) to become reflective about one’s own cultural social-standing and cultural influences (self-awareness imperative), (2) to increase understanding and sensitivity to the array of co-cultures in the U.S., (3) to increase understanding of cultural communication processes, (4) to practice diversity discourse skills necessary to work through conflict as well as communicate more effectively in cultural interactions, (5) to increase understanding of communication as connected to issues of identity such as social class, gender, sexual orientation, disabilities, and race conflicts, (6) to become critical consumers of popular culture and assess impacts of globalization, and (7) to understand better the role of the United States of America as one prototype of many multicultural/diverse societies.

COM1000      Communication Fundamentals      6.0 Quarter Credits
In this course on communications, students will be explaining principles and processes of effective communication at all levels—intrapersonal (understanding the self), interpersonal (small group and professional), and public speaking. Students will also construct and deliver messages that are appropriate for the audience, purpose, and context using informed and ethical arguments. Finally, students will be able to deliver informative and persuasive speeches, and improve their critical listening and thinking skills.

COM2200      Public Speaking      6.0 Quarter Credits
This is an introductory course in research, composition, delivery, and evaluation of speeches for a variety of purposes and occasions. Topics will include verbal and nonverbal messages, and techniques of oral presentations. Students will develop skills in critical listening and analysis through small group and individual activities. Finally, students will learn how to deliver short, informal presentations, and longer speeches.

COS1601      Core Fundamentals – Cosmetology     18.0 Quarter Credits
This course presents the historical background of cosmetology and its evolution process, provides an overview of sanitation, anatomy and hairstyling. Students will discuss the dress code, makeup, behavior, and disposition of the cosmetology professional. They will study the Florida Law and ethics case studies related to the industry and will learn about the infection control theory and processes, including microbiology concepts, sterilization, and monitoring, chemical disinfectants for equipment, aseptic techniques, infectious diseases, OSHA standards, and first aid. In addition, students will learn about the structure and function of the skin, hair growth basics, and different techniques for temporary removal of face and body hair. The theoretical concepts of different methods for permanent hair removal will be reviewed. Students will acquire knowledge related to the use of chemicals and electricity in hair removal, and how to select and use the adequate beauty materials, products, and equipment. They will learn to set up a safe working area, properly conduct a client consultation, prepare them
for the procedures, and apply the correct techniques when using products and equipment. Furthermore, students will study the skin, scalp, and hair composition, including its structure, growth, distribution, color, and development. They will also discuss hair loss and other scalp conditions, as well as treatments. Students will acquire practical experience on scalp treatment application, according to individual conditions. They will learn and demonstrate competency on different basic hairstyling techniques based on hairstyle requirements, including the basics of wet styling, finger waves, pin curls, roller curls, comb-out, hair wrapping, and blow-dry styling, as well as how to use thermal hairstyling safely. Finally, students will be introduced to haircutting techniques. Students will also be required to demonstrate the acquired course competencies through the completion of all practical services.

COS1602  Design Elements and Principles – Cosmetology  18.0 Quarter Credits
In this course, students will learn haircutting techniques, skin composition, structure, and function, as well as hair coloring theory and mixture procedures to attain changes and special effects in hair. They will discuss the basic principles of haircutting, the correct use of tools, the proper posture and body position for haircutting, among other cutting techniques. They will also be introduced to the use of clippers and trimmers. Students will be able to demonstrate competency in haircut development according to each individual’s characteristics, practice elevation variables, sectioning, and angles, and use the proper instruments and equipment for sterilization and disinfection. In addition, students will discuss skin disorders and diseases, and learn the products recommended for the different skin types and their contraindications. They will further examine skin conditions, facial manipulations, and their psychological effects. Students will analyze the importance of anatomy and physiology for the profession by reviewing the eleven body systems. They will practice face makeup application techniques depending on the occasion and individual face characteristics. Students will be able to select adequate products, instruments, and equipment to practice the application of artificial eyelashes and eyebrow shaping. The description of the categories of hair color, the role of hydrogen peroxide in a hair color formula, hair lighteners, procedures for single and double process hair coloring, and highlighting methods will be discussed. Students will review and apply safety precautions while performing the required hair coloring techniques. Students will also be required to demonstrate the acquired course competencies through the completion of all practical services.
Prerequisite: COS1601

COS1603  Creative Artistry - Cosmetology  18.0 Quarter Credits
In this course, students will be introduced to chemical texture services. They will study the theories and techniques to permanently change the hair natural wave and curl patterns. Students will be able to demonstrate competency in the step-by-step chemical process when handling perms, hair relaxation, reverses, and hair straightening, for different types of hair with the purpose of achieving the transformation desired by the client. In addition, students will continue to practice haircutting, as well as how to effectively use clippers and trimmers, and properly sterilize and disinfect the equipment. They will review and practice razor cutting, texturizing, and other cutting techniques, while constantly applying safety measures. Students will learn to perform a client consultation and demonstrate competency executing haircuts and other hair styling techniques like thermo hair straightening, creative long hair styling, French twist, and half updo, among others. Furthermore, in this course, students will learn the theory, design, and practice for using wigs, hairpieces, and braiding. They will practice cleaning, cutting, coloring, and styling on human and synthetic wigs and/or hairpieces, as well as hair braiding techniques. The course will focus on tools, equipment, types of ornamentation, and safety and sanitation procedures. Students will also be required to demonstrate the acquired course competencies through the completion of all practical services.
Prerequisite: COS1602

COS1604  Career Development – Cosmetology  18.0 Quarter Credits
This course will provide students with an understanding of the anatomy and physiology of nails, including their components, the characteristics of healthy nails, and their most common disorders and diseases. They will examine the normal growth
process of nails and learn about nail and skin analysis, in the context of performing professional manicure and pedicure. Students will discuss applicable state and government regulations, procedures to perform basic manicures and pedicures, and proper sanitation and disinfection techniques. In addition, students will be introduced to the rules of doing business applicable to a beauty salon, develop job searching strategies, and study the managing and marketing aspects of a beauty salon. Students will review different types of business options, including booth rental, the components of a successful salon, and how to build their own business while will examine different business models, plans, and operations. Furthermore, this course covers preparation for the state licensing examination and review of the Florida Law, as well as ethical, safety, disinfection and sterilization standards, including the HIV required certification. Students will learn test-taking strategies and review test content material. Students will also be required to demonstrate the acquired program competencies through the completion of all practical services.

Prerequisite: COS1603

CUL1005 Basic Culinary Techniques 4.0 Quarter Credits
This course will expose students to the kitchen environment. It will also teach them the basic skills and knowledge required to succeed in the industry. They will learn how to perform basic knife cuts to meet industry standards and how to prepare stocks and mother sauces. Finally, students will practice basic cooking methods with numerous ingredients to understand the different applications and purposes of each method in relation to the ingredients used.

CUL1007 Meat, Fish, and Poultry Fabrication 4.0 Quarter Credits
This course introduces students to the most common meats, poultry, and fish in the culinary arts industry. Students will learn about meat cuts used in menus as well as game and fowl fabrication. They will also study to fish and shellfish fabrication. In addition, they will gain knowledge about sanitation standards, safety, storage (temperatures and methods), portion control, quality grades, and the cost of each cut. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

Prerequisite: CUL1005

CUL1009 Garde Manger 4.0 Quarter Credits
This course will teach students about the fabrication and preparation of cold foods, salads, and hot and cold hors d’oeuvres. They will also study the basics of fruit carving and buffet decorations. The course will focus on egg and vegetable cookery, dressings, cured meats, and international cheeses, as well as their various presentation techniques. In addition, students will learn how to follow preparation lists with task divisions. Finally, they will examine buffet setups for different themes according to modern trends. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

Prerequisite: CUL1005

CUL1015 Cuisine, Culture & Kitchen Organization 5.0 Quarter Credits
This course provides an introduction to the food service industry that examines gastronomic history, basic industry terminology, and the role that modern chefs play in the community, as well as their duties and responsibilities. Students will also examine the equipment and utensils used in food service operations and identify basic ingredients and their applications.

CUL1021 Sanitation 5.0 Quarter Credits
This course provides students an understanding of basic sanitation, safe food handling, and work safety principles. They will learn about food service sanitation based on ServSafe standards.

CUL1035 Nutrition & Allergens 6.0 Quarter Credits
In this course, students will learn about national nutrition and dietary guidelines and standards for food preparation. The topics covered include the history of genetically engineered crops and common food allergies. Students will also review safe practices when managing allergens in the kitchen.

CUL1040 Restaurant Service 4.0 Quarter Credits
This course focuses on the professional service expected and utilized in the modern food service industry. Students will review key aspects in providing excellent service, including the rules of excellent service, how to manage and solve customer problems, and communication skills. They will also practice table setup for restaurants, banquets, and buffets. Additionally, students will cover wine and beverage service. Furthermore, they will learn about front of house (FOH) staff division, FOH mentality, and work distribution. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

CUL1055 Food & Beverage Inventory/Cost Control 5.0 Quarter Credits
In this course, students will apply the math skills gained in the CUL 1230 course to ensure the accuracy of costs and control them effectively. Students will learn how to cost standard recipes, focusing on product yield for accurate purchasing. The course also covers standard operating procedures. Finally, students will review the systems used to keep food and beverage costs, labor costs, and operational costs at acceptable levels.
Prerequisite: CUL1230

CUL1075 International Cuisine 4.0 Quarter Credits
This course gives students the opportunity to explore modern and classic cookery of different cultures. The topics discussed include cuisines from different regions around the world, including Asia, Europe, the Mediterranean, Africa, United States, and Latin America. In addition, students will learn about history, cultural influences, and common recipes. The course includes lectures, demonstrations, and hands-on experience preparing international dishes.
Prerequisite: CUL1009

CUL1230 Culinary Math 6.0 Quarter Credits
This course provides students an understanding of food service math. They will use these math skills to calculate yield percentages, determine portion costs, and adjust the yield of a recipe. Students will also learn how to convert US measurements into metric measurements.

CUL2015 Facility Menu Planning & Development 5.0 Quarter Credits
This course provides an introduction to the food service industry that examines gastronomic history, basic industry terminology, and the role that modern chefs play in the community, as well as their duties and responsibilities. Students will also examine the equipment and utensils used in food service operations and identify basic ingredients and their applications.

CUL2045 Hospitality Supervision & Management 6.0 Quarter Credits
In this course, students will learn about general management, supervision, leadership, and human resource management. The course also covers staff selection and recruitment, employee orientation and training, and employee evaluations. Furthermore, this course will help students understand the role and responsibilities of a supervisor, allowing them to work more efficiently and effectively.
Prerequisite: CUL1055

EEL1100 A+ Hardware 4.5 Quarter Credits
This course provides an overview of computer hardware on a personal computer. The course focuses on the structure and
function of the computer, including I/O devices, network protocols, set up and troubleshooting. Microprocessor systems available are also discussed. Students will be able to identify differences between I/O devices, set up and troubleshoot hardware and networks. Lab included.

EEL1100 A+ Software 4.5 Quarter Credits
In this course students will learn about common computer configurations and operating systems. Students will also review diagnostic software and troubleshooting techniques, including security strategies. Furthermore, students will be able to diagnose, resolve, and document software issues as they relate to various devices. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

EEL2080 TCP/IP Configuration 6.0 Quarter Credits
This course is designed to provide students with the knowledge and skills required to install, configure, use, support, and troubleshoot the TCP/IP suite on operating systems. The course will be focused on IP addressing, IP packet structures, data links, and network layer protocols. Students will practice how to determine and use the transmission control protocols/internet protocol. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.
Pre-requisite: EEL1100

EEL2090 Routing and Switching 4.5 Quarter Credits
This course covers the components used to segment a LAN (Local Area Network) including bridges, switches, and routers. The course provides a greater understanding of the access control list, routing protocols, LAN (Local Area Network) and WAN (Wide Area Network) design, switching, VLAN (Virtual Local Area Network), and Frame Relay. Students will develop the skills required for implementing and configuring network devices. Lab included.

EEL2150 Networking Fundamentals 4.5 Quarter Credits
The goal of this course is to provide students with an introduction to networking technologies and design. The student will receive training in technology standards, governing bodies, hardware, security, troubleshooting, and site survey methodology. Students will be able to assess the benefits and limitations of various cabling options, implementation of WLANs (wireless local area networks) and the use of virtual local area networks (VLANs). Lab Included.

EEL2160 Security Fundamentals 4.5 Quarter Credits
This course provides an overview of the system security issues. The course will be focused on security methods including encryption, authentication, key generation, auditing, monitoring, and risk evaluation. Confidentiality/privacy, integrity, availability, and control of fraudulent usage of networks are also discussed. Students will be able to secure equipment configuration and placement within the different types of network. Lab included.

ELE1101 Introduction to Electrical Trades 5.0 Quarter Credits
This course will initiate students in the electrical trades and its safety standards. Students will discuss electrical theory, basic electrical circuits, and the National Electrical Codes (NEC). In addition, they will learn about devices used in common electrical installations and demonstrate electrical metallic tubing (EMT) bending techniques.

ELE1102 Raceway Systems & Electrical Construction Drawings 5.0 Quarter Credits
In this course, students will be introduced to residential wiring methods in the electrical field. Students will learn to interpret electrical construction drawings. They will install conductors and cables in electrical raceway systems. In addition, they will use various types of electrical test equipment such as the volt/ohmmeter/ammeter and the meggar. Students will learn how to make...
power calculations in alternating current (AC).

ELE1103 AC & DC Motor Control 5.0 Quarter Credits
This course will provide students with general knowledge to describe alternating current (AC) and direct current (DC) motor control circuitry, including their connections and components. Students will be able to demonstrate installation of lighting fixtures with various lamp types. In addition, they will learn to calculate complex conduit bends and install pull and junction boxes, as well as cable in conduit systems. They will also learn how to utilize and install cable trays.
Prerequisite: SKL1000 and ELE1101

ELE1104 Circuit Breakers & Branch Circuits 5.0 Quarter Credits
This course provides an overview of how to prepare cable ends for terminations and splices, grounding and bonding requirements, and principles of circuit breakers and fuses (overcurrent devices). Students will practice installation of relays and troubleshoot control circuits. Finally, students will be introduced to calculating branch circuit and feeder loads for residential, commercial, and motor applications.
Prerequisite: SKL1000 and ELE1101

ELE1105 Electrical Services & Transformers 5.0 Quarter Credits
This course covers the installation, termination, and testing for voice data and video cabling systems. Students will be able to describe the calculations required to size the conductors and overcurrent protection needed for motor calculations. The components, installations considerations, National Electrical Code (NEC) requirements for commercial electrical services, and various transformer applications will also be discussed.
Prerequisite: SKL1000 and ELE1101

ELE2101 Overcurrent Protection & Electrical Calculations 5.0 Quarter Credits
In this course, students will study the components and installations requirements for switchboard and switchgear. Students will be able to interpret electrical diagrams related to the installation of distribution equipment, and practice testing and troubleshooting circuit breakers and fuses, including analyzing hazardous locations. Students will be able to identify and select the appropriate lighting fixtures. Then how to calculate wire sizes, conductor resistance, and voltage drops for multiple applications.
Prerequisite: ELE1104

ELE2102 Electrical System Calculations 5.0 Quarter Credits
In this course, students will focus on various types of calculations for commercial and light industrial electrical applications such as branch, circuit, and feeder loads and services. The course will also review the installation of electrical systems in healthcare facilities.
Prerequisite: ELE1104

ELE2103 Fundamentals of Emergency & Renewable Energy Systems 5.0 Quarter Credits
In this course, students will study and identify the requirements for installation of electric generators and storage batteries according to the National Electrical Code (NEC). Students will review the fundamentals of fire alarm systems as it pertains to technology, codes, and troubleshooting techniques. Finally, students will learn aspects of modern motor maintenance.
Prerequisite: ELE1103

ENC1000 English Composition 6.0 Quarter Credits
In this course, students will examine the basic elements of the English language to achieve effective written communication.
They will develop the writing skills necessary to express their ideas in multiple ways. Students will also practice APA format. Finally, they will apply critical thinking and reading comprehension skills to various pieces of writing.

ENG215 Research and Writing 6.0 Quarter Credits
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.

ENT2041 Managing Change Lecture/Lab 4.5 Quarter Credits
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 Quarter Credits
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.

ENT4320 Entrepreneurial Revenue 4.5 Quarter Credits
In this course, students will assess financial and managerial skills that are important for pursuing careers in an entrepreneurial setting. They will apply quantitative techniques, integrating the knowledge and skills needed to deepen their understanding of various valuation methods. Within the scope of entrepreneurial management, they will further determine how to implement decision making concepts in the functional areas of their business through practices and policies.

ENT4330 Entrepreneurial Costs and Budget 4.5 Quarter Credits
In this course, students will analyze the role of an entrepreneur in developing and starting a new business venture. They will apply concepts of the functional areas, including analysis of industry and market trends, preparation of marketing and business plans, development of strategic plans to fund growth and change, generation of cash flow projections, and organizational structure design to support sustainability of the venture. Students will also practice ethics and social responsibility, recognizing the benefits of incorporating these in the business.
Prerequisite: ENT3310 or ENT3311

ENT4340 Entrepreneurial Capital 4.5 Quarter Credits
In this course, students will differentiate between the financial intermediaries that comprise financial markets. They will also explore the fundamental role of the Federal Reserve in conducting the nation’s monetary policy. Furthermore, they will examine the process by which investment banker’s price and bring new securities to the market. Moreover, they will discuss the impact that the Sarbanes-Oxley Act of 2002 had on the securities market. Through the course study, students will enhance their proficiency in the valuation of stocks, the pricing of bonds, and the evaluation of other hybrid investments. Overall, students will develop the skills to assess market conditions and determine the appropriate sources and blend of
venture capital to fund entrepreneurial growth.

Prerequisite(s): ENT3310 or ENT311

**ENT4351**  
**Entrepreneurial Strategy Lecture/Lab**  
4.5 Quarter Credits

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 Quarter Credits

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

**EST1000**  
**The Profession, Sanitation & Sterilization, HIV**  
4.0 Quarter Credits

This course covers the historical background and evolution of the esthetics profession. Students will discuss the dress code, makeup, and professional conduct of future esthetics professionals. In addition, students will review ethical standards and Florida laws. Furthermore, students will learn the infection control procedures, workplace safety practices, and safety measures necessary for estheticians. The topics examined include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic techniques, infectious diseases, OSHA standards, and first aid. Finally, students will receive four (4) hours of HIV/AIDS awareness training.

**EST1005**  
**Hair Removal (Epilation) Procedures**  
4.0 Quarter Credits

In this course, students will learn the basics of hair growth and the different techniques used to temporarily or permanently remove face and body hair. Students will also review the process of conducting a client consultation, explaining the process in detail to the client. In addition, students will be able to practice face and body hair removal using the following procedures: shaving, chemical depilation, soft and hard waxing, tweezing, and sugaring. Finally, students will review the theoretical application of permanent hair removal methods, such as electrolysis, galvanic electricity, thermolysis, blending, photo-depilation or pulse light, and other procedures.

**EST1010**  
**Skin Analysis, Disorders & Treatments**  
5.0 Quarter Credits

In this course, students will learn the structure and functions of the integumentary system. The topics of study include proper skin care techniques, product knowledge, safety, sanitation, skin analysis, skin diseases and disorders, facial machines, and facial massage principles. This course will focus on the theoretical discussion of skin categories, advanced skin disorders and diseases, skin cancer, skin treatments, and skin analysis.

**EST1015**  
**Principles of Anatomy & Facial Care (Esthetics)**  
5.0 Quarter Credits

This course provides an overview of the basic anatomy of the human body. The course will focus on the structure and function of the skin, face, and hands. Students will learn about skin composition, skin care, skin conditions, skin treatments, and the products recommended for skin healing. Students will also discuss the most common skin conditions, facial massage techniques, and skin healing effects. Finally, students will review basic facial procedures.
EST1025  Chemistry & Electricity  5.0 Quarter Credits
This course covers theoretical concepts related to the presence of chemicals in cosmetic ingredients and electronic skin care devices. Students will learn how to use skin care products and equipment. Furthermore, graduates from the Esthetics Diploma Program will be able to recognize a safe working area, properly prepare clients for procedures, and demonstrate the correct techniques and the proper use of professional skin care products and equipment.

EST1100  Facial Care  4.0 Quarter Credits
In this course, students will observe demonstrations with step-by-step instructions of basic facial care procedures. Students will also learn facial care techniques and other entry-level skills needed for business and financial success. Finally, students will discuss posttreatment skin care regimens, the basics of nutrition, specialized products for skin issues, and facial massage.

EST2000  Professional Makeup Techniques  4.0 Quarter Credits
The focus of this course is to provide students with the knowledge and techniques to practice makeup on different face shapes and various types of makeup applications according to the occasion. Students will also learn face makeup techniques for individual facial characteristics and skin conditions. Finally, students will be able to select adequate products, instruments, and equipment for artificial eyelashes and eyebrow designs.

EST2006  Advanced Body Treatments  4.0 Quarter Credits
(Microdermabrasion, Lymphatic Drainage & Cellulite Treatments)
This course provides an overview of the different therapies available to correct adverse skin reactions and changes caused by environmental factors, aging factors, frequent weight gain or loss, neglected skin, oily skin, dry skin, or combination skin. Students will learn about various techniques and esthetics products, instruments, and equipment to provide different body treatments to accomplish skin’s improvements. Students will perform body scrubs, body wraps, cellulite wraps, microdermabrasion, manual lymphatic drainage massage, and chemical peels.

EST2014  Facial & Hand Manipulation Treatments  4.0 Quarter Credits
This course provides an overview of the musculoskeletal system, including face, arms, and hands. The course will focus on the relationship between the muscular, circulatory, and nervous systems as it pertains to massage techniques. Students will practice different types of massage techniques, including the use of aromatherapy. In addition, students will perform paraffin treatments, as well as hand and body scrubs.
Prerequisite: EST1100

EST2015  Professional Makeup & Special Effects  4.0 Quarter Credits
This course is designed to teach students advanced makeup techniques. The course will cover facial anatomy and shapes; color theory; corrective techniques; and daytime, evening, mineral, airbrush, bridal, theatrical, and camouflage makeup. Students will also learn about proper eyelash extension application techniques, eyebrow tinting, and special effects makeup.

EST2018  Skin Care Career & Entrepreneurship Development  5.0 Quarter Credits
In this course, students will study all aspects of operating a spa, or other beauty related businesses, including layout and design furnishings, supplies, software, marketing, personnel, and management. Students will learn the concepts and skills necessary to supervise and manage a skin care center, such as suppliers and cosmetic sales. The course will focus on daily operations, record keeping, inventory control, and personnel supervision. Furthermore, students will examine different specializations and possible job opportunities for future graduates.
EST2020 Facial Care Treatments 4.0 Quarter Credits
This course will focus on advanced facial treatments and facial services that use machines. To perform these services at a professional level, estheticians are expected to master facial care procedures, including facial cleansing, facial exfoliation, facial steaming treatments, facial massages, facial mask application, facial extractions, operation of multifunction machines for facial procedures, men’s skin care, and posttreatment skin care regimens.
Prerequisite: EST1100

EXT2012 Culinary Externship 6.5 Quarter Credits
This course is designed to expand career knowledge by helping students manage their time effectively, work faster, and improve their organizational skills in the kitchen. Students will also learn how to cook in an approved commercial food service and hospitality establishment. Students in the Culinary Arts Program must complete a total of 195 hours of practical experience.
Prerequisite(s): All Previous Program Courses

EXT2014 Baking Externship 6.5 Quarter Credits
Students will have the opportunity to use all the knowledge and skills acquired in the program in real-work settings like hotels, restaurants, and bakeries that serve as practicum centers. Students will prepare and serve different breads and baked products under actual working conditions.
Prerequisite: All Previous Program Courses

FIN400 Financial Management 4.5 Quarter Credits
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 Quarter Credits
In this course, students will identify strategies and support services that will help them have a successful transition into college. They will also apply academic skills, such as critical thinking, time management, learning strategies, and goal setting. Finally, they will develop life-management skills, like ethical decision-making, self-care, and communication that can later be applied at both a personal and a professional level.

FTC1005 Success Search 1.5 Quarter Credits
This course will provide non-traditional adult college students with the tools to be successful with academic skills, personal life, and educational navigation.

FTC1010 Success Seminar 3.0 Quarter Credits
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.

FTC2200 Career Development Lecture 6.0 Quarter Credits
In this course, students will be provided practical strategies to employ throughout the job searching process. They will establish connections between the chosen academic field and their career objective. Students taking this course will be able
to focus on their career options while in college and after obtaining their program degree. Emphasis is placed on developing their personal brand, résumé, interview and networking skills, and online presence to improve their employability possibilities.

GOV102 American History 6.0 Quarter Credits
In this course, students will explore North American history from its colonization era to the present. Students will also analyze the social, political, and cultural events that led to the American Civil War and the Reconstruction. In addition, they will interpret the impact of the Reconstruction on government and politics. Furthermore, they will examine how American society was changed by the interaction of different cultures. Finally, students will evaluate how conflicts and crises have influenced and shaped the United States.

HLS415 Interagency Relationships 4.5 Quarter Credits
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.

HLS420 Private Sector Role in Homeland Security 4.5 Quarter Credits
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.

HLS430 Advanced Application of Homeland Security and Emergency Management 4.5 Quarter Credits
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.

HLS440 Emergency Topics 4.5 Quarter Credits
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.

HLS450 Intelligence Analysis 4.5 Quarter Credits
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.

HRM200 Human Resources Management 4.5 Quarter Credits
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.
Prerequisite: BAD100

HSA400 Leadership in Healthcare 6.0 Quarter Credits
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.

HSA415 Population and Health Issues 6.0 Quarter Credits
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.

HSA3300 Health Services Organization Management and Marketing Lecture/Lab 4.5 Quarter Credits
In this course, the students will analyze foundational aspects of health care organizations. They will examine specific areas,
including the development and evolution of the industry, operational procedures, and administrative oversight. They will also
evaluate the performance of health care professionals, teamwork motivation, communication and conflict management, and the
development and implementation of strategy.

HSA3315 Health Information Systems Lecture/Lab 4.5 Quarter Credits
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.

HSA3320 Healthcare Human Resource Management Lecture/Lab 4.5 Quarter Credits
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,

HSA3325 Introduction to Healthcare Financial Management Lecture/Lab 4.5 Quarter Credits
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.
Prerequisite: MAT1010
HSA4405  Healthcare Policy and Law  6.0 Quarter Credits
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.

HSA4410  Long-Term Managed Care Systems Lecture/Lab  4.5 Quarter Credits
This course provides an understanding of the different areas within the health care system, the history through the current changes in regulations, financing methods, and the potential future of health care organizations.

HSA4415  Population and Health  4.5 Quarter Credits
This course allows the students 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.

HUM101  Humanities  6.0 Quarter Credits
In this course, students will analyze the fundamental aspects of the evolution of mankind with particular emphasis on the human experience as expressed in art, music, literature, and visual arts. Students will explain the development of social, economic, political, religious, and cultural movements of western civilizations from ancient history through postmodernism.

HUM400  Religion and Philosophy  6.0 Quarter Credits
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.

HVA1300  Applied Math for HVAC Technicians  5.0 Quarter Credits
This course covers basic mathematical operations, such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. Students will learn basic algebra, geometry, and trigonometry concepts as they relate to refrigeration and air conditioning.

HVA1400  Introduction to Electricity (DC-AC)  5.0 Quarter Credits
This course provides students the basic concepts of electricity necessary to operate instruments and equipment related to air conditioning and refrigeration. Students will learn about direct current (DC) circuit theories, parameters, and devices. Students will also study alternating current (AC) circuit theories related to capacitors, contactors, relays, and transformers. Finally, they will review the concept of inductance and its effects on alternating current sources.

HVA1500  Introduction to Refrigeration and A/C  5.0 Quarter Credits
In this course, students will learn about the basic refrigeration and air conditioning cycles, thermodynamics, pressure-enthalpy diagrams, and major refrigeration and air conditioning components and systems. This course focuses on refrigerant properties, refrigerant transferring, refrigerant evacuation and recycling, refrigerant pressure, vacuum pumps, the effects of heat on refrigerants, environmental heat measurements, heat transfer, sensible heat and latent heat, states of matter, and gas
laws. It also covers the pressure-temperature relationship of liquids and vapors, the pressure-temperature relationship of refrigerants, compressor construction, condensers, evaporators, refrigerant metering devices, refrigerant characteristics, and lubrication.

HVA1600  Refrigeration and A/C: Residential  5.0 Quarter Credits
In this course, students will learn about the residential refrigeration and air conditioning cycles. The topic of refrigeration will include domestic refrigerators and freezers, defrost methods, and frost-free systems. This course also covers different types of A/C units, compressor types and operation, hot gas and electric heat defrost, condensate disposal, room air-conditioner cycle, and the operating characteristics of air conditioning units. Finally, students will examine psychometrics, how to measure relative humidity, and how to use psychometric charts.

HVA1700  Refrigeration and A/C: Commercial  5.0 Quarter Credits
In this course, students will learn about the commercial refrigeration and air conditioning cycles. The topics covered include air conditioning and refrigeration equipment sizing and selection, flow controls, pump down systems, defrost cycles (hot gas and electric), and head pressure controllers. Students will also select and install high, medium, and low temperature refrigeration systems.

HVA1800  Heat Pumps and Related Systems  4.0 Quarter Credits
In this course, students will discuss heat pump theory, diagnostics, and repair procedures, as well as other related systems. Students will also examine the differences between heat pumps and straight cooling units. In addition, they will calculate the British thermal units (BTUs) for heat pump systems. Finally, they will learn how to diagnose and install four-way reversing valves and defrost control boards.

HVA2050  Electrical Instrumentation: Lab  4.0 Quarter Credits
This course is designed to apply the circuit theories discussed in the Introduction to Electricity course. Students will use measuring instruments to test the theories and properties of electrical (AC and DC) circuits. The course will focus on diagnosing and troubleshooting breakers, fuses, and safety switches. Finally, students will troubleshoot contactors, relays, capacitors, transformers, and other electrical devices.
Prerequisite: HVA1400

HVA2060  Mechanical Instrumentation: Lab  4.0 Quarter Credits
This course will teach students the basic principles of mechanical refrigeration and air conditioning equipment. Students will also learn about the tools, equipment, and techniques used in the refrigeration and air conditioning industry. In addition, students will discuss general security procedures and different equipment and tool conservation techniques.
Prerequisite: HVA1500

HVA2075  Residential Equipment: Lab  4.0 Quarter Credits
In this course, students will diagnose, maintain, install, and repair residential air conditioning and refrigeration systems. Students will learn safety procedures, how to install gauges, how to take temperature and pressure measurements, how to read and measure relative humidity, and how to test for refrigerant leaks. Finally, students will troubleshoot mechanical and electrical problems in air conditioning and refrigeration systems.
Prerequisite: HVA1600

HVA2080  Commercial A/C Equipment: Lab  4.0 Quarter Credits
In this course, students will learn how to test, maintain, install, and repair commercial refrigeration and air conditioning systems.
This includes electrical and mechanical troubleshooting of high, medium, and low temperature refrigeration systems, such as ice machines, walk in coolers, and display cases, coolers, and freezers.

Prerequisite: HVA1700

HVA2500 Environmental Protection Agency (EPA) Laws and Regulations 6.0 Quarter Credits
In this course, students will learn about the laws and regulations applicable to the use and handling of refrigerants. In addition, they will study Florida laws, OSHA laws and regulations, HVAC licensing requirements, and federal and state laws applicable to refrigeration and air conditioning. Finally, the course will prepare students to take the 608 EPA (Environmental Protection Agency) certification exam.

HVA2600 Digital Electronics 4.0 Quarter Credits
In this course, students will learn about various digital subsystems (logic assemblies) and their use in digital computing and control systems. Students will review basic electronic concepts applicable to HVAC systems, focusing on performing analyses and problem diagnosis. Finally, they will troubleshoot electrical boards inside HVAC systems, as well as low pressure and high pressure switches.

MAR3523 Consumer Behavior Lecture/Lab 4.5 Quarter Credits
In this course, students will develop an in-depth understanding of the buyer’s information search, decision-making, acquisition, and evaluation process, in addition to their purchase and post-purchase behavior. Social and psychological theories are used to conceptualize and predict consumer behavior. Students will learn how to apply behavioral science concepts to address the problems related to planning, pricing, and promotional decision-making in marketing.

Prerequisite: MKT2010

MAT306 Computer Assisted Statistics 4.5 Quarter Credits
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.

MAT1010 Introduction to Algebra 6.0 Quarter Credits
In this course, students will explain the features of numerical systems and their application to everyday life. They will differentiate between fractions, ratios, percentages, and their various forms of representation, including graphs. They will also solve linear equations and inequalities in one or two variables. Finally, students will describe measurement fundamentals and the basics of polynomials.

MAT2010 College Algebra 6.0 Quarter Credits
In this course, students will apply concepts related to expressions, equations, inequalities, and functions. They will also represent general functions in terms of their intercepts and extrema. Furthermore, students will practice positive, negative, increasing, and decreasing intervals. Additionally, they will analyze the qualitative behavior of linear, quadratic, polynomial, exponential, and logarithmic functions. Finally, students will model conic sections, sequences, and series.

MAT2020 Introduction to Statistics 6.0 Quarter Credits
In this course, students will examine and apply descriptive statistics in different professional settings. Students will also analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. In addition, students will analyze situations related to linear correlation and linear regression. Finally, students will use computerized statistical applications that allow data processing as part of the process of data analysis.
MBC1000  Administrative Office Procedures  4.5 Quarter Credits
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 Quarter Credits
This course focuses on the principles of organization and supervision of human, financial, and physical resources.

MBC1105  Health Information Resources  5.0 Quarter Credits
This course introduces students to the electronic health record (EHR) and its use in a clinical scenario. Students will evaluate the purpose for using EHR software, as well as its applications and benefits in health information management. They will further receive database management and data entry training to properly process, save, and retrieve patient health information.

MBC1200  Current Procedural Codes/CPT I  4.5 Quarter Credits
This course will emphasize the rules and guidelines in the Current Procedural Terminology (CPT) coding manual. It will benefit those who work or want to work in the medical field as a medical biller, medical coder, medical collector, or medical office administrator. The class format is designed to help beginner medical coders learn and understand how to code using the Current Procedural Terminology (CPT) coding manual.

MBC1205  Current Procedural Codes/CPT  5.0 Quarter Credits
This course will emphasize the rules and guidelines of the CPT and HCPCS II coding manuals. It will benefit those who work or want to work in the medical field whether 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 and HCPCS II coding manuals. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

MBC1300  Diagnostic Coding/ICD-9 & 10  4.5 Quarter Credits
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.

MBC1305  Diagnostic Coding/ICD-10  5.0 Quarter Credits
This course is an introduction to basic diagnostic coding and presents students to the characteristics and conventions of the ICD-10-CM (International Classification of Diseases, 10th Edition, Clinical Modification), and other diagnostic coding systems or code sets. Focus is placed on using diagnosis codes correctly and official coding guidelines, with extensive practice coding exercises.

MBC1400  Medical Insurance  4.5 Quarter Credits
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.
MBC1405 Medical Billing and Insurance 5.0 Quarter Credits
In this course, students will examine the revenue cycle management procedures for medical services. They will also study the different types of insurance programs, governmental and private third-party payers, workers’ compensation package, and disability coverage.

MBC1500 Introduction to Health Information Technology 4.5 Quarter Credits
In this course, students will examine the role of allied health professionals in the management of health information. They will evaluate data collection, filing, and storage methods. Students will also analyze the structure of healthcare in the United States, including established documentation standards and legal aspects of managing health information. Furthermore, they will review the fundamentals of billing and coding as they relate to health information technology.

MBC2800 Certified Professional Coder Exam Prep 4.5 Quarter Credits
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.

MBC2805 Certified Insurance and Coding Exam Prep 6.0 Quarter Credits
This course prepares students for the certification in insurance and coding. It includes practice assessments on topics covered throughout the medical billing and coding specialist program courses, including anatomy and physiology, medical terminology, insurance and billing procedures, among others.
Prerequisite: All previous program courses, except for MBC2900

MBC2900 Capstone 6.0 Quarter Credits
This is the final concentration course in the Medical Billing and Coding Specialist program. It requires students to utilize the knowledge, skills, and abilities acquired throughout all the program courses to complete a final project. The Medical Billing and Coding Specialist final project requires the student to complete a final portfolio using an EHR simulator.
Prerequisite: All previous program courses

MED1001 Medical Terminology Lecture/Lab 4.5 Quarter Credits
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 Quarter Credits
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.

MED1020 Anatomy and Physiology II 4.5 Quarter Credits
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.
MED1040  Basic Clinical Procedures  4.5 Quarter Credits
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.

MED1055  Medical Office Procedures  5.0 Quarter Credits
In this course, students will learn medical office procedures such as filing, handling mail, and preparing budgets. They will 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 medical office workplace and the role of the administrative professional within that setting.

MED1060  Anatomy and Physiology with Medical Terminology I  6.0 Quarter Credits
In this course, students will be immersed in a comprehensive study of the anatomy and physiology of the human body, while being introduced to medical terminology. They will study the levels of body organization and homeostasis, histology, and cytology, as well as the integumentary, musculoskeletal, nervous, and special senses systems. Students will learn the medical terms by studying the meanings of their basic components, including prefixes, suffixes, and roots, in addition to special numerical, positional, condition, and procedure terms. They will gain in depth understanding of the principles of anatomy and physiology by studying the human body structures, their functions and diseases, paired with the correct terms and abbreviations used to designate them.

MED1065  Anatomy and Physiology with Medical Terminology II  6.0 Quarter Credits
In this course, students will continue a comprehensive study of the anatomy and physiology of the human body, while expanding their knowledge in medical terminology. Topics covered include the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems. Students will acquire the medical terms pertinent to each topic by studying the meanings of their basic components, including prefixes, suffixes, and roots, in addition to special numerical, positional, condition, and procedure terms. They will gain an in depth understanding of the anatomy and physiology of the systems examined by studying their structures, functions, and diseases, along with the correct terms and abbreviations used to designate them.

MED1070  Clinical Procedures  5.0 Quarter Credits
This course is designed to teach the student practical clinical skills for working in the medical office environment. Some of the areas covered are patient education, communication skills, patient history, and vital signs. Students will also learn how to assist the physician with examinations and patient treatment modalities.

MED1075  Laboratory Procedures  5.0 Quarter Credits
This course introduces students to the microscope and its use, culturing of specimens, and staining techniques. They will learn diagnostic testing, have practical experience in hematology, and perform venipuncture, meeting the requirements for phlebotomy certification. Students will also learn about automated laboratory testing routines used in hematological studies.

MED2050  Lab Procedures  4.5 Quarter Credits
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.
MED2061 Principles of Pharmacology Lecture/Lab 4.5 Quarter Credits
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

MED2065 Introduction to Pharmacology 5.0 Quarter Credits
In this course, students will be instructed in the basic rules of preparation and administration of oral/parenteral medications; parts of a prescription; commonly prescribed medications, how they affect the body, and why they are prescribed. They will also practice the preparation and administration of oral/parenteral medications, including intramuscular, subcutaneous, intradermal, and Z-track techniques. Occupational Safety and Health Administration (OSHA) guidelines are discussed and strictly adhered to. Students are also trained for the blood-borne pathogen certification.

MED2070 Cardiology 4.5 Quarter Credits
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.

MED2075 Basic Cardiorespiratory Procedures 5.0 Quarter Credits
This course is designed to teach the student how to perform a 12-lead electrocardiogram and identify life-threatening arrhythmia. The student will complete the required number of electrocardiograms for certification and interpret these for the class. An overview of other commonly performed cardiovascular studies is also presented. Spirometry and pulmonary function studies are included.

MED2085 Medical Ethics 3.0 Quarter Credits
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.

MED2095 Medical Law 3.0 Quarter Credits
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.

MED2805 Certified Medical Assistant Exam Prep 6.0 Quarter Credits
This course prepares students to take the certification for medical assistant examination. It includes practice assessments of topics covered throughout the medical assistant technician program courses. Students must successfully pass competencies assessment prior to their externship.
Prerequisites: All previous courses, except for MED2995

MED2900 Capstone 5.0 Quarter Credits
This course is the final concentration course in the Medical Billing and Coding Specialist program. A capstone is the culmination of a program that requires a student to utilize the learned knowledge, skills, and abilities to complete a final
project, either physically or virtually. In this Capstone course, students practice real-world medical billing and coding functions using the current Medical Coding software simulator.

Prerequisite: MED1055, MED1060, MED1065, MBC1105, MBC1205, MBC1305, MBC1405, MBC2805

MED2995 Externship 3.0 Quarter Credits
The externship experience for the Medical Assistant Technician Diploma provides students with the opportunity to practice the skills acquired in the program. Students will work in a real-world scenario with patients, doctors, and other members of the health care delivery team. On-site visits will be conducted by the externship coordinator to monitor the students’ progress, along with the externship site supervisor. The externship coordinator will also complete a midterm evaluation to track the students’ progress, as well as a final evaluation once the students complete the required hours.
Prerequisites: All previous courses

MKT2010 Introduction to Marketing 4.5 Quarter Credits
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.

MKT405 Advertising and Sales 4.5 Quarter Credits
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.

MKT2250 Marketing Research Lecture 6.0 Quarter Credits
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

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

PLC3000 Programmable Logic Controller (PLC) 6.0 Quarter Credits
In this course, students will study programmable logic controller (PLC) theory and programming. Students will learn about programmable logic controllers and how they are used in refrigeration and air conditioning systems. In addition, they will examine the process of programming and operating a PLC, focusing on the software, programming language, and ladder logic diagrams used.

PLC3001 Programmable Logic Controller Units - Lab 4.0 Quarter Credits
In this course, students will learn how to program and operate a PLC, focusing on wiring diagrams and ladder logic
diagrams. In addition, they will learn to successfully troubleshoot a PLC to ensure the operation runs smoothly.
Prerequisite: PLC3000

PRG2040  
LAN Analysis and Design  
6.0 Quarter Credits
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 Quarter Credits
In this course, students will study all the functions and features of installing, configuring and maintaining operating systems. In-depth details are presented on implementing, managing and troubleshooting hardware devices and drivers, network protocols and security; monitoring and optimizing performance and reliability; in addition to configuring and troubleshooting the desktop environment. Students will implement, manage and troubleshoot storage, display, and peripheral devices. Lab included.

PRG2110  
Windows Server  
4.5 Quarter Credits
This course prepares the student to properly install, configure, and administrate a server of a domain in an active directory environment. The course will be focused on installing the server, local and remote server management, configure the server storage and file and printers' services. Students will be able to deploy and configure core network services and install and administer an active directory. They will also be able to configure specific DHS (dynamic host configuration). Lab included. Prerequisite: PRG2100

PRG2120  
Windows Network Infrastructure  
4.5 Quarter Credits
This course prepares the student to properly install, configure, monitor and troubleshoot the fundamental elements that allow for interoperability in a Windows-based LAN (Local Area Network). The course will be focused on deploying the windows server, updates management, monitoring and auditing the server, remote access configuration, domain controller and active directory, including subscriptions and licenses. Students will be able to deploy, manage and maintain servers. Lab included. Prerequisite: PRG2110

PRG2161  
Designing Security for a Windows Network Lecture/Lab  
4.5 Quarter Credits
In this course, students will analyze and design security solutions that meet predetermined business requirements. They will also study threats and the tools used to combat them in order to safeguard networks and clients. Upon completion, students will be able to provide security and disaster recovery recommendations for a wide range of scenarios. Additionally, students will be able to practice the skills acquired by completing practical lab exercises.

PRG2180  
Implementing and Managing Microsoft Exchange Server  
4.5 Quarter Credits
This course prepares the student to install, configure properly, and support networks in a capacity that includes or specializes in messaging system management tasks. The student will examine basic administrative procedures, including configuring and managing public folders, security, compliance, and policies. The student will be able to plan migration and infrastructure of the disaster recovery operations for Exchange server. Also, the student will be able to manage and troubleshoot connectivity across firewalls, encryption, and digital signatures. Lab included.

PRG2800  
Virtualization and Cloud Management  
4.5 Quarter Credits
This course will help the student become proficient in architecting and managing complex virtualization technologies using virtual networks powerful tools on site or over the cloud integrating cloud management, and focusing in updated Microsoft technologies.
Prerequisite: PRG2161

PRG3100 Linux Administration 4.5 Quarter Credits
In this course, students will develop technical skills and knowledge on how to administer, maintain, and operate a Linux computer information system. Students will evaluate Linux operating systems, and learn to configure, secure, manage, and install Linux computer systems based on industry standards and business requirements.

PSY320 Social Psychology 6.0 Quarter Credits
In this course, students will analyze concepts, precursors, and research application of psychosocial processes in the study of social behavior. They will distinguish group formation processes and social influence in human behavior. Also, they will discuss the factors that influence behavior through changes in attitudes, persuasion, aggression, racism, and violence.

PSY306 Adult Psychology 6.0 Quarter Credits
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.

PSY2000 Introduction to Psychology 6.0 Quarter Credits
In this course, students will analyze basic concepts in the psychological study of human behavior. Furthermore, students will discuss everyday life situations, which have a significant influence on psychosocial behavior, with an emphasis on personal growth and understanding others.

SCI101 Environmental Science 6.0 Quarter Credits
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.

SCI1000 Microbiology 6.0 Quarter Credits
The course focuses on disease states, bacteria, viruses, fungi, rickettsia and other pathogenic organisms. Topics will include problems of sterilization, infections, resistance, diagnostic testing and immunization. Microbiology is an essential science for the health professions. In this course students will be given the basic knowledge about the Microbiology discipline and how it relates to the world in general with focus on its relation to human disease and control of spread of diseases. The course is divided in three major units: 1) Introduction to Microbiology, methods for studying microbes and major groups of microbes, 2) Nutrition, metabolism, genetics, growth and control of microorganisms, 3) Principles of disease and epidemiology and infectious diseases by anatomical site.

SEC3000 Information Assurance 6.0 Quarter Credits
This course will provide the student with an ample vision of the information assurance practice, policy, strategy and implementation. It will review the best practices for selecting the security officials, plan and execute risk management and mitigation as well as recovery plans and how this process vary according to different markets.
Prerequisite: PRG2161

SEC3100 Cyber Laws and Compliance 6.0 Quarter Credits
In this course, students will analyze the legal framework governing electronic information management, focusing on
privacy, ethical use of information, legislation, and compliance. They will assess current threats on data security and the importance of risk mitigation, within the context of enabling secure data management and access. Students will also examine prevailing laws, regulations, policies, and standards, as well as the role of regulatory organizations that guide and monitor data integrity, security compliance, and user education.

Prerequisite: SEC3000

SEC3200  
Network Hardening  
4.5 Quarter Credits
In this course, students will determine the steps required to implement fully secured elements to the network design. They will analyze tasks related to cybersecurity consultants, including software and computer security, automation, threat chasing, and IT governing compliance. Furthermore, students will apply hardening techniques in practical laboratory activities.

Prerequisite: SEC3000

SEC3300  
Web Applications and Social Network Security  
4.5 Quarter Credits
In this course, students will analyze the origins of the internet, its evolution, infrastructure, and the diversity of web-based applications, along with the principles behind network security and risk mitigation. They will evaluate e-commerce, social media, email applications, and security compliance, as well as the importance of vulnerability assessments for network security. Students will further determine the effects of the human risk factor on cybersecurity, current social engineering techniques, and how to mitigate risk with data security education and best practices.

Prerequisite: SEC3000

SEC3400  
Cryptography and Network Security  
4.5 Quarter Credits
Through this course the student will get familiar with cryptography, how it works and how it is used for network security. Also it will cover different cipher types and how they work internally, as well as hashing, symmetric and asymmetric algorithms, with their implementations in network security through PKI, IPSec etc.

Prerequisite: PRG2161

SEC4000  
Intrusion Detection and Incident Response  
4.5 Quarter Credits
This course will address the topic of Intrusion Detection Systems and Intrusion Protection Systems in networks (IDS and IPS) focusing in how to monitor networks for intrusions and the steps necessary to provide a well-structured and systemized approach. Also it will discuss some of the specific technologies use in current network environments like wireless IDS, finalizing with an analysis on how to present the investment on security to businesses.

Prerequisite: SEC3000

SEC4100  
Digital Forensics I  
4.5 Quarter Credits
The purpose of this course is to introduce the student into the proper procedures for collecting evidence with the intent to report a cybercrime, including advanced techniques in investigation and analysis that could generate legal evidence. The student will be able to identify evidence in computer related crimes and abuse cases as well to track the culprit. This course will focus on: investigation procedures and response and the investigation of file and operating systems, wireless networks and storage.

Prerequisite: SEC3000

SEC4200  
Digital Forensics II  
4.5 Quarter Credits
This course complements the knowledge into the proper procedures for collecting evidence with the intent to report a cybercrime, including advanced techniques in investigation and analysis that could generate legal evidence. The student
will be able to identify evidence in computer related crimes and abuse cases as well to track the culprit. This course will focus on: Investigating data, image files, network intrusions and cybercrime.

Prerequisite: SEC4100

SEC4500  Ethical Hacking  4.5 Quarter Credits
This course provides the underlying principles and many of the techniques associated with the Cyber Security practice known as penetration testing or ethical hacking. Students will learn about the entire penetration testing process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The course will provide the fundamental information associated with each of the methods employed and vulnerabilities identified. In all cases, remedial techniques will be explored. Students will develop an excellent understanding of current cyber security issues and ways that user, administrator, and programmer errors can lead to exploitable vulnerabilities.

Prerequisite: SEC3400

SKL1000  Safety and Craft Skills  6.0 Quarter Credits
This course encompasses classroom and lab work study of introductory safety and craft skills. Areas of study include basic safety, construction math, hand and power tools, basics of construction drawings, rigging, communication skills, employability skills, and material handling. Department of Labor and Occupational Safety and Health Administration (OSHA) regulations applicable to general industry are also covered.

SOC250  Communication and Social Networks  6.0 Quarter Credits
In this course, students will analyze the origins and evolution of communication through social media and its effect in our society from different perspectives. Students will evaluate different forms of social media and their function as a communication platform, including recent electronic broadcasting media (mobile, radio, television, satellite, cable), and consider the increasing convergence of information and telecommunication technologies. Students will be able to identify the ways in which biases are introduced into social media communication, as well as the effects of globalization and the resistance from national and local cultures.

SOC2000  Introduction to Sociology  6.0 Quarter Credits
This course is an overview of the discipline of sociology and introduces students to the complex and dynamic social world in which we live. Students will engage in critical thinking about social and cultural issues and gain exposure to different types of sociological research. Additionally, students will learn the sociological perspective and gain the ability to distinguish between facts, values, and opinions.

WEL1000  Applied Math for Welding  5.0 Quarter Credits
This course provides the students with an in-depth knowledge of the mathematical skills required to apply procedures, technologies, and practices in the welding profession. Students will learn to solve and clearly explain real practical problems that reflect the latest advancements in the welding industry. Basic mathematics, metrics, geometry, and trigonometry, as related to the welding career, will be discussed.

WEL1001  Welding Drawings  5.0 Quarter Credits
In this course, students will learn the theory and interpretation of welding symbols. They will study how to read, use, and sketch welding drawings. In addition, they will discuss the physical characteristics and mechanical properties of metal and its relationship with the structure.

WEL1002  Introduction to Welding and Cutting Process  5.0 Quarter Credits
This course provides an overview of the importance of safety in the welding workplace and the methods and procedures used for the oxyfuel cutting process. Students will learn the fundamentals of plasma arc cutting (PAC), air carbon arc cutting (CAC-A), air carbon arc gouging (ACAG), base metal preparation, and weld quality. Students will practice cutting-related tasks. In addition, electrodes, equipment, and setup for shielded metal arc welding (SMAW) will be introduced.

Prerequisites: SKL1000, WEL1000, WEL1001

WEL1003 Shielded Metal Arc Welding I (SMAW) 5.0 Quarter Credits
This course provides the students with the knowledge related to methods and procedures of shielded metal arc welding (SMAW), as well as beads and fillet welding. Students will demonstrate the acquired competencies by preparing welding equipment, striking an arc, overlapping beads, performing fillet welds, among other tasks.

Prerequisites: SKL1000, WEL1000, WEL1001

WEL1004 Shielded Metal Arc Welding II (SMAW) 5.0 Quarter Credits
This course introduces students to the methods and techniques needed to correctly make fit-up joints and properly inspect them. They will study procedures related to shielded metal arc welding (SMAW) to make groove welds. Students will be able to demonstrate the acquired competencies by making different joint positions with backing V-groove welds and open-root V-groove welds.

Prerequisites: SKL1000, WEL1000, WEL1001

WEL1005 Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW) 5.0 Quarter Credits
This course provides the students with an overview of flux core arc welding (FCAW) and gas metal arc welding (GMAW) processes, equipment, preparation, and filler metals. Students will learn to make multiple-pass FCAW-G/GM (gas-shielded) and/or FCAW-S (self-shielded) on ferrous and nonferrous metals.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL1006 Gas Tungsten Arc Welding (GTAW) 5.0 Quarter Credits
This course provides the students with the methods and techniques related to gas tungsten arc welding (GTAW) processes, equipment, and preparation. Students will be able to select GTAW shielding gas and filler metal, as well as perform multiple-pass fillet and open-root V-groove welds on ferrous and nonferrous metals.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2001 Pipe Welding I (SMAW) 5.0 Quarter Credits
This course provides the students with the necessary knowledge and skills to work with shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn to explain the basic concepts of open-root SMAW of pipe. In addition, they will be able to identify and perform open-root pipe welds in different positions.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2002 Pipe Welding II (GMAW & FCAW) 5.0 Quarter Credits
This course provides the students with the necessary knowledge and skills to work with gas metal arc welding (GMAW) and flux core arc welding (FCAW) of open-root V-groove pipe welds. Students will explain the basic concepts of GMAW and FCAW of pipe. In addition, they will be able to make GMAW open-root V groove pipe welds and FCAW V-groove pipe welds in different positions.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2003 Pipe Welding III (GTAW) 5.0 Quarter Credits
This course provides the student with knowledge and skills to work with gas tungsten arc welding (GTAW) of carbon steel pipe welds and open-root V-groove low alloy or stainless steel pipe welds. Students will learn the basic concepts of open-root GTAW of carbon steel pipe welds, and open-root V-groove low alloy or stainless-steel pipe welds, and will be able to make them in different positions.
Prerequisites: WEL1002, WEL1003, WEL1004

WEL3001  Aluminum Welding (GTAW & GMAW)  5.0 Quarter Credits
This course is designed to introduce students to welding with aluminum. Students will learn and describe concepts related to gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) aluminum plates and pipes.
Prerequisites: WEL1002, WEL1003, WEL1004

WGD1030  Web Programming I  4.5 Quarter Credits
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.

WGD2040  Web Programming II  4.5 Quarter Credits
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.
LICENSURE AND REGISTRATION REQUIREMENTS

The following Florida licensure requirements apply to the Barbering and Cosmetology diploma programs. The following Florida registration requirements apply to the Esthetics diploma program. Unless otherwise indicated below, sources include the Printable Cosmetology Law Book updated July 9, 2019 and the Printable Barber Law Book updated January 28, 2020. For more information or updates, please contact the Florida Department of Business & Professional Regulation (http://www.myfloridalicense.com/dbpr/).

Barbering Diploma Program

Florida Barbering Licensure Requirements:
476.114 Examination; prerequisites.—
(1) A person desiring to be licensed as a barber shall apply to the department for licensure.
(2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
   (a) Is at least 16 years of age;
   (b) Pays the required application fee; and
   (c) 1. Holds an active valid license to practice barbering in another state, has held the license for at least 1 year, and does not qualify for licensure by endorsement as provided for in s.476.144(5); or
      2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of barbering at one of the following:
         a. A school of barbering licensed pursuant to chapter 1005;
         b. A barbering program within the public school system; or
         c. A government-operated barbering program in this state.
   The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 1,000 actual school hours. If the person passes the examination, she or he shall have satisfied this requirement; but if the person fails the examination, she or he shall not be qualified to take the examination again until the completion of the full requirements provided by this section.
(3) An applicant who meets the requirements set forth in subparagraphs (2) (c) 1. and 2. who fails to pass the examination may take subsequent examinations as many times as necessary to pass, except that the board may specify by rule reasonable timeframes for rescheduling the examination and additional training requirements for applicants who, after the third attempt, fail to pass the examination. Prior to reexamination, the applicant must file the appropriate form and pay the reexamination fee as required by rule.

61G3-16.009 Requirements for Instruction on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS).
(1) The Board shall require as a condition of granting an initial license, completion of an education course approved by the Board, on HIV and AIDS. Certification of completion of a HIV/AIDS course shall accompany
the application for initial licensure. Any applicant for licensure may take an approved course within two (2) years preceding application for initial licensure.

476.144 Licensure.—
(1) The department shall license any applicant who the board certifies is qualified to practice barbering in this state.
(2) The board shall certify for licensure any applicant who satisfies the requirements of s. 476.114, and who passes the required examination, achieving a passing grade as established by board rule.
(3) Upon an applicant passing the examination and paying the initial licensing fee, the department shall issue a license.

**Florida Restricted Barbering Licensure Requirements:**

476.114 Examination; prerequisites.—
(1) A person desiring to be licensed as a barber shall apply to the department for licensure.
(2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
   (a) Is at least 16 years of age;
   (b) Pays the required application fee; and
   (c) 1. Holds an active valid license to practice barbering in another state, has held the license for at least 1 year, and does not qualify for licensure by endorsement as provided for in s.476.144(5); or
      2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of barbering at one of the following:
         a. A school of barbering licensed pursuant to chapter 1005;
         b. A barbering program within the public school system; or
         c. A government-operated barbering program in this state.
   The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 1,000 actual school hours. If the person passes the examination, she or he shall have satisfied this requirement; but if the person fails the examination, she or he shall not be qualified to take the examination again until the completion of the full requirements provided by this section.
(3) An applicant who meets the requirements set forth in subparagraphs (2)(c)1. and 2. who fails to pass the examination may take subsequent examinations as many times as necessary to pass, except that the board may specify by rule reasonable timeframes for rescheduling the examination and additional training requirements for applicants who, after the third attempt, fail to pass the examination. Prior to reexamination, the applicant must file the appropriate form and pay the reexamination fee as required by rule.…. 
(6) A person may apply for a restricted license to practice barbering. The board shall adopt rules specifying procedures for an applicant to obtain a restricted license if the applicant:
   (a)
1. Has successfully completed a restricted barber course, as established by rule of the board, at a school of barbering licensed pursuant to chapter 1005, a barbering program within the public school system, or a government-operated barbering program in this state; or

2. 
   a. Holds or has within the previous 5 years held an active valid license to practice barbering in another state or country or has held a Florida barbering license which has been declared null and void for failure to renew the license, and the applicant fulfilled the requirements of s. 476.114(2)(c)2. for initial licensure; and
   b. Has not been disciplined relating to the practice of barbering in the previous 5 years; and

   (b) Passes a written examination on the laws and rules governing the practice of barbering in Florida, as established by the board. The restricted license shall limit the licensee's practice to those specific areas in which the applicant has demonstrated competence pursuant to rules adopted by the board.

61G3-16.009 Requirements for Instruction on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS).

The Board shall require as a condition of granting an initial license, completion of an education course approved by the Board, on HIV and AIDS. Certification of completion of a HIV/AIDS course shall accompany the application for initial licensure. Any applicant for licensure may take an approved course within two (2) years preceding application for initial licensure.

61G3-16.006 Restricted Barber License

(4) All applicants who are found to be eligible to take the licensure examination for a restricted license to practice barbering shall be required to take and pass the examination for restricted licensure. Upon achieving a passing grade on all portions of the restricted licensure examination, and the issuance of a restricted license to practice barbering by the Department, an individual shall be permitted to perform the following barber services for compensation subject to the same terms, conditions, and restrictions imposed on holders of an unrestricted license to practice barbering:

   (a) Hair cutting and styling, including the application of hair tonics and hair spray, but not including the application of any other chemical preparations or solutions to the hair,
   (b) Full facial shaves,
   (c) Mustache and beard trimming,
   (d) Shampooing hair, including the application of shampoos and hair conditioners and blow drying the hair

Florida Barbering Instructional Curriculum Requirements:

61G3-16.001 Barber License.

(3)

(b) A school of barbering shall certify on a student’s examination application that said individual has completed 650 hours of training in barbering skills, services and correlating trade techniques along with 550 hours of classroom instruction and lab studies. All barbering courses which are taught for the purpose of qualifying an individual for a license to practice barbering shall be as specified below:

1. Florida Laws and Rules 150 Hours
2. Safety, Sanitation and Sterilization 325 Hours
3. Hair Structure and Chemistry 50 Hours
4. Hair Cutting 200 Hours
   a. Taper Cuts
      I. Freehand
      II. Shear over comb
      III. Clipper over comb
   b. Style Cuts (to include blow drying)
5. Shampooing 75 Hours
6. Chemical Services as follows: 350 Hours
   a. Permanent Waving
   b. Coloring and Bleaching
   c. Hair Relaxing and Curling
7. Shaving, Beard and Mustache Trimming 50 Hours

Florida Restricted Barbering Instructional Curriculum Requirements:
61G3-16.006 Restricted Barber License.
(1)  
(b) A school of barbering shall certify on a student examination application that said student has completed his or her training in restricted barbering skills, services and correlating trade techniques along with classroom instruction and lab studies. All restricted barber courses which are taught for the purpose of qualifying an individual for a restricted barber license to practice restricted barbering shall meet, at a minimum, the requirements specified below:
   1. Florida Laws and Rules 75 Hours
   2. Safety, Sanitation and Sterilization 325 Hours
   3. Hair Structure, Cutting and Cleansing 150 Hours
      a. Taper Cuts
         I. Freehand
         II. Shear over comb
         III. Clipper over comb
      b. Style Cuts (to include blow drying)
      c. Shampooing
   4. Shaving, Beard and Mustache Trimming 50 Hours

Board Fees:
476.192 Fees; disposition.--
(1) The board shall set by rule fees according to the following schedule:
   (a) For barbers, fees for original licensing, license renewal, and delinquent renewal shall not exceed $100.
   (b) For barbers, fees for endorsement application, examination, and reexamination shall not exceed $150.
   (c) For barbershops, fees for license application, original licensing, license renewal, and delinquent renewal shall not exceed $150.
(d) For duplicate licenses and certificates, fees shall not exceed $25.
(2) All moneys collected by the department from fees authorized by this chapter shall be paid into the Professional Regulation Trust Fund in the department and shall be applied in accordance with ss. 215.37 and 455.219.
(3) The Legislature may appropriate any excess moneys from this fund to the General Revenue Fund.

Preclusions for a Student Not to Sit for the State Exam:
Barbers – FAQs at http://www.myfloridalicense.com/DBPR/barbers/faqs/#1488479578748-eca87682-0c11

I have a criminal history. Will this keep me from getting a barber license?
Criminal history is reviewed on a case-by-case situation. Your application may require Board review. Your application cannot be pre-approved.

Cosmetology Diploma Program

Florida Cosmetology Licensure Requirements:
477.019 Cosmetologists; qualifications; licensure; supervised practice; license renewal; endorsement; continuing education.
(1) A person desiring to be licensed as a cosmetologist shall apply to the department for licensure.
(2) An applicant shall be eligible for licensure by examination to practice cosmetology if the applicant:
   (a) Is at least 16 years of age or has received a high school diploma;
   (b) Pays the required application fee, which is not refundable, and the required examination fee, which is refundable if the applicant is determined to not be eligible for licensure for any reason other than failure to successfully complete the licensure examination; and
   (c)
      1. Is authorized to practice cosmetology in another state or country, has been so authorized for at least 1 year, and does not qualify for licensure by endorsement as provided for in subsection (5); or
      2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of cosmetology at one of the following:
         a. A school of cosmetology licensed pursuant to chapter 1005.
         b. A cosmetology program within the public school system.
         c. The Cosmetology Division of the Florida School for the Deaf and the Blind, provided the division meets the standards of this chapter.
         d. A government-operated cosmetology program in this state.

The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 1,000 actual school hours. If the person then passes the examination, he or she shall have satisfied this requirement; but if the person fails the examination, he or she shall not be qualified to take the examination again until the completion of the full requirements provided by this section.
(3) Upon an applicant receiving a passing grade, as established by board rule, on the examination and paying the initial licensing fee, the department shall issue a license to practice cosmetology.

(4) If an applicant passes all parts of the examination for licensure as a cosmetologist, he or she may practice in the time between passing the examination and receiving a physical copy of his or her license if he or she practices under the supervision of a licensed cosmetologist in a licensed salon. An applicant who fails any part of the examination may not practice as a cosmetologist and may immediately apply for reexamination.

61G5-18.011 Initial Licensure or Registration Requirement for Instruction on Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome; Course Content and Approval Requirements.

(1) Each applicant for initial licensure or registration under Chapter 477, F.S., shall complete a board-approved educational course on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and shall submit proof thereof in the form of a certificate of completion from the provider of such course with the application. A copy of the certificate will satisfy this requirement. Completion of such course shall be a condition of licensure or registration. Except as provided in subsection, (2) Below, no person shall be granted an initial license or registration unless he or she complies with this rule.

Florida Cosmetology Instructional Curriculum Requirements:

477.023 Schools of cosmetology; licensure.—
No private school of cosmetology shall be permitted to operate without a license issued by the Commission for Independent Education pursuant to chapter 1005. However, nothing herein shall be construed to prevent certification by the Department of Education of cosmetology training programs within the public school system or to prevent government operation of any other program of cosmetology in this state.

61G5-22.004 Florida Law.

(1) Objective: To present an overview of cosmetology law and rules and regulations in relation to consumer protection for both health and economic matters.

(2) Learning Objectives:
   (a) To define the limitations of the authority of the Board of Cosmetology;
   (b) To define the rulemaking authority of the Board of Cosmetology;
   (c) To understand the qualifications for licensure;
   (d) To understand the procedures and context of examinations;
   (e) To comprehend the requirements for cosmetology salons and inspections;
   (f) To be aware of the disciplinary proceedings and penalties for violations of Chapter 477, F.S.;
   (g) To understand the complaint procedures for violations of Chapter 477, F.S., or the rules promulgated pursuant thereto;
   (h) To understand the definitions as used in Chapter 477, F.S.;
   (i) To understand the requirements through rules and regulations for license renewal; and
   (j) To know the fees and their disposition.

61G5-22.005 Sanitation and Disinfection.
(1) Objective: To use chemical agents to disinfect implements and equipment in the salon and promote and protect good health in the community.

(2) Learning Objectives:
   (a) To define terms and to describe and clarify bacteria in relationships to the spread of disease;
   (b) To describe four (4) methods of sanitation;
   (c) To describe the various agents used to prevent the spread of disease; and
   (d) To describe measures used to disinfect service areas.

(3) Performance Objectives:
   (a) To effectively disinfect the cosmetologist’s implements to prevent the spread of disease; and
   (b) To disinfect necessary equipment in the salon to prevent the spread of disease.

61G5-22.006 Facials (Including Skin Care and Hair Removal).

(1) Objective: To gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal.

(2) Learning Objectives:
   (a) To explain the structure and function of skin;
   (b) To describe diseases of the glands;
   (c) To recognize lesions;
   (d) To describe basic facial massage movements;
   (e) To recognize and define the various types of corrective facials;
   (f) To describe products used and the purpose of each;
   (g) To understand the purpose and effects of muscle toning;
   (h) To describe the benefits and nature of light therapy;
   (i) To analyze and correct improper brow shaping’s;
   (j) To describe the proper steps in removing hair through tweezing or waxing; and
   (k) To understand the safety precautions to follow in the use of electrical apparatus in hair removal;
   (l) To apply make-up.

(3) Performance Objectives:
   (a) To use the materials and equipment required in giving facials;
   (b) To perfect procedures and manipulations;
   (c) To use the proper steps and safety precautions in giving facial treatments for varied types of skin;
   (d) To analyze and correct improper brow shaping’s; and
   (e) To remove superfluous hair on the head, face or neck through epilation and/or depilation, excluding electrolysis.

(4) Services required: ten (10).

(5) Definition of Services: Services shall be a facial, a client consultation/skin analysis; exfoliation, either manual, mechanical or chemical; cleansing; toning; manipulations; and packs, masks, or other treatments as needed.

(6) At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated theory items:

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>HOURS</th>
</tr>
</thead>
</table>

127
61G5-22.007 Hair Shaping.

(1) Objective: To use hair shaping implements and supplies in cutting the client's hair in a requested style(s) in specific times between 15 to 30 minutes.

(2) Learning Objectives:
   (a) To be able to describe hair shaping implements, their uses and cutting movements;
   (b) To explain the differences between razor and scissors shapings; and
   (c) To take growth patterns, facial features, various hair textures, finished style and other factors into account before cutting.

(3) Performance Objectives:
   (a) To give blended basic, low, medium, and high elevation wet razor and scissors shaping;
   (b) To give a tailored neckline on dry hair;
   (c) To perform tapered cutting;
   (d) To perform slither (eafilating) cutting;
   (e) To blunt, cut wet hair (razor and scissors); and
   (f) To section hair and analyze head form in preparation of a finished, professional style.

(4) Services required: seventy-five (75).

61G5-22.008 Scalp Treatments and Hair Care Rinses.

(1) Objective: To provide a beneficial service of stimulation to contribute to a healthy scalp and to select a specific treatment that will improve the appearance of a client's hair following proper safety precautions in the application procedure.

(2) Learning Objectives:
   (a) To describe the benefits of scalp manipulations;
   (b) To explain when scalp manipulations can and cannot be given;
   (c) To describe the application of electricity in high frequency scalp treatments;
   (d) To become aware of the physical and chemical actions that damage hair;
   (e) To describe the use of proteins in treating the hair;
   (f) To clarify and describe different types of conditioners;
   (g) To define temporary hair coloring; and
   (h) To describe the advantages and disadvantages of temporary colors.
(3) Performance Objectives:
   (a) To give a scalp treatment using physical manipulations of stimulation;
   (b) To provide high frequency scalp treatments using proper safety precautions to protect the client;
   (c) To assess hair damage and choose the appropriate conditioners; and
   (d) To select and apply temporary color rinses according to the client's desire and need.

(4) Services required: forty-five (45).

61G5-22.009 Shampoos and Rinses.
(1) Objective: To use shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services.

(2) Learning Objectives:
   (a) To describe the physical and chemical actions of shampooing;
   (b) To describe the effects of various types of shampoos and rinses and their purposes;
   (c) To describe the contents and characteristics of specific kinds of shampoos;
   (d) To identify appropriate products for conditioning the client's hair and scalp; and
   (e) To recognize scalp and hair disorders and diseases and suggest corrective measures.

(3) Performance Objectives:
   (a) To cleanse the scalp and hair using various methods;
   (b) To perform scalp manipulations in shampooing;
   (c) To analyze scalp and hair to determine proper shampoo;
   (d) To identify types of rinses and the purposes of each; and
   (e) To use proper rinsing techniques.

(4) Services required: fifty (50).

61G5-22.010 Hair Arranging (Styling).
(1) Objective: To arrange a client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

(2) Learning Objectives:
   (a) To describe the parts of a fingerwave and identify waves, shapings, sculpture (pin) curls and base directed hair;
   (b) To identify the setting and combing implements used to style hair;
   (c) To identify hairstyling terms and define parts of sculpture (pin) curls, their shapes, variations and strengths;
   (d) To describe the basic principles used to decide correct roller diameter in relationship to hair length and define inside and outside movement of hair;
   (e) To explain the purpose of stem roller placement;
   (f) To understand and identify the facial and head features in creating an illusion of an oval facial shape;
   (g) To characterize the common profiles in relation to styling a client's hair;
   (h) To understand other distinctive physical characteristics in determining the hair style;
(i) To describe the various techniques used to silk (press) the hair with pressing combs and to produce thermal curls;
(j) To describe the history of and kinds of thermal implements and supplies used today; and
(k) To understand the variety of hairpieces and their uses.

(3) Performance Objectives:
   (a) To part off styling sections of the head;
   (b) To set and comb alternating rows of horizontal and vertical finger waves;
   (c) To set and comb sculpture (pin) curls in varied movements in various sections of the head;
   (d) To set and comb roller curls in different patterns in various sections of the head;
   (e) To silk (press) the hair using a soft, medium and hard press;
   (f) To curl hair with thermal irons using varied techniques and implements; and
   (g) To clean, condition, shape, color and style various types of wigs and hairpieces.

(4) Sets, styles, wigs, hairpieces, thermal-work shall be credited individually to services required.

(5) Services required: three hundred (300).

61G5-22.011 Hair Coloring.

(1) Objective: To change the client's hair color through the use of semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the desired service.

(2) Learning Objectives:
   (a) To discriminate between primary, secondary, tertiary and competing colors;
   (b) To understand the nature of light in relation to color services;
   (c) To define the hair coloring terms and chemicals to be used;
   (d) To describe the chemical effects on the hair;
   (e) To identify the seven stages of hair lightening;
   (f) To identify the toning colors;
   (g) To describe the special techniques and procedures used in achieving the color or lightening service for the client following acceptable safety precautions;
   (h) To understand the mixing of chemicals, their advantages and disadvantages;
   (i) To evenly apply a semi-permanent color using proper safety precautions;
   (j) To follow label directions using proper safety precautions in applying a permanent hair color to the client's hair;
   (k) To use safety precautions and follow label directions in applying virgin bleach and a bleach retouch; and
   (l) To describe the steps in achieving special lightening effects.

(3) Performance Objectives:
   (a) To select and apply semi-permanent colors;
   (b) To test hair for metallic salts;
   (c) To select and apply a virgin tint to lighten or darken hair;
   (d) To select and apply a tint retouch;
   (e) To select and apply a virgin bleach;
   (f) To select and apply a bleach retouch;
   (g) To streak, frame, frost, paint the hair using lightening techniques; and
(h) To properly select and tint hair back to its original color, either lighter or darker.

(4) Services required: forty-five (45).

61G5-22.012 Chemical Waving and Relaxing/Straightening.
(1) Objective: To use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one styling to another.

(2) Learning Objectives:
(a) To use safety precautions and follow manufacturer's directions in curling the hair with chemicals;
(b) To describe the effects of chemical waving, the basic chemicals, the comparison of pH, the cost factors, the methods of giving thio, acid, and neutral waves;
(c) To properly analyze hair prior to giving a chemical service;
(d) To understand the physical and chemical effects on the hair;
(e) To describe the difference between a base and no-base relaxer; and
(f) To identify safety precautions and chemicals used in chemical relaxing and straightening services.

(3) Performance Objectives:
(a) To analyze the hair and select lotion/rods;
(b) To section (block) and subsection the hair and wrap it on wave rods;
(c) To process and neutralize chemical waves;
(d) To subsection, wrap, process, and neutralize for both long and short hair styles;
(e) To apply a base and no-base chemical relaxer to virgin hair;
(f) To apply a base and no-base chemical relaxer for a retouch (retrace); and
(g) To apply a semi-relaxer for a chemical blowout service.

(4) Service required: sixty-five (65).

61G5-22.0125 Manicuring/Pedicuring/Nail Extension.
(1) Objective: To use professional manicuring implements, supplies, procedures, in shaping and polishing the nails.

(2) Learning Objectives:
(a) To describe nail structures;
(b) To describe nail irregularities;
(c) To identify nail diseases;
(d) To identify the basic types or artificial and sculptured nails and nail extensions and their uses;
(e) To use safety precautions and sanitation methods in manicuring, pedicuring, and extending the nails;
(f) To describe chemicals and products.

(3) Performance Objectives:
(a) To give a manicure;
(b) To give a pedicure;
(c) To give a massage of the hands and feet;
(d) To extend nails.
(4) Services required: a minimum of twenty (20). The Board recommends that in meeting this requirement students perform a combination of these services; a service constitutes one complete set of nails per client for either manicure, pedicure, or nail extension.

61G5-22.014 Optional Curricula.
(1) The optional curricula is provided for those students who have completed certification for examination. This curricula is not mandatory for the certification examination.
(2) Beauty Salon Management
  (a) Objective: To describe the basic principles needed to plan and operate a salon as a successful business.
  (b) Learning Objectives:
      1. To describe considerations for a salon site and building;
      2. To examine all factors involved in purchasing an existing salon;
      3. To study lease terms and negotiations;
      4. To describe the legal forms of ownership;
      5. To become aware of salon insurance needs;
      6. To understand factors involved in purchasing beauty salon equipment and supplies;
      7. To identify considerations involved in determining salon operating policies and techniques for interviewing prospective employees;
      8. To understand basic accounting principles and the basic costs involved in planning and operating a beauty salon.

Board Fees:
477.026 Fees; disposition.—
(1) The board shall set fees according to the following schedule:
   (a) For cosmetologists, fees for original licensing, license renewal, and delinquent renewal shall not exceed $50.
   (b) For cosmetologists, fees for endorsement application, examination, and reexamination shall not exceed $50.
   (c) For cosmetology and specialty salons, fees for license application, original licensing, license renewal, and delinquent renewal shall not exceed $50.
   (d) For specialists, fees for application and endorsement registration shall not exceed $30.
   (e) For specialists, fees for initial registration, registration renewal, and delinquent renewal shall not exceed $50.
   (f) For hair braiders, hair wrappers, and body wrappers, fees for registration shall not exceed $25.
(2) All moneys collected by the department from fees authorized by this chapter shall be paid into the Professional Regulation Trust Fund, which fund is created in the department, and shall be applied in accordance with ss. 215.37 and 455.219. The Legislature may appropriate any excess moneys from this fund to the General Revenue Fund.
(3) The department, with the advice of the board, shall prepare and submit a proposed budget in accordance with law.
I have a criminal history. Will this preclude me from obtaining a cosmetology or specialty license? Criminal history is reviewed on a case-by-case situation and your application may require Board review. If your application requires Board review, you will receive notification by mail approximately three weeks prior to the meeting. Your application cannot be pre-approved.

Esthetics Diploma Program

Florida Facial Specialist Registration Requirements:

477.0201 Specialty registration; qualifications; registration renewal; endorsement.—

1. Any person is qualified for registration as a specialist in any one or more of the specialty practices within the practice of cosmetology under this chapter who:
   a. Is at least 16 years of age or has received a high school diploma.
   b. Has received a certificate of completion in a specialty pursuant to s. 477.013(6) from one of the following:
      1. A school licensed pursuant to s. 477.023.
      2. A school licensed pursuant to chapter 1005 or the equivalent licensing authority of another state.
      3. A specialty program within the public school system.
      4. A specialty division within the Cosmetology Division of the Florida School for the Deaf and the Blind, provided the training programs comply with minimum curriculum requirements established by the board.

2. A person desiring to be registered as a specialist shall apply to the department in writing upon forms prepared and furnished by the department.

3. Upon paying the initial registration fee, the department shall register the applicant to practice one or more of the specialty practices within the practice of cosmetology.

4. Renewal of registration shall be accomplished pursuant to rules adopted by the board.

5. The board shall adopt rules specifying procedures for the registration of specialty practitioners desiring to be registered in this state who have been registered or licensed and are practicing in states which have registering or licensing standards substantially similar to, equivalent to, or more stringent than the standards of this state.

6. Pending issuance of registration, a person is eligible to practice as a specialist upon submission of a registration application that includes proof of successful completion of the education requirements and payment of the applicable fees required by this chapter, provided such practice is under the supervision of a registered specialist in a licensed specialty or cosmetology salon.

61G5-18.011 Initial Licensure or Registration Requirement for Instruction on Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome; Course Content and Approval Requirements.

1. Each applicant for initial licensure or registration under Chapter 477, F.S., shall complete a board-approved educational course on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and shall submit proof thereof in the form of a certificate of completion from the provider of such
course with the application. A copy of the certificate will satisfy this requirement. Completion of such course shall be a condition of licensure or registration. Except as provided in subsection (2) Below, no person shall be granted an initial license or registration unless he or she complies with this rule.

**Florida Full Specialist Curriculum Requirements:**

61G5-22.015 Specialty Certification.

(1) A student at a school specified in Section 477.0201, F.S., shall successfully complete the hours of instruction and the performance of services specified in subsections 61G5-22.016(1) and (2), F.A.C., which instruction and services shall be designed to meet the learning objectives set forth in subsections 61G5-22.004(2), 61G5-22.005(2) and 61G5-22.0125(2), F.A.C.

(b) The school shall issue the student a certificate of completion in the specialty area of manicuring/pedicuring/nail extensions upon the student's completion of paragraph (1)(a) and achievement of a passing score of 75% or better on a comprehensive final examination administered and graded by the school.

(2) Upon successful academic completion of 260 hours of instruction designed to meet the learning objectives set forth in subsections 61G5-22.004(2), 61G5-22.005(2) and 61G5-22.006(2), F.A.C., and completion of forty (40) services, a school shall issue a certificate of completion in the specialty area of facials.


(1) At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated topics:

<table>
<thead>
<tr>
<th>Topic- Hours</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Cosmetology laws and rules</td>
<td>5</td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>4</td>
</tr>
<tr>
<td>Sanitation</td>
<td>4</td>
</tr>
<tr>
<td>Ethics</td>
<td>2</td>
</tr>
<tr>
<td>Nail Theory, Practice, and Related to subjects including nail disorders and diseases</td>
<td>85</td>
</tr>
</tbody>
</table>

(2) The curriculum shall also include the performance of the following specified services as indicated (the estimated total number of hours needed for performing the specified services is also indicated):

<table>
<thead>
<tr>
<th>Type of Service- Number of Services/ Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manicures- 20/20</td>
</tr>
<tr>
<td>Pedicures- 10/10</td>
</tr>
<tr>
<td>Tips with Overlay- 15/37.5</td>
</tr>
<tr>
<td>Sculpting Using A Form- 15/37.5</td>
</tr>
<tr>
<td>Nail Wraps and/or Mending- 10/15</td>
</tr>
<tr>
<td>Nail Fill-Ins- 10/10</td>
</tr>
<tr>
<td>Artificial Nail Removal- 5/5</td>
</tr>
<tr>
<td>Polishing and Nail Art- 10/5</td>
</tr>
</tbody>
</table>

61G5-22.017 Minimum Curriculum for Facial Specialty Training.
(1) At a minimum, the curriculum of schools and programs specified in Section 477.0201, F.S., shall include the following hours of instruction in the indicated theory items:

Topics- Hours:
(a) Florida Laws and Rules- 5
(b) HIV and AIDS- 4
(c) Sanitation- 10
(d) Ethics- 2
(e) Basics of Electricity- 8
(f) Facial Techniques and Contraindications- 66
(g) Product Chemistry- 8
(h) Hair Removal- 2.5
(i) Makeup- 2
(j) Skin Theory, Disease and Disorders of the Skin- 85

(2) The curriculum shall also include the performance of the following specified services, as indicated, as well as the estimated total number of hours needed to complete the required number of services:

Type of Service- Number of Services/Hours required
(a) Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature- 40/40
(b) Set up, use, and maintenance of electrical devices- 5/1.25
(c) Hair removal, including tweezing, waxing, threading, and sugaring- 20/5
(d) Makeup application for both daytime and nighttime looks- 10/5
(e) Lash and brow tinting- 10/5
(f) Eyelash application, including strip lashes, individual lashes, and semi-permanent lashes- 10/10
(g) Manual extractions- 5/1.25 23

(3) Definition of Services: Services shall be a facial client, a client consultation/skin analysis; exfoliation, either manual, mechanical, or chemical; cleansing, toning; manipulations; and packs, masks, or other treatments as needed.

Board Fees:
477.026 Fees; disposition.—
(1) The board shall set fees according to the following schedule:
(a) For cosmetologists, fees for original licensing, license renewal, and delinquent renewal shall not exceed $50.
(b) For cosmetologists, fees for endorsement application, examination, and reexamination shall not exceed $50.
(c) For cosmetology and specialty salons, fees for license application, original licensing, license renewal, and delinquent renewal shall not exceed $50.
(d) For specialists, fees for application and endorsement registration shall not exceed $30.
(e) For specialists, fees for initial registration, registration renewal, and delinquent renewal shall not exceed $50.
(f) For hair braiders, hair wrappers, and body wrappers, fees for registration shall not exceed $25.
(2) All moneys collected by the department from fees authorized by this chapter shall be paid into the Professional Regulation Trust Fund, which fund is created in the department, and shall be applied in accordance with ss. 215.37 and 455.219. The Legislature may appropriate any excess moneys from this fund to the General Revenue Fund.

(3) The department, with the advice of the board, shall prepare and submit a proposed budget in accordance with law.

**Preclusions for a Student Not to Sit for the State Exam:**

Cosmetology – FAQs at [http://www.myfloridalicense.com/DBPR/cosmetology/faqs/#1488479371253-872f97e5-2e03](http://www.myfloridalicense.com/DBPR/cosmetology/faqs/#1488479371253-872f97e5-2e03) states:

I have a criminal history. Will this preclude me from obtaining a cosmetology or specialty license? Criminal history is reviewed on a case-by-case situation and your application may require Board review. If your application requires Board review, you will receive notification by mail approximately three weeks prior to the meeting. Your application cannot be pre-approved.
CONTINUING EDUCATION

Florida Technical College offers a variety of Continuing Education programs and courses. Students may enroll in Continuing Education programs and earn a diploma upon completion, or students may enroll in individual courses to prepare for various certifications.

This section of the catalog provides information that applies only to Continuing Education programs and courses. Where similar sections appear elsewhere in the catalog (such as Admissions Requirements), the information in this section applies to Continuing Education. Other sections of the catalog including, but not limited to, Conduct, Academic Conduct, Network Usage Policy, Grievance Resolution, and Disability Services, also apply to Continuing Education programs and courses.

Admissions Requirements
The applicant submits an attestation to the school 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. Additionally, should the school 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 should be provided to the school along with any additional information reasonably required by the school to evaluate the validity of an applicant’s completion of high school or its equivalent.

Students without a high school or GED equivalent may be denied entrance into some Continuing Education programs or may be required to take a TABE test and score no less than a 9. Please see the individual program for entrance requirements. The applicant should complete an admissions interview to discuss the program requirements, course content and the student’s reason for application to the school.

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

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 or toll free number- 1-888-357-7332 for TTY Accessibility – 1-877-414-7234.

Affiliations and Certifications

- Official Microsoft IT Academy – www.microsoftitacademy.com
- CompTIA Learning Alliance Partner – http://certification.comptia.org
  - Some Tuition Assistance programs accepted – for those who qualify.
- Approved CareerSource Florida - Workforce Innovation & Opportunity Act (WIOA) - Training Provider
  - CareerSource Tampa Bay
  - CareerSource Pinellas
  - CareerSource Pasco / Hernando
  - CareerSource Polk
  - CareerSource Central Florida (Orange, Osceola, Seminole, Sumter, Lake counties)
- Veteran Approved
Tuition and Fees

The tuition includes the following:

- Textbooks for each class
- Certification Practice Exam Key (good for at least 6 months but no more than 12 months)
- Certification Exam Cost (refer to the Certification Exam Policy)

There is a $150.00 non-refundable registration fee for each program. The following chart provides tuition by program and campus(es) where programs are offered.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Kissimmee</th>
<th>Orlando</th>
<th>Pembroke Pines</th>
<th>Tampa</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaSalle Advanced Security Professional (ISC2 CISSP) Exam Preparation</td>
<td>$2,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Agile Project Management Exam Preparation</td>
<td>$2,100</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Business Analyst Professional Exam Preparation</td>
<td>$3,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Cisco Network Associate (CCNA) Exam Preparation</td>
<td>$2,850</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle CompTIA A+ Exam Preparation</td>
<td>$2,850</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle CompTIA Network+ Exam Preparation</td>
<td>$2,350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle CompTIA Security+ Exam Preparation</td>
<td>$2,350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Ethical Hacker (CEH) Exam Preparation</td>
<td>$2,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Human Resources Professional Exam Preparation</td>
<td>$3,350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Internet Marketing Strategies Exam Preparation</td>
<td>$3,350</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle ITIL Exam Preparation</td>
<td>$1,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Linux Networking Exam Preparation</td>
<td>$2,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Microsoft Database Administrator Exam Preparation</td>
<td>$7,850</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Microsoft Office Specialist Exam Preparation</td>
<td>$2,350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Microsoft Programming/Web Development Exam Preparation</td>
<td>$3,850</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Microsoft Systems Administrator (MCSA) Exam Preparation</td>
<td>$7,850</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Project Management Exam Preparation</td>
<td>$4,850</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Six Sigma Exam Preparation</td>
<td>$2,350</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LaSalle Web Design Specialist Exam Preparation</td>
<td>$3,350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Workforce Boards have contracted pricing. As a result, tuitions may vary for students enrolled through the WIOA program.

Many of the above programs include multiple courses that can be enrolled in individually as an elective.

Payment Options
Continuing Education courses are not eligible for Federal Student Aid (FSA).

Traditional: FTC accepts Visa, MasterCard, Discover, American Express, Personal Checks, Business Checks
and Cash.

**Loans:** FTC has partnered with various banking institutions to offer loan options *for those who qualify*. For more information, please see an Admissions Representative.

**Payment Plans:** Payment plans may be available. For more information, please see an Admissions Representative.

**Workforce Grants:** Grants may be available to assist with a student’s tuition. Please see an Admissions Representative. To qualify, an applicant should complete the Workforce Innovation and Opportunity Acts (WIOA) Grant application at their local workforce board office. WIOA Grants are approved by the local Workforce Development Board.

**Cancellation and Refund Policy**
Should a student’s enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in writing or via certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).
4. Cancellation after attendance has begun up to and including 40% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 41% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student’s enrollment can be terminated at the discretion of the institution for insufficient academic progress, nonpayment of academic costs, or failure to comply with the rules and policies established by the institution as outlined in the catalog and this agreement.

**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. Each course includes material, labs, and other exercises that build upon each other throughout the duration of the course. Attendance is taken for each Continuing Education class. Students should notify their instructor if they are going to be absent. In addition, students should plan appointments at times that will not conflict with scheduled classes.

**On-ground and Online Attendance Policy**
On-ground courses are offered 100% at the location and online courses are offered 100% through distance
education. Attendance is posted daily, Monday through Saturday. Students must participate online via the online platform and complete assignments and labs in order for attendance to be posted. The same on-ground rules for absences apply for courses taken online. Students who arrive late or leave early will have the time recorded. Students who are not in attendance for at least 80% or more of the class will not receive a “Certificate of Completion” at the end of the course.

**Blended Attendance Policy**
Blended courses are offered partially at the campus and partially online. Students are required to attend on-ground courses, must participate online via the online platform and complete assignments in order for attendance to be posted. Students who arrive late or leave early will have the time recorded. Students who are not in attendance for at least 80% or more of the class will not receive a “Certificate of Completion” at the end of the course.

**Veteran’s Attendance Policy**
Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in students’ files. Students receiving Veterans education benefits are not eligible for late enrollment. Make-up attendance is not allowed. Students receiving Veterans education benefits will have their benefits terminated when accumulated absences, tardiness, and class cuts exceed 20% of scheduled class hours in a month.

**Certification Exam Policy**
Students must pass the practice exam with at least a 90% pass rate to qualify for a test voucher. Should the student not pass the exam on the first attempt, the student may take the exam again (2nd attempt) at no cost. Florida Technical College understands the need to keep your skills current. If a course is modified within 9 months of your completion, you will receive a discounted tuition costs to take the new version based upon the elapsed amount of time: 0-3 months, a 90% savings, 4-6 months, a 60% savings, and 7-9 months, a 30% savings. The test exam preparation fee will be covered at 100% for the first two attempts to complete the certification. If after the second attempt, the student does not pass the examination, please refer to the No Pass/Retake Policy on the course syllabus. Students are responsible for new course materials and certification keys.

**Withdrawal “W” Policy**
All written requests for a “W” Withdrawal will be considered. These are granted to students at the discretion of the school. Students who withdraw from class will be responsible for any cost incurred due to any change or upgrade made in course books or change in certifications (i.e. certification has changed requiring different books).

**Make-Up Coursework for Absences due to Planned Trips or Vacations**
Upon the Instructor’s discretion, coursework can be provided ahead of time. If the coursework isn’t available, the student will receive it upon his/her return.

**Academic Calendar**
Continuing Education classes are held on a rolling admission basis throughout the year. Saturday classes will not be offered on Holiday weekends (See Dates Below). Saturday classes will extend an additional Saturday to make-up for the below.
July 4, 2020
September 5, 2020
November 28, 2020
December 26, 2020
January 2, 2021
Continuing Education Programs

LaSalle Advanced Security Professional (ISC2 CISSP) Exam Preparation
CISSP is designed for IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals.

Available via residential and online delivery methods at the Tampa campus.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSS01</td>
<td>Advanced Security Professional 2</td>
</tr>
</tbody>
</table>

LaSalle Agile Project Management Exam Preparation
Agile is designed to learn concepts and tools required to understand Agile principles and how to build the discipline to support those principles in an organizations everyday practice. Agile methodologies, including: Scrum, Extreme Programming, AgileUP.

Available via residential and online delivery methods at the Tampa campus.
27 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMG02</td>
<td>Managing a Project using Agile Practices</td>
</tr>
</tbody>
</table>

LaSalle Business Analyst Professional Exam Preparation
Business Analysis focuses on the role of the Business Analyst, supporting the project portfolio, developing the solution vision and scope, understanding requirements and business rules, planning and eliciting requirements, analyzing and documenting requirements, modeling requirements and assessing and validating requirements.

Available via residential and online delivery methods at the Tampa campus.
90 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP01</td>
<td>Business Analysis Comprehensive</td>
</tr>
<tr>
<td>BAP02</td>
<td>Advanced Business Analysis Comprehensive</td>
</tr>
</tbody>
</table>

LaSalle Cisco Network Associate (CCNA) Exam Preparation
This certification validates comprehensive network troubleshooting and implementation skills required for job titles such as Network Administrator, Network Engineer, or Network Specialist.
LaSalle CompTIA A+ Exam Preparation
CompTIA A+ Exam Preparation is comprised of both hardware and software. The hardware portion covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues. The software portion covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
72 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS01 Cisco Network Associate</td>
<td>63</td>
</tr>
</tbody>
</table>

LaSalle CompTIA Network+ Exam Preparation
CompTIA Network+ Exam Preparation covers essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless networks.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM01 A+ Repair Comprehensive</td>
<td>72</td>
</tr>
</tbody>
</table>

LaSalle CompTIA Security+ Exam Preparation
CompTIA Security+ Exam Preparation covers the essential principles of network security and risk management.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM04 Networking Fundamentals</td>
<td>45</td>
</tr>
</tbody>
</table>

LaSalle CompTIA Security Professional 1

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIW04 Security Professional 1</td>
<td>45</td>
</tr>
</tbody>
</table>
LaSalle Ethical Hacker (CEH) Exam Preparation
Ethical Hacker provides information security professionals knowledge of hacking tools and techniques for legally accepted security testing purposes.

Available via residential and online delivery methods at the Tampa campus.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEH01 Ethical Hacker Exam Preparation</td>
<td>45</td>
</tr>
</tbody>
</table>

LaSalle Human Resources Professional Exam Preparation
Human Resource Professionals learn the principles of business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations and risk management.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
45 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRP01 Human Resources Comprehensive</td>
<td>45</td>
</tr>
</tbody>
</table>

LaSalle Internet Marketing Strategies Exam Preparation
Internet Marketing courses will examine how the Internet can be leveraged into the marketing activities of a business. Students will develop and implement an Internet marketing plan for an existing website.

Available via residential and online delivery methods at the Orlando and Tampa campuses.
122 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIW01 Internet Fundamentals</td>
<td>45</td>
</tr>
<tr>
<td>INM02 Internet Marketing Strategies</td>
<td>45</td>
</tr>
<tr>
<td>ADO02 Webpage Design</td>
<td>32</td>
</tr>
</tbody>
</table>

LaSalle ITIL Exam Preparation
ITIL covers processes, procedures, tasks, and checklists which are not organization-specific. It allows the organization to establish a baseline from which it can plan, implement, and measure. It is used to demonstrate compliance and to measure improvement.

Available via residential and online delivery methods at the Tampa campus.
27 Contact Hours

Course(s)                                      Contact Hours
ITL01 ITIL Service Management Foundation     27

LaSalle Linux Networking Exam Preparation
Linux Networking focuses on system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux file systems, and file system hierarchy standard as well as shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.

Available via residential and online delivery methods at the Tampa campus.

45 Contact Hours

Course(s)                                      Contact Hours
COM06 Linux Networking                        45

LaSalle Microsoft Database Administrator Exam Preparation
This program focuses on administration, development and business intelligence skills using Microsoft SQL Server. In this program students learn how to derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure SQL Server.

Available via residential and online delivery methods at the Kissimmee, Pembroke Pines, Orlando, and Tampa campuses.

234 Contact Hours

Course(s)                                      Contact Hours
COM01 A+ Repair Comprehensive                72
COM04 Networking Fundamentals                45
MCS11 Intro to Databases                     45

Elective – Choose One (1) Course:
SQL07 SQL Server Database Administration     72
SQL08 SQL Server Database Development        72
SQL09 SQL Server Database Business Intelligence 72

LaSalle Microsoft Office Specialist Exam Preparation
Microsoft Office Specialist focuses on basic, intermediate and advanced topics in Word, Excel, PowerPoint, and Outlook.
Available via residential delivery method at the Tampa campus. Available via residential and online delivery methods at the Kissimmee, Orlando, and Pembroke Pines campuses.

90 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS01 Microsoft Office Comprehensive</td>
<td>90</td>
</tr>
</tbody>
</table>

**LaSalle Microsoft Programming/Web Development Exam Preparation**

This course provides an introduction to HTML5, CSS3, and JavaScript. Learn how to design and develop services that access local and remote data from various data sources.

Available via residential and online delivery methods at the Orlando and Tampa campuses.

198 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCS10 Microsoft Programming</td>
<td>54</td>
</tr>
<tr>
<td>MCS12 Programming Fundamentals</td>
<td>54</td>
</tr>
<tr>
<td>MCS13 Microsoft Web Development 1</td>
<td>45</td>
</tr>
<tr>
<td>MCS14 Microsoft Development 2</td>
<td>45</td>
</tr>
</tbody>
</table>

**LaSalle Microsoft Systems Administrator (MCSA) Exam Preparation**

Microsoft Systems Administration Exam Preparation teaches students to troubleshoot Microsoft LANs and related information systems. Students learn how to install and configure operating systems and OS applications, manage and update security technologies, assist with network operations and support technical users in organizations.

Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.

297 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM01 A+ Repair Comprehensive</td>
<td>72</td>
</tr>
<tr>
<td>COM04 Networking Fundamentals</td>
<td>45</td>
</tr>
<tr>
<td>MCS01 Windows Desktop Operating System</td>
<td>45</td>
</tr>
<tr>
<td>MCS15 Windows Server Operating System</td>
<td>45</td>
</tr>
<tr>
<td>MCS16 Managing a Microsoft Windows Network Infrastructure</td>
<td>45</td>
</tr>
<tr>
<td>MCS04 Windows Server Administration</td>
<td>45</td>
</tr>
</tbody>
</table>

**LaSalle Project Management Exam Preparation**

This course will apply generally recognized practices of project management to increase skill level and apply a formalized and standards-based approach to project management.
Available via residential and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
90 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMG01  Project Management Comprehensive</td>
<td>54</td>
</tr>
<tr>
<td>MOS06  Managing Projects Using Microsoft Project</td>
<td>36</td>
</tr>
</tbody>
</table>

**LaSalle Six Sigma Exam Preparation**
Six Sigma focuses roles within an organization, using statistical tests to improve processes, use software to run statistical tests, define a Six Sigma project and create charts, process maps, and control plans needed to complete a Six Sigma project.

Available via residential and online delivery methods at the Tampa campus.
80 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSG01 Six Sigma 01</td>
<td>80</td>
</tr>
</tbody>
</table>

**LaSalle Web Design Specialist Exam Preparation**
Web Design students use Adobe Dreamweaver and Fireworks, as well as other web design authoring tools to build marketing-oriented static and dynamic websites.

Available via residential and online delivery methods at the Kissimmee, Pembroke Pines, and Tampa campuses.
144 Contact Hours

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADO01 Web Design Strategies</td>
<td>144</td>
</tr>
</tbody>
</table>
Continuing Education Course Descriptions

Course Numbering System
The Continuing Education course numbering system is comprised of alphanumeric indicators. Letters represent the subjects and numbers represent the level of difficulty or sequence for courses offered.

Course Abbreviations
ADO  Web Design or Adobe courses
BAP  Business Analysis courses
CEH  Ethical Hacker courses
CIS  Cisco courses
COM, CIW, or PCR  CompTIA or Certified Internet Webmaster (CIW) courses
CSS  Advance Security courses
HRP  Human Resources courses
INM  Internet Marketing courses
ITL  Information Technology Infrastructure Library (ITIL) courses
MOS, MCS, DBA, or WIN  Microsoft courses
PMG  Project Management courses
SSG  Six Sigma courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADO01</td>
<td>Web Design Strategies</td>
<td>144 Hours</td>
</tr>
<tr>
<td></td>
<td>Through hands-on exercises, participants will learn how to use the tools available in Adobe Dreamweaver and Fireworks, as well as other web design authoring tools to build marketing-oriented static and dynamic websites. The course makes use of lectures, hands-on activities, and student projects.</td>
<td></td>
</tr>
<tr>
<td>ADO02</td>
<td>Webpage Design</td>
<td>32 Hours</td>
</tr>
<tr>
<td></td>
<td>Through instructor-led exercises, participants will learn how to use the tools available in Adobe Dreamweaver to build marketing oriented static and dynamic websites. The course makes use of lectures, hands-on activities, and student projects.</td>
<td></td>
</tr>
<tr>
<td>BAP01</td>
<td>Business Analysis Comprehensive</td>
<td>45 Hours</td>
</tr>
<tr>
<td></td>
<td>In this program students will learn the principles and concepts of the business analysis process as it is applied throughout a project to include the pre-project activities that comprise enterprise analysis. This class focuses on introduction to business analysis.</td>
<td></td>
</tr>
<tr>
<td>BAP02</td>
<td>Advanced Business Analysis Comprehensive</td>
<td>45 Hours</td>
</tr>
<tr>
<td></td>
<td>The Advanced Business Analysis class focuses on the role of the Business Analyst, supporting the project portfolio, developing the solution vision and scope, understanding requirements and business rules, planning and eliciting requirements, analyzing and documenting requirements, modeling requirements and assessing and validating requirements.</td>
<td></td>
</tr>
<tr>
<td>CEH01</td>
<td>Ethical Hacker Exam Preparation</td>
<td>45 Hours</td>
</tr>
<tr>
<td></td>
<td>In this class students will learn the principles and concepts required to build and manage an organization’s networking and</td>
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</tbody>
</table>
security operations and to effectively utilize various resources to achieve operation excellence. Emphasis is placed on hands-on practice. The Ethical Hacker class provides information security professionals knowledge of hacking tools and techniques for legally accepted security testing purposes.

CIS01 Cisco Network Associate 63 Hours
In this hands-on course students will learn TCP/IP Concepts, Sub-netting, Routing fundamentals, Network planning & designing, Implementation & operation, LAN and WAN troubleshooting, VLSM, Switch concept and configuration, ISDN and DDR, Frame Relay, NAT, PAT, and DHCP and more. This class utilizes actual Cisco equipment, simulation software, lecture, interaction and more to help students learn.

CIW01 Internet Fundamentals 45 Hours
In this course, students learn the fundamental knowledge and skills required to work in an Internet technology-enabled environment. These foundational skills include basic knowledge of Internet technologies such as Web browsers, FTP and e-mail; Web page authoring using Extensible Hypertext Markup Language (XHTML); basic infrastructure networking, and project management. The course makes use of lectures, hands-on activities, readings, case studies, and student projects.

CIW04 Security Professional 1 45 Hours
In this hands-on course students will learn Implementing internetworking encryption and encryption methods, Analyzing firewall types and firewall terminology, Planning security systems and incorporating multiple levels of protection, Securing mechanisms and parameters for Windows and UNIX, Analyzing router security, threat containment, and intrusion detection, Implementing intrusion-detection systems in an enterprise environment, Installing operating system add-ons for personal firewalls and native auditing SSH and more.

COM01 A+ Repair Comprehensive 72 Hours
This class covers knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. This course also validates the basic skills needed by any entry-level service technician regardless of job environment.

COM04 Networking Fundamentals 45 Hours
This Networking Fundamentals course covers entry level networking topics such as layers of the OSI model, features and functions of network components and the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. This hands-on course covers a variety of network vendor products including Microsoft, Linux, Unix, Mac, and more.

COM06 Linux Networking 45 Hours
The Linux Networking class focuses on system architecture; Linux Installation and package management; GNU and Unix commands; devices, Linux filesystems, and filesystem hierarchy standard as well as shells, scripting and data management; user interfaces and desktops; administrative tasks; essential system services; networking fundamentals; security.

CSS01 Advanced Security Professional 2 45 Hours
This course is intended for experienced IT security-related practitioners, auditors, consultants, investigators, or instructors, including network or security analysts and engineers, network administrators, information security specialists, and risk management professionals, who are pursuing CISSP training to acquire the credibility and mobility to advance within their current computer security careers or to migrate to a related career. Students will enhance their knowledge through the study
of all 10 CISSP CBK domains. This class is an Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**HRP01 Human Resources Comprehensive 45 Hours**
In this program, students will learn the principles of business management and strategy, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations and risk management. This course focuses on the technical and operational aspects of human resource practices, U.S. law and regulation based.

**INM02 Internet Marketing Strategies 45 Hours**
This course introduces strategies and technologies used by Internet Marketing Professionals to gain Internet presence. This course focuses on introductory techniques used for the marketing, selling, and distribution of goods and services through Search Engines and Internet Directories. Students develop an understanding of opportunities and limitations and how to use these technologies to improve marketing practices related to the Internet. Students cover general Internet Marketing Strategies and Search Engine Optimization (SEO). The course makes use of lectures, hands-on activities, readings, case studies, and student projects.

**ITL01 ITIL Service Management Foundation 27 Hours**
The ITIL® Service Management Foundation course prepares the student by introducing the basic principles of IT Service Management embodied in ITIL.

**MCS01 Windows Desktop Operating System 45 Hours**
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows client operating systems in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows Client OS.

**MCS04 Windows Server Administration 45 Hours**
This instructor-led course primarily covers advanced configuration of services necessary to deploy, manage and maintain a Windows Server infrastructure, such as advanced networking services, Active Directory Domain Services (AD DS), identity management, rights management, Federated services, network load balancing, failover clustering, business continuity and disaster recovery. Microsoft certification in Configuring Advanced Windows Server Services.

**MCS10 Microsoft Programming 54 Hours**
This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application.

**MCS11 Intro to Databases 45 Hours**
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows client operating systems in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management, and support of Windows Client OS.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>MCS12</td>
<td>Programming Fundamentals</td>
<td>54</td>
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<tr>
<td></td>
<td>In this course, students will learn the programming skills that are required for developers to create Windows applications using the C# language. During their five days in the classroom students review the basics of C# program structure, language syntax, and implementation details, and then consolidate their knowledge throughout the week as they build an application that incorporates several features of the .NET Framework 4.5.</td>
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<tr>
<td>MCS13</td>
<td>Microsoft Web Development 1</td>
<td>45</td>
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<td></td>
<td>In this course, students will learn to develop advanced ASP.NET MVC applications using .NET Framework 4.5 tools and technologies. The focus will be on coding activities that enhance the performance and scalability of the Web site application. ASP.NET MVC will be introduced and compared with Web Forms so that students know when each should/could be used.</td>
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<tr>
<td>MCS14</td>
<td>Microsoft Development 2</td>
<td>45</td>
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<td>In this course, students will learn how to design and develop services that access local and remote data from various data sources. Students will also learn how to develop and deploy services to hybrid environments, including on-premises servers and Windows Azure.</td>
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<tr>
<td>MCS15</td>
<td>Windows Server Operating System</td>
<td>45</td>
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<td></td>
<td>This course provides students with the knowledge of installing Windows Server, Configuring Windows Server and teaches students the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.</td>
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<tr>
<td>MCS16</td>
<td>Managing a Microsoft Windows Network Infrastructure</td>
<td>45</td>
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<td></td>
<td>This instructor-led course provides students with knowledge focusing on Windows Server networking, configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.</td>
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<tr>
<td>MOS01</td>
<td>Microsoft Office Comprehensive</td>
<td>90</td>
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<td></td>
<td>In this course, students learn the comprehensive skills needed to effectively and efficiently work in the Microsoft Office Suite of applications. Throughout this class, in hands-on labs, students cover basic, intermediate and advanced topics in Word, Excel, PowerPoint, and Outlook.</td>
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<tr>
<td>MOS06</td>
<td>Managing Projects Using Microsoft Project</td>
<td>36</td>
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<tr>
<td></td>
<td>Basics of Microsoft Project, implementation of project resources and tasks, applying advanced formatting, advanced project scheduling, organizing project details are all covered in this managing projects using Microsoft Project class. Students learn in a hands-on environment.</td>
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<tr>
<td>PMG01</td>
<td>Project Management Comprehensive</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>In this course you will apply the generally recognized practices of project management. The course is appropriate for individuals who wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management or seek career advancement by moving into a formal project manager job role.</td>
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<tr>
<td>PMG02</td>
<td>Managing a Project using Agile Practices</td>
<td>27</td>
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<td></td>
<td>In this course students will learn the concepts and tools required to understand Agile principles and how to build the discipline to support those principles in an organizations everyday practice. This course focuses on Agile methodologies, including: Scrum, Extreme Programming, AgileUP, Feature Driven Development, Lean Development, and DSDM.</td>
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</tbody>
</table>
SQL07  SQL Server Database Administration  45 Hours
In this course, students will learn the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence.

SQL08  SQL Server Database Development  45 Hours
In this course, students will learn the knowledge and skills to maintain a Microsoft SQL Server database. The course focuses on teaching individuals how to use SQL Server product features and tools related to maintaining a database.

SQL09  SQL Server Business Intelligence  45 Hours
In this course, students will learn the core requirements to being able to successfully Business Intelligence strategies using SQL Server. Through hands-on labs, lecture and interactive activities students will learn to maximize their ability using SQL Server to Install SSAS, Configure SSAS, Configure query logging, Configure error logging, Configure disk allocation, Configure server and database roles and permissions, Deploy an SSAS solution, Deploy solutions by using the Deployment Wizard, Deploy solutions by using XML for Analysis (XMLA) scripts, Deploy solutions by using BIDS, Monitor SSAS, Implement processing for SSAS objects, Implement processing options, Implement disaster recovery tasks, Backup and restore the SSAS database files by using SSMS, Re-create database objects by using XMLA scripts and reprocess and more.

SSG01  Six Sigma 01  80 Hours
This course provides students with the skills and knowledge to describe Six Sigma roles within an organization, use statistical tests to improve processes, use software to run statistical tests, define a Six Sigma project and create charts, process maps, and control plans needed to complete a Six Sigma project.
ADMINISTRATION

President .................................................................................. Dr. James Michael Burkett
Vice President for Academic Affairs .................................................. Leiby Adames Boom
Senior Financial Analyst ................................................................. Jose C. Zamot
Vice President of Student Affairs .................................................. Leigh Ann Brimmer
Vice President of Admissions .......................................................... Roger Gaspar
Vice President of Strategic Business Development and Career Services .......... MaryAnn Sewell
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Facilities Manager ...................................................................... Raul Durant
Director of Educational Effectiveness and Planning .............................. Dr. Maria Rivera
Institutional Registrars ................................................................. Briar Rogers, Sabrina Pierce-Breen, Stephanie Rivera Rodriguez
Student Affairs Operations Specialist ............................................... Fabiana Montanez
Educational Administration Manager ................................................ Malia Brady
Instructional Designer ................................................................... Nathan Gilbert

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Associate Director of Admissions ..................................................... Jeannie Rosa
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Program Director / Allied Health .................................................................................. Dr. Michael Meyer

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Florida International University: Bachelor of Science in Criminal Justice

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University of Zulia: Physician-Surgeon

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The Pennsylvania State University: Bachelor of Fine Arts

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University of Central Florida: Bachelor of Arts in Film (RTV)

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University of Puerto Rico: Bachelor of Arts in English

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University of Central Florida: Master of Arts in Applied Experimental and Human Factor
University of Central Florida: Master of Science in Mathematical Science

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Associate Director of Admissions .................................................................................. Tyrenna Gouvia
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Student Services Coordinator ....................................................................................... Courtney Awinsune
Regional Career Services Coordinator ........................................................................ Eduardo Serrano
Director of Financial Aid ............................................................................................. Angela Valentin
Program Director / Allied Health .................................................................................. Karen D. Ramsey
Program Director / Construction Trades ...................................................................... Joe Canfield

Faculty

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University of Central Oklahoma: Bachelor of Science in Industrial Engineering Technology

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Registered Medical Assistant

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OSHA10

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Webster University School of Business & Technology: Master of Human Resource Development
Nova Southeastern University: Bachelor of Science Business and Professional Management

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Journey Wireman
Electrical Occupations Competency
Dr. Olena V. Davis
Allied Health Instructor
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CPC, CPC-I, CIRCC, NCMA, Med-Tech certification, IV Therapy certification, Phlebotomy/EKG

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Florida Technical College: Diploma in Electrical

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University of Phoenix: Bachelor of Science in Business/Management
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AAPC-Certified Professional Coder

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Palmer College of Chiropractic: Doctor of Chiropractic
University of Puerto Rico: Bachelor of Science in Veterinary Technology


**LAKELAND CAMPUS**

**Administration**

Executive Director ................................................................. Katheryn Fox
Dean of Academic Affairs ............................................................. Jody Gorfain
Director of Admissions ............................................................... Mark Heath Woodruff
Director of Student Accounts ..................................................... Teresa Franey
Student Services Coordinator .................................................... Lissette Baez
Director of Financial Aid ............................................................. Serjio Torres
Program Director / Allied Health .................................................. Dr. Nicolas R. Alfonso, Jr.

**Faculty**

**Nicolas R. Alfonso, Jr.**  
Allied Health Program Director  
Spartan Health Sciences University: Doctor of Medicine

**Juan Aquino**  
Electrical Instructor  
Florida Department of Education-Office of Workforce Education: Electrician

**Chelsea Cook**  
Allied Health Instructor  
Florida Technical College: Diploma in Medical Assistant Technician  
AMT-RMA  
NHA-Certified Clinical Medical Assistant

**Edwin Cotto**  
Allied Health Instructor  
National Career Institute: Diploma in Clinical Medical Assistant  
AMT-RMA

**Audra Davis**  
Allied Health Instructor  
Everest University: Associate in Science in Medical Assisting

**Stephanie Estok**  
Allied Health Instructor  
Keiser University: Bachelor of Science in Health Sciences  
Keiser University: Associate of Science in Radiologic Technology  
AMT-RMA
**Gregg Foster**  
Construction Trades Instructor  
Southern Technical College: Associate of Science in Applied Electronics Technology  
OSHA10 Certification  
NCCER Curriculum Proctor, Core Curriculum  
R-410A Technician Certification

**Anthony Hernandez**  
Construction Trades Instructor  
OSHA10

**Edward Heck**  
Electrical Program Coordinator  
US Navy; US Coast Guard; Adult Education at Guilford State University  
Technical Certificate  
NCCER Instructor, Electrical Certificate

**Rama K. Kotra**  
General Education Instructor  
Andhra University: Master of Science in Mathematics  
Anamalai University: Master’s Degree in Education  
Alagappa University: Master of Philosophy in Mathematics  
Andhra University: Bachelor of Science in Mathematics  
Bharathair University: Bachelor in Secondary Education

**Natalie Wood**  
Regional Externship Coordinator  
University of Phoenix: Associate of Arts in Health Care Administration  
Florida Technical College: Diploma in Medical Assistant Technician  
Registered Medical Assistant
KISSIMMEE CAMPUS

Administration
Executive Director ................................................................. Martin Levert
Dean of Academic Affairs ..................................................... Maribel Escabi
Associate Dean of Academic Affairs ........................................ Miguel Acosta
Director of Financial Aid ..................................................... Jeniffer Molina
Director of Admissions ........................................................... Ricardo Martin
Associate Director of Admissions ............................................ Keila Febo Negron
Director of Career Services .................................................. Dr. Xiomara DeJesus
Student Services Coordinator ................................................ Monica Olmo
Student Services Coordinator ............................................... Zuleika Fernandez
Program Director / Allied Health .......................................... Dr. Vicente Quinones
Program Director / Style ....................................................... Jose Colon
Program Director / Hospitality ............................................... Thomas Gentile

Faculty

Dairy A. Alamo
Cosmetology Instructor
Washington Heights Beauty School: Diploma in Cosmetology
State of Florida: Cosmetology License

Tammy Almeida
Externship Coordinator
Florida Technical College: Associate of Science in Medical Assistant
Florida Technical College: Diploma in Medical Billing and Coding Specialist
Florida Technical College: Diploma in Medical Assistant Technician
NCMA-RMA

Christian Aradillas
Welding Instructor
National College of Technical Professional Education: Associates in Construction

Alberto Aulet
HVAC Instructor
EPA Universal
Certified R410-A Safety

Carlos A. Balado
Barbering Instructor
Florida Technical College: Diploma in Barbering
State of Florida: Barbering License

Linda Balado
Cosmetology Instructor
Florida Technical College: Diploma in Cosmetology
State of Florida: Cosmetology License

Ivan Barbosa
Cosmetology Instructor
Hollywood Institute of Beauty Careers-Orlando: Diploma in Cosmetology
State of Florida: Cosmetology License

Enid G. Bayron
Esthetics Instructor
Florida Technical College: Diploma in Esthetics
Towson University: Bachelor of Science in Gerontology
State of Florida: Facial Specialist License

Eli Bermudez
HVAC Instructor
Florida Career College: Diploma in Heating Ventilation and Air Conditioning
EPA Universal 608 Certification

Sarah Bethel
Baking and Pasteleria Instructor
American InterContinental University: Masters in Specialization in Curriculum and Instruction for Educators
LeCordon Bleu of Culinary Arts: Bachelors in Hospitality & Hotel Management
LeCordon Bleu of Culinary Arts: Associate of Applied Sciences in Patisserie & Baking
ACF Certified Working Pastry Chef
Certified Professional Food Manager

Angelica Beyer
Esthetics Instructor
Winter Park Technical Center: Certificate in Facials Specialty
State of Florida: Registered Facial Specialist
State of Florida: Electrologist

Dafne Conde
Cosmetology Instructor
Beauty Career Center: Certificate in Cosmetology
State of Florida: Cosmetology

**Marcos Consuegra**
HVAC Instructor
University of Cienfuegos: Masters in Energy Efficiency—Mechanical Engineer
EPA 608 HVAC Technician Certification

**Alura Cortez**
Esthetics Instructor
State of Florida: Registered Facial Specialist

**Tyrone Crescioni Melendez**
Culinary Arts Instructor
Caribbean Culinary Institute: Diploma in Regional and International Cuisine

**Greig Drury**
Electrical Program Coordinator
New Hampshire Vocational Technical College: Associate in Science in Industrial Electricity
NCCER Master Trainer
OSHA 10, OSHA 30

**Alexander Ernyey**
Computer Instructor
University of Maryland: Bachelor of Science in Computer Science
MCSA, MCSE, A+, N+, CCNA certified

**Nancie Erschen**
Welding Instructor
Northeast Iowa Community College: Certificate in Welding
OSHA 10 Certification

**Maribel Escabi**
Business Instructor
Metropolitan University of Puerto Rico: Master’s Degree in Business Administration
InterAmerican University: Bachelor of Business Administration

**Carlos Farinas**
PMP Instructor
American Public University: Master Degree in Information Technology in IT Project Management
Florida Metropolitan University: Master in Business Administration
Project Management Institute: Project Management Professional

**Celestino Gali**  
Electrical Instructor  
Tom Henry Electrical School: Master Electrical License  
Nova Community College: Electrician Journeyman  
Master Electrician Certificate: High Power Electrical Services

**Luis Garrastegui**  
Allied Health Instructor  
Iberoamerican University UNIBE: Doctor of Medicine

**Jazmin N. Goffney**  
Esthetics Program Coordinator  
The Paul Mitchell School-Temecula: Diploma in Cosmetology  
State of Florida: Cosmetology License

**Edwin Gonzalez**  
Cosmetology Instructor  
Career Training Institute: Diploma in Cosmetology  
State of Florida: Cosmetology License

**Felix Guerra**  
Barbering Instructor  
State of Florida: Barbering License

**Julian Johnson**  
Cisco CCNA, Cisco CCNA Security, Cisco CCNA Collaboration, & Cisco CCNA Wireless Instructor  
Louisiana Tech College: ICT: Network Specialist  
Cisco CCNA, Cisco CCNA Security, Cisco CCNA Collaboration & Cisco CCNA Wireless Certified

**Winfred Kennedy**  
Barbering Instructor  
James Patterson State Technical College: Diploma in Cosmetology  
State of Florida: Barber License

**Denise Machado**  
Culinary Arts Instructor  
Le Cordon Bleu: Associate of Applied Science in Le Cordon Bleu Culinary Arts

**Michael McQuain**  
CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Office Suite 2016, & MS Project
Instructor
CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Office Suite 2016, & MS Project 2016 Certified

Hadden Mendoza
Cosmetology Instructor
State of Florida: Cosmetology License

Hachim Najib
HVAC Instructor
Institute of Specialized Applied Technology in Safi: Diploma of Technician in Refrigeration and Air Conditioning
Universal Technician Certificate

Awilda Narvaez
General Education Instructor
Ana G. Mendez University: Master of Education in Teaching English English as Second Language
Universidad del Turabo: Bachelor of Arts in Elementary Education-General

Jenny Nerey
Allied Health Instructor
Camaguey Higher Institute of Medical Sciences: Doctor of Medicine
RMA

Deianna Preda
Esthetics Instructor
Bene’s Career Academy: Certificate in Skin Care
State of Florida: Registered Facial Specialist

Alex Rivera-Medina
Computer Instructor
Everest University: Bachelor of Science in Computer Information Science
Everest University: Associate of Science in Computer Information Networking
CompTIA A+, Network+, Kaseya Certified

Wilmarie Rivera Resto
Externship Coordinator
Universidad of Puerto Rico: Bachelor of Hotel and Restaurant Administration in Hotel Administration
Johnson & Wales University: Associate of Science in Baking and Pastry Arts

Leslie Rondon
Culinary Arts Instructor
Instituto De Banca Y Comercio: Diploma in Culinary Arts
ServSafe Allergens, National Registry of Food Safety Professionals: Food Safety Manager certificate

Jose Samot Bonilla
Electrical Instructor
InterAmerican University of Puerto Rico: Masters of Arts in Occupational Education
Universidad Del Turabo: Bachelor of Arts in Secondary Education Industrial Vocational

Angel Santiago
Barbering Instructor
Modern Hairstyling Institute: Diploma in Barbering
State of Florida: Barbering License

Jannette Santiago
Allied Health Instructor
George Washington University: Associate in Science in Health Science Lab Technology

Marilyn A. Sepulveda
Cosmetology Program Coordinator
University of Phoenix: Bachelor of Science in Business/Accounting
Aveda Institute Orlando: Certificate in Cosmetology
State of Florida: Cosmetology License

Daryn Simms
Barbering Instructor
Kansas School of Hairstyling: Certificate in Barbering
State of Florida: Barber License

Rhonda Spears-Waters
Cosmetology Instructor
Metropolitan Beauty School of Stone Mountain: Diploma in Cosmetology
Bauder Fashion College: Associate of Arts in Fashion Design
State of Florida: Cosmetology License

Joshua Steading
Welding Instructor
Florida Technical College: Diploma in Welding
OSHA10 Certificate
NCCER Certificate-Core, Welding Level 1, 2, 3
Jacqueline Valdes  
Cosmetology Instructor  
State of Florida: Cosmetology License

Christopher D. Vega  
Electrical Instructor  
Florida Technical College: Diploma in Electrical

Dana Witt  
Criminal Justice Instructor  
University of Wisconsin: Master of Science in Criminal Justice  
University of Wisconsin: Bachelor of Science in Criminal Justice

Natalie Wood  
Regional Externship Coordinator  
University of Phoenix: Associate of Arts in Health Care Administration  
Florida Technical College: Diploma in Medical Assistant Technician  
Certified Medical Assistant
PEMBROKE PINES CAMPUS

Administration
Executive Director .................................................................................................................. Christian Angel Almond
Dean of Academic Affairs .................................................................................................... Eddy Jorge
Director of Financial Aid ..................................................................................................... Joseph Dowling, Jr.
Director of Admissions ........................................................................................................ Percy Reed
Regional Director of Career Services .................................................................................. Erika Rodriguez
Regional Student Accounts Coordinator ............................................................................. Meghan Allen
Student Services Coordinator ............................................................................................. James Veard
Career Services Coordinator ............................................................................................... Donna Myers
Program Director / Allied Health ........................................................................................ Dr. Modesto Tirado
Program Director / Construction Trades ............................................................................. Felix Solorzano Rodriguez

Faculty

Kirk Bloomfield
Electrical and HVAC Instructor
Florida Career College: Diploma in Heating, Ventilation and Air Conditioning
Pennco Tech: Diploma in Electrician
EPA 608 Universal
Journeyman Electrician

Jerson Caballero
HVAC Instructor
Florida Career College: Diploma in Heating, Ventilation and Air Conditioning

Reynaldo Estrada
Electrical Instructor
Polytechnic Institute: Certificate in Electric Industrial Service
Journeyman Electrician

Ana L. Ferraz-Lago
General Education Instructor
University of South Florida: Master of Business Administration
Florida International University: Bachelor of Arts in Psychology
Florida International University: Bachelor of Arts in Biological Science
University of South Florida: Bachelor of Arts in French
Saint Thomas University: Bachelor of Arts in Spanish
Florida International University: Bachelor of Arts in English
University of Florida: Bachelor of Science in Chemical Engineering
**Adrian Gutierrez**
Allied Health Instructor  
Higher Institute of Medical Sciences of Havana: Doctor of Medicine  
Certified Professional Coder-AAPC  
Registered Phlebotomy Technician  
Registered Medical Assistant

**Ramon Montero**
Electrical Instructor  
College of Business and Technology: Diploma in Air Conditioning and Refrigeration Technician  
EPA Universal Certified  
State of Florida: Class B Air Conditioning Contractor License

**Ciro Rios**
Electrical Instructor  
University of Miami: Master of Science in Biomedical Engineering  
University of Miami: Bachelor of Science in Electrical Engineering  
NCCER Certificate

**Felix Solorzano Rodriguez**
Construction Trades Program Director  
The City University of New York: Associate in Applied Science in Electrical Engineering Technology  
Metropolitan College of New York-Technical Career Institute: Associate in Occupational Studies in Heating, Air Conditioning and Refrigeration Technology  
R-410A Technician Certification

**Modesto Tirado**
Allied Health Program Director  
Higher Institute of Medical Science of Havana: Doctorate of Medicine  
Registered Medical Assistant

**Anthony Turnquest**
HVAC Instructor  
South Florida Academy of Air Conditioning: Certification in HVAC Technician  
EPA608 Universal Technician Certified

**Rodolfo Martinez Zayas**
Regional Externship Coordinator  
College of Business and Technology: Diploma in Medical Assistant  
Registered Medical Assistant
CUTLER BAY CAMPUS

Administration
Executive Director ........................................................................................................ Zachary Galilei
Dean of Academic Affairs ............................................................................................ Lisa Fowler
Director of Admissions ................................................................................................. Nickeshia Bullock
Director of Financial Aid ............................................................................................. Karen S. Terry
Regional Student Accounts Coordinator ...................................................................... Open
Student Services Coordinator ...................................................................................... Takela Phillips
Regional Director of Career Services ........................................................................... Erika Rodriguez
Program Director / Allied Health .................................................................................. Sabeta Kunjbehari

Faculty

Barbaro Bermudez
Allied Health Instructor
Naval Hospital Corps-United States Navy: Hospitalman Apprentice
Registered Medical Assistant

Jose Garcia
HVAC Instructor
CBT College: Certificate in Journeyman Air Conditioning
EPA Universal Technician

Seishi Kato
HVAC Program Coordinator
Waseda University: Bachelor of Arts in Commerce
EPA608 Universal

Sabeta Kunjbehari
Allied Health Program Director
University of Phoenix: Master of Business Administration
University of Phoenix: Bachelor of Science in Health Administration
Florida Career College: Associate of Science in Medical Office Administrator
National Certified Medical Assistant

Guillermo Portuondo
HVAC Instructor
J.A. Echeverria Higher Polytechnic Institute: Bachelor of Science in Electrical Engineering
EPA608 Universal Certification
Ciro Rios
Construction Trades Program Director
University of Miami: Master of Science in Biomedical Engineering
University of Miami: Bachelor of Science in Electrical Engineering
NCCER Certificate

Raquel Trinchet
Allied Health Instructor
Miami Dade College: Associate of Science in Nursing
Certified Clinical Medical Assistant

Dr. Juan A. Soto Valbuena
Allied Health Instructor
Universidad del Zulia: Doctor of Medicine
Registered Medical Assistant

Rodolfo Martinez Zayas
Regional Externship Coordinator
College of Business and Technology: Diploma in Medical Assistant
Registered Medical Assistant
TAMPA CAMPUS

Administration
Executive Director ................................................................. Felicia Haslom Davis
Academic Program Coordinator .............................................................. Open
Admissions Representative .............................................................. Ernest Jones

Faculty

Anthony Alcocer
CompTIA Instructor
CompTIA A+, Networking+, Security+ Certified

Ernie Bryan
Computer Instructor
Capital Technology University: Master of Science in Network Security
CISSP, CompTIA A+, N+, PMP Certified

Shari Cottet
CISSP, Project Management Professional, CompTIA Security+, & Six Sigma Instructor
Saint Leo University: Graduate Certificate in Information Security Management
CISSP, Project Management Professional, CompTIA Security+, Six Sigma Certified

Alexander Ernyey
Microsoft Instructor
University of Maryland: Bachelor of Science in Computer Science
Certified in CompTIA A+, N+, CCNA, MCSA, MCSE

Julian Johnson
Cisco CCNA, Cisco CCNA Security, Cisco CCNA Collaboration, & Cisco CCNA Wireless Instructor
Louisiana Tech College: ICT: Network Specialist
Cisco CCNA, Cisco CCNA Security, Cisco CCNA Collaboration & Cisco CCNA Wireless Certified

Ehab Honsey
IT Instructor
Keller Graduate School of Management: Master’s Degree in Business Administration
Westwood College: Bachelor of Science Degree in Computer Network Management
Certified in CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Certified Professional (MCP),
Microsoft Certified Systems Administrator (MCSA), Cisco Certified Network Associated (CCNA), ITIL
Foundation certified professional, Lean Six Sigma Green Belt Certified (LSSGB)
Michael McQuain
CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Office Suite 2016, & MS Project
Instructor
CompTIA A+, CompTIA Network+, CompTIA Security+, Microsoft Office Suite 2016, & MS Project 2016 Certified

Alex Rivera-Medina
Computer Instructor
Everest University: Bachelor of Science in Computer Information Science
Everest University: Associate of Science in Computer Information Networking
CompTIA A+, Network+, Kaseya Certified

Steve Stallings
CompTIA A+, CompTIA Network+, CompTIA Security+, PMP, ITIL Instructor
South University: Master of Science in Information Systems and Technology
CompTIA A+, CompTIA Network+, CompTIA Security+, PMP, MS Project, ITIL Certified
Certified Ethical Hacker

Cynthia Taylor
HR Instructor
University of Central Florida: Bachelor of Science in Liberal Studies
HR-PHR Certification
2020 ACADEMIC CALENDAR

Scheduled Breaks
December 20, 2019 through January 5, 2020 – Winter Break
January 1, 2020, New Years – Campus Closed
January 20, 2020, Martin Luther King Day – Campus Closed
April 10, 2020, Good Friday – Campus Closed
May 25, 2020, Memorial Day – Campus Closed
July 3, 2020, Independence Day – Campus Closed
September 7, 2020, Labor Day – Campus Closed
November 11, 2020, Veteran’s Day – Campus Closed
November 23, 2020 through November 25, 2020 – Fall Break
November 26, 2020 through November 27, 2020, Thanksgiving – Campus Closed
December 18, 2020 through December 31, 2020 – Winter Break
December 24, 2020 through December 25, 2020, Christmas – Campus Closed
December 31, 2020 through January 1, 2021, New Years – Campus Closed

Add/Drop Period and Incomplete Grade Change Deadline Academic Calendar*
*Due to the extenuating circumstances for COVID-19, the Incomplete Grade Change deadlines may be extended. For more information, contact your Academic Director.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Add/Drop Deadline</th>
<th>Incomplete Grade Change Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 6, 2020</td>
<td>Monday, January 13, 2020</td>
<td>Friday, January 17, 2020</td>
</tr>
<tr>
<td>Monday, February 3, 2020</td>
<td>Monday, February 10, 2020</td>
<td>Friday, February 14, 2020</td>
</tr>
<tr>
<td>Monday, March 2, 2020</td>
<td>Monday, March 9, 2020</td>
<td>Friday, May 22, 2020</td>
</tr>
<tr>
<td>Monday, April 6, 2020</td>
<td>Monday, April 13, 2020</td>
<td>Wednesday, June 17, 2020</td>
</tr>
<tr>
<td>Monday, May 4, 2020</td>
<td>Monday, May 11, 2020</td>
<td>Wednesday, July 15, 2020</td>
</tr>
<tr>
<td>Tuesday, June 1, 2020</td>
<td>Monday, June 8, 2020</td>
<td>Friday, July 10, 2020</td>
</tr>
<tr>
<td>Monday, June 29, 2020</td>
<td>Monday, July 6, 2020</td>
<td>Friday, August 7, 2020</td>
</tr>
<tr>
<td>Monday, July 27, 2020</td>
<td>Monday, August 3, 2020</td>
<td>Friday, September 4, 2020</td>
</tr>
<tr>
<td>Monday, August 24, 2020</td>
<td>Monday, August 31, 2020</td>
<td>Friday, October 2, 2020</td>
</tr>
<tr>
<td>Monday, September 21, 2020</td>
<td>Monday, September 28, 2020</td>
<td>Friday, October 30, 2020</td>
</tr>
<tr>
<td>Monday, October 19, 2020</td>
<td>Monday, October 26, 2020</td>
<td>Friday, December 4, 2020</td>
</tr>
<tr>
<td>Monday, November 16, 2020</td>
<td>Monday, November 23, 2020</td>
<td>Friday, January 8, 2021</td>
</tr>
</tbody>
</table>

Make-Up Day Schedule

<table>
<thead>
<tr>
<th>Holiday Date</th>
<th>Holiday</th>
<th>Make-Up Day for Clock Hour</th>
<th>Make-Up Day for Blended</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20, 2020</td>
<td>Martin Luther King</td>
<td>Friday, January 24</td>
<td>Thursday, January 23</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day</td>
<td>Friday, May 29</td>
<td>Thursday, May 28</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>Labor Day</td>
<td>N/A</td>
<td>Thursday, September 10</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>Veteran’s Day</td>
<td>N/A</td>
<td>Thursday, November 12</td>
</tr>
</tbody>
</table>
Scheduled Program Starts
Programs begin periodically throughout the year. Enrollment is ongoing. Beginning and ending dates vary throughout the year and represent an academic year. For holidays, see the Scheduled Breaks above.

Start Dates for Barbering and Cosmetology Diploma programs:
January 6, 2020
July 27, 2020
October 19, 2020

Start Dates for all programs except Barbering and Cosmetology Diploma programs:
January 6, 2020
February 3, 2020
March 2, 2020
April 6, 2020
May 4, 2020
June 1, 2020
June 29, 2020
July 27, 2020
August 24, 2020
September 21, 2020
October 19, 2020
November 16, 2020
## PROGRAM OFFERINGS BY CAMPUS AND DELIVERY METHOD

**Legend of Program Delivery Method:**
- **R** – 100% Residential/at the campus
- **H** – Hybrid/partially residential and partially online (varies by program; see campus personnel for details)
- **O** – 100% Online

### Bachelor of Science Degree Programs

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Cutler Bay</th>
<th>Deland</th>
<th>Kissimmee</th>
<th>Lakeland</th>
<th>Orlando</th>
<th>Pembroke Pines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Management</td>
<td>O</td>
<td>O</td>
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<td>O</td>
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</tr>
<tr>
<td>Business-Entrepreneurship, Management, and Marketing</td>
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<td>O</td>
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<tr>
<td>Criminal Justice with Emphasis on Homeland Security</td>
<td>O</td>
<td>O</td>
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<td>O</td>
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<tr>
<td>Information Technology Networking, Web Design and Programming</td>
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<tr>
<td>Information Technology with emphasis in Cyber Security</td>
<td>O</td>
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</tbody>
</table>

### Associate of Science Degree Programs

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Cutler Bay</th>
<th>Deland</th>
<th>Kissimmee</th>
<th>Lakeland</th>
<th>Orlando</th>
<th>Pembroke Pines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing and Coding Specialist</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Network Administration</td>
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</tr>
</tbody>
</table>

### Diploma Programs

<table>
<thead>
<tr>
<th>Program Offered</th>
<th>Cutler Bay</th>
<th>Deland</th>
<th>Kissimmee</th>
<th>Lakeland</th>
<th>Orlando</th>
<th>Pembroke Pines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking and Pastelería</td>
<td>R</td>
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<tr>
<td>Barbering</td>
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<tr>
<td>Cosmetology</td>
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<tr>
<td>Culinary Arts</td>
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<tr>
<td>Electrical</td>
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</tr>
<tr>
<td>Esthetics</td>
<td>R</td>
<td>R</td>
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<tr>
<td>HVAC/R with PLC</td>
<td>R</td>
<td>R</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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<tr>
<td>Welding</td>
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</tr>
</tbody>
</table>

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Some programs may be in teach out or may not be enrolling students. Please reference program pages in catalog or check with campus personnel for details.
Eight Convenient Florida Campuses

Call your nearest campus today!

**Cutler Bay**
786.405.1100
Southland Mall
20505 South Dixie Highway
Cutler Bay, FL 33189

**DeLand**
386.734.3303
1199 South Woodland Blvd.
DeLand, FL 32720

**Kissimmee**
407.483.5700
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