NUC UNIVERSITY

FLORIDA TECHNICAL COLLEGE

Catalog
2023

ftccollege.edu

Table of Contents

Effective August 21, 2023

GENERAL INFORMATION

Accreditation and Licensure

NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. NUC's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on 2019 was to reaffirm accreditation. 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 Pastry 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 6816 Southpoint Parkway, Suite 400 Jacksonville, Florida 32216. Tel: (904) 824-4468. Fax: (904) 940-0741, E-mail: acf@acfchefs.net.

NUC University - 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.

NUC University - 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), NUC University - Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School). Information about NUC, NUC-IBC, NUC-FTC, and The DAVE School is available at http://www.nuc.edu/, http://tecnicos.nuc.edu/, http://www.ftccollege.edu/, and https://dave.nuc.edu/.

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.

NUC University - Florida Technical College (NUC-FTC) disclaims liability for any unintended errors in this publication.

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

History

NUC University - 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 South Miami 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. In March 2023, NUC was purchased by Renovus Holdings I, LLC, an affiliate of Renovus Capital Partners. Renovus also owns Columbia Central University and the two institutions plan to merge in Fall 2023, after which they will operate under the NUC name and institutional structure.

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), NUC University - Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School).

Programs Offered

NUC University - 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 NUC University - Florida Technical College.

NUC University - 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 individuals from all backgrounds into enterprising professionals, successful in their field of study and employment, proud to belong to NUC and who contribute to their communities.

Institutional Priorities

1. <u>Academic Quality</u> – Affirm the importance of academic quality through systematic assessment and continuous improvement of the institution's academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of students' experiences. NUC's focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.
2. <u>Centers of Excellence</u> – Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status.
3. <u>Service, Development and Student Experience</u> – Provide a college experience centered on student experiences, development, and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.
4. <u>Organizational Structure and Culture</u> – In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.
5. <u>Brand Strengthening and Positioning</u> – NUC will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.
6. <u>Financial Strength</u> – Achieve administrative capability and successfully conduct the institution's financial operations.

Institutional Learning Goals

NUC University supports its student body and prepares them for the effective achievement of their academic goals. NUC identifies the following basic competencies that are necessary to build a solid foundation for the academic experience at the non-degree, under graduate as well as graduate levels and assures that the students develop the necessary skills, knowledge and attitudes for future employment, to continue graduate studies, responsible citizenship, and a commitment for continuous learning throughout their whole life. These competencies are aligned with the mission, values, and institutional goals, as well as with all the academic offerings of NUC University.

Among the expected outcomes for student learning, are the following basic competencies:
1. <u>Professional competency and technical skills</u> - Capacity to apply creatively the knowledge and skills of their respective field of studies and inserting themselves successfully in the labor market, contributing effectively to the economic, social and political progress of their environment.
2. <u>Communication skills</u> - Capacity to express and exchange ideas effectively through listening, speaking, reading, writing and other appropriate modes of interpersonal expression and workforce vocabulary.
3. <u>Critical and Creative Thinking</u> - Capacity to analyze, apply critically and creatively their professional or technical competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

4. <u>Logical reasoning</u> - Capacity to utilize quantitative and qualitative information in logical the decision making and problem solving process.
5. <u>Information Literacy and Technological Competency</u> - Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and technological environments in an effective and efficient way, considering the personal, professional, technical, and citizen dimensions.
6. <u>Ethical and moral behavior</u> - Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws and persons, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.
7. <u>Respect to diversity</u> - Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and other social differences, the needs of people with functional diversity and the capacities that enrich living together respecting the human experience in a globalized world.

Non-Discrimination Policy

NUC University - Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. NUC University - 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 NUC University - 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:

Name/Position Title	Campus	Address	Telephone Number
Heidi Pollpeter, Director of Student Support Services	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Affairs	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

Facilities

NUC University - 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, Educational Resource & Assessment Center, a student lounge, academic/administrative offices, and medical labs and trades. 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, Educational Resource & Assessment Center, kitchens, a faculty lounge, student lounge, 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, Educational Resource & Assessment Center, faculty/student lounges, and academic and administrative offices. For more information, call (954) 556-1900.

The South Miami 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 28,832 square feet within the mall. There is a combination of classrooms, medical labs, computer labs, kitchen, lecture hall, student lounge, break room, Educational Resource & Assessment Center, 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, medical labs, and administrative offices. For more information call (813) 288-0110.

The DAVE School is located on the backlot of Universal Studios Florida™ at 2500 Universal Studios Plaza,

Sound Stage 25, Orlando, FL 32819. Our more than 17,000 square foot facility includes learning and interactive labs, a dedicated Virtual and Real-Time production stage, a Vicon motion capture system, 3D printing and VR/AR labs. 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 https://dave.nuc.edu/.

Governance

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. The Board of Trustees has 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)

Atif Gilani	Director
Brad Whitman	Director
Ruchi Hazaray	Director

Board of Trustees (Institutional Board)

Alberto Estrella, Esq.	Chairperson
Ruchi Hazaray	Vice-Chairperson
Sara Salva	Secretary
Owen Wing	Member
Francisco Bartholomei	Member
Vicente Feliciano	Member
Marcos Vidal	Member
Michael Bannett	Non-Voting Member
José Córdova	Non-Voting Member

ADMISSIONS

Admissions Requirements

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

1. Complete and sign the enrollment agreement.

2. Be a high school graduate or have a recognized equivalent preparation:

    a. High school completion must be verified by submitting the high school transcript or diploma.

    High school diplomas and/or transcripts submitted by prospective students are individually reviewed pursuant to the policy titled "Validity of High School Completion." Per this policy, NUC University will collect the proof of high school graduation provided by the prospective student, confirm whether the issuing high school has already been determined valid or invalid, where appropriate conduct additional review of high school validity, and determine whether the diploma appears to contain any irregularities.

    NUC University verifies high school graduation documents in the admission process for students from accelerated schools in Puerto Rico. This policy applies to all incoming students who earned their high school diploma from an accelerated high school and do not provide documentation of an otherwise recognized equivalent to a high school diploma. The student must present the final high school transcript for the accelerated high school, complete the current Accelerated High School Information Form, and comply with the established criteria in it. The admission office will: 1) confirm the accelerated school maintains a license/registration with the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency); 2) confirm the year the accelerated school diploma was awarded; and 3) based on the information reasonably available to NUC, determine whether the student completed their studies according to the applicable requirements according to the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency).

    b. Documentation of successful completion of the general education development (GED) or other state sanctioned test or high school equivalency certificate is accepted as equivalent to high school completion.

    c. If the student is transferring from another post-secondary institution, an official college transcript documenting successful completion of 1) an associate's degree, 2) at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution, or 3) at least 60 semester or trimester credit hours or 72 quarter credit hours in a bachelor's degree program,

including credit hours transferred into the bachelor's degree program.

d. Documentation of completion of home schooling at the secondary school level. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.

e. Students who have graduated from a high school located in a foreign country (*outside the United States and its territories*) must submit evidence of their academic credentials validated by the Puerto Rico or Florida Department of Education, as applicable, or a NACES or AICE member agency.

f. Students who were enrolled in an eligible program of study prior to July 1, 2012 may establish Title IV eligibility by passing an Ability to Benefit (ATB) test in Spanish or English (depending on the applicant's native language). If an applicant passed a Spanish language test (not rejected by the U.S. Department of Education) prior to November 1, 2015 and meets the other conditions described in this section, he/she may provide the test results. For tests administered on or after November 1, 2015, applicants for whom Spanish is their native language are required to have passed a Spanish language ATB test approved by the U.S. Department of Education. NUC confirms if an applicant may establish Title IV eligibility by reviewing in NSLDS whether the applicant previously received Title IV funds and/or by requiring the applicant to provide a transcript or other receipt that demonstrates enrollment in an eligible program. Eligible applicants are identified as follows:

- the student attended an eligible program at any Title IV eligible institution prior to July 1, 2012 and attendance can be documented from NSLDS, or
- the student, prior to July 1, 2012, officially registered at a Title IV eligible institution, and the student was scheduled to attend an eligible program.

Alternatively, the student was enrolled in a program of study prior to July 1, 2012 and completed at least six credit hours (or 225 clock hours) that are applicable toward a degree or certificate offered by NUC University.

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 <u>required</u> 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).

Students who graduated from a high school located in the United States or its territories must provide acceptable proof of graduation (POG) to the College within 30 calendar days from the date the initial class starts. Students who have graduated from a high school located in a foreign country (outside the United States and its territories) must provide acceptable proof of graduation (POG) to the College before they can start classes. If POG is not received from the agency listed by the student on their transcript request within the required timeframe, the student's enrollment will be cancelled. 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.

Language Options for Programs
All courses at NUC-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 NUC-FTC unless they have an adequate mastery of the English language. Likewise, students should not enroll in courses and programs delivered in Spanish at NUC-FTC unless they have an adequate master of the Spanish language. No test will be used to determine the student's first language.

In a bilingual approach, all materials and resources will be provided in English and selected resources and lectures will be in Spanish. Students must have adequate mastery in their first language. All standardized testing, competencies, or end-of-program projects while enrolled in a Bilingual program must be completed in English. Students must complete all required courses in the bilingual Medical Assistant Technician program, transfer of credits will not be accepted. Certification Exam and Externship at the end of the program are only available in English.

Notice to Students and Prospective Students: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

Criminal Convictions

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

Geographic Limitations

Geographic limitations apply to applicants. Please contact NUC-FTC for additional information. Students who may move to another state during their enrollment with NUC-FTC should contact a representative at NUC-FTC 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:

Allied Health Management Bachelor Program

A student must first successfully graduate from an Allied Health (Medical Assistant Technician, Billing and Coding, or other) diploma or degree program, from either NUC-FTC or another accredited institution, as a prerequisite for enrolling into the Allied Health Management Bachelor program. External transcripts must be evaluated by Academic Affairs to determine transfer of credits accepted into the program.

3 Concentration Tracks Available:

#	Concentration Track	# of Classes	# of Credits
1	Medical Coding	9	46
2	Clinical Basic X-Ray	9	46
3	Clinical Practice Manager	9	45.5

*Refer to Program Outlines for course listings.

Barbering Diploma 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).

Construction Management Bachelor Program

A student must first successfully graduate from a Construction Trades (HVAC, Welding, Electrical or other) diploma or degree program, from either NUC-FTC or another accredited institution, as a prerequisite for enrolling into the Construction Management Bachelor program. External transcripts must be evaluated by Academic Affairs to determine transfer of credits accepted into the program.

5 Concentration Tracks Available:

#	Concentration Track	# of Classes	# of Credits
1	Welding	12	61
2	Electrical	12^	61^
3	Electrical with PLC	15	64
4	Heating, Ventilation, Air Conditioning, and Refrigeration	12	74
5	HVAC/R with PLC	15	92

*Refer to Program Outlines for course listings.

^Elective courses are required if total hours completed in construction trades diploma or degree program is less than 61 credits.

Cosmetology Diploma Program

Applicants for the Cosmetology program 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 Allied Health Management with concentration track Clinical Basic X-Ray, Medical Billing and Coding Specialist Diploma program, Medical Assistant Technician Diploma program and Medical Assistant Technician with Emphasis in Basic X-Ray 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).

Hospitality Management with emphasis in Restaurant and Food Service Bachelor Program

A student must first successfully complete a culinary arts (Baking and Pastry, Culinary Arts, or other Hospitality program) Diploma or higher, from either FTC or another accredited institution, as a prerequisite for enrolling in the Bachelor of Science Degree in Hospitality Management with emphasis in Restaurant and Food Service program. External transcripts must be evaluated by Academic Affairs to determine transfer of credits accepted into the program.

Medical Assistant Technician with Emphasis in Basic X-Ray Diploma Program

Applicants for the Medical Assistant Technician with Emphasis in Basic X-Ray program must consent to a background check. Applicants with any adverse results on their criminal background check will not be eligible

for this program, however may be eligible for another 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.

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.

For the Medical Assisting Technician program, students will not be compensated for their externship and the course is during daytime business hours only. 40 hours per week is the preferred externship schedule however, the minimum work required is 30 hours per week for Medical Assisting Technician and 32 hours per week for Hospitality, scheduled at the discretion of the facility manager. Students who do not complete the required total externship hours within the scheduled time but have reasonably progressed with 50% of their externship hours with a passing midpoint evaluation may 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 NUC-FTC approved vendors or service providers in accordance with NUC-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.

The externship pre-requisite packet must be completed at least two weeks prior to externship start date. Failure to do so may result in being re-scheduled for the next externship start date.

Registration

The Registrar Office organizes the entire registration process. Any student wishes to change their schedule, registration, or course, prior to term start date must contact their campus Dean of Academic Affairs or Academic Leader.

Add/Drop Policy

The Add/Drop Period Policy addresses the process that is to be followed when changes are made to the student's

class schedule after the start of the term and no later than the due date published in the Academic Calendar. Please refer to the Institutional Refund Policy for details on how NUC-FTC will manage the charges when a student adds and/or drops courses during the Add/Drop Period.

The general established process is:
1. Student must request the Add/Drop Form available at the Academic Affairs Office at your campus.
2. Student must complete and sign the form and its corresponding parts electronically requesting the change.
3. Student must receive appropriate review or guidance from the Financial Services Office.
4. The Dean of Academic Affairs or Academic Leader will submit the form to the Registrar's Office for processing the change in the system.
5. The Dean of Academic Affairs or Academic Leader will notify the student once processed.

Consortium Agreement for Shared Courses in other Campuses

Students enrolled at a campus have the option of completing a portion of their program of study through shared courses at another location. This option can be completed without requesting a formal transfer to the other location. To take an online course at another location, no formal authorization is required. In order to take shared courses in a traditional learning environment (on-ground) at a location different from the one where the student is enrolled, students must request authorization by completing the corresponding application with Academic Leadership. Shared courses may vary by program, campus, or modality, and are subject to availability, licensing, or accreditation agencies requirements and/or institutional policies. Shared courses must be equivalent in content and from the same degree level. This option applies to all degree program levels and may be provided to students as an alternative when they do not have courses available at their campus during an academic term. For more information, contact your campus Academic Leadership to know additional policies designed to ensure an optimal learning experience in traditional or online shared courses.

Non-Degree Seeking (NDS) Policy

NUC University-Florida Technical College currently accepts students who seek to take courses without any interest in obtaining a degree. The institution's student information system (CampusNexus) classifies these students as Non Degree Seeking (NDS). Personal Enrichment students will be those students who are not interested in obtaining an academic degree but are interested in taking courses for their own professional or personal development. In addition, students enrolled in other collegiate or university level institutions who have been authorized to take courses at NUC-FTC will be categorized as NDS.

NDS students can apply for any course that is part of the academic offerings of NUC-FTC, subject to academic evaluation (if applicable), availability, space limitation, and depending upon the regulations and/or the accreditation standards of the academic programs, if any. Those students who already have a Diploma or Bachelor's degree awarded and are interested in studying another concentration under the same program can take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the category of "non-degree seeking" student. This means that they will be enrolled on a course-by-course basis and will be not classified as a regular student pursuing a degree. For this reason, students will not be granted another diploma nor will they be eligible for Title IV financial aid for these

courses.

All the students previously described, except Audit Students, will receive credits and a final grade. This means that they will have to comply with all the assignments and required exams to approve the courses. If a student does not have a conferred degree and wishes to continue his studies to obtain a university degree, he should complete all the requirements to be admitted as a regular student.

Requirements to be admitted as an NDS student:

1. Should complete and submit the application for admission.
2. Complete financial requirements including admissions fee payment (non-refundable).
3. If the student is enrolled in another collegiate institution, he should submit evidence of authorization from his institution to take courses at NUC University-Florida Technical College.
4. The student should follow the norms and procedures established by the institution.
5. The costs per credit and fees will be the same as those charged to regular students.

This policy will apply to on ground, online and foreign students..

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.

Unofficial Transcripts

Unofficial Transcripts can be accessed via the student portal or requested from your Academic Leader at your campus.

Official Transcripts

Until further notice, students are required to order their Official Transcripts online. NUC University – Florida Technical College partners with Parchment to provide official transcripts orders online. This service is provided to current, former students and graduates / alumni's for obtaining their official academic transcripts for a fee or $15.00 which is also detailed in the website. Transcripts are available at www.parchment.com or directly at https://www.parchment.com/u/registration/5397653/account.

By utilizing this service, you are able to order both electronic and hardcopy official transcripts using this website link. After placing the transcript request order online, you can check the status of the order on the Parchment Order Status page by typing in the order number. If Parchment is unable to fulfill your order, you will be notified via email. Students with unpaid tuition and fees will not be able to order official transcripts or diplomas, until the accounts are cleared and Parchment is notified by the Registrar.

Official Transcripts requested for medical assistant and medical billing and coding certifications should be requested to the academic leader at the campus who will make the initial request to the Registrar department and provide directly to the agency requesting the official documentation.

There is no transcript fee for transcripts going from one NUC – FTC campus to another or to The DAVE School. If a student or alumni transcript is from any of these colleges or campuses, the Academic or Registrar staff can access your record if needed for transfer of credit evaluations during the admission process.

It is important that students and alumni verify in the student portal the correct spelling of their names, address, and contact information before graduation or upon completion of your studies to ensure that the data is accurate in system.

Diplomas

Diplomas are ordered four weeks after graduation once Student Accounts clear it for processing. The Registrar will submit to Parchment for processing and students will receive a notification via email regarding the availability of their electronic diploma. Students with unpaid tuition and fees will have their Parchment ordering availability placed on hold until the accounts are cleared and Parchment is notified by the Registrar or Student Accounts.

The diplomas are mailed to the address on record once the accounts are clear for processing. Please allow 6 to 10 weeks for this process to be completed. Students will receive both electronic copies first, followed by their diplomas via mail to the address on record at the institution. To order duplicate diplomas, the fee is $50.00 and must be ordered by the student through Parchment.

Transfer of Credits Policy

A transfer student is a student entering NUC-FTC 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 NUC-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 NUC-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 NUC-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. NUC-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 NUC-FTC. Some courses that are not part of the academic offerings of NUC-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.

Withdrawal Policy

A student is considered to have withdrawn from a term (payment period) if the student does not complete all the days in the term that the student was scheduled to complete. Students that are considering withdrawing as an option are encouraged to meet with their campus Dean of Academic Affairs or Academic Leader before leaving school. Students must also review the Title IV and Institutional Refund Policies with a campus Financial Aid representative to have an understanding of how withdrawals could affect their accounts, amounts of Title IV received, and obligations to repay federal loans.

Official Withdrawals:
A student is considered to have officially withdrawn when the official withdrawal process is completed.

Official Withdrawal Process:
1. Student must contact their campus Dean of Academic Affairs or Academic Leader to notify his/her intent of withdrawal, from some or all courses, and request the Official Withdrawal Form.
2. Student must complete the Official Withdrawal Form and obtain the appropriate authorizations.
3. After completed, form must be returned to the campus Dean of Academic Affairs or Academic Leader.

Unofficial Withdrawal:
Unofficial Withdrawals encompass all other withdrawal where official notification is not provided to the school. If the student does not complete the official withdrawal process but is absent for 14 consecutive days, without providing Written Confirmation of Future Attendance, he/she will be administratively withdrawn.

Date of Determination and Withdrawal Date:
- For Official Withdrawals, the Date of Determination (DOD) will be the date the student completes the Official Withdrawal Process.
- For Unofficial Withdrawals, the DOD will be the date NUC-FTC became aware that the student was not in attendance (no later than 14 days of LDA).
- For students that do not return after providing Written Confirmation of Future Attendance, the DOD will be no later than 14 days after the date student was scheduled to resume attendance.
- For all Withdrawal types, the Withdrawal date will be the last date of academic attendance (LDA) as determined by the attendance records.

Credit by Examination
A student may be awarded credit for courses offered by NUC-FTC 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).

Leave of Absence

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.

NUC-FTC Leave of Absence Policy is extended to students that are active duty members of the military. Non-military students should refer to the Written Confirmation for Future Attendance (WCFA) Policy. Students 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.

The student must:
- Notify the institution in writing by completing the LOA request form and submitting it to the Dean of Academic Affairs who will submit to the Registrar's Office. The request for a Leave of Absence should be made prior to the start date of the LOA unless unforeseen circumstances prevent the student from doing so.
- Resume academic attendance immediately after the LOA end date.   An LOA will result in an extension of the student's program completion date.

Please contact your Financial Services Office for more information regarding program types and payment periods. An LOA in combination with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.

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).

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.

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.

FINANCIAL AID

NUC University - 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.

Scholarship Programs

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

Alumni Scholarship

NUC-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), NUC University - Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (DAVE School) who enroll in a diploma, or bachelor's degree program. Qualifying recipients will receive up to $5,500 per student for bachelor's 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. The transfer credits may not exceed 50% of the total credits required for graduation for the undergraduate level programs and, 70% for the diploma level programs. 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, NUC-FTC, or DAVE School program
- Begin attending a diploma or bachelor's degree program at FTC with a start date of October 17, 2022
- Must remain continuously enrolled in that diploma, 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, or bachelor's degree program.

NUC-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 or bachelor's degree program, after first applying any other institutional scholarships, grants, or other awards to the student's account. NUC-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.

Alumni Scholarship for Bachelor's Degree

NUC-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), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (DAVE School) who enroll in a bachelor's degree program. Qualifying recipients will receive up to $5,500 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, e.g., Build Florida 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, NUC-FTC, or DAVE School program
- Begin attending a Bachelor's degree program at NUC-FTC with a start date of July 24, 2023
- Must remain continuously enrolled in that Bachelor's degree program for the entire academic year
- Be current on all financial obligations to NUC-FTC.
- Achieve satisfactory academic progress in the Bachelor's degree program.

NUC-FTC will determine whether a student qualifies for the Alumni Scholarship at the end of each academic year. A qualified student will receive the 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 Bachelor's degree program, after first applying any other institutional scholarships, grants, or other awards to the student's account. NUC-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.

Build Florida Scholarship

NUC-FTC will be awarding the Build Florida Scholarship to eligible students enrolling in any of our Trades programs. Depending on the program of study, qualifying recipients will be awarded up to the following maximum amounts:
- Diploma program – $1,000
- Bachelor's degree program – $3,000

This amount may be prorated if incoming transfer credits were applied. Additionally, a student may not be awarded more than one (1) scholarship during the program of study.

To qualify for the Build Florida Scholarship, a student must meet the following criteria:
- Be Enrolled in any of our Trades Programs
- Begin attending the program at NUC-FTC with a start date of March 6, 2023
- Must remain continuously enrolled in that Diploma or Bachelor's degree program until completion
- Maintain a satisfactory academic progress
- Be current on all financial obligations to NUC-FTC

NUC-FTC will evaluate and determine whether a student continues to qualify for the Build Florida Scholarship at the end of each term. A qualified student will receive the Build Florida Scholarship in the form of a retroactive disbursement of $200-$333 (depending on the program) per term up to the maximum amount awarded, not to exceed the amount of tuition and fees that was to be financed by debt and charged to the student for the applicable program, after first applying any other financial assistance. NUC-FTC will not issue refunds to a student as a result of receiving the Build Florida Scholarship. Rather, the Build Florida Scholarship will be proportionately reduced to avoid a resulting credit balance.

Completed applications must be submitted to the Financial Aid Department prior to the start of the program. Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For award year 2022-23 the institution has allocated a total budget of $150,000.00.

Business Tech Scholarship
NUC-FTC will be awarding the Business Tech Scholarship to eligible students enrolling in any of our Business or IT programs. Depending on the program of study, qualifying recipients will be awarded up to the following maximum amounts:
- Diploma program   – $1,200
- Bachelor's degree program – $4,800

This amount may be prorated if incoming transfer credits were applied. The transfer credits may not exceed 50% of the total credits required for graduation for the undergraduate level programs and, 70% for the diploma level programs. Additionally, a student may not be awarded more than one (1) scholarship during the program of study.

To qualify for the Business Tech Scholarship, a student must meet the following criteria:
- Be Enrolled in any of our Business or IT Programs
- Begin attending the program at NUC-FTC with a start date of June 26, 2023.
- Must remain continuously enrolled in that Diploma or Bachelor's degree program until completion
- Maintain a satisfactory academic progress.
- Be current on all financial obligations to NUC-FTC

NUC-FTC will evaluate and determine whether a student continues to qualify for the Business Tech Scholarship at the end of each term. A qualified student will receive the Business Tech Scholarship in the form of a retroactive disbursement of $400 per term up to the maximum amount awarded, not to exceed the amount of tuition and fees that was to be financed by debt and charged to the student for the applicable program, after first applying any

other financial assistance. NUC-FTC will not issue refunds to a student as a result of receiving the Business Tech Scholarship. Rather, the Business Tech Scholarship will be proportionately reduced to avoid a resulting credit balance.

Completed applications must be submitted to the Financial Aid Department prior to the start of the program. Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For award year 2022-23 the institution has allocated a total budget of $75,000.00.

Finish Strong Scholarship
NUC-FTC will be awarding the Finish Strong Scholarship to eligible withdrawn students enrolling in our Capstone course to finish their Medical Assistant Technician or Medical Assistant Technician with Basic X-Ray diploma. The qualifying recipients will be awarded up to $1,650 and may not be awarded more than one (1) scholarship during the time taking this course.

To qualify for the Finish Strong Scholarship, a student must meet the following criteria:
- Be in Withdrawn status and maintained a satisfactory academic progress.
- Enrolled in the Medical Assistant Technician or Medical Assistant Technician with Basic X-Ray diploma and only have the Externship left to complete program
- Select our Capstone course instead of Externship
- Begin attending the Capstone course at NUC-FTC with a start date of October 17, 2022.
- The student must successfully complete the Capstone course
- Be current on all financial obligations to NUC-FTC

NUC-FTC will evaluate and determine whether a student qualified for the Finish Strong Scholarship at the end of the course. A qualified student will receive up to $1,650 to cover any tuition and fees balance from taking this course after applying any other financial assistance. NUC-FTC will not issue refunds to a student as a result of receiving the Finish Strong Scholarship. Rather, the amount will be proportionately reduced to avoid a resulting credit balance.

Completed applications must be submitted to the Financial Aid Department prior to the start of the program. Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For award year 2021-22 the institution has allocated a total budget of $75,000.00.

Healthcare Heroes Scholarship
Depending on the program of study, qualifying recipients will be awarded **up to** the following maximum amounts:

- Diploma program – $1,600
- Bachelor's degree program – $4,800

This amount may be prorated if incoming transfer credits were applied. The transfer credits may not exceed 50% of the total credits required for graduation for the undergraduate level programs and, 70% for the diploma level

programs. Additionally, a student may not be awarded more than one (1) scholarship during the program of study.

To qualify for the Healthcare Heroes Scholarship, a student must meet the following criteria:
- Be Enrolled in one of our Allied Health Programs.
- Begin attending the program at NUC-FTC with a start date of April 3, 2023.
- Must remain continuously enrolled in that Diploma or Bachelor's degree program until completion
- Maintain a satisfactory academic progress.
- Be current on all financial obligations to FTC.

NUC-FTC will evaluate and determine whether a student continues to qualify for the Healthcare Heroes Scholarship at the end of each term. A qualified student will receive the Healthcare Heroes Scholarship in the form of a retroactive disbursement of $400.00 per term up to the maximum amount awarded, not to exceed the amount of tuition and fees that was to be financed by debt and charged to the student for the applicable program, after first applying any other financial assistance. NUC-FTC will not issue refunds to a student as a result of receiving the Healthcare Heroes Scholarship. Rather, the Healthcare Heroes Scholarship will be proportionately reduced to avoid a resulting credit balance.

Completed applications must be submitted to the Financial Aid Department prior to the start of the program. Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For award year 2022-23 the institution has allocated a total budget of $75,000.00.

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.

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.

Hispanic Heritage Scholarship Fund of Metro Orlando

The Hispanic Heritage Scholarship Fund of Metro Orlando is a scholarship provided by NUC-FTC. NUC-FTC has partnered with the Hispanic Heritage Scholarship of Metro Orlando (HHSFMO), to offer two partial scholarships to a diploma 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 NUC-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 NUC-FTC admissions requirements published in the college catalog are automatically considered for the HHSFMO scholarship.

Imagine America Scholarship

The Imagine America Scholarship provides students scholarships of $1,000 to be used at participating career colleges and schools across the country. Its purpose is to reduce the growing "skill gaps" in America. Imagine America Scholarship is a third party scholarship provided by Imagine America. There is no deadline to make application for this scholarship and the scholarship can only be awarded for one program of study. www.imagine-america.org.

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.

The Veteran Assist Scholarship

Tuition Options offers an annual scholarship towards tuition and fees to eligible Veterans who enroll in any of our NUC-FTC Diploma or Bachelor's degree programs. Qualifying recipients will be awarded up to $250 and may not be awarded more than one (1) scholarship during the program of study.

To qualify for the Veteran Assist Scholarship, a student must meet all of the following criteria:

- Must be a US Veteran or a dependent of a veteran
- Must remain continuously enrolled in that Diploma or Bachelor's degree program until completion.
- Maintain a satisfactory academic progress.
- A typed, 500-word essay that provides (3) top reasons why you chose to pursue your program of study and how it has impacted your life.

The selected Veterans will receive the scholarship disbursement posted on the student's account for the last term before completion of their program. NUC-FTC will not issue refunds to a student as a result of receiving the Veteran Assist Scholarship.

How to Apply:
   *Applications for this scholarship are available at the Financial Aid Department.

Application Deadline:
   *October 29, 2021 at 12:00 AM

Awards will be made on a first come, first served basis and will be based on applying and meeting all qualifying criteria. For award year 2021-22 Tuition Options has allocated a total budget of $2,000.00. Check catalog for updates.

Veterans' Educational Benefits

NUC-FTC is approved for veterans' education training. The Florida Bureau of State Approving Agency has approved NUC-FTC for veterans' education training. 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.

Our policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

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

NUC-FTC 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 SUPPORT SERVICES

Student Activities

NUC-FTC 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 NUC-FTC website and social media sites. Students interested in participating in activities or clubs should see the Student Support 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.

Educational Resource and Assessment Centers

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 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.

NUC-FTC 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 develop within a student a sense of responsibility that will positively impact their professional career. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled time. Each course includes material, labs, and other exercises that build upon each other throughout the course. Instructors take and manage Attendance for each scheduled class. Students are expected to attend all the class sessions they are officially enrolled in. Work missed by absences is the responsibility of the student. Students should notify their instructor if they are going to be absent. In addition, students should plan appointments at times that will be

consistent with scheduled classes.

Attendance Policy for Online Programs and Courses

NUC University - Florida Technical College recognizes students have varied personal and professional responsibilities and obligations as students. As a consequence, many elect to complete a degree through distance learning. Online courses provide academic flexibility and diversity to meet the needs of students with varied learning styles. Learning combines individual study and engagement with other students in a structured learning environment. Therefore, NUC FTC expects that students meet their academic obligations with high responsibility and timeliness and expects faculty to maintain flexibility to meet student needs.

The college must maintain accurate course attendance records to comply with state and federal regulations. Online courses are no different from classroom courses in this regard. However, attendance is monitored differently. Student "attendance" in online courses will be defined as active participation in the course.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete the course-required activities each week by the required deadline. Students are encouraged to review the course syllabus for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

Participation is captured and recorded as the Last Date of Attendance (LDA) in the student records system and updated with each consecutive academically-related activity. This provides a dynamic update to the LDA in the student's academic record for monitoring course participation throughout a term. In case of a student-initiated or administrative withdrawal, the LDA is the official withdrawal date.

Students are expected to communicate with the respective faculty in advance when an absence will occur. It is at the faculty member's discretion to accept late assignments or to allow make-up work due to absences. To this end, each course syllabus delineates expectations regarding absence notification to faculty by students, class participation, and acceptance of late work.

Students that want to drop one or all courses after the end of the add/drop period (first week of term) should refer to the University's withdrawal policies and their campus Academic Leadership or Student Services for options. Students who stop attending class will receive an earned letter grade of W or A-F at the end of the term, determined by the student's last date of class attendance.

Students receiving veteran benefits after 14 days of non-attendance will have their benefits terminated.

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 Instructor, Program Coordinator/Director, 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 instructor, 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.

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.

Student 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 Integrity Policy
NUC-FTC's principles of Academic Integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing

stolen examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students' acts of academic dishonesty, academic sabotage, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).

The student will be responsible for reading and complying with the Academic Integrity Policy available on the Institution's Website.

Academic Conduct

At NUC-FTC, 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 Policy

The Copyright Act (Title 17 - United States Federal Code) protects authors of "original works of authorship" including literary, drama, musical, artistic and certain intellectual works, among others. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, prepare derivative works, or distribute the works of their authorship.

The infringement of the Copyright Act is the act of exercising, without permission or legal authority, one or more

of the exclusive rights granted to the holder of the right under article of the Copyright Act (Title 17 of the Code of United States). These rights include the right to reproduce or distribute a copyrighted work. In the context of file sharing, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

NUC-FTC prohibits faculty and administrative personnel to encourage, assist or authorize illegal copying of works protected by the Copyright Act. The infringement of this policy will result in corrective action or disciplinary measures including suspension or termination from employment. Violation of this policy by students may lead to other actions and sanctions.

Moreover, the penalties for infringement of copyright include civil and criminal penalties. In general, any person found guilty may be sentenced to pay either actual or statutory damages of not less than $750 and not more than $30,000 for the infringed work. For willful infringement, the court may award up to $150,000 for the infringed work. A court may at its discretion, also assess attorneys' costs and fees. For more information, refer to Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 for each offense. To obtain more information, please refer to the U.S. Copyright Office's website www.copyright.gov.

It is everyone's responsibility to ensure compliance with this Act, so it is our responsibility to orient students and staff to ensure compliance.

Network Usage Policy

Connection to NUC University - Florida Technical College's (NUC-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 NUC-FTC network, they acknowledge and agree to comply with all NUC-FTC network usage policies that also follow the Conduct rules as noted in the NUC University - Florida Technical College Catalog. These policies include, but are not limited to:

- The college may monitor the NUC-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.

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

Anti-Hazing Policy

NUC University - 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 NUC University - 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 add/drop courses, create an academic plan, and accessing academic resources available. 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. Visit the Academic Support page for specific contact information: https://www.ftccollege.edu/academic-support/.

Course Prerequisites

Students are required to take the prerequisites as established in each program of study. Exceptions for the prerequisites are to be approved by the Academic Leader.

Honors

At the end of each academic term, students are evaluated for NUC University - FTC scholastic achievement. A list of students, who are registered for at least 9.0 credits and maintained a cumulative grade point average (GPA) of 3.5 or higher is generated and shared. At the completion of each student's initial academic term and subsequent academic terms through graduation, eligible students who achieves a 3.5 - 3.99 GPA will be placed on the Dean's list or 4.0 GPA on the President's list.

<u>Graduation with Honors</u>

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 a 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 annually. Students who have completed the requirements for graduation in any of the Institution's programs are eligible to participate in this ceremony. Students whose accounts are not current or have an outstanding debt with the institution, will not be granted a graduation permit to attend the graduation ceremony.

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.

Bachelor's Degree Programs

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 NUC-FTC:

Grades	Percentage Equivalent	Grade Points
A – Excellent	90-100	4
B – Good/Above Average	80-89	3
C – Satisfactory	70-79	2
D – Deficient/Passing	60-69	1
F – Failing	Below 60	0
P – Pass*	60-100	N/A

Grades	Percentage Equivalent	Grade Points
NP – No Pass*	Below 60	N/A
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 NUC-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 courses shall be graded Pass (P) or NP (No Pass). 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 NP. 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. Students have 30 days to complete the remaining hours required in their Externship.

Policy to Request, Award and Remove Incomplete Provisional Grades
An Incomplete is a grade awarded to a student who, for justified reasons, has failed to complete all required coursework during the academic term. A student can request an Incomplete Provisional Grade due to extenuating circumstances which are the following: student's health condition, health condition of a close relative, death of a close relative, military reasons, accident, or incomplete externship hours.

General process for requesting an Incomplete Provisional Grade:
1. Student must request the form, *Request for Incomplete Provisional Grade* through the course instructor. Only students who have completed at least 50% of their externship hours with a passing midpoint evaluation may request for Incomplete Provisional Grade.
2. The *Request for Incomplete Provisional Grade* form must be duly completed, signed, and submitted with the corresponding evidence.
3. The student will submit the documents along with corresponding evidence on or before the deadline established in the academic calendar for the term in which the provisional grade was requested. These

documents must be submitted to the course instructor.
4. The course instructor will evaluate the documents, determine whether to grant the request and present to the Dean of Academic Affairs for approval. The course instructor will notify the student of the decision, and coordinate with the student the due date for the submission of missing assignments or hours.
5. The student must complete the incomplete removal process on or before the deadline established in the academic calendar. See Academic Calendar for due dates.

General process for requesting removal of an Incomplete Provisional Grade:
1. The student will properly complete and submit the document and required assignments to the course instructor on or before the deadline established in the academic calendar. The assignments will be sent to the instructor via institutional email, according to the type of work. If the instructor is not available, these will be submitted to the Dean of Academic Affairs, Academic Director's Office, or designated person, as appropriate, who will acknowledge receipt of the documents.

Note: If the student does not complete the process of removing the incomplete provisional grade, it will automatically be converted to the earned grade provided by the instructor. A second request for an incomplete for the same course will not be authorized.

If the student does not agree with the final grade received, he/she can request a review. Refer to the Change of Grades process.

Special situations will be referred for evaluation to the Vice President for Academic Affairs Office with the corresponding evidence.

Withdrawal "W" Policy
A student who officially withdraws or is administratively withdrawn as a student from NUC-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.

Notification / Change of Grade
At the end of each module, students can access their grades through the Student Portal on the school website. Students, who experience difficulty accessing their grades through the Student Portal, should contact their campus Academic Affair's Office. If a student understands that there has been an error, the student should first contact their instructor to address the grade. If there was an error with their grade or the Instructor is not available, the student must contact the Program Director/Coordinator or the Dean of Academic Affairs to request a grade change review. If a Grade Change is approved, the Change of Grade Form should be completed by the Instructor/Program Director/Coordinator, processed by the Dean of Academic Affairs and submitted to the Registrar's office no later than Add/Drop period of the following module (this date is specified in the institution's academic calendar).

Repeating a Course

A student can repeat a course if he is interested in improving his/her grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an "F". For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is it counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average.

Requirements for a Second Degree

A student who has earned a degree from NUC-FTC 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 NUC-FTC 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 NUC-FTC 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).

Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress Policy Declaration

NUC-FTC adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 C.F.R. § 668.34.

Applicability of Satisfactory Academic Progress Policy

This policy applies to all students enrolled in NUC-FTC,, regardless of if they are full-time or part-time students, as a condition of maintaining eligibility for federal financial aid (and possibly other types of aid). The policy does not apply to students enrolled in Continuing Education courses. Separate from this policy, all students must also remain in compliance with their program's general academic standards.

Definition of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as the required measurement of student's academic progress

towards completing their academic program. SAP is evaluated with two standards: qualitative (GPA) and quantitative (percentage of credits successfully completed or "pace").

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP. Failure to do so may result in a student's loss of federal financial aid eligibility as described in this policy. In order for the student to complete his/her academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must progress through their program at an appropriate minimum pace (percentage of credits successfully completed).

An evaluation of SAP is not completed until both the qualitative and quantitative components are reviewed. If the evaluation 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 (eligibility for Financial Aid Warning is discussed below) or, after a successful appeal, on Financial Aid Probation.

Roles and Responsibilities

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

Satisfactory Academic Progress Policy Requirements
Qualitative Component: Cumulative GPA
In order to meet the qualitative standard of SAP, a student must achieve the minimum cumulative grade point average at each specified evaluation point. (*For more details, please refer to the Satisfactory Academic Progress Evaluation Chart*).

A student enrolled in a program of more than two academic years must have a GPA of at least "C" (2.0) or its equivalent or must have an academic standing equivalent to his/her program's graduation standards at the end of the student's second academic year to be meeting the qualitative standard of SAP.

Quantitative Component: Credits Successfully Completed
In order to meet the quantitative standard of SAP, a student must progress through the program at the minimum cumulative pace in order to finish the academic program within the allowable maximum timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum timeframe as described in the Maximum Timeframe section of this policy.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation

point to meet the minimum SAP standards (*Please refer to the Satisfactory Academic Progress Evaluation Chart*).

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

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

NUC-FTC does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

Courses that are dropped during the add/drop period are not included in the evaluation of SAP.

Maximum Timeframe

Students are required to complete their program within the maximum timeframe. NUC-FTC's SAP Policy defines the maximum timeframe for all programs as 150% of the published length of the program of study in credit hours. The maximum time is based on credits attempted and is determined by multiplying the number of credits published in the program by 1.5. For example, a 64-credit program would have a maximum timeframe of 96 credits to complete the program.

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

Evaluation Procedure

The Registrar's Office will evaluate SAP at the end of each academic term. (*For details, refer to the SAP Evaluation charts*).

Reevaluation Procedure

The Registrar's Office will reevaluate SAP for students in rare instances of grade changes or a final grade received late from a faculty member. The Registrar will send a written communication notifying the student of the results of the evaluation if due to the grade change the student is no longer meeting the standards of SAP. NUC will not alter financial aid already disbursed to students based on SAP evaluations that were accurate at the time they were performed.

If a formerly incomplete course is assigned a grade, that grade will be accounted for in the next regular SAP evaluation

Satisfactory Academic Progress Statuses

If a student fails to meet the SAP standards, the Registrar's Office will send written notification indicating the results of the evaluation, the SAP 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 was meeting the standards of SAP during the prior term's SAP evaluation but fails to comply with the qualitative and / or quantitative component as established in the SAP policy at the most recent SAP evaluation (i.e., newly not meeting standards).

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the payment period following the period in which the student failed to meet SAP standards. Students are expected to improve their academic performance during this Financial Aid Warning period. If a student fails to meet the minimum qualitative and/or quantitative standards described above during the Financial Aid Warning period, the student will be placed on Suspension of Financial Aid status and 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.

Suspension of Financial Aid

Students placed on Suspension of Financial Aid status lose eligibility for financial aid. A student will be placed on Suspension of Financial Aid status if any of the following apply:

- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Warning, or
- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Probation or fails to adhere to the Academic Plan required for their Financial Aid Probation status, or
- It is mathematically impossible for the student to complete the program within the maximum time frame allowed.

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

Unless a student has been informed that they have exhausted all SAP appeals, he/she may appeal the Suspension of Financial Aid status (see Financial Aid Appeal Process below).

Students may continue studies without financial aid after suspension if otherwise permitted in accordance with the academic standards associated with the student's program of enrollment. If the student continues without financial aid, the student will be responsible for the full cost that may apply during such period.

Financial Aid Appeal Process

An appeal is a process where 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 SAP requirements in the period evaluated.

If the student experienced extenuating circumstances that prevented him/her from complying with the SAP requirements, the student may appeal the decision to suspend the student from the financial aid programs.

NUC-FTC considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- 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 <u>student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days</u> from the date of receipt of the notification. The student must be able to explain what has changed in their situation that will allow them to meet the SAP requirements at the next evaluation. The application is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application, decide if the appeal should be approved or denied, and if the appeal is approved, determine if at the end of the next term the student will be able to meet the standards of SAP or if an Academic Plan is required.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Dean of Academic Affairs or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a set period of time for the student to document his/her case and present it to the Committee in writing. The Registrar's Office will send the student written notice no later than 5 calendar days from the date of the committee's decision. This notification will be sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the appeal is approved, the student will be eligible for financial assistance during the Financial Aid Probation term. Once the Financial Aid Probation period ends (at the next evaluation point), in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of SAP or is adhering to the terms of his/her Academic Plan. The student has the opportunity to appeal again if he/she fails to comply with the agreements established for the Financial Aid Probation period.

Financial Aid Probation
This status applies to those students who have not been able to meet the SAP requirements resulting in Suspension of Financial Aid status, but subsequently complete the appeal process and their appeal is approved (*Please refer to the Appeal Process above*).

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 SAP standards by the end of the payment period under Financial Aid Probation. The purpose of the Academic Plan is to provide that the student is monitored each subsequent payment period to ensure they are progressing to graduation (*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 Financial Aid Probation period ends, students must be able to show they meet the requirements of SAP or the Academic Plan to maintain eligibility for financial aid.

Academic Plan

Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's SAP standards by a specific point of time.

If a student successfully appeals and is placed on a Financial Aid Probation status with an Academic Plan, the student will retain eligibility for federal financial aid if he/she meets the standards of SAP or is meeting the terms of the Academic Plan at each SAP evaluation period. To continue in the Academic Plan after the initial Financial Aid Probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the Academic Plan. If a student wants to change their Academic Plan, they must submit an appeal.

Reestablishing Financial Aid Eligibility
A student who has had their financial aid status suspended can reestablish eligibility for federal financial aid by attending courses without the benefit of financial aid and meeting the cumulative qualitative (GPA) and quantitative (pace) standards. A student who has lost federal financial aid eligibility due to maximum timeframe cannot reestablish eligibility for the same program of study unless they successfully appeal. NUC allows for two program changes, however, on a case-by-case basis, the Vice President of Academic Affairs may approve additional changes.

COVID-19 Exception for SAP Criteria
Section 3509 of the CARES Act allowed institutions to exclude any attempted credits from the calculation of SAP that a student has not been able to complete because of a circumstance related to the COVID-19 pandemic.

Permitted circumstances include, but are not limited to:
- Illness of the student or a member of his family
- The need to become a caregiver or first responder
- Economic difficulties
- Increase in working hours
- Loss of childcare
- Inability of continuing with classes through online education

This exception is available to students upon request to the Registrar's Office for any terms that included the start and end dates of the COVID-19 national emergency (March 5, 2020 to April 10, 2023, or an end date for COVID-19 related flexibilities to be confirmed by the U.S. Department of Education). Appropriate documentation must be provided to support permitted circumstances.

For example, the completion rate of a student who has completed 78 of the 120 attempted hours in a bachelor's degree program is 65 percent (78/120), which is below the SAP standards. However, if a student confirmed that the 12 credits they attempted but were unable to complete in the spring 2020 term were due to a circumstance related to COVID-19, the rate is recalculated to omit the 12 credits resulting in a revised completion rate of 72 percent (78/108), which meets SAP standards. The 12 credits attempted are also excluded from the maximum timeframe and GPA.

Satisfactory Academic Progress Evaluation Charts

Requirements for Satisfactory Academic Progress: Satisfactory Academic Progress will be evaluated at the end of each academic term (payment period). At each evaluation point, students must achieve a cumulative GPA and a minimum of required credits, as shown in the SAP charts below:

Diplomas

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Cumulative Pace (Credit hours completed / Credit hours attempted)
Baking and Pastry	71	106.5	2.00	66.67%
Business Office Specialist	40.5	60.75	2.00	66.67%
Computer Support Technician	40.5	60.75	2.00	66.67%
Culinary Arts	71	106.5	2.00	66.67%
Electrical	46	69	2.00	66.67%
Electrical with PLC	64	96	2.00	66.67%
Heating, Ventilation, Air Conditioning, and Refrigeration	74	111	2.00	66.67%
HVAC/R with PLC	92	138	2.00	66.67%
Medical Assistant Technician	47	70.5	2.00	66.67%
Medical Assistant Technician with Emphasis in Basic X-Ray	63	94.5	2.00	66.67%
Medical Billing and Coding Specialist	48	72	2.00	66.67%
Welding	61	91.5	2.00	66.67%

Diplomas

Program	Program Academic Credits	Program Financial Aid Credits	Maximum Timeframe to Complete the Program in Financial Aid Credits	Minimum Cumulative GPA	Cumulative Pace (Credits completed / Credits attempted)
Barbering	72	60	90	2.00	66.67%
Cosmetology	72	60	90	2.00	66.67%
Electrical with PLC	64	48	72	2.00	66.67%
HVAC/R with PLC	71	46	69	2.00	66.67%

The tables below provide information on courses required and the corresponding Academic and Financial Aid Credits.

Program Name: Barbering

Course	Academic Credits	Financial Aid Credits
BAR1601 Core Fundamentals - Barbering	18	15
BAR1602 Design Elements and Principles-Barbering	18	15
BAR1603 Advanced Barbering	18	15
BAR1604 Master Your Barber Career	18	15
Total Credits	**72**	**60**

Program Name: Cosmetology

Course	Academic Credits	Financial Aid Credits
COS1601 Core Fundamentals-Cosmetology	18	15
COS1602 Design Elements and Principles-Cosmetology	18	15
COS1603 Creative Artistry-Cosmetology	18	15
COS1604 Career Development - Cosmetology	18	15
Total Credits	**72**	**60**

Program Name: Electrical with PLC

Course	Academic Credits	Financial Aid Credits
SKL1000 Safety and Craft Skills	6	4
ELE1101 Introduction to Electrical Trades	5	4
ELE1102 Raceway Systems & Electrical Construction Drawings	5	4
ELE1103 AC & DC Motor Control	5	4
ELE1104 Circuit Breaks & Branch Circuits	5	4
ELE1105 Electrical Services & Transformers	5	4

Course	Academic Credits	Financial Aid Credits
ELE2101 Overcurrent Protection & Electrical Calculations	5	4
ELE2102 Electrical System Calculations	5	4
ELE2103 Fundamentals of Emergency & Renewable Energy Systems	5	4
HVA2605 Digital Electronics	5	4
PLC3005 Programmable Logic Controller (PLC)	8	4
PLC3010 Programmable Logic Controller Units: Lab	5	4
Total Credits	**64**	**48**

Program Name: HVAC/R with PLC

Course	Academic Credits	Financial Aid Credits
PLC3000 Programmable Logic Controller (PLC)	6	3
PLC3001 Programmable Logic Controller Units - Lab	4	3
HVA1300 Applied Math for HVAC Technicians	5	3
HVA1400 Introduction to Electricity (DC-AC)	5	3
HVA1500 Introduction to Refrigeration and A/C	5	3
HVA1600 Refrigeration and A/C: Residential	5	3
HVA1700 Refrigeration and A/C: Commercial	5	3
HVA1800 Heat Pumps and Related Systems	4	3
HVA2050 Electrical Instrumentation: Lab	4	3
HVA2060 Mechanical Instrumentation: Lab	4	3
HVA2075 Residential Equipment: Lab	4	3
HVA2080 Commercial A/C Equipment: Lab	4	3
HVA2500 Environmental Protection Agency (EPA) Laws and Regulations	6	3
HVA2600 Digital Electronics	4	3
SKL1000 Safety and Craft Skills	6	4
Total Credits	**71**	**46**

Bachelors

Program	Program Credits	Maximum Timeframe to Complete the Program in Credits	Minimum Cumulative GPA	Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)
Allied Health Management	188	282	2.00	66.67%
Allied Health Management on/after 2020	184	276	2.00	66.67%
Business Administration	180	270	2.00	66.67%
Business Entrepreneurship Management and Marketing	180	270	2.00	66.67%
Construction Management Electrical	184	276	2.00	66.67%
Construction Management Electrical with PLC	187	280.5	2.00	66.67%
Construction Management HVAC	197	295.5	2.00	66.67%
Construction Management HVAC with PLC	215	322.5	2.00	66.67%
Hospitality Management with Emphasis in Restaurant & Food Service	193	289.5	2.00	66.67%
Information Technology Networking Web Design and Programming	180	270	2.00	66.67%
Information Technology with Emphasis in Cyber Security	181.5	272.25	2.00	66.67%

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 NUC-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 NUC-FTC. 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 Electronic Device Requirements

If a student opts out of the electronic device available for purchase from NUC-FTC (see Other Educationally Related Goods section for more information), the following Minimum Electronic Device Requirements for Network and Information Technology programs and Minimum Electronic Device Requirements to access the Learning Management System (Canvas) are in effect. If a student does not opt out of the electronic device available for purchase from NUC-FTC, then there is no requirement for the student to have an additional electronic device. Please reference the Tuition and Fees section for information about electronic devices and the right to Opt-Out of purchase from NUC-FTC.

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

Minimum Electronic Device 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 Electronic Device 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 NUC-FTC student e-mail account.
- Participate in a Canvas orientation prior to beginning the course. The Canvas orientation includes information on NUC-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 NUC-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 NUC-FTC for the purpose of studying, and are separate charges not included in tuition and fees. The specified electronic device for the Business Office Specialist diploma program, Computer Specialist Technician diploma program, Business Administration bachelor's degree program and the Information Technology with Emphasis in Cybersecurity bachelor's degree program is a laptop. For all other programs, the specified electronic device is a Chromebook. The student has the right to Opt-Out of an electronic device. If the student declines/Opts-Out, the student is responsible for the purchase of an electronic device that meets minimum requirements. See Minimum Electronic Device Requirements section for details.

Students who cancel their enrollment, or are canceled by NUC-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	Fees
Administrative Processing Fee / Registration Fee (Non-refundable)	$150
Replacement Badge	$10
Electronic Devices (Non-refundable) Chromebook	$400
Electronic Devices (Non-refundable) Laptop	$800
Technology Resources and Administrative Services (per term)	$200^

^ Technology Resources and Administrative Services – Covers the availability of educational and administrative technology services including, but not limited to, the following: multimedia, access to digital resource data network, library access system enhancements, updating of e-learning systems, degree granting and graduation process, data protection and security systems, and technologies to support student services.

Tuition by Program

Through July 24, 2023 Start Date

Diploma Programs	Tuition Cost
Baking and Pastry	$19,200
Barbering	$20,100
Business Office Specialist	$14,535
Computer Support Technician	$14,535
Cosmetology	$20,100
Culinary Arts	$19,200
Electrical	$13,950
Electrical with PLC	$18,600
Heating, Ventilation, Air Conditioning and Refrigeration	$18,600
HVAC/R with PLC	$23,250
Medical Assistant Technician	$14,400
Medical Assistant Technician with Emphasis in Basic X-Ray	$19,200
Medical Billing and Coding Specialist	$14,400
Welding	$18,600

Bachelor of Degree Programs	Tuition Cost
Allied Health Management	$40,338*
Business Administration	$53,784
Construction Management	$35,856**
Hospitality Management with emphasis in Restaurant and Food Service	$53,784
Information Technology Networking, Web Design and Programming	$53,784
Information Technology with Emphasis in Cybersecurity	$53,784

*Tuition Cost covers the 142 bachelor-level quarter credit hours necessary to graduate from the program. Tuition Cost does not cover the costs of program prerequisites described in Additional Admissions Requirements. See Additional Admissions Requirements for more information.

**Tuition Cost covers the 123 bachelor-level quarter credit hours necessary to graduate from the program. Tuition Cost does not cover the costs of program prerequisites described in Additional Admissions Requirements. See Additional Admissions Requirements for more information.

Effective Beginning with August 21, 2023 Start Date

Diploma Programs	Tuition Cost
Baking and Pastry	$20,668
Barbering	$21,608
Business Office Specialist	$15,630
Computer Support Technician	$15,630
Cosmetology	$21,608
Culinary Arts	$20,668

Electrical $15,027
Electrical with PLC...$20,028
Heating, Ventilation, Air Conditioning and Refrigeration $20,028
HVAC/R with PLC $25,035
Medical Assistant Technician..$15,507
Medical Assistant Technician (Bilingual) $16,581
Medical Assistant Technician with Emphasis in Basic X-Ray...$20,668
Medical Billing and Coding Specialist $15,483
Welding..$20,028

Bachelor of Degree Programs	**Tuition Cost**
Allied Health Management	$43,371*
Business Administration	$57,828
Construction Management	$38,552**
Hospitality Management with emphasis in Restaurant and Food Service	$57,828
Information Technology with Emphasis in Cybersecurity	$57,828

*Tuition Cost covers the 142 bachelor-level quarter credit hours necessary to graduate from the program. Tuition Cost does not cover the costs of program prerequisites described in Additional Admissions Requirements. See Additional Admissions Requirements for more information.

**Tuition Cost covers the 123 bachelor-level quarter credit hours necessary to graduate from the program. Tuition Cost does not cover the costs of program prerequisites described in Additional Admissions Requirements. See Additional Admissions Requirements for more information.

NUC-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 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 courses/programs that do not lead to a degree.

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.

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

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.

Last Day of Attendance	Percent Attended	Percent of Tuition to be Refunded	Refund Amount
1/18/2019	14.81%	80%	$4,336.00
02/16/2019	49.38%	50%	$2,710.00

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

- Administrative Processing Fee / Registration Fee (Non-refundable) $150
- Electronic Devices (Non-refundable) Chromebook $400
- Electronic Devices (Non-refundable) Laptop..$800

See Fees section of catalog for details.

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.

Continuing Education or Non-Degree Seeking (NDS) 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

NUC University (NUC), 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 a student has earned if he/she decides to withdraw from the institution or otherwise ceases attendance prior to the end of a payment period. A student is not considered withdrawn if any of the following applies:

(1) the student completes the requirements for graduation before completing the payment period (applicable only to graduation from the student's program of enrollment as of that payment period);

(2) If the student is enrolled in a program comprised of modules* and any of the following applies:

    a) The institution obtains written confirmation that the student will attend a later module in the same payment period or period of enrollment that begins no later than 45 calendar days after the end of the module the student ceased attending. (If the student is enrolled in any full-term courses during the payment period the 45-day timeline does not apply, but the student must confirm in writing that they will be returning to a module that begins later in the payment period);

    b) The student successfully completes (earns at least one passing grade per module in) one or more modules that, together, comprise at least 49% of the days in the payment period *(excluding scheduled breaks of five (5) consecutive days or more, and all days between modules, if applicable)*; or

    c) The student successfully completes (earns a passing grade in) coursework equal to or greater than the coursework required for half-time enrollment.

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

Although Title IV aid may be credited to the student's account at the beginning of each payment period, the student earns the funds as they complete the payment period. If a student withdraws before completing the payment period, the amount of Title IV program assistance the student earned up to that point is determined on a pro rata basis. If the student received *(this includes amounts received on your behalf by the institution, or your parent)* less assistance than the amount earned, he/she may be able to receive those additional funds as a post-withdrawal disbursement. If, however, the student received more assistance than he/she earned, the institution and/or the student will have to repay the excess.

For example, if a student completes 20% of the payment period (term), he/she will have earned 20% of the Title IV assistance he/she was originally scheduled to receive. Once a student completes more than 60% of the payment period, he/she will have earned all the assistance that he/she was scheduled to receive for that payment period. The percentage completed in the payment period is calculated by dividing the calendar days the student completed in the payment period (term) *(as of student's Last Day of Attendance)* by the total calendar days in the payment period (term) that the student was scheduled to attend *(excluding, if applicable, any scheduled break of 5 consecutive days or more).* For students withdrawing from a program offered in modules, the number of days the student is scheduled to attend in the payment period (term) is determined as follows:

- If eligible for Pell Grant, Iraq-Afghanistan Service Grant during the payment period (term) - days in modules in which the student actually began attendance, or

- If eligible for Direct Loan or FSEOG funds during the payment period (term) *(regardless of eligibility for other Title IV programs)* - days in modules the student was enrolled in on the first day of the period or enrolled in at any time during the period.

The date of determination refers to the date NUC determined that a student ceased attendance. NUC routinely monitors attendance records and determines if a student ceased attending within 14 days of his/her last day of attendance.

If the student did not receive all the funds earned, he/she may be due a post-withdrawal disbursement.
If the post-withdrawal disbursement includes loan funds, the institution will contact the student to request written authorization before disbursing the funds. At that point, the student will be provided with the option to accept or decline some or all of the loan funds. The institution will provide written notification to the student (or parent) of his/her eligibility for a post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrew. The student will be allowed at least 14 days to provide written confirmation of their decision. Before accepting loan funds, students should consider that they must pay back the loan funds with interest.

The institution will automatically credit the student's account with any post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will also automatically credit the student's account with the post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to withdrawal, the student provided authorization. The institution will disburse the post-withdrawal disbursement of grant funds in excess of outstanding current charges and other institutional charges (if authorized by the student) to the student within 45 days of the date of determination that the student withdrew.

All post-withdrawal disbursements of loan and grant funds must be disbursed within 180 days of the date of determination that the student withdrew.

It is important to understand that due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that a student was scheduled to receive prior to withdrawal. For example, the institution cannot make a post-withdrawal disbursement of loan funds to a first-time, first-year undergraduate student who withdrew prior to completing the first 30 days of the payment period. We encourage students to contact the Student Accounts Office with any questions.

If the student 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 funds equal to the lesser of student's institutional charges multiplied by the unearned percentage of student's funds, or the entire amount of excess funds. The institution must return any portion of unearned funds for which it is responsible as soon as possible but no later than 45 days after the date of determination that the student withdrew. The institution will return Title IV funds for which it is responsible, in the following order:
1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan

3. Federal Direct PLUS Loan
4. Federal Pell Grants
5. Iraq & Afghanistan Service Grants
6. FSEOG

If the institution is not required to return all of the excess funds, the student must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance they received or were scheduled to receive. The student portion of grants will not be returned if the grant overpayment is $50 or less. Any amount that students have to return is called an overpayment. Students are required to make arrangements with the institution or the U.S. Department of Education to return the unearned grant funds. If a grant overpayment results from the calculation, the institution will notify the student within 30 days of the date of determination that the student withdrew or otherwise ceased attendance to coordinate arrangements to return the unearned grant funds. Students will have 45 days to make repayment arrangements with the institution from the date of the institution's notice of overpayment. Failure to make satisfactory repayment arrangements for the student portion of unearned grant funds may result in the student losing eligibility for Title IV funds.

Any loans the student, or his/her parent, received in excess of loan funds earned that are the student's or parent's responsibility to return per the calculation must be repaid in accordance with the terms of the promissory note. That is, the borrower makes scheduled payments to the holder of the loan (the Department of Education) over a period of time. The loan amounts received must be repaid in full with applicable interest even if student did not complete the program, is unable to obtain employment after completing the program, or is dissatisfied. To obtain detailed information about the federal loan types and amounts received for each academic year and the servicer contact information for each loan, the borrower may access their account at studentaid.gov. The borrower may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when a student withdraws are separate from the institutional refund policy. If a student ceases attending, the Title IV funds that previously paid or were anticipated to pay the student's balance due to NUC may be reduced resulting in the student owing a balance to NUC. NUC will seek payment from the student for any balance due on the student's account due to the return of funds to the U.S. Department of Education. The Institutional Refund Policy is published in the institutional catalog. Students can also request a copy of this policy at the Student Accounts Office.

This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

MODIFICATIONS: This policy may be modified by new regulations or guidance issued by the U.S. Department of Education, or as otherwise deemed appropriate. In that case, NUC will update the relevant publications. We encourage the student to consult the newsletters, catalogs, offices, or other means of the University concerning new policies to be issued, if applicable.

* A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period. Please contact the Student Accounts Administration office at: stufinancialsupport@nuc.edu for assistance in determining whether your program is offered in modules or for any other questions related to this policy.

Student Loans Code of Conduct
As required by the Higher Education Opportunity Act NUC University - Florida Technical College has established and adheres to its Title IV Code of Conduct. The Title IV Code of Conduct is published at the NUC-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.

Student Tuition Recovery Fund
FOR CALIFORNIA ONLINE STUDENTS ONLY
The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

DISABILITY SERVICES

NUC University - 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 NUC University - 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 Heidi Pollpeter at hpollpeter1@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 NUC University - 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 <u>not</u> 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 NUC University - Florida Technical College and The DAVE School's Regional Office of Academic Affairs via email or mail:
> NUC University - Florida Technical College
> Attention: Heidi Pollpeter, Regional Office of Academic Affairs
> 12900 Challenger Parkway, Orlando, FL, 32826
> Phone (407) 447-7300
> Email: hpollpeter1@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.

<u>**Continuing Needs and Responsibilities**</u>
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

NUC University - 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

NUC University - 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 NUC University - 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, NUC University - 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. NUC University - 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. NUC University - Florida Technical College and The DAVE School may require additional information regarding miniature horses in order to evaluate whether they can be accommodated within NUC University - Florida Technical College and The DAVE School's facilities.

NUC University - 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 NUC University - 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

NUC University - 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 NUC University - 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 NUC University - 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.

NUC University - 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, NUC University - Florida Technical College and The DAVE School are not required to change the substantive content of the test. NUC University - 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, NUC University - 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 Heidi Pollpeter, Regional Office of Academic Affairs, Phone (407) 447-7300, Email: hpollpeter1@FTCCollege.edu.

Where do I send my documentation?

All documentation must be submitted via email or mail to Heidi Pollpeter, Regional Office of Academic Affairs:

> NUC University - Florida Technical College
> Attention: Heidi Pollpeter, Regional Office of Academic Affairs
> 12900 Challenger Parkway, Orlando, FL, 32826
> Phone (407) 447-7300
> Email: hpollpeter1@FTCCollege.edu.

ADA/Section 504 Grievance Procedure

NUC University - 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 NUC University - Florida Technical College and The DAVE School's programs or activities due to a disability. NUC University - 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 NUC University - 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 Heidi Pollpeter, Regional Office of Academic Affairs, NUC University - Florida Technical College, 12900 Challenger Parkway, Orlando, FL, 32826, Email: hpollpeter1@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 NUC University - 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 Heidi Pollpeter and/or Leiby Adames-Boom.

NUC University - Florida Technical College and The DAVE School are committed to providing equal access to educational and employment opportunities. NUC University - 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 NUC University - 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):

Name/Position Title	Campus	Address	Telephone Number
Heidi Pollpeter, Director of Stu-dent Support Services	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300
Leiby Adames-Boom, Vice President for Academic Af-fairs	Regional Office of Academic Affairs, NUC-FTC	12900 Challenger Parkway Orlando, FL 32826	407-447-7300

CAREER SERVICES

One of the most valuable services provided by NUC-FTC 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, NUC University - 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 NUC-FTC website: www.ftccollege.edu and within the Student Consumer Information link. Printed copies may be obtained from the NUC-FTC website or at each campus.

NUC-FTC 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.

NUC-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. NUC-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. NUC-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 NUC-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 NUC-FTC Drug-Free Campus and Workplace and Drug Awareness policies are reviewed and published annually at the NUC-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 NUC-FTC 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.

NUC-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 NUC-FTC website: www.ftccollege.edu and is within the Student/Consumer Information 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
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

ACC/ACG	Accounting
BAD/BUS	Business
BAM	Management
BAR	Barbering
BBMO	Basic Machine Operator
BCM	Building Construction Management
BHM	Hospitality Management
BIO	Biology
BKP	Baking and Pastry
BOS	Business Office Specialist
CAP	Computer Applications
CELE	Electricity
CERT	Certification
CHVA	Heating Ventilation Air
CIS	Computer Information Systems
COM	Communications
COS	Cosmetology
CPLC	Programmable Logic Controller
CSKL	Craft Skill
CUL	Culinary
CWEL	Welding
ECO	Economics
EEL	Electronics
ELE	Electricity
ENC/ENG	English
ENT	Entrepreneurship
EXT	Externship
FIN	Finance
FTC	Foundation to Career
GOV	Government
HBKP	Baking & Pastry
HCUL	Culinary
HLS	Homeland Security
HRM	Human Resources
HSA	Health Service Administration
HUM	Humanities
HVA	HVAC/R
IT	Information Technology
MAT/MTH	Math

MBC	Medical Billing and Coding
MED	Medical
MKT/MAR	Marketing
PHI	Philosophy
PLC	Programmable Logic Controller
PM	Project Management
PRG	Programming
PSY	Psychology
SCI	Science
SEC	Security
SKL	Introductory Craft Skills
SOC	Sociology
WEL	Welding
WGD	Web Graphic Design

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 hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses. Concentration Track 2: Clinical Basic X-Ray is not available at the Tampa campus.

Students must transfer in credits from allied health diploma or degree program and meet completion requirements. Students must successfully complete **187.5/188** credits in order to qualify for graduation. (See Additional Admissions Requirements and Graduation Requirements sections for more information.)

BACHELOR COURSES
Lower Level Courses

MBC1105	Health Information Resources^^	5.0
MBC1205	Current Procedural Codes/CPT^^	5.0
MBC1305	Diagnostic Coding/ICD-10^^	5.0
MBC1405	Medical Billing and Insurance^^	5.0
MED1055	Medical Office Procedures^^	5.0
MED1060	Anatomy and Physiology with Medical Terminology I^^	6.0
MED1065	Anatomy and Physiology with Medical Terminology II^^	6.0
ACG1100	Accounting I Lecture/Lab^^	4.5
BUS2230	Business Management Lecture/Lab^^	4.5
MKT2010	Introduction to Marketing^^	4.5
ECO202	Microeconomics^^	4.5

Upper Level Courses

BUS3320	Leadership and Organizational Behavior Lecture/Lab^^	4.5
HSA3300	Health Services Organization Management and Marketing Lecture/Lab^^	4.5
HSA3315	Health Information Systems Lecture/Lab^^	4.5
HSA3320	Healthcare Human Resource Management Lecture/Lab^^	4.5
HSA3325	Introduction to Healthcare Financial Management Lecture/Lab^^	4.5
HSA4405	Healthcare Policy and Law^^	6.0
HSA4415	Population and Health^^	4.5
General Education Courses^^ (6.0 credits X 9)		54.0

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.   **54**

3 CONCENTRATION TRACKS (SELECT ONE TRACK)

Concentration Track 1: Medical Coding

MBC2805 Certified Insurance and Coding Exam Prep^^	6.0
MBC2900 Capstone^^	5.0
MBC3000 Advanced CPT/PDC-10 Coding^^	4.5
MBC3100 CPC Exam Prep^^	4.5
HSA400 Leadership in Healthcare^^	6.0
BUS309 Business Ethics^^	6.0
HSA4420 Practice Management Policies, Protocols, & Risk Management^^	5.0
BAD360 Operations Management^^	4.5
HSA4410 Long-Term Managed Care Systems Lecture/Lab^^	4.5

Concentration Track 2: Clinical Basic X-Ray

MED1070 Clinical Procedures*	5.0
MED1075 Laboratory Procedures*	5.0
MED2065 Introduction to Pharmacology*	5.0
MED2075 Basic Cardiorespiratory Procedures*	5.0
MED2805 Certified Medical Assistant Exam Prep^^	6.0
MED3000 Externship^	4.0
BBMO2810 Advanced Fundamentals of Basic X-Ray Machine**	5.0
BBMO2805 Fundamentals of Basic X-Ray Machine**	5.0
BBMO2815 Basic X-Ray Machine Operator Exam Prep^^	6.0

Concentration Track 3: Clinical Practice Manager

MED1070 Clinical Procedures*	5.0
MED1075 Laboratory Procedures*	5.0
MED2065 Introduction to Pharmacology*	5.0
MED2075 Basic Cardiorespiratory Procedures*	5.0
MED2805 Certified Medical Assistant Exam Prep^^	6.0
MED3000 Externship^	4.0
HSA4410 Long-Term Managed Care Systems Lecture/Lab^^	4.5
HSA4420 Practice Management Policies, Protocols & Risk Management^^	5.0
HSA4425 Certified Physician Practice Manager Exam Prep^^	6.0

^^These courses are only available fully online.

BUSINESS ADMINISTRATION

The Bachelor's Degree program in Business Administration 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 South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

180 Quarter Credits / 36 months

BACHELOR COURSES
Lower Level Courses

ECO202	Microeconomics	4.5
FTC2200	Career Development Lecture	6.0
ACG1100	Accounting I Lecture/Lab	4.5
ACG2000	Accounting II	4.5
BAD100	Introduction to Business	4.5
CAP1001	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 Courses

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.

CONSTRUCTION MANAGEMENT

The Bachelor of Science Degree in Construction Management program prepares the students to develop a career as Construction Managers. Students will be able to manage, supervise, direct, and inspect construction sites and other facilities. Students will examine the importance of safety on site, prevention, personnel management, and investigation of accidents in diverse facilities. Students will analyze and debate the building construction laws and regulations. In addition, they will demonstrate knowledge of effective communication, project management, scheduling, and logistics.

Available via hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

Students must transfer in credits from construction trades diploma or degree program and meet completion requirements. Students must successfully complete **184-215** credits in order to qualify for graduation. (See Additional Admissions Requirements and Graduation Requirements sections for more information.)

BACHELOR COURSES
Lower Level Courses

CAP1001	Introduction to Computer Operations^^	4.5
ACG1100	Accounting I Lecture/Lab^^	4.5
BUS2230	Business Management Lecture/Lab^^	4.5
HRM200	Human Resource Management^^	4.5
BCM2000	Engineering Graphics-Drawing^^	4.5
BCM2100	Construction Site Management^^	4.5
BCM2200	Building Foundations^^	4.5
BCM2300	Building Frameworks^^	4.5
BCM2400	Building Cost & Estimating^^	4.5

Upper Level Courses

BAD360	Operations Management^^	4.5
BCM3000	Construction Risk & Financial Management^^	4.5
BCM3100	Construction Performance & Quality Assurance^^	4.5
BCM3200	Contracts & Procurement^^	4.5
BUS4405	Labor Relations Lecture/Lab^^	4.5
BCM4410	Building Construction Law & Regulations^^	6.0
BCM4999	Project Management, Scheduling & Logistics^^	6.0
	GENERAL EDUCATION COURSES^^ (8 X 6.0 credits)	48.0

GENERAL EDUCATION COURSES (48 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.

15 Quarter Credits / 3 months

ELECTIVE COURSES (1 X 6.0 credits, 2 X 4.5 credits)   15.0*

Elective courses are required if total hours completed in construction trades diploma or degree program is less than 61 credits.

*These courses are available in the blended modality.
^^These courses are available fully online.

HOSPITALITY MANAGEMENT WITH EMPHASIS IN RESTAURANT AND FOOD SERVICE

The Bachelor of Science Degree in Hospitality Management with emphasis in Restaurant and Food Service is comprised of a combination of courses aimed at developing universal business and management skills with a concentration in food service operations within the Hospitality industry. Students will examine the planning, managing, and marketing of restaurants and food and beverage service establishments. In addition, students will assess and apply the skills needed to problem solve and operate food industry businesses, chains and restaurants including personnel management. Furthermore, the students will analyze specific industry standards including the logistical, regulatory, financial, professional and ethical standards of the profession.

Available via hybrid delivery method at South Miami and Kissimmee campuses.

193 Quarter Credits / 36 months

BACHELOR COURSES
Lower Level Courses

FTC1000	Success Strategies^^	4.5
FTC2200	Career Development Lecture^^	6.0
HCUL1115	Cuisine, Culture & Kitchen Organization*	7.0
HCUL1121	Sanitation & Allergens*	8.0
HCUL1155	Food & Beverage Inventory/Cost Control with Math*	7.0
HCUL2115	Facility Menu Planning, Nutrition & Development*	7.0
HCUL2145	Hospitality Supervision & Management*	8.0
CAP1001	Introduction to Computer Operations^^	4.5
HRM200	Human Resource Management^^	4.5
BUS2230	Business Management Lecture/Lab^^	4.5
MKT2010	Introduction to Marketing^^	4.5
ACG1100	Accounting I Lecture/Lab^^	4.5
ECO202	Microeconomics^^	4.5

Upper Level Courses

BUS3320	Leadership and Organizational Behavior Lecture/Lab^^	4.5
BUS4405	Labor Relations Lecture/Lab^^	4.5
BHM3300	Management & Marketing in the Food Service Industry^^	4.5
BHM3315	Food Service Information Systems^^	4.5
BHM3320	Food Service Human Resource Management^^	4.5
BHM3325	Food Service Administration and Financial Management^^	4.5
BHM4405	Food Service Industry Policy and Law^^	6.0
	7 Elective Courses^^ (31.5 Credit Hours Required)	4.5 X 7=31.5
	9 General Education Courses^^ (54.0 Credit Hours Required)	6.0 X 9=54.0

ELECTIVE COURSES (31.5 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.

*These courses are only available in the blended modality.
^^These courses are only available fully online.

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.

In teach out via online delivery method at the 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

BACHELOR COURSES

Lower Level Courses

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
ACC100	Accounting Basics	4.5
CIS110	Computer Programming Design	4.5
CIS111	Introduction to Database Management	4.5
PRG2110	Windows Server	4.5
PRG2120	Windows Network Infrastructure	4.5
WGD1030	Web Programming I	4.5
WGD2040	Web Programming II	4.5
EEL1111	A+ Software, Security & Operating Systems	4.5
CIS276	SQL Programming	4.5
EEL2080	TCP/IP Configuration	6.0
PRG2100	Windows Professional	4.5
EEL2160	Security Fundamentals	4.5
EEL1101	A+ Hardware, Networking & Mobile Computer Systems	4.5
EEL2150	Networking Fundamentals	4.5
EEL2090	Routing and Switching	4.5
PRG2161	Designing Security for a Windows Network Lecture/Lab	4.5

Upper Level Courses

CIS3350	Mobile Application Design and Development Lecture/Lab	4.5
CIS307	Web Page Development	4.5
CIS331	Computer Systems Modeling	4.5
CIS4406	Java Programming I Lecture/Lab	4.5
CIS4499	Java Programming II Lecture/Lab	4.5
CIS340	Web Design	4.5

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 CYBERSECURITY

The Bachelor Degree program in Information Technology with emphasis in Cybersecurity 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, computer forensic investigator, ethical hacker, and/or any digital security related jobs.

Available via online delivery method at South Miami, DeLand, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

181.5 Quarter Credits / 36 months

BACHELOR COURSES
Lower Level Courses

FTC1000	Success Strategies	4.5
FTC2200	Career Development Lecture	6.0
CERT200	Preparing for A+ Certification	4.5
CIS110	Computer Programming Design	4.5
CIS4500	Programming for Security (Python)	4.5
EEL1101	A+ Hardware, Networking & Mobile Computer Systems	4.5
EEL1111	A+ Software, Security & Operating Systems	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 Courses

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
SEC4100	Digital Forensics I	4.5
SEC4200	Digital Forensics II	4.5

SEC4500	Ethical Hacking	4.5
	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.

DIPLOMA PROGRAMS

BAKING AND PASTRY

The Baking and Pastry 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 hybrid delivery method at the Kissimmee campus.
Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

71 Quarter Credits / 48 Weeks

Concentration Courses

HCUL1115	Cuisine, Culture & Kitchen Organization*	7.0
HCUL1121	Sanitation & Allergens*	8.0
HCUL1155	Food & Beverage Inventory/Cost Control with Math*	7.0
HCUL2115	Facility Menu Planning, Nutrition & Development*	7.0
HCUL2145	Hospitality Supervision & Management*	8.0
HBKP1103	Introduction to Baking*	5.0
HBKP2105	Chocolate Confections*	5.0
HBKP2107	Advanced Baking, Pasteles & Panes*	5.0
HBKP2120	Baking & Pastry Lab*	5.0
HBKP2130	Cake Decoration*	5.0
HBKP2140	Sugar Arts & Confections*	5.0
EXT2021	Baking Externship^	4.0

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

In order to successfully complete the 125-hour externship, students must complete 31.25 hours each week for 4 consecutive weeks. Students who do not complete the 125 hours in the 4 consecutive weeks due to circumstances beyond the student's control will need to request an Incomplete "IPF" grade with their campus Dean of Academic Affairs and will have 30 calendar days into the next scheduled College course to complete the remaining hours. See Incomplete Policy for more information.

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 hybrid 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

BAR1601	Core Fundamentals – Barbering*	18.0
BAR1602	Design Elements and Principles – Barbering*	18.0
BAR1603	Advanced Barbering*	18.0
BAR1604	Master Your Barber Career*	18.0

*These courses are only available in the blended modality.

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

BUSINESS OFFICE SPECIALIST

The Business Office Specialist diploma program prepares students with the knowledge and necessary skills to perform various business operational functions using computer equipment and software to manage technical administrative tasks in multiple office environments. Students will develop customer service, problem solving, and communication skills to function appropriately in an office environment.

Available via online delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

40.5 Quarter Credits / 36 Weeks

Concentration Courses

CAP1001	Introduction to Computer Operations^^	4.5
BAD100	Introduction to Business^^	4.5
BOS1000	Business Communications & Word Processing^^	4.5
BOS1010	Office Operations & Spreadsheets^^	4.5
BOS1020	Business Communications & Presentations^^	4.5
ACC100	Accounting Basics^^	4.5
MKT2010	Introduction to Marketing^^	4.5
BUS2040	Information Management^^	4.5
HRM200	Human Resources Management^^	4.5

^^This course is only available fully online.

COMPUTER SUPPORT TECHNICIAN

The Computer Support Technician Diploma program prepares students to demonstrate proficiency in providing technical support and assisting users in troubleshooting, performing technical and system diagnostics, and making the necessary repairs. Students will examine computer concepts, information systems, networking, operating systems, computer hardware, software applications and the Internet. They will analyze the principles of customer service and the importance of problem solving and help desk supportive service. Students will develop the skills necessary to obtain an entry-level position in the field and prepare them to take the CompTIA A+ certification.

Available via online delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

40.5 Quarter Credits / 36 Weeks

Concentration Courses

CAP1001	Introduction to Computer Operations^^	4.5
EEL1101	A+ Hardware, Networking & Mobile Computer Systems^^	4.5
EEL1111	A+ Software, Security & Operating Systems^^	4.5
EEL2090	Routing and Switching^^	4.5
EEL2150	Networking Fundamentals^^	4.5
PRG2100	Windows Professional^^	4.5
PRG2110	Windows Server^^	4.5
CERT200	Preparing for A+ Certification^^	4.5
PRG2120	Windows Network Infrastructure^^	4.5

^^This course is only available fully online.

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 hybrid 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

COS1601	Core Fundamentals – Cosmetology*	18.0
COS1602	Design Elements and Principles – Cosmetology*	18.0
COS1603	Creative Artistry – Cosmetology*	18.0
COS1604	Career Development – Cosmetology*	18.0

*These courses are only available in the blended modality.

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 hybrid delivery method at the South Miami and Kissimmee campuses.
Also available in the Spanish language at the South Miami and Kissimmee campuses; see Spanish language catalog for details.

71 Quarter Credits / 48 Weeks

Concentration Courses

HCUL1105	Basic Culinary Techniques*	5.0
HCUL1115	Cuisine, Culture & Kitchen Organization*	7.0
HBKP1103	Introduction to Baking*	5.0
HCUL1121	Sanitation & Allergens*	8.0
HCUL1107	Meat, Fish & Poultry Fabrication*	5.0
HCUL1109	Garde Manger*	5.0
HCUL1155	Food & Beverage Inventory/Cost Control with Math*	7.0
HCUL1140	Restaurant Service*	5.0
HCUL1175	International Cuisine*	5.0
HCUL2145	Hospitality Supervision & Management*	8.0
HCUL2115	Facility Menu Planning, Nutrition & Development*	7.0
EXT2020	Culinary Externship^	4.0

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

In order to successfully complete the 125-hour externship, students must complete 31.25 hours each week for 4 consecutive weeks. Students who do not complete the 125 hours in the 4 consecutive weeks due to circumstances beyond the student's control will need to request an Incomplete "IPF" grade with their campus Dean of Academic Affairs and will have 30 calendar days into the next scheduled College course to complete the remaining hours. See Incomplete Policy for more information.

ELECTRICAL

In the Electrical Diploma Program, students will develop technical skills and practical knowledge within the electrical trade. They will perform installation tasks, services, and repairs. Graduates from this program will apply their acquired skills in the fulfillment of positions as electrical assistants within residential, commercial, and industrial enterprises associated with the electrical trade.

Available via hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.
Also available in the Spanish language at the South Miami, Kissimmee, Orlando, and Pembroke Pines campuses; see Spanish language catalog for details.

46 Quarter Credits / 36 Weeks

Concentration Courses

CSKL1011	Safety and Craft Skills*	6.0
CELE1111	Introduction to Electrical Trades*	5.0
CELE1112	Raceway Systems & Electrical Construction Drawings*	5.0
CELE1113	AC & DC Motor Control*	5.0
CELE1114	Circuit Breakers & Branch Circuits*	5.0
CELE1115	Electrical Services & Transformers*	5.0
CELE2111	Overcurrent Protection & Electrical Calculations^^	5.0
CELE2112	Electrical System Calculations^^	5.0
CELE2113	Fundamentals of Emergency & Renewable Energy Systems*	5.0

*These courses are only available in the blended modality.
^^This course is available fully online.

ELECTRICAL WITH PLC

This Electrical with PLC Diploma Program prepares the student with technical skills and practical knowledge to perform installation tasks, services, and repairs in the electrical trade specializing in PLC (Programmable Logic Controller). 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.

Available via hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.
Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

64 Quarter Credits / 48 Weeks

Concentration Courses

CSKL1011	Safety and Craft Skills*	6.0	
CELE1111	Introduction to Electrical Trades*		5.0
CELE1112	Raceway Systems & Electrical Construction Drawings*		5.0
CELE1113	AC & DC Motor Control*		5.0
CELE1114	Circuit Breakers & Branch Circuits*		5.0
CELE1115	Electrical Services & Transformers*		5.0
CELE2111	Overcurrent Protection & Electrical Calculations^^		5.0
CELE2112	Electrical System Calculations^^		5.0
CELE2113	Fundamentals of Emergency & Renewable Energy Systems*		5.0
CHVA2615	Digital Electronics*		5.0
CPLC3015	Programmable Logic Controller (PLC)*		8.0
CPLC3215	Programmable Logic Controller Units: Lab*		5.0

*These courses are only available in the blended modality.
^^This course is available fully online.

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

The Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) Diploma Program prepares students with the knowledge and necessary skills to develop efficient and safety-minded technicians that will be able to fill an entry level position in the heating, ventilation, and air conditioning field. In addition, they will acquire the necessary skills, to perform installation tasks, service and repairs in heating, refrigeration, and air conditioning equipment. This program is designed to prepare graduates to take the certifications from the Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA).

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

74 Quarter Credits / 48 Weeks

Concentration Courses

CSKL1011	Safety and Craft Skills*	6.0
CHVA1311	Applied Math for HVAC Technicians*	7.0
CHVA1411	Introduction to Electricity (DC-AC)*	7.0
CHVA1511	Introduction to Refrigeration and A/C*	7.0
CHVA1611	Refrigeration and A/C: Residential*	7.0
CHVA1711	Refrigeration and A/C: Commercial*	7.0
CHVA1811	Heat Pumps and Related Systems*	5.0
CHVA2411	Electrical Instrumentation: Lab*	5.0
CHVA2511	Mechanical Instrumentation: Lab*	5.0
CHVA2611	Residential Equipment: Lab*	5.0
CHVA2711	Commercial A/C Equipment: Lab*	5.0
CHVA2911	Environmental Protection Agency (EPA) and Regulations*	8.0

*These courses are only available in the blended modality.

HVAC/R with PLC

The HVAC/R with PLC Diploma Program offers students the technical and practical knowledge and skills to perform heating, air conditioning and refrigeration maintenance, assist with 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 hybrid delivery method at the South Miami, Deland, Kissimmee, and Pembroke Pines campuses. Also available in the Spanish language at the Kissimmee campus; see Spanish language catalog for details.

92 Quarter Credits / 60 Weeks

Concentration Courses

CSKL1011	Safety and Craft Skills*	6.0
CHVA1311	Applied Math for HVAC Technicians*	7.0
CHVA1411	Introduction to Electricity (DC-AC) *	7.0
CHVA1511	Introduction to Refrigeration and A/C*	7.0
CHVA1611	Refrigeration and A/C: Residential*	7.0
CHVA1711	Refrigeration and A/C: Commercial*	7.0
CHVA1811	Heat Pumps and Related Systems*	5.0
CHVA2411	Electrical Instrumentation: Lab*	5.0
CHVA2511	Mechanical Instrumentation: Lab*	5.0
CHVA2611	Residential Equipment: Lab*	5.0
CHVA2711	Commercial A/C Equipment: Lab*	5.0
CHVA2911	Environmental Protection Agency (EPA) and Regulations*	8.0
CHVA2615	Digital Electronics*	5.0
CPLC3015	Programmable Logic Controller (PLC)*	8.0
CPLC3215	Programmable Logic Controller Units: Lab*	5.0

*These courses are only available in the blended modality.

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 or capstone. 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.

Available via hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses. Also available via Bilingual Language delivery method at the Kissimmee campus; See Language Options for Programs section for important details. Bilingual Program offering is residential with Externship. Capstone is not available.

47 Quarter Credits / 36 Weeks

Concentration Courses

MED1055	Medical Office Procedures^^	5.0
MED1060	Anatomy and Physiology with Medical Terminology I^^	6.0
MED1065	Anatomy and Physiology with Medical Terminology II^^	6.0
MED1070	Clinical Procedures*	5.0
MED1075	Laboratory Procedures*	5.0
MED2065	Introduction to Pharmacology*	5.0
MED2075	Basic Cardiorespiratory Procedures*	5.0
MED2805	Certified Medical Assistant Exam Prep^^	6.0
MED3000	Externship^	4.0
OR		
MED3005	Medical Assistant Capstone^^	4.0

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

In order to successfully complete the 120-hour externship, students must complete 30 hours each week for 4 consecutive weeks. Students who do not complete the 120 hours in the 4 consecutive weeks due to circumstances beyond the student's control will need to request an Incomplete "IPF" grade with their campus Dean of Academic Affairs and will have 30 calendar days into the next scheduled College course to complete the remaining hours. See Incomplete Policy for more information.

MEDICAL ASSISTANT TECHNICIAN WITH EMPHASIS IN BASIC X-RAY

The Medical Assistant Technician with Emphasis in Basic X-Ray Diploma program prepares the student to acquire the necessary skills to perform under the supervision of a physician providing medical office administrative services, clinical duties including patient intake and care, routine diagnostic, and basic x-ray procedures in the classroom and a supervised clinical practice or capstone. Graduates will be eligible for Basic Machine Operator licensure.

Available via hybrid delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, and Pembroke Pines campuses.

63 Quarter Credits / 48 Weeks

Concentration Courses

MED1055	Medical Office Procedures^^	5.0
MED1060	Anatomy and Physiology with Medical Terminology I^^	6.0
MED1065	Anatomy and Physiology with Medical Terminology II^^	6.0
MED1070	Clinical Procedures*	5.0
MED1075	Laboratory Procedures*	5.0
MED2065	Introduction to Pharmacology*	5.0
MED2075	Basic Cardiorespiratory Procedures*	5.0
MED2805	Certified Medical Assistant Exam Prep^^	6.0
BBMO2805	Fundamentals of Basic X-Ray Machine**	5.0
BBMO2810	Advanced Fundamentals of Basic X-Ray Machine**	5.0
BBMO2815	Basic X-Ray Machine Operator Exam Prep^^	6.0
MED3000	Externship^	4.0
OR		
MED3005	Medical Assistant Capstone^^	4.0

*These courses are only available in the blended modality.
**This course is only available during evening shift in the blended modality. Day shift is only available at Kissimmee Campus.
^This course is only available during day shift.
^^This course is only available fully online.

In order to successfully complete the 120-hour externship, students must complete 30 hours each week for 4 consecutive weeks. Students who do not complete the 120 hours in the 4 consecutive weeks due to circumstances beyond the student's control will need to request an Incomplete "IPF" grade with their campus Dean of Academic Affairs and will have 30 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 online delivery method at the South Miami, Deland, Kissimmee, Lakeland, Orlando, Pembroke Pines, and Tampa campuses.

48 Quarter Credits / 36 Weeks

Concentration Courses

MED1055	Medical Office Procedures^^	5.0
MED1060	Anatomy and Physiology with Medical Terminology I^^	6.0
MED1065	Anatomy and Physiology with Medical Terminology II^^	6.0
MBC1105	Health Information Resources^^	5.0
MBC1205	Current Procedural Codes/CPT^^	5.0
MBC1305	Diagnostic Coding/ICD-10^^	5.0
MBC1405	Medical Billing and Insurance^^	5.0
MBC2805	Certified Insurance and Coding Exam Prep^^	6.0
MBC2900	Capstone^^	5.0

^^These courses are only available fully online.

WELDING

In the Welding Diploma Program, students will develop technical skills and practical experiences related to cutting metal. In addition, they will interpret manufacturing and construction drawings and measurements used in the field. Students will also apply gained knowledge of SMAW (Shielded Metal Arc Welding), GMAW (Gas Metal Arc Welding), FCAW (Flux Core Arc Welding), and GTAW (Gas Tungsten Arc Welding) processes, as well as pipe welding techniques related to these four welding processes.

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

61 Quarter Credit Hours / 48 Weeks

Concentration Courses

CSKL1011	Safety and Craft Skills*	6.0
CWEL1010	Applied Math for Welding*	5.0
CWEL1011	Welding Drawings*	5.0
CWEL1012	Introduction to Welding and Cutting Process*	5.0
CWEL1013	Shielded Metal Arc Welding I (SMAW)*	5.0
CWEL1014	Shielded Metal Arc Welding II (SMAW)*	5.0
CWEL1015	Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW)*	5.0
CWEL1016	Gas Tungsten Arc Welding (GTAW)*	5.0
CWEL2011	Pipe Welding I (SMAW)*	5.0
CWEL2012	Pipe Welding II (GMAW & FCAW)*	5.0
CWEL2013	Pipe Welding III (GTAW)*	5.0
CWEL2211	Aluminum Welding (GTAW & GMAW)*	5.0

*These courses are only available in the blended modality.

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.

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

COURSE #	COURSE NAME	QUARTER CREDITS

ACC100   Accounting Basics   4.5 Quarter Credits

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.

ACG1100   Accounting I Lecture/Lab   4.5 Quarter Credits

In this course, students will analyze business transactions in both manual and computerized environments, as well as the vital role of ethics in accounting. Moreover, they will apply accounting terminology, concepts, and the accounting cycle, including the adjusting process, closing process, and preparation of financial statements, in the context of business organizations. In addition, students will examine the nature of internal control for cash and the bank reconciliation process.

ACG2000   Accounting II   4.5 Quarter Credits

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

BAD100   Introduction to Business   4.5 Quarter Credits

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 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 analyze basic concepts, principles, and business operations. They will assess the fundamentals of the human resources management and leadership management aspects of running a business, and the importance of workforce motivation and engagement. Moreover, they will demonstrate their understanding of the functions of management in today's business environment and how this impacts the global economy.

BAM305   Organizational Behavior   4.5 Quarter Credits

In this course, students will analyze the behavior of individuals and groups within organizations. They will evaluate the organizational systems, structures, and processes that shape behavior and determine the way organizations really operate. Students will also assess the effectiveness of organizational behavior centers in improving productivity and quality, and assisting managers to build a positive organizational culture.

BAR1601   Core Fundamentals-Barbering   18.0 Quarter Credits

In this course, students will analyze relevant Florida laws, general sciences, and historical background of barbering and its evolution process for the understanding of the profession. Also, students will distinguish microbiology concepts and infection control procedures that are necessary for the safe practice of haircutting and barbering services. Students will practice the importance of dress code, ethics, time management, and behavior in the workplace. Students will demonstrate a thorough understanding of implements, tools, and equipment used in barbering and the basic principles of haircutting and styling long hair. Students will explain hair composition, causes of hair loss, scalp treatments, conditions, basic properties of chemistry, and their importance in the barber shop.

BAR1602   Design Elements and Principles – Barbering   18.0 Quarter Credits

In this course, students will prepare for licensure and employment. Also, they will examine the principles and practices of infection control for the understanding and prevention of spreading infectious diseases. The students will analyze the purpose and capabilities of implements, tools, and equipment. Students will show their skills with a razor and several types of haircuts and styles for men. The students will identify anatomical features as well as the face, the neck, and skin types in relation to facial massages and treatments. Students will 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 apply advanced and detailed haircutting practices. They will also analyze chemical treatments used in advanced coloring and chemical services. Likewise, students can practice hair removal and hair replacement services. Furthermore, they will demonstrate knowledge of barber laws and barber rules and regulations established by federal and state agencies.
Prerequisite: BAR1602

BAR1604   Master Your Barber Career   18.0 Quarter Credits

In this course, students will apply chemicals for services like hair coloring and lightening, permanent waving, and chemical relaxing. They will also develop hygiene and disinfection processes, focusing on pathogens, non-pathogens, antiseptics, and disinfectants of work tools and instruments. In addition, students will write a resume and a business plan that complies with Florida barber laws, rules, and regulations. Furthermore, students will evaluate barbering services, such as men's haircutting and styling, women's haircutting and styling, and men's facial massages and treatments.
Prerequisite: BAR1603

BCM2000   Engineering Graphics – Drawing   4.5 Quarter Credits

In this course, students will identify the creation process of architectural and structural construction drawings. They will also distinguish the main benefits of building information modeling software in the construction management process. Furthermore, students will examine architectural and structural details in working drawings regarding construction projects.

BCM2100   Construction Site Management   4.5 Quarter Credits

In this course, students will analyze the main processes and procedures related to construction management, including the project team, the project delivery system, construction documents, and recordkeeping. They will examine the jobsite layout and arrangement, onsite personnel relations, and general safety procedures. Students will also evaluate the main factors and changes impacting construction projects.

BCM2200   Building Foundations   4.5 Quarter Credits
In this course, students will analyze the impact of materials and construction methods on the construction budget and the longevity and maintenance of a building. They will examine various materials and construction methods related to site construction, concrete, masonry, metal, wood, and plastic. Also, students will apply methods and materials to processes related to the building construction field.

BCM2300   Building Frameworks   4.5 Quarter Credits
This course will provide the skills necessary to examine how various materials and construction methods associated with the following construction areas: thermal and moisture protection; doors and windows, interior finishes; specialties and equipment; electrical; and mechanical. New industry products and procedures are compared and contrasted with existing materials and methods. The major focus is from a builder's perspective emphasizing proper installation procedures and processes.

BCM2400   Building Cost & Estimating   4.5 Quarter Credits
In this course, students will analyze blueprints and plans, as well as the principles and current practices for the estimation of construction-building costs. They will evaluate the takeoff process, material lists and quantities, and labor hours from working drawings and specifications. Furthermore, students will prepare project cost estimates based on construction drawings.
Prerequisite: BCM2000

BCM3000   Construction Risk & Financial Management   4.5 Quarter Credits
This course shows the relationship between managing risks and financial aspects of construction projects. Students will examine importance of balancing time, construction costs, capital requirements, bonding and insurance to reduce the occurrence and consequences of risk. In addition, students will apply financial management strategies from funding sources, estimating, budgeting and cost control strategies and methods.
Prerequisite: BCM2000

BCM3100   Construction Performance & Quality Assurance   4.5 Quarter Credits
In this course, students will learn the concept of quality control during design and construction. Students will draft and develop a master quality plan for a construction project to include quality control steps and inspections throughout the construction process in order to reduce or eliminate risks and ensure the project is completed successfully throughout all states of the construction.
Prerequisite: BCM2000

BCM3200   Contracts & Procurement   4.5 Quarter Credits
This course examines the construction contracting practices and the basic elements of the design to bid to build process. Students will review the relationship between all involved in process of procurement, the role of the suppliers, subcontractors, general contractors, and construction management. Students will learn strategies to influence collaborative trust in the construction industry throughout the procurement process.
Prerequisite: BCM2400

BCM4410   Building Construction Law & Regulations   6.0 Quarter Credits
This course will provide the foundation for Occupational Safety and Health Administration (OSHA) regulations and building codes and the latest LEED Certification requirements. Students will research state and local laws and regulations applicable to the building constructions contract; describe specifications, codes, contractual formats, letters and forms used throughout the construction life cycle. The focus is on Florida residential and commercial building standards, developing procedures, and the performance of sample checks on code compliance. Students will learn administrative functions to run a construction project effectively, delivering projects on time and within budget.
Prerequisite: BCM3000

BCM4999   Project Management, Scheduling & Logistics   6.0 Quarter Credits
This course provides an overview of project management, scheduling and planning skills necessary to deliver a construction project within budget and on time. Student will apply project management steps considering applicable laws and construction contractions, documents, specifications, building codes and regulations. Various roles and responsibilities of the stakeholders of the project will be discussed including emerging technologies in sustainability and green design. Students will apply the skills learned and combine the scheduling, logistics and personnel management skills learned throughout the program.
Prerequisite: All prior BCM Courses

BHM3300   Management & Marketing in the Food Service Industry4.5 Quarter Credits
In this course, students will analyze strategies for successful hospitality service, including guest expectations, experiences, and culture. They will also explore operations and services related to service staff and their roles in the industry. Moreover, they will examine the importance of a business philosophy in relation to the role and elements of marketing in hospitality. Additionally, students will analyze the marketing plan and its role in hospitality organizations.
Prerequisite: MKT2010

BHM3315   Food Service Information Systems   4.5 Quarter Credits
In this course, students will explore foundations of information management systems in hospitality. They will also interpret data and network fundamentals. Furthermore, they will examine wireless technologies and social computing. Additionally, students will analyze customer relations management systems and analytic tools.
Prerequisite: CUL1155

BHM3320   Food Service Human Resource Management   4.5 Quarter Credits
In this course, students will analyze policies and processes related to human resource management in the field of foodservice. In addition, they will explore current trends and issues with regard to labor markets and the industry structure. Furthermore, students will examine the role of talent management, equal opportunities, and diversity management within the foodservice industry.
Prerequisite: HRM200

BHM3325   Food Service Administration and Financial Management   4.5 Quarter Credits
In this course, the student will examine the tools and practices in budgeting and other financial skills required in the food service industry. They will also analyze the financial operations, financial statements and revenue management. Students will be able to develop budgets, balance sheets, and cash flow statements.

BHM4405   Food Service Industry Policy and Law   6.0 Quarter Credits

In this course, students will be introduced to the hospitality management legal environment, ethics and regulatory and administrative agencies. Student will discuss their responsibilities when serving food and beverages, truth – in menus laws, and serving alcohol. In addition, policies related to hospitality and food service will be examined.

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.

BBMO2805   Fundamentals of Basic X-Ray Machine   5.0 Quarter Credits
In this course, students will develop technical knowledge in the fundamentals for the use, maintenance, and storage of x-ray equipment and radiologic film in image production. To this end, they will apply basic mathematics and physics in radiographic procedures. Students will explore the principles of image and film processing, as well as exposure and image quality techniques. They will further practice computed radiography (CR) and digital radiography (DR) systems, among other skills that employers look for in today's healthcare industry.

BBMO2810   Advanced Fundamentals of Basic X-Ray Machine   5.0 Quarter Credits
In this course, students will evaluate advanced concepts of x-ray procedures, image production, and x-ray evaluation. They will examine transferring and positioning techniques, and relevant anatomy for radiological studies of the upper and lower extremities, skull, and torso, with an emphasis on the bony thorax and chest areas. Students will also apply advanced knowledge of radiobiology in evaluation procedures, diagnosis and medical laboratory skills to perform bone densitometry.

BBMO2815   Basic X-Ray Machine Operator Exam Prep   6.0 Quarter Credits
In this course, students will analyze ethical issues, legal requirements, principles of professionalism, and effective communication skills necessary in the healthcare workplace. They will also examine workplace safety standards required by regulating agencies, focusing on reducing the spread of disease and infection control. Likewise, students will evaluate patient-centered care. Additionally, they will explore topics covered in the Florida Health and the American Registry of Radiologic Technologists (ARRT) certification for Basic X-Ray Machine Operator (BMO), such as patient care, safety, image preparation, and procedures.
Prerequisites: BBMO2805, BBMO2810

BOS1000   Business Communications & Word Processing   4.5 Quarter Credits
In this course, students will examine the seven Cs of effective business communication. They will evaluate the features and tools available in Microsoft Word for the preparation of business documents. Additionally, students will design business documents based on the needs or requirements of different business environments. Furthermore, students will practice acquired skills in preparation for the Microsoft Office Specialist: Word Associate Certification Exam (MOS).

BOS1010   Office Operations & Spreadsheets   4.5 Quarter Credits
In this course, students will examine the functions of Microsoft Excel for the manipulation and presentation of data, and for the successful completion of project tasks with their acquired knowledge. Moreover, they will develop workbooks and worksheets containing multiple sheets with data, cells, and tables to assist in decision and problem-solving analysis. Also, students will apply the functions to practical exercises that are helpful in the organization of data for managerial reports, such as formulas, charts, and tables with visual graphics. Additionally, students will prepare for the certification exam in

Microsoft Office Specialist: Excel Associate Certification.

BOS1020   Business Communications & Presentations   4.5 Quarter Credits
In this course, students will examine the best PowerPoint practices for planning, designing, and evaluating professional presentations in a business environment. Students will also develop a PowerPoint presentation with advanced tools, such as animation effects, hyperlinks, charts, tables, SmartArt graphics, and 3D models. Moreover, they will evaluate views, handouts, and notes as they relate to delivering a presentation in front of an audience. In addition, students will prepare for the Microsoft Office Specialist: PowerPoint Associate Certification Exam.

BUS309   Business Ethics   6.0 Quarter Credits
In this course, students will examine the importance of ethics in a business context. Moreover, they will explore ethical issues and dilemmas emerging in business today. Also, students will analyze the ethical decision-making process, and the influence of an individual's perceptions, values, and backgrounds. Furthermore, they will value the development, management, and implementation of an organizational ethics program in compliance with the applicable norms.

BUS2040   Information Management   4.5 Quarter Credits
In this course, students will analyze the role and function of the information systems (IS) department in business and society. They will examine information systems for business processes, including tools and technology for the improvement of the decision-making process as well as the collection, organization, and analysis of data. In addition, students will apply strategic planning and project management through new technology, artificial intelligence, and expert systems that impact the future of business.

BUS2230   Business Management Lecture/Lab   4.5 Quarter Credits
In this course, students will examine the types of global economic systems and how economic performance is measured. They will analyze the forms of business ownership with their advantages and disadvantages, as well as their organizational structure. They will explain human resource management activities, including employee motivation techniques, diversity, and marketing strategies. In addition, they will utilize management information systems, accounting information, financial statements, and social media in business.

BUS3320   Leadership and Organizational Behavior Lecture/Lab   4.5 Quarter Credits
In this course, students will analyze the general perspective of organizational behavior and the dynamic environment of organizations. They will examine behaviors in an organizational context based on personalities and characteristics. Also, students will investigate the development processes of groups and teams for effective performance. In addition, they will distinguish the influence of leadership on employee behavior and administrative or organizational effectiveness.

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
In this course, students will analyze strategic management and strategic leadership and how to pursue strategies to have a major impact on a company's performance relative to its competitors. They will examine administrative processes under conditions of uncertainty including an integrating analysis applied to all fields of business.

CAP1001   Introduction to Computer Operations   4.5 Quarter Credits
In this course, students will examine computer hardware, operating systems, and applications such as Microsoft Office 365. They will distinguish software applications relevant to personal and organizational needs such as the Internet and Microsoft Excel. Students will also analyze the social and business benefits of using Microsoft Outlook for human capital. In addition, they will apply knowledge about word processors, Internet browsers, search engines, spreadsheets, and graphics in PowerPoint presentations.

CELE1111   Introduction to Electrical Trades   5.0 Quarter Credits
In this course, students will analyze the fundamentals of electrical theory and the basic electrical circuits. They will examine the apprenticeship training process, as well as the various sectors and trade options in the electrical industry. In addition, they will apply knowledge of common practices in the electrical field based on the contents of the National Electrical Code.

CELE1112   Raceway Systems & Electrical Construction Drawings   5.0 Quarter Credits
In this course, students will apply residential wiring methods, raceway systems, and conductors according to the standards of the electrical field. They will illustrate electrical construction drawings and the appropriate type of electrical test equipment. In addition, students will examine alternating current (AC) theory and electrical calculations.

CELE1113   AC & DC Motor Control   5.0 Quarter Credits
In this course, students will analyze the fundamentals of distinguishing between alternating currents (AC) and direct currents (DC) to select an appropriate motor power source. Students will also classify different speed motor control systems such as variable frequency drives (VFD). In addition, they will demonstrate pulling and termination selection procedures used in new lighting installations. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisites: CSKL1011 and CELE1111

CELE1114   Circuit Breakers & Branch Circuits   5.0 Quarter Credits
In this course, students will analyze various types of conduits, conduit bends, and conduit bending equipment used in the electrical field. They will also examine conductor termination and splicing methods related to the grounding and bonding of electrical systems. In addition, students will evaluate circuit breakers and fuses used alongside contactors and relays. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: CSKL1011, CELE1111, CELE1112

CELE1115   Electrical Services & Transformers   5.0 Quarter Credits
In this course, students will calculate the electrical load for conductors and overcurrent protection of commercial and residential electrical services. They will analyze the system components and installation considerations of commercial and industrial electrical services based on National Electrical Code (NEC) requirements, including various considerations about transformers. Students will also choose the conductors and overcurrent protection needed for motor controls, motor starters, and electrical services.
Prerequisites: CSKL1011, CELE1111, CELE1112

CELE2111   Overcurrent Protection & Electrical Calculations   5.0 Quarter Credits
In this course, students will analyze lighting fixtures and their various applications as well as special purpose wiring and dimming systems. They will review the classifications and National Electrical Code (NEC) requirements for hazardous locations. Moreover, they will examine electrical calculations and overcurrent protection for various applications. Furthermore, students will practice acquired skills by completing practical lab exercises.

Prerequisite: CELE1114

CELE2112   Electrical System Calculations   5.0 Quarter Credits
In this course, students will analyze various types of calculations for residential services and light electrical applications such as branch, circuit, feeder load, and services. They will revise the installation of electrical systems in healthcare facilities as well as fire alarm systems. They will examine different types of transformers and their applications. Students will demonstrate leadership skills needed to become effective crew leaders. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: CELE1114

CELE2113   Fundamentals of Emergency & Renewable Energy Systems   5.0 Quarter Credits
In this course, students will analyze the essential components and functions of emergency and standby power systems. They will evaluate the National Electric Code (NEC) requirements for the installation of electric generators and energy storage systems. Students will examine renewable energy sources for power generation, focusing on photovoltaic (PV) power systems.
Prerequisite: CELE1113

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.
Prerequisites: EEL1101, EEL1111

CHVA1311   Applied Math for HVAC Technicians   7.0 Quarter Credits
In this course, students will analyze basic mathematical operations applied to the refrigeration and air conditioning field, including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. In addition, they will calculate algebra, geometry, and trigonometry related to the functions of a Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) technician. The students will evaluate problems regarding Ohm's law in electrical circuitry and load problems for heating and cooling for HVAC/R technicians.

CHVA1411   Introduction to Electricity (DC-AC)   7.0 Quarter Credits
In this course, students will analyze the basic concepts of electricity with important laws, formulas, and units of measurement to understand how the electricity is used to run and control air-conditioning and refrigeration systems. They will evaluate types of automatic control devices for temperature, pressure, and volume to help develop and implement troubleshooting procedures for basic and complex circuits. They will apply examples of typical service calls for air conditioning and refrigeration in realistic settings. Furthermore, students will practice acquired skills by completing practical lab exercises.

CHVA1511   Introduction to Refrigeration and A/C   7.0 Quarter Credits
In this course, students will explain the basics of refrigeration and air conditioning, as well as the refrigeration cycle and its components. They will identify the properties and principles of heat, temperature scales, gas laws, and pressure readings. Additionally, students will describe matter, types of energy, power, and units of measurement. Moreover, they will compare refrigerant types and the pressure-temperature relationship in different substances. Students will also practice acquired skills by completing practical lab exercises.

CHVA1611   Refrigeration and A/C: Residential   7.0 Quarter Credits

In this course, students will analyze the operation, functionality, maintenance, and troubleshooting of equipment used for domestic refrigeration. They will examine the different types, physical characteristics, and typical locations of evaporators, condensers, compressors, and metering devices used on modern applications. Students will also explain the defrosting systems and condensation elimination processes for ice makers. They will differentiate between the diverse types of room air conditioners, such as window and through-the-wall units. In addition, students will evaluate the major components, functions, electrical requirements, and maintenance of cooling-only and cooling-heating single units. Furthermore, students will practice acquired skills by completing practical lab exercises.

CHVA1711   Refrigeration and A/C: Commercial   7.0 Quarter Credits

In this course, students will analyze advanced refrigeration systems in use in the commercial and industrial field, focusing the learning process in the chilled water air-conditioning systems and the different applications of the refrigeration cycle. They will examine the topics of high-pressure, low-pressure, and absorption chilled water systems. They will compare and contrast cooling towers and pumps, as well as operation and maintenance. In addition, they will evaluate the troubleshooting process for chilled water air-conditioning systems, commercial packaged rooftop units (RTU), variable refrigerant flow (VRF), and variable air volume (VAV). Furthermore, students will practice acquired skills by completing practical lab exercises.

CHVA1811   Heat Pumps and Related Systems   5.0 Quarter Credits

In this course, students will apply methods used by residential air-to-air heat pumps to make air conditioning in summer and heating in winter through the same refrigeration system. They will also compare the efficiency of different types of equipment and sources of heat. Furthermore, they will examine residential split heat pump problems in realistic settings.

CHVA2411   Electrical Instrumentation: Lab   5.0 Quarter Credits

In this course, students will analyze different types of electric circuits and schematic diagrams of circuits in the electric field. In addition, they will evaluate the properties of electrical circuits such as alternating and direct current in the electric motors and control devices. Lastly, students will perform contactors, relays, capacitors, transformers, breakers, fuses, safety switches, and modern electrical refrigeration equipment troubleshooting.
Prerequisite: CHVA1411

CHVA2511   Mechanical Instrumentation: Lab   5.0 Quarter Credits

In this course, students will evaluate the tools, equipment, and techniques concerning the heating, ventilation air-conditioning and refrigeration (HVAC/R) industry. Likewise, they will examine brazing and soldering techniques regarding the HVAC/R industry. They will describe different methods for refrigerant leak detection, system clean-up, and system evacuation. In addition, students will analyze the different methods for charging HVAC/R equipment refrigerant.
Prerequisite: CHVA1511

CHVA2711   Commercial A/C Equipment: Lab   5.0 Quarter Credits

In this course, students will analyze the installation and maintenance of commercial refrigeration and air conditioning systems. They will also examine electrical and mechanical troubleshooting procedures related to high, medium, and low temperature refrigeration systems. They will distinguish the components and functions of specialized refrigeration applications and rooftop air conditioning systems. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: CHVA1711

CHVA2611   Residential Equipment: Lab   5.0 Quarter Credits

In this course, students will analyze topics related to residential air-conditioning and refrigeration systems, including components, refrigeration and defrost cycles, safety procedures, and electric circuits. They will also examine gauges, leaks, evacuation processes, and charging as they relate to residential air-conditioning and refrigeration equipment. Moreover, students will evaluate specific components and devices, such as evaporators, condensers, compressors, and expansion devices. Additionally, they will perform diagnosis, troubleshooting, and repair procedures of domestic appliances.
Prerequisite: CHVA1611

CHVA2911   Environmental Protection Agency (EPA) Laws and Regulations   8.0 Quarter Credits

In this course, students will evaluate the general knowledge applicable to the use and handling of regulated refrigerants. In addition, students will analyze the overview and introduction CORE section of the manual. Finally, students will apply their knowledge acquired to achieve Environmental Protection Agency's (EPA) Section 608 of Clean Air Act Certification Examination.

CHVA2615   Digital Electronics   5.0 Quarter Credits

In this course, students will examine concepts regarding analog and digital signal process, as well as logic gates and their uses today as part of digital circuit applications. They will analyze the basis of digital electronics, along with their applications and processes. They will also evaluate the characteristics and applications of sequential logic circuits and computer systems.

CIS110   Computer Programming Design   4.5 Quarter Credits

In this course, students will evaluate a variety of interactive systems from the new generation of interfaces used in different careers, from software developer to usability engineer. They will also analyze human information processing issues in the context of interactive system designs. In addition, students will apply the concepts learned to 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 course covers the design and creation of web pages. Other topics covered include design considerations, such as load efficiency, appearance, linkage, and overall cohesiveness.

CIS331   Computer Systems Modeling   4.5 Quarter Credits

In this course, students will discover the design of information systems, including both hardware and software. Students will investigate topics ranging from systems analysis and design to hardware-software implementation. They will also explore analysis and design processes in support of algorithmic and architectural decisions. Students will gain design

experience with case studies using contemporary high-level methods and tools.

CIS340   Web Design   4.5 Quarter Credits
In this course, the students will identify the basic elements of web design. They will apply elementary coding using HTML and Cascading Style Sheets, web design and layout, UI design, and some front-end development. Finally, they will examine concepts related to web design, such as effective design, usability, organization of content, and web publishing will also be discussed.

CIS493   Creating Web Databases   4.5 Quarter Credits
In this course, the students will create interactive websites to store and retrieve data. They will examine object-oriented application development, relational table creation and maintenance, data cleansing and validation, data manipulation, forms and reports, queries, stored procedures, optimization, and security. They will also apply their knowledge to design and develop dynamic webpages using PHP and SQL. Furthermore, students will practice acquired skills by completing practical lab exercises.

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.

CIS4406   JAVA Programming I Lecture/Lab   4.5 Quarter Credits
In this course, students will learn about Java language programming, examining its syntax, program structure, and environment. Students will also use Java programs to resolve problems following programming rules and syntax and using applicable statements, such as control structures (conditional and repetition), arrays, methods, classes and objects, event handling, searching and sorting, advanced multimedia, and graphic unit interfaces (GUI).
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
In this course, students will explore the foundational concepts, theories, and technical skills of the Python programming language. They will also analyze algorithms and pseudocode that can be used to automate computer tasks and information processing. Students will use simulation tools and applications in the assessment, modification, and development of their own Python code. They will also apply these tools in the processing, storage, and automation of computer tasks. Furthermore, students will practice acquired skills by completing lab exercises.
Prerequisite: CIS110

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, students will analyze the fundamentals of the communication process at all levels—intrapersonal, interpersonal, and public speaking. Students will construct messages that are contextually relevant to the desired audience and intent by using informed and ethical arguments. Finally, students will prepare speeches (such as informative and persuasive) and implement their critical listening and thinking skills.

COS1601   Core Fundamentals – Cosmetology   18.0 Quarter Credits
In this course, the student will analyze the historical background and evolution of cosmetology. They will evaluate skin, scalp, and hair characteristics as required for the application of the appropriate treatment. In addition, they will apply techniques, procedures, and equipment for waxing, haircutting, and hairstyling. Students will examine infection control concepts as they relate to safety precautions and cleaning and disinfecting procedures in accordance with Florida laws. Furthermore, students will practice acquired skills by completing lab exercises.

COS1602   Design Elements and Principles – Cosmetology   18.0 Quarter Credits
In this course, students will analyze the characteristics of the client's hair when selecting the appropriate tools and techniques for haircutting. They will evaluate the most innovative methods used in haircoloring and blending procedures, including special effects that are the result of different products. They will recognize the structure of the skin and the variations of primary and secondary skin lesions. Students will also practice different facial treatments, massages, and makeup application based on the client's features and needs.
Prerequisite: COS1601

COS1603   Creative Artistry - Cosmetology   18.0 Quarter Credits
In this course, students will review theory about wigs, measurement, placement, cutting, the difference between human and synthetic hair, as well as the different extensions techniques. They will develop advanced haircutting techniques, conducting client consultations to achieve the client's desired style. They will also differentiate chemical texture services, the effect of permanent waving, relaxers, curl reformation, and the effect keratin treatments will have on hair. Students will practice different braiding techniques, including braiding with extensions.
Prerequisite: COS1602

COS1604   Career Development – Cosmetology   18.0 Quarter Credits
In this course, students will analyze professional manicure and pedicure procedures. In addition, they will examine business-

building strategies related to the field of cosmetology. Students will also perform practical services in compliance with program competencies.
Prerequisite: COS1603

CPLC3015   Programmable Logic Controller (PLC)   8.0 Quarter Credits
In this course, students will analyze the theoretical aspects and programming of the programmable logic controller (PLC). They will also evaluate concepts related to programmable logic controls in different systems. Furthermore, they will implement the programming and operating processes of a PLC focusing on the software, programming language, and ladder diagrams.

CPLC3215   Programmable Logic Controller Units: Lab   5.0 Quarter Credits
In this course, students will create real application programs related to the Programmable Logic Controllers (PLC). In addition, they will design a PLC operation based on wiring diagrams and ladder logic diagrams. Lastly, students will perform the PLC troubleshoot to ensure proper operation.
Prerequisite: CPLC3015

CSKL1011   Safety and Craft Skills   6.0 Quarter Credits
In this course, students will examine the basics of jobsite safety for construction trades. Moreover, they will explore safety standards and regulations covered in National Center for Construction Education & Research (NCCER) certification assessments and performance tasks and enforced by the Occupational Safety and Health Administration (OSHA). Students will also analyze common equipment and tools used in the construction industry. Additionally, they will evaluate the importance of communication skills and employability skills. Likewise, students will practice construction math and drawings.

CUL1115   Cuisine, Culture & Kitchen Organization   7.0 Quarter Credits
In this course, students will examine the food service industry, gastronomic history, and basic cooking terminology. They will analyze the fundamentals of the kitchen's organizational structure, equipment and utensils used in foodservice operations, basic ingredients, and their applications. They will also assess the importance of mise en place, food classification, and French cuisine, and their influence in the food service industry.

CUL1121   Sanitation & Allergens   8.0 Quarter Credits
In this course, students will analyze basic principles of sanitation, safe food handling, and workplace safety as they relate to the flow of food in foodservice operations. They will also examine potentially harmful allergens and foodborne pathogens that can be the result of cross-contamination. Additionally, students will demonstrate knowledge of food safety regulations and standards, including prevention of workplace hazards and staff training.

CUL1155   Food & Beverage Inventory/Cost Control with Math   7.0 Quarter Credits
In this course, students will explore a variety of mathematical operations. They will also assess mathematical formulas and their applications within the food service industry. Furthermore, they will analyze procedures and systems used to keep the costs of food and beverages, labor, and operations at acceptable levels.

CUL2115   Facility Menu Planning, Nutrition & Development   7.0 Quarter Credits
In this course, students will demonstrate mastery of nutrition fundamentals, recipe transformations, nutrition in menu planning, special requests from clients, sales, and marketing. They will create nutritious and balanced menu plans as well as market surveys. In addition, students will examine the fundamentals of menu planning for all ages, the components of

weight management programs, and the evolution of menu design and menu types in relation to the current trends in the industry. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: CUL1105

CUL2145   Hospitality Supervision & Management   8.0 Quarter Credits
In this course, students will examine the primary roles and legal responsibilities of all supervisory, managerial, and human resource staff members within the realm of foodservice operations. Students will also analyze those strategies essential for effective employee recruitment and evaluation within this context. Furthermore, students will explore the key leadership roles of a manager as they relate to team building.
Prerequisite: CUL1155

CWEL1010   Applied Math for Welding   5.0 Quarter Credits
In this course, students will analyze mathematical equations applicable to the welding industry. Moreover, they will practice addition, subtraction, multiplication, and division using modern measuring equipment. Students will also examine measurements and systems of measurement, focusing on conversions and calculations. In addition, they will evaluate volume and weight calculations and conversions, including those related to the bending of metal.

CWEL1011   Welding Drawings   5.0 Quarter Credits
In this course, students will design drawings and blueprints. They will interpret welding symbolic language. Also, they will evaluate design specifications and safety standards of assembly. Moreover, they will plan detailed drawings that show the importance of blueprint interpretation in the welding field.

CWEL1012   Introduction to Welding and Cutting Process   5.0 Quarter Credits
In this course, students will discuss the importance of safety as it relates to welding equipment. They will also examine oxyfuel cutting and plasma arc cutting (PAC) processes. Additionally, students will examine the fundamentals of air-carbon arc cutting (A-CAC) and air-carbon arc gouging (ACAG). They will evaluate base metal preparation, weld quality, and the welder testing process, which are crucial topics to succeed in the welding industry. Moreover, students will explore shielded metal arc welding (SMAW) equipment and consumables, focusing on electrodes.
Prerequisites: CSKL1011, CWEL1010, CWEL1011

CWEL1013   Shielded Metal Arc Welding I (SMAW)   5.0 Quarter Credits
In this course, students will analyze shielded metal arc welding (SMAW) equipment and consumables. Moreover, they will distinguish the electrodes and filler rods utilized for different types of welds. Students will also examine the shielded metal arc welding process, focusing on safety and equipment setup. In addition, they will evaluate the techniques used for weld beads and fillet welds.
Prerequisites: CSKL1011, CWEL1010, CWEL1011

CWEL1014   Shielded Metal Arc Welding II (SMAW)   5.0 Quarter Credits
In this course, students will operate the basic tools and practices necessary for the proper joint setup and spool alignment before welding. The students will also apply all welding positions to two types of welding techniques that are well used in the SMAW process, V-groove using backing plate and open root groove welds. Furthermore, students will analyze welding skills that meet the specifications of the building codes and the quality standards of the weld.
Prerequisite: CSKL1011, CWEL1010, CWEL1011

CWEL1015   Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW)   5.0 Quarter Credits

In this course, students will examine gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) processes and equipment. They will also explore multiple-pass GMAW and FCAW welds on ferrous and nonferrous metals. In addition, students will distinguish the filler metals used for different gas metal arc welding and flux-cored arc welding processes.
Prerequisites: CWEL1012, CWEL1013, CWEL1014

CWEL1016   Gas Tungsten Arc Welding (GTAW)   5.0 Quarter Credits
In this course, students will analyze the fundamentals of gas tungsten arc welding, focusing on safety and welding currents. They will also examine gas tungsten arc welding equipment and consumables. Moreover, they will evaluate common gas tungsten arc welding methods and techniques.
Prerequisites: CWEL1012, CWEL1013, CWEL1014

CWEL2011   Pipe Welding I (SMAW)   5.0 Quarter Credits
In this course, students will develop the necessary welding skills when working with shielded metal arc welding (SMAW) of open-root V-groove welds. Students will examine the basic concepts of welding. In addition, they will apply these concepts in different positions using special equipment and electrodes.
Prerequisites: CWEL1012, CWEL1013, CWEL1014

CWEL2012   Pipe Welding II (GMAW & FCAW)   5.0 Quarter Credits
In this course, the students will evaluate the Open-root concepts and the pipe welding preparation of the Gas Metal Arc Welding (GMAW) process. In addition, they will develop skills related to the Flux-cored Arc Welding (FCAW) process. Lastly, they will analyze the safety practice fundamentals for the two welding processes.
Prerequisites: CWEL1012, CWEL1013, CWEL1014

CWEL2013   Pipe Welding III (GTAW)   5.0 Quarter Credits
In this course, students will analyze the basic knowledge of open-root GTAW on carbon-steel, low alloy and stainless-steel pipes, and pipe preparation. They will evaluate welding positions and techniques for open-root V-groove pipe using GTAW welding process. In addition, students will examine the fundamentals of pipe preparations for pre-welding, work area setup, and GTAW equipment.
Prerequisite: CWEL1012, CWEL1013, CWEL1014

CWEL2211   Aluminum Welding (GTAW & GMAW)   5.0 Quarter Credits
In this course, the student will analyze the characteristics of aluminum welding techniques, and aluminum metallurgy. Also, they will prepare Gas Metal Arc Welding (GMAW) equipment, areas, and materials for aluminum pipe welding considering safety practices. The students will demonstrate GMAW methods and techniques using aluminum material on groove and fillet welds on a plate, and pipe welds in different positions. In addition, they will practice Gas Tungsten Arc Welding (GTAW) methods and techniques in aluminum materials on groove and fillet welding plates, as well as butt pipe welds in various positions.
Prerequisites: CWEL1012, CWEL1013, CWEL1014

ECO202   Microeconomics   4.5 Quarter Credits
In this course, students will create a logical and coherent framework in which to organize economic phenomena related to microeconomics. The students will analyze several economic models for the explanation and hypothesis of wide variety of economic (and seemingly non-economic) phenomena. Likewise, the student will interpret the microeconomic theory that allows the student to gain a fundamental understanding of the effect that human behavior, preferences and choices have in an economic setting.

EEL1101   A+ Hardware, Networking & Mobile Computer Systems   4.5 Quarter Credits

In this course, students will analyze computer hardware in a personal computer. They will also examine a personal computer's components, protocols, and functions. Additionally, students will distinguish storage systems, power supplies, and I/O devices. They will compare local network configuration processes. Furthermore, students will explore mobile device types, printer configuration, and virtualization architecture.

EEL1111   A+ Software, Security & Operating Systems   4.5 Quarter Credits

In this course, students will examine common computer configurations, operating systems, and customer support skills. They will also practice the installation of Windows operating systems and the configuration of a local network. In addition, students will compare personal computer troubleshooting techniques. Moreover, they will discuss computer system security strategies. Furthermore, students will analyze mobile devices, multiuser operating systems, and scripting technologies.

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: EEL1101

EEL2090   Routing and Switching   4.5 Quarter Credits

This course covers the components used to segment a local-area network (LAN), including bridges, switches, and routers. It provides a greater understanding of access control lists, routing protocols, local-area network and wide-area network (WAN) design, switching, virtual local-area networks (VLANs), and frame relay. Furthermore, students will develop the skills required for implementing and configuring network devices. Finally, students will be able to practice the skills acquired by completing practical lab exercises.

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

In this course, students will evaluate vulnerability issues that could affect systems, networks, software, and web security. Students will also describe information security methods, such as encryption, authentication, key generation, auditing, monitoring, and risk evaluation. They will discuss confidentiality, privacy, integrity, availability, and fraud prevention as part of information security policies. Additionally, students will learn techniques used to ensure secure equipment configuration and placement within the different types of networks. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

ELE1101   Introduction to Electrical Trades   5.0 Quarter Credits

In this course, students will analyze the fundamentals of electrical theory and the basic electrical circuits. They will examine the apprenticeship training process, as well as the various sectors and trade options in the electrical industry. In addition,

they will apply knowledge of common practices in the electrical field based on the contents of the National Electrical Code.

ELE1102   Raceway Systems & Electrical Construction Drawings   5.0 Quarter Credits

In this course, students will apply residential wiring methods, raceway systems, and conductors according to the standards of the electrical field. They will illustrate electrical construction drawings and the appropriate type of electrical test equipment. In addition, students will examine alternating current (AC) theory and electrical calculations.

ELE1103   AC & DC Motor Control   5.0 Quarter Credits

In this course, students will analyze the fundamentals of distinguishing between alternating currents (AC) and direct currents (DC) to select an appropriate motor power source. Students will also classify different speed motor control systems such as variable frequency drives (VFD). In addition, they will demonstrate pulling and termination selection procedures used in new lighting installations. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisites: SKL1000 and ELE1101

ELE1104   Circuit Breakers & Branch Circuits   5.0 Quarter Credits

In this course, students will analyze various types of conduits, conduit bends, and conduit bending equipment used in the electrical field. They will also examine conductor termination and splicing methods related to the grounding and bonding of electrical systems. In addition, students will evaluate circuit breakers and fuses used alongside contactors and relays. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: SKL1000, ELE1101, ELE1102

ELE1105   Electrical Services & Transformers   5.0 Quarter Credits

In this course, students will calculate the electrical load for conductors and overcurrent protection of commercial and residential electrical services. They will analyze the system components and installation considerations of commercial and industrial electrical services based on National Electrical Code (NEC) requirements, including various considerations about transformers. Students will also choose the conductors and overcurrent protection needed for motor controls, motor starters, and electrical services.
Prerequisites: SKL1000, ELE 1101, ELE1102

ELE2101   Overcurrent Protection & Electrical Calculations   5.0 Quarter Credits

In this course, students will analyze lighting fixtures and their various applications as well as special purpose wiring and dimming systems. They will review the classifications and National Electrical Code (NEC) requirements for hazardous locations. Moreover, they will examine electrical calculations and overcurrent protection for various applications. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: ELE1104

ELE2102   Electrical System Calculations   5.0 Quarter Credits

In this course, students will analyze various types of calculations for residential services and light electrical applications such as branch, circuit, feeder load, and services. They will revise the installation of electrical systems in healthcare facilities as well as fire alarm systems. They will examine different types of transformers and their applications. Students will demonstrate leadership skills needed to become effective crew leaders. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: ELE1104

ELE2103   Fundamentals of Emergency & Renewable Energy Systems   5.0 Quarter Credits

In this course, students will analyze the essential components and functions of emergency and standby power systems. They will evaluate the National Electric Code (NEC) requirements for the installation of electric generators and energy storage systems. Students will examine renewable energy sources for power generation, focusing on photovoltaic (PV) power systems. 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

In this course, students will develop skills related to organizational development (OD) and change management. They will also create a comprehensive change management plan for effective change implementation. Furthermore, the students will evaluate the key success factors in change effectiveness.

ENT3311   Entrepreneurship Lecture/Lab   4.5 Quarter Credits

In this course, students will assess and appraise fundamental aspects of entrepreneurship, distinguish key attributes of entrepreneurs, identify and evaluate opportunities, compose a business plan, decide on marketing elements, make financing decisions, and consider means of raising capital. They will critique the most common business structures and explore the mechanisms available to protect intellectual property rights. Overall, students will acquire the necessary entrepreneur-thinking skills to achieve success in business.

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
In this course, students will formulate strategies to bring their entrepreneurial dreams to reality. They will analyze the options available to start a new venture. Students will also examine real-world entrepreneurship practices. Moreover, they will identify the essential concepts and skills necessary to grow and manage an entrepreneurial venture successfully. In addition, students will practice managerial and decision-making skills. Likewise, they will evaluate strategies for successful stakeholder relationships. Furthermore, students will practice acquired skills by completing practical lab exercises.

ENT4361   Business Plan and Implementation Lecture/Lab   4.5 Quarter Credits
In this capstone course, students will combine both analytical and conceptual skills related to business planning and implementation. They will analyze the structural components of a new business venture. They will also apply the skills acquired in previous entrepreneurial courses.
Prerequisites: ENT4320, ENT4330, ENT4340, ENT4351

EXT2020   Culinary Externship   4.0 Quarter Credits
In this course, students will apply skills related to the food service and hospitality industry. They will also perform cooking techniques in an approved commercial food service and hospitality establishment. Moreover, students will demonstrate professionalism in the workplace during the practical experience.
Prerequisite(s): All Previous Program Courses

EXT2021   Baking Externship   4.0 Quarter Credits
In this course, students will apply skills related to baking and pastry in the food service and hospitality industry. They will also practice baking and decorating techniques in an approved commercial food service and hospitality establishment. Moreover, students will demonstrate professionalism in the workplace during the practical baking experience.
Prerequisite: All Previous Program Courses

FIN400   Financial Management   4.5 Quarter Credits
In this course, the student will examine the tools and practices that entrepreneurs utilize in making prudent financial decisions. They will also evaluate a company's financial performance to understand that the time value of money concept forms the foundation for the use of net present value and capital budgeting decisions. In addition, they will analyze the concepts of operating and financial leverage, capital asset pricing model, weighted average cost of capital, and risk and reward tradeoff to be able to make effective financial management decisions. On the other hand, students will be able to explain what is risk analysis, capital budgeting, capital structure, and working capital management.

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.

| 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.

| HBKP1103 | Introduction to Baking | 5.0 Quarter Credits |

In this course, students will examine the fundamental principles of baking as they relate to occupational and industry terminology, product and ingredient identification, equipment, and elaboration processes. They will demonstrate safety and hygiene measures during baking and pastry making. Furthermore, students will practice the preparation of quick breads, cookies, pies, tarts, and plated desserts, along with piping techniques and basic knife cuts performed in the industry.
Prerequisite: HCUL1121

| HBKP2105 | Chocolate Confections | 5.0 Quarter Credits |

In this course, students will evaluate the process of chocolate production. In addition, students will develop skills related to the elaboration of different chocolate candies. They will create sculptures and centerpieces using chocolate.
Prerequisite: HBKP1103

| HBKP2107 | Advanced Baking, Pasteles, and Panes | 5.0 Quarter Credits |

In this course, students will examine baking procedures related to the preparation of lean and enriched breads, such as baguettes, fougasse, boules (round loaves), pain d'épi (wheat stalk bread), sponge doughs, cinnamon rolls, milk bread, challah bread, pretzels, and bagels. Also, students will compare laminated dough products, particularly puff pastry dough, croissant dough, and Danish dough. Additionally, they will analyze healthy dessert recipes for special diets.
Prerequisite: HBKP1103

| HBKP2120 | Baking & Pastry Lab | 5.0 Quarter Credits |

In this course, students will analyze the necessary skills regarding plated desserts preparation for restaurants and hotels. Also, students will create fillings and creams for various pastry products with different sauces and garnishes. In addition, they will apply the bain-marie method in the custards and hot desserts creation.

| HBKP2130 | Cake Decoration | 5.0 Quarter Credits |

In this course, students will use buttercream, fondant, and gum paste in the cake decoration process. Also, they will apply the proper techniques in the production of single-layer and multi-layer cakes. Furthermore, they will produce a special occasion cake.
Prerequisite: HBKP1103

HBKP2140   Sugar Arts & Confections   5.0 Quarter Credits

In this course, students will examine the fundamentals necessary for the creation of various confections and edible sculptures with sugar or isomalt as the main ingredient. They will prepare candies by employing methods of lamination, aeration, caramelization, or gelatinization. In addition, they will create sculptures and centerpieces using casted sugar and the pulled sugar method. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

HCUL1105   Basic Culinary Techniques   5.0 Quarter Credits

In this course, students will analyze culinary terminology, cooking equipment, common tools, and ingredients. They will also examine the process for preparing stocks, sauces, and soups to meet industry standards. Students will differentiate between dry-moist-heat cooking methods. In addition, they will evaluate basic cooking methods with numerous ingredients, including the different applications and purposes of each method in relation to the ingredients used. Furthermore, students will develop mise en place skills, focusing on knife cutting.
Prerequisite: HCUL1121

HCUL1107   Meat, Fish & Poultry Fabrication   5.0 Quarter Credits

In this course, students will evaluate primal and subprimal cuts of meat according to industry standards. In addition, they will analyze the structure and fabrication of forcemeats, sausage, and game meats. Furthermore, students will examine various salt and freshwater fish species, as well as shellfish and mollusks.
Prerequisite: HCUL1105

HCUL1109   Garde Manger   5.0 Quarter Credits

In this course, students will explore the history and methods related to preparing food items served cold. They will also analyze advanced and appropriate culinary techniques for small batch cooking and large-scale volume events. Additionally, students will demonstrate traditional and modern plate and platter presentations.
Prerequisite: HCUL1105

HCUL1115   Cuisine, Culture & Kitchen Organization   7.0 Quarter Credits

In this course, students will examine the food service industry, gastronomic history, and basic cooking terminology. They will analyze the fundamentals of the kitchen's organizational structure, equipment and utensils used in foodservice operations, basic ingredients, and their applications. They will also assess the importance of mise en place, food classification, and French cuisine, and their influence in the food service industry.

HCUL1121   Sanitation & Allergens   8.0 Quarter Credits

In this course, students will analyze basic principles of sanitation, safe food handling, and workplace safety as they relate to the flow of food in foodservice operations. They will also examine potentially harmful allergens and foodborne pathogens that can be the result of cross-contamination. Additionally, students will demonstrate knowledge of food safety regulations and standards, including prevention of workplace hazards and staff training.

HCUL1140   Restaurant Service   5.0 Quarter Credits

In this course, students will examine key principles related to providing excellent service within the modern food service industry. They will also implement table setup procedures for restaurants and buffet service within mock settings. Likewise, students will identify common beverage service practices. Furthermore, they will analyze the importance of effective communication between the front and back of the house.

HCUL1155   Food & Beverage Inventory/Cost Control with Math   7.0 Quarter Credits

In this course, students will explore a variety of mathematical operations. They will also assess mathematical formulas and their applications within the food service industry. Furthermore, they will analyze procedures and systems used to keep the costs of food and beverages, labor, and operations at acceptable levels.

HCUL1175   International Cuisine   5.0 Quarter Credits

In this course, students will examine modern and historic interpretations of regional cookery associated with diverse cultures around the world. In addition, students will apply various techniques in the preparation of foods and flavors from several world regions. Furthermore, students will ensure compliance with HACCP guidelines applicable to international recipes.

HCUL2115   Facility Menu Planning, Nutrition & Development   7.0 Quarter Credits

In this course, students will demonstrate mastery of nutrition fundamentals, recipe transformations, nutrition in menu planning, special requests from clients, sales, and marketing. They will create nutritious and balanced menu plans as well as market surveys. In addition, students will examine the fundamentals of menu planning for all ages, the components of weight management programs, and the evolution of menu design and menu types in relation to the current trends in the industry. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: HCUL1115

HCUL2145   Hospitality Supervision & Management   8.0 Quarter Credits

In this course, students will examine the primary roles and legal responsibilities of all supervisory, managerial, and human resource staff members within the realm of foodservice operations. Students will also analyze those strategies essential for effective employee recruitment and evaluation within this context. Furthermore, students will explore the key leadership roles of a manager as they relate to team building.
Prerequisite: HCUL1115

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

In this course, students will analyze the foundations of leadership within the context of healthcare, including various types of theories and styles. They will also explore leadership and followership in the solution of organizational challenges. In addition, students will evaluate leadership skills applicable to organizational management in healthcare.

HSA415   Population and Health Issues   6.0 Quarter Credits

In this course, students will examine public health challenges and current strategies for disease prevention and health promotion in the population. They will analyze the impact of community health determinants, and epidemiologic and evidence-based public health practices, on health care policies and services. Moreover, students will evaluate public health issues from the standpoint of prevention and emergency preparedness, while safeguarding service quality assurance and efficient use of available resources.

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

In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions.

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, compensation, benefits, and performance appraisals. Current trends in healthcare human resource management are covered.

HSA3325   Introduction to Healthcare Financial Management Lecture/Lab   4.5 Quarter Credits

In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions.
Prerequisite: MAT1010

HSA4405   Healthcare Policy and Law   6.0 Quarter Credits

In this course, students will analyze healthcare policy, regulation, and law. They will also review sources of common, statutory, and constitutional law; contracts; and intentional torts. In addition, students will discuss the organization and management of corporate, for-profit, and nonprofit healthcare organizations (HCOs). Furthermore, they will assess liability issues for individuals and HCOs, admission and discharge issues emergency care issues, consent treatment consent issues, taxation issues, and antitrust issues. Moreover, students will examine medical staff appointments and privileges. Finally, they will evaluate fraud, abuse, and corporate compliance programs.

HSA4410   Long-Term Managed Care Systems Lecture/Lab   4.5 Quarter Credits

In this course, students will assess the role of health care management, understanding the structure, staffing, and organizational leadership needed in the long-term care environment. They will analyze medical terminology to understand caregiver responsibilities, including communication, administration, and restoration of residents. They will examine essential needs, medical conditions, and disabilities, as well as the application of concepts and protocols to laboratory exercises. Students will also understand how to provide care for diverse residents.

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.

HSA4420   Practice Management Policies, Protocols & Risk Management   5.0 Quarter Credits

In this course, students will examine the general principles of finance as they relate to health care organizations; these include sources of revenue for various health care entities, fundamentals of finance for health care organizations, principles of accounting, interpretations of ratios using industry-wide comparisons, balance sheet and income statement preparation and analysis, budget analysis and cost control measures, cash flow, and financial reporting. They will also analyze issues surrounding budgeting dynamics that alter financial conditions.

HSA4425   Certified Physician Practice Manager Exam Prep   6.0 Quarter Credits

In this course, students will review the management of multiple processes affecting the institution and the patients including

revenue cycle, compliance regulations, human resources, health information, and policy and law as presented in previous courses. They will demonstrate the acquired skills in preparation to challenge the Physician Practice Management Certification.

| 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.

| HVA1301 | Applied Math for HVAC Technicians | 7.0 Quarter Credits |

In this course, students will analyze basic mathematical operations applied to the refrigeration and air conditioning field, including addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. In addition, they will calculate algebra, geometry, and trigonometry related to the functions of a Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) technician. The students will evaluate problems regarding Ohm's law in electrical circuitry and load problems for heating and cooling for HVAC/R technicians.

| HVA1401 | Introduction to Electricity (DC-AC) | 7.0 Quarter Credits |

In this course, students will analyze the basic concepts of electricity with important laws, formulas, and units of measurement to understand how the electricity is used to run and control air-conditioning and refrigeration systems. They will evaluate types of automatic control devices for temperature, pressure, and volume to help develop and implement troubleshooting procedures for basic and complex circuits. They will apply examples of typical service calls for air conditioning and refrigeration in realistic settings. Furthermore, students will practice acquired skills by completing practical lab exercises.

| HVA1501 | Introduction to Refrigeration and A/C | 7.0 Quarter Credits |

In this course, students will explain the basics of refrigeration and air conditioning, as well as the refrigeration cycle and its components. They will identify the properties and principles of heat, temperature scales, gas laws, and pressure readings. Additionally, students will describe matter, types of energy, power, and units of measurement. Moreover, they will compare refrigerant types and the pressure-temperature relationship in different substances. Students will also practice acquired skills by completing practical lab exercises.

| HVA1601 | Refrigeration and A/C: Residential | 7.0 Quarter Credits |

In this course, students will analyze the operation, functionality, maintenance, and troubleshooting of equipment used for domestic refrigeration. They will examine the different types, physical characteristics, and typical locations of evaporators, condensers, compressors, and metering devices used on modern applications. Students will also explain the defrosting systems and condensation elimination processes for ice makers. They will differentiate between the diverse types of room air conditioners, such as window and through-the-wall units. In addition, students will evaluate the major components, functions, electrical requirements, and maintenance of cooling-only and cooling-heating single units. Furthermore, students will practice acquired skills by completing practical lab exercises.

HVA1701   Refrigeration and A/C: Commercial   7.0 Quarter Credits

In this course, students will analyze advanced refrigeration systems in use in the commercial and industrial field, focusing the learning process in the chilled water air-conditioning systems and the different applications of the refrigeration cycle. They will examine the topics of high-pressure, low-pressure, and absorption chilled water systems. They will compare and contrast cooling towers and pumps, as well as operation and maintenance. In addition, they will evaluate the troubleshooting process for chilled water air-conditioning systems, commercial packaged rooftop units (RTU), variable refrigerant flow (VRF), and variable air volume (VAV). Furthermore, students will practice acquired skills by completing practical lab exercises.

HVA1801   Heat Pumps and Related Systems   5.0 Quarter Credits

In this course, students will apply methods used by residential air-to-air heat pumps to make air conditioning in summer and heating in winter through the same refrigeration system. They will also compare the efficiency of different types of equipment and sources of heat. Furthermore, they will examine residential split heat pump problems in realistic settings.

HVA2051   Electrical Instrumentation: Lab   5.0 Quarter Credits

In this course, students will analyze different types of electric circuits and schematic diagrams of circuits in the electric field. In addition, they will evaluate the properties of electrical circuits such as alternating and direct current in the electric motors and control devices. Lastly, students will perform contactors, relays, capacitors, transformers, breakers, fuses, safety switches, and modern electrical refrigeration equipment troubleshooting.
Prerequisite: HVA1401

HVA2061   Mechanical Instrumentation: Lab   5.0 Quarter Credits

In this course, students will evaluate the tools, equipment, and techniques concerning the heating, ventilation air-conditioning and refrigeration (HVAC/R) industry. Likewise, they will examine brazing and soldering techniques regarding the HVAC/R industry. They will describe different methods for refrigerant leak detection, system clean-up, and system evacuation. In addition, students will analyze the different methods for charging HVAC/R equipment refrigerant.
Prerequisite: HVA1501

HVA2081   Commercial A/C Equipment: Lab   5.0 Quarter Credits

In this course, students will analyze the installation and maintenance of commercial refrigeration and air conditioning systems. They will also examine electrical and mechanical troubleshooting procedures related to high, medium, and low temperature refrigeration systems. They will distinguish the components and functions of specialized refrigeration applications and rooftop air conditioning systems. Furthermore, students will practice acquired skills by completing practical lab exercises.
Prerequisite: HVA1701

HVA2091   Residential Equipment: Lab   5.0 Quarter Credits

In this course, students will analyze topics related to residential air-conditioning and refrigeration systems, including components, refrigeration and defrost cycles, safety procedures, and electric circuits. They will also examine gauges, leaks, evacuation processes, and charging as they relate to residential air-conditioning and refrigeration equipment. Moreover, students will evaluate specific components and devices, such as evaporators, condensers, compressors, and expansion devices. Additionally, they will perform diagnosis, troubleshooting, and repair procedures of domestic appliances.
Prerequisite: HVA1601

HVA2501   Environmental Protection Agency (EPA) Laws and Regulations   8.0 Quarter Credits

In this course, students will evaluate the general knowledge applicable to the use and handling of regulated refrigerants. In

addition, students will analyze the overview and introduction CORE section of the manual. Finally, students will apply their knowledge acquired to achieve Environmental Protection Agency's (EPA) Section 608 of Clean Air Act Certification Examination.

HVA2605   Digital Electronics   5.0 Quarter Credits
In this course, students will examine concepts regarding analog and digital signal process, as well as logic gates and their uses today as part of digital circuit applications. They will analyze the basis of digital electronics, along with their applications and processes. They will also evaluate the characteristics and applications of sequential logic circuits and computer systems.

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 analyze descriptive statistics in different professional settings. They will also examine statistical methods to collect, summarize, present, and interpret quantitative and categorical data. In addition, they will predict the relationship between two variables according to information gathered through research. Furthermore, they will describe populations or samples using descriptive measures.

MBC1105   Health Information Resources   5.0 Quarter Credits
In this course, students will analyze electronic health record (EHR) administrative functions and regulatory standards. They will evaluate the purpose, applications, and benefits of using EHR software in health information management. Students will practice database management and data entry for the proper processing, storage, and retrieval of patient health information. Also, they will assess privacy and security standards, and the potential of health informatics in a clinical scenario.

MBC1205   Current Procedural Codes/CPT   5.0 Quarter Credits

In this course, students will analyze electronic health record (EHR) administrative functions and regulatory standards. They will evaluate the purpose, applications, and benefits of using EHR software in health information management. Students will practice database management and data entry for the proper processing, storage, and retrieval of patient health information. Also, they will assess privacy and security standards, and the potential of health informatics in a clinical scenario.
Prerequisite: MED1065

MBC1305   Diagnostic Coding/ICD-10   5.0 Quarter Credits

In this course, students will examine chapter-specific guidelines and basic diagnostic conventions of the International Classification of Diseases, Tenth Edition, Clinical Modification (ICD-10-CM). They will also apply diagnostic codes to medical scenarios according to ICD-10-CM guidelines.
Prerequisite: MED1065

MBC1405   Medical Billing and Insurance   5.0 Quarter Credits

In this course, students will examine the revenue cycle management (RCM) procedures in relation to the billing and coding of medical services. Additionally, they will analyze the different types of insurance programs, governmental and private third-party payers, workers' compensation packages, 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.

MBC2805   Certified Insurance and Coding Exam Prep   6.0 Quarter Credits

In this course, students will interpret coding procedure principles covered throughout the medical billing and coding program courses, including those related to medical terminology, insurance, and documentation compliance. They will also demonstrate the skills acquired for NCCT certification in insurance and coding through extensive practice exercises.
Prerequisite: All previous program courses

MBC2900   Capstone   5.0 Quarter Credits

In this course, students will demonstrate knowledge, skills, and abilities related to office insurance finances, the revenue cycle, managed care issues, the collections process, and insurance claims in medical coding and billing. In addition, they will determine codes used in encoder software for diagnoses, procedures, and services.
Prerequisite: All previous program courses except for MBC2900

MBC3000   Advanced CPT/ICD-10 Coding   4.5 Quarter Credits

In this course, students will use coding references to assign proper diagnosis and procedural codes in order to document medical necessity for proper third-party reimbursement in the revenue cycle. Concurrently, they will dissect the process of evaluating medical documentation to recognize relevant data and the importance of following guidelines for proper coding. Students will also practice how to use an electronic encoder system for real world cases in surgical and non-surgical environments.
Prerequisite(s): MBC1205, MBC1305

MBC3100   CPC Exam Prep   4.5 Quarter Credits

In this course, students will receive an overview of the national coding certification exam from American Academy of Professional Coders, which is accepted nationally and internationally. In addition, students will assess the CPT®, ICD-10-CM, and HCPCS Level II codebooks. Furthermore, they will test for accuracy and speed with mock exams that will prepare them to successfully complete the Certified Professional Coder (CPC) exam. Once you pass the National Exam, you will earn the credentials of CPC-A.

Prerequisite: MBC3000

MED1055   Medical Office Procedures   5.0 Quarter Credits

In this course, students will examine skills related to medical office administrative procedures such as the use of electronic health records (EHR), appointment scheduling, filing, handling mail, and preparing office budgets. They will also analyze stress management strategies and the importance of workplace ethics, privacy laws (HIPAA), and effective communication in diverse environments. Furthermore, students will identify changes and challenges in the 21st century 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 explore the organization of the human body and the relationship between structure, function, and homeostasis of the integumentary, the musculoskeletal, and the nervous system, including special senses. They will also dissect the meaning of medical terms and abbreviations according to their basic components —prefixes, suffixes, and roots— in addition to special numerical, positional, and condition-related components.

MED1065   Anatomy and Physiology with Medical Terminology II   6.0 Quarter Credits

In this course, students will analyze concepts related to the anatomy and physiology of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. They will also examine medical terminology related to the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems of the human body. Furthermore, they will determine the etiology, diagnosis, and treatment of diseases of the cardiovascular, lymphatic, endocrine, reproductive, digestive, and urinary systems.

MED1070   Clinical Procedures   5.0 Quarter Credits

In this course, students will analyze practical clinical skills for working in a medical office environment. They will explore patient education and medical history, focusing on effective communication skills. Furthermore, students will assist healthcare staff in taking patients' vital signs, physical examinations, and various treatment modalities.

MED1075   Laboratory Procedures   5.0 Quarter Credits

In this course, students will evaluate specimen collection methods. They will also perform laboratory procedures and CLIA-waived tests according to sanitation standards, focusing on effective communication with patients. In addition, students will explore automated laboratory testing techniques. Furthermore, students will practice acquired skills by completing practical lab exercises in preparation for the certification test.

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.

MED2065   Introduction to Pharmacology   5.0 Quarter Credits

In this course, students will analyze the basic rules of preparation and administration of oral and parenteral medications. They will examine the parts of a prescription as well as commonly prescribed medications, how they affect the body, and why they are prescribed. They will demonstrate preparation and administration of medications using various techniques, including intramuscular, subcutaneous, intradermal, and Z-track injections. In addition, they will evaluate the Occupational Safety and Health Administration (OSHA) guidelines in preparation for the OSHA bloodborne 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

In this course, students will analyze commonly-performed cardiovascular and pulmonary function studies. They will identify life threatening signs of arrhythmia, as well as daily functions and responsibilities of a medical assistant technician. In addition, they will also perform cardiorespiratory procedures such as a 12-lead electrocardiogram without artifacts as well as first aid and basic life-support procedures. They will practice acquired skills by completing lab exercises in preparation for the certification test.

MED2805   Certified Medical Assistant Exam Prep   6.0 Quarter Credits

In this course, students will reinforce their knowledge of the topics and practical skills covered throughout the Medical Assistant Technician program in anticipation of enrolling in the externship and applying for the medical assistant certification examination. They will evaluate medical assistant administrative and exam room tasks, the electronic health record (EHR) system, and the information required to complete the medical records. In addition, students will analyze the influence of nutrition in a patient's health and the importance of pharmacology concepts and procedures. They will also examine basic cardiology, phlebotomy, and laboratory procedures. They will practice acquired skills by completing lab exercises in preparation for the certification test.

Prerequisites: All previous courses, except for MED3000

MED3000   Externship   4.0 Quarter Credits

In this course, students will apply administrative and clinical skills obtained throughout the Medical Assistant program at an approved externship site. Students will also gain hands-on experience in healthcare settings, where they will work under the direct supervision of a clinical professional. Furthermore, they will demonstrate their clinical skills while working with patients, doctors, and other members of the healthcare team.

Prerequisite: Prerequisite: All previous courses with a minimum CUM GPA of 2.0.

MED3005   Medical Assistant Capstone   4.0 Quarter Credits

In this course, students will demonstrate proficiency in fundamental procedures related to the coordination and administration of quality patient care. They will also practice clinical skills necessary for the physical examination of a variety of patients in a simulated environment. Finally, students will show their compromise with their work ethics, compliance with laws and regulations, and responsibilities as a professional within a medical office environment. This course includes the use of a simulator.

Prerequisite: All previous courses with a CUM GPA of 2.0.

MKT2010   Introduction to Marketing   4.5 Quarter Credits

In this course, students will analyze essential marketing concepts for long-term success in business settings. They will also examine the basic marketing challenges, trends, and approaches in today's multicultural, generational, and diverse workforce environment. In addition, students will evaluate the main elements and methods in decision-making for brands and advertising, as well as the fundamental aspects of ethics and social responsibility.

MKT405   Advertising and Sales   4.5 Quarter Credits

In this course, students will examine an integrated marketing communications (IMC) perspective of advertising and promotion. They will also contrast traditional advertising and promotional tools, and how to integrate other key elements within the marketing communications mix (e.g., advertising, direct marketing, promotion and the Internet). In addition, students will analyze key subjects such as market research, media planning, creative strategies for traditional and non-traditional markets, advertising agency practices, competitive positioning. Finally, they will evaluate how each of the key subjects influences the effectiveness of an advertiser's campaign. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

MKT2250   Marketing Research Lecture   6.0 Quarter Credits

In this course, students will analyze the foundations of marketing research to include ethical principles. They will also examine different types of data including those related to Decision Support Systems (DSS) and Customer Relationship Management (CRM). In addition, students will investigate various research methods used to collect and analyze data.
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 analyze the theoretical aspects and programming of the programmable logic controller (PLC). They will also evaluate concepts related to programmable logic controls in different systems. Furthermore, they will implement the programming and operating processes of a PLC focusing on the software, programming language, and ladder diagrams.

PLC3001   Programmable Logic Controller Units- Lab   4.0 Quarter Credits

In this course, students will create real application programs related to the Programmable Logic Controllers (PLC). In addition, they will design a PLC operation based on wiring diagrams and ladder logic diagrams. Lastly, students will perform the PLC troubleshoot to ensure proper operation.
Prerequisite: PLC3000

PLC3005   Programmable Logic Controller (PLC)   8.0 Quarter Credits

In this course, students will analyze the theoretical aspects and programming of the programmable logic controller (PLC). They will also evaluate concepts related to programmable logic controls in different systems. Furthermore, they will implement the programming and operating processes of a PLC focusing on the software, programming language, and ladder diagrams.

PLC3010   Programmable Logic Controller Units: Lab   5.0 Quarter Credits

In this course, students will create real application programs related to the Programmable Logic Controllers (PLC). In

addition, they will design a PLC operation based on wiring diagrams and ladder logic diagrams. Lastly, students will perform the PLC troubleshoot to ensure proper operation.
Prerequisite: PLC3005

PRG2040   LAN Analysis and Design   6.0 Quarter Credits
In this course, students will analyze the fundamental models of data networking, such as the Open Systems Interconnection (OSI) reference model and its protocols that function at various model layers. They will examine the structure, design, and maintenance requirements of a corporate computer network (LAN). In addition, students will design a network by applying scenario-based solutions.

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; and configuring and troubleshooting the desktop environment. Students will implement, manage, and troubleshoot storage, display, and peripheral devices. Furthermore, students will be able to practice the skills acquired by completing practical lab exercises.

PRG2110   Windows Server   4.5 Quarter Credits
In this course, students will analyze the Windows Server 2019 in different scenarios, including datacenter and cloud environments that rely on virtualization and containers. Additionally, students will set up the initial server, storage, and the troubleshoot procedures for performance issues. They will evaluate common Windows Server technologies and network services, including Active Directory, Certificate Services, DNS, DHCP, WSUS, IIS, file sharing, printing, and remote access.
Prerequisite: PRG2100

PRG2120   Windows Network Infrastructure   4.5 Quarter Credits
In this course, students will analyze the Windows Server services in different scenarios, including data centers and cloud environments depending on virtualization and containers. They will discuss the Active Directory Infrastructure. Also, they will control various types of user accessibility to resources in a network. Additionally, they will explore the Windows Updates technology.

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.

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 the concepts, precursors, processes, and research application of social psychology in the study of social behavior. They will evaluate the factors that influence behavior, such as individual changes, nature, culture, relationships, changes in attitudes and beliefs, persuasion, prejudice, aggression, and the social environment. In addition, they will distinguish group formation processes and social influence in human behavior.

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 physic. 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

In this course, students will evaluate the fundamental theories and principles of information security. They will implement best practices, policies, strategies, and techniques from the National Institute of Standard and Technology (NIST) Cybersecurity Framework. In addition, they will develop procedures related to defense-in-depth, layered security, vulnerability assessment, risk management, governance and compliance, and encryption. Furthermore, students will practice acquired skills by completing lab exercises in preparation for the CompTIA Security + Certification.
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
In this course, students will analyze the fundamental theories and principles of network security. They will also evaluate network security applications, including firewalls, cryptography, defense in depth, intrusion detection systems (IDS), and intrusion prevention systems (IPS). In addition, students will develop technical skills on network security tools and defensive countermeasures. Furthermore, students will practice acquired skills by completing lab exercises.
Prerequisite: PRG2161

SEC4000   Intrusion Detection and Incident Response   4.5 Quarter Credits
In this course, students will analyze the foundations of information security to understand important managerial, legal, and ethical aspects. They will also examine the project management process as future information security professionals to help them develop and implement an information security project plan, which includes the selection of personnel for an organization. In addition, students will evaluate intrusion detection and prevention systems, focusing on planning, risk management, and technical controls used secure information assets and physical assets. Furthermore, they will practice acquired skills by completing lab exercises.
Prerequisite: SEC3000

SEC4100   Digital Forensics I   4.5 Quarter Credits
In this course, students will analyze the basic concepts, theories, and legal aspects of digital forensics. They will also assess digital evidence tools and computer forensic methodologies for different operating systems. Additionally, students will evaluate Windows, MAC, and Linux operating systems, including correct evidence handling, chain of custody, documentation, and presentation of evidence procedures to support an investigation. Furthermore, they will practice acquired skills by completing lab exercises.
Prerequisite: SEC3000

SEC4200   Digital Forensics II   4.5 Quarter Credits
In this course, students will examine evidence acquisition tools and methods used in digital forensics investigations. In

addition, students will evaluate digital forensic software and applications used in the collection and analysis of digital artifacts pertinent to a network. Moreover, they will analyze information collected from web browser and email data as it relates to forensic investigations. Furthermore, students will practice acquired skills by completing lab exercises.
Prerequisite: SEC4100

SEC4500   Ethical Hacking   4.5 Quarter Credits

In this course, students will analyze the practice of ethical hacking and penetration testing. They will also examine techniques, tools, and technology that detect vulnerabilities. Additionally, students will evaluate cybersecurity attacks and threats, focusing on the ways in which organizations and individuals mitigate risk. Furthermore, they will be able to practice the skills acquired by completing practical lab exercises.
Prerequisite: SEC3400

SKL1000   Safety and Craft Skills   6.0 Quarter Credits

In this course, students will examine the basics of jobsite safety for construction trades. Moreover, they will explore safety standards and regulations covered in National Center for Construction Education & Research (NCCER) certification assessments and performance tasks and enforced by the Occupational Safety and Health Administration (OSHA). Students will also analyze common equipment and tools used in the construction industry. Additionally, they will evaluate the importance of communication skills and employability skills. Likewise, students will practice construction math and drawings.

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

In this course, students will explore the discipline of sociology by studying human social development as well as our complex and dynamic social world through different types of sociological perspectives and research methods. They will examine social and cultural issues among the sociological institutions and their impact on behavior. Students will also analyze social and cultural differences and their relation to deviance and social inequalities.

WEL1000   Applied Math for Welding   5.0 Quarter Credits

In this course, students will analyze mathematical equations applicable to the welding industry. Moreover, they will practice addition, subtraction, multiplication, and division using modern measuring equipment. Students will also examine measurements and systems of measurement, focusing on conversions and calculations. In addition, they will evaluate volume and weight calculations and conversions, including those related to the bending of metal.

WEL1001   Welding Drawings   5.0 Quarter Credits

In this course, students will design drawings and blueprints. They will interpret welding symbolic language. Also, they will evaluate design specifications and safety standards of assembly. Moreover, they will plan detailed drawings that show the importance of blueprint interpretation in the welding field.

WEL1002   Introduction to Welding and Cutting Process   5.0 Quarter Credits

In this course, students will discuss the importance of safety as it relates to welding equipment. They will also examine oxyfuel cutting and plasma arc cutting (PAC) processes. Additionally, students will examine the fundamentals of air-carbon arc cutting (A-CAC) and air-carbon arc gouging (ACAG). They will evaluate base metal preparation, weld quality, and the welder testing process, which are crucial topics to succeed in the welding industry. Moreover, students will explore shielded metal arc welding (SMAW) equipment and consumables, focusing on electrodes.

Prerequisites: SKL1000, WEL1000, WEL1001

WEL1003   Shielded Metal Arc Welding I (SMAW)   5.0 Quarter Credits

In this course, students will analyze shielded metal arc welding (SMAW) equipment and consumables. Moreover, they will distinguish the electrodes and filler rods utilized for different types of welds. Students will also examine the shielded metal arc welding process, focusing on safety and equipment setup. In addition, they will evaluate the techniques used for weld beads and fillet welds.

Prerequisites: SKL1000, WEL1000, WEL1001

WEL1004   Shielded Metal Arc Welding II (SMAW)   5.0 Quarter Credits

In this course, students will operate the basic tools and practices necessary for the proper joint setup and spool alignment before welding. The students will also apply all welding positions to two types of welding techniques that are well used in the SMAW process, V-groove using backing plate and open root groove welds. Furthermore, students will analyze welding skills that meet the specifications of the building codes and the quality standards of the weld.

Prerequisite: SKL1000, WEL1000, WEL1001

WEL1005   Flux Core Arc Welding (FCAW) and Gas Metal Arc Welding (GMAW)   5.0 Quarter Credits

In this course, students will examine gas metal arc welding (GMAW) and flux-cored arc welding (FCAW) processes and equipment. They will also explore multiple-pass GMAW and FCAW welds on ferrous and nonferrous metals. In addition, students will distinguish the filler metals used for different gas metal arc welding and flux-cored arc welding processes.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL1006   Gas Tungsten Arc Welding (GTAW)   5.0 Quarter Credits

In this course, students will analyze the fundamentals of gas tungsten arc welding, focusing on safety and welding currents. They will also examine gas tungsten arc welding equipment and consumables. Moreover, they will evaluate common gas tungsten arc welding methods and techniques.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2001   Pipe Welding I (SMAW)   5.0 Quarter Credits

In this course, students will develop the necessary welding skills when working with shielded metal arc welding (SMAW) of open-root V-groove welds. Students will examine the basic concepts of welding. In addition, they will apply these concepts in different positions using special equipment and electrodes.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2002   Pipe Welding II (GMAW & FCAW)   5.0 Quarter Credits

In this course, the students will evaluate the Open-root concepts and the pipe welding preparation of the Gas Metal Arc Welding (GMAW) process. In addition, they will develop skills related to the Flux-cored Arc Welding (FCAW) process. Lastly, they will analyze the safety practice fundamentals for the two welding processes.

Prerequisites: WEL1002, WEL1003, WEL1004

WEL2003   Pipe Welding III (GTAW)   5.0 Quarter Credits

In this course, students will analyze the basic knowledge of open-root GTAW on carbon-steel, low alloy and stainless-steel pipes, and pipe preparation. They will evaluate welding positions and techniques for open-root V-groove pipe using GTAW welding process. In addition, students will examine the fundamentals of pipe preparations for pre-welding, work area setup, and GTAW equipment.

Prerequisite: WEL1002, WEL1003, WEL1004

WEL3001   Aluminum Welding (GTAW & GMAW)   5.0 Quarter Credits

In this course, the student will analyze the characteristics of aluminum welding techniques, and aluminum metallurgy. Also, they will prepare Gas Metal Arc Welding (GMAW) equipment, areas, and materials for aluminum pipe welding considering safety practices. The students will demonstrate GMAW methods and techniques using aluminum material on groove and fillet welds on a plate, and pipe welds in different positions. In addition, they will practice Gas Tungsten Arc Welding (GTAW) methods and techniques in aluminum materials on groove and fillet welding plates, as well as butt pipe welds in various positions.

Prerequisites: WEL1002, WEL1003, WEL1004

WGD1030   Web Programming I   4.5 Quarter Credits

In this course, students will design webpage sites using a number of currently popular tools and strategies. They will also examine HTML 5, CSS3, and JavaScript programming languages, focusing on JavaScript. Students will explore how to use JavaScript in order to add functionality to a web page by learning programming fundamentals and basic object-oriented concepts.

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.

Prerequisite: WGD1030

LICENSURE AND REGISTRATION REQUIREMENTS

The following Florida licensure requirements apply to the Barbering and Cosmetology diploma programs. Unless otherwise indicated below, sources include the Chapter 476, Florida Statutes; Chapter 61G3, Florida Administrative Code; Chapter 477, Florida Statutes; and Chapter 61G5, Florida Administrative Code. This information was last updated on February 9, 2023. 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 900 hours of training in sanitation, safety, and laws and rules, 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 600 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 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 900 hours of training in sanitation, safety, and laws and rules, 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 600 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 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 500 hours of training in barbering skills, services and correlating trade techniques along with 400 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 225 Hours
   2. Safety, Sanitation and Sterilization 270 Hours
   3. Hair Structure and Chemistry 90 Hours
   4. Hair Cutting 135 Hours
      a. Taper Cuts
         I. Freehand
         II. Shear over comb
         III. Clipper over comb
      b. Style Cuts (to include blow drying)
   5. Shampooing 45 Hours
   6. Chemical Services to include permanent waving; coloring and bleaching; and hair relaxing and curling. 90 Hours
   7. Shaving, Beard and Mustache Trimming 45 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 states:

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 shapings;

(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.

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 scissor shaping; 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 scissor shaping;

(b) To give a tailored neckline on dry hair;

(c) To perform tapered cutting;

(d) To perform slither (effilating) 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.

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.

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.

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 steam 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.

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.

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.

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.

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.

(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 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

NUC University - 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, Scheduled Breaks, Program Start Dates, 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, NUC-FTC does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. NUC-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 NUC-FTC. Admitted students who are discovered to have misrepresented their criminal conviction history to NUC-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. NUC-FTC reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by NUC-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 NUC-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
- Official EC-Council ATC – http://www.eccouncil.org/
- Official PMI Registered Training Provider – http://www.pmi.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)

Tuition and Fees

The tuition includes the following:
- Educational Resources assigned to each class including certifications that are applicable
- 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)

The following chart provides tuition by program and campus(es) where programs are offered.

Diploma Programs	Tuition plus $150 non-refundable registration fee*	Kissimmee	Orlando	Pembroke	Tampa
LaSalle Advanced Security Professional (ISC2 CISSP) Exam Preparation	$2,500	X	X		X
LaSalle Agile Project Management Exam Preparation	$2,250	X	X		X
LaSalle Business Analyst Professional Exam Preparation	$3,500	X	X		X
LaSalle Cisco Network Associate (CCNA) Exam Preparation	$3,000	X	X	X	X
LaSalle CompTIA A+ Exam Preparation	$3,000	X	X	X	X
LaSalle CompTIA Network+ Exam Preparation	$2,500	X	X	X	X
LaSalle CompTIA Security+ Exam Preparation	$2,500	X	X	X	X
LaSalle Ethical Hacker (CEH) Exam Preparation	$2,500	X	X		X
LaSalle Human Resources Professional Exam Preparation	$3,500	X	X	X	X
LaSalle Internet Marketing Strategies Exam Preparation	$3,500	X	X		X
LaSalle ITIL Exam Preparation	$1,500	X	X		X
LaSalle Linux Networking Exam Preparation	$2,500	X	X		X
LaSalle Microsoft Database Administrator Exam Preparation	$8,000	X	X	X	X
LaSalle Microsoft Office Specialist Exam Preparation	$2,500	X	X	X	X
LaSalle Microsoft Programming/Web Development Exam Preparation	$4,000	X	X		X
LaSalle Microsoft Systems Administrator (MCSA) Exam Preparation	$8,000	X	X	X	X
LaSalle Project Management Exam Preparation	$5,000	X	X	X	X
LaSalle Six Sigma Exam Preparation	$2,500	X	X		X
LaSalle Web Design Specialist Exam Preparation	$3,500	X	X	X	X

*There is a $150.00 non-refundable registration fee for each program.

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: NUC-FTC accepts Visa, MasterCard, Discover, American Express, Personal Checks, Business

Checks and Cash.

Loans: NUC-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.

Grading System
For all Continuing Education programs and courses, students will earn a "P" Pass or a "F" Fail.

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. NUC-FTC 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.

Continuing Education Diploma 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 Kissimmee, Orlando, and Tampa campuses.
45 Contact Hours

Course(s)		Contact Hours
CSS01	Advanced Security Professional 2	45

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 Kissimmee, Orlando, and Tampa campuses.
27 Contact Hours

Course(s)		Contact Hours
PMG02	Managing a Project using Agile Practices	27

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 Kissimmee, Orlando, and Tampa campuses.
90 Contact Hours

Course(s)		Contact Hours
BAP01	Business Analysis Comprehensive	45
BAP02	Advanced Business Analysis Comprehensive	45

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.

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

63 Contact Hours

Course(s)		Contact Hours
CIS01	Cisco Network Associate	63

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

Course(s)		Contact Hours
COM01	A+ Repair Comprehensive	72

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

Course(s)		Contact Hours
COM04	Networking Fundamentals	45

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

Course(s)		Contact Hours
CIW04	Security Professional 1	45

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 Kissimmee, Orlando, and Tampa campuses.
45 Contact Hours

Course(s)		Contact Hours
CEH01	Ethical Hacker Exam Preparation	45

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

Course(s)		Contact Hours
HRP01	Human Resources Comprehensive	45

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 Kissimmee, Orlando, and Tampa campuses.
122 Contact Hours

Course(s)		Contact Hours
CIW01	Internet Fundamentals	45
INM02	Internet Marketing Strategies	45
ADO02	Webpage Design	32

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 Kissimmee, Orlando, and Tampa campuses.

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 Kissimmee, Orlando, and Tampa campuses.
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 and online delivery methods at the Kissimmee, Orlando, Pembroke Pines, and Tampa campuses.
90 Contact Hours

Course(s)		Contact Hours
MOS01	Microsoft Office Comprehensive	90

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 Kissimmee, Orlando, and Tampa campuses.
198 Contact Hours

Course(s)		Contact Hours
MCS10	Microsoft Programming	54
MCS12	Programming Fundamentals	54
MCS13	Microsoft Web Development 1	45
MCS14	Microsoft Development 2	45

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

Course(s)		Contact Hours
COM01	A+ Repair Comprehensive	72
COM04	Networking Fundamentals	45
MCS01	Windows Desktop Operating System	45
MCS15	Windows Server Operating System	45
MCS16	Managing a Microsoft Windows Network Infrastructure	45
MCS04	Windows Server Administration	45

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

Course(s)		Contact Hours
PMG01	Project Management Comprehensive	54
MOS06	Managing Projects Using Microsoft Project	36

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 Kissimmee, Orlando, and Tampa campuses.
80 Contact Hours

Course(s)		Contact Hours
SSG01	Six Sigma 01	80

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, Orlando, Pembroke Pines, and Tampa campuses.
144 Contact Hours

Course(s)		Contact Hours
ADO01	Web Design Strategies	144

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 (ITL) courses
MOS, MCS, DBA, or WIN	Microsoft courses
PMG	Project Management courses
SSG	Six Sigma courses

COURSE #	COURSE NAME	CONTACT HOURS

ADO01 — Web Design Strategies — 144 Hours

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.

ADO02 — Webpage Design — 32 Hours

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.

BAP01 — Business Analysis Comprehensive — 45 Hours

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.

BAP02 — Advanced Business Analysis Comprehensive — 45 Hours

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.

CEH01 — Ethical Hacker Exam Preparation — 45 Hours

In this class students will learn the principles and concepts required to build and manage an organization's networking and

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 course, students will learn to configure Cisco switches and routers using industry standards and Cisco's best practices. They will analyze network fundamentals, IP addressing, switching and routing protocols, wireless networks, network security, and automation. In addition, students will apply processes related to troubleshooting and network management.

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 course, students will examine key security concepts and practices that security professionals need to know for the CompTIA Security certification exam. They will assess basic security methods, including secure installation, configuration, and management of computers, mobile devices, operating systems, applications, and networks. They will analyze security risks and threats as well as the appropriate actions to mitigate them. Furthermore, students will evaluate security standards and procedures within the organization as well as the legal and regulatory policies that govern their profession.

COM01   A+ Repair Comprehensive   72 Hours
In this course, the student will examine basic computer hardware infrastructure and operating systems, gaining knowledge on the installation, configuration, customization, upgrade, repair, troubleshooting, diagnosis, and maintenance of a variety of devices, as well as safety procedures and soft skills. They will also review specific topics related to portable devices, networking, virtualization, and cloud computing as part of their preparation for the CompTIA A+ Exam. In addition, the student will practice key entry-level service technician skills.

COM04   Networking Fundamentals   45 Hours
In this course, students will analyze entry-level networking topics such as layers of the OSI model, and features and functions of network components. They will develop the skills required to install, configure, manage, and troubleshoot basic network hardware protocols and peripherals. In addition, students will use a variety of products from network providers, 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.

MCS12   Programming Fundamentals   54 Hours

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.

MCS13   Microsoft Web Development 1   45 Hours

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.

MCS14   Microsoft Development 2   45 Hours

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.

MCS15   Windows Server Operating System   45 Hours

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.

MCS16   Managing a Microsoft Windows Network Infrastructure   45 Hours

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.

MOS01   Microsoft Office Comprehensive   90 Hours

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.

MOS06   Managing Projects Using Microsoft Project   36 Hours

In this course, students will learn the basics of Microsoft Project, including the implementation of project resources and tasks, how to apply advanced formatting and advanced project scheduling, and how to organize project details. Throughout the course, students will get to apply all these skills in a hands-on environment.

PMG01   Project Management Comprehensive   54 Hours

This course will assess widely considered principles and tools of project management. Students will apply core competencies outlined by the Project Management Institute (PMI) guidebook. They will demonstrate proficiency in predictive, agile, and hybrid project management approaches.

PMG02   Managing a Project using Agile Practices   27 Hours

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.

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 Admissions .... Roger Gaspar
Vice President of Strategic Business Development and Career Services .... MaryAnn Sewell
Regional Vice President of Student Financial Services .... Sharon Rigaud
Regional Director of Retention and Educational Effectiveness .... Dr. Maria Rivera
Registrar Manager .... Stephanie Rivera Rodriguez
Institutional Registrar .... Henry Garcia
Institutional Registrar .... Briar Rogers
Institutional Registrar .... Sandra Llerena
Assistant Registrar .... Rodney Ortega
Academic Compliance Manager .... Malia Brady
Instructional Designer & Faculty Support .... Nathan Gilbert
Director of Student Support Services .... Heidi Pollpeter
Manager of Educational Resource and Assessment Centers .... Kelly Cornett
Regional Librarian .... Ricardo Ruiz

THE DAVE SCHOOL

Administration

Executive Director .... Gina Rhodes
Academic Dean .... Jasmine Carpenter
Director of Career Services .... Michael Keith
Senior Director of Admissions .... Nicolas Talotta
Student Services Coordinator .... Open
Student Accounts Coordinator .... Jennifer Iadevaia

ORLANDO CAMPUS

Administration

Executive Director .... Michael Fontaine
Dean of Academic Affairs .... Emily Rios
Student Services Coordinator ....Erynn Sendrick
Program Coordinator/Electrical ....Lee Bridges
Director of Admissions ....Widalys Vale
Associate Director of Admissions ....Yesenia Beltran
Regional Director of Career Services ....April Gibson
Regional Director of Financial Aid/East Market ....Debria Clark
Regional Student Accounts Officer ....Meghan Allen
Dean of Academic Affairs/Distance Education .... Jeniffer Sanabria
Regional Academic Program Manager/MBC ....Karen Ramsey
Regional Academic Program Manager/MAT .... Jennifer Boane
Regional Academic Program Manager/Technology...Tiffanie Burrows
Regional Program Director/Business.. Dr. Litza Rivera
Regional Program Coordinator/Business..Open

On Campus & Online Faculty

Emanuel Aguirre
Electrical Instructor
NUC University-Florida Technical College: Diploma in Electrical
Journeyman Electrical

Dr. Nicolas R. Alfonso, Jr.
Allied Health Instructor
Spartan Health Sciences University: Doctor of Medicine

Dorimar Arroyo
General Education Instructor
Troy University: Master of Science in Counseling/Psychology
Universidad Del Este: Bachelor of Science in Psychology

Enrique Aviles
Information Technology Instructor
Florida Institute of Technology: Master of Science in Computer Information Systems
Universidad de Puerto Rico en Bayamon: Bachelor in Computer Information Systems

Lori Bair

Allied Health Instructor

University of Phoenix: Master of Health Administration

University of Phoenix: Bachelor of Science in Health Care Administration

AAPC-CPC

Malcolm Bartlett

General Education Instructor

State University of New York College: Master of Science in Education in Secondary Mathematics

State University of New York College: Bachelor of Science in Education in Secondary Mathematics

Yanira Benitez

Allied Health Instructor

University of Arizona: Master of Business Administration in Business Administration

DeVry University: Bachelor of Science in Technical Management

DeVry University: Associate of Applied Science in Health Information Technology

Cynthia Bennett

Allied Health Instructor

Wilmington University: Master of Business Administration in Health Care Administration

Peirce College: Bachelor of Science in Business Administration

Peirce College: Associate of Science in Medical Practice Management

AAPC: Certified Professional Coder (CPC)

Earl Bills

Allied Health Instructor

University of Phoenix: Master of Arts in Education/Adult Education and Training

Saint Joseph University: Bachelor of Science in Organizational Management

AAPC: CPC

AAPC: Certified Professional Medical Auditor

Dr. Alyssa Bisnauth

Allied Health Instructor

University of Medicine and Health Sciences: Doctor of Medicine

William Bohannon-Dobski

Allied Health Instructor

Ultimate Medical Academy: Associate of Science in Healthcare Management

Concorde Career Institute: Diploma in Medical Assistant

AMT-RMA

Jennifer Boane

Regional Externship Coordinator
Career Training Institute: Diploma in Medical Assistant
AMT-RMA

Joseph Brady
Electrical Instructor
Nova Southeastern University: Bachelor of Science in Professional Management
State of Florida: Electrical Contractor License
NCCER Certified: Craft Instructor, Curriculum Proctor, Curriculum Performance Evaluator

Lee Bridges
Electrical Instructor
NUC University-Florida Technical College: Diploma in Electrical
East Carolina University: Bachelor of Science in Applied Sociology
Municipal Board of Examiners, Polk County: Electrical Contractor
NCCER Certificate: Craft Instructor Core, Craft Instructor for Electrical Level 1, 2, 3, 4, Curriculum Proctor, Curriculum Performance Evaluator Core: Intro to Basic Construction Skills, Curriculum Performance Evaluator for Electrical Level 1, 2, 3, 4

Dr. April Chestnut
General Education Instructor
Walden University: Doctor of Philosophy in Public Policy and Administration
Kaplan University: Master of Science in Education-Teaching Mathematics
Alabama State University: Bachelor of Science in Math

Dr. Carmen Chirinos
Allied Health Instructor
University of Zulia: Specialist in Internal Medicine
University of Zulia: Physician-Surgeon

Melissa Chisholm
Information Technology Instructor
Miami International University: Master in Fine Arts in Graphic Design
American InterContinental University: Bachelor of Fine Arts in Visual Communication/Digital Design
The Pennsylvania State University: Bachelor of Fine Arts

Adrienne Crosby
Cybersecurity Instructor
University of Phoenix: Master of Information Systems
University of Phoenix: Bachelor of Science in Business/Finance
Advanced Cyber Security certificate

Sherika Dacres
General Education Instructor
Nova Southeastern University: Master of Science in Mental Health Counseling
University of Florida: Bachelor of Arts in Political Science
University of Florida: Bachelor of Science in Telecommunication

Audra Davis Sullivan
Allied Health Instructor
Everest University: Associate in Science in Medical Assisting
NHA-Certified Clinical Medical Assisting

Rosetta Davis
Electrical Instructor
Purdue University: Master of Science in Technology
Purdue University: Bachelor of Science in Electrical Engineering Technology-Computer Engineering Technology
Purdue University: Associate of Science in Electrical Engineering Technology
BP Products North America: Certificate in Control Equipment–Electrician Technician Apprenticeship

Dr. Lynn Dejarlais
Business and Hospitality Instructor
Capella University: Doctor of Education with Specialization in Educational Leadership & Management
Webster University: Master of Arts in Management & Leadership
University of Central Florida: Bachelor of Science in Hospitality Management

Tanya Dundas
Allied Health Instructor
University of Arizona Global Campus: Master of Arts in Education; Specialization in Curriculum & Instruction
University of Arizona Global Campus: Bachelor of Arts in Health Care Administration
Ashford University: Bachelor of Arts in Health Care Administration

Stephanie Egleston
General Education Instructor
NorthCentral University: Doctor of Philosophy in Psychology
University of Phoenix: Master of Science in Psychology
University of Phoenix: Master of Science in Administration of Justice and Security
University of Phoenix: Bachelor of Science in Criminal Justice Administration
University of Phoenix: Associate of Science in General Studies

Jessica Ellzey

Business Instructor

South Eastern University: Master of Business Administration

Maribel Escabi

Business Instructor

Universidad Metropolitana: Master in Business Administration in Human Resources

Inter American University: Bachelor of Business Administration in Marketing, Management and Human Resources Management

Carlos Farinas

Information Technology 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

Dr. Hensey Fenton

Business Instructor

Capella University: Doctorate in Business Management in Finance

Suffolk University: Master of Business Administration

Suffolk University: Bachelor of Science in Business Administration

Douglas Figueroa

Information Technology Instructor

Webster University: Master of Arts in Information Technology Management

Webster University: Master of Business Administration in Business Administration

Webster University: Bachelor of Arts in Management

Timothy Fitzpatrick

Electrical Instructor

Journeyman Electrician

NCCER Certified: Craft Instructor, Curriculum Proctor, Curriculum Performance Evaluator

Catina Flagg

Allied Health Instructor

The College of Saint Scholastica: Master of Science in Health Information Management

Katheryn Fox

Business Instructor

Grand Canyon University: Master of Science in Mental Health & Wellness

Virginia College: Master of Business Administration in Business Administration

Friends University: Bachelor of Science in Computer Information Systems

Microsoft Certification: MS Office Specialist Associate (Word, Excel, PowerPoint)

Rolando Frometa
Business Instructor
University of Central Florida: Masters of Business Administration in Business Administration
University of Central Florida: Bachelor of Science in Business Administration

Uliana Gancea
General Education Instructor
University of Paris: Doctorate in French Language and Literature
University of Utah: Master of Arts in Languages and Literature
Babes-Bolyai University: Bachelor's degree in English and French Language & Literature

Ayisha E. Gray
Allied Health Instructor
Webster University: Master of Arts in Counseling
Bethune-Cookman University: Bachelor of Science in Nursing
Licensed Practical Nurse-RN

Christopher Guido
General Education Instructor
University of Central Florida: Master of Arts in Applied Sociology

Courtney Hatcher
Electrical Instructor
Bishop State Community College: Certificate in Electrical Technology

John Hawkins
Electrical Instructor
Arizona State University: Bachelor of Science in Electrical Engineering
EPA Clean Air Section 608
Certified Green HVAC/R Technician
Certified Indoor Air Quality Technician
OSHA10

Deann Hezlep
Allied Health Instructor
University of North Carolina-Chapel Hill: Master of Science in Radiology Science
East Tennessee State University: Bachelor of Science in Allied Health with concentration in Radiography
ARRT Certified and Registered: Radiography and Radiologist Assistant

Jessica Holmes Howard
General Education Instructor
University of Georgia: Specialist Degree in Education in Learning, Design and Technology
University of Georgia: Master of Education in Mathematics Education
Georgia Institute of Technology: Bachelor of Science in Industrial Engineering

Dr. Takisha Howard
General Education Instructor
Nova Southeastern University: Doctor of Education in Education with specialization in Instructional Leadership
Nova Southeastern University: Educational Specialist Degree in Curriculum Instruction Management and Administration
Walden University: Master of Science in Clinical Mental Health Counseling
Georgia Southwestern University: Master of Science in Social Administration
Georgia Southwestern University: Bachelor of Science in Sociology

Charna Iommetti
General Education Instructor
Temple University: Master of Arts in Sociology

Nicholas Jones
Electrical Instructor
State of Florida: Licensed Electrical Contractor
NCCER Certificate: Curriculum Proctor, Craft Instructor Electrical Level 1, 2, 3

Dr. Eddy Jorge
General Education Instructor
Capella University: Doctor of Education in Adult Education
Higher Institute of Foreign Languages: Master of Science in English Education

Ramona Kalicharan
General Education Instructor
St. John's University: Master of Arts in Sociology

Rama 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

Sabeta Kunjbehari
Allied Health Instructor
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
NCCT-National Certified Medical Assistant
NCCT-National Certified Insurance & Coding Specialist

Dr. James Lantz
Allied Health Instructor
University of St. Augustine for Health Sciences: Doctor of Physical Therapy
University of St. Augustine for Health Sciences: Master of Occupational Therapy in Occupational Therapy
State of Florida: Occupational Therapist License
State of Florida: Physical Therapist License

Keith LaPrade
Business Instructor
Walden University: Doctor of Business Administration in Business Administration
DeVry University: Master of Business Administration in Business Administration
Austin Peay State University: Bachelor of Science in Public Management

Maribel Lebron
Allied Health Instructor
DeVry University: Master of Public Administration in Public Administration, concentration in Healthcare Management
DeVry University: Bachelor of Science in Technical Management

Dr. Amanda Little
Allied Health Instructor
Logan University: Doctor of Chiropatric
Logan University: Bachelor of Science in Life Science

Dr. Maria Makalintal
Business Instructor
University of Phoenix: Doctorate in Business Administration
University of La Verne: Masters of Business Administration in Business Administration

Dewaun Martin
General Education Instructor
Walden University: Doctor of Philosophy in Criminal Justice
Walden University: Master of Philosophy in Criminal Justice

University of Central Florida: Master of Science in Criminal Justice
University of Arkansas: Bachelor of Science in Psychology

Dr. Mari Martinez
Allied Health Instructor
Madre y Maestra Pontifical Catholic University: Doctor of Medicine
Registered Medical Assistant
Florida Department of Health: Licensed Dispensing Practitioner

Dr. Terri Minwer
Allied Health Instructor
Capella University: Doctorate of Education
South University: Master of Science in Nursing
University of North Florida: Bachelor of Science in Nursing

Danielle Morgan
General Education Instructor
Palm Beach Atlantic University: Master of Science in Mental Health Counseling
University of South Florida: Bachelor of Arts in Psychology

Marlegny Mourino
Allied Health Instructor
Strayer University: Master of Health Services Administration
Everest University: Bachelor of Science in Health Care Administration
AAPC-Certified Professional Coder, Certified Professional Coder-Instructor
Certified Professional Medical Auditor-CIRCC

Angel Naranjo
Business and IT Instructor
Keiser University: Master of Science in Information Technology Leadership
Keiser University: Bachelor of Arts in Business Administration – Management
Keiser University: Associate of Arts in Business Administration
Keiser University: Associate of Arts in Accounting

Kristen Newman
General Education Instructor
Florida State University: Master of Science in English Education
Southeastern University: Bachelor of Arts in English

Cathleen Norman
Allied Health Instructor

Keiser University: Master of Business Administration in Health Services Administration
Everest University: Bachelor of Science in Health Care Administration
AAPC-CPC

Tami O'Connor
General Education Instructor
University of South Florida: Master of Arts in Sociology
University of South Florida: Bachelor of Arts in Women's Studies
University of South Florida: Bachelor of Arts in Psychology

Lida Ortiz
Allied Health Instructor
Broward College: Associate in Arts in Biochemistry
Concorde Career Institute: Diploma in Medical Assistant
AMT-Certified Registered Medical Assistant
AAHAM-Certified Compliance Technician

Melanie Osborn
General Education Instructor
Rollins College: Master in Liberal Studies
Rollins College: Bachelor of Arts in Humanities

Julieta Osorio
General Education Instructor
Higher Institute of Foreign Languages: Master of Science in English Education
Enrique José Varona Higher Pedagogic Institute: Bachelor of Science in Teaching English as a Second Language

Dr. Amy Parker
Business Instructor
University of Central Florida: Doctor of Education in Educational Leadership
Nova Southeastern University: Master of Business Administration in Business Administration
The Pennsylvania State University: Bachelor of Science in Hotel, Restaurant, and Institutional Management

Dr. Matt Pearcey
General Education Instructor
University of North Dakota: Doctor of Philosophy in Teaching and Learning
University of North Dakota: Master of Arts in Sociology
Central Washington University: Bachelor of Arts in Sociology

Queena Perry

Allied Health Instructor
Webster University: Master of Business Administration in Business Administration
Webster University: Master of Science in Science Management and Leadership
University of Central Florida: Bachelor of Science in Health Services Administration
NHA-Certified Phlebotomy Technician
NHA-Certified Clinical Medical Assistant

Nisaphan Pringle
Business Instructor
Nova Southeastern University: Master of Accounting in Accounting
Florida Atlantic University: Bachelor of Business Administration

Santiago Quesada
Business Instructor
Universidad Ana G. Mendez: Master in Business Administration in Accounting
Caribbean University: Bachelor of Business Administration Degree in Accounting

David Ramos
Electrical Instructor
Central Florida Electrical Joint Apprenticeship and Training: Diploma in Journeyman Wireman
State of Florida: Certified Electrical Contractor License

Karen Ramsey
Allied Health Instructor
NUC University - Florida Technical College: Bachelor of Science in Allied Health Management
Bradford-Union Area Vocational Technical Center College: Certificate in Business Accounting Management
CPC, CPC-I, CIRCC, NCMA, Med-Tech certification, IV Therapy certification, Phlebotomy/EKG

Wanda Register
Allied Health Instructor
DeVry University: Master of Business Administration in Business Administration
Florida A & M University: Bachelor of Science in Health Infomatics and Information Management
AAPC-CPC
AHIMA-Certified Coding Specialist

Dr. Litza Rivera Lopez
Business Instructor
Inter-American University in Puerto Rico: Doctorate in Educational Management and Leadership
University of Puerto Rico: Master of Public Administration in Administrative Programming
University of Puerto Rico: Bachelor in Office Management Systems in Business Administration-Office Systems
Management

Stephanie Rivera-Rodriguez
Business Instructor
National University College: Masters in Business Administration

Sergio Robles
General Education Instructor
Touro University: Master of Arts in Psychology
Texas A&M University: Bachelor of Science in Psychology

Rachel Rosa
Allied Health Instructor
University of Phoenix: Master of Business Administration and Global Management
University of Phoenix: Bachelor of Science in Business Management
ITT: Associate of Science in Health Information Technology
AAPC-CPC

Yalitza Santos Munoz
General Education Instructor
University of Puerto Rico: Master of Arts in English Education
University of Puerto Rico: Bachelor of Arts in English

Ali Sarrafi
Construction Management Instructor
Florida International University: Bachelor of Science in Construction Management

Carolyn Savoldy
General Education Instructor
University of Florida: Master of Education in Curriculum and Instruction
National University: Master of Arts in English
Florida State University: Bachelor of Science in Social Sciences

Samantha Schultz
Allied Health Instructor
Strayer University: Master of Health Services Administration;
Everest University: Bachelor of Science in Health Care Administration
AMT-CMAS, AAPC-CPC

Morris Scott
Business Instructor
Purdue University Global: Master of Business Administration in Business Administration

Purdue University Global: Bachelor of Science in Business Administration-Human Resources

Luz Serrano Abreo
Construction Management Instructor
University of Puerto Rico: Doctor of Education in Curriculum and Teaching
University of Puerto Rico: Master of Architecture in Architecture

Charlessa Smith
Business Instructor
Nova Southeastern University: Master of Business Administration
Nova Southeastern University: Master of Science in Human Resource Management
Nova Southeastern University: Master of Science in Leadership
Graduate Certificates in Human Resource Management, Marketing, and Global Management

Matthew Smith
General Education Instructor
University of the Southwest: Master of Science in Education in School Counseling
Lesley University: Graduate Certificate in Mathematics Education
Savannah State University: Bachelor of Science in Mathematics

Dr. Juan A. Soto Valbuena
Allied Health Instructor
Universidad del Zulia: Doctor of Medicine
Registered Medical Assistant
CPC

Shelly Sowers
Allied Health Instructor
Keiser University: Master of Business Administration in Health Services Administration
Keiser University: Bachelor of Arts in Psychology
Keiser University: Associate of Science in Nursing
Keiser University: Associate of Arts in Health Sciences Administration
Keiser University: Associate of Science in Medical Assisting

Tahir Springer
Business Instructor
Strayer University: Master of Business Administration in Business Administration

Michael Storper
General Education Instructor
Nova Southeastern University: Master of Science in Innovative Teach/Mathematics

Nova Southeastern University: Bachelor of Science in Math

Rayni Tagg
General Education Instructor
University of Wisconsin: Master of Science in Rehabilitation Counseling

Michelle Terrell
Business Instructor
Capella University: Doctorate in Leadership & Management
Webster University: Master of Arts in HR Management
Alabama State University: Master of Science in Counseling

Leonardo Torres Pagan
General Education Instructor
Capella University: Doctor in Philosophy in Education, Specialization in Curriculum and Instruction
University of Phoenix: Master of Arts in Education/Curriculum, Specialization in Curriculum and Mathematics

Dr. Eleanor Vazquez
Allied Health Instructor
Palmer College of Chiropractic: Doctor of Chiropractic
University of Puerto Rico: Bachelor of Science in Veterinary Technology

Shaquan Wade
Allied Health Instructor
Skyline College: Diploma in Medical Assisting
AMT-RMA

Carla Walker
General Education Instructor
Andrews University: Masters of Arts in Teaching-Secondary Education
Southern Illinois University: Master of Arts in English

Fernando Wilches
Information Technology Instructor
Kean University: Master of Science in Management Information Systems
Trenton State College: Bachelor of Science in Computer Science

Michelle Wild
Business Instructor
Nova Southeastern University: Master of Science in Leadership
Nova Southeastern University: Bachelor of Science in Business Administration

Freenae Williams

Allied Health Instructor

University of Phoenix: Master of Business Administration, concentration in Healthcare Management

University of Phoenix: Bachelor of Science in Health Administration

Southern Regional Technical College: Associate of Applied Tech in Radiological Technology

State of Florida: Certified Radiologic Technologist

AMT-RMA

Joseph Williams

General Education Instructor

Grand Canyon University: Master of Science in Sociology

Oakwood University: Bachelor of Arts in Ministerial Theology

Carrie Wilson

Allied Health Instructor

Career Training Institute: Diploma in Medical Assisting

NCCT-National Certified Medical Assistant

DELAND CAMPUS

Administration

Executive Director ....Dr. Octavio Mora Jr.
Dean of Academic Affairs ....Colette Purcell
Director of Admissions..Brenda Santiago
Regional Student Accounts Officer ....Meghan Allen
Regional Director of Career Services ....April Gibson
Regional Director of Financial Aid/East Market...Debria Clark
Student Services Coordinator ....Henry Santana
Career Services Coordinator..Tia Dennis
Academic Program Manager/Allied Health..Anthony Walker
Trades Program Director.. Jon Blackburn

Faculty

Jon Blackburn
Trades Program Director
ITT Technical Institute: Associate of Applied Science in Computer/Electronics Engineering Technology
Vista College: Diploma in Heating, Ventilation, and Air Conditioning
EPA Certified Universal Technician
OSHA 10 Certified
NCCER Certification: Master Trainer, Craft Instructor-Core Curriculum & HVAC, Curriculum Performance Evaluator-Core Curriculum & HVAC

Jennifer Boane
Regional Externship Coordinator
Career Training Institute: Diploma in Medical Assistant
Registered Medical Assistant

Guy Braun
HVAC Instructor
EPA Certified-HVAC Technician
NCCER Certification: Craft Instructor-Core Curriculum & HVAC, Curriculum Performance Evaluator-Core Curriculum & HVAC, Curriculum Proctor
OSHA10

Dr. Olena V. Davis
Allied Health Instructor
Dnipropetrovsk Medical Institute: Doctor of Medicine
Walden University: Master of Science in Clinical Research Administration

NCMA

<u>Allen Johnson</u>
HVAC Instructor
Southern Technical College: Associate of Science in Applied Electronics Technology-HVAC
Southern Technical College: Diploma in HVAC
EPA Certified
OSHA10

<u>Dario Piedrahita</u>
Allied Health Instructor
Keiser University: Associate of Science in Radiologic Technology
State of Florida: Certified Radiology Technologist

<u>Benjamin Tagliernie</u>
Electrical Instructor
NECA-Journeyman Wireman
Electrician Apprenticeship
OSHA30
OSHA10
NCCER Certification: Craft Instructor in HVAC & Electrical, Curriculum Proctor, Curriculum Performance Evaluator in Core, Electrical & HVAC

<u>Ryan Valdez</u>
Electrical Instructor
WyoTech: Diploma in Electrician
OSHA10
NCCER Certification: Craft Instructor Core and Electrical, Curriculum Proctor, Curriculum Performance Evaluator Core and Electrical

LAKELAND CAMPUS

Administration

Executive Director ....Yemi Awolola
Regional Dean of Academic Affairs.. Dr. Suzanne Cercone
Director of Admissions... Carlos Gonzalez
Regional Director of Financial Aid/West Market...Chalbert Colon
Regional Student Accounts Officer .... Melisa Herrera
Student Services Coordinator ....Bridget Plimley
Regional Career Services Coordinator... Francisco Atiles
Career Services Coordinator ....Audrey Garcia Gonzalez
Program Coordinator/Electrical ....Greig Drury
Academic Program Manager/Allied Health...Jennie Roberts

Faculty

Alex Anker
Electrical Instructor
NUC University-Florida Technical College: Diploma in Electrical
NUC University-Florida Technical College: Diploma in Electrical with PLC
OSHA10 Certification
NCCER Certified: Curriculum Proctor, Craft Instructor – Electrical Level One, Two, Three, Four

Carl Bowden
Electrical Instructor
St. Leo College: Master of Business Administration
St. Leo College: Bachelor of Arts in Business Administration
Polk State College: Associate of Science Degree
Tampa Bay Vocational School: Certificate in Digital Electronics IV, Electronics III, Advanced Motor Controls
OSHA10 Certified

Greig Drury
Electrical Program Coordinator
New Hampshire Vocational Technical College: Associate in Science in Industrial Electricity
NCCER Certified: Craft Instructor Core and HVAC, Curriculum Proctor, Curriculum Performance Evaluator Core and HVAC
NCCER Master Trainer
OSHA 10, OSHA 30

Evelyn O'Neill
Allied Health Instructor

Florida National University: Associate of Science in Radiologic Technology
National School of Technology: Diploma in Medical Assistant Technician
State of Florida: Radiologic Technology License
ARRT Member

<u>Teresa Penzin</u>
Allied Health Instructor
Keiser University: Bachelor of Science in Interdisciplinary Studies
Everest University: Associate in Science in Applied Management
Everest University: Diploma in Medical Assisting

<u>Jennie Roberts</u>
Allied Health Instructor
Arkansas Tech University: Associate of Science in Medical Assistant
Arkansas Tech University: Certificate in Medical Transcription
AAMA-CMA

<u>David Toombs</u>
Electrical Instructor
Atlantic Vocational Technical Center: Certificate in Air Conditioning & Refrigeration
NCCER Certified: Craft Instructor, Curriculum Instructor, Curriculum Performance Evaluator
EPA Section 608 Certified

KISSIMMEE CAMPUS

Administration

Executive Director .... Martin Levert
Dean of Academic Affairs .... Maribel Escabi
Associate Dean of Academic Affairs...Monica Reyes
Associate Dean of Academic Affairs.. Christian Aradillas
Director of Financial Aid .... Monica Robles
Senior Director of Admissions...Jason Martine
Associate Director of Admissions .... Crystal Diaz
Associate Director of Admissions ....Alexis Medina
Regional Student Accounts Officer .... Melisa Herrera
Regional Director of Career Services ....Eduardo Serrano
Student Services Coordinator .... Awilda Narvaez
Program Director / Hospitality..Jeffrey Milner
Program Director / Beauty .... Marilyn Sepulveda
Program Coordinator / Culinary Arts – Spanish...Wilmarie Rivera
Academic Program Manager / Allied Health... Mirelys Cabrera
Academic Program Manager / Allied Health... Jackelyn Otero

Faculty

Alexi Acevedo
Baking and Pastry Instructor
Strayer University: Bachelor of Business Administration in Hospitality & Tourism Management
Le Cordon Bleu College: Diploma in Le Cordon Bleu Patisserie & Baking
SafeStaff Certified: Foodhandler

Ginia Agosto
Cosmetology Instructor
Florida Technical College: Diploma in Cosmetology
State of Florida: Cosmetology License

Zuheydee Alejandro
Cosmetology Instructor
Florida Technical College: Diploma in Cosmetology
State of Florida: Cosmetology License

Christian Aradillas
Welding Program Coordinator/Associate Dean of Academic Affairs-Trades
National College of Technical Professional Education: Associates in Construction

NCCER Certification: Craft Instructor Core, Curriculum Proctor, Curriculum Performance Evaluator

Wesley Austin
Barbering Instructor
NUC University-Florida Technical College: Diploma in Barbering
State of Florida: Barbering License

Israel Barazarte
HVAC Instructor
Polytech Institute of Tampa: Certificate in HVAC Technician
EPA Certified
R-410A Certified

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

Christopher Benitez
Barbering Instructor
Beauty Career Center: Diploma in Barbering
State of Florida: Barbering License

Sarah Bethel
Baking and Pastry 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
ServSafe Certified Food Safety Protection Manager

Joel Brown
Barbering Instructor
NUC University-Florida Technical College: Diploma in Barbering
State of Florida: Barber License

Tyrone Crescioni Melendez
Culinary Arts Instructor
Caribbean Culinary Institute: Diploma in Regional and International Cuisine
Certified ServSafe: Instructor & Registered Examination Proctor

Gina Cruz

Culinary Arts Instructor
Le Cordon Bleu College of Culinary Arts: Diploma in Culinary Arts
ServSafe Certified: Allergens and Food Safety Protection Manager

Pablo Dominguez
Allied Health Instructor
Central Western University: Doctorate in Surgeon of Medicine
Registered Medical Assistant

Nancie Erschen
Welding Instructor
Northeast Iowa Community College: Certificate in Welding
NCCER Certification: Craft Instructor Welding, Curriculum Proctor, Curriculum Performance
Evaluator Welding
OSHA10 Certification

Michael Freiner
Electrical Instructor
Central Florida Electrical Joint Apprenticeship & Training: Certificate in Electricity
State of Florida: Certified Electrical Contractor
OSHA10

Luis Gonzalez
Electrical Instructor
Technological Institute of Puerto Rico: Associate Degree in Electronic Engineer
Certified Licensed Electrician
Refrigeration and Air Conditioning Technician License
EPA-Certified Technician Universal
NCCER Certification: Craft Instructor Core and Electrical, Curriculum Proctor, Curriculum Performance
Evaluator Core and Electrical

Denise Machado
Hospitality Externship Coordinator
Le Cordon Bleu: Associate of Applied Science in Le Cordon Bleu Culinary Arts
ServSafe Certified: Food Safety Protection Manager

Amanda Marcano
Cosmetology Instructor
Maison D' Esthetique Academy: Certification in Cosmetology
State of Florida: Cosmetology License

Frederick Mendoza
HVAC Instructor
Huertas College: Associate Degree in Air Conditioning & Refrigeration Tech

Jeff Milner
Program Director / Hospitality
Florida International University: Master of Science in Adult Education
Nova Southeastern University: Bachelor of Science in Psychology
Johnson & Wales University: Associate in Science in Culinary Arts
ServSafe Certified: Allergens, Food Protection Manager, and Instructor & Registered Examination Proctor

Christian Mitjans
Cosmetology Instructor
Osceola Technical College: Certificate in Barbering
State of Florida: Cosmetology License

Yoli Montilva
Cosmetology Instructor
Academy of Career Training: Diploma in Cosmetology
State of Florida: Cosmetology License

Melvin Morales
Barbering Instructor
Modern Hairstyling Institute: Diploma in Barbering
State of Florida: Barbering License

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

Humberto Rios
Electrical Instructor
Escuela Tecnica de Electricidad: Diploma in Electrical Technician
OSHA10
Master Electrician

Wilmarie Rivera Resto
Program Coordinator/Spanish Hospitality
Universidad of Puerto Rico: Bachelor of Hotel and Restaurant Administration in Hotel Administration
Johnson & Wales University: Associate of Science in Baking and Pastry Arts
ServSafe: Certified Food Protection Manager

ServSafe: Certified Instructor and Registered Examination Proctor

Geidy Rodriguez
Cosmetology Instructor
Florida Technical College: Diploma in Cosmetology
State of Florida: Cosmetology License

David Santoro
HVAC Instructor
Central University of Venezuela: Bachelor's Degree in Agriculture
EPA Universal Technician

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

Joshua Slaughter
Welding Instructor
Midwest Technical Institute: Diploma in Journeyman Welder

Luis Talamo
Allied Health Instructor
Ultimate Medical Academy: Diploma in Basic X-Ray Technician
State of Florida: Basic X-Ray Machine Operator License

Christopher Vega
Electrical Instructor
Florida Technical College: Diploma in Electrical
NCCER Certified: Craft Instructor, Curriculum Proctor, Curriculum Performance Evaluator, Electrical Level 1, 2

PEMBROKE PINES CAMPUS

Administration

Executive Director ....Christian Angel Almond
Dean of Academic Affairs .... Dr. Eddy Jorge
Regional Director of Financial Aid...Joseph Dowling, Jr.
Director of Admissions.. Patrice Catalano
Associate Director of Admissions ....Gehanne Rivera
Regional Director of Career Services .... Erika Rodriguez
Regional Student Accounts Officer ....Meghan Allen
Student Services Coordinator ....Open
Career Services Coordinator..Donna Myers
Academic Program Manager/Allied Health.. Tarnicia Dunn
Construction Trades Program Director...Kevin Leistner

Faculty

Kirk Bloomfield
Electrical and HVAC Instructor
Florida Career College: Diploma in Heating, Ventilation and Air Conditioning
Pennco Tech: Diploma in Electrician
EPA Universal Technician certified
NCCER Certified: Craft Instructor Core Curriculum, Proctor, Curriculum Performance Evaluator in Electrical & Core Curriculum
OSHA10

Alvin Daniell
Electrical Instructor
Washington University: Master of Science in Mechanical Engineering
NCCER Certified: Craft Instructor, Core Curriculum, Proctor, Curriculum Performance Evaluator in Electrical & Core Curriculum

Tarnicia Dunn
Allied Health Instructor
Miami Lakes Educational Center and Technical College: Diploma in Medical Assisting
Certified RMA

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

Dyron Garvin
HVAC Instructor
EPA Universal License
R-410A Safety Certified
NCCER Certified: Craft Instructor Core and Electrical, Curriculum Proctor, Curriculum Performance Evaluator Core and Electrical

Kevin Leistner
Electrical Instructor
JATC Electrical Training Center: Certificate in Electrical Apprenticeship
OSHA10

Dr. Marcos Marisy
Allied Health Instructor
Higher Institute of Medical Sciences of Camaguey: Doctor of Medicine
Registered Medical Assistant

Ramon Montero
HVAC Instructor
College of Business and Technology: Diploma in Air Conditioning and Refrigeration Technician
EPA Universal Certified
State of Florida: Certified Air Conditioning Contractor
HC/HCO Certification

Juan Rosario
Allied Health Instructor
Keiser University: Bachelor of Science in Health Sciences
Keiser University: Associate of Science in Radiologic Technology
ARRT: Licensed Radiography and Computed Tomography
State of Florida: Certified Radiologic Technician

Humberto Varon
HVAC Instructor
Miami Dade College: Associate in Arts
OSHA10 certified

Certified Universal Technician
NCCER Certified: Core Curricula, HVAC Level One

SOUTH MIAMI CAMPUS

Administration

Executive Director .... Khaled Sakalla
Dean of Academic Affairs ....Open
Director of Admissions.. Oscar Angulo
Associate Director of Admissions ....Jesse Holt
Regional Director of Financial Aid...Joseph Dowling, Jr.
Regional Student Accounts Officer ....Meghan Allen
Student Services Coordinator .... Takela Phillips
Regional Director of Career Services .... Erika Rodriguez
Academic Program Manager / Allied Health...Sabeta Kunjbehari
Program Director/Hospitality... Lawrence Liptak
Career Services Coordinator...Pedro Garcia
Construction Trades Program Director...Danilo Clerch

Faculty

Alfonso Brador
Allied Health Instructor
Miami Dade College: Associate of Science in Magnetic Resonance Imaging
Miami Dade College: Associate of Science in Radiography
ARRT: Radiography License, Magnetic Resonance Imaging, Computed Tomography
State of Florida: Certified Radiologic Technologist

Danilo Clerch
Construction Trades Program Director
Jose Antonio Echeverria Higher Polytechnic Institute: Master of Science in Thermal Energy
Jose Antonio Echeverria Higher Polytechnic Institute: Bachelor of Science in Mechanical Engineering
EPA 608 and 410A Certified
OSHA10, OSHA30
NCCER-Craft Instructor Core Curriculum, Proctor, Curriculum Performance Evaluator in Electrical & HVAC, Core Curriculum

Jose Garcia
HVAC Instructor
CBT College: Certificate in Journeyman Air Conditioning
EPA Universal Technician

Victor Hijar
Culinary Arts Instructor

Florida International University: Master of Business Administration
Johnson & Wales University: Bachelor of Science in Food Marketing
Johnson & Wales University: Associate of Science in Culinary Arts
ServSafe: Certified Food Protection Manager

Sabeta Kunjbehari
Academic Program Manager / Allied Health
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
NCCT-National Certified Medical Assistant
NCCT-National Certified Insurance & Coding Specialist

Lawrence Liptak
Hospitality Program Director
InterAmerican Continental University: Masters in Business Administration
InterAmerican Continental University: Bachelors in Business Administration
The Culinary Institute of America: Associate of Science in Culinary Arts
American Culinary Federation
ServSafe: Certified Instructor & Registered Examination Proctor
ServSafe: Certified Allergens
ACF Certified Executive Chef

Carlos Perez
HVAC Instructor
Jose Antonio Echeverria Higher Polytechnic Institute: Bachelor of Science in Electrical Engineering
Certified EPA Universal
Certified R-410A Safety
NCCER Certification: Craft Instructor Core and HVAC Level One & Two, Curriculum Proctor, Curriculum
Performance Evaluator Core and HVAC Level One & Two

Guillermo Portuondo
HVAC Instructor
J.A. Echeverria Higher Polytechnic Institute: Bachelor of Science in Electrical Engineering
EPA608 Universal Certification

Scott Ray
Electrical Instructor
State of Florida: Electrical Contractor License
NCCER Certification: Craft Instructor, Curriculum Proctor, Curriculum Performance Evaluator

Pedro Rosario
Culinary Arts Instructor
Escuela Hotel de San Juan: Diploma in Culinary Arts
ServSafe Certified: Food Protection Manager

Kelvin Saliers
HVAC Instructor
EPA Universal Certified
NCCER Certification: Craft Instructor in HVAC, Curriculum Proctor, Curriculum Performance Evaluator in Core & HVAC

Adrian Soroa
HVAC Instructor
State of Florida: Licensed Standard Inspector
State of Florida: Certified Air Conditioning Contractor

Yasser Valdes
Allied Health Instructor
University of Medical Sciences of Havana: Bachelor's Degree in Preclinical Premedical & Clinical Studies
Registered Medical Assistant

Marruan Yzze
Electrical Instructor
Polytechnic University Institute of Barquisimeto: Bachelor of Science in Electrical Engineering
EPA Universal Certified
OSHA10 certified

TAMPA CAMPUS

Administration

Executive Director ....Yemi Awolola

Regional Dean of Academic Affairs... Dr. Suzanne Cercone

Director of Admissions..Carlos Gonzalez

Associate Director of Admissions .... Ashley Ramos

Regional Director of Financial Aid/West Market...Chalbert Colon

Regional Student Accounts Officer .... Melisa Herrera

Student Services Coordinator .... Madeline Nettles

Regional Career Services Coordinator... Francisco Atiles

Academic Program Manager / Allied Health...Carrie Cosson

Faculty

Carrie Cosson

Allied Health Instructor

Concorde Career Institute: Diploma in Medical Assistant

AMT-Certified RMA

OSHA10

ACADEMIC CALENDAR

Scheduled Breaks

January 16, 2023, Martin Luther King Day – Campus Closed

February 14, 2023, Valentine's Day – No Class

February 20, 2023, Presidents' Day – Campus Closed

April 7, 2023, Good Friday – Campus Closed

May 29, 2023, Memorial Day – Campus Closed

June 19, 2023, Juneteenth Day – Campus Closed

July 4, 2023, Independence Day – Campus Closed

September 4, 2023, Labor Day – Campus Closed

November 10, 2023, Veteran's Day – Campus Closed

November 21, 2023 through November 24, 2023 – Fall Break

November 23, 2023 and November 24, 2023, Thanksgiving – Campus Closed

December 18, 2023 through January 7, 2024 – Winter Break

December 25, 2023 and December 26, 2023, Christmas – Campus Closed

December 31, 2023 and January 1, 2024, New Years – Campus Closed

Add/Drop Period and Incomplete Request Grade Change Deadline Academic Calendar

Course Start Date	Course End Date	Add/Drop Deadline	Incomplete Request Grade Change Deadline
November 15, 2022	December 15, 2022	November 22, 2022	January 23, 2023
January 9, 2023	February 2, 2023	January 16, 2023	February 20, 2023
February 6, 2023	March 2, 2023	February 13, 2023	March 20, 2023
March 6, 2023	March 30, 2023	March 13, 2023	April 17, 2023
April 3, 2023	April 27, 2023	April 10, 2023	May 15, 2023
May 1, 2023	May 25, 2023	May 8, 2023	June 13, 2023
May 30, 2023	June 22, 2023	June 6, 2023	July 10, 2023
June 26, 2023	July 20, 2023	July 3, 2023	August 7, 2023
July 24, 2023	August 17, 2023	July 31, 2023	September 4, 2023
August 21, 2023	September 14, 2023	August 28, 2023	October 2, 2023
September 18, 2023	October 12, 2023	September 25, 2023	October 30, 2023
October 16, 2023	November 9, 2023	October 23, 2023	November 27, 2023
November 14, 2023	December 14, 2023	November 20, 2023	January 22, 2024

Make-Up Day Schedule

Holiday Date	Holiday	Make-Up Day
January 16, 2023	Martin Luther King Day	January 17 or January 18, 2023
February 14, 2023	Valentine's Day	February 15, 2023
February 20, 2023	Presidents' Day	February 21 or February 22, 2023
May 29, 2023	Memorial Day	May 31, 2023
June 19, 2023	Juneteenth Day	June 20 or June 21, 2023

Holiday Date	Holiday	Make-Up Day
July 4, 2023	Independence Day	July 5, 2023
September 4, 2023	Labor Day	September 5 or September 6, 2023

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 are subject to change.

Barbering and Cosmetology Diploma programs:

Start Date	End Date	Add/Drop Deadline	Incomplete Grade Change Deadline
October 17, 2022	February 2, 2023	October 31, 2023	February 20, 2023
February 6, 2023	April 27, 2023	February 13, 2023	May 15, 2023
May 1, 2023	July 20, 2023	May 8, 2023	August 7, 2023
July 24, 2023	October 12, 2023	July 31, 2023	October 30, 2023
October 16, 2023	February 1, 2024	October 23, 2023	February 19, 2024

Start Dates for all programs except Barbering and Cosmetology Diploma programs:

January 9, 2023
February 6, 2023
March 6, 2023
April 3, 2023
May 1, 2023
May 30, 2023
June 26, 2023
July 24, 2023
August 21, 2023
September 18, 2023
October 16, 2023
November 14, 2023

PROGRAM OFFERINGS BY CAMPUS AND DELIVERY METHOD

Legend of Program Delivery Method:
H – Hybrid/partially residential and partially online (varies by program; see campus personnel for details)
O – 100% Online

Bachelor of Science Degree Programs

Program Offered	South Miami	Deland	Kissimmee	Lakeland	Orlando	Pembroke Pines	Tampa
Allied Health Management	H	H	H	H	H	H	H
Business Administration	O	O	O	O	O	O	O
Construction Management	H	H	H	H	H	H	
Hospitality Management with emphasis in Restaurant and Food Service	H		H				
Information Technology Networking, Web Design and Programming					O	O	
Information Technology with emphasis in Cybersecurity	O	O	O	O	O	O	O

Diploma Programs

Program Offered	South Miami	Deland	Kissimmee	Lakeland	Orlando	Pembroke Pines	Tampa
Baking and Pastry			H				
Barbering			H				
Business Office Specialist	O	O	O	O	O	O	O
Computer Support Technician	O	O	O	O	O	O	O
Cosmetology			H				
Culinary Arts	H		H				
Electrical	H	H	H	H	H	H	
Electrical with PLC	H	H	H	H	H	H	
Heating, Ventilation, Air Conditioning and Refrigeration	H	H	H			H	
HVAC/R with PLC	H	H	H			H	
Medical Assistant Technician	H	H	H	H	H	H	H
Medical Assistant Technician With Emphasis in Basic X-Ray	H	H	H	H	H	H	
Medical Billing and Coding Specialist	O	O	O	O	O	O	O
Welding			H				

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!

South Miami

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
Plaza del Sol
3831 West Vine St.
Kissimmee, FL 34741

Lakeland

863.619.6200
4715 South Florida Avenue #4
Lakeland, FL 33813

Orlando

407.447.7300
12900 Challenger Parkway
Orlando, FL 32826

Pembroke Pines

954.556.1900
12520 Pines Boulevard
Pembroke Pines, FL 33027

Tampa

813.288.0110
1111 North West Shore Blvd. Suite 200
Tampa, FL 33607

The Digital Animation & Visual Effects School

407.385.1100
2500 Universal Studios Plaza, Sound Stage 25
Orlando, FL 32819