



# South Florida Institute of Technology

## Main School

720 NW 27 Ave. 2nd Floor • Miami, FL 33125  
Telephone: (305) 649-2050 • Fax: (786) 621- 4012  
License No. 2003  
School No. M070460

## Satellite Location

1275 West 47th Place Suite # 201 Hialeah, FL 33012  
Telephone: (305) 820-8993 \* Fax (305)820-8755  
License No. 3637  
School No. S460202

Licensed by: Commission for Independent Education, Florida Department of Education  
Additional information regarding this Institute may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll Free: 1-888 224-6684 • (850) 245-3200

Accredited by: Accrediting Commission of Career  
Schools and Colleges (ACCSC)

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## TABLE OF CONTENT

|   |    |
|---|----|
| DEPARTMENT OF CONTINUING EDUCATION .....                        | 3  |
| SFIT DEPARTMENT OF CONTINUING EDUCATION GOALS .....             | 3  |
| CONTINUING EDUCATION MISSION STATEMENT .....                    | 3  |
| CONTINUING EDUCATION OFFICE HOURS AND CONTACT INFORMATION ..... | 3  |
| STATEMENT FROM SOUTH FLORIDA INSTITUTE OF TECHNOLOGY .....      | 4  |
| PAYMENT OF FEES AND TUITION .....                               | 4  |
| BOOKS AND SUPPLIES.....   | 4  |
| COMPLETION OF COURSE.....                                       | 4  |
| CANCELLATION AND REFUND POLICY .....                            | 4  |
| COMPLAINT & GRIEVANCES APPEAL PROCEDURES .....                  | 5  |
| STUDENT RECORD PRIVACY POLICY.....                              | 5  |
| NURSE AIDE EXAM PREPARATION (CNA).....                          | 6  |
| JOURNEYMAN ELECTRICIAN EXAM PREPARATION .....                   | 7  |
| JOURNEYMAN AIR CONDITIONING EXAM PREPARATION.....               | 8  |
| JOURNEYMAN PLUMBER EXAM PREPARATION.....                        | 9  |
| QUICKBOOKS .....  | 10 |
| COMPUTER REPAIR AND MAINTENANCE.....                            | 11 |
| SCHOOL CALENDAR.....  | 12 |

## **DEPARTMENT OF CONTINUING EDUCATION**

**South Florida Institute of Technology (SFIT)** offers various non-credit continuing education courses for individuals that seek to update, and increase their knowledge and skills in the fields of construction, allied health, and technology.

Whether you're a lifelong learner or you want to develop the skills and knowledge that can prepare you to be more successful in your career, South Florida Institute of Technology can help you. We offer a range of individual, professional development certification courses and test-preparation courses.

### **SFIT DEPARTMENT OF CONTINUING EDUCATION GOALS**

- Courses that will help you upgrade your current skills and expand your knowledge as you seek to advance in your career.
- Professional development courses needed for continued certification in your chosen profession.
- Comprehensive exam preparation courses with exclusive test taking strategies and in-class practice test leaving you completely prepared and confident to take your chosen exam.

### **CONTINUING EDUCATION MISSION STATEMENT**

The Department of Continuing Education at SFIT is dedicated to providing workforce development training programs, customized corporate training and lifelong learning opportunities that are innovative, flexible and responsive to the needs of the diverse communities we serve.

### **CONTINUING EDUCATION OFFICE HOURS AND CONTACT INFORMATION**

Office Hours: Monday – Friday 11:00am – 7:00pm  
Main office: 720 NW 27 Ave. 2nd Floor Miami, FL 33125  
Phone: 305.649.2050 Ext. 17 • Fax: 786.621.4012  
Email: rcor@sf-institute.com

Contact: Rafael M. Cordoba  
Continuing Education Coordinator

## **STATEMENT FROM SOUTH FLORIDA INSTITUTE OF TECHNOLOGY**

Students interested in enrolling in our continuing education courses must understand that these courses are not designed or intended to qualify its participants and graduates for employment. They are intended solely for the avocation, personal enrichment, continuing education, and enjoyment of its participants.

South Florida Institute of Technology does not make any statement implying that persons who enroll in or complete the continuing education courses have a more substantial likelihood of obtaining employment in the field to which the training pertains than people who do not.

Continuing education courses are not prerequisite or provide credit toward any vocational program offered within the school.

### **PAYMENT OF FEES AND TUITION**

All tuition and fees must be paid at the time of registration. A select few of continuing education courses have payment installment option available. Contact the Department of Continuing Education to inquire whether your course of choice has installment option. Acceptable types of payment are cash, money order, check, debit/credit cards; VISA, MasterCard, and Discover.

### **BOOKS AND SUPPLIES**

If books and supplies are required, they are not included in the tuition cost unless indicated in the course description. Some courses require the purchase of special books or equipment.

### **COMPLETION OF COURSE**

Upon completion of the continuing education course students will be provided with a Certificate of Course Completion.

### **CANCELLATION AND REFUND POLICY**

Should student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by Termination.
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 attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total course hours.
4. Cancellation after completing 40% of the program will result in no refund.
5. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

6. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student. Failure to notify the school of the intent to terminate registration will result in a no refund.

**IMPORTANT:** South Florida Institute reserves the right to cancel classes for which there is insufficient enrollment, to close a class when the enrollment limit in that class is reached and to make any schedule changes as necessary, including a change in time, days, location, or instructor. In the event of cancellation, the school will notify each registrant by e-mail and/or by telephone and will issue a full refund. South Florida Institute is not responsible for any related expenses other than the tuition fee.

## **COMPLAINT & GRIEVANCES APPEAL PROCEDURES**

Complaints and grievances will be handled in a reasonable manner. Everyone involved is expected to concentrate on the solution of disagreements and personal reconciliation. The parties must attempt to resolve the disagreement among them prior to the involvement of a higher authority. In the event that the disagreement continues unresolved, the parties may bring the issue(s) to the Board of Directors for further review.

Once the Board of Director dictates a solution, the complaint or grievance shall be considered to have no further recourse and the parties involved must abide to the resolution of the Appealing Body. If a student does not feel that the school has adequately addressed a complaint or concern with its human and authority resources, the students may consider contacting the Commission for Independent Education or the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response; the complainant(s) will be kept informed as to the status for the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission Center School and Colleges  
2101 Wilson Boulevard  
Arlington, VA 22201  
Tel# 703-247-4212

Commission for Independent Education  
325 West Gaines Street, Suite# 1414  
Tallahassee, Florida 32399-0400  
Tel# 1-888-224-6684

A copy of the Commission's Complaint form is available at the school and may be obtained by contacting Mr. Silvio Incer, School Director.

## **STUDENT RECORD PRIVACY POLICY**

South Florida Institute of Technology complies with the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment of 1974, Public Law 90-247, as amended) and any regulations that may be promulgated therein. The school permits a student to inspect his or her own records and limits disclosure to others if a student has not granted access by prior written consent. No student record, demographics or schedule information will be shared with anyone over the phone or to any third party.

## NURSE AIDE EXAM PREPARATION (CNA)

- **COURSE DESCRIPTION**

This intensive course prepares students for the certification exam which is necessary to become a Certified Nursing Assistant (CNA) in the State of Florida. . This course focuses on the theory and the 22 practical skills that are part of the written and clinical skills test. It will also cover the importance of standard procedures, ethical standards, legal limitations, and medical abbreviations frequently used on the daily work.

- **REQUIREMENTS**

Student must have passed a course in Nursing Assistant, Patient Care Technician, or Home Health Aid; or obtained previous theoretical studies on the subject.

- **TUITION COST:** \$250.00

- **DURATION:** 24 Clock Hours; 6 Saturdays

| Subject         | Course Title  | CO/HR     |
|-----------------|---|-----------|
| CNATP 1         | Hand washing  | 1         |
| CNATP 2         | Change an Occupied Bed                              | 1         |
| CNATP 3         | Measure and record-pulse                            | 1         |
| CNATP 4         | Measure and record respiration                      | 1         |
| CNATP 5         | Transfer the patient from the bed to the wheelchair | 1         |
| CNATP 6         | Ambulate with the patient                           | 1         |
| CNATP 7         | Change the patient position                         | 1         |
| CNATP 8         | ROM for upper extremities (shoulder)                | 2         |
| CNATP 9         | ROM for upper extremities (elbow & wrist)           | 1         |
| CNATP10         | ROM for lower extremities (hip, knee and ankle)     | 1         |
| CNATP11         | Brush the patient's teeth                           | 1         |
| CNATP12         | False denture and mouth care                        | 1         |
| CNATP13         | Partial Bed bath                                    | 2         |
| CNAPT14         | Hands and Nail care                                 | 1         |
| CNAPT15         | Dressing the patient with affected arm              | 1         |
| CNAPT16         | Feeding a dependent patient                         | 1         |
| CNAPT17         | Providing Feet care                                 | 1         |
| CNAPT18         | Measure and record contents urinary drainage bag    | 1         |
| CNAPT19         | Giving the bedpan                                   | 1         |
| CNAPT20         | Catheter care to incontinence patient               | 1         |
| CNAPT21         | Female perineal area                                | 1         |
| CNAPT22         | Practical Test                                      | 2         |
| <b>DURATION</b> |   | <b>24</b> |

# JOURNEYMAN ELECTRICIAN EXAM PREPARATION

## • OBJECTIVE

This course is designed to help participants prepare for the journeyman electrician examination by explaining general electrical concepts, electrical theory, code, and load calculation. The objective of this course is to facilitate effective training, review the essential mathematics formulas and National Electrical Code topics needed to successfully pass a journeyman electrician certification examination.

## • COURSE DESCRIPTION

A variety of theoretical and applied concepts will be covered in each class with the overarching intent of journeyman electrician certification preparation. Each class will devote a significant portion of time covering the National Electrical Code.

## • REQUIREMENTS

Participant must have at least three years of field experience in the trade or education equivalent or a combination of the two, but not more than one-half consisting of education equivalent. Student must have a basic understanding of electrical theory and trade knowledge.

• **TUITION COST:** \$450.00

• **DURATION:** 32 Clock Hours; 8 Saturdays

| Subject      | Course Title                           | CO/HR     |
|--------------|--|-----------|
| JEL 1        | General Electrical Theory & Principles | 3.2       |
| JEL 2        | Plan Reading                           | 3.2       |
| JEL 3        | Wiring & Protection                    | 3.2       |
| JEL 4        | Wiring Methods & Materials             | 3.2       |
| JEL 5        | Motors & Controls                      | 3.2       |
| JEL 6        | Equipment for General Use              | 3.2       |
| JEL 7        | Special Occupancies                    | 3.2       |
| JEL 8        | Special Equipment                      | 3.2       |
| JEL 9        | Special Conditions                     | 3.2       |
| JEL 10       | Communication Systems                  | 3.2       |
| <b>TOTAL</b> |  | <b>32</b> |

Reference books required for class:

1. Mike Holt's Illustrated Guide To Electrical Exam Preparation Book with Answer Key -based on the 2011 NEC
2. NFPA 70: National Electrical Code 2011

# JOURNEYMAN AIR CONDITIONING EXAM PREPARATION

## • OBJECTIVE

This course is designed to prepare students for the journeyman air conditioning examination by explaining general mechanical concepts, equations, maintenance regulations and the Florida Building Code.

## • COURSE DESCRIPTION

This preparation course will cover the main topics for the journeyman air conditioning exam. Topics of discussion includes refrigeration, ductworks, pipe systems, codes, filters and related content, as well as several practice tests for training purposes.

## • REQUIREMENTS

Participant must have at least three years of field experience in the trade or education equivalent or a combination of the two, but not more than one-half consisting of education equivalent. Student must have a basic understanding of mechanical theory and trade knowledge.

• **TUITION COST:** \$450.00

• **DURATION:** 40 Clock Hours; 10 Saturdays

| Subject         | Course Title      | CO/HR     |
|-----------------|-------------------|-----------|
| JML 1           | General Knowledge | 5         |
| JML2            | Piping            | 6         |
| JML 3           | Systems & Sizing  | 8         |
| JML 4           | Equipment         | 8         |
| JML 5           | Maintenance       | 7         |
| JML 6           | Plan Reading      | 6         |
| <b>DURATION</b> |                   | <b>40</b> |

## Reference books required for class:

1. **Florida Building Code 5<sup>th</sup> Edition – Energy Conservation, 2014.** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5681L14)
2. **Florida Building Code 5<sup>th</sup> Edition – Building, 2014.** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5601L14)
3. **Florida Building Code 5<sup>th</sup> Edition – Mechanical, 2014** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5631L14)
4. **HVAC Basics for Contractors, 2<sup>nd</sup> Ed.** Available at [www.provbookstore.com](http://www.provbookstore.com) (ISBN: 978-1-269-23865-6)
5. **Advanced Mechanical Study Guide.** Available at [www.provbookstore.com](http://www.provbookstore.com) (ISBN: 978-1-269-09518-1)
6. **Intermediate Mechanical Study Guide.** Available at [www.provbookstore.com](http://www.provbookstore.com) (ISBN: 978-1-269-09524-2)



# JOURNEYMAN PLUMBER EXAM PREPARATION

• **OBJECTIVE**

This course is designed to prepare students for the journeyman plumber examination by explaining general plumbing knowledge & concepts, the Florida Building Code, and installation, repair, maintenance of plumbing, septic tanks, drainage & supply wells, swimming pool and piping.

• **COURSE DESCRIPTION**

This preparation course will review the main topics for the journeyman plumber exam which includes drain, waste & vent systems, isometrics & plan reading, plumbing math, storm & roof drainage, water supply & distribution, fixtures & fittings, as well as several practice tests for training purposes

• **REQUIREMENTS**

Participant must have at least three years of field experience in the trade or education equivalent or a combination of the two, but not more than one-half consisting of education equivalent. Seminar assumes that the student has a basic understanding of plumbing theory and trade knowledge.

• **TUITION COST:** \$600.00

• **DURATION:** 48 Clock Hours; 12 Saturdays

| Subject         | Course Title                      | CO/HR     |
|-----------------|-----------------------------------|-----------|
| JPL 1           | Drain, Waste & Vent Systems       | 4.8       |
| JPL2            | Fixtures & Fittings               | 4.8       |
| JPL 3           | General Knowledge                 | 4.8       |
| JPL 4           | Isometrics & Plan Reading         | 4.8       |
| JPL 5           | Plumbing Math                     | 4.8       |
| JPL 6           | Storm & Roof Drainage             | 4.8       |
| JPL 7           | Water Heaters                     | 4.8       |
| JPL 8           | Water Supply & Distribution       | 4.8       |
| JPL 9           | Safety                            | 4.8       |
| JPL10           | High Wind Zone ítems for Plumbing | 4.8       |
| <b>DURATION</b> |                                   | <b>48</b> |

**Reference books required for class:**

1. **Florida Building Code 5<sup>th</sup> Edition - Building, 2014** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5601L14)
2. **Florida Building Code 5<sup>th</sup> Edition – Fuel Gas, 2014** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5661L14)
3. **Florida Building Code 5<sup>th</sup> Edition – Plumbing, 2014** Available at [www.iccsafe.org](http://www.iccsafe.org) (ISBN: 5621L14)
4. **Plumbing Basics for Contractors, 3<sup>rd</sup> Edition**, Available at [www.provbookstore.com](http://www.provbookstore.com) (ISBN: 978-1-269-78624-9)

## QUICKBOOKS

### • OBJECTIVE

This course is designed to provide students with the knowledge and skills necessary to work efficiently with QuickBooks in different professional settings.

### • COURSE DESCRIPTION

Students will be able to work with the account receivable cycle (estimates, invoices, and deposits), the accounts payable cycle (purchase order, bill payments), generating payroll and the financial cycle (general ledger, financial statements, bank account reconciliation).

### • REQUIREMENTS

Students should be familiar with basic computer operations, basic file management procedures (creating a folder, opening and closing file etc.) Basic computer operations are not covered in the course.

• **TUITION COST:** \$250.00

• **DURATION:** 20 Clock Hours; 5 Saturdays

| Subject         | Course Title               | CO/HR     |
|-----------------|----------------------------|-----------|
| SQB 1           | Getting started            | 1         |
| SQB 2           | Setting Up Company         | 1         |
| SQB 3           | Working with lists         | 3         |
| SQB 4           | Setting Up Inventory       | 2         |
| SQB 5           | Selling your Product       | 2         |
| SQB 6           | Invoices for Services      | 2         |
| SQB 7           | Processing Payments        | 2         |
| SQB 8           | Working with Bank Accounts | 2         |
| SQB 9           | Entering and Paying Bills  | 2         |
| SQB 10          | Creating Reports           | 1         |
| SQB 11          | Generate Payroll           | 2         |
| <b>DURATION</b> |                            | <b>20</b> |

## COMPUTER REPAIR AND MAINTENANCE

- **OBJECTIVE**

This course is designed to provide the students with the skills and knowledge necessary to install, change, maintain and repair computer components and softwares.

- **COURSE DESCRIPTION**

The course will cover how to search and install drivers, how to install different Windows version on virtual machine environment, install and run antivirus, anti-spy, and other software utilities. Students will learn maintenance, prevention actions and repair actions, diagnostics, and troubleshooting techniques.

- **REQUIREMENTS**

Student should have a basic understanding of Microsoft software and computer hardware.

- **TUITION COST:** \$275.00

- **DURATION:** 20 Clock Hours; 5 Saturdays

| Subject         | Course Title   | CO/HR     |
|-----------------|--|-----------|
| CR 1            | Hardware Basic Element Upgrade                               | 4         |
| CR 2            | Hardware Configuration and Practice Work                     | 5         |
| CR 3            | Installation and basic Configurations using virtual machines | 6         |
| CR 4            | Maintenance and Repair Actions                               | 5         |
| <b>DURATION</b> |  | <b>20</b> |

## SCHOOL CALENDAR

| Computer Repair & Maintenance Quickbooks |            |
|--|------------|
| Start Date                               | End Date   |
| 01/09/2016                               | 02/20/2016 |
| 02/27/2016                               | 04/02/2016 |
| 04/09/2016                               | 05/07/2016 |
| 05/14/2016                               | 06/18/2016 |
| 06/25/2016                               | 07/30/2016 |
| 08/06/2016                               | 09/10/2016 |
| 09/17/2016                               | 10/15/2016 |
| 10/22/2016                               | 11/26/2016 |

| Nursing Assistant Exam Preparation (C.N.A) |            |
|--|------------|
| Start Date                                 | End Date   |
| 01/23/2016                                 | 03/05/2016 |
| 03/12/2016                                 | 04/23/2016 |
| 04/30/2016                                 | 06/11/2016 |
| 06/18/2016                                 | 07/30/2016 |
| 08/06/2016                                 | 09/17/2016 |
| 09/24/2016                                 | 10/29/2016 |

| Journeyman Plumber Exam Preparation |            |
|-------------------------------------|------------|
| Start Date                          | End Date   |
| 02/13/2016                          | 05/07/2016 |
| 05/14/2016                          | 08/13/2016 |
| 08/20/2016                          | 11/19/2016 |

| Journeyman AC Exam Preparation |            |
|--------------------------------|------------|
| Start Date                     | End Date   |
| 01/23/2016                     | 04/09/2016 |
| 04/16/2016                     | 06/25/2016 |
| 07/09/2016                     | 09/17/2016 |
| 09/24/2016                     | 12/03/2016 |

| Journeyman Electrician Exam Preparation |            |
|---|------------|
| Start Date                              | End Date   |
| 01/23/2016                              | 03/19/2016 |
| 04/02/2016                              | 05/21/2016 |
| 06/04/2016                              | 07/30/2016 |
| 08/06/2016                              | 10/01/2016 |
| 10/08/2016                              | 12/03/2016 |

**CLASS SCHEDULE FOR ALL CONTINUING EDUCATION COURSES**

**DAY: SATURDAYS  
CLASS TIME: 8:30AM – 12:30PM**