



South Florida Institute of Technology

Main School

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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
Satellite 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)

SCHOOL CATALOG
Publication Date: July, 2017

Volume 5

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GOVERNING BODY, ADMINISTRATIVE AND FACULTY STAFF

GOVERNMENT BODY

Silvio Incer	President /CEO
Nelson Caballero	Vice-President/Secretary

MAIN SCHOOL

ADMINISTRATIVE STAFF - FULL TIME

Silvio Incer	School Director	Nelson Caballero	Financial Aid Director
Elisa Arias	Assistant Director	Leidy de la Portilla	Assistant to the Financial Aid Dir.
Gustavo Cordoba	Job Placement Director	Sixta Gonzalez	Financial Aid Assistant
Cesar Suclla	Job Placement Assistant	Veronica Moreno	Admission Director
Marylin Neira	Registrar	Romy Duarte	Admission Representative
Rafael M. Cordoba	Continuing Education Dir.	Judith Luis	Admission Representative

FACULTY STAFF

FACULTY MEMBER	COURSE(S)	DEGREE & DIPLOMAS HELD
Rodolfo A. Silva	CBA - Instructor	BS in Computer Science/Central American Univ. Nicaragua
Jesus Fuentes	CBA – Instructor	BS in Computer Science/Central University of Venezuela, Venezuela
James Paredes	CGD - Instructor	Associate in Art/Institute Superior of Technology, Peru
Gladis Rivas	MA - Instructor	Medical Doctor Degree/Higher Inst. of Medical Science, Cuba
Maricelys Moreno	PCT-Instructor	Licensed Registered Nurse
Sergio Bermudez	PCT-Instructor	Doctor of Medicine/University of Medicine Science of Santiago, Cuba
Juan Laplace	PCT-Coordinator	Nursing Technician Diploma, Cuba
Diego Barcaz	R&ACRT - Instructor	BS in Electrical Engineering/ Polytechnic Superior Institute, Cuba
Gilberto Zapata	R&ACRT - Instructor	BS in Mechanical Engineering/Inst. Tech. of Superior Education, Mexico
Jose Mohedano	R&ACRT - Instructor	BS in Mechanical Engineering/Oriente University, Cuba
Pastor Hernandez	R&ACRT – Instructor	BS in Mechanical Engineering/University of Oriente, Cuba
Sergio Fernandez	R&ACRT – Instructor	BS in Mechanical Engineering/ Jose A. Echeverria Univ., Cuba
Miguel Matute	R&ACRT-ECT- Instructor	BS in Mechanical Engineering/CUJAE, Cuba
Elias Noa	R&ACRT-Instructor	Diploma in HVAC Technician/Omni Tech. School, Miami, FL
Emilio Lima	R&ACRT-Instructor	Refrigeration Technician/Hermanos Gomez Polytech Institute, Cuba
Aracelio Rodriguez	ECT – Instructor	BS in Electrical Engineering/Polytechnic Superior Institute, Cuba
Jorge Pino	ECT - Instructor	BS in Industrial Engineering/University of Cienfuegos, Cuba
Enrique Cerro	ECT – Instructor	BS in Electrical Engineering/Pinar Del Rio University, Cuba
Jose L. Maldonado	ECT – Instructor	BS in Electrical Engineering/Higher Inst. Polytechnic, Cuba
Ruben Losada	BCT - Instructor	BS in Civil Engineering/Camaguey University, Cuba
Adelexis Quinones	PLB - Instructor	BS in Civil Engineering/University of Camaguey, Cuba
Cismary Cossio	PLB-Instructor	BS in Civil Engineering/University of Camaguey, Cuba

GOVERNING BODY, ADMINISTRATIVE AND FACULTY STAFF

SATELLITE LOCATION

ADMINISTRATIVE STAFF - FULL TIME

Silvio Incer	School Director	Nelson Caballero	Financial Aid Director
Manuel Forjan	Assistant Director	Dagmara Fernandez	Financial Aid Assistant
Kenia Rodriguez	Job Placement Assistant	Vivian Aguirre	Financial Aid Assistant
Laymi Mayor	Job Placement Assistant	Shelby Salgado	Admission Director
Nodalis Gonzalez	Job Placement Assistant	Dania Varela	Admission Representative
Elizabeth Rios	Registrar Officer	Mildred Cervantes	Admission Representative

FACULTY STAFF

FACULTY MEMBER	COURSE(S) TAUGHT	DEGREE & DIPLOMAS HELD
Luis M. Ramos	CBA - Instructor	MBA/Havana University, Cuba
Jose Valdez	CBA-Instructor	BS in Mechanical Engineering/Central Univ. Villa Clara, Cuba
Maria Lisseth Jiron	CBA-Instructor	Bachelor in Computer Science/Nacional Autonomous Univ., Nicaragua
Juan Carballo	CBA-CGD Instructor	Bachelor Degree in Accounting/University La Havana, Cuba
Felipe Vigil	CGD – Instructor	Computer Graphic Design Diploma/ SFIT. Miami, FL
Maria Chelala	MA - Instructor	Medical Doctor Degree/Medical Sciences Institute, Cuba
Julio Hernandez	MA-Instructor	Medical Doctor Degree/Medical University Holguin, Cuba
Jose V. Lau	MA-Externship Coordinator	M.D./Institute Pedagogic of Diriamba, Nicaragua
Luis Cespedes	MA/PCT-Instructor	Medical Doctor Degree/Medical Sciences Institute, Cuba
Juan Laplace	PCT – Coordinator	Nursing Technician Diploma, Cuba
Roberto Carballo	R&ACRT-Instructor	Air Conditioning Technician/University of Habana, Cuba
Medardo Gomez	R&ACRT-Instructor	BS in Mechanical Engineering/Jose A. Echeverria Univ., Cuba
Lazaro Rivero	R&ACRT – Instructor	Diploma in HVAC Technician/SFIT, Miami, FL
Edmundo Largaespada	R&ACRT – Instructor	Masters in Mechanical Engineering/F.I.U. Miami, FL
Elias Noa	R&ACRT – Instructor	Diploma in HVAC Technician/Omni Tech. School, Miami, FL
Ruben Roch Alberteris	R&ACRT – Instructor	BS in Mechanical Engineering/University of Camaguey, Cuba
Tomas Inchaustegui	R&ACRT-Instructor	Refrigeration & AC Repair Tech./South Florida Inst. Of Tech. Miami, FL
Pedro Duarte	ECT – Instructor	BS in Electrical Engineering/Jose A. Echeverria Univ., Cuba
Allen G. Holtzclaw	ECT – Instructor	Licensed Journeyman Electrician/Miami Dade County
Gipsy Borges	ECT - Instructor	BS in Electro-Energy/Superior Inst. Pedagogic, C. Habana, Cuba
Yandry L. Galindo	ECT – Instructor	Electrical Technician Diploma/CBT College, Miami, FL
Rafael Leon	ECT – Instructor	BS in Electrical Engineering/ISP Jose Antonio Echeverria, Cuba
Fidel O. Fernandez	ECT-Instructor	BS in Electrical Engineering/University of Camaguey, Cuba
Mario Rivera	PLB/BCT - Instructor	BS in Civil Engineering/Central American University, Nicaragua
Leandro Gonzalez	BCT-Instructor	Aerospace Engineer/Camilo Cienfuegos University

EDUCATIONAL PHILOSOPHY

South Florida Institute of Technology's philosophy is to provide a viable alternative to traditional college education by eliminating some of the general education programs and concentrating on specialized subjects. We provide the knowledge and skills needed to acquire entry level positions in today's job market.

South Florida Institute of Technology offers training to all on an equal basis regardless of race, religion, color, sex, age, nationality, and ethnic origin.

The school also provides parking, elevator, access ramp and handicapped bathrooms for students with physical disabilities.

HISTORY

South Florida Institute of Technology Inc. (the School) was founded on October 1997. At its commencement, the School offered only Computer Business Application and Computer Graphic Design. It was originally located in a small facility located at 2141 SW 1st Street Ste#104, Miami, FL. 33135. In July 2005, the School relocated to a larger facility at 720 NW 27th Ave. 2nd Floor, Miami, FL. 33125 and added the Medical Assistant, Refrigeration and Air Conditioning Repair Technician, and Electrical Construction Technician programs. In July 2008, the School added the Plumbing Technology program.

In October 2009, the School added the Building Construction Technology. The School was accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) now ACCSC in February 2002 and its re-accreditation for five years on August 2006. The School added its Satellite (Satellite location) at 1275 West 47th PL., Hialeah, FL. 33012 on January 2008 and it was accredited by the same agency (ACCSCT) on February 15, 2008.

Throughout its history, South Florida Institute of Technology has been characterized by innovation and experimentation. Since October of 1997, the School has embraced new disciplines and new ways of teaching and remains committed to self-evaluation and improvement as it continues to strive to be one of the best educational facilities in the country.

SCHOOL'S MISSION

South Florida Institute of Technology is committed to providing students with high quality programs that will enable graduate students to acquire entry-level positions, as well as to enhance students' existing technical skills and expertise in a particular vocational field. Through the development of partnerships with businesses, industries and community agencies, South Florida Institute of Technology is able to offer occupational programs in high-demand areas that are designed to meet the needs of high school graduates and adult learners, as well as the requirements of employers, colleges, and other technical schools in the community. Our most valuable products are our well-prepared graduates; our most important service is to provide our students with skills for a lifetime of opportunities.

STATEMENT OF CONTROL

The school is owned and controlled by
South Florida Institute of Technology, Inc.
a Florida Corporation located at the same address.

FACILITY AND EQUIPMENT

South Florida Institute of Technology currently has two locations:

The Main school is located in the Miami cosmopolitan area near downtown. The Satellite school is located on 49th Street, this is the main street of the City of Hialeah. They are both within the Miami-Dade County in the State of Florida. The Main and Satellite school's facilities are modern and each occupies approximately 13, 000 Sq/ft under air conditioning. They both house large classrooms, up-to-date computers and, Medical Assistant, Refrigeration and A.C., Electrical, Construction and Plumbing laboratories. Each of them has a library and a large supervised parking area. In addition, both schools have Job Placement, Registrar, Financial Aid, Admission, Counselor, and Executive Offices to satisfy the students' needs.

The maximum numbers of students in a classroom or laboratory are:

Computer Business Application:	30 Students
Computer Graphic and Web Design:	30 Students
Medical Assistant:	30 Students
Refrigeration & A/C Repair Technician:	30 Students
Electrical Construction Technician:	30 Students
Plumbing Technician	30 Students
Building Construction Technology	30 Students
Patient Care Technician	30 Students



The school's library provides students with resource material including a collection of up-to-date books for circulating purposes, reference materials, professional journals and industry magazines related to the programs offered by the institution.

The library contents are continually updated and increased with new, relevant material. Computer terminals with internet access are also provided as research tools within the library resources.

Lesson Plans are verbally explained and demonstrated with the help of projectors and other visual aids enhancing lectures prior to actual hands-on training.

Campus Crime Statistics

The school publishes a crime statistics report annually, and enforces a drug abuse policy. These are available to prospective students, faculty and employees at the admissions office. These reports are also on display in the school's bulletin board.

SCHOOL POLICIES

❖ Attendance

Students are required to regularly attend each class in the program in which the student is enrolled. Any anticipated absences should be notified to the instructor and school director as soon as possible. Written documentation that indicates the reason for being absent may be required and students are responsible for making up work missed during any absences.

Attendance is recorded on a daily basis and attendance percentage monitored at the end of each module. It is the policy of the School to identify students whose attendance falls below acceptable standards of 75% for a three week module due to unexcused absences. Students who fall below 75% cumulative attendance of unexcused absences at the end of a module will be placed on a three weeks probation period.

Attendance Probation Violation: A student who has been placed on a three weeks probation period must achieve an attendance percentage minimum of 75% by the end of the probationary period (3 weeks module) or be subject to termination from the program.

If during the total length of the program the student is placed on attendance probation for more than 3 times, the student will be terminated from the school.

Students that accumulate (4) days of unexcused absences during a module will be allowed to take the final exam for that module. However, the student will be placed on attendance probation.

A student's enrollment will be terminated when a student attains (5) consecutive unexcused absences or fails to establish an approved leave of absence under the leave of absence policy. If there are extenuating circumstances that prevent a student from attending classes for an extended time period (e.g. hospitalization and recovery from a serious accident or illness) for (5) days or more, the student should notify the school to request a leave of absence.

A student that attains (5) consecutive days or more of excused absences will be required to retake the course which the student was attending prior to the absences upon returning to school. The student will not incur any Satellite charges for retaking the course needed and will be notified of the extended graduation date.

Students that accumulate (7) days of unexcused or excused absences in a module will not be allowed to take the final exam for that module, will be required to re-take the course, and will be placed in attendance probation.

The school allows reasonable absences, such as personal illness, death in the family, court appointments, etc. These absences are considered as excused absences and the student will not be penalized for it. However, students must advise the school of all intended absences.

Students who miss class because of religious beliefs or practices will be excused from class or examinations on that day. The instructor is responsible for providing the student with an equivalent opportunity to make up any examination, study, or work requirement that the student may have missed.

❖ Veteran's Attendance Policy

Students exceeding **15% total** absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

❖ Tardiness

A student arriving after attendance has been taken is considered late and will be so marked unless the instructor considers the reason for tardiness legitimate. Three lateness in a week will be considered as (1) absence.



❖ Leave of Absence

Students requesting a leave of absence while enrolled at South Florida Institute of Technology ("SFIT") must adhere to the policies and procedures established by the school. In addition, students receiving Federal Financial Aid must understand and follow Federal Title IV leave of absence regulations as stated in this policy, which may affect the amount of financial assistance received. Any student, including a student receiving Title IV assistance, shall be granted a leave of absence under the following conditions:

1. The student must request the leave of absence by filling out the "Leave of Absence Request Form" and submit it to the school Director. The student must provide on the form the reason for requesting the leave of absence and indicate their expected date of return to class. All leave of absence requests are subject to approval by the school Director.
2. If the student is a Title IV, HEA program loan recipient prior of the school granting the leave of absence, the student is required to meet with a Financial Aid Officer to discuss information regarding financial obligations, possible revisions in his/her aid package, deferment options, and the effects of the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.
3. SFIT will not charge the student Satellite charges for the leave of absence.
4. There must be a reasonable expectation that a student will return from a leave of absence to continue his/her enrollment at SFIT.
5. Leave of Absence request may not exceed a total of 180 days in a 12 month period. This 12 month period begins with the first day of the first leave of absence.
6. New students may not initiate leaves of absence within the first five days of the start date of their selected program.
7. A student requesting a leave of absence while attending half way through a course and is granted a leave of absence will be required to retake that course upon returning from the leave of absence. The student will not incur any Satellite charges for retaking the course. Expected graduation date will be extended according to the number of days the student was on an approved leave of absence.
8. A student on an approved leave of absence will retain his/her in-school status.
9. Students who fail to return to school at the end of the LOA without requesting an extension of the LOA will be dismissed from school.

❖ Conduct

Students must behave in a manner that will enable the school to recommend them to prospective employers as courteous, considerate and well-mannered individuals.

They must adhere to conduct that will not interfere with the learning process of the class in general. Entering the school or classrooms while under the influence of alcohol, unlawful drugs or narcotics of any kind are grounds for dismissal.

Smoking, eating, drinking (soda, coffee, etc..) is not allowed in any of the classrooms or labs. Students will be responsible for all property destroyed or damaged, with or without intent when the student behavior is considered to be negligent. Intentional defacing or destruction of school property by any student will result in immediate dismissal.

Students are required to keep their work areas clean and in an orderly manner. They must return all equipment and supplies to their proper storage area before they leave their classroom or lab.

❖ **Dismissal**

Students may be dismissed from the school for the following reasons:

- 1 - Failure to comply with attendance and conduct policies.
- 2 - Failure to maintain acceptable standards of progress.
- 3 - Failure to pay tuition.

❖ **School Attire**

The primary purpose of the institution is to prepare students for employment. They are required to be neat and clean in appearance while attending classes. Items of dress which may be considered a safety hazard or create classroom disturbance are prohibited.

❖ **Trial Enrollment Period**

A person who enrolls in the school will be offered the opportunity to attend any program of choice for a short period of time (maximum of three weeks) without incurring a financial obligation beyond the application fee.

The school will ensure that students have the necessary books and materials needed to succeed during the trial period. This trial period of three weeks from the commencement of a start date can play a valuable role by allowing a student to attend class for a brief period before deciding to continue attending their educational program as a regular student.

Students that continue attending class beyond the trial period are considered regular students and conditionally accepted into their selected program of study. Such students may not apply for federal financial aid until all required documentation and information is submitted. The student must finalize the admission process within three weeks from the commencement of class.

A student who officially or unofficially withdraws from the school prior to completing one week of scheduled classes after the official start date of the program will be considered a NO-SHOW. In such event, no credits will be earned and their tuition obligation and cost of course materials will be waived.

In any event, a student still attending school after completing three weeks of scheduled classes after the official start date of the program and signs the official enrollment agreement is deemed to have confirmed their intention to continue the program as a regular student and thus will be classified as such.

Any student who wishes to apply for federal financial aid after becoming a regular student must meet the student eligibility criteria as provided in the federal regulations. If the student qualifies for federal financial aid, the federal aid will apply from the beginning of the enrollment period, which includes the trial period as applicable. The student will have approximately 60 days from the trial period to submit all documentation and information required to apply for federal financial aid.

Please note that the trial period policy is not applicable to reentry or 2nd and/or subsequent academic year continuing students.

❖ **Discrimination Policy**

South Florida Institute of Technology offers training to all applicants on an equal basis regardless of race, religion, color, sex, age, nationality, and ethnic origin.

❖ **Student Complaint Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Mr. Silvio Incer, School Director or online at www.accsc.org.

REFUNDS, CANCELLATIONS AND SETTLEMENTS

❖ **Procedures for Cancellation/Termination By The Student**

Any student wishing to cancel his/her Enrollment Agreement must notify the Admission and Financial Aid Department by certified letter or in person of his/her intention of cancellation. The school may require that such notice or notification must be made by a parent or guardian, if the student is below legal age. All monies will be returned if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the initial Enrollment Agreement and making the initial payment. This also applies to the Federal Return Policy. Cancellation after the third (3rd) business day, but before the first class, will result in a return of all monies paid, with the exception of the registration fee.

❖ **Termination of Student**

Students could be terminated on the following grounds:

- 1- Failure to comply with attendance and conduct policies.
- 2- Failure to maintain acceptable standards of progress.
- 3- Failure to pay tuition.

Students who fail to obtain a passing grade in all subjects will be placed on academic probation. If failure persists, the student could be subject to dismissal for failure to maintain acceptable academic standards of progress. Upon successful completion of the program, the school will assist each graduate with job placement. However, the school does not guarantee employment.

❖ **Return Title IV Institutional Return Policies**

The return is defined as the difference between the amount paid towards school charges and the amount the school retains. The withdrawal date is defined as the last day of physical attendance unless earlier written notice is received. Charges will be determined as follows: dividing the number of days attended into the number of days comprising the payment period in which the student has been charged. The school may request notice of cancellation or withdrawal to be given by mail. This notice must be made by a parent or guardian if the student is below legal age. If outstanding charges exist on a student's account, the institution may credit the student's account with a portion of a post-withdrawal disbursement up to the amount of the outstanding charges or \$100.00, whichever is the lesser.

Tuition is charged by term

Term = 21 weeks for the largest program = 147 days.

Samples of the Return Computation are available for the student at the Financial Aid Office.

❖ **Return Policies**

For any Title IV aid recipient terminating their program of study after entering the institution and before completing at least 60% of the payment period or period of enrollment, the statutory Return of Title IV Fund policy will be implemented.

This new policy will calculate the amount of Financial Aid funds earned by the student during their enrollment. South Florida Institute of Technology will calculate the amount of Title IV aid that was earned based on a payment period basis. The institution will determine:

- 1- The Title IV aid disbursed or that could have been disbursed.
- 2- The percentage of Title IV aid earned by the student.
- 3- The amount of Title IV aid earned by the student.
- 4- The total Title IV aid to be returned or disbursed as a post withdrawal disbursement.
- 5- The amount of unearned Title IV aid to be returned by the school.
- 6- The amount of unearned Title IV aid to be returned by the student.

Institution refunds will continue to be calculated by the payment period. The student will be obligated for any tuition, fee, books, or equipment not covered by the Title IV funds.

❖ **Cancellation and Refund Policy**

For all non-Title IV recipients and for Title IV recipients after application of the return of Title IV policy, the following refund policy will apply:

1. Cancellation must be made in person or by 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 (3rd) business day, but before the first class, will result in a refund of all monies paid with the exception of the Registration Fee.

4. Cancellation after attendance has begun but prior to 50% of the program will result in a pro-rated refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% 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 notice is received.
7. Refund will be made within 30 days of termination or receipt of the cancellation notice.

❖ **School's Cancellation of a Class or Program Policy**

The school reserves the right to cancel or postpone a class or program for any reason, including insufficient student enrollment. However, every effort will be made to cancel the class or program in advance of the scheduled beginning date. If the School elects to cancel the class or program, the student is entitled to a 100 % refund of fees paid.

POLICIES AND PROCEDURES FOR VERIFICATION

South Florida Institute of Technology has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. The students selected for verification by the U.S. Department of Educational (ED) or those with conflicting information in their records will be required to submit supporting documentation. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. All students will be notified by the Financial Aid Office on a timely basis if they were selected for verification and what supporting documentation is required. In addition Financial Aid Office will notified the student for any award changes due to verification by email, mail, phone call, or personal contact. The institution will use as its reference the most recent Verification Guide supplied by ED.
At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of the verification process and any other documentation needed.
3. The institution prior to the completion of verification will certify a Direct Loan. However, the student has but 45 days from the time the check arrives to the institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
4. No Federal Pell Grant, Campus Based, or Subsidized Direct/Stafford Loan funds will be disbursed prior to the completion of verification status.
5. Students eligible to receive Pell, Campus Based aid or Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around 9/24) whichever is earlier to complete verification. However, in the interim, the student must have made arrangements with SFIT for payment of all tuition and fees. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution.

Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.

7. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks will not be released prior to this date.

POLICIES AND PROCEDURES FOR SECONDARY CONFIRMATION

South Florida Institute of Technology has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible noncitizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV financial applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.

ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE TAPE MATCH AS EVIDENCED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

1. Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
3. The institution will not make decisions regarding "eligible non-citizen" status without the students having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Services (INS). In order to initiate the required process, students must submit INS documents which are legible and which demonstrate the latest status with INS.
5. The institution will initiate secondary confirmation within 10 business days of receiving both the output documents and the student's immigration status documents, sending G-845 from the U.S. Department of Justice Immigration and Naturalization Service.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford a student the right to inspect and review his/her record within 45 days after submitting them to the registrar/officer with a request which identifies the record to be inspected. The student will be notified of the time and place to exercise that right or will be directed, if necessary, to the correct official to whom the request should be made. The student also has the right to request an amendment to his/her education record which may be inaccurate or misleading. A written request to the official responsible should identify the part of the record to be changed and specify the reason behind it. If the school decides not to amend the requested record and has notified the student in writing, the student has a right to a hearing, for which procedures will be provided at that time. Furthermore, a student has the right to consent to disclosures of personally identifiable information contained in his/her education record, except for disclosures authorized by FERPA. The latter pertains to a school official(s) and/or

trustees(s), or a person or company contracted by the school, or a student on an official committee, all of whom must have a legitimate educational interest in such a review. Without consent, but only by request, the school will disclose education records to officials of others schools in which students seek or intend to enroll.

{Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request, unless the institution states in its annual notification that it intends to forward records on request.} Last, a student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the offices that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

ADMISSION REQUIREMENTS & PROCEDURES

ADMISSION

Programs are open to young and mature individuals who have the sincere desire of self-improvement and training for a career opportunity in computer graphics & web design; computer business applications; electrical, plumbing, refrigeration & a/c, construction, medical assistant and patient care technician fields.

There are no pre-requisites for previous experience or training. The school encourages applications from qualified students from all cultural, racial, religious and ethnic groups. As a minimum, however, an applicant must have a High School Diploma or equivalent (GED) to be enrolled as a regular student.

Students who do not have a high school diploma, or who have not passed the General Education Development Test (GED), but are beyond the compulsory age of education in the state of Florida, and who have demonstrated that they possess Ability to Benefit (ATB) from the training offered at the institution can also be enrolled as a regular student. These students will not be accepted for enrollment and will not be allowed to start class until they take and pass the ATB exam.

To pass the Wonderlic Ability to benefit test (Scholastic Level IV, administered in Spanish) the student must obtain a minimum score required per program. This exam requires 12 minutes to administer.

If an applicant is unable to achieve the minimum acceptable scores for the program of his or her choice, the applicant may reapply for admission after two (2) days. If the student applies for financial aid, no aid will be disbursed until the student takes and passes the ATB exam.

If the student chooses to take the exam in English, the student must pass the Wonderlic Basic Skills Test (WBST) and obtain a score of 210 in quantitative, and 200 in verbal proficiency. The WBST requires 40 minutes to administer.

A student may apply for Federal Financial Aid under the ATB criteria if he/she had attended or was enrolled in an eligibility program at any Title IV institution prior to July 1, 2012. A first time student applying for Federal Financial Aid after July 1, 2012 must hold a GED or High School Diploma in order to apply for federal student aid.

ADMISSION OF INTERNATIONAL STUDENTS

South Florida Institute of Technology is approved by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant alien students with (M) visa in the United States. Before applying for a (M) student visa at a U.S. Embassy or Consulate, the student must first apply to and be accepted by South Florida Institute of Technology and be issued a Form I-20 from the school.

ADMISSION REQUIREMENTS OF INTERNATIONAL STUDENTS

In order to process a Form I-20, the student is required to fulfill the following admissions procedures:

1. Submit a completed Application for Admission; including all admissions credentials. Application must be received at least 45 days prior to the program's start date in which the applicant wishes to enroll. The student may request a copy of the Application for Admission by calling 305-649-2050 or by downloading a copy on the school's website: www.sf-institute.com
2. High School Diploma must be official. In the case that the student cannot provide a high school diploma and he/she states that it was completed in their country, the school will require the student to take an equivalency test.
3. All international students must have sufficient personal resources to pay full SFIT registration and tuition fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending a school in the United States.
4. Documented evidence of means of financial support must be provided to SFIT for admission purposes and for issuance of the Certificate of Eligibility (Form I-20). This evidence is also required by the American Embassy or Consulate when applying for a student visa to enter the United States. Documented evidence of financial support can be one of the following:
 - An original bank letter stamped and signed by the bank official stating the amount in the account. The bank letter may not be older than six months from the date the student plans to attend SFIT
 - Bank Statement; or
 - Affidavit of Sponsorship signed and notarized by the person(s) providing financial support to the student. (Sponsor(s) must also submit evidence of financial support to SFIT; either bank letter or bank statement). Download Affidavit of Sponsorship on the school's website: www.sf-institute.com
5. Financial aid in the form of grants or loans from the federal or state sources is not available to international students.

Admission Procedures

When an interested party inquires about admission, an appointment is arranged to visit the school and meet with a school representative. At the time of the visit, the prospective student will receive a catalog of the school and tour of the facilities. If the individual decides to enroll, he or she will complete an application and will be referred to the School Director for any further testing, if applicable.

Class Schedules

- ❖ Computer Business Applications / Computer Graphic and Web Design / Medical Assistant / Building Construction Technology / Refrigeration & A/C. Repair Technician / Electrical Construction Technician / Plumbing Technician / Patient Care Technician
Morning Session: 8:30am to 12:30pm (Monday through Friday)
Evening Session: 6:00pm to 10:00pm (Monday through Friday)

Program length duration is approximately 42 weeks.

Weekend Schedules

- ❖ Refrigeration & A/C Repair Technician and Electrical Construction Technician

Saturday and Sunday
8:30am to 5:30pm

Programs offered on the weekend differ in length duration (approximately 56 weeks)

Administrative and Student Services Offices

Monday through Thursday from 8:30am to 9:45 pm
Friday from 10:00 am to 3:00 PM
Saturday and Sunday from 9:00 am to 5:00 pm

Holidays

South Florida Institute of Technology offers classes on a year round basis. The school observes the following Holidays and vacation breaks:

Martin Luther King Jr.
Christmas Holidays*
Labor Day
Thanksgiving Day

Day New Year's Day
Memorial Day
Columbus Day

President's Day
Independence Day
Veteran's Day

* Approximately last two weeks of December.

ACADEMIC POLICIES

❖ Credit for Previous Training

Applicants who have been accepted at the Institution and who have taken courses at other accredited Institutions and/or who have special qualifications or developed skills may apply for a credit transfer. Credit(s) may be accepted and/or granted toward the student's academic program. A maximum of 50% of the courses required for the program will be accepted as transferred credits. Official transcripts must be received prior to the start date of class. If the transcripts are not in English, then they must be translated by an approved credentialing agency. Transferred credits will only be accepted for courses that match the content to a course offered in the student's program. No credits will be granted for academic courses that have received a grade lower than a "C". For academic courses that have received a grade of "C" or greater, the transferring of credit(s) will be subject to the approval of the

Director of the Institute or designee and will be based on the equivalency with the course associated with the student's academic program.

Veteran's Credit for Previous Education or Training

VA students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

❖ Transferability of Credits

Students are advised that transferability of credits to another institution is at the discretion of the accepting school. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

❖ Credit for previous training and/or experience

A student requesting recognition or credit for life experience or knowledge acquired at another institution must make such request in writing to the School Director. A proficiency test related to the course(s) that credit is requested will be supplied to the student. If the student achieves the appropriate passing score as required by the institution (please see "Grading System" on page 19 of this catalog), an appropriate credit will be granted. Such granting of credit may still require for the student to attend classes on the specific course that is granted if he/she does not meet the minimum overall GPA required for graduation. If the student is not required to attend classes for the credit granted, student must be notified that according to the mandates of the regulating educational bodies, he/she will have to receive a "drop" status and in order to be reincorporated to the program of study, he/she will have to complete a new re-enrollment process. A refund or tuition credit will be given to the student in accordance to the Refund Policy of the school and the time that the student will be absent from class.

❖ Internal Transfer

A student wishing to transfer from the original program to another must notify the Registrar's Office of his/her intention. An evaluation of the student performance record is made and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

❖ Credit Hours Conversions

Conversion of 1 Credit Hours: 1 CR/HR = 30 LC = 30 LB = 30 CO/HR
CR/HR (Credit Hours), CO/HR (Contact Hours), LC (Lecture Hours), LB (Lab Hours)

❖ Definition of Credit Hours

One credit hour represents 30 hours of lecture with an instructor. One credit hour for laboratory experience is equivalent to 30 hours of work. One clock/hour is defined as 60 minutes, with 50 minutes of instruction in the presence of an instructor. In 2011, the Department of Education determined the following the Clock Hours to Credit Hours conversion requirements: 37.5 Credit Hours per 1 Clock Hour. Taking into consideration this change, the Department of Education approved that schools, rather than change their entire program outline, add "Work Outside of Class" Hours, in the form of homework. Hours, this could be added total the overall total number of Clock Hours.

❖ Grade Point Average (GPA)

Each letter grade has a point value as described above (see "Grading System" for more information). The grade points for each course is determined by multiplying the number of credit hours in that course times the point value equivalent to the grade received in that course. The Grade Point Average of a

student is computed by adding the total grade point values for all the courses and dividing by the total number of credit hours assigned to all courses attempted.

❖ **Make-up Work**

Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from absences, tardiness or other causes at the instructor's discretion. An "F" grade is computed as part of a student's GPA; however, the course must be retaken. If a course is repeated only the highest grade earned will be computed in the GPA.

Students receiving an "I" grade has thirty (30) days to submit the required work to their instructor and receive a final grade. Failure to do so will result in a grade changed to an "F".

❖ **Repeating Courses**

A student, who has received a grade of "F" in a course, must repeat that course to comply with the requirements for graduation. The first attempt will also be shown, but the cumulative GPA will be recalculated to count the last attempt only. Career students can repeat a course one time and a maximum of four courses for the program to graduate within the 1 ½ time frame allowed.

❖ **Instructor/Student Ratio**

The Institution's Instructor/Student ratio for classroom will not exceed 1 to 30. In the School's Labs, the Student/Equipment ratio is 1 to 1 and the Instructor/Student ratio will not exceed 1 to 30.

❖ **Course Numbering System**

The courses are numbered using a letter/number system. For example, courses in the Computer Business Application program start with a prefix CP and are numbered sequentially.

❖ **Grading System**

Letter Grade	Percentage Equivalent	Point Value	Description
A	90% - 100%	4.0	Excellent
B	80% - 89%	3.0	Good
C	70% - 79%	2.0	Satisfactory
D	65% - 69%	1.0	Passing below Satisfactory
F	0% - 64%	0.0	Failing

I = Incomplete

W = Withdrawal

*There are no part time students.

❖ **Graduation Requirements**

A student is eligible for graduation upon fulfillment of the following requirements:

1. Completion of all course assignments.
2. Maintaining a minimum overall GPA of 2.0.
3. Fulfillment of all obligations to the school

❖ **Satisfactory Progress**

To remain in good academic standing at South Florida Institute of Technology a student must maintain satisfactory academic progress toward the completion of his/her academic program of study. Satisfactory progress is revised at 25% of the program length and the student must obtain a minimum grade point average (GPA) of 1.5 and completed 67% of the credits attempted in that time, and maintain satisfactory attendance. Another satisfactory progress is performed at the middle of the program and the student must obtain a minimum GPA of 1.5 and completed 67% of the credits attempted in that time and maintain satisfactory attendance. At the end of the program the student must have achieved a grade point average of at least 2.0 and completed 100% of the credits attempted in that program. If a student

does not meet the satisfactory progress requirements at the end of the middle of the program the student will be placed on probation for six (6) weeks.

The School Director will grant the probation just once and will notify the student in writing. The student will be dismissed if after the six weeks probation period he/she does not meet the required satisfactory progress requirements. The School Director will notify the student in writing about the fulfillment of the required academic achievement. If after the six weeks probation period the student meets the satisfactory progress required, the School Director will arrange the reinstatement to its non-approbatory condition, voiding the approbatory term. The maximum time limit given to a student to complete their program is 1.5 times the length of the program. The student not meeting these criteria will be terminated for not making satisfactory progress.

Standard of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term.

A VA student whose CGPA falls below 2.0 at the end of any term he or she will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

VA student's terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

❖ Withdrawal

Students wishing to withdrawal shall notify to the School Director, in writing prior to leaving. However, when a student withdraws without writing notice to the school, termination of enrollment shall take effect the date the school determines that the student has withdrawn.

❖ Readmission

Former students whose education was voluntarily interrupted may apply for readmission. Student must complete an enrollment agreement and will be charge tuition and fee according to the rates at the time of readmission. Re-entering student must be in compliance with the school's Satisfactory Progress policy. Students who were dismissed by the school during Academic Probation are eligible for readmission into a program once they meet the School's Satisfactory Progress policy.

❖ Satisfactory Progress Appeal

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director. The director's decision shall be final. Special consideration will be given to mitigating circumstances, i.e., illness or death in family.

❖ Awarding a Diploma

Upon successful completion of the program, the student will be awarded a diploma.

❖ Student Rights

The students have the right to ask the school:

1. The name of its licensing and accrediting organizations.
2. About the program, faculty, it's instructional, laboratory, and other physical facilities.
3. The cost of attending and refund policy if student decides to withdraw.
4. School determination whether student is or is not making satisfactory progress.

❖ Student Responsibilities

1. Review and consider all information about the program of study prior to enrolling.
2. Know the conditions and deadlines prior to completing an enrollment agreement.
3. Provide any documentation, verification, corrections, and/or new information requested by the admissions department.
4. Read, understand and keep copies of all forms the student is asked to sign.
5. Comply with the provision of any promissory note and/or all other contractual agreements signed with the school.
6. Notify the school of any changes in name, address, or attendance status. If applicable, the student must also notify the lender if any of the above changes occur.
7. Understand the school's refund policy.

STUDENTS SERVICES

❖ Records and Transcripts

Student records and transcripts are maintained indefinitely and protected against fire, vandalism, and other perils. An official transcript will be issued to the student upon completion of the program. Student records will be provided to potential employers only after a written request by the student has been made.

❖ Advising / Counseling

Students are encouraged to visit the school's advisors/counselors in regards to their academic progress, placement opportunities and other related matters. All advising is done by appointments and is documented on an advising form. Students needing these services will be directed to the appropriate personnel.

❖ Housing

South Florida Institute of Technology does not provide housing for students.

❖ Library

The library offers the students up-to-date books, reference materials and professional journals related to the programs of study.

❖ Placement Service

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquires made to the school from potential employers will be posted on the bulletin board. Upon successful completion of the program, the School will assist each graduate with job placement; however, the School does not guarantee employment. **COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

❖ Transportation

Public Transportation is available.

PROGRAMS OF STUDY

REFRIGERATION & A / C. REPAIR TECHNICIAN

.....

**COMPUTER
BUSINESS APPLICATION**

.....

**COMPUTER
GRAPHIC and WEB DESIGN**

.....

MEDICAL ASSISTANT

.....

ELECTRICAL CONSTRUCTION TECHNICIAN

.....

PLUMBING TECHNICIAN

.....

BUILDING CONSTRUCTION TECHNOLOGY

.....

PATIENT CARE TECHNICIAN

REFRIGERATION & A/C. REPAIR TECHNICIAN

- **OBJECTIVE**

The Refrigeration & A.C. Repair Technician program is designed to train students for an entry-level position as a Heating, Ventilation, Air Conditioning, and Refrigeration Installer. The program includes theoretical and hands-on training in the installation, design, maintenance, and repair of residential and commercial refrigeration, air conditioning, and heating equipment.

- **PROGRAM DESCRIPTION:**

This skill-oriented program introduces the student to the fundamentals of refrigeration and the refrigeration systems, principles and application of electricity, operation and function of air conditioning systems, and heating equipment.

- **ENTRANCE REQUIREMENTS OR PREREQUISITES:**

The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they possess Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 14/50 for the Scholastic Level IV entrance exam.

- **GRADUATION REQUIREMENTS**

A student is eligible for graduation upon fulfillment of the following requirements:

1. Complete all prescribed course work.
2. Maintain a minimum overall GPA of 2.0
3. Fulfill all obligations to the school.



- **AWARDING OF DIPLOMA**

Upon successful completion of the program, the student will be awarded a diploma.

- **CONVERSION FOR 1 CREDIT HOURS:**

1CR/HR=30 LC = 30 LB = 30 CO/HR, CR/HR (Credit Hours), CO/HR (Contact Hours),
LC (Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 lecture Hours or 30 Lab Hours or 30 Contact Hours.

REFRIGERATION & A/C. REPAIR TECHNICIAN

• DURATION

2 Terms - 28 CR/HR, 840 CO/HR + 60Hrs outside work CO/HRS, 42 WEEKS

• PROGRAM

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/HR	Outside Work
AC 102	Fundamental of Electricity	2	30	30	60	5
AC 103	Principles and Apps of Electricity I	2	30	30	60	
AC 104	Principles and Apps of Electricity II	2	30	30	60	
AC 105	Electric Motors	2	30	30	60	5
AC 106	Fundamental of Refrigeration I	2	30	30	60	
AC 107	Fundamental of Refrigeration II	2	30	30	60	
AC 205	Air Conditioning Systems I	2	30	30	60	5
AC 206	Air Conditioning Systems II	2	30	30	60	5
AC 209	Commercial Refrigeration I	2	30	30	60	10
AC 210	Commercial Refrigeration I I	2	30	30	60	10
AC 211	Domestic Refrigeration I	2	30	30	60	10
AC 212	Domestic Refrigeration II	2	30	30	60	10
AC 213	HVAC Blue Print & Project Estimator	2	30	30	60	
AC 214	Domestic Appliance	2	30	30	60	
		28	420	420	840	60

Tuition:	\$ 7,500.00
Registration Fee:	\$ 150.00
Total Tuition & Reg Fee:	\$ 7,650.00
Books and supplies:	\$ 539.84
Total Program Cost:	\$ 8,189.84

NOTES:

1. Books and supplies are purchased by the student.
2. This program requires 60 clock hours of outside work.

COURSE DESCRIPTION

• AC 102 FUNDAMENTALS OF ELECTRICITY

This course is an introduction to the basic concepts of electricity and magnetism. Topics include electronic theory of matter, sources of electrical energy, simple electrical circuits, Ohm's law and the use of Ohm's law in the solution of series and parallel, AC and DC circuit problems (including the concepts of inductance and capacitance; and power factors). Other topics include: wire sizes, electrical protection, fuses, breakers, overload, transformers, etc. In the lab students will learn how to use the ohmmeter and the am perimeter.

• AC 103 PRINCIPLES AND APPLICATIONS OF ELECTRICITY I

Study the basic components of electric systems. Refresh the use of pressure gages, electrical testing devices. Review rules on safety and Electrical diagrams from units. Check electrical components, logic procedures to locate faults electrical and mechanical.

• AC 104 PRINCIPLES AND APPLICATIONS OF ELECTRICITY II

This course studies the electrical circuits in heating and refrigeration systems. Topics include: electrical symbols, following schematics on real circuits, the hermetic compressor, determining the Common (C), Run (R), and Star (S) of the compressors, etc. Students will practice troubleshooting of compressors that are burned, grounded or with wrong resistance, and starting a compressor without capacitors. Other topics include the electrical systems control of central units, relays, thermostats, overload protectors transforms. Students in the shop will practice on the electrical circuit of an air conditioning unit.

• AC 105 ELECTRICAL MOTORS

Course offers an introduction to basic concepts of electrical motors, its applications, electrical diagrams, automatic controls, and troubleshooting. It also explains variable speed motors. The student will learn how to troubleshoot typical mechanical and electrical problems.

• AC 106 FUNDAMENTALS OF REFRIGERATION I

Course offers an introduction to basic concepts of temperature, energy, heat, specific heat, conversion of temperature. It also offers the basic concepts of matter, states of matter, density, gas laws, atmospheric pressure, pressure gages and refrigeration components. The student will also learn about refrigerant regulation and handling.

• AC 107 FUNDAMENTALS OF REFRIGERATION II

Course offers Understand boiling point of the refrigerant, EPA regulation, Understanding recovery, recycle, and reclaim and purpose of tubing and piping. Review recovery recycles and reclaim. Explain refrigerant codes. LEED principles and green choices, and refrigerant codes.

• AC 205 AIR CONDITIONING SYSTEMS I

A study of the basic concepts of the refrigeration and A/C cycle and identify the A/C functions and components, compressor, condenser, evaporator, and mufti tester. The function study A/C on summer and winter and evaporator and condensers, and the use of copper tube table to select the diameter of tubes.

COURSE DESCRIPTION (Cont...)

- **AC 206 AIR CONDITIONING SYSTEMS II**

This course studies the installation and operation of the different types of air conditioning systems. Topics include: basic mechanical components, types of A/C systems: split, package window units, heat pump units, rooftop units, gas unit, the installation, cleaning of compressors, evaporators and condensers.

- **AC 209 COMMERCIAL REFRIGERATION I**

This course studies an introduction to refrigeration components, including their function and construction. Topics include: compressors, evaporators, condensers and the refrigerant flow control used in the system, heat exchange, accumulators, filters, sight glass, thermostat, and pressure control.

- **AC 210 COMMERCIAL REFRIGERATION II**

This course studies an introduction to refrigeration components, including their function and construction. Topics include: heat load system, design, superheat calculations, receivers, and how the refrigerant leaves the system, removal of the refrigerant with recovery system, evacuation vacuum pump, and refrigerant recharging after the system has been repaired. In the shop students will learn to use manifold gauges and practice troubleshooting systems.

- **AC 211 DOMESTIC REFRIGERATION I**

This course studies the refrigeration system of a room air condition unit. Topics include: electrical system, cleaning methods, and troubleshooting common problems.

- **AC 212 DOMESTIC REFRIGERATION II**

This course studies the domestic refrigerators and freezers. Topics include: electrical system, cleaning methods, troubleshooting common problems, the air distribution system of a refrigerator, electrical diagrams, defrost timers, heaters, thermostats and freezers. In the shop students will practice troubleshooting electrical and mechanical components.

- **AC 213 HVAC BLUE PRINT**

HVAC blueprint reading is reviewed in relation to each of the curriculum's systems: heating, ventilation, and air conditioning. The symbols and specifications pertaining to each system are explained so that they can be followed in the system's installation and repair. Overview of National Codes and Standards will be discussed.

- **AC 214 DOMESTIC APPLIANCE**

Students will learn dishwasher operation, electrical components, water components, installation and troubleshooting of dishwashers, and control panel switches installation and repair. Student will also learn garbage disposal operation, trash compactor operation and troubleshooting. Introduction to fuel oven operation gas and electrical, range operation, cook top operation, and micro overview.

COMPUTER BUSINESS APPLICATION

• OBJECTIVE

This program of study provides theoretical and practical training in business related computer software applications. Graduates will be qualified for entry level positions such as word processor, data entry operator, bookkeeper, Jr. Accountant working in a computerized business environment.

• PROGRAM DESCRIPTION:

This program will cover directory files, types of commands, the students will learn how to enter, delete and modify text, document coding, work flow organization, back-up procedures, data definitions and record manipulation, learning mathematics concepts, reporting cash and its control, inventory, payroll, use of a macro, spreadsheet analysis and graphics.

• ENTRANCE REQUIREMENTS OR PREREQUISITES:

(Identify entrance exam minimum qualifying score) The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they passes Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 15/50 for the Scholastic Level IV entrance exam.

• GRADUATION REQUIREMENTS

A student is eligible for graduation upon fulfillment of the following requirements:

1. Completion of all course assignments.
2. Maintaining a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

• AWARDING OF DIPLOMA

Upon successful completion of the program, the student will be awarded a diploma.

• Conversion for 1 Credit Hours:

1CR/HR=30 LC = 30 LB = 30 CO/HR

CR/HR (Credit Hours), CO/HR (Contact Hours),

LC (Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 lecture Hours or 30 Lab Hours or 30 Contact Hours.

COMPUTER BUSINESS APPLICATION (cont...)

• **DURATION:**

2 Terms – 29.5 CR/HR, 840 CO/HR+60Hrs outside Work, 42 Weeks

• **PROGRAM**

SUBJECT	COURSE TITLE	CR/H	LC	LB	Co/ HRS.	Outside Works
CP 900	Operating Systems I	2	30	30	60	
CP 950	Operating Systems II	2	30	30	60	
CP 200	Word Processing I	2	30	30	60	5
CP 300	Word Processing II	2	30	30	60	5
CP 420	Data Base I	2	30	30	60	5
CP 440	Data Base II	2	30	30	60	5
CP 500	Business Mathematic	2.5	60	-	60	
CP 640	Accounting I	2.5	60	-	60	
CP 650	Accounting II	2.5	60	-	60	
CP 720	Electronic Spreadsheet I	2	30	30	60	10
CP 740	Electronic Spreadsheet II	2	30	30	60	10
CP 750	Power Point	2	30	30	60	
CP 820	Accounting with Computer Application I	2	30	30	60	10
CP 840	Accounting with Computer Application II	2	30	30	60	10
		29.5	510	330	840	60

Tuition:	\$ 7,275.00
Registration Fee:	\$ 150.00
Total Tuition & Reg. Fee	<u>\$ 7,425.00</u>
Books and supplies:	<u>\$ 336.00</u>
Total Program Cost:	<u>\$ 7,761.00</u>

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 60 clock hours of outside work.

CBA - COURSE DESCRIPTION

- **CP 900 OPERATING SYSTEMS I**

Introduction to fundamentals in operating systems the topics covered include; operation of microcomputer hardware and peripherals, operating system commands, introduction to Windows 10, describe the general features of Windows 10, manipulating windows, customizing the desktop, changing display properties, introduction to My Computer, Understanding File Management Concepts, Working with disks, Using the Accessory Application (Notepad, Calculator, Paint.), and works with Folder and Sub-folder.

- **CP 950 OPERATING SYSTEMS II**

This course introduces the student the general nature of computers and their uses, Brief history about the advantages of Operating systems, establish comparison between Windows 10 and prior Windows version. The topics covered include: Windows Explorer, Using Shortcuts, the Control Panel and their uses, Customizing Satellite Windows Features, Optimize Computer Performance, work with music and videos, Internet Explorer.

- **CP200 WORD PROCESSING I**

An introductory course designed to enable the students to learn how to enter, edit, and modify text easily and quickly using Word Processing software.

- **CP300 WORD PROCESSING II**

A skills-oriented course which teaches students document coding, work flow organization, back-up procedures, document saving and retrieving, bold printing, centering, directory organization, pagination, editing, global search, wrap around, justification, columns, tables, outlines, fonts, merging format, spelling and grammar correction, and control.

- **CP420 DATA BASE I**

The fundamentals of database, types of database, data definition and record manipulation, deletion, copy, addition and modification of records, files, query, screen format, indexing, sorting, and report generators are covered.

- **CP440 DATA BASE II**

Create and design Query. Student will learn how to define formulas in forms, reports and query, create command buttons, and design switchboard programming in visual basic.

- **CP500 BUSINESS MATHEMATICS**

The objective of Business Mathematics is to assist the student in reaching a level of increased competency in mathematics. Expanded understanding of application of mathematical concepts in business activities is another important goal. Emphasis is placed upon learning mathematical concepts through practical applications in common business problems.

- **CP640 ACCOUNTING I**

The students learn accounting fundamentals, procedures, summarizing, and reporting cash and its control, inventory, payroll, receivables, payables, notes, assets, income statement and financial reports.

COURSE DESCRIPTION Cont.

- **CP650 ACCOUNTING II**

This course is designed to provide the students with a real world perspective that links accounting functions with the activities of business. This course focuses on how accounting is linked to central business activities: Cash journal introduction, Worksheet procedures for service business, subsidiary account as accounts payable reconciliation, return of merchandise, closing entries, and cash and sales discount. Major topics include financing activities, investing activities, leases, income taxes, interim reporting, and earnings per share, accounting changes and error correction.

Accounting II provides a thoroughly engaging and comprehensive learning experience that helps develop essential understanding, critical thinking, and analytical skills.

- **CP720 ELECTRONIC SPREADSHEET I**

Upon successful completion of this course, student will learn general concepts of designing and creating a worksheet, use of command and functions, viewing and editing Data, save and print workbooks and define formulas.

- **CP740 ELECTRONIC SPREADSHEET II**

Emphasis for this course will be placed mainly on the basic applications of the spreadsheet software. This will include such concepts as the use of spreadsheet analysis, database management, file manipulation, and the use of graphics.

- **CP750 POWER POINT**

Upon successful completion of this course, student will enhance presentation by using features that will transform it into a powerful means of communication. Student will customize the PowerPoint interface to suit his/her requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity. Upon successful completion of this course, students will be able to: customize the PowerPoint environment, customize a design template, add Smart Art graphics to a presentation, add special effects to a presentation, customize a slide show, collaborate on a presentation and secure and distribute a presentation.

- **CP820 ACCOUNTING WITH COMPUTER APPLICATION I**

This course is an introduction to Quickbooks. Its main objectives are to introduce you to the basic features in QuickBooks and give you an opportunity for hands-on practice. Student will learn about the types of information he/she needs to track business or on the job, see how to enter information and track it into QuickBooks. Up to complete this course, student will have a good idea of all Quickbooks offers, familiar with the most common tasks, and knowledge about where to find information about more advanced features.

- **CP840 ACCOUNTING WITH COMPUTER APPLICATION II**

Student will learn more advanced features, including setting up and managing payroll, inventory, estimates and job costing, sales and payroll taxes, budgeting, and printing reports. At the end of the session the attendee will be able to: Write QuickBooks checks and assign amounts to specific expense accounts, Work with assets and liability accounts, Enter bills into account payable, Pay bills, Create custom graphs and reports, save reports in pdf format, export files, set up inventory and build finished goods, stark and pay sales tax, create estimates and do progress invoicing,

COMPUTER GRAPHIC & WEB DESIGN

- **OBJECTIVE**

This program is designed to provide the student with the skill and knowledge necessary to apply and obtain an entry level job as graphic and web designer where a fundamental understanding of computer design, planning, web design, and drawing is needed or desired.

- **PROGRAM DESCRIPTION:**

This program will cover directory files and types of commands. The students will learn how to enter, delete and modify text, document coding, and basic page desktop concept such as: publication, rulers, pasteboard, text boxes, drawing, editing colors, opening and editing an image, as well as, being able to paint and edit images.

- **ENTRANCE REQUIREMENTS OR PREREQUISITES:**

(Identify entrance exam minimum qualifying score) The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they pass Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 17/50 for the Scholastic Level IV entrance exam.

- **GRADUATION REQUIREMENTS**

A student is eligible for graduation upon fulfillment of the following requirements:

1. Completion of all course assignments.
2. Maintaining a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.



- **AWARDING OF DIPLOMA**

Upon successful completion of the program, the student will be awarded a diploma.

- **Conversion for 1 Credit Hours:**

1CR/HR=30 LC = 30 LB = 30 CO/HR
CR/HR (Credit Hours), CO/HR (Contact Hours),
LC (Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 lecture Hours or 30 Lab Hours or 30 Contact Hours.

COMPUTER GRAPHIC & WEB DESIGN

• DURATION

2 Terms - 28 CR/HR, 840 CO/HR + 60Hrs outside work, 42 Weeks

• PROGRAM

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/ HRS	Outside Works
CP960	Operating Systems	2	30	30	60	
CG460	Word Processing	2	30	30	60	5
CG120	InDesign I	2	30	30	60	5
CG140	InDesign II	2	30	30	60	5
CG220	Illustrator I	2	30	30	60	5
CG240	Illustrator II	2	30	30	60	5
CG320	Photo Shop I	2	30	30	60	5
CG340	Photo Shop II	2	30	30	60	5
CG420	Structural Design I	2	30	30	60	5
CG440	Structural Design II	2	30	30	60	5
CG550	Dreamweaver I	2	30	30	60	5
CG650	Dreamweaver II	2	30	30	60	5
CG700	Flash I	2	30	30	60	5
CG750	Flash II	2	30	30	60	5
		28	420	420	840	60

Tuition:	\$ 7,275.00
Registration Fee:	<u>\$ 150.00</u>
Tuition & Reg. Fee	\$ 7,425.00
Books and supplies:	\$ 336.00
Total Program Cost:	<u>\$ 7,761.00</u>

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 60 clock hours of outside work.

CGD - COURSE DESCRIPTION

- **CP 960 Operating Systems**

This course is an introduction to fundamentals in operating systems. The topics covered include operation of microcomputer hardware and peripherals, operating system commands, introduction to Windows 10, describe the general features of Windows 10, manipulating windows, customizing the desktop, changing display properties, introducing to My Computer, Understanding File Management Concepts, Working with disks, Using the Accessory Application (Notepad, Calculator, Paint.), and works with Folder and Sub-folder.

- **CG460 Word Processing**

An introduction course designed to enable the students to learn how to enter, edit, and modify text and quickly use the Word Processing software.

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- **CG120 InDesign I**

Students will learn setting up documents, the Rulers, Smart Guides. Students will use the Page Tool to make that page a different size from the rest of the pages in the document and create text frame to Typing Text.

- **CG140 InDesign II**

Students will learn how to automate and organize working with multipage layouts, how to use InDesign's Book features to synchronize multiple documents in a large project, and how to work Paragraph Style, Character Styles, and Object Styles.

- **CG220 Illustrator I**

Students will learn the basic drafting skills using the drawing design software, detailing, drawing, and editing colors are just some of the skills the student will learn in this course. Student will work with selections, layers basics, masks and channels, basic pen tool techniques, creating logo and creating special effects, producing and printing consistent colors, and preparing images for two-color printing.

- **CG240 Illustrator II**

Students will learn the management of text, the correct use of layers, create and customize your own brushes, use filters and effects correctly and the technology of painted drawings are scanned and then color them.

- **CG320 Photo Shop I**

Students will learn how to use the photo editing and drawing program. The basics, such as, opening and editing an image will be among the very first targets. Control of the panel will become familiar to the student, who will be able to paint and edit images. Also, the student will be able to filter and add special effects to a photo.

- **CG340 Photo Shop II**

Students will learn the tools that help to create masks and channels, strategies for image retouching, remove colors cast and improve the tonal ranges. Use advanced tools such as create layer clipping path, layer Sets, adjustment Layer, and creating a knockout gradient layer for creating special effects.

COURSE DESCRIPTION (Cont..)

- **CG420 Structural Design I**

The use of graphic design will be taught in this course. The student will get the fundamental knowledge of dimensioning, concept of tolerance, working drawings, layout and design. Also, the student will learn the floor plan concepts and types and gain knowledge to plot presentation plans.

- **CG440 Structural Design II**

Students will learn to draw and edit polylines, multiline, will create tables from scratch by entering the data manually, to control the appearance of tables using table styles also will control dimension associativity, to create and manage dimensions styles and leader notes. Students will learn the Hatching, this is typically used in cross-section or elevation drawings to denote different material usage. Students will understand how and why paper space layouts are used, associate a printer/plotter with a layout, create layout viewports, create and manage layouts. In This course will learn the basics of 3D environment concepts.

- **CG550 Dreamweaver I**

This course will learn to design and build websites and also learn to set up the program so you can begin building pages. Students will learn how setting up the workspace and work with cascading style sheets, work with templates, text, list, and tables, also will learn to work with images, to insert images and adjust an image.

- **CG650 Dreamweaver II**

Students learn planning concepts of creating web sites, and how to maintain and publish web sites. The focus is on the importance of planning, web design principles, page layouts, and text format using Dreamweaver. Students will learn how to create a web site and develop a web page by formatting text, images, hyperlinks, tables, and navigation bars as well as integrating various other media types. Discuss HTML concepts, identify the workspace, format text, insert images, identify HTML tags, and perform tasks in code view. Plan a Web site, work with panels, create a Web page, import text from external files, and set page properties.

- **CG 700 Flash I**

This course teaches students how to program in ActionScript to make Flash sites more interactive and dynamic. Topics included in this course are Flash CS5 Jumpstart, customizing workflow, drawing in flash, using symbols and advanced tools, creating basic animation, and using the motion editor.

- **CG 750 Flash II**

This course provides the knowledge and hands-on practice required to build flexible and dynamic design-based Flash pieces. The course will focus on advanced ActionScript topics that remove reliance on timeline-based visual tools. It will also introduce other ActionScript codes that will allow generating dynamic design and navigation elements.

MEDICAL ASSISTANT

- **OBJECTIVE**

This program is designed to provide the students with the basic skills and knowledge necessary to work in various related areas of the Medical Assistant field, modern laboratory techniques and medical office procedures. Graduates will be qualified for an entry-level position as a Medical Assistant Technician. This program meets the Department of Health and HIV/AIDS Education.

- **PROGRAM DESCRIPTION:**

This program will cover the introduction to the structure of the body, medical terminology, and clinical procedures. Included in the program are the following system; Immune, Digestive, Respiratory, Urinary, and Reproductive, as well as office techniques with special attention, to coding documents for filing and preparing agendas.

- **ENTRANCE REQUIREMENTS OR PREREQUISITES:**

(Identify entrance exam minimum qualifying score) The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they passes Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 13/50 for the Scholastic Level IV entrance exam.

- **GRADUATION REQUIREMENTS**

A student is eligible for graduation upon fulfillment of the following requirements:

1. Complete all prescribed course work.
2. Maintain a minimum overall GPA of 2.0
3. Fulfill all obligations to the school.

- **AWARDING OF DIPLOMA**

Upon successful completion of the program, the student will be awarded a diploma.

- **CONVERSION FOR 1 CREDIT HOUR:**

30 Lecture hours = 30 Lab Hours = 45 Externship

Hours CrHr = Credit hours CoHr = Contact hours Lc = Lecture hours Lb = Lab Hours

MEDICAL ASSISTANT (Cont..)

• **DURATION**

3 Terms - 31 CR/HR, 1050 CO/HR, 52 WEEKS

• **PROGRAM**

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/HR
MA 6800	Structure & Function of the Body I	2	60	-	60
MA 6801	Structure & Function of the Body II	2	60	-	60
MA 6802	Medical Language	2	60	-	60
MA 6804	Principles of Electrocardiography	2	30	30	60
MA 6806	Principles of Phlebotomy	2	30	30	60
MA 6807	Principles of Radiography	2	60	-	60
MA 6810	Medical Clinical Procedures I	2	15	45	60
MA 6811	Medical Clinical Procedures II/ HIV-AIDS (4 hours)	2	15	45	60
MA 6812	Word Processing for Medical Assistant I	2	30	30	60
MA 6814	Office Techniques I	2	30	30	60
MA 6818	INS Medical Billing Basic	2	30	30	60
MA 6819	Electronic Health Record	2	30	30	60
MA 6816	Externship - Patient Care	4	-	-	180
MA 6817	Externship – Clinical Procedures	3	-	-	150
		31	450	270	1050

Tuition Fee: \$ 8,775.00

Registration Fee: \$ 150.00

Tuition & Reg. Fee \$ 8,925.00

Books and supplies: \$ 468.00

Total Tuition and Reg. Fee: \$ 9,393.00

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 30 clock hours of outside work.

MEDICAL ASSISTANT - COURSE DESCRIPTION

MA 6800 STRUCTURE AND FUNCTION OF THE BODY I

This course offers an introduction to the structure of the body including cells and tissues, organs systems, musculoskeletal, nervous, and endocrine and digestive systems. Students learn about diseases that are frequently first diagnosed and treated in the Medical Office setting.

MA 6801 STRUCTURE AND FUNCTION OF THE BODY II

This course offers an introduction to the structure of the body including respiratory, urinary, and reproductive and immune systems. Students continue to learn about diseases that are frequently first diagnosed and treated in the Medical Office setting.

MA 6802 MEDICAL LANGUAGE

This is an introductory course to the field of Medical Terminology, including basic word structure and the use of medical and technical dictionaries. Students identify component parts of medical terms, analysis and reconstruction of terms with emphasis on spelling, definition and pronunciation. Students learn introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

MA 6804 PRINCIPLES OF ELECTROCARDIOGRAPHY

This course details the path of the blood through the heart. The conduction system of the heart and the components of the E.K.G. cycles are studied. Techniques of electrocardiography standardization and the procedure for recording and mounting a standard 12 lead electrocardiogram are studied.

MA 6806 PRINCIPLES OF PHLEBOTOMY

Students learn about current phlebotomy practice, infectious diseases and their preventions. Phlebotomy equipment usage, procedures for venipuncture, special collection procedures, and phlebotomy's complications are also studied.

MA 6807 PRINCIPLES OF RADIOGRAPHY

This course introduces the student to X ray technology, fluoroscopy, mammography, CT scan, magnetic resonance, sonography, positioning the patient and the procedure for producing an x ray.

MA 6810 MEDICAL CLINICAL PROCEDURES I

This course introduces clinical procedures, including medical asepsis, vital signs, physical examination, appreciation of ear and eye, and local application of heat and cold.

MA 6811 MEDICAL CLINICAL PROCEDURES II / HIV-AIDS (4 hours)

This course introduces clinical procedures, including importance of sterilization and disinfection, minor surgery, administration of medication, laboratory procedures, urinalysis, microbiology and HIV/AIDS.

MA 6812 WORD PROCESSING FOR MEDICAL ASSISTANTS I

An introductory course designed to enable the students to learn how to enter, edit, and modify text easily and quickly using MS WORD software.

MA 6814 OFFICE TECHNIQUES I

This course contains introduces the fundamentals in operating systems. The course will use MS DOS and discussions about text editor, batch processing, types of commands, directory files, memory partitions, and auto execution modes.

COURSE DESCRIPTION (Cont...)

MA 6818 Insurance Medical Billing Basic

This course introduces the student to the Concepts and skills for a successful career in Medical Office billing. The topics covered include Introduction to Health Insurance, Life Cycle of an Insurance Claim, Understand Coding diagnoses, and Procedures. Introduction to Patient Billing using the Medisoft System, Entering Patient, and Case Information, Processing Transactions, Claims ,Creating Statements, and Producing Reports.

MA 6819 Electronic Health Record

This course introduces the student to the Concepts and skills to work with an Electronic Health Record System. The topics covered include an introduction to Electronic Health Record, meaningful use (qualification and incentives). Using Spring Charts software for Collecting the Data (Demographics, Vital Signs, Allergies, Past and Family Medical History, Routine Medication, Office Visit, Refill, Referred, etc.) and Producing Different Reports.

MA 6816 EXTERNSHIP – PATIENT CARE

Students are placed in a doctor's office to gain actual experience as a medical assistant. Emphasis will be observed in terms of: Infection Control, injections and immunizations, body measurements and vital signs, diagnostic procedures, the physical examination, collect and process specimens, cardiology Procedures and Blood collection procedures.

MA 6817 EXTERNSHIP – MEDICAL PROCEDURES

Students are placed in a doctor's office to gain actual experience as a medical assistant. Emphasis will be observed in terms of: Telephone Communication, the Patient's medical Record, and schedule appointments, filing, receiving and sending office communications, billing and collection Office, management equipment, preparing claims.

ELECTRICAL CONSTRUCTION TECHNICIAN

- **OBJECTIVE**

The Electrical Construction Technician program is designed to train students for an entry level position in the electrical construction field as an electrical installer in residential and commercial projects. The program includes theoretical and hands-on training in the installation of residential and commercial projects.

- **PROGRAM DESCRIPTION**

This skill-oriented program introduces the student to the fundamental of electricity, installation, repair, and maintenance of electrical components and equipment of residential and commercial buildings in accord with the National Electrical Code.

- **ENTRANCE REQUIREMENTS OR PREREQUISITES:**

The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they possess Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 15/50 for the Scholastic Level IV entrance exam.

- **GRADUATION REQUIREMENTS**

A student is eligible for graduation upon fulfillment of the following requirements:

1. Complete all prescribed course work.
2. Maintain a minimum overall GPA of 2.0
3. Fulfill all obligations to the school.



- **AWARDING OF DIPLOMA**

Upon successful completion of the program, the student will be awarded a diploma.

- **CONVERSION FOR 1 CREDIT HOUR:**

1CR/HR=30 LC = 30 LB = 30 CO/HR
CR/HR (Credit Hours), CO/HR (Contact Hours),
LC (Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 lecture Hours or 30 Lab Hours or 30 Contact Hours.

ELECTRICAL CONSTRUCTION TECHNICIAN

• **DURATION**

2 Terms – 28.5 CR/HR, 840 CO/HR+60Hrs outside works, 42 WEEKS

• **PROGRAM**

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/ HR	Outside Works
ECT 101	Fundamental of Electricity	2	30	30	60	
ECT 102	Computer Applications	2	30	30	60	
ECT 104	Principles and Apps of Electricity I	2	30	30	60	
ECT 106	Electric Motors	2	30	30	60	
ECT 207	Residential Wiring I	2	30	30	60	
ECT 208	Residential Wiring II	2	30	30	60	
ECT 209	Commercial Wiring I	2	30	30	60	10
ECT 210	Commercial Wiring II	2	30	30	60	10
ECT 211	NEC Study I	2	30	30	60	10
ECT 212	NEC Study II	2	30	30	60	10
ECT 213	Green Building Basics	2.5	60	-	60	10
ECT 214	Project Estimator	2	30	30	60	
ECT 215	Blue Print and Specifications	2	30	30	60	
ECT 216	Electrical Systems	2	30	30	60	10
		28.5	450	390	840	60

Tuition Fee:	\$ 7,500.00
Registration Fee:	\$ <u>150.00</u>
Tuition & Reg. Fee	\$ 7,650.00
Books and supplies:	\$ <u>712.00</u>
Total Tuition and Reg. Fee:	\$ 8,362.00

Notes:

1. Books and supplies are purchased by the student
2. This program requires 60 clock hours of outside work.

COURSE DESCRIPTION

ECT – 101 Fundamentals of Electricity

The course covers the basic concepts of electricity and magnetism; include atom theory and matter, sources of electrical energy, Ohm's law, applications and solutions and the solutions of series and parallel circuits, AC and DC problems circuits, including the study of inductance, capacitance, active power, reactive power and power factor. Others topics include: Wire size selection and calculation, electrical protection, fuses, breakers, internal overload, control transformers and power transformers. In the course of electricity technology students will learn to use the Ohmmeter, AC clamp-on ammeter and capacitance meter.

ECT – 102 Computer Applications

This course contains the following material: Introduction to fundamentals in operating systems. The course will use MS Windows and discussions about text editor, batch processing, types of commands, directory files, memory partitions, and auto execution modes. This course introduces the student to the fundamentals of MS Windows, such as, program and printer manager, setup, copy and paste, opening and closing applications, and an introduction to e-mail.

ECT – 104 Principles and Applications of Electricity I

Study the basic components of electric systems. Refresh the use of pressure gages, electrical testing devices. Review rules on safety and Electrical diagrams from units. Check electrical components, logic procedures to locate faults electrical and mechanical.

ECT –106 Electric Motors

This course studies the general principles and operation of electrical motors. Topics include: types of motors: the induction motor and hermetic type, applications, starting methods (single phase); permanent split capacitor, capacitor start (capacitor and induction start run), split phase, fan motors type: variable speed.

ECT – 207 Residential Wiring I

This course includes the study of the electrical installation and operations of the different types of electrical loads, branch circuits, service, lighting and protection associated with small and big residences according of the "National Electrical Code". Also, the student will be able to make all calculation about residential loads for branch circuit, feeder and services. In the electrical lab the students will practice with panel boards, branch circuits, wiring devices, luminaries, breakers, and fuses.

ECT – 208 Residential Wiring II

This is a continuation of Residential Wiring I that includes the study of connections in a study/bedroom for receptacles, switches, fans, and lighting in all residential area. The student will be able to understand the code requirements governing the receptacles outlet for laundry areas, the National Fire Protection Association Standard #74, and general National Electrical Code requirements for the installation of residential smoke, heat, and security systems. The student will know how to calculate the size of the service entrance, including the sizes of the neutral conductors, and the danger of electrical shock associated with faulty wiring that is in, on, or near pool area.

ECT– 209 Commercial Wiring I

This course provides the basic of commercial wiring by offering insight into the planning of typical commercial installation and carefully demonstrating how the load requirements are converted into the branch circuits, then to feeders , and finally into the building's main electrical service.

ECT– 210 Commercial Wiring II

Continuation of commercial wiring I with the basic of commercial wiring by offering insight into the planning of typical commercial installation, carefully demonstrating how the load requirements are converted into the branch circuits, then to feeder, and finally into the building's main electrical service. Preceding the installation of an electrical service, students will learn the emergency power systems and calculation of short-circuit, with is basic for protection and coordination.

ECT – 211 NEC Study I

This course includes technical and legal aspects of NEC. Fundamental aspects of NEC applications are covered such as over-current protection, transformers, service motors, and controllers.

COURSE DESCRIPTION (Cont..)

ECT – 212 NEC Study II

This course includes technical and legal aspects of NEC. Fundamental aspects of NEC applications are covered such as grounding, remote control, signaling, computer and communications systems, branch circuits and feeders, calculations for commercial and industrial occupancies, and hazardous locations.

ECT – 213 Green Building Basics

Course offers an overall introduction to basic concepts of green building systems by understanding sustainability principles and whole building approach toward building construction, suppliers and material selection. It also explains USGBC LEED and NAHB guidelines. Finally, it explains national green building standards.

ECT – 214 Project Estimators

Upon successful completion of this course, the student should be able to manually and electronically (using industry standard computer software) develop an electrical estimate for a residential and commercial design. Emphasis will be placed on compiling a take-off list of materials from blueprints, completing a bill of material and completing the final bid process. This includes a bid accuracy analysis to determine the job's selling price. The student will be able to determine material cost, labor cost, the proper application of direct cost, overhead and profit. Also, to conclude the estimate, the student will be able to write bid proposals and change orders.

ECT – 215 Blue Print and Specifications

Upon successful completion of this course, the student should be able to understand the types of electrical drawings, electrical working drawings, and layout of electrical drawings, electrical symbols, electrical specifications, and types of building drawings such as plans, elevations, sections, and details. In addition, student will be to understand the different electrical wiring diagrams such as diagrammatic plan views showing individual building-circuit layouts, complete schematic diagrams showing all detail of connection and every wire in the circuit, one-line diagrams, and power-riser diagrams.

ECT – 216 Electrical Systems

This course includes the study of the basic concept and calculation for determined the minimum size for conductors, electrical boxes and raceways. Selection of the electrical services conductors and equipment's. In the electrical lab the students will practice with electrical services equipment's.

PLUMBING TECHNICIAN

OBJECTIVE:

This program is designed to provide the student with the skill and knowledge necessary to work as a plumber in the plumbing field. Graduates will work within residential and commercial properties to install and maintain water systems, including disposal, drainage and gas systems.

PROGRAM DESCRIPTION:

This Program will cover basic areas in Administration, Business, Communications, Plumbing Knowledge, Fixtures and Faucets, Water Supply Systems, Water Heating, Drain, Waste and Vent Systems, System Sizing, Gas and Troubleshooting, and a basic tool as Computer Drafting. It is also oriented to gain a full knowledge of the State of Florida Code requirements.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

(Identify entrance exam minimum qualifying score) The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they possess Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 14/50 for the Scholastic Level IV entrance exam.

GRADUATION REQUIREMENTS

A student is eligible for graduation upon fulfillment of the following requirements:

- 1- Complete all prescribed course work.
- 2- Maintain a minimum overall GPA of 2.0
- 3- Fulfill all obligations to the school.

AWARDING OF DIPLOMA

Upon successful completion of the program, the student will be awarded a diploma.

CONVERSION FOR 1 CREDIT HOURS:

1 CR/HR= 30 LC= 30 LB= 30 CO/HR, CR/HR (Credit Hours), CO/HR (Contact Hours),
LC (Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 Lecture Hours or 30 Lab Hours or 30 Contacts Hours.

PLUMBING TECHNICIAN

- DURATION

3 Terms - 47 CR/HR, 1,260 CO/HR +60Hrs outside works , 63 WEEKS

- PROGRAM

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/ HRS.	Outside Works
PLB-100	Basics in Plumbing	2	60	-	60	
PLB-110	Green Building Basics	2	60	-	60	
PLB-201	Plumbing Knowledge	5	100	20	120	6
PLB-202	Fixtures and Faucets	5	100	20	120	6
PLB-203	Water Supply Systems	4	80	40	120	6
PLB-301	Water Heating	5	100	20	120	7.5
PLB-401	Drainage, Waste and Vent Systems	5	100	20	120	7.5
PLB-402	Systems Sizing	4	80	40	120	7.5
PLB-501	Gas and Troubleshooting	5	100	20	120	6
PLB-601	Computer Drafting	4	60	60	120	
PLB-602	Blue Print and Specifications	4	80	40	120	7.5
PLB-603	Safety and Regulation	2	60	0	60	6
		47	980	280	1260	60

Tuition:	\$ 9,975.00
Registration Fee:	\$ 150.00
Tuition & Reg. Fee	\$ <u>10,125.00</u>
Books and Supplies:	\$ <u>326.00</u>
Total Program Cost:	\$ 10,451.00

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 60 clock hours of outside work.

PT- COURSE DESCRIPTION

PLB-100 Basics in Plumbing

An introductory course designed to show the students some history of Plumbing from the beginning and the Fundamentals of Administration, Licenses, Business, Definitions and Terms using in Plumbing Technology, Communications and Accounting.

PLB- 110 Green Building Basics

Course offers an overall introduction to basic concepts of green building systems by understanding sustainability principles and whole building approach toward building construction, suppliers and material selection. It also explains USGBC LEED and NAHB guidelines. Finally, it explains national green building standards.

PLB-201 Plumbing Knowledge

This section covers the basic concepts of plumbing, including tools of the trade, safety regulations, general rules and personal protection equipment, first aids, pipes, categories and uses, valves and functions, common types of fittings, blueprints basics, reading sketches, types of drawings, dimensioning, views, symbols and abbreviations, drafting tools, trade math, systems of measurement, conversions, calculations areas and volumes.

PLB-202 Fixtures and Faucets

The subject of this section is the common fixture types, specialty fixtures, parts and connections, air gap and backflow, overflow, fixture installation, garbage disposals.

PLB-203 Water Supply Systems

This section is an introduction to primary sources of drinking water, rainwater, underground water, wells, surface water, water cycle, private and public water systems, pumps, pressure switch, pressure tank, water pressure, hydrostatic pressure, water hammer and shock absorbers, protecting the water supply, cross connections, water service, water distribution system, underground regulations, installation, water distribution, hanger uses and piping practices.

PLB-301 Water Heating

This sections covers the theory and principles of water heating, boiling point, normal atmospheric pressure, measures used, British thermal unit, high-altitude water heating, types of electric water heaters, types of gas water heaters, solar water heating, installations, connections, drain of storage tank, devices, commercial applications, expansion tanks and relief valves.

PLB-401 Drainage, Waste, and Vent Systems

This section focus on the drainage, waste and vent system including sewage disposal, parts of the system, public and private sewer systems, septic tank, drain field, distribution box, building drain and sewer, cleanouts, branches, types of vents, considerations, interceptors and traps, loss of trap seals, siphon age, back pressure, capillary attraction, evaporation, sand interceptor, grease trap, floor drains and carriers, layout considerations, installations, backfilling, testing a DWV system, working with DWG plastic pipe, roof drain systems, storm drain systems, sewer and drain cleaning, closet auger, cleaning small-diameter drains, cleaning larger drains and sewers, drain cleaning considerations.

COURSE DESCRIPTION (Cont...)

PLB-402 System Sizing

This section covers an overview of drainage system sizing, including drainage fixture unit to size pipe, bathroom groups, sizing specialized piping, branch, sizing table procedures, vent sizing.

PLB-501 Gas and troubleshooting

This section covers basic sizing methods used to provide adequate natural gas supply to appliances and equipment using specific sizing methods as velocity limitation. It includes friction loss in pipes, water velocity and load values assigned to fixtures. Also it is an approach of some works regarding troubleshooting of electric water heaters, high-limit device, upper and lower thermostat, heating elements, electrical source, electrical test, gas water heaters, well pumps, toilets.

PLB-601 Computer Drafting

An introduction to windows components, drafting tools, drawing 2d and 3d objects, editing objects, getting organized with layers, blocks, groups, Xrefs, design center, creating text, using dimensions, gathering information, laying out and printing the drawing.

PLB-602 Blue Print and Specifications

This course prepares the apprentice to supervise a complete plumbing installation using commercial plumbing drawings. This course provides with the skills for using plumbing blueprints. It demonstrates how this information can be used to understand layout drainages, storm and water supplies piping. Terminology and symbols associated with blueprint reading for building are introduced. Students learn how to read and create technical sketches, such as working, assembly and piping drawings, as well as reviewing code requirements and other skill like scale, views, Included is a discussion of projection and dimensioning systems, sectional views and geometric tolerances.

PLB-603 Safety and Regulation

In this general awareness course you will learn about safety concerns related to entry into an oxygen deficient atmosphere (confined space), fire or explosion (by introducing an ignition or flame source into a hazardous environment), falls, cave-in of an excavated area and other safety concerns that arise in situations commonly encountered in plumbing operations.

BUILDING CONSTRUCTION TECHNOLOGY

OBJECTIVE:

Building Construction Technology program is designed to prepare students for employment and advanced training as a construction laborer. This program focuses on broad transferable skills, stresses the understanding of all aspects of the building construction industry and demonstrates such elements of the industry as planning, management, technical and production skills, underlying principles of technology, labor issues, community issues, health, safety, and environmental issues.

PROGRAM DESCRIPTION:

This program will cover the fundamentals of building construction aspects and disciplines. Classroom, shop and laboratory activities are an integral part of this program. These activities include instructions in the use of the safety procedures, tools, equipment, materials, and processes found in the industry. Equipment and supplies will be provided to enhance hands-on experiences for students in the chosen occupation.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

(Identify entrance exam minimum qualifying score) The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they poses Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 15/50 for the Scholastic Level IV entrance exam.

GRADUATION REQUIREMENTS:

Student is eligible for graduation upon fulfillment of the following requirements:

- 1) Complete all prescribe course work.
- 2) Maintain a minimum overall GPA of 2.0
- 3) Fulfill all obligations to the school.

AWARDING OF DIPLOMA:

Upon Successful completion of the program the student will be awarded a diploma.

CONVERSION FOR 1 CREDIT HOURS:

1CR/HR=30 LC=30 CO/HR

CR/HR (Credit Hours), CO/HR (Contact Hours),

LC (Lecture Hours), LB (Lab Hours)

BUILDING CONSTRUCTION TECHNOLOGY

DURATION

3 Terms - 42 CR/HR, 1,260 CO/HR, 63 Weeks.

PROGRAM

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/HR
BCT-101	Introduction to Construction Industry	2	60	-	60
BCT-102	Construction tools & Equipment	2	30	30	60
BCT-103	Construction Systems	2	60	-	60
BCT-104	Construction Materials & Methods	2	30	30	60
BCT-105	Green Building Basics	2	60	-	60
BCT-106	Construction Math & Science Principles	2	30	30	60
BCT-201	Construction Blueprints & Specifications	2	30	30	60
BCT-202	Construction Carpentry	2	30	30	60
BCT-207	Computer Drafting	4	60	60	120
BCT-204	Roofing Systems	2	30	30	60
BCT-205	Cabinet Construction	2	30	30	60
BCT-206	Codes & Regulations	2	60	-	60
BCT-301	Plumbing Knowledge	4	60	60	120
BCT-303	Fundamental of Electricity	2	40	20	60
BCT-304	Electrical Wiring I	2	40	20	60
BCT-307	Electrical Wiring II	2	40	20	60
BCT-305	Fundamental of Air Conditioning	2	40	20	60
BCT-306	Air Conditioning Systems	2	40	20	60
BCT-308	Building Estimator	2	30	30	60
		42	800	460	1260

Tuition:	\$ 9,975.00
Registration Fee:	\$ 150.00
Tuition & Reg. Fee	\$ 10,125.00
Books and Supplies:	\$ 526.00
Total Program Cost:	\$ 10,651.00

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 50 clock hours of outside work.

BCT - COURSE DESCRIPTION

BCT-101 INTRODUCTION TO CONSTRUCTION INDUSTRY

An introduction course designed to show the students some history of building construction, its impact on the built environment, benefits on health and economy, its relationship with environment and description of different projects. Definitions of roles of general contractor, construction management, and design build forms. Building processes from zoning to fire department.

BCT-102 CONSTRUCTION TOOLS & EQUIPMENT

The purpose of this course is to develop knowledge and skills in the use of hand and power tools and heavy equipment related to construction industry.

BCT-103 CONSTRUCTION SYSTEMS

This course offers the basic understanding of the use of common systems such as foundations, structural framing/skeleton, building envelopes, and finishes.

BCT-104 CONSTRUCTION MATERIALS & METHODS

This course studies the materials and methods used in building construction emphasis on structural materials. It introduces students to proper terminology and usage of wood, steel, and concrete materials and selected manufactured components.

BCT-105 GREEN BUILDING BASICS

Course offers an overall introduction to basic concepts of green building systems by understanding sustainability principles and whole building approach toward building construction, suppliers and material selection. It also explains USGBC LEED and NAHB guidelines. Finally, it explains national green building standards.

BCT-106 CONSTRUCTION MATH & SCIENCE PRINCIPLES

Basic science knowledge used in the construction industry is focused. Math applied to building construction problems such as percentage, operation tables, unit conversion, area, volume, and tolerance are covered.

BCT-201 CONSTRUCTION BLUEPRINTS AND SPECIFICATIONS

Orient the student to construction blueprints and specifications. Emphasis on how to read and interpret all types of working drawings and documents used in the construction industry.

BCT-202 CONSTRUCTION CARPENTRY

The purpose of this course is to develop carpentry skills and knowledge oriented to building construction. Forms, handling techniques, trim and finish are covered.

BCT-203 COMPUTER DRAFTING

The use of graphic design will be taught in this course. The student will get the fundamental knowledge of dimensioning, concept of tolerance, work drawings, layout and design.

COURSE DESCRIPTION (Cont...)

BCT-204 ROOFING SYSTEMS

This course is designed to develop competencies in the theory, construction and installation of roof systems. Roofing components such as gutters, downspouts, pipes, vents, etc. are studied.

BCT-205 CABINET CONSTRUCTION

This course is designed to develop competencies in the theory, construction and installation of cabinets use in the building construction industry. Parts, types and installation procedures are covered.

BCT-206 CODES AND REGULATIONS

The purpose of this course is to develop competencies in identifying codes and regulations applied to the construction industry. These competencies include skills and knowledge related to safety practices.

BCT-301 PLUMBING KNOWLEDGE

This section covers the basic concepts of plumbing, including tools of the trade, safety regulations, general rules and personal protection equipment, first aides, pipes, categories and uses, valves and functions, common types of fittings, blueprints basics, reading sketches, types of drawings, dimensioning, views, symbols and abbreviations, drafting tools, trade math, systems of measurement, conversions, calculations areas and volumes.

BCT-303 FUNDAMENTAL OF ELECTRICITY

The course covers the basic concepts of electricity and magnetism; include atom theory and matter, sources of electrical energy, Ohm's law, applications and solutions and the solutions of series and parallel circuits, AC and DC problems circuits, including the study of inductance, capacitance, active power, reactive power and power factor. Other topics include: Wire size selection and calculation, electrical protection fuses, breakers, internal overload, control transformers and power transformers. In the course of electricity technology students will learn to use the Ohmmeter, AC clamp-on ammeter and capacitance meter.

BCT-304 ELECTRICAL WIRING I

This course includes the study of the electrical installation and operations of the different types of electrical panel-board, branch circuits, service, lighting and protections associated with small and big residences. Also the student must be able to: Convert the two dimensional plans into and actual electrical installation and learn how to install low voltage system for houses. In the electrical lab the students will practice with panel-boards, branch circuits, breakers and fuses.

BCT-307 ELECTRICAL WIRING II

This course includes areas, the National Fire Protection Association Standard #74, and discusses general the study of the connections in the study /bedroom for the receptacles, switches, fan, and lighting. The student will be able to understand the code requirements governing the receptacles outlet for laundry National Electrical Code requirements for the installation of residential smoke, heat, and security systems. Also the student must be able to: Calculate the size of the services entrance, including the sizes of the neutral conductors and discuss the hazards of electrical shock associated with faulty wiring in, on, or near pools.

COURSE DESCRIPTION (Cont...)

BCT-305 FUNDAMENTALS OF AIR CONDITIONING

This course studies the basic concepts of heat and its relationship to the refrigeration cycle and studies of the laws of physics pertaining to refrigerants and the components of the mechanical refrigeration system. Topics include: types and functions of compressors, condensers, evaporators, and metered devices, types and use of refrigerants, the ozone layers, and a review of rules of the Environmental Protection Agency. In the shop students will practice soldering copper tubes and learn how to evacuate and charge a system using the vacuum pump and recover machine.

BCT-306 AIR CONDITIONING SYSTEMS

A study of the basic concepts of the refrigeration and A/C cycle and identify the A/C functions and components, compressor, condenser, evaporator, and multi tester. The function study A/C on summer and on winter and evaporator and condensers and the use of copper tube table to select the diameter of tubes.

BCT-308 BUILDING ESTIMATOR

This building estimating course, prepare students to work as estimators in a specific area of construction. The courses are hands-on, with students performing takeoffs from actual building plans. This course fully prepares students to work as estimators for contractors bidding institutional or commercial building projects. Students attending this course learn to accurately take-off and summarize work quantities from commercial drawings. Students learn to apply the correct costs for both labor and materials and assemble a complete estimate. Students will leave this course having prepared an accurate estimate for a complete commercial project.

PATIENT CARE TECHNICIAN

OBJECTIVE:

Upon completion of this program, graduates will possess the skill and hands on experience to become entry level Patient Care Technicians utilizing patients care skills in a variety of healthcare settings.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

PROGRAM DESCRIPTION:

This program is designed to prepare students in all of the relevant aspects of patient care including personal care, physical comfort, diagnostic testing specifically electrocardiography, phlebotomy, home health care needs, providing post-operative care, geriatric care and other critical functions. Graduates of this program will be prepared to work at the entry level in hospitals, home health agencies, clinic, laboratories and other healthcare settings. Upon completion of this program students will receive a diploma. Student may begin working in their field of training as soon as their diploma is received. The program also contains the Nursing Assistant /HHA curriculum which will qualify the students to sit for the Certified Nursing Assistant Exam upon completion of the program.

ENTRANCE REQUIREMENTS OR PREREQUISITES:

The student must have a High School Diploma or its recognized equivalent (GED). Students who do not have a High School Diploma, or who have not passed the General Education Development (GED) Test, but are beyond the compulsory age of education in the State of Florida, and who have demonstrated that they passes Ability to Benefit (ATB) from the training offered must pass the ATB exam with a minimum score of 13/50 for the Scholastic Level IV entrance exam.

GRADUATION REQUIREMENTS:

Student is eligible for graduation upon fulfillment of the following requirements:

- 1) Complete all prescribe course work.
- 2) Maintain a minimum overall GPA of 2.0
- 3) Fulfill all obligations to the school.

AWARDING OF DIPLOMA:

Upon Successful completion of the program the student will be awarded a diploma.

CONVERSION FOR 1 CREDIT HOURS:

1CR/HR=30 LC=30 CO/HR
CR/HR (Credit Hours), CO/HR (Contact Hours),
LC(Lecture Hours), LB (Lab Hours)

One Credit Hour equals 30 Lecture Hours or 30 Lab Hours or 30 Contacts Hours.

PATIENT CARE TECHNICIAN

DURATION

2 Terms - 28 CR/HR, 900 CO/HR + 30 outside works CO/Hrs., 45 Weeks.

PROGRAM

SUBJECT	COURSE TITLE	CR/HR	LC	LB	CO/HRS	Outside Work
PCT1001	Nursing Assistant Procedures	2	30	30	60	3
PCT1002	Medical Language	2	30	30	60	1
PCT1003	Structure and Function of the Body I	2	30	30	60	3
PCT1004	Structure and Function of the Body II	2	30	30	60	3
PCT1005	Nursing Fundamentals I	2	30	30	60	4
PCT1006	Nursing Fundamentals II	2	30	30	60	2
PCT1007	Nursing Skills and Techniques	2	30	30	60	3
PCT1008	Home Health Aide-, The Geriatric Population Nutrition	2	30	30	60	3
PCT1009	Rehabilitation and Restorative Care	2	30	30	60	3
PCT1010	Basic Emergency Care- HIV/AIDS	2	30	30	60	2
PCT1011	Principles of Electrocardiography	2	30	30	60	1
PCT1012	Principles of Phlebotomy	2	30	30	60	2
PCT1014	Externship	4			180	
Total CO/CR Hours		28	360	360	900	30

Tuition:	\$	7,550.00
Registration Fee:	\$	<u>150.00</u>
Tuition & Reg. Fee	\$	7,700.00
Books and Supplies:	\$	<u>468.00</u>
Total Program Cost:	\$	8,168.00

Notes:

1. Books and supplies are purchased by the student.
2. This program requires 30 clock hours of outside work.

Patient Care Technician Course Description

PCT1001-Nursing Assistant Procedures:

This course concentrates in the concept of teamwork, time management, reporting, recording's ethics and laws, end-of-shift report, safety and comfort, communication skills, and dealing with conflicts. Students will learn Federal and State laws as well as Agency policies to define the rules and functions of each health team member such as right and wrong conduct, legal limits, laws job description, and protecting patients and residents from harm.

PCT1002- Medical Language:

This is an introductory course to the field of Medical Terminology, including basic word structure and the use of medical and technical dictionaries. Students will identify component parts of medical terms, analysis and reconstruction of terms with emphasis on spelling, definition and pronunciation. Students will learn introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

PCT 1003-Structure and Function of the Body I:

This course offers an introduction to the structure of the body including cells and tissues, organs systems, skeletal, muscular, endocrine, nervous, and digestive systems. Students will learn about diseases that are frequently first diagnosed and treated in the Medical Office setting. Students will have a basic understanding of how the body is built and how it functions so they are able to give a safe and efficient care to the patients.

PCT 1004-Structure and Function of the Body II:

This course is an introduction to the structure of the body including the respiratory, urinary, reproductive, and immune systems. Students will be introduced to new vocabulary words used to describe specific location of a structure, an organ, and relative position of one body part to another. Students continue learning about diseases frequently diagnosed and treated in the Medical Office setting.

PCT1005-Nursing Fundamentals I:

This course will be covering different nursing techniques: Body mechanics, bed making, wound care and, heat and cold applications. Student will learn body mechanic means by using the body in an efficient and careful way, bed making as an important function to avoid body injuries, wound care to prevent infections or any further injury and state laws related to it, and heat and cold applications to promote healing, comfort and reduction in tissue swelling. Legal principles affecting the nursing assistant will be also covered in this course.

PCT1006-Nursing Fundamentals II:

This course will introduce students to different nursing areas: Surgery, terminal illness, diseases, and basic needs for babies and mothers. Students will learn the different reasons why surgery is performed; differences between curable and non-curable illness and disease; and other than physical needs for babies. This course is a continuation of Nursing Fundamental I (PCT1005) in which the nursing assistant is required to participate in role playing and group assignments to reinforce techniques already learned pertaining to patient care. Students must take and pass Nursing Fundamental I (PCT 1005) in order to take this course.

Patient Care Technician Course (Cont...)

PCT1007-Nursing Skills and Techniques:

In this course students will learn about vital signs and the three body essential process for life: body temperature, breathing and heart functioning. Students will be able to accurately measure, record and report vital signs. Legal and ethical responsibilities as a patient care assistant will also be covered in this course. The students will learn specific techniques in how to care for a patient following proper guidelines already learned.

PCT1008-Home Health Aide-The Geriatric Population, Nutrition:

This course covers HHA laws, limitations in patient care, personal hygiene, grooming, and other important aspects of patient care. Students will learn about the different problems and diseases affecting seniors as well as proper nutrition. Student will learn nursing procedures to meet patient's hygiene needs, Role responsibilities and ethical standards, developing effective communication skills, Understanding differences: Individuals, families, and Cultures, Understanding human development and age-related health problems and late adulthood, and Caring for the client who is terminally ill.

PCT1009-Rehabilitation and Restorative Care:

This course focuses on key terms and abbreviations, how rehabilitation and restorative care involve the whole person, complications to prevent, common reaction to rehabilitation, prosthesis, disability, restorative aides and restorative nursing care. Students will be introduced to the disability aspect of the human body. Student will learn the nursing process to promote exercises and activity in all patients.

PCT1010-Basic Emergency Care-HIV/AIDS:

This course will emphasize in emergency care, defibrillation, adult, child and infant CPR, rescue breathing and epilepsy. Also, the rules of emergency care, in dealing with sudden cardiac arrest, hemorrhage, shock, seizures, burns, fainting, and emergency care for stroke patients. Also, HIV/AIDS. Students will learn what to do in case of an emergency. Infections as a major safety and health hazard will also be covered in this course and Cause, spreading, precaution, prevention, and transmission of infections.

PCT1011- Principles of Electrocardiography:

This course details the path of the blood through the heart. The conduction system of the heart and the components of the E.K.G. cycles are studied. Techniques of electrocardiography standardization and the procedure for recording and mounting a standard 12 lead electrocardiogram are also studied.

PCT1012-Principles of Phlebotomy:

Students will learn about current phlebotomy practice, infectious diseases and their preventions. Phlebotomy equipment usage, procedures for venipuncture, special collection procedures, and phlebotomy's complications are also studied.

PCT1013-Externship:

The Patient Care Tech Externship gives the student the opportunity to perform in a medical facility, and to become more familiar with the day-to-day situations and procedures that occur. The following outline will give insight into the training the student has received. Please give the student the opportunity to perform as many of the procedures as possible.

STUDENT FINANCIAL AID – FINANCIAL AID PROGRAM

South Florida Institute of Technology offers Financial Aid Assistance for those who qualify. The Financial Aid Assistance Programs are supported by the U. S. Department of Education. These programs are designed to help applicants who have limited financial resources by providing funds in the form of grants. Award of federal financial assistance as described above is conditioned on the availability of funds and on the financial need of the applicant.

Federal Pell Grant

The Pell Grant is an entitlement program available for those who qualify. The amount of the Pell Grant entitlement is determined on the basis of the cost of education at the institution attended and the actual number of credits for which the student is enrolled. Students can reapply annually for Pell Grant consideration. All students receive a copy of The Student Guide for Financial Aid which is distributed by the U.S Department of Education.

Federal Pell Grant does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Awards can range up to \$5,550.00 per academic year and are based on the financial need of the family or individual and the cost of education.

Federal SEOG

A Federal Supplement Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, which means students with the lowest Expected Family Contributions (EFC). This program gives priority to students who receive Federal Pell Grants. Students can receive between \$100 and \$4,000 a year depending on when they apply their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

Federal Work Study Program

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need by allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student's program of study. Employment is part-time only. An application can be made through the Institute's Financial Aid Department. Eligibility is based on financial need and the availability of funds.

Federal Direct Loan Program

Unlike Pell Grant and Federal Work-Study Program, student loans are borrowed money that must be repaid. You must repay your federal student loans even if you do not complete your program of study; cannot find employment after graduation; are not satisfied with or did not receive the education or other services you expected and paid for with your federal student loans. We encourage students to control how much to borrow by only borrowing what is needed to help pay for school. Your Federal Student Loans: —Learn the Basics and Manage Your Debt can help you learn more about federal student loan debt. You can find this publication at www.FederalStudentAid.ed.gov William D. Ford Federal Direct Loan (Direct Loan) Program.

Subsidized Loans: The government pays the interest while you are in school. Subsidized loans are awarded to students based on financial needs.

Unsubsidized Loans: The student pays the interest.

Interest Rate for Direct Loan

Current interest rates for subsidized and unsubsidized loans first disbursed between July 1, 2016, through June 30, 2017 are the following:

	<u>Undergraduate Student</u>	<u>Graduate Student</u>
Direct Loan Subsidized	4.29%	N/A
Direct Loan Unsubsidized	4.29%	5.24%

Financial Aid Eligibility

TO RECEIVE FEDERAL STUDENT AID THE STUDENT MUST:

1. have a high school diploma or General Education Development (GED) certificate.
2. be enrolled as a regular student in an eligible program of study.
3. be a U.S. citizen or eligible non-citizen or have a verified G-845.
4. maintain satisfactory academic progress.
5. not be in default on a federal student loan and not owe a refund on a federal grant.
6. have the applicable financial aid forms filled and signed.
7. be registered with Selective Service if you're a male between the ages of 18 and 25.

Application Procedures

It is the student's responsibility to submit all required documentation by the announced deadlines.

Prospective students are encouraged to apply early for priority consideration. Applicants should not wait for an admission decision before applying for financial aid. Admission decisions are made independent of financial aid decisions.

Free Application for Federal Student Aid (FAFSA)

For financial aid consideration, applicants need to complete the Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA.

The Department of Education has issued a PIN code to all continuing financial aid recipients who filed a FAFSA for the current 2016-2017 award year. The PIN is used to access, complete and electronically sign the Renewal FAFSA on the web at www.fafsa.ed.gov as well as to view your federal loan history at www.nslds.ed.gov. Instructions on filing the Renewal FAFSA on the web will be included with your PIN mailer. Please be sure to save your PIN number since it can be used to view the status and results of your processed FAFSA as well as to make corrections to your Student Aid Report.

If you have not received your PIN or if you did not apply for financial aid for the 2016-2017 award year but wish to do so, you can either request a PIN at www.pin.ed.gov, file a new FAFSA online at www.fafsa.ed.gov, or file a paper FAFSA. Paper FAFSA's are available at the Financial Aid Office.

The student is also responsible to complete the Entrance Interview and the Master Promissory Note before the start of class and the Exit Interview before the last day of attendance with the Financial Aid Department

Notification of Financial Aid Awards

Students are notified of their Federal Pell Grant eligibility through an Institutional Student Information Record (ISIR). This report is electronically transmitted directly to the Institute by the federal processor. The U.S. Department of Education employs a uniform formula to evaluate the information contained on the student aid application and to determine the index of need. In order to receive an award, the ISIR must be reviewed and eligibility confirmed by the Financial Aid Office. If the student feels that the awards do not cover his or her needs, the student should consult with SFIT's Financial Aid Officer.

Disbursement Procedures

Awards will be made in accordance with the award letters issued by the Office of Financial Aid. Federal Pell Grant or campus base checks will be made payable directly to SFIT in a separate check for each student's account. Financial Aid awards will be disbursed electronically and will be applied to each student's account.

Other Financial Aid Information:

If you would like information about filling out the FAFSA, or other information related to financial aid, please visit one of the web sites below.

Filling out the FAFSA U.S. Department of Education

www.fafsa.ed.gov FastWeb: A Free Scholarship Service
www.pin.ed.gov: U.S. Department of Education PIN registration
www.nslds.ed.gov: National Student Loan Data System
www.studentloan.gov

TUITION & FEE SCHEDULE

COMPUTER BUSINESS APPLICATION

Tuition Fee	\$ 7,275.00
Registration Fee	\$ 150.00
EST Books & SPLY	\$ 336.00
Total Program Cost	\$ 7,761.00

MEDICAL ASSISTANT

Tuition Fee	\$ 8,775.00
Registration Fee	\$ 150.00
EST Books & SPLY	\$ 468.00
Total Program Cost	\$ 9,393.00

ELECTRICAL CONSTRUCTION TECHNICIAN

Tuition Fee	\$ 7,500.00
Registration Fee	\$ 150.00
EST Books & SPLY	\$ 712.00
Total Program Cost	\$ 8,362.00

BUILDING CONSTRUCTION

Tuition Fee:	\$ 9,975.00
Registration Fee:	\$ 150.00
EST Books & SPLY	\$ 526.00
Total Program Cost	\$10,651.00

COMPUTER GRAPHIC & WEB DESIGN

Tuition Fee	\$ 7,275.00
Registration Fee	\$ 150.00
EST Books & SPLY	\$ 336.00
Total Program Cost	\$ 7,761.00

REFRIGERATION & A/C REPAIR TECHNICIAN

Tuition Fee	\$ 7,500.00
Registration Fee	\$ 150.00
EST Books & SPLY	\$ 539.84
Total Program Cost	\$ 8,189.84

PLUMBING TECHNICIAN

Tuition Fee:	\$ 9,975.00
Registration Fee:	\$ 150.00
EST Books & SPLY	\$ 326.00
Total Program Cost:	\$ 10,451.00

PATIENT CARE TECHNICIAN

Tuition Fee:	\$ 7,550.00
Registration Fee:	\$ 150.00
EST Books & SPLY	\$ 468.00
Total Program Cost	\$ 8,168.00

Payment schedule for students who pay full cost of tuition:

Medical Assistant students pay \$150.00 for Registration Fee plus the first month of \$487.50 on or before start of the program and seventeen consecutive payments of \$487.50 each month. **Computer Business Application and Computer Graphic & Web Design** students pay \$ 150.00 for Registration Fee plus the first month of \$606.25 on or before start of the program and eleventh consecutive payments of \$606.25 each month. **Refrigeration & A.C. Repair Technician and Electrical Construction Technician** students pay \$150.00 for Registration Fee plus the first month of \$625.00 on or before start of the program and eleventh consecutive payments of \$625.00 each month. **Plumbing Technician and Building Construction Technology** students pay \$150.00 for Registration Fee plus the first month of \$554.17 on or before start of the program and seventeen consecutive payments of \$554.17 each month. **Patient Care Technology** students pay \$150.00 for Registration fee plus the first month of \$629.17 on or before start of the program and eleventh consecutive payments of \$629.17 each month. Student is informed that Registration Fee is nonrefundable.