Student Success is Our Success
2021 School Catalog

Catalog Supplements:
Insert A – Faculty/Staff Supplements
Insert C - Licensure, Certification or Registration
Catalog Addendum

FLORIDA CAREER COLLEGE

Revision Date 1/20/21
5th Edition
Effective January 1, 2021 to December 31, 2021

www.floridacareercollege.edu/
CONSUMER INFORMATION

This catalog is a publication to inform students and others of the Institution’s mission, history, academic programs and policies and procedures. The supplement is an integral part of the catalog which contains such information as administration and faculty, program schedules, and tuition and fees. The information provided is current and accurate as of the date of publication. The Institution reserves the right to make modifications within the term of this catalog without prior notice to individual students. Such modifications will be reflected in subsequent revised versions of the current year’s catalog.

The Institution expects its students to read and understand the information published in this catalog and in its accompanying supplement. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Further, it is the responsibility of each student to remain abreast of current graduation requirements of his or her program.

This Catalog supersedes all previous Catalogs, academic information, policies and practices of the College, and is binding on all students. This Catalog was prepared on the basis of the best information available at the time of publication. The information in the Catalog, and any current addendum, supersedes any other information issued by the College in another form, if there is a conflict between the two. It is the responsibility of the students to know and understand the College’s policies.

The information contained in this catalog is true and correct to the best of my knowledge.

Fardad Fateri, Ph.D., President & Chief Executive Officer
Campus Locations Included in this Catalog

Boynton Beach (Branch)
1743 North Congress Avenue
Boynton Beach, FL 33426
Phone: (561) 853-9941

Hialeah (Branch)
3750 W. 18th Avenue
Hialeah, FL 33012
Phone: (786) 534-0941

Jacksonville (Branch)
6600 Youngerman Circle
Jacksonville, FL 32244
Phone: (904) 418-5201

Lauderdale Lakes (Branch)
3383 N. State Road 7
Lauderdale Lakes, FL 33319
Phone: (954) 908-4700

Margate (Branch)
3271 N. State Road 7
Margate, FL 33063
Phone: (954) 935-721

Tampa (Branch)
9950 Princess Palm Avenue
Tampa, FL 33619
Phone: (813) 577-3231

Miami (Main Campus)
1321 SW. 107th Avenue, Suite 201B
Miami, FL 33174
Phone: (786) 534-0501

Orlando (Branch)
989 N. Semoran Boulevard
Orlando, FL 32807
Phone: (407) 956-5501

Pembroke Pines (Branch)
7891 Pines Boulevard
Pembroke Pines, FL 33024
Phone: (954) 399-4801

West Palm Beach (Branch)
6058 Okeechobee Boulevard
West Palm Beach, FL 33417
Phone: (561) 282-5441

Houston (Branch)
70 FM 1960 W.
Houston, TX 77090
Phone: (281) 943-6261

Office Hours
Monday–Thursday: 8:30 a.m. to 9:00 pm
Friday and Saturday: 9:00 a.m. to 5:00 p.m.

Class Hours
Class hours vary from 8:00 am to 11:00 pm
Monday through Friday, and select hours on Saturday.

Programs offered. Not all programs are offered at all locations.

<table>
<thead>
<tr>
<th>Credit-Hour Programs</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technician</td>
<td>35</td>
</tr>
<tr>
<td>Business Office Administration</td>
<td>32</td>
</tr>
<tr>
<td>Information Technology – AAS Degree</td>
<td>72</td>
</tr>
<tr>
<td>Computer and Network Technician</td>
<td>36</td>
</tr>
<tr>
<td>Medical Assistant Technician</td>
<td>32</td>
</tr>
<tr>
<td>Medical Front Office and Billing</td>
<td>32</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>32</td>
</tr>
<tr>
<td>Health Services Administration – AAS Degree</td>
<td>69</td>
</tr>
<tr>
<td>Heating, Ventilation and Air Conditioning</td>
<td>33</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>32</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>35</td>
</tr>
</tbody>
</table>
Mission and Philosophy

Mission Statement
Driving personal and community transformation by empowering students to make a positive and enduring life change.

Our Objectives
- One Standard of Excellence: Provide an industry-related educational and training environment that offers graduate preparedness for entry into their career field.
- Student Success: Offer every student an opportunity to succeed by providing support at every stage of their experience—from admission process to educational experience to post graduate experience with career services.
- Teamwork: Demonstrate the benefits of excellent employee teamwork in a business/educational setting as part of a student's educational experience.
- Respect: Demonstrate collegiality and mutual respect among colleagues and students.
- Integrity: Comply with all external and internal laws, regulations, and policies governing the institution and in dealing with colleagues and students.
- Customer Service: Provide students with high quality customer service as an example of its value in achieving career goals.
- Changing Lives: Create an organizational culture and community for students and colleagues that empowers them with the opportunity to transform their lives for a better future and to become the best versions of themselves.

Institutional Philosophy
At Florida Career College, we firmly believe that good training is the primary factor in achieving personal success. The Florida Career College philosophy is based on four concepts:
- Post-secondary education must be responsive to the needs of the industry into which graduates wish to enter.
- All students should be treated as individuals and encouraged to develop to their highest potential.
- Our College strives to provide an education that is designed to enhance the graduate’s professional career.
- Each student shares the responsibility for their own success by participating in learning activities and professional growth opportunities provided by the College.

School History
Founded as Florida Programming and Educational Center, Inc., the College’s first classes began in September 1982 in Miami, Florida. In 1990, the College started using the name Florida Computer and Business School. Then in 2003, the school changed its name to Florida Career College. Through the years, the school has grown and expanded with additional courses and programs to match student skills with the needs of the computer industry and other business sectors.

In 1999, the College became a Microsoft IT Academy. The College opened its second Campus in January 2000, in Pembroke Pines, Florida. The West Palm Beach Campus opened and started offering classes in September 2002, and the Hialeah Campus opened in September 2003. The next Campus, in Lauderdale Lakes, was opened in August 2005. The Tampa and Clearwater Campuses were acquired in 2006, and the Jacksonville Campus was opened in 2009. In 2010, the Boynton Beach Campus was opened. The Margate/Pompano campus opened in 2011.

Also in early 2012, the owner of Florida Career College, Education Training Corporation, purchased Anthem Education, and subsequently, an FCC-Anthem College campus in Orlando opened in January of 2013. In August of 2014, IEC U.S. Holdings, Inc. purchased the Florida Career College schools along with Anthem College in Houston, Texas and Anthem College – Bryman School in Phoenix, Arizona. Additionally, in September of 2014, IEC U.S. Holdings purchased Universal Schools & Colleges of Health and Human Services dba U.S. Colleges. IEC U.S. Holdings, Inc. is a wholly-owned subsidiary of International Education Corporation (IEC), headquartered in Irvine, California. In November 2014, the name of the Anthem College-Bryman School in Phoenix, Arizona was changed to UEI College and the name of the FCC-Anthem College in Orlando, FL was changed to Florida Career College. In February 2017, the name of the UEI College in Houston, Texas was changed to Florida Career College. Today, IEC owns and operates 31 schools in the states of California, Arizona,
Texas, Georgia and Florida under the brands of Florida Career College, UEI College, United Education Institute, and U.S. Colleges.

**Licensing, Accreditation, and Memberships**

**Approvals**
Florida Career College is provisionally licensed by the Commission for Independent Education, Florida Department of Education. Additional Information may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll free number (888) 224-6684.

Boynton Beach, Florida: Campus ID 4189  
Tampa, Florida: Campus ID 3902  
Hialeah, Florida: Campus ID 2859  
Jacksonville, Florida: Campus ID 4029  
Lauderdale Lakes, Florida: Campus ID 3320  
Margate, Florida: Campus ID 4429  
Miami, Florida: Campus ID 1792  
Orlando, Florida: Campus ID 4887  
Pembroke Pines, Florida: Campus ID 2185  
West Palm Beach, Florida: Campus ID 2682

Florida Career College (Houston) is approved and regulated by the Texas Workforce Commission (TWC), Career Schools and Colleges, Austin, Texas. The campus is also approved and regulated by the Texas Higher Education Coordinating Board (THECB), Austin, Texas.

**Accreditations**
Florida Career College is accredited by the Commission of the Council on Occupational Education. Contact information is:

Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: 770-396-3898  
Fax: 770-396-3790  
Website: [www.council.org](http://www.council.org)

**Memberships**
Florida Career College (Florida) is an active member of the:
- National Association of Student Financial Aid Administrators (NASFAA)  
- Florida Association of Postsecondary schools and Colleges (FAPSC)  
- Computer Technology Industry Association (CompTIA)  
- Workforce Florida - available at some locations  
- Library and Information Resources Network (LiRN)

Florida Career College (Houston) is an active member of the:
- National Association of Student Financial Aid Administrators (NASFAA)  
- Career Education Colleges and Universities (CECU)  
- Texas Association of Student Financial Aid Administrators (TASFAA)
Description of Facilities
Florida Career College offers well-equipped classrooms, computer labs, clinical settings, medical labs, and resource centers. The resource center provides students and faculty with access to hard copy or online reference materials, including books, videos, and periodicals to supplement textbooks and lectures. The campus houses offices for student services, financial aid services, and career services.

Institutional Leadership
Florida Career College is owned and controlled by IEC U.S. Holdings, Inc. IEC U.S. Holdings, Inc. is a wholly-owned subsidiary of International Education Corporation (IEC), a Delaware Corporation, headquartered in Irvine, California.

The members of the Board of Directors for IEC Corporation are Doug Mellinger, Dr. Fardad Fateri, Koonal Bharat Gandhi, Charles Cook, Sandy Lockwood and Justin Topilow. The corporate office of IEC is located at 16485 Laguna Canyon Road, #300, Irvine, CA 92618.

The members of the IEC Leadership team are Fardad Fateri, Ph.D., President & Chief Executive Officer; Sanjay Sardana, Executive Vice President and Chief Financial Officer and Shoukry Tiab, Chief Operating Officer.

Faculty
A current listing of faculty by campus is provided in Insert A - Supplement to the Academic Catalog.

Career Services
Florida Career College places great emphasis on helping graduates find employment in their field of study. Florida Career College advises students of career opportunities and begins assisting them with their job search months before graduation. Career Services staff is available to help students create a professional resume and assists with many aspects of the job search and interviewing process.

We take pride in the ever-growing number of employers that are aware of the quality of our graduates. Our staff maintains professional relationships with potential employers in an ongoing effort to expand employment opportunities for our graduates. Our network of successful graduates is constantly growing, allowing us to provide even more effective employment assistance service through referrals and recommendations.

Florida Career College is not permitted by law to guarantee employment. Florida Career College makes every effort to assist students with job search services. All programs are designed to prepare graduates for entry-level positions.

Student Services
Audit Course Policy
Graduates may take advantage of complimentary enhancement training, provided that classes are available and space permits. Graduates will be responsible for the cost of materials, if applicable. Graduates preparing for new employment may find this a valuable opportunity to update and refine their skills since graduation. Students must adhere to all classroom policies.

Make-Up Work
Students are expected to attend all scheduled hours and complete all coursework for each class in their program. Make-up work must be arranged between the student and the instructor. All make-up work must be completed within the current module.

Academic Advisement
Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit (“ATB”) students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress (“SAP”) requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.
Library and Learning Resources
The Florida Career College Library System consists of Reading Rooms at each campus and an Online Library, which is accessible 24/7 from any Internet-connected computer for all students and faculty via Florida Career College portals. The campuses subscribe to online, academic databases and collections through the subscription plans offered by the Library and Information Resources Network (LIRN). When on-campus, students may use the computers in the Reading Room for access to the Online Library. Materials applicable to the programs of study presented at the schools are available in hard-copy and/or electronic formats. Additionally, students may access online library and learning resources remotely. Refer to the schedules posted at each campus for hours that the Reading Rooms are open.

Students may elect to purchase their own books from outside of the institution and opt-out of receiving books from the institution.

Financial Assistance
Florida Career College is committed to assisting its students in developing financial plans for their education through a combination of loans, grants, family contributions, and other sources of aid.

Federal Financial Aid Programs
Financial Assistance, in the form of grants and loans, is available to eligible applicants who have the ability and desire to benefit from the specialized training offered at Florida Career College. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds, as applicable.

To receive financial assistance you must:
1. Demonstrate financial need (with the exception of the Unsubsidized Loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. If male, be registered with the Selective Service.
5. Maintain satisfactory academic progress while attending school.
6. Sign a statement that certifies that you will use your federal student aid for education purposes only.
7. Not be in default on any federal student loans or owe any money on any federal student grant program.
8. Effective July 1, 2012 – Must have a high school diploma, General Education Certificate (GED) or equivalent or qualify under the Eligible Career Pathway Program.

Students must complete a Free Application for Federal Student Aid (FAFSA) to assist in determining funding eligibility. The United States Department of Education offers several major financial aid programs to help students finance their education. For those who qualify, Florida Career College participates in the following:

Federal Pell Grant Program
A Federal Pell Grant does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

Federal Work-Study (FWS)
Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study. Jobs are limited and students must maintain a minimum required GPA and attendance percentage to qualify.

William D. Ford Federal Direct Loan Program
Direct Loan programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized and Direct PLUS loans.

- **Direct Subsidized Loans** – Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school.

- **Direct Unsubsidized Loans** – Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

- **Direct Parent Loan for Undergraduate Students (PLUS)** – PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

### Institutional Aid Programs

#### Scholarship Eligibility and Awarding Policy

The purpose of the Florida Career College ("FCC") Scholarship Program is to provide additional financial assistance to students pursuing a diploma/degree in their chosen program of study.

#### Scholarship Eligibility Requirements

1) Applicant must be an active/future student attending a FCC Campus.

2) All applicants must complete the FCC Scholarship application and provide all forms applicable to the Campus Student Financial Services Department.

#### Scholarship Terms and Conditions

1) All Institutional Scholarships will be credited to the student’s account upon graduation.

2) Students may apply and be eligible to receive a maximum of two Institutional Scholarships.

3) Institutional Scholarships are non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for the Institutional Scholarship(s).

4) In the event a credit balance is created by an Institutional Scholarship, it will be applied to any outstanding institutional loan and to the Federal Direct Loan(s) prior to the Institutional Scholarship being reduced and the credit balance removed.

5) Students who are enrolled as an agency enrollment (special tuition charge) are not eligible to participate in the Institutional Scholarship program.

6) The School has sole discretion to determine whether a student meets and is eligible for an Institutional Scholarship in accordance with these terms and conditions.

7) Awards are subject to funds availability.

8) FCC Florida and FCC Houston students enrolled in the Heating Ventilation and Air Conditioning Program for starts beginning 5/24/17 are eligible for all scholarships. FCC Florida and FCC Houston students enrolled in the Business Office Administration, Patient Care Technician and Pharmacy Technician Program for starts beginning 2/1/20 are eligible for all scholarship. Information Technology and Health Services Administration Programs for starts beginning 2/1/20 do not qualify for any institutional scholarships.

### Institutional Scholarship Programs

#### New Student Scholarship ($500)

This scholarship is for students who enroll into an eligible program.

#### Opportunity or Aid Assist Scholarship ($250/$750)

This scholarship is offered to students with financial need based on their Expected Family Contribution (EFC).

- Opportunity Scholarship ($250) for students with EFC ≤ 5,000
- Aid Assist Scholarship ($750) for students with EFC > 5,000 **

*NOTE: Acceptable documentation is the ISIR used for student’s funding plan.*
Aid Assist Scholarship will be available to those students who have reached PELL LEU, holds a Bachelor’s degree or ineligible for Pell Grant regardless of EFC.

Military Family Scholarship ($500)
This scholarship is offered to eligible Veterans, active duty military, reservists and/or dependent/spouse of an eligible Veteran.
NOTE: Must provide a copy of Certificate of Eligibility DD214.

Closed School Transfer Scholarship
This scholarship of ($1,000) is available to all new students who are transferring in from a closed school.
• Student must have completed less than 50% of a program at prior school
• Student must complete at least 50% of their new program at this institution
This scholarship will be credited to the student’s account upon graduation. This scholarship is non-refundable to the student, meaning under no circumstances will the student receive a payment from the school for this scholarship. In the event a credit balance is created by the scholarship, it will be applied to any outstanding student loan prior to the scholarship being reduced and the credit balance removed. The school has sole discretion to determine whether a student meets and is eligible for this scholarship in accordance with these terms and conditions. This scholarship cannot be combined with any other institutional scholarship.

Seminole Tribe of Florida Center for Student Success and Services (CSSS) Programs (Florida Campuses)
This scholarship will pay the full cost of tuition, books and fees, and is available to any enrolled member of the Seminole Tribe of Florida. All Seminole Higher Education Applicants must submit their application to the Reservation Education Advisor. To qualify, a student must have officially been accepted to FCC and must be enrolled as either a full-time or part-time student and maintain minimum GPA requirements. The scholarship may be used in conjunction with and not limited to any additional federal benefits for which as student may qualify.

Other Aid Programs

Institutional Loan Program
This loan program is available to students who need additional financial assistance for tuition and fees. The minimum loan amount is $500 with repayment terms between 12 to 60 months. Delinquent accounts may result in termination from the program and may be submitted for collection with collection agencies.

Florida Student Assistance Grant (FSAG)
FSAG is a need-based program administered by the State of Florida. These grants are awarded to students enrolled in and attending on a full-time basis, a degree program, and who demonstrate financial need based upon the eligibility criteria of the State grant program. The FSAG does not have to be repaid.

Florida Bright Futures Scholarship Program
This is a lottery-funded scholarship to reward Florida high school graduates who demonstrate high academic achievement. Applications and eligibility criteria are available from your high school guidance office or at the floridastudentfinancialaid.org website. Scholarship funds may be refunded to the State of Florida based upon enrollment status. Students are responsible for any outstanding balance on their account should a refund be required.

Florida Prepaid Program
Florida Career College is an approved institution of the Florida Prepaid Program. While the benefits of a Florida Prepaid College contract may be utilized at this institution, the Florida Prepaid College Board does not endorse any particular college or university.

Veterans Benefits (Houston Only)
The GI Bill® and Post 9/11 GI Bill® are a few of the VA programs available for our veteran students. If you believe you may qualify, contact your local Veterans Administration Office for assistance.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at http://www.benefits.va.gov/gibill
FLORIDA NATIONAL GUARD EDUCATIONAL DOLLARS FOR DUTY PROGRAM

The Florida National Guard (FLNG) Educational Dollars for Duty (EDD) program is a State of Florida, legislatively directed and funded, education tuition assistance resource, that is exclusively available to qualified FLNG Service members for pursuing authorized postsecondary educational opportunities that include vocational/technical, industry certification, continuing education and academic (i.e., certificate, associate, bachelor, and master) programs. Additionally, the EDD program may pay for authorized licensing and industry certification exams and refund textbook and instructional material costs. The EDD program is a State of Florida benefit that is available to all qualifying FLNG Service members, not an entitlement, and is always limited to availability of program funds. https://edd.dma.myflorida.com

MyCAA

The My Career Advancement Account Scholarship Program is a workforce development program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or Associate’s degree in a portable career field and occupation. https://mycaa.militaryonesource.mil/mycaa/get-started

Agency Programs

Work Investment Act, State Rehabilitation and Displaced Workers programs are available through various agencies. Florida Career College participates with several state and local agencies that provide these programs. If you are receiving unemployment benefits or are on a subsidy program, contact your local agency office to see if you qualify for one of these programs.

Cancellation and Refunds

In the event a Student does not enter a program for which he/she has enrolled, withdraws after commencement of classes, or is dismissed from the school prior to completion of the program, a refund of monies paid (applied to the Student’s tuition account) is made to the Student in accordance with the following refund policies:

Refund Policy (Florida Campuses)

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES:

1. If the school does not accept the applicant, or cancels the Registration, all funds paid will be fully refunded.
2. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
3. If such cancellation occurs after the three-business-day period but before the commencement of classes, the school will refund any tuition deposits paid.
4. Any monies paid by the Student are refunded to the Student in the event the school discontinues a program of training prior to the Student starting the first class.
5. Any monies due the Student shall be refunded within 30 calendar days from cancellation or failure to appear on or before the first day of class.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:

In the event of withdrawal from the program by the Student or termination by the school, the school will use the Institutional Refund Policy.

STUDENT RIGHT TO CANCEL (FLORIDA CAMPUSES):

All new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh (7) day from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).

A cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

Note: Cancellations and Early Withdrawals will result in all charges being reversed.
All new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status “Early Withdrawal” (EW). The determination date for “EW” will fall on the 14th absence consecutive calendar day from the student’s LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays.

Cancellation Policy: (Texas)

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed including any administrative fees charged. A full refund will also be made to any student who cancels enrollment within the student’s first seven (7) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

In addition, a cancellation determination will be made by the institution for new and re-entry students on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module (for re-entry students, it is the first module in which the student is enrolled upon returning to school), not including school-scheduled holidays and school-scheduled breaks (winter, spring, and summer breaks only) based on the following criteria:

1. Violation of the Student Code of Conduct.
2. Unable to obtain proof of high school graduation or equivalent.
3. Incomplete arrangements to fulfill financial obligations.

All tuition paid will be returned to all students who cancel their enrollment within three (3) business days from the date the enrollment agreement was signed. In the event where the school cancels the scheduled class session/program, any tuition paid by the student will be refunded.

All new students whose Last Day of Attendance (LDA) falls on or before midnight of the fourteenth (14) consecutive calendar day from the scheduled start date of the first module, not including school-scheduled breaks (winter, spring, and summer breaks only) and any holidays published in the academic calendar in the catalog, will be assigned the status “Early Withdrawal” (EW). The determination date for “EW” will fall on the 14th absence consecutive calendar day from the student’s LDA not including school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays.

REFUND POLICIES

If the state refund policy can provide a larger refund to the student than the Institutional refund policy, a refund worksheet using both policies will be included in each student’s file, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES:

In the event of withdrawal from the program by the student or termination by the school, the school will retain a percentage of tuition and fees based on the following:

REFUND POLICY (Texas)

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and the school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:
   a) The last day of attendance, if the student is terminated by the school;
   b) The date of receipt of written notice from the student; or
   c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the seven (7) day cancellation privilege the student does not enter the school, not more than $100 shall be retained by the school.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   a) An enrollee is not accepted by the school;
   b) If the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   c) If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
   d) If the student cancels 3-days right after signing and receiving a tour of the facilities and equipment.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   b) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
      2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.
Institutional Refund Policy
A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education.

The Institutional Refund Policy is used to determine the amount of tuition to be refunded to a Student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records.

ALL PROGRAMS
When a student withdraws, the institution prorates tuition charges up to 75% of the period of enrollment based on the formula outlined below. For students who withdraw after attempting 75% of the period of enrollment, the institution will retain 100% of the tuition charges for that period of enrollment. This means that the student will be responsible for 100% of the tuition charges for the enrollment period. The calculation to determine the percentage of tuition to be refunded to the student is as follows:

Scheduled hours in period of enrollment up to student’s LDA

________________________________________ = Percentage of period of enrollment
Total hours in the period of enrollment attempted

If percentage of period of enrollment attempted is 75% or more, then 100% of tuition will be retained by the institution.
If the percentage is less than 75%, then the following calculation will be applied:

Tuition X Percentage of period enrollment attempted = Tuition Retained by Institution

IF THE AMOUNT THAT YOU PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS (45 DAYS FOR THE HOUSTON CAMPUS) OF THE DATE THE INSTITUTION DETERMINES THAT YOU WITHDREW. IF THE AMOUNT YOU ARE CHARGED IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining unearned funds received from the federal financial aid program will be returned to the federal financial aid program, and any remaining balance paid to you.

Return of Title IV Funds
RETURN OF TITLE IV FUNDS
The U.S. Department of Education maintains a “return of Title IV Funds” policy for students who receive federal financial aid and withdraw from school before completing sixty percent (60%) of the period of enrollment. This policy is separate from the state-approved institutional tuition refund policy described above. The federal policy defines the proportion of Title IV funds that the student is qualified to receive.

The federal policy for “return of title IV Funds” provides that a student who has attended up through the sixty percent (60%) point in each period of enrollment has fully earned the Title IV funds for the period of enrollment. For a student who has attended less than the sixty-one percent (61%) point, the percentage of the Title IV funds earned is calculated by the following ratio:

Number of calendar days elapsed* from start date of the period of enrollment to the last date attended

________________________________________ = Title IV Funds Earned**
Number of calendar days in period of enrollment

This ratio is multiplied by the federal financial aid disbursed plus the amount that could have been disbursed to equal the Title IV funds earned.

Total disbursed minus earned equals the federal funds that must be returned to the funding program.

*Presuming the student attended sixty (60%) percent of all scheduled classes. If the student attended less than sixty (60%) percent of all scheduled classes, “elapsed time” is not applied, actual hours are applied.

** Rounded to the nearest whole number
To comply with the Higher Education Reconciliation Act of 2005, the institution will return unearned federal student aid funds for which it is responsible no later than 45 days after the date the institution determines that the student has withdrawn from school.

**Order of Refund**
The school will calculate the amount of financial aid earned up to the last date of attendance using a formula mandated by the U.S. Department of Education. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate Title IV program in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. Other “Title IV” loan or grant assistance

**Student Code of Conduct**
Students are required to adhere to the rules and regulations of the College. Professional behavior, attitude, and courtesy towards instructors, staff, and other students are required and essential. Students are required to maintain a neat, professional appearance.

Office telephones, copiers, computers and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the College phones only in emergencies.

Students may not play games of chance, use offensive language, make unnecessary noise, or engage in unprofessional behavior while at the College. Students must use the College’s computers responsibly and refrain from engaging in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work.

Students may not use the College’s Internet connection to conduct personal business of any kind or download any software. Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal.

The regulations of the College have been established to maintain and promote the high standards required by the professional communities we serve, to recognize the individual differences among students, to honor achievements, and to encourage students to work toward their academic and career objectives. Florida Career College complies with the Drug Free Workplace Act of 1988.

Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes, but is not limited to, cheating, copying, plagiarism, or failure to report the same. A student may also be dismissed from the College for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due.

Failure to comply with the College’s rules and regulations will be considered reason for a student’s suspension or expulsion.

**Anti-Hazing Policy**
Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the College.
Drug and Alcohol Abuse Prevention Policy
Florida Career College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Florida Career College distributes information on Drug and Alcohol Abuse Prevention to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. Florida Career College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

Weapons and Firearms Policy
Florida Career College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from Florida Career College.

Copyright Infringement Policy
Students are responsible for reading and understanding copyright policies posted above every copy machine on campus. Failure to follow copyright law will result in disciplinary action up to and including termination from the program.

Fraternization Policy
Employees of the College are prohibited, under any and all circumstances, from dating or engaging in any fraternization with students, regardless of the student’s age and/or regardless of whether the student has consented to such conduct. Further, employees are prohibited from entertaining students or socializing with students outside of the College environment. Similarly, any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of College policy, and may result in disciplinary action by the College.

Inappropriate behavior between employees and students includes, but is not limited to: flirting; dating; making suggestive comments; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, notes, e-mail, letters, text messages, social networks, etc.) unrelated to course work or official College matters; providing or accepting rides; providing or offering housing; selling or buying anything, even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. This is not an inclusive or exhaustive list of inappropriate behavior.

If a student witnesses or is made aware of a College employee’s participation in an inappropriate relationship with a student, we ask that the incident be reported to the Executive Director/Campus President and/or the Answer Program immediately.

Appeal Process
Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within 48 hours to the Executive Director/Campus President, stating the basis for the appeal.
and include any relevant documentation to support the request. The appeal will be reviewed and responded to within two class days from the date the appeal was filed. When an appeal is granted an academic plan will be presented to the student. Students who have been terminated/withdrawn from the program, including having been auto-dropped for a violation of the attendance policy, will be required to complete the Return of Federal Financial Aid Funds process prior to re-entering their program if the appeal is granted.

Statement of Non-Discrimination
Florida Career College does not discriminate in its education programs and activities (which extends to employment and admission) on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, veteran or military service status, age, disability, or any other basis protected by federal, state or local law.

Complaints of sexual harassment should be reported to the Title IX Coordinator in accordance with the Title IX Complaint/Grievance Procedure Policy located in this school catalog. Other incidents of sexual misconduct or discrimination should be reported following the procedures outlined in the Student Complaint/Grievance Procedure Policy outlined in this school catalog. The contact information for Florida Career College’s Title IX Coordinator is as follows:

**Title IX Coordinator**
Senior Director of Human Resources
International Education Corporation
16485 Laguna Canyon Rd Ste. 300
Irvine, CA 92618
(949) 812-7706
TitleIXCoordinator@ieccolleges.com

Title IX Complaint/Grievance Procedure Policy
The purpose of this policy is to outline the duties and responsibilities of Florida Career College (“FCC”) in accordance with FCC’s Statement of Nondiscrimination and Title IX of the Education Amendments of 1972 (“Title IX”). FCC is committed to providing a work and educational environment free of unlawful harassment and discrimination.

FCC is also committed to providing a prompt response to reports of Sexual Harassment and ensuring every Complainant receives appropriate support, Respondents are treated as responsible only after receiving due process and fundamental fairness, and FCC officials serve impartially without bias for or against any party.

**Definitions**
Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- Sexual Assault (as defined in the Clery Act, 20 U.S.C. § 1092(f)), or Dating Violence, Domestic Violence, or Stalking (as those offenses are defined in the Violence Against Women Act (VAWA)*, 34 U.S.C. § 12291(a)).
  - Sexual Assault: As defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - Dating Violence: As defined in 34 U.S.C. 12291(a)(10), means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
  - Domestic Violence: As defined in 34 U.S.C. 12291(a)(8), includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult
or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Stalking: As defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

*In accordance with VAWA, state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent are contained in the school’s Annual Safety and Security Report (“ASR”). VAWA crimes are reported in the ASR based on the definitions above.

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim’s behalf.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Actual knowledge: When FCC’s Title IX Coordinator or the applicable Campus President/Executive Director becomes aware of a Sexual Harassment report.

Education program or activity: On or off campus locations, events or circumstances over which the school exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

Policies and Procedures

1. Title IX Policy Statement

   FCC strictly prohibits Sexual Harassment and retaliation against any person who reports Sexual Harassment or participates (or refuses to participate) in any Title IX grievance process under this policy.

   FCC will respond to a report of Sexual Harassment when it (1) has actual knowledge of Sexual Harassment; (2) that occurred within an applicable school’s education program or activity; (3) against a person in the United States.

   If the alleged conduct does not constitute Sexual Harassment, the school may investigate the concern as required by the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

2. Title IX Coordinator

   FCC’s Title IX Coordinator oversees compliance with all aspects of this policy and is designated by FCC to intake reports and Formal Complaints of Sexual Harassment, provide supportive measures, and investigate alleged Sexual Harassment.

   The contact information for FCC’s Title IX Coordinator is as follows:

   **Title IX Coordinator**
   
   Senior Director of Human Resources
   
   International Education Corporation
   
   16485 Laguna Canyon Rd Ste. 300
   
   Irvine, CA 92618
   
   (949) 812-7706
   
   TitleIXCoordinator@ieccolleges.com

   Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

3. Supportive Measures

   Supportive measures are individualized services reasonably available to ensure equal educational access, protect safety or deter Sexual Harassment. Supportive Measures are available, as appropriate, to the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party.

   Upon receiving a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator shall notify the Complainant that supportive measures are available regardless of whether a Formal Complaint is filed and explain to the Complainant the process for filing a Formal Complaint.
Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Supportive measures will be provided without fee or charge and may include:

- Counseling;
- Extending deadlines;
- Modifying class or work schedules;
- Placing mutual restrictions on contact between the parties;
- Providing campus escort services;
- Changing work locations; and
- Providing leaves of absence.

4. Formal Complaint

FCC utilizes a prompt, equitable and impartial grievance process to evaluate Formal Complaints of Sexual Harassment, which may be filed by a Complainant or by FCC’s Title IX Coordinator. A Formal Complaint is a document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the school investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator or otherwise indicate that that Complainant is the person filing the Formal Complaint. When filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the school at which the Formal Complaint is filed.

The Title IX Coordinator will respect the Complainant’s wishes as to whether the Title IX Coordinator investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating would be deliberately indifferent or harmful to the school community. The Title IX Coordinator may consolidate Formal Complaints where the allegations arise out of the same facts.

Formal Complaints involving employees will also be referred to the Human Resources Department and simultaneously evaluated under applicable employee conduct policies and procedures outlined in the Team Member Handbook.

5. Dismissal of Formal Complaints in Certain Circumstances

The Title IX Coordinator will dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

- Does not meet the definition of Sexual Harassment;
- Did not occur in the school’s education program or activity; or
- Did not occur against a person in the United States.

The Title IX Coordinator may dismiss a Formal Complaint where:

- Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint or allegations;
- Respondent is no longer enrolled or employed by the school; or
- Specific circumstances prevent the school from gathering evidence sufficient to reach a determination regarding responsibility.

FCC shall provide the parties with written notice of a dismissal, whether mandatory or discretionary, and the reason for the dismissal. Dismissal of the Formal Complaint under this policy does not preclude the institution from investigating the allegations under a different policy such as the Student Complaint/Grievance Procedure Policy outlined in this school catalog and/or the Complaint Procedure Policy outlined in the Team Member Handbook.

6. Written Notice of Allegations

Upon receipt of a Formal Complaint of Sexual Harassment, the Title IX Coordinator shall provide written notice of the allegations to the parties. The written notice shall:

- Include sufficient details of the allegations, including the identities of the parties involved, policy alleged to have been violated, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident in order to allow the parties to prepare for an initial interview.
- Inform the parties that they may have an advisor of their choice.
• Inform the parties they will have an opportunity to review evidence obtained during the investigation.

• Include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the entire grievance process.

• Inform the parties that they are prohibited from knowingly making any false statement or knowingly submitting false information during the grievance process.

The parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include the date, time, location, participants and purpose of the investigative interview or meeting.

7. Informal Resolution
After a Formal Complaint is filed, the school may offer the parties the opportunity to engage in an informal resolution process such as a mediation or informal settlement conference. The school, however, will not offer or facilitate an informal resolution process where the allegations in the Formal Complaint allege that an employee sexually harassed a student.

Before proceeding with an informal resolution process, both parties must give voluntary, informed, written consent. FCC will provide written notice to the parties disclosing the allegations, the requirements of the informal resolution process, and any consequences of participating in the informal resolution process. Any party may withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint at any point prior to agreeing to a resolution.

8. Emergency Removal of Respondents from Campus
FCC may temporarily remove an individual from campus on an interim basis during the pendency of a Formal Complaint in limited emergency circumstances where there is an immediate threat to physical health or safety. Before taking this emergency measure, the school will:

• Undertake an individualized safety and risk analysis to determine whether there is an immediate threat to the physical health or safety of any person arising from the allegations of Sexual Harassment;

• Make an affirmative determination that such an immediate threat exists based on its individualized safety and risk analysis; and

• Provide the Respondent with notice and an opportunity to challenge the emergency decision immediately following the Respondent’s removal.

School administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. FCC will make every effort to ensure that a victim’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. FCC reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures.

9. Grievance Process
FCC shall investigate all Formal Complaints of Sexual Harassment using its grievance process, which is designed to ensure due process and fairness to all parties. Title IX personnel (Title IX Coordinator, investigators, decision-makers, and individuals who facilitate informal resolution) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent or witness. FCC shall not impose discipline on a Respondent without going through the required grievance process.

A. Standard of Evidence
For all Formal Complaints of Sexual Harassment (including where employees are Respondents), FCC applies the preponderance of the evidence standard, meaning that it is “more likely than not” that something did or did not occur.

B. Presumption of Non-Responsibility
A Respondent is presumed not responsible for the alleged Sexual Harassment until a determination regarding responsibility is made at the conclusion of the grievance process.
C. Advisor
As outlined in the written notice of allegations, the parties may have an advisor of their choice present at any stage of the process. The advisor is allowed to be present at any meeting, but is required to be at the live hearing for the purpose of conducting cross-examinations. If the party does not have an advisor for the live hearing, FCC shall provide, without fee or charge to that party, an advisor of FCC’s choice. The Complainant and Respondent may not conduct cross-examination.

D. Investigation Process
A Formal Complaint shall be investigated by the Title IX Coordinator or other trained designee (“investigator”), who will conduct interviews and gather evidence. The investigator will objectively evaluate all relevant evidence and avoid credibility determinations based on a person’s status as a Complainant, Respondent, or witness. The investigator shall be free from conflicts of interest or bias for or against the Complainant or Respondent.

Both parties shall have an equal opportunity to submit and review evidence throughout the investigation process, including the opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence. FCC shall not restrict the parties’ ability to discuss the allegations or gather or present evidence.

The scope of an investigation will vary depending on the allegations and circumstances of each individual Formal Complaint. Each Formal Complaint will be assessed on an individualized basis. For purposes of illustration, an investigation may include the following steps, as appropriate:
- Reviewing the Formal Complaint;
- Gathering additional information or statements from Complainant;
- Gathering information from any witnesses (for example faculty, staff or other students with potentially relevant information);
- Reviewing relevant documentation and policies;
- Obtaining a response, written statement and other information from Respondent.

The investigator shall provide written notice to the parties in advance of any meeting, interview, or hearing conducted as part of the investigation in which they are expected or invited to participate.

E. Review of Evidence
Before concluding the investigation, FCC shall provide the parties and their advisors, if any, the opportunity to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including all inculpatory and exculpatory evidence. The evidence will be provided to the parties in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The investigator will consider the written responses before the completion of the investigative report.

F. Investigative Report
At the conclusion of the investigation, the investigator will create an investigative report that fairly summarizes the relevant evidence. The investigative report shall be provided to the parties (and their advisors) in an electronic format or a hard copy, and the parties will be given 10 days to submit a written response. The final investigative report will be provided at least 10 days before the live hearing so the parties have the opportunity to review and provide written responses.

G. Live Hearing
If a Formal Complaint is not or cannot be resolved through informal resolution, FCC shall hold a live hearing (“hearing”). The hearing will be overseen by the applicable Campus President/Executive Director or other trained designee (“decision-maker”), separate from the Title IX Coordinator or investigator. The decision-maker shall be free from conflicts of interest or bias and shall be trained on how to serve impartially, issues of relevance and any technology to be used at the hearing.

The hearing may be conducted with all parties present physically or virtually, so long as all participants are able to see and hear one another in real time. A party is prohibited from solely participating in the hearing by telephone. At the request of either party, the school will permit the parties to be in separate rooms during the entirety of the hearing. The school will create an audio or audiovisual recording, or transcript of the hearing.
1. Cross-Examination

During the hearing, every witness may be subjected to cross-examination by the party’s advisor. The school will allow a party’s advisor to directly and in real time present all relevant questions and follow up questions to another party or witness, including the advisor challenging the credibility of a party. Cross-examination must come from a party’s advisor and may not come directly from a party.

If a party or witness does not submit to live cross-examination, the decision-maker will not rely on any statement made by that party or witness when making the decision about the Respondent’s responsibility. Only statements that have been tested for credibility through cross-examination at the hearing may be considered by the decision-maker in reaching a responsibility determination. This includes statements against interest.

By way of example, if a party makes a statement against interest to the investigator during the investigation, but subsequently declines to participate in the hearing or otherwise be subject to cross-examination, the statement made to the investigator will not be relied upon in making a determination regarding responsibility. The decision-maker will also not draw any inference regarding responsibility based solely on a party’s or witness’ absence from the hearing or refusal to answer cross-examination or other questions.

2. Questions Must Be Relevant

Questions posed to parties and witnesses at the hearing must be relevant. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker must determine whether the question being asked is relevant and provide an explanation as to any decision to exclude a question as not relevant. Questions relating to a Complainant’s prior sexual behavior are irrelevant unless the questions are offered to prove someone else was responsible for the alleged conduct or offered to prove consent.

3. Evidence Limitations

FCC will not rely on or seek disclosure of information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege. FCC will not access or use a party’s medical, psychological, or similar treatment records unless the party provides voluntary, written consent.

H. Written Determination

Based on all relevant evidence obtained during the investigation and hearing, the decision-maker shall issue a written determination. The written determination will include a determination of responsibility as well as a written finding of facts. The determination will include a description of the procedure from Formal Complaint through hearing and clearly state a conclusion regarding whether the alleged conduct occurred as alleged or at all and support each conclusion with the rationale relied upon. The written determination will also indicate the sanctions imposed on the Respondent and whether remedies will be provided to the Complainant.

Following a determination of responsibility, appropriate corrective action will be taken, and FCC will take steps to prevent recurrence. Sanctions will be determined on a case-by-case basis. Possible sanctions may include, but are not limited to:

- **Warning**: Notice, in writing, that continuation or repetition of the misconduct may be cause for additional disciplinary action.
- **Disciplinary Probation**: Exclusion from participation in privileged activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other FCC policy violations may result in further disciplinary action.
- **Restriction on Contact**: Restricting the Respondent from contacting the Complainant.
- **Suspension**: Exclusion from FCC premises, attending classes, and other privileges or activities for a specified period of time.
- **Expulsion**: Permanent exclusion from student status and from FCC premises, privileges, and activities.
- **Termination**: Termination of employment*.
- **Other**: Other sanctions may be imposed instead of, or in addition to, those specified here.
- **Multiple Sanctions**: More than one of the sanctions listed above may be imposed for any single violation.

*Employees are also subject to processes and discipline determined by the campus under the applicable policies outlined in the Team Member Handbook, which are separate and apart from the Title IX process and not constrained by the outcome of the Title IX process.
The determination will be sent simultaneously to the parties along with information to both parties regarding the process of filing an appeal.

I. Appeals

Either party is permitted to file a written appeal of a determination regarding responsibility within ten (10) calendar days after receiving the written determination. The written appeal must be limited to 10 pages, double spaced, 12 point font. A party is permitted to appeal only based on the following grounds:

- Procedural irregularity that affected the outcome;
- New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome; or
- The Title IX personnel had a general or specific conflict of interest or bias that affected the outcome.

The appeal will be ruled on by the applicable Regional Vice President of Operations or other trained designee. The parties will be informed in writing of the outcome of any appeal within thirty (30) days of receipt of the appeal. The appeal decision is final.

J. Time Frame for Completion of Entire Grievance Process

Generally, the grievance process consists of filing a Formal Complaint, investigation, hearing, determination (including sanctions and remedies as applicable) and appeal. The grievance process, barring extenuating circumstances, will conclude within ninety (90) days from the date a Formal Complaint is filed. However, the length of time will vary, making the grievance process shorter or longer depending on the complexity of the investigation, the severity and extent of the alleged Sexual Harassment, the quantity and availability of witnesses, and other factors of significance that may affect the length of the investigation. Any delay or extension of the grievance process will be temporary, limited and for good cause and FCC shall notify the parties of the reason for any short-term delay or extension.

K. Retaliation

FCC will not retaliate against any individual for exercising rights under Title IX, including the participating in or refusing to participate in the filing of a Formal Complaint, the investigation, or any proceeding or hearing. Examples of prohibited retaliation include intimidation, threats, coercion, or discrimination, and specifically include bringing charges against an individual for student code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same fact or circumstances as a report or complaint of sex discrimination or Sexual Harassment.

Exercising rights protected under the First Amendment does not constitute retaliation. In addition, charging an individual for making a materially false statement in bad faith in the course of an investigation does not constitute retaliation.

If you believe you have been retaliated against, you should contact the Title IX Coordinator or utilize any of the mechanisms outlined in this school catalog or Team Member Handbook.

L. Recordkeeping

FCC shall maintain records of Title IX activities as required by law, including records of:

- Sexual Harassment investigations, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the school’s education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution; and
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

FCC shall create, and maintain for seven years, records of any actions (including any supportive measures) taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, FCC shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the school’s education program or activity. If a school does not provide a Complainant with supportive measures, the school will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
M. Training

The Title IX Coordinator and all personnel involved in the Title IX process outlined in this policy shall be trained on:

- The definition of Sexual Harassment;
- The scope of the school’s education program or activity;
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution process, as applicable; and
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, bias and sex stereotypes.

Investigators and decision-makers will receive training on issues of relevance, including how to apply the rape shield protections provided only for Complainants. Decision-makers will also receive training on any technology used at a hearing.

FCC shall publish all training materials on the applicable school website on the Student Consumer Information page.

N. Additional Information

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with FCC’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

O. Sexual Violence

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (“Clery Act”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”), FCC will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking (collectively referred to as “Sexual Violence”) to students and employees. Additional policies and procedures regarding Sexual Violence are contained in the school’s Annual Safety and Security Report (“ASR”) distributed by October 1st of each year. The school’s most recent ASR is located on the applicable school website on the Student Consumer Information page.

Rehabilitation Act and Americans with Disabilities Act (ADA)

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Florida Career College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Campus Disability Compliance Coordinator has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

Florida Career College is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the College. To request auxiliary aid or service, please contact the Campus Disability Compliance Coordinator. Students should submit requests with supporting documentation at least two weeks prior to the beginning of the first day of classes or as soon as practical.

Student Complaint/Grievance Procedure

Students are encouraged to bring any complaints or grievances to the attention of their instructor, if appropriate. If the instructor is not successful in resolving the issue, the instructor will notify the Director of Education. The Director of Education will investigate and assess the issue and make a resolution, notifying the Executive Director/Campus President. If the issue cannot be resolved by the Director of Education, the Executive Director/Campus President is contacted.

If the determination made by the Executive Director/Campus President is not satisfactory to the student, the student
may make an appeal in writing to the company’s Complaint Hotline, “The Answer Program”, send an email to: Answerprogram@iecglobal.com or call toll free (866) 591-8588. The appropriate individual in the Irvine Support Team will be assigned to the concern immediately and will contact the student to discuss the situation.

Answer Program
International Education Corporation
16485 Laguna Canyon Road, Suite 300
Irvine, California 92618

Florida Campuses:
In the event the complaint or concern has not been resolved at the school level or by the Company’s Answer Program, a Florida student may file a complaint about the institution with:

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399-0400
Telephone: 850-245-3238
E-mail: cieinfo@fldoe.org
Fax: 850-245-3238

Schools accredited by the Council on Occupational Education must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting COE. Complaints considered by COE may be in written form, with permission from the complainant(s) for COE to forward a copy of the complaint to the institution for a response. The complainant(s) will be kept informed as to the status of the complaint, as well as of the final resolution by COE. The COE contact information is below.

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Toll-Free): 800-917-2081
Website: http://council.org/

Houston Campus:
If a complaint is not settled at the institutional level, the student may contact the Texas Workforce Commission, Career Schools and Colleges, 101 E. 15th Street, Room 226T, Austin, TX 78778-0001, (512) 936-3100. www.texasworkforce.org/careerschoolstudents
A copy of the Grievance Complaint Form is available at the campus and may be obtained by contacting the Director of Education.

After exhausting the institution’s grievance/complaint process, current, former, and prospective students may initiate a complaint with the Texas Higher Education Coordinating Board (THECB) by submitting the required forms along with evidence of their completion of their institution’s complaint procedures. Complaints may be submitted using one of the following three options:

- Completing the online student complaint form and uploading the required supporting documentation as directed on the THECB Student Complaints webpage (noted below).
- Sending the required Student Complaint and Release Forms and supporting documentation (available on the THECB Student Complaints webpage noted below) to StudentComplaints@thecb.state.tx.us
- or by mailing the printed forms and documentation (available on the THECB Student Complaints webpage noted below) to:
Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law that protects student information and affords eligible students the following rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.
2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

An “eligible student” under FERPA is a student who is 18 years of age or older who attends a postsecondary institution. Please find a more detailed discussion of each of these rights and guidance regarding the manner in which they may be exercised below.

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

With certain exceptions, an “education record” is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the institution.

A student wishing to inspect his or her education records should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

To question the accuracy of education records, students should first informally confer with the custodian or originator of the record at issue. A student who then wishes to ask the school to amend a record should write the official responsible for the record, clearly identifying the part of the record that he or she believes should be amended and the basis for why it should be amended.

If the school decides not to amend the record, it will notify the student in writing of the decision and the student’s right to a hearing with school officials regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

Note: The preceding procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.
3. The right to provide written consent before the institution discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Students may consent to their school disclosing PII from the student’s education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student’s education record.

There are instances in which a school is permitted to disclose a student’s education records without a student’s prior written consent. In accordance and subject to all FERPA requirements, our school may disclose education records without a student’s prior written consent as follows:

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

As stated above, FERPA permits institutions, within established guidelines, to disclose “directory information” without a student’s prior written consent. This provision enables institutions to provide beneficial services to students such as verifying enrollment for insurance purposes, verifying diplomas earned for employment purposes, providing basic contact information so that students may contact each other, and so on. Our school has identified the following items as directory information:

- Name, address, telephone number, and e-mail address
- Date and place of birth
- Enrollment status
- Dates of attendance and graduation
- Field of study
- Diploma/Degree received

Students may request that directory information not be released. To request restriction of directory information, a request must be made. Please contact the campus Registrar or a Student Finance representative who will assist with this process.

www.floridacareercollege.edu/ • 25
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.

Students wishing to file complaints relating to FERPA matters may submit such complaints to the following office of the:

U.S. Department of Education that administers FERPA: Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington, DC 20202-4605
Phone: 202-260-3887

In addition, our school encourages students to file any such complaints or concerns with our school pursuant to the Student Complaint/Grievance Procedure located in our School Catalog.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact the Executive Director/Campus President.

Photo ID and Uniform Policy

Students are issued one Florida Career College photo ID card with a lanyard at no charge.

ID cards must be worn with the lanyard provided at all times while on campus and displayed photo-side facing forward. During certain hands-on classroom procedures, students may need to remove the ID card for safety purposes, however students must wear their ID card at all other times while on campus.

Students not wearing their Florida Career College ID card or uniform may not be admitted to the campus or to class. Cards which have expired dates will be reissued to active students free of charge. It is each student’s responsibility to see the appropriate person at his/her campus to request a current card. The expired ID card must be turned in to receive the updated ID card at no charge. Externship students are required to wear their ID cards at their externship work sites.

Students attending Florida Career College are required to wear their designated program uniform to class every day. The first violation of this policy will result in one verbal warning with no penalty. Additional infractions will result in the student being sent home. Students not in uniform may be prohibited from attending their class at any time. In addition to wearing the program uniform, students are required to do the following:

- Fingernails must be kept short and clean
- Keep uniforms clean
- Wear lab coats during all lab and clinical procedures
- Remove all visible piercings during class for safety purposes and professionalism
- Refrain from wearing any hats or other head coverings
- Refrain from wearing excessive jewelry, makeup, or perfume
- Keep facial hair neatly trimmed
- If possible, keep visible tattoos covered
- Keep long hair tied back during all lab and clinical procedures

Students are provided with a Uniform Policy at enrollment. Please refer to these documents for program specific uniform requirements.

Catalog Revisions

Curricula, policies and other matters discussed herein are subject to change at the discretion of the College. Changes will be reflected immediately in a revised version of the Catalog and/or in the supplement to this Catalog that will then be considered an integral part of this publication.
Crime Awareness and Campus Security

Annually, Florida Career College publishes a Campus Security Disclosure that contains detailed information regarding crime statistics for each campus. Additionally, the school distributes pertinent information related to the school’s policies and procedures for maintaining campus security. This report provides the student with detailed information regarding the school’s procedures and measures for crime prevention and instructions for reporting crimes.

Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student’s personal belongings that are lost, stolen or damaged on campus, in parking lots, at externship sites, or during any school activities.

Certification and State Licensure

It is the responsibility of each student to understand the certification, state board, or licensing requirements applicable to their field of study. Students are also advised that such requirements may change during the course of a program. Students are responsible for researching the requirements that may affect their eligibility with the appropriate agencies prior to enrollment, as well as during the course of a program, and if a student’s circumstances change.

Certain programs at the College are designed to prepare students for required certification exams or state licensure in a field of study. However, the College cannot guarantee any student’s eligibility to sit for or pass an exam or to become licensed. Students are not automatically certified or licensed upon graduation.

A high school diploma or GED may be required to sit for a particular exam or to become licensed. Additionally, there may be a minimum age requirement for some exams or licenses.

A criminal background check may also be required for certification or licensure. A student should contact the appropriate agency to understand the scope of the background check and what crimes may prohibit certification or licensure.

Electronic Communications Policy

Florida Career College (or “the College”) requires all students to use electronic communications in a responsible, ethical, and legal manner. The College values freedom of expression and encourages diverse viewpoints customary to an academic institution. In situations where the College does not provide Internet service for its students, it cannot control and censor electronic communications submitted by students from their personal computers. However, the College may monitor the College’s own website and the internal email system. The College uses and will take reasonable measures to ensure that offensive or harassing communications, or other communications which may jeopardize the integrity of the College, have not been made available to students. If a student should become aware of any such communication, they should promptly report such communication, pursuant to the procedures set forth in the Student Complaint and Grievance Procedure outlined in this Catalog.

All computer equipment provided by or accessible at or through the College, including but not limited to the following software and hardware, is exclusively intended to assist students in their educational activities: email accounts, facsimile equipment, Internet access, instant messaging, voicemail, and related supplies, if provided by the College. Students should not expect that computer files, email, voicemail, or Internet bookmarks or histories are confidential or private. Therefore, students should have no expectation of privacy related to their usage of these systems. Even when a message or file is deleted or erased, it is still possible to recover the message or file, and, therefore, privacy of messages and computer files cannot be and is not guaranteed. Messages sent through these media and the contents of the hard drives of any computer that is the property of the College, as well as saved voicemail messages, may be considered business records of the College and could be used in administrative, judicial, or other proceedings.

Downloading, distributing, or sending obscene material is strictly prohibited. The use of College facilities or equipment to upload, download, generate, distribute, or send pornographic materials is also strictly prohibited, including, but not limited to, visiting or bookmarking any such websites, or opening, sending or forwarding any such emails, faxes or voicemail messages.
Any communications by students sent or received via email, instant messenger, voice mail, or fax, using College facilities or equipment, that may constitute verbal abuse, slander, or defamation, or that may be considered offensive, harassing, vulgar, obscene, or threatening, are strictly prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran status. Any individual with a complaint about such communications should refer to the Non-Discrimination and Equal Opportunity section in this Catalog. Students may not use the College’s computer system in any manner that infringes upon the copyright of others.

Copyright law protects the exclusive rights in images, music, text, audiovisual materials, software, and photographs. The distribution, display, performance, or reproduction of any copyright-protected material through the College’s computer system without the permission of the copyright owner is strictly prohibited.

In addition, the College licenses software to support its educational processes. Students are not permitted to copy, remove, alter, or install software, except when it is required by a course’s instructor as part of the established curriculum for the course.

By using the College’s computer facilities, equipment, software, and communications devices, all students knowingly and voluntarily consent to have their use of these systems monitored, as well as acknowledge the College’s right to conduct such monitoring. Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion.

**Academic Information**

**Attendance**

Florida Career College encourages all students to attend class on a regular and consistent basis by adhering to the following attendance policy. All students that receive academic training through hybrid delivery are expected to submit completed academic activities for the online portion of the program.

Absent - The student will be considered absent if s/he fails to attend the assigned class session. For Hybrid Programs, the lack of academic activity for more than seven (7) consecutive calendar days will result in an absence.

**Student Attendance Record Monitoring**

Students are required to check their daily attendance records in the student portal in order to ensure his/her attendance was recorded accurately. In the event that a student’s attendance was not recorded accurately, the student must immediately notify the Registrar and/or Director of Education in order to have the attendance record corrected. If a student does not report an issue relating to an attendance record within two school days from the date of attendance, the presumption is that the attendance record is complete and accurate and the student’s right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected may have a detrimental impact on a student’s academic good standing.

**Attendance Policy (Florida)**

**Student Attendance Monitoring**

Students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance. Student attendance will be monitored on a daily basis and students must be informed of their attendance on a weekly basis. Students must be advised within the first opportunity after a missed class to discuss and implement actions and options to remedy absenteeism.

Student attendance will also be monitored each module. At the end of a student’s module, a progress report will be automatically generated by the Electronic Student Database (ESD) and sent via email to the student. The progress report will include the student’s current cumulative attendance rate.
14 Days of Absences

If a student is absent from school for fourteen (14) consecutive calendar days, including any weekends, in-service days, and days between modules, the student will be withdrawn from school. The 14 consecutive calendar days will not include school-scheduled breaks (winter, spring, and summer breaks only) and any school-scheduled holidays published in the academic calendar in the catalog.

Overall Cumulative Attendance for the Program

Repeated modules are counted as attempted modules in assessment of program completion within maximum 150% program length. Attendance percent from the successfully completed repeated module will replace the original attendance percentage. The GPA and academic record will reflect the highest passing grade earned between the two modules.

Based on module availability, students may be asked to take repeated module(s) during the class time that is different from their original schedule.

Attendance Policy (Texas)

Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time. Tardies and leave earlies are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 10 consecutive scheduled school days will be dropped from the training program.

Students who miss 15% of the total program hours (including all attempted hours) will be advised that they are at risk of being dropped from the program. Students who miss an excess of 20% of the total program hours (including all attempted hours) will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. Students whose enrollments are terminated for violation of the attendance policy may not reenter before the start of the next grading period. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

Attendance is monitored on the basis of the percentage of classes missed as a percentage of the total program hours. The student’s minutes of attendance in each class are recorded and retained as part of the student record. Whether a student must be dismissed for an attendance violation depends on whether a refund is due. Should a student’s absences exceed 20% of the hours in the program (including all attempted hours), the student shall be dismissed, unless the student is in the last semester/module of the program and no refund is due.

Attendance Violation Appeals

Attendance violation appeals must be submitted within 48 hours after the date of violation. The written appeal must include the reason for the request and any relevant documentation to support the request.

Students may not appeal to have their attendance excused, but are required to appeal once they have been dropped for violating the 20% attendance rule in order to be considered for reentry during the next grading period.

An attendance appeal for reentry may be granted if the student demonstrates that the absence was caused by: Death of a family member, medical emergency regarding the student or an immediate family member, military assignment or unexpected and severe life or financial conditions which required a brief period of adjustment (e.g., loss of housing, loss of job, etc.)

Externship Attendance for Diploma Programs

For most programs, the final module of training is externship and is a requirement for graduation. Externships are designed to be instructional in nature by providing students with hands-on experience. While the institution, secures externship sites for students, externships are a cooperative effort between the institution, the students and the externship facilities. Students must be prepared to travel to their externship assignments. The institution will make every effort to secure sites that are within an appropriate distance from the institution, and that are convenient for the students. Students who decline sites may locate their own site. In such an event, the institution makes no assurance as
to when or if the student’s selected site will be available and may result in a student being withdrawn from the program due to non-attendance. Externships are held at approved off-campus sites. Students in all programs which include an externship are expected to complete their externship hours at a rate of 40 hours per week. Additionally, students are required to attend the hours scheduled until the externship is 100% complete. Students should expect to spend eight hours per day, five days a week during externship and will need to make plans accordingly. While the school will try to accommodate any special scheduling needs, the school does not guarantee evening or weekend externship sites. Students are responsible for the cost of gas, lodging, and meals if the externship site is over 50 miles from the campus. If for any reason, the student must miss hours during externship, the student must call the externship site and notify the school prior to the absence and is required to make up the missed hours in order to successfully complete the externship. Students who are unable to secure an externship site within 14 days (as described in the attendance policy) will be dropped from the program.

Certain externship sites require that criminal background checks, medical examinations and/or drug screenings be performed on all student extern applicants. These sites will consider only those applicants who pass their criminal background/medical examination/drug screening requirements as potential externship candidates.

Before beginning their assignments, Allied Health students going on externship must have a current CPR certification that is valid for the length of the externship, have passed a recent physical exam, and met immunizations requirements, as required by the respective externship site. Allied Health extern students may not be responsible for the cost of the required CPR certification, physical exam and immunizations so long as FCC policies are followed, and only if FCC approved medical exam sites are utilized. However, students may be responsible for the costs associated with any additional requirements pertaining to externship at any given site, such as drug screening. Please contact the Director of Education or Director of Career Services for more details.

Termination Policy

1. The School reserves the right to reject any applicant for admission not meeting the requirements for the course selected. A student’s enrollment may be terminated if a student’s behavior, attendance, tardiness, dress, conduct or academic performance or progress does not conform to the rules and regulations of the School, as outlined in this catalog.
2. The School reserves the right to cancel or terminate a student’s enrollment for reasons beyond its reasonable control including but not limited to natural disasters, labor disputes, government regulations, acts of terrorism or war, or equipment failure. Students will be duly notified. Students may also be terminated for failure to meet financial obligations to the school, failure to fully comply with program and/or externship/clinical requirements, or violation of any of the conditions set forth in the Enrollment Agreement.

Re-Entry Policy

A student who has withdrawn or has been terminated may apply for re-entry by contacting the Director of Education. The school reserves the right to refuse re-admittance based upon the attendance, academic, and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 12 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 12 months from their last date of attendance may be required to repeat the entire program.

Program Transfers or Additional Degrees

Students who wish to change from one program to another or seek an additional degree may do so, as long as they meet both general and programmatic admissions requirements. A new enrollment agreement must also be signed. Under most circumstances, ATB students may not transfer to a Degree program prior to obtaining a GED. Please refer to the ATB policies outlined in the Catalog for additional information.
If a student was not making Satisfactory Academic Progress in his/her original program of study, the student will be required to successfully submit a SAP Appeal. Refer to the SAP policy for appeal requirements. Students who want to change their programs must first go through the Director of Education’s office for approval.

Financial obligations are subject to change upon changing programs. Therefore, students considering a change in their programs should meet with a Financial Aid Representative to understand the impacts of a change in program.

Changes to Academic Programs or College Policies
The College reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain modules, programs, or areas of study, as circumstances may require; and to make faculty changes.
The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of modules in programs, or locations in the interest of improving the student’s education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

Changes in training curricula shall not involve additional tuition cost to currently enrolled students unless a new enrollment agreement is executed for an expanded program.

A change in a student’s status that would require execution of a new enrollment agreement under a new training curriculum may include: change of program of study, late return from approved leave of absence, or a transfer from day to evening or evening to day classes.

The College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes require such changes. These changes may affect students currently in attendance at the time the change is made. Changes will be published in a revision to the Catalog.

Students will be notified of any changes at the institution.

Students are required to check with the College’s campus, or online at www.floridacareercollege.edu/ for any changes to the Catalog, including College’s policies, program updates, and/or other changes.

Leave of Absence (LOA)
If an emergency situation arises, such as a family tragedy, medical condition, or military obligation, making it necessary for a student to interrupt his/her training, the College, at its’ discretion, may permit a student to request a Leave of Absence (LOA). The following criteria are required:

1. The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason.
2. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
3. The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
4. The school may ask for documentation confirming the reason for the LOA.
5. Acceptable reasons for LOAs include but are not limited to: Medical treatment, death in the immediate family and military obligations. An LOA may not be granted for reasons associated with a student’s academic performance.
6. An LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the American’s with Disabilities Act (ADA).
7. Students must return on the start date of a module with the exception of externship (students may return from an LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from an LOA when returning to an externship.)
8. Students may request an extension of an LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period.
9. Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
Pursuant to the Department of Veteran’s Affairs Guidelines, students receiving veteran’s benefits will not be eligible for veteran’s educational benefits while on Leave of Absence.
Intent to Return
If a module is unavailable due to unexpected schedule changes, making it necessary for a student to interrupt his/her training, the school may permit a student to remain enrolled if student meets the following requirements:

1. The student must request an Intent to Return by using a Student Status Change Form available from the school.
2. The intent to return may not exceed 45 calendar days from end of the module student ceased attending school.
3. The applicable School Official must approve and sign the Intent to Return request prior to the start date of the period.
4. Intent to Return may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
5. An Intent to Return cannot be granted in a student’s first didactic module unless the student requests a reasonable accommodation under the American’s with Disabilities Act (ADA).
6. Upon approval of and during the Intent to Return period, the school does not assess the student any additional institutional charges, the student’s need may not increase, and the student is not eligible for any additional Federal Student Aid.
7. The school must provide an explanation to the student, prior to granting the Intent to Return, regarding the effects that the student’s failure to return from an Intent to Return may have on the student’s loan repayment terms, including the expiration of the student’s grace period.
8. Students must return on a module start date of a module needed for graduation. Exception: Intent to Return does not apply to those students on externship or expected to start externship.
9. Student must be physically present in class when attendance was taken. For the online portion of a class, students are marked present upon completion of an academic activity.
10. Existing Financial Obligations remain in effect during an Intent to Return period.
11. Students who fail to return to class on their scheduled Intent to Return return date are dropped from the program.
12. An Intent to Return may be extended if a written request is received on or prior to the scheduled return date and it does not extend past the 45 calendar days after the end of the module the student ceased attending.

Daily Class Schedule (Houston)
Day students will attend class Monday through Friday from 9:00 AM to 1:00 PM for approximately four weeks (please see the Academic Calendar). Class for evening students will be Monday through Thursday from 6:00 PM to 11:00 PM for approximately four weeks.

<table>
<thead>
<tr>
<th>AM Classes</th>
<th>PM Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am – 9:50am</td>
<td>6:00pm – 6:50pm</td>
</tr>
<tr>
<td>9:50am – 10:00am</td>
<td>6:50pm – 7:10pm</td>
</tr>
<tr>
<td>10:00am – 10:50am</td>
<td>7:10pm – 8:00pm</td>
</tr>
<tr>
<td>10:50am – 11:10am</td>
<td>8:00pm – 8:10p</td>
</tr>
<tr>
<td>11:10am – 12:00pm</td>
<td>8:10pm – 9:00pm</td>
</tr>
<tr>
<td>12:00pm – 12:10pm</td>
<td>9:00pm – 9:10pm</td>
</tr>
<tr>
<td>12:10pm – 1:00pm</td>
<td>9:10pm – 10:00pm</td>
</tr>
<tr>
<td>1:00pm</td>
<td>10:00</td>
</tr>
<tr>
<td></td>
<td>10:00pm – 10:10pm</td>
</tr>
<tr>
<td></td>
<td>10:10pm – 11:00pm</td>
</tr>
<tr>
<td></td>
<td>11:00pm</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tardiness Policy

All students are expected to arrive to class on time and prepared to learn. As classes begin promptly, arriving late to class may cause students to miss valuable material. If a student is tardy for class, as defined below, time missed will be counted toward the total hours missed.

Tardy - (In person/Residential classes) Arriving late for class or leaving early from class. Tardies and early departures will be recorded in 15 minutes increments and rounded to the nearest 15 minute increment as follows:
• 01-07 minutes of every 15 minute period is round down to nearest 15 min increment.
• 08-14 minutes of every 15 minute period is round up to nearest 15 min increment.

Transcript Policy

Student records of academic progress are permanently maintained by the Registrar’s office. These records are available to active or withdrawn students and graduates at their request. All requests for transcripts must be submitted to the Registrar’s office in writing with a valid student signature releasing this information. Official transcripts sent to other schools will be mailed from the College in a sealed envelope. Diplomas, degrees, certificates, and transcripts will NOT be issued to a student or other institutions directly unless the student has met all requirements including the satisfaction of all financial obligations.

Upon successful completion of his/her educational program, each eligible student will receive an official transcript and official diploma. There is no charge for the first official transcript and diploma; however, additional fees will apply for additional copies of official diplomas and official/unofficial transcripts.

Additional copies of an official diploma and official/unofficial transcripts may be obtained at the request of the student. The request should be made through the online portal located on the school’s website: https://www.floridacareercollege.edu/

The fees for additional copies of a transcript/diploma are:
• $30 for Official Diplomas
• $30 for official Transcripts
• $5 for unofficial Transcripts
• No charge for an Education verification

Transfer of Course Credits

Requests for Transfer of Credits for courses at other FCC campuses or non-FCC institutions must be submitted and approved prior to enrollment by submitting a Transfer of Credit Application to the Director of Education. Upon receipt of official transcripts, appropriately trained Education Department staff members will review requests for transfer of credit evaluations for compliance with the following criteria:

• Coursework must have been completed at a FCC campus, public or private accredited four-year University, two-year Junior/Community College, or other accredited postsecondary educational institution recognized by the Secretary of the US Department of Education.
• Comparability of Course Content
  – For Technical/Occupational Courses – course content must meet a majority of Florida Career College course competencies.
• Comparability of Credits Earned
  – Credits earned at another institution must be equal to (or greater than) the number of credits earned for the FCC equivalent credit. Partial credit will not be given for an FCC course.
    ➢ If a student has a sequence of courses or a combination of courses that are worth fewer credits than those at Florida Career College, courses may be combined and granted for one course (e.g. four (4) courses transferred in for one (1) Florida Career College course).
    ➢ A student will not be awarded multiple Florida Career College courses for one transfer course.
    ➢ A student will only be granted partial credit for a course if it is part of an articulation agreement.
• Technical coursework completed within the last three (3) years and general education coursework within the last seven (7) years is eligible for transfer credit review provided all other policy requirements are met. Extenuating circumstances may be reviewed and considered on an individual basis.
• If an FCC student chooses to transfer from one FCC location to another, into the same program or different program, the College will transfer all applicable credits.
• A grade of “C” or a 2.0 or higher must have been earned for the course. Typically grades issued with “Pass/Fail” or “Satisfactory/Unsatisfactory” are non-transferable. In some programs, after a review of the transferring school’s policies, grades of “Pass/Fail” or “Satisfactory/Unsatisfactory” may be accepted.
• A grade of “D” is accepted for general education courses, for courses taken at Florida Career College where a “D” grade was considered passing.

• Certifications may be eligible for transfer of credit when properly supported by official documents.

Official transcripts from other institutions must be received prior to evaluation of transfer of credit. It is the student’s responsibility to secure transcripts, and provide school catalogs and/or course syllabi for evaluation to the Director of Education, when requested in order to complete an evaluation. If the transcripts are not in English, they must be translated and evaluated by an approved agency, which is paid for by the student.

If transfer credits are accepted from another institution, Florida Career College will transfer acceptable credits into the program. The acceptable transfer of credits will reduce the total credits required for program completion. The “TC” grade counts as credits earned and credits attempted in the calculation of Maximum Timeframe and Completion Percentage for SAP.

The following applies to transfer of credit requests for non-FCC institutions:

• Transfer of Credit may not exceed 75% of a degree program’s total number of credits.

• Transfer of Credit may not exceed 50% of a diploma program’s total number of credits.

Students who will be using Veterans Administration (VA) benefits are required to transfer all courses that were completed at another institution, regardless if VA benefits were used while at that institution.

Florida Career College does not guarantee transferability of its credits to any other college, university, or institution. Any decision on the comparability of credits and whether or not they should be accepted is solely at the discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College’s programs are not designed for transfer to other institutions.

All Transfer of Credit must be requested, reviewed, and approved prior to the start of a student’s program using an unofficial or official transcript. Credit will only be awarded after official transcripts have been received. Students who do not agree with the evaluation of transfer credit awarded by the school may file an appeal within three (3) calendar days after receiving the completed Transfer of Credit Application.

The school will provide guidance, a transcript, catalog, syllabus and course descriptions for any student interested in transferring to another institution.

Definition of a Module

All programs at Florida Career College consist of instructional modules. A module is a self-contained unit of instruction. With the exception of programs with prerequisites, as outlined in this catalog, students can enter at the beginning of any module except externship and continue in the cycle until completion of the program.

Unit of Credit

Semester Credit Programs
The conversion from clock hours to semester credit units is 15 clock hours of lecture, 30 clock hours of lab, or 45 clock hours of externship equals one semester credit unit. A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break. For financial aid purposes, one semester credit unit is equivalent to 37.5 clock hours.

Clock Hour Programs
Clock hour programs are scheduled to attend 25 hours per week and courses are taught in four week modules. New class starts will occur every four weeks. For programs with 900 or more clock hours, the academic year is comprised of 9 four week modules. The number of modules in an academic year for programs that are less than 900 clock hours is calculated by dividing the program clock hours by 100 hours.
For financial aid and SAP purposes, an academic year is defined as 900 scheduled clock hours. For programs less than 900 clock hours the length of the program is the academic year. The payment period is equivalent to ½ of the academic year for clock hours.

Published Program Length

**Instructional Weeks:** The total instructional time consisting of lecture, lab and externship required to complete the program as measured in weeks. Instructional weeks are an element only used by regulatory agencies to determine that a program will meet its required objectives.

**Normal Time to Complete:** The instructional weeks, as noted above, do not include holidays, scheduled breaks or the actual time to complete an externship. Due to various start dates and scheduled breaks within the year, the normal time to complete represents a more accurate completion length of time for the average student in each program. The normal time to complete is the average time from a student’s start date to the student’s graduation date as measured in weeks. This normal time to complete does not however take into account students who receive transfer credits, take a leave of absence or is required to repeat a class.

Homework and Practice Outside of Class

It is important for students to understand that time must be devoted to homework and skill development practice. Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objective. Student work outside of class may include, but is not limited to the following:

- Reading assignments in preparation for new lessons or reinforcement of learned concepts
- Worksheets or questions aimed at helping students comprehend what they have read
- Writing assignments
- Projects that are designed to allow students to apply learned knowledge
- Case studies designed to teach students critical thinking and problem-solving skills
- Applied research conducted to enrich comprehension of certain concepts and principles
- Mathematical problems and practices to enhance computational skills
- Hands-on practices to build and enhance proficiency in psychomotor skills

Assessment of Work Outside of Class

Assessment of student work outside of class varies from module to module and assignment to assignment. Some may be assessed for a grade that counts toward the final grade of the course, while others may be intended to help students get prepared for relevant learning activities in the future.

Statement of Work Outside of Class

Student work outside of class is typically specified in the course outline section of each syllabus. More detailed information is provided to students via handouts, worksheets, and project specification documents.

Student Progress – Grading System

Students receive a progress report each module or at any time upon their request. Students will receive grades according to the following grade scale:

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
<th>Grade Point Average</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
<td>1.00</td>
<td>Failing</td>
</tr>
<tr>
<td>0 - 59</td>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
</tbody>
</table>
The following Dental Assistant grading scale is in effect for all Dental Assistant students enrolled for the 9/28/20 module start and forward. Dental Assistant students in the state of Florida must achieve 75% or higher to successfully pass a Dental Assistant course.

### Dental Assistant student must complete the course with a C or better

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>75 - 79</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>0-74</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### GRADING SYSTEM CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>AF</td>
<td>Attendance Fail (prior to 01/01/2017)</td>
</tr>
<tr>
<td>LS</td>
<td>Leave of Absence (Attendance 25% and less than)</td>
</tr>
<tr>
<td>L</td>
<td>Leave of Absence (Attendance more than 25%)</td>
</tr>
<tr>
<td>WS</td>
<td>Withdrawn (Attendance 25% and less than)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn (Attendance more than 25%)</td>
</tr>
</tbody>
</table>

Students who do not achieve a letter grade of “C” or better in any module are considered to have failed that module and must repeat it. When students repeat a failed module, the original grade will be replaced by the new grade which will then be calculated in the cumulative GPA. Until the module is repeated, the “D” or “F” grade will remain in the student’s cumulative GPA and will be included in the assessment of Satisfactory Academic Progress (SAP).

For all programs: All letter grades A through F are used in the calculation of the GPA and completion percentage. W and L, TC, S and U grades are used in the computation of completion percentage.

### Student Progress Reporting

At the end of each module, students receive a Progress Report. Students have up to seven (7) days after the module ends to appeal a grade. No changes will be made after seven (7) days.

While on externship students are evaluated on their performance and receive a letter grade.

### Tutoring

Tutoring sessions may be scheduled for specific subjects of study by contacting the Education Department. The final decision regarding the number of hours scheduled and the tutor assigned is subject to the approval by the Director of Education. There is no additional cost to the student for these tutoring services.

### Graduation Requirements

To be eligible for graduation and receive an official transcript, a diploma, and/or an Associate degree, the student must complete each module in the program with a minimum grade point average of 2.0, meet the attendance requirements for the in-school training as stated in the attendance policy, successfully complete all elements of externship, if required, and current with all financial obligations to the school.
Standards of Satisfactory Academic Progress (SAP)

To be considered making satisfactory academic progress (SAP) toward graduation, a student must maintain a minimum cumulative grade point average and a minimum rate of completion, which is progress at a specified rate in order to complete the program within Maximum Time Frame (MTF) equal to 150 percent of the published program length. Satisfactory Academic Progress is measured according to a SAP evaluation schedule as specified in the SAP Standards charts included in this policy. The SAP evaluation process and procedures for remediation are outlined in the following section of the policy.

Required Grades
Students must complete and pass all modules and achieve a cumulative 2.0 grade point average upon completion of the program to be eligible for graduation. To be considered making satisfactory academic progress toward graduation, a student must pass and achieve an overall cumulative grade point average of 2.0 for all successfully completed modules.

Changing Programs/Subsequent Program Enrollment

For a student who enrolls into a subsequent program, only the credits attempted and grades earned that count towards the student’s new program will be included within the determination of a student’s satisfactory academic progress standing. (In most cases, since there are not overlapping courses, the credits attempted and grades earned in the previous program will not affect the student’s new program).

ACADEMIC ADVISEMENT

Academic advising is provided to students throughout their program, based on individual needs. All Ability to Benefit (“ATB”) students are required to attend advising sessions during their program. Students not meeting Satisfactory Academic Progress (“SAP”) requirements must attend advising sessions until they improve their academic progress or are withdrawn from the College.

Grade Changes and Repeats
All Programs: Within 48 hours from the last day of a module, final module grades (Theory & Practical) will be calculated and entered into the electronic student database. Any change to final module grades (due to makeup or re-take of exams) must be completed within seven (7) calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the DOE at the campus.

When repeating a module, both previous grade(s) and new grade(s) will be averaged in the final cumulative GPA. *new Grade(s) do not replace previous grades.

All other Modular Programs: A student who fails a module must repeat that module and pass with a minimum grade point average of 2.0. When repeating a module, the highest achieved grade for that module becomes the official grade and is averaged in the cumulative GPA.

Evaluation of Students’ Satisfactory Academic Progress

For financial aid eligibility purposes, SAP is measured at the end of every financial aid payment period, which usually equates to 4 to 5 consecutive modules, depending on program length. At each evaluation point, the student’s cumulative grade point average (CGPA) and rate of completion are measured. The rate of completion is also cumulative and measures the number of academic credits the student has completed out of the academic credits attempted. The student is also limited to attempting no more than 150% of the program length in academic credits. Also, if at any point it becomes mathematically impossible for the student to complete the program within 150%, the student will become ineligible for additional Title IV and may be withdrawn.
For academic purposes, student progress is monitored at the end of each module. Failure to meet the SAP measurement for either CGPA and/or rate of completion will result in the student receiving academic advisement and being placed on a SAP status of FA warning, FA probation, or termination. The completion charts below contain the SAP standards for CGPA and cumulative rate of completion for each SAP evaluation point.

### SAP Standards
#### 8-Modules Program

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Evaluation (50%, typically 5 modules)</td>
<td>60%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (100%, typically 8 modules)</td>
<td>62.5%</td>
<td>1.75</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 12 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

#### 9-Modules Program

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Evaluation (50%, typically 5 modules)</td>
<td>60%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (100%, typically 9 modules)</td>
<td>66.7%</td>
<td>1.85</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 13 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

#### Computer Network Technician

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Evaluation (44.4%, typically 4 modules)</td>
<td>60%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (88.8%, typically 8 modules)</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>Third Evaluation (100%, typically 9 modules)</td>
<td>67%</td>
<td>1.95</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 13 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

#### Health Services Administration

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation</td>
<td>Minimum Rate of Completion</td>
<td>Minimum CGPA</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>First Evaluation (36.5%, typically 5 modules)</td>
<td>50%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (73%, typically 9 modules)</td>
<td>67%</td>
<td>1.75</td>
</tr>
<tr>
<td>Third Evaluation (100%, typically 12 modules)</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 18 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

### SAP Standards

**Patient Care Technician**

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Evaluation (47.3%, typically 4 modules)</td>
<td>60%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (97.6%, typically 8 modules)</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>Third Evaluation (100%, typically 9 modules)</td>
<td>67%</td>
<td>1.95</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 13 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Information Technology**

<table>
<thead>
<tr>
<th>SAP Evaluation Schedule</th>
<th>Minimum Rate of Completion</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Evaluation (36%, typically 5 modules)</td>
<td>60%</td>
<td>1.4</td>
</tr>
<tr>
<td>Second Evaluation (72%, typically 9 modules)</td>
<td>67%</td>
<td>1.75</td>
</tr>
<tr>
<td>Third Evaluation (100%, typically 12 modules)</td>
<td>67%</td>
<td>1.85</td>
</tr>
<tr>
<td>Maximum Timeframe (150%, typically 18 modules)</td>
<td>67%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

All students must have a minimum 2.0 CGPA and a 67% completion rate at the end of the program in order to graduate.

### SAP Sanctions

**FA Warning:** If a student fails to meet SAP for the first time, the student is formally advised and put on FA Warning through the next SAP evaluation. A student is eligible for an additional disbursement of financial aid while on FA warning status. The student will be notified in writing of this change in SAP status.

**SAP Termination:** If a student fails to meet SAP by the end of the FA warning or probation period and/or fails to meet the outcomes of the Academic Plan, or reaches a point where it becomes mathematically impossible for the student to complete his or her program within the MTF, the student is no longer eligible for financial aid and may be terminated. The student will be notified in writing of this change in SAP status.

**FA Probation:** If a student is on FA warning and fails at the next consecutive SAP evaluation, the student is terminated from financial aid, but may appeal and be placed on FA probation through the next SAP evaluation. Students on FA
probation remain eligible for financial aid for one payment period. The student will be notified in writing of this change in SAP status.

Conditions for Probation:
1. Student must appeal to be placed on probation;
2. An Academic Plan with a specific timeline and expected rate of completion and/or GPA outcomes is required before an appeal may be granted;
3. In rare instances, the Academic Plan may exceed MTF based on a case by case review. In the event that the Academic Plan exceeds MTF, students are not eligible to receive Title IV.

Appeal Procedure
If a student is determined to not be meeting SAP requirements at the evaluation point after the FA warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet SAP, which must be an extenuating circumstance, such as an illness or accident, and include a description of what has changed/improved going forward that will allow him/her to achieve SAP by the next evaluation point. Students will be notified in writing of the termination status and their right to file an appeal within two business days of the receipt of the notification. If the appeal is granted, the student's financial aid will be reinstated for one additional payment period or for the duration of the Academic Plan, as applicable.

How Different Grades and Statuses Count in the SAP Measurements
Leave of Absence: Actual time taken for an approved Leave of Absence (LOA) and a module in which LOA began will not be included in calculation of pace of completion and maximum time to complete the program.
Withdrawals: A module from which a student withdraws and receives the grade “W” or “WS” will be included as an attempted module in calculation of pace of completion and MTF to complete the program, but will not impact the GPA. The “EW” grade does not have a SAP impact.
Transfer Credits and Repeated Modules: Transfer credits, failed modules, and repeated modules will be counted as attempted in the rate of completion and the MTF. Transfer credits and repeated modules that are successfully completed will be also counted as successfully completed. Transfer credits are not counted towards the CGPA. For repeat courses, the highest achieved grade for that module becomes the official grade and is average in the CGPA. Incomplete grades are not given at the institution.

Reentry after SAP Termination
The student may appeal to reenter into the same program; such appeals will be reviewed on a case-by-case basis. An appeal to reenter does not automatically reinstate the student’s financial aid eligibility. If the appeal is approved, the student is allowed to reenter but will return on the same SAP status as the point of withdrawal. The only exception being an approved appeal and placement on FA probation status. Otherwise, the reentry will be without financial aid and the student will be required to make alternative payment arrangements. The student may also have his or her financial aid reinstated by meeting the minimum SAP standards by the next evaluation point.

Veteran’s Attendance Policy (Effective 1/1/20) (Florida Campuses)

Veteran’s Attendance Requirements
The VA School Official at the end of each module verifies attendance on a monthly basis. Students who for any reason miss more than 25% of the scheduled course hours in a module are considered to be in violation of the attendance policy. At the first module exceeding 25% absenteeism, the student will be placed on attendance probation. At the second consecutive module exceeding 25% absenteeism, students VA benefits will be terminated based on the last date of attendance prior to exceeding 25%. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted towards the 25% of scheduled course hours addressed above.

In order to show the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined above) for one full module after being terminated for unsatisfactory attendance. Upon demonstration of compliance, with the start of the following module they may be recertified for VA education benefits.
1. Tardiness – If a student is tardy for class, points will be deducted from the professional development grade he/she receives each day and time missed will be counted toward the total hours missed. Definition of a tardy: Arriving late for class, (recorded in 15 minute increments) including returning late from breaks or leaving early from class.

2. Cutting classes – Cutting of classes will be considered as unexcused absences.

3. Make-Up Work - Make-up work may be completed to make up for assignments, exams, or other course content missed during classes. The make-up work must be arranged between the student and the instructor. Make-up work may include, but is not limited to, the assignment of additional homework or other assignments comparable to the content covered during the delivery of the class missed. All make-up work must be completed within 7 days after the module ends. Students cannot use Make-up work to make up class attendance hours missed. As defined under the Tardy section of the catalog, missed class time is counted toward the total class hours missed.

4. Leave of Absence – Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school. For the complete policy regarding a Leave of Absence, please refer to the school catalog. Note: VA allowances may be impacted by module breaks and leaves of absence. Students should consult with the VA Benefits Administration regarding the impact of their VA allowances.

5. Readmission of Service Members – In the event a student cannot attend school due to military service, the student must give oral or written notice of such service to the VA contact at the school as far in advance as possible. The notice need not include an expected return date. Students will be readmitted up to five (5) years from the last date of attendance and must submit an oral or written notice of the intent to return to school within three (3) years after the completion of the period of service. Students who are hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two (2) years after the end of the period needed for recovery from the illness or injury. At the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school, unless such service consisted of classified operations or was precluded by military necessity. The student will then be admitted to the next available class, unless otherwise specified by the student.

**Standards of Satisfactory Progress for Students Receiving Veteran Administrations (VA) Educational Benefits (Houston)**

In addition to adhering to the general SAP requirements, students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each quarter. A VA student whose CGPA falls below 2.0 at the end of any quarter will be placed on academic probation for a maximum of two consecutive quarters of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive quarter of probation, the student’s VA educational benefits will be terminated. However, they may still be eligible to receive Federal Student Aid. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition Florida Career College to be recertified to receive VA educational benefits after one quarter has elapsed and after attaining a CGPA of 2.0. Students using VA educational benefits must consult with the Director of Education for advising prior to changing programs of study.

**Veteran’s Credit for Previous Education or Training**

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.

**Definitions**

CGPA – Cumulative Grade Point Average is the average of all grades for the student in the current program of enrollment. It is calculated by adding up the corresponding numeric grade for each class (e.g. A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0) and multiplied by the class credits (as outlined in each program description) the total sum is divided by the total sum of the attempted class credits

CP – Completion Percentage is the number of credit hours or clock hours and weeks completed divided by the number of credit hours or clock hours and weeks attempted in the program.
*Programs treated as clock hour programs due to state licensure requirements are also treated as clock hour programs for purposes of the Satisfactory Academic Progress policy. The Completion Percentage and Maximum Timeframe for clock hour programs are measured in clock hours and weeks.
### Tuition and Fees**

(Florida Campuses)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Cost ¹</th>
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<tbody>
<tr>
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*(Effective as of February 1, 2020)*

** Tuition rates are subject to change.

¹Workforce Agency/MyCAA recipient contracted charge is $12,000.

(Houston Campus)

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<table>
<thead>
<tr>
<th>Associate of Applied Science Degree Programs</th>
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<th>AAS Degree - Period 2</th>
<th>Total Program Cost ¹</th>
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### Associate of Applied Science Degree Programs

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1Workforce Agency/MyCAA recipient contracted charge is $12,000.
Program Chart
Please see the chart below for the specific programs offered at each campus:

<table>
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</tr>
</tbody>
</table>

| School of Business              |                   |           |             |                  |                        |             |           |                   |                     |             |            |
| Business Office Administration   | DP                | X         | X           | X                | X                     | X           | X         | X                 | X                   | X           | X          |

| School of Technical Trades      |                   |           |             |                  |                        |             |           |                   |                     |             |            |
| Heating, Ventilation & Air Conditioning | DP     | X         | X           | X                | X                     | X           | X         | X                 | X                   | X           | X          |
| Automotive Technician           |                   |           |             |                  |                        |             |           |                   |                     |             | X          |

| School of Information Technology|                   |           |             |                  |                        |             |           |                   |                     |             |            |
| Information Technology          | AAS               | X         | X           | X                | X                     | X           | X         | X                 | X                   | X           | X          |
| Computer and Network Technician | DP                | X         | X1          | X                | X1                    | X           | X         | X1                | X1                  | X1          | X1         |

$X^{1}=$ Currently not enrolling  
$X=$ Currently Offering
General Admissions Requirements

Admissions Requirements

Applicants to Florida Career College must be at least 17 years of age, be a high school graduate, have a certification of General Educational Development (GED), or have an Associate’s or higher degree from an institution accredited by an agency recognized by the United States Department of Education.

Applicants 18 years of age or older, who are not High School graduates or GED holders, may apply as “Ability to Benefit” students.

An applicant to the College must provide one of the following:

a. Copy of a standard High School Diploma that lists the date of graduation; from a school that appears on the Acceptable High School list
b. Copy of a high school transcript that lists the date of graduation; certificates of completion and special diplomas are not acceptable for Admission
c. If the applicant has graduated from a foreign high school, the applicant must provide:
   a. Diploma or transcripts from a foreign high school, and
   b. Translation and evaluation of a foreign high school credential by a qualified agency that states the credential is equivalent to a U.S. high school diploma
d. Copy of General Education Diploma (GED) certificate; from an approved testing agency that appears on the Acceptable list
e. Copy of GED passing test scores; from an approved testing agency that appears on the Acceptable list
f. Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number
g. Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number
h. College transcript for an Associate Degree, Bachelor Degree from a post-secondary institution recognized by the U.S. Department of Education
i. Proof of home school completion that demonstrates the student graduated and met the minimum State graduation requirements
j. Meet the requirements to be admitted on the basis of an Ability to Benefit (ATB); refer to the ATB requirements in the catalog

Please note that applicants to the following diploma and degree programs must provide a standard high school diploma or GED certificate: Patient Care Technician, Pharmacy Technician, Information Technology, and Health Services Administration.

Florida Career College offers programs in a hybrid format. Students are required to attend online and residential classes. Externship courses are offered residentially (on-ground).

All applicants must also meet and/or complete any specific programmatic admissions requirements, if applicable.

In certain circumstances, students may be required by the U.S. Department of Education to provide Identification Documents. Any questions concerning acceptability of a specific ID will be resolved by the Vice President of Financial Services.

How to Apply

Students interested in applying for admission should call, write the College, or visit our website www.floridacareercollege.edu/ It is required that an Admission Representative conduct an initial interview with the prospective student. Florida Career College prefers that the parent(s) or spouse attend the interview. This gives both the applicant and family the opportunity to ask specific questions related to the College curriculum and career opportunities. The College catalog is also reviewed.
If the Admission Representative feels that the student’s desire is genuine, an application for admission is submitted. The following items are required to be completed at the time of application:

1. Official College Application
2. Proof of Graduation – As described above.
3. Degrees from outside of the United States – must be translated into English and evaluated by a qualified agency and notarized.
4. Students who possess a foreign high school credential must provide the College with a copy of their translated and evaluated foreign credential issued by an agency qualified to determine that the credential is equivalent to a U.S. High School Diploma no later than 14 days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days).
5. Unofficial transcripts must be received prior to the first day of class.
6. Official college transcripts on file for all colleges attended and courses taken for must be received by the 14th day from the scheduled start date.
7. GPA of “C” or 2.0 or higher for all general education and science courses required within the degree plan.
8. Students applying to the Health Services Administration or Information Technology Associate of Applied Science Degree programs must be high school graduates or GED holders.

The Campus Executive Director reviews the application and notifies the applicant of acceptance. No person shall be excluded from participation in Florida Career College or be subject to any form of discrimination because of race, color, sex, sexual orientation, national origin, religion, age, or disability.

**Technology and Equipment Requirements**

All students may access the computer rooms onsite at the campus to conduct academic activity. Each campus is equipped with Wi-Fi and computer rooms that allow access to the internet.

All applicants that apply for admission into hybrid programs must be able to access technology and the internet. On the first day of class, students are expected to attend an on-campus Gateway to Success class/orientation.

Access to technology includes equipment that allows for emails, phone calls, and the use of online learning and interactive tools. The institution’s Learning Management System (LMS) uses a web based system that require a standard web browser.

**ENROLLMENT PERIODS**

A student may enroll into a program at any time up to and including the first two class days of the program. If a student does not enroll prior to the first day of class of the program, then the class days missed between the first day of the program and entering class counts as absences for attendance purposes.

**Program Specific Admissions Requirements**

Additional admissions requirements may apply to specific programs. These requirements are listed in the program description sections of the Catalog for the individual programs.

**Re-Entry**

Former students who did not complete their program of study and who voluntarily interrupted their education may apply for re-admission. Students withdrawn from the College due to a failure to meet their financial obligations may be eligible for re-entry if they pay a percentage of their past due balance. If there is an outstanding balance owed by the student, they may be required to pay a percentage of that amount before re-admission to the College.

Students withdrawn from the College due to a failure to maintain SAP requirements may be eligible for re-entry into a
different program. Eligibility for re-entry and Federal Student Financial Aid funding will be evaluated on a case-by-case basis by the College.

All re-entering students must complete a new Enrollment Agreement and will be charged tuition and fees in accordance with the new Enrollment Agreement. Additionally, re-entry students must meet all admissions requirements in place at the time they apply for re-entry.

Proof of High School Graduation

Applicants who must provide Proof of Graduation (POG) in the form of a transcript or diploma from the institution where they received their credential or provide proof of high school equivalency must do so no later than fourteen (14) days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days). If POG is not provided timely, the student’s enrollment will be canceled. Additionally, students must attest to their high school credential by listing it on their Free Application for Financial Aid (FAFSA) each time they apply for Financial Aid. Students are advised that if, for any reason, the student is selected for verification by the U.S. Department of Education and the student is found to be ineligible for federal financial aid, as a result of their high school credential or any other reason, the student’s enrollment will immediately be canceled if found to have an invalid high school credential. The College may be required to refund all Title IV aid previously received as a result of an unacceptable high school credential. If this should occur, the student would be obligated to refund any of the funds they received personally as a result of any Title IV disbursement to the school.

The proof of high school graduation (POG) or equivalent provided by the applicant is printed and signed by the applicant in front of a school official, as proof that the POG is true and correct and belongs to the applicant.

Students who possess a foreign high school credential must provide the College with a copy the proof of their credential no later than 14 days from the scheduled start date of the first module not including holidays (but does include weekends and in-service days), to determine if the credential provided is equivalent to a U.S. High School Diploma.

Ability to Benefit Admission Policies (ATB)

Ability to Benefit (ATB) admission is available on a limited basis and is available for the following programs only: Automotive Technician, Business Office Administration, Computer and Network Technician, Medical Assistant Technician, Dental Assistant, Medical Front Office and Billing, Heating, Ventilation and Air Conditioning. Students who are admitted to the College as ATB students will be required to attend academic advising throughout their program.

An applicant who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass a two-part, independently administered, nationally standardized test recognized and approved by the United States Department of Education that measures basic skills in reading and arithmetic. The Wonderlic Basic Skills Test (WBST) minimum scores are:

Verbal.................................................................200  
Quantitative.........................................................210

There are two distinct and different Ability to Benefit classifications. First, it will be determined if the applicant is eligible for the Grandfathering ATB Student classification. If the applicant is not eligible, He/she will need to seek admissions through the Eligible Career Pathways Program – ATB student classification.

Documentation Requirements for Grandfathering ATB Students

Students who were enrolled in an eligible program of study prior to July 1, 2012 may continue to establish Title IV eligibility in any eligible program under one of the ATB alternatives by using the following grandfathering test:

Question 1: Did the student attend an eligible program at any Title IV institution prior to July 1, 2012? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, continue to Question 2.
Question 2: Did the student, prior to July 1, 2012, officially register at a Title IV institution, and is the student scheduled to attend an eligible program? If yes, the student may use any of the ATB alternatives to become eligible for Title IV, HEA student assistance. If no, the student may not use the ATB alternatives to become eligible for Title IV, HEA student assistance.

ATB Alternatives:
- Pass an independently administered, Department of Education approved ATB test, or
- Complete at least six credit hours (225 clock hours), that are applicable toward a degree or certificate offered by the institution

Prior ATB tests provided for eligibility purposes may not apply for enrollment purposes. For enrollment purposes, the applicant must either provide official results for the Wonderlic Basic Skills Test which meet the minimum scores listed above or successfully re-test prior to enrollment.

Note: Students who have a prior enrollment at Florida Career College and dropped prior to July 1, 2012 are eligible provided at least one day of attendance is posted. The attendance record must indicate that the student’s last day of attendance was on or after the original start date of the student’s program.

Documentation Requirements for Eligible Career Pathways Program ATB Students

A student who passes the Wonderlic Basic Skills Test with the minimum required scores may enroll in one of the Eligible Career Pathway Programs (ECPP). The ECPP has many components that the student must participate in to continue in the ECPP. These include:

1. Enrollment into and participation in the Adult Education component of the ECPP;
2. Participation in academic advising throughout the ECPP;
3. Participation in Career Pathway Coaching throughout the ECPP.

Eligible Career Pathway Program (ECPP) ATB Program Requirements

Students enrolled into an ECPP will be concurrently (at the same time) enrolled in their vocational training program and the Adult Education program. The student is required to attend classes in the Adult Education Program and is expected to participate in those classes. The Adult Education Program will be offered on campus, in a computer lab and will have a facilitator present to support the students. The Adult Education program is offered online and is self-paced enabling a student to obtain their high school diploma while they are attending their vocational program. The Adult Education program is offered by an approved adult education service provider and not by the College. The College does not guarantee that the student will receive a high school diploma or its equivalent. Completing the vocational component of the ECPP program is not a condition of receiving a high school diploma or its equivalent.

Participation in the Adult Education component of the program (Effective 11/24/15)

ECPP Participation Advisement

A student who fails to participate in the adult education component of the ECPP program once within 14 consecutive days will receive an ECPP participation advisement. A student who fails to participate in the adult education component of the ECPP program once within 45 consecutive days will be placed on a “Withdrawal Warning”.

ECPP Withdrawal

A student who fails to participate in the adult education component of the ECPP program for a period of time as determined by the adult education provider, will be withdrawn from both the adult education component of the ECPP program and the vocational program.
Receiving the earned High School Diploma

If a student completes the adult education component of the program prior to the completion of the vocational component of the program, the student will not receive the high school diploma from the institution until the student graduates from the vocational component of the combined ECPP program.

Vaccination Policy

For Allied Health programs offered by FCC which require vaccinations as part of their externship requirements and potential employment post-graduation, the Admissions Department is responsible for explaining and having the student sign the applicable vaccination disclosure.

Arbitration Agreement

Arbitration and Class Action Waiver Disclosure: Florida Career College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the school prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Answer Program at 866-591-8588.
DIPLOMA PROGRAMS OFFERED
Credit Hour Programs:

AUTOMOTIVE TECHNICIAN DIPLOMA

Instructional Weeks: 36
Normal Time to Complete: 40
Delivery Method Offered: Blended (Online and Residential)

Program Objective

The Automotive Technician diploma program prepares students to successfully enter the workforce in an entry-level position in automotive maintenance and repair. It consists of a well-balanced comprehensive program that combines the theoretical aspects of automotive diagnostics with direct hands-on practical training in repair procedures in a shop environment. The program introduces students to basic and advanced automotive technology including engine theory, fuel systems, fuel injection theory, electrical diagnosis, ignition systems, carburetor repair, tune-up and onboard-computerized engine control. The program also provides instruction in brakes, heating and air-conditioning, manual and automatic transmissions, and front-end alignment. Particular emphasis is placed on hybrid drive systems and emerging auto technologies. Students will gain professional skills such as understanding instructions, communicating effectively, and completion of basic automotive diagnostic, repair and safety procedures.

The program is 36 weeks long and consists of nine modules. Each module is 80 hours and is conducted in both a classroom and shop environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. Additionally, there is no externship for this program as all practical experience can be conducted in a shop environment.

Career Outcomes

This program prepares students for entry-level positions, such as Dealer Auto Service Technician, Independent Shop Auto Technician, Service Writer, Retail Parts Associate, Parts Specialist, Performance Engine and Suspension Tuning, Alternative Fuels Technician, and Preventive Maintenance Technician.

Program Outline:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 110</td>
<td>Engine Theory and Systems</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 120</td>
<td>Electrical Theory and Diagnosis</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 130</td>
<td>Engine Performance and Ignition Systems</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 140</td>
<td>Fuel Systems and Emission Control</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 150</td>
<td>Steering, Suspension and Passenger Comfort</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 160</td>
<td>Brake Systems</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 170</td>
<td>Manual Transmissions</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 180</td>
<td>Automatic Transmissions</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td>AT 190</td>
<td>Preventative Maintenance and Hybrid Technology</td>
<td>80</td>
<td>3.99</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>720</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

1An additional 80 hours of outside work is assigned for each didactic module.
BUSINESS OFFICE ADMINISTRATION DIPLOMA

Instructional Weeks: 34
Normal Time to Complete: 38
Delivery Method Offered: Blended (Online and Residential)

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher and QuickBooks along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community. Business Office Administration classes have a maximum student teacher ratio of 30:1 for lecture classes and computer lab.

Program Requirements: 8 Modules, 760 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA110 Accounting Principles</td>
<td>4.00</td>
</tr>
<tr>
<td>BA120 Business Calculations</td>
<td>4.00</td>
</tr>
<tr>
<td>BA130 Business Basics</td>
<td>4.00</td>
</tr>
<tr>
<td>BA140 Marketing</td>
<td>4.00</td>
</tr>
<tr>
<td>BA150 Office Administration</td>
<td>4.00</td>
</tr>
<tr>
<td>BA160 Human Resources</td>
<td>4.00</td>
</tr>
<tr>
<td>BA170 Communications</td>
<td>4.00</td>
</tr>
<tr>
<td>BA190 Externship</td>
<td>4.44</td>
</tr>
<tr>
<td>34 Weeks</td>
<td>32 Credits</td>
</tr>
</tbody>
</table>

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.44.

1 An additional 80 hours of outside work is assigned for each didactic module.

Career Pathways

This program prepares students for positions such as Administrative Assistant, Customer Service Representative, Word Processor, Data Entry Operator, Secretary, Human Resource Assistant, Bookkeeper and Auditing Clerk.
BUSINESS OFFICE ADMINISTRATION DIPLOMA (Houston Students Only)

Instructional Weeks: 34
Normal Time to Complete: 38
Delivery Method Offered: Blended (Online and Residential)

Upon completion of this program, students will be prepared for an entry-level office administration position in a typical business environment. Students are trained to fully utilize computer software such as Microsoft Word, Excel, Outlook, PowerPoint, Publisher, and QuickBooks along with gaining a basic understanding of Marketing and Human Resources, Customer Service, and thorough knowledge of Communication, Organization and Accounting skills.

The program is 34 weeks long and consists of eight modules. The first seven modules are 80 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 200 hours of on-the-job training at an approved extern employment site in the community. Business Office Administration classes have a maximum student teacher ratio of 30:1 for lecture classes and computer lab.

Program Requirements: 8 Modules, 760 Contact Hours, 32 Accreditor Semester Credits/ 28.5 TWC Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>*TWC Credits</th>
<th>Accreditor Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA110 Accounting Principles</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA120 Business Calculations</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA130 Business Basics</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA140 Marketing</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA150 Office Administration</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA160 Human Resources</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA170 Communications</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>BA190 Externship</td>
<td>4.0</td>
<td>4.44</td>
</tr>
</tbody>
</table>

| 34 Weeks  | 28.5 Total Credits | 32 Semester Credits |

*The Texas Workforce Commission (TWC), rounds down by educational component (lecture, lab, and externship).*
**COMPUTER AND NETWORK TECHNICIAN DIPLOMA**

<table>
<thead>
<tr>
<th>Instructional Weeks:</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Time to Complete:</td>
<td>41</td>
</tr>
<tr>
<td>Delivery Method Offered:</td>
<td>Blended (Online and Residential)</td>
</tr>
</tbody>
</table>

The objective of this program is to provide students with the knowledge and technical skills necessary to prepare students to pursue entry-level employment as Computer and Network Technicians. The program is designed to prepare students with a variety of skills including troubleshooting, analyzing, designing, as well as computer maintenance and repair. Coursework is geared towards preparing students to define, analyze and find system resolutions, to make enhancements to network operating systems, and provides an overall focus on network security.

*Program Requirements*: 9 Modules, 720 Contact Hours, 36 Semester Credits, and 36 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT1000 Applications and Information Technology</td>
<td>4.33</td>
</tr>
<tr>
<td>IT1070 Windows Operating System</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1110 Computer Support and Maintenance</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1120 Networking Essentials</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1140 Introduction to UNIX/LINUX</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2005 Guide to A+ Software</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2020 Administering Windows and Exchange Servers</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2080 Guide to A+ Hardware</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2090 Managing Users in a Network Environment</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**36 Weeks** 36 Credits

*Note for VA students*: For VA certification purposes, VA students will be certified for the total program credit hours of 36.33.

**PROFESSIONAL COMPUTER CERTIFICATIONS**

The CompTIA A+ certification is an industry credential that validates the knowledge of computer service technicians. Major hardware and software vendors, distributors, and resellers accept CompTIA A+ as the standard in foundation-level, vendor-neutral certification for service technicians.

The Microsoft Certified Technology Specialist (MCTS) certifications provide the foundation for Microsoft Certification. These certifications are designed to validate your skills on the features and functionality of key technologies. You can show your depth of knowledge in one specific technology, earn multiple MCTS certifications to show breadth across different products, or build on the MCTS to earn a Microsoft Certified IT Professional (MCITP) certification.

The Security+ is an international, vendor-neutral certification that proves competency in system security, network infrastructure, access control and organizational security.

*FCC may not offer all courses in the specific subject matter for the professional credentials listed above and does not guarantee qualification for any certification or that a student will pass any certification exam. Students may independently elect to prepare for and obtain one or more of these professional certifications.*

The college will pay for the CompTia A+, CompTia Network+, and Security+.
DENTAL ASSISTANT DIPLOMA
(WITH EXPANDED FUNCTIONS)

Instructional Weeks: 34
Normal Time to Complete: 39
Delivery Method Offered: Blended (Online and Residential)

Students are trained in clinical, radiographic and preventive dentistry procedures. The program is 34 weeks long and consists of eight modules. The first seven modules are 90 hours each and are conducted in a classroom and laboratory environment on campus. Tests and/or quizzes are administered weekly during each didactic module; however, there is no final examination for the program. The eighth module is spent in an externship consisting of 170 hours of on-the-job training at an approved extern employment site in the community. Dental Assistant classes have a maximum student teacher ratio of 10:1 for lab classes.

Career Outcomes

This program prepares students for an entry-level dental assisting position. Graduates can work in dental offices, dental supply manufacturers, hospital dental departments and insurance companies.

Upon successful completion of the program, students will earn a Dental Assistant Diploma.

Program Requirements: 8 Modules, 800 Contact Hours, 35 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Semester Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA110</td>
<td>Dental Science/Medical Emergencies</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA120</td>
<td>Chairside Assisting</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA130</td>
<td>Radiography</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA140</td>
<td>Dental Material</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA150</td>
<td>Preventive Dentistry</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA160</td>
<td>Dental Specialties</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA170</td>
<td>Prosthodontics/Administrative Assistant</td>
<td>90</td>
<td>4.5</td>
</tr>
<tr>
<td>DA190</td>
<td>Externship</td>
<td>170</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>800 Clock Hours</strong></td>
<td><strong>35.0 Semester Credit Units</strong></td>
<td></td>
</tr>
</tbody>
</table>

An additional 90 hours of outside work is assigned for each didactic module.

Upon successful completion of the program, the student will be issued a certificate of completion certifying that the student has completed a Florida Board of Dentistry approved expanded duties training program in:

- Dental Assisting Expanded Functions
HEATING, VENTILATION & AIR CONDITIONING DIPLOMA

Instructional Weeks: 36
Normal Time to Complete: 41
Delivery Method Offered: Blended (Online and Residential)

The objective of this program is to provide students with the knowledge and technical skills necessary to pursue entry-level employment in the heating, ventilation and air conditioning field, which includes selling, installing and maintaining residential equipment. The program is designed to provide students with instructions and hands-on training in areas such as: installation, maintenance, repair, troubleshooting and basic design of refrigeration heating and air conditioning systems along with a focus on service operations. The curriculum includes hands-on lab simulations to help prepare students for field service work typically performed by installation technicians, shop service technicians, repair technicians, and apprentice mechanics. The 9-month HVAC program includes preparation for two important certifications for HVAC professionals: (1) EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration and (2) Universal R-410A Safety Training & Certification. The R-410A certification is not a program completion requirement, but is strongly encouraged.

Program Requirements: 9 Modules, 720 Contact Hours, 33 Semester Credits, and 36 Weeks

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVC130</td>
<td>Basic Electricity, Motors and HVAC Controls</td>
</tr>
<tr>
<td>HVC135</td>
<td>Basic Refrigeration Theory and Application</td>
</tr>
<tr>
<td>HVC140</td>
<td>Air Conditioning, Troubleshooting and Heat Pump Systems</td>
</tr>
<tr>
<td>HVC145</td>
<td>Heating Systems and Boilers</td>
</tr>
<tr>
<td>HVC150</td>
<td>Duct Design, Blueprint Reading and Load Calculation</td>
</tr>
<tr>
<td>HVC155</td>
<td>Commercial Refrigeration Systems</td>
</tr>
<tr>
<td>HVC160</td>
<td>Specialized Commercial Equipment and Green Awareness</td>
</tr>
<tr>
<td>HVC165</td>
<td>Regulation and Building Automation</td>
</tr>
<tr>
<td>HVC170</td>
<td>Electrical and Mechanical Troubleshooting</td>
</tr>
<tr>
<td>36 Weeks</td>
<td>33 Credits</td>
</tr>
</tbody>
</table>

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 33.03.

1 An additional 60 hours of outside work is assigned for each didactic module.

CERTIFICATIONS AND PROGRAM COMPLETION REQUIREMENTS

The HVAC program includes two important certifications for HVAC professionals.

1. EPA Section 608 Certification for Stationary Air Conditioning and Refrigeration

Federal regulations require that persons who work with regulated refrigerants be certified. The certification exam verifies that the person has read and understands the requirements of the Federal Clean Air Act.

There are four categories of EPA certification:

- Type I - Persons who maintain, service or repair small appliances must be certified as Type I Technicians
- Type II - Persons who maintain, service, repair or dispose of high or very high pressure appliances, except for small appliances or motor vehicle air conditioning systems, must be certified as Type II technicians.
- Type III - Persons who service, maintain, repair, or dispose of low pressure appliances must be certified as Type III technicians.
• Universal - Persons who maintain, service, repair, or dispose of small appliances as well as high and low pressure equipment, must be certified as Universal technicians.

Florida Career College students will take the Universal Exam, which encompasses the other three certifications.

2. Universal R-410A Safety Training & Certification Program
   Hydrofluorocarbons (HFCs) are enabling the phase out of HCFCs. They are energy efficient, low in toxicity, cost effective and can be used safely. Because HFCs meet important environmental and societal needs, Governments and industry support their global use. In phasing out HCFCs, manufacturers are now using R-410A equipment, which use the new HFC technology. Air conditioning equipment manufactured for R-410A requires contractors and technicians to shift to different tools, equipment and safety standards when installing or changing out older split A/C systems or repairing systems in the field. Universal R-410A Certification is not a program completion requirement, but is highly recommended.

GENERAL INFORMATION REGARDING CERTIFICATIONS

The certification exams are given on site at the Florida Career College campus by an approved ESCO Institute proctor. The College will pay for each student to take each exam one (1) time. Students may take each exam an unlimited number of times, but will be responsible for payment for all subsequent attempts. Exam times will be scheduled by the Program Director.
MEDICAL ASSISTANT TECHNICIAN DIPLOMA

Instructional Weeks: 34  
Normal Time to Complete: 41  
Delivery Method Offered: Blended (Online and Residential)

The objective of this program is to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Medical Assistant Technicians. Medical assistants work directly with doctors, nurses, and patients in many health care settings, including medical offices, clinics, labs, x-ray facilities, hospitals, and insurance companies. Prior to graduation, students are required to complete a 180-hour externship in a health care setting, which provides hands-on training in the field.

Program Requirements: 8 Modules, 740 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT1010 Introduction to Allied Health for Medical Assistants</td>
<td>4.33</td>
</tr>
<tr>
<td>MT1020 Electrocardiography and Diagnostic Imaging for Medical Assistants</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1030 Phlebotomy and Hematology for Medical Assistants</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1100 Medical Front Office Procedures in Medical Office</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1115 Medical Back Office Procedures</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1116 Pharmacology and Drug Administration for Medical Assistants</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1120 Clinical Back Office Procedures</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1175 Medical Assistant Technician Externship</td>
<td>4.00</td>
</tr>
</tbody>
</table>

34 Weeks 32 Credits

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.33.
MEDICAL ASSISTANT TECHNICIAN DIPLOMA (Houston Students Only)

Instructional Weeks: 34
Normal Time to Complete: 41
Delivery Method Offered: Blended (Online and Residential)

The objective of this program is to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Medical Assistant Technicians. Medical assistants work directly with doctors, nurses, and patients in many health care settings, including medical offices, clinics, labs, x-ray facilities, hospitals, and insurance companies. Prior to graduation, students are required to complete a 180-hour externship in a health care setting, which provides hands-on training in the field.

Program Requirements: 8 Modules, 740 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>* TWC Credits</th>
<th>Accreditor Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT1010 Introduction to Allied Health for Medical Assistants</td>
<td>4.00</td>
<td>4.33</td>
</tr>
<tr>
<td>MT1020 Electrocardiography and Diagnostic Imaging for Medical Assistants</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1030 Phlebotomy and Hematology for Medical Assistants</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1100 Medical Front Office Procedures in Medical Office</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1115 Medical Back Office Procedures</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1116 Pharmacology and Drug Administration for Medical Assistants</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1120 Clinical Back Office Procedures</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>MT1175 Medical Assistant Technician Externship</td>
<td>4.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

34 Weeks 29 Total Credits 32 Semester Credits

The Texas Workforce Commission (TWC), rounds down by educational component (lecture, lab, and externship).

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.33.
MEDICAL FRONT OFFICE AND BILLING DIPLOMA

Instructional Weeks: 34
Normal Time to Complete: 41
Delivery Method Offered: Blended (Online and Residential)

The Medical Front Office and Billing program provides students with a solid professional foundation in the medical front office that enables them to become vital members of the health care team. Students will be able to contribute to the overall financial and reimbursement process of any health care facility.

Graduates will possess the skills to perform work in a small facility like a doctor’s office or within a large hospital system. In addition, students will acquire a working knowledge of billing systems, government regulations, and third-party payer requirements that could lead to positions that specialize in medical billing and coding. The eighth module is spent in an externship consisting of 225 hours of on-the-job training at an approved extern employment site in the community.

Program Requirements: 8 Modules, 785 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC1010 Introduction to Allied Health for Medical Front Office and Billing Students</td>
<td>4.33</td>
</tr>
<tr>
<td>MC1100 Medical Front Office Procedures in the Medical and Billing Office</td>
<td>4.00</td>
</tr>
<tr>
<td>MC1112 Diagnostic Coding</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1122 Procedural Coding</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1126 Outpatient Coding</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1145 Anatomy and Physiology for Medical Front Office and Billing Students</td>
<td>4.00</td>
</tr>
<tr>
<td>MC1150 Coding Systems</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1155 Medical Front Office and Billing Diploma Externship</td>
<td>5.00</td>
</tr>
</tbody>
</table>

34 Weeks 32 Credits

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.01.
MEDICAL FRONT OFFICE AND BILLING DIPLOMA (Houston Students Only)

Instructional Weeks: 34
Normal Time to Complete: 41
Delivery Method Offered: Blended (Online and Residential)

The Medical Front Office and Billing program provides students with a solid professional foundation in the medical front office that enables them to become vital members of the health care team. Students will be able to contribute to the overall financial and reimbursement process of any health care facility.

Graduates will possess the skills to perform work in a small facility like a doctor’s office or within a large hospital system. In addition, students will acquire a working knowledge of billing systems, government regulations, and third-party payer requirements that could lead to positions that specialize in medical billing and coding. The eighth module is spent in an externship consisting of 225 hours of on-the-job training at an approved extern employment site in the community.

Program Requirements: 8 Modules, 785 Contact Hours, 32 Accreditor Semester Credits/ 30 TWC Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>*TWC Credits</th>
<th>Accreditor Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC1010 Introduction to Allied Health for Medical Front Office and Billing Students</td>
<td>4.0</td>
<td>4.33</td>
</tr>
<tr>
<td>MC1100 Medical Front Office Procedures in the Medical and Billing Office</td>
<td>3.5</td>
<td>4.00</td>
</tr>
<tr>
<td>MC1112 Diagnostic Coding</td>
<td>3.5</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1122 Procedural Coding</td>
<td>3.5</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1126 Outpatient Coding</td>
<td>3.5</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1145 Anatomy and Physiology for Medical Front Office and Billing Students</td>
<td>3.5</td>
<td>4.00</td>
</tr>
<tr>
<td>MC1150 Coding Systems</td>
<td>3.5</td>
<td>3.67</td>
</tr>
<tr>
<td>MC1155 Medical Front Office and Billing Diploma - Externship</td>
<td>5.0</td>
<td>5.00</td>
</tr>
</tbody>
</table>

34 Weeks 30 Total Credits 32 Semester Credits

*The Texas Workforce Commission (TWC), rounds down by educational component (lecture, lab, and externship).
PATIENT CARE TECHNICIAN DIPLOMA

Instructional Weeks: 34  
Normal Time to Complete: 43  
Delivery Method Offered: Blended (Online and Residential)

The objective of this program is to provide students with the knowledge and technical skills needed to pursue entry-level employment in the health care industry as Patient Care Technicians. Students in the Patient Care Technician program are instructed in, among other things, patient assistance, geriatric care and nursing assistance. With a focus on patient care skills and life-long learning, graduates of this Diploma Program will be positioned to have the skills and dispositions needed to effectively meet workplace demands.

Prior to graduation, students are required to complete an 80-hour externship in a health care setting, which provides hands-on training in the field. Externship sites require students to have completed a criminal background check and medical examination and may also require a drug screen, proof of immunizations or other requirements. Qualified graduates may take the Certified Patient Care Technician/Assistant (CPCT/A) certification exam through the National Healthcareer Association (NHA). However, the College cannot guarantee a student’s eligibility to take these exams, pass these exams or that they will become licensed by the Florida Board of Nursing. Eligibility may be affected by a variety of factors, including age, high school or GED credentials, and clearing a criminal background check. It is the student’s responsibility to inquire into and understand all eligibility requirements. Please refer to the Certification and State Licensure section of this Catalog for additional information.

Program Requirements: 9 Modules, 720 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCT120</td>
<td>Articulated Nursing Assistant</td>
</tr>
<tr>
<td>PCT130</td>
<td>Advanced Home Health Aide with CPR Training</td>
</tr>
<tr>
<td>PCT140</td>
<td>Patient Care Assistant</td>
</tr>
<tr>
<td>PCT160</td>
<td>Respiratory Therapy Aide</td>
</tr>
<tr>
<td>PCT210</td>
<td>Occupational Therapy and Geriatric Aide</td>
</tr>
<tr>
<td>PCT250</td>
<td>Patient Care Technician Externship</td>
</tr>
<tr>
<td>PCT1010</td>
<td>Introduction to Allied Health for the Patient Care Technician</td>
</tr>
<tr>
<td>PCT1020</td>
<td>Electrocardiography and Diagnostic Imaging for Patient Care Technicians</td>
</tr>
<tr>
<td>PCT1030</td>
<td>Phlebotomy and Hematology for Patient Care Technicians</td>
</tr>
</tbody>
</table>

34 Weeks  32 Credits

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.77.
PHARMACY TECHNICIAN DIPLOMA

Instructional Weeks: 34
Normal Time to Complete: 44
Delivery Method Offered: Blended (Online and Residential)

A Diploma as a Pharmacy Technician gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues will also be covered.

Program Requirements: 8 Modules, 760 Contact Hours, 32 Semester Credits, and 34 Weeks.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTN110  Foundation of Pharmaceutical Care</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN120  Pharmaceutical Calculations</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN130  Community Pharmacy Practice</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN140  Institutional and Advanced Pharmacy Practices</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN160  Medication Therapy</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN170  Medication Therapy II</td>
<td>4.00</td>
</tr>
<tr>
<td>PTN220  Externship</td>
<td>4.44</td>
</tr>
<tr>
<td>PTN1010 Introduction to Allied Health for Pharmacy Technicians</td>
<td>4.33</td>
</tr>
</tbody>
</table>

34 Weeks 32 Credits

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 32.77.
DEGREE PROGRAMS OFFERED

HEALTH SERVICES ADMINISTRATION
ASSOCIATE OF APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>Instructional Weeks:</th>
<th>82¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Time to Complete:</td>
<td>57²</td>
</tr>
<tr>
<td>Delivery Method Offered:</td>
<td>Blended (Online and Residential)</td>
</tr>
</tbody>
</table>

Note: ¹ 34 weeks Allied Health diploma transfer in plus 48 weeks HSA = 82 Instructional weeks
² Normal Time for HSA only is 57 weeks

The objective of this program is to provide students with a range of administrative skills integral to office management in a variety of health care and wellness facilities. The program is designed to prepare students for entry-level administrative positions.

This degree level program provides students with general education courses as well as program specific coursework in areas including: medical terminology, information technology, and medical records, billing and insurance forms. The curriculum is designed to provide students with the knowledge and understanding of the health industry laws, regulations, policies, procedures, and regulatory bodies that govern the healthcare professions, such as HIPAA, OSHA, and JCAHO. Courses also provide students with the opportunity to demonstrate effective communication, customer relations, and organizational and administrative skills.

This is a transition program designed primarily for students transferring an allied health diploma totaling 32.0 semester credits.

Program Requirements: 20 Modules, 1,460** Contact Hours, 69 Semester Credits, and 82 Weeks.

**General Education Modules**

General Elective courses are comprised of humanities; mathematics and the sciences; and the social sciences. Students must complete a minimum of 18.99 credits of general education through a combination of coursework and/ or transfer credit. Student must fulfill general education requirements as follows:

- ENG101 English Composition (Humanities) 3.33
- MTH110 College Algebra (Math) 3.33
- PSY101 Introduction to Psychology (Social Sciences) 3.33
- SCI201 Introduction to Biology (Science) 2.67
- SPH205 Speech (Humanities) 3.00

**Concentration Modules**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA1100</td>
<td>Professional Development (Humanities)</td>
<td>3.33</td>
</tr>
<tr>
<td>HSA200</td>
<td>Health Information Technology and Management</td>
<td>2.67</td>
</tr>
<tr>
<td>HSA210</td>
<td>Healthcare Delivery in the United States</td>
<td>3.33</td>
</tr>
<tr>
<td>HSA230</td>
<td>Essentials of Healthcare Compliance</td>
<td>2.67</td>
</tr>
<tr>
<td>HSA240</td>
<td>Healthcare Management and Administration</td>
<td>3.33</td>
</tr>
<tr>
<td>HSA250</td>
<td>Healthcare Customer Relations and Outcomes</td>
<td>2.67</td>
</tr>
<tr>
<td>HSA260</td>
<td>Human Resources and Public Relations</td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td>Allied Health Diploma Transfer Credits</td>
<td>32.0</td>
</tr>
</tbody>
</table>

82 Weeks 69 Total Credits

**720 of the contact hours are completed on site through general education and concentration modules. However, contact hours previously completed in an allied health diploma program varies.**

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 68.99.
Career Pathways
Graduates from relevant allied health diploma programs in Dental Assistant Technician, Patient Care Technician, Medical Assistant Technician, Medical Front Office and Billing and Pharmacy Technician may fully transfer their diplomas into this associate degree program. At a minimum, the allied health diploma must total 32 semester credits.
INFORMATION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Instructional Weeks: 84
Normal Time to Complete: 96
Delivery Method Offered: Blended (Online and Residential)

The objective of this program is to provide students with core information technology knowledge and technical skills necessary to pursue entry-level employment in technical areas. The program is designed to allow students to specialize in a specific technology area which includes Computer Security and Networking, Computer Science, Information Technology Management, and Healthcare Information Technology Management. Coursework is geared towards preparing students to define, analyze and find system resolutions and/or technology solutions.

Program Requirements: 21 Modules, 1,440 Contact Hours, 72 Semester Credits, and 84 Weeks.

General Education Modules
General Elective courses are comprised of humanities; mathematics and the sciences; and the social sciences. Students must complete a minimum of 15.66 credits of general education through a combination of coursework and/or transfer credit. Student must fulfill general education requirements as follows:

ENG101 English Composition (Humanities) 3.33
MTH110 College Algebra (Math) 3.33
PSY101 Introduction to Psychology (Social Science) 3.33
SCI201 Introduction to Biology (Science) 2.67
SPH205 Speech (Humanities) 3.00

Concentration Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT1000 *Applications and Information Technology</td>
<td>4.33</td>
</tr>
<tr>
<td>IT1070 *Windows Operating System</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1110 *Computer Support and Maintenance</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1120 *Networking Essentials</td>
<td>4.00</td>
</tr>
<tr>
<td>IT1140 *Introduction to UNIX/LINUX</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2005 *Guide to A+ Software</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2020 *Administering Windows and Exchange Servers</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2040 Wireless Implementation and Connectivity</td>
<td>3.00</td>
</tr>
<tr>
<td>IT2070 Network Security</td>
<td>3.00</td>
</tr>
<tr>
<td>IT2080 *Guide to A+ Hardware</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2090 *Managing Users in a Network Environment</td>
<td>4.00</td>
</tr>
<tr>
<td>IT2100 Routing Technologies and WAN Administration</td>
<td>3.00</td>
</tr>
<tr>
<td>IT2250 Web Design I</td>
<td>2.67</td>
</tr>
<tr>
<td>IT2300 Computer Forensics – Procedures and Response</td>
<td>3.00</td>
</tr>
<tr>
<td>IT2400 Management Information Systems</td>
<td>3.00</td>
</tr>
<tr>
<td>IT2500 Ethical Hacking</td>
<td>3.00</td>
</tr>
</tbody>
</table>

84 Weeks 72 Total Credits

Note for VA students: For VA certification purposes, VA students will be certified for the total program credit hours of 72.66.

* The modules can be transferred in from the Computer and Network Technician diploma program.

Note: 1. Florida Career College is currently only enrolling graduates from a Computer and Network Technician (CNT) or an Information Technology (IT) diploma program into the institution’s Information Technology (AAS) degree program.

3. Graduates from a (CNT/IT diploma) program who enroll into the Information Technology (AAS) program may have applicable transfer credits applied.
COURSE NUMBERING
The course numbering system uses an alphanumeric identifier. The prefixes are characters that represent the subject area. All courses, regardless of number, are lower level courses.

DEFINITION OF PROGRAM PREFIXES
AT-Automotive Technician
BA-Business
DA – Dental
ENG-English
HSA-Health Services Administration
HVC-Heating, Air Conditioning and Ventilation
IT-Information Technology
MC-Medical Coding
MT-Medical Technician
MTH-Mathematics
PSY-Psychology
PCT-Patient Care Technician
PTN-Pharmacy Technician
SCI-Science
SPE-Speech/Communications

Course Descriptions

AT110 • Engine Theory and Systems
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits
Key events in the design and development of the automobile are reviewed, including the construction and manufacturing process. Students are introduced to the basics of engine design, evaluation, diagnosis, disassembly, and cleaning. The theory and service of the upper and lower ends of the engine are studied in detail. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. There are no prerequisites.

AT120 • Electrical Theory and Diagnosis
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits
This module covers the basic principles and terms of automotive electrical systems as well as their diagnosis and service. Electrical components covered include batteries, charging systems, lighting, and electrical instrumentation. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems. There are no prerequisites.

AT130 • Engine Performance and Ignition Systems
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits
Fundamentals of the major engine performance systems and components are introduced. Students learn how the information gathered from on board diagnostic systems, scan testers, and symptom charts will aid them in evaluating engine problems. Ignition system diagnosis and service are reviewed. This course also discusses the importance of active and passive passenger restraint systems. The identification and use of hand tools and key shop equipment is also reviewed. There are no prerequisites.

AT140 • Fuel Systems and Emission Control
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits
The functions of fuel delivery, electronic fuel systems and fuel injection diagnosis and services are covered in this course. The importance of the proper operation of intake and exhaust systems is highlighted. In addition, emissions control systems diagnosis and service are also covered. Electric, hybrid and fuel cell vehicles and alternative fuels are examined. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*

**AT150 • Steering, Suspension and Passenger Comfort**  
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits  
This course centers on the single point of contact between the road and the vehicle: tires, wheels and the associated steering and suspension systems. The student will understand how the suspension and tires need to react to existing driving conditions. Manual and power-assisted steering systems are examined. The procedures for conducting an accurate wheel alignment will emphasize the benefits of proper service techniques. Diagnosis and servicing of automotive heating and air conditioning systems are also reviewed. Diagnostic equipment and tools used with these systems are discussed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*

**AT160 • Brake Systems**  
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits  
Students are introduced to the basic scientific theories and mathematical calculations underlying automotive function, design, and operation. Braking systems, including hydraulic, drum, disc, and antilock assemblies are detailed. Inspection, servicing and preventive maintenance are emphasized. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*

**AT170 • Manual Transmissions**  
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits  
The major components of manual transmission systems are explored in this course. Students will understand the functions of the clutch, flywheel, transaxle, differential, and CV joints. Transmission and transaxle design and basic gear theory are investigated. Diagnosis and service of clutch and manual transmission problems are covered including disassembly, repair, and reassembly. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*

**AT180 • Automatic Transmissions**  
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits  
The components and operation of automatic transmissions and transaxles is the focus of this course. Torque converters, planetary gear controls, linkages, transfer cases, and sensors are among the components that will be discussed. Electronic automatic transmissions are reviewed. The student will be introduced to transmission/transaxle design and function for hybrid vehicles. The components of four- and all- wheel drive systems, and their advantages, are investigated. Diagnosis, disassembly and reassembly of systems are highlighted as well. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*

**AT190 • Preventative Maintenance and Hybrid Technology**  
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  3.99 Credits  
Proper preventative maintenance and basic service procedures and detailed in this course. Hybrid vehicles are reviewed, including the evolution of hybrid technology, as well as diagnostic and safety procedures. Also highlighted is the role of the automotive technician within the service facility including professional communication techniques, managing workflow and working as part of a service team. Diagnostic equipment and tools used with these systems are reviewed, as are the essentials of shop safety and accident prevention procedures necessary when servicing these systems.  *There are no prerequisites.*
BA110 • Accounting Principles
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
Students learn the basic accounting concepts and principles in a computer environment using the commercial accounting software QuickBooks. Students receive hands-on experience in bookkeeping and in creating types of financial statements such as the income statement and statement of owner’s equity. Students will input a new company setup, enter data, prepare computerized forms and reports, and troubleshoot. **Prerequisite: None**

BA120 • Business Calculations
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
In this module students learn to use the fundamentals of business math such as percentages, decimals, fractions, and increases and decreases. Students will also learn how apply these fundamentals to Microsoft Excel. This module teaches students how to use mathematics to solve typical business problems including simple and compound interest, cash discounts, mark-up percents, pricing, depreciation, taxes, insurance, and distribution of ownership and profits. Hands-on training in the business standard for spreadsheet software is also taught. **Prerequisite: None**

BA130 • Business Basics
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
This module teaches an awareness of the functions of business in society with an emphasis on understanding business ownership, competition, and the systems through which businesses operate. The module teaches aspects of Microsoft Excel. Students will create their own business plan. Students also gain an understanding of the World Wide Web including web browsers, research, URLs, and electronic communications. **Prerequisite: None**

BA140 • Marketing
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
Students acquire an understanding of basic marketing concepts such as strategic planning, segmenting and target markets, developing and managing products, as well as public relations. This module introduces Microsoft PowerPoint and Publisher. Students will create marketing materials such as presentations, newsletters, and brochures. **Prerequisite: None**

BA150 • Office Administration
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
This module includes practical training in basic business functions such as office operations and customer service. Students will receive training in filing including analyzing filing units and correct coding. This module has an emphasis on improving grammar, spelling, punctuation, vocabulary, and usage. Students use Microsoft Word to create business documentation utilizing mail merge. **Prerequisite: None**

BA160 • Human Resources
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
Students will gain a fundamental understanding of the functions and purposes of the human resources department. The module includes discussions on recruiting and selection, various methods of compensation, and labor relations. Through hands-on training in Microsoft Access, students will gain knowledge in the development, maintenance, and updating of an electronic database. **Prerequisite: None**

BA170 • Communications
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.00 Credits
Students will learn the principles and styles of effective written business communications and group presentations. Case studies are examined to create appropriate documents such as letters, memos, e-mails, and reports. Students will develop their planning, organizing, outlining, and editing skills. Microsoft Word is used to create business documentation such as letters, reports, and memos. Students use Microsoft Word to create business documentation utilizing mail merge. **Prerequisite: None**
BA190 • Externship
0 Lecture Hours 0 Lab Hours 200 Externship Hours 200 Contact Hours 0 Outside Hours 4.44 Credits
Externship is the final module following successful completion of classroom training and is designed to provide a realistic workplace environment in which the student will refine technological, procedural, decision-making, and interpersonal skills. On the job externships are completed in approved facilities that provide students with the opportunity to apply the knowledge and skills acquired during the training program. Externs work under the directed supervision of school personnel and are evaluated on skill performance, subject knowledge, professionalism, and participation/attendance. All absences during the externship must be made up. Externship evaluations become part of the student’s permanent record. Satisfactory completion of externship training is required for graduation. Prerequisite: Successful completion of Modules 110-170

BA1100 • Professional Development
40 Lecture Hours 20 Lab Hours 0 Externship Hours 60 Contact Hours 80 Outside Hours 3.33 Credits
This course is designed to help students become effective and successful learners in a college environment. Students learn to identify and apply effective learning strategies and to manage their student life along with other responsibilities. They are exposed to the use of computer technology for locating relevant information and generating coursework documents. Prerequisites: None

D

DA 110 Dental Science/Medical Emergencies
45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits
This module encompasses the study of human development including the development of two sets of teeth: the primary and permanent dentition. Students also study facial structure, the oral cavity, anatomy of the teeth and the function of the supporting structures. Methods for taking and recording vital signs and blood pressure are introduced, as well as placement of the patient sensors for use with the EKG device during surgical phase of dentistry. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Students will learn the Dental Ethics and Jurisprudence as it effects the dental profession. Career skills, basic keyboarding and computer skills taught relate to the dental office. Prerequisites: None

DA 120 Chairside Assisting
45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits
Methods of disease transmission, body defenses, and diseases of major concern to dental personnel are stressed along with the prevention of disease transmission. Microbiology is covered through pathogens and modes of disease transmission. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Proper positioning of the patient and staff during dental procedures is taught with an emphasis on the principles of four-handed dentistry, including materials and instrumentation. Students will practice placing and activating chairside whitening with a non-laser light curing device. Introduction of tooth morphology, oral structures, and oral pathology are presented. Prerequisite: None

DA 130 Radiography
45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits
This module introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Hands-on care of film, equipment, and related infection control steps during film exposure. Students will learn the parts of an x-ray machine, the properties of x-radiation and factors that affect the density and contrast of an x-ray. Hands-on experience is given in radiographic techniques and processing of x-rays including basic principles of intraoral radiography. Students are also introduced to digital radiography. Prerequisite: None

DA 140 Dental Material
45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits
Students will learn about laboratory equipment, basic laboratory procedures, and materials used in a dental office. Students receive hands-on training in taking impressions and constructing study and master casts. The casts are then used to practice dental procedures such as the fabrication of custom trays, mouth guards and bleaching trays. Study of infection control standards in the laboratory setting and OSHA regulations are stressed. Proper techniques in measuring and mixing restorative
dental products such as cements and liners as well as mixing stone and plaster are covered. Students will fabricate and place temporary crowns. **Prerequisite: None**

**DA 150 Preventive Dentistry**

**45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits**

This module emphasizes maintaining optimum oral health. General nutrition, food groups, dietary evaluation, and oral nutritional deficiencies are covered with an emphasis on teaching the patient personal oral hygiene, tooth-brushing techniques, plaque control, and applying fluoride. Coronal polishing theory and procedures are taught, a hands-on procedure in which plaque and stains on the surfaces of the teeth are removed from the coronal surfaces of the teeth. Pit and Fissure theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a certified Dental Assistant using a caries detection device. Completion of Pit and Fissure and Coronal Polishing requirements will permit the assistant to perform the procedure after obtaining the Dental Assistant certification. **Prerequisite: None**

**DA 160 Dental Specialties**

**45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits**

This module discusses the various specialized areas of dentistry so students may determine their area of interest and establish their career path. In Endodontics, the student studies diagnosis, testing pulp vitality, endo-cultures, drying root canals and instrumentation setups for root canal therapy. Oral Surgery and Implants is the study of surgeries of the oral cavity and advantages and disadvantages of implants. Pedodontics, the study of children’s teeth, emphasizes both preventive and restorative techniques as well as the child patient. Orthodontics is covered with the different phases of orthodontic treatments. **Prerequisite: None**

**DA 170 Prosthodontics/Administrative Assistant**

**45 Lecture Hours 45 Lab Hours 0 Externship Hours 90 Contact Hours 90 Outside Hours 4.5 Credits**

During this module the students will be introduced to dental office management with an emphasis on the front office role. Skills included are computer skills, keyboarding, appointment scheduling, telephone techniques, inventory control and insurance and billing procedures. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students will also be introduced to Facebook transfer, denture adjustment and CAD/CAM imaging. Students are fully trained in the HIPAA guidelines. Career skills, basic keyboarding and computer skills taught relate to the dental office. **Prerequisite: None**

**DA 190 Externship**

**0 Lecture Hours 0 Lab Hours 170 Externship Hours 170 Contact Hours 0 Outside Hours 3.5 Credits**

Externship is the last module of training the student completes. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. All absences during the externship must be made up. Externship evaluations become part of the students’ permanent record. Satisfactory completion of externship training is required for graduation. **Prerequisite: Successful completion of modules 110 - 170**

**E**

**ENG101 • English Composition**

**40 Lecture Hours 20 Lab Hours 0 Externship Hours 60 Contact Hours 80 Outside Hours 3.33 Credits**

English Composition guides you through the writing process of planning, drafting, revising, editing, and proofreading academic and workplace writing. In this course, you will develop skills in crafting coherent sentences and paragraphs, and also build skills editing your writing for proper spelling, grammar, and punctuation. You will learn about narrative structure and techniques, and you will identify the elements that comprise successful argumentation and persuasive discourse. English Composition also guides you through every stage of the research process. You will develop a research plan, conduct research, organize and draft a research paper, and then revise, edit, and proofread your research paper. **Prerequisites: None**
HSA200 • Health Information Technology and Management

20 Lecture Hours  40 Lab Hours  0 Externship Hours  60 Contact Hours  40 Outside Hours  2.67 Credits

This course is designed to teach the emerging healthcare professional in a theoretical and practice approach to healthcare information technology and management. This innovative approach targets students who respond best to hands-on and visual learning. Basic understanding of computer technology in health care, fundamentals of computer systems, and the use of electronic health records will be covered. **Prerequisites: None**

HSA210 • Healthcare Delivery in the United States

40 Lecture Hours  20 Lab Hours  0 Externship Hours  60 Contact Hours  80 Outside Hours  3.33 Credits

This course is designed to provide students with the understanding of how the business of healthcare affects the practice of healthcare. Students analyze and evaluate healthcare delivery systems. The relationships between various stakeholders including consumers, providers, payers, regulatory agencies, and policy makers and their effect on healthcare are described. The focus is on economic implications of health planning, organizational of personnel and resources, the design of payment systems, and the outcome analysis of healthcare delivery, including the cost effectiveness of healthcare services. Students will be exposed to Healthcare Research and Prevention, cultural competency, Health Literacy, and Healthcare Ethics. Comparisons with International Healthcare will also be covered in this course. **Prerequisites: None**

HSA230 • Essentials of Healthcare Compliance

20 Lecture Hours  40 Lab Hours  0 Externship Hours  60 Contact Hours  40 Outside Hours  2.67 Credits

This course is designed to prepare students with the knowledge and skills necessary to understand the implementation of a formal compliance program in a health care facility. Real-world examples will be presented and discussed to promote effective application of information. Students will also learn strategies to keeping the health care practice compliant with federal, state and local laws. **Prerequisites: None**

HSA240 • Healthcare Management and Administration

40 Lecture Hours  20 Lab Hours  0 Externship Hours  60 Contact Hours  80 Outside Hours  3.33 Credits

This course is designed to develop student’s skills in analyzing organizational patterns of different types of health care institutions. A number of administrative functions, including medical staff organization, department functions, policy formation, internal control systems, planning procedures, fiscal and professional management, public relations and the various information needs of administration will be covered. **Prerequisites: None**

HSA250 • Healthcare Customer Relations and Outcomes

20 Lecture Hours  40 Lab Hours  0 Externship Hours  60 Contact Hours  40 Outside Hours  2.67 Credits

This course is designed to demonstrate to students that exceptional customer service in healthcare is pertinent to the organization’s success. Students will learn the importance of creating and sustaining standards of excellent customer service in business operations, effective strategies to motivate employees to influence customers, and measure customer service outcomes. Students will critique their personal ‘way’ of delivering customer service, and study successful models of customer service excellence. **Prerequisites: None**

HSA260 • Human Resources and Public Relations

40 Lecture Hours  20 Lab Hours  0 Externship Hours  60 Contact Hours  80 Outside Hours  3.33 Credits

This course is designed to provide students with an overview and basic understanding of how human resources and public relations effects business and administrative practice of healthcare. Students will examine human resources as well as public relations practices in healthcare verses human resources management and public relations in industry for differences and similarities. The focus is on the nature of supervision, management functions, the hiring process, leadership style, and performance appraisal, conducting effective meetings, managing conflict, medical marketing, advertising as well as the managed care factor. Students will be exposed to the nature of The Healthcare System as well as effective communication with internal and external sources. **Prerequisites: None**
HVC 130 • Basic Electricity, Motors and HVAC Controls
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
An introduction to electricity and automatic controls. Content includes: electrical components, household wiring, wire sizing, series and parallel circuits. Included in this course is hands-on experience with electrical tools and meters. On the controls side the course is designed to develop familiarity with electrical current and an understanding of electrical current flow and its effects as it interacts with various components of a circuit. The student will develop a basic understanding of motors and their starting devices, and troubleshooting principles and basic understanding of HVAC control devices and how they affect the operation of HVAC equipment. Prerequisite: None

HVC 135 • Basic Refrigeration Theory and Application
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course is designed to familiarize students with basic industry tools and their proper and safe use. The student will be using these tools to complete lab assignments and introduce basic refrigeration principles, refrigeration theory, characteristics, and properties of refrigerant. Emphasis will be placed on system evacuation, and compressor component replacement and system charging. The application of refrigeration theory is also covered in this course. Prerequisite: None

HVC 140 • Air Conditioning, Troubleshooting, and Heat Pump Systems
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
The course covers the principles of residential air conditioning systems. Content includes evaluation and hands-on classroom experience in the use of psychometrics, residential and light commercial air conditioning equipment types and installation. In this course the students will be introduced to the heat pump application and its components. Lab focuses on systems operation, and performance problems. Prerequisites: HVC 130, HVC 135

HVC 145 • Heating Systems and Boilers
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course is designed to introduce the student to basic concepts of heating with gas, electric and oil used primarily in residential applications and the principles of combustion. Topics include the basic of gas heating systems, operation of gas valves and burners. This course also includes lessons related to combustion chemistry, heating fuels natural gas and LP gas-burning equipment, start-up, sequence of operation and equipment maintenance troubleshooting. Prerequisites: HVC 130, HVC 135

HVC 150 • Duct Design, Blueprint Reading and Load Calculation
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course covers equipment used for the distribution of air. Course content includes: blower performance; static and dynamic pressures and pressure drop due to friction; sizing and selection of ductwork and blowers, diffusers, registers and grilles; and evaluation of system performance. This course also assists students in developing a basic understanding of how to read and interpret blueprints and load calculations. Prerequisites: HVC 130, HVC 135

HVC 155 • Commercial Refrigeration Systems
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course covers the fundamentals of refrigeration equipment found in commercial systems. It teaches students the different components used in commercial applications as well as start-up, installation and defrost cycle needed. Safety for the technician, customer, and equipment are also covered. Prerequisites: HVC 130, HVC 135

HVC 160 • Specialized Commercial Equipment and Green Awareness
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course is designed to familiarize students with specialized refrigeration equipment principles and how to apply it to properly diagnose system operation. Lab focuses on systems, performance problems and to increase awareness of alternative forms of heating and air conditioning that are more environmentally friendly presented in Green Awareness. Prerequisites: HVC 130, HVC 135
HVC 165 • Regulation and Building Automation
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course is designed to prepare students to take the R-410A safe use certification test. Content includes chemicals: HCFC-22, commonly known as R-22, used generally in air conditioning equipment; and R-410A refrigerant, which replaces HCFC-22. Focus is on safe use of R-410A. Course content also emphasizes the importance of OSHA standards. Prepares for the EPA 608 certification exam to permit handling and transport refrigerant. This course also covers a building automation and the new controls used in building maintenance.  Prerequisites: HVC 130, HVC 135

HVC 170 • Electrical and Mechanical Troubleshooting
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Credits
This course is designed to help the students troubleshoot and diagnose equipment malfunctions. The student will learn how to distinguish between an electrical problem compared to a mechanical problem in the troubleshooting techniques. During this course the student will be able to write a service order and explain the work completed to the customer.  Prerequisites: HVC 130, HVC 135

IT1000 • Applications and Information Technology
50 Lecture Hours  30 Lab Hours  0 Externship Hours  80 Contact Hours  100 Outside Hours  4.33 Credits
This course provides an overview of microcomputer applications including Microsoft Windows, Microsoft Outlook 2013, Microsoft Word 2013, Microsoft Excel 2013, and Microsoft PowerPoint 2013. Students will finish the course with a solid understanding of computers, how to use computers, and how to access information on the Web. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.  Prerequisites: None

IT1070 • Windows Operating System
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
Windows client operating systems are essential to the functionality of almost every enterprise environment. Most users perform the bulk of their computing tasks in the Windows client interface, including editing documents, sending email, interacting with applications, and numerous other tasks. Managing these clients, then, is an important task for enterprise information technology (IT) administrators. You must manage Windows clients to ensure that operating systems and any applications are operating properly. Providing adequate security measures, deploying new clients when required, maintaining an inventory, and monitoring Windows clients in your environment are all essential tasks for IT administrators. This module introduces you to Windows 10 and provides an overview of how you can manage Windows 10 computers in your environment to meet common enterprise IT challenges.  Prerequisites: None

IT1110 • Computer Support and Maintenance
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
Using a hands-on, step-by-step approach, students accurately troubleshoot and repair common hardware problems. By using preventive techniques, students find ways to avoid future problems stemming from hardware malfunctions. Students are given an overview of computer printer technology, notebook computers, and electronics.  Prerequisites: None

IT1120 • Networking Essentials
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course provides an in-depth study of Local (LAN) and Wide (WAN) Area Network architectures. This course also provides history of regulatory environment, telecommunication systems, standards, transmission, networks, and management. Industry knowledge will be gained from current and emerging networking technologies that will empower them to enter employment or further education and training in the computer-networking field. Minimal experience with a computer is assumed, and no mathematics beyond the high school freshman level is required.  Prerequisites: None
IT1140 • Introduction to UNIX/LINUX
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
Students will explore the world of UNIX/LINUX servers, learning its history, commands, tools and administration. Additionally, students will work with the GUI environments available on Linux servers and workstations. **Prerequisites:** None

IT2005 • Guide to A+ Software
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course will introduce troubleshooting and maintenance using software as a tool. After successful completion, the students are taught to perform tests to diagnose malfunctions, isolate common problems, and devise solutions using various operating systems. **Prerequisites:** None

IT2020 • Administering Windows and Exchange Servers
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course is part one of a series of three modules that implement skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. This course validates a candidate’s ability to implement and configure Windows Server 2012 core services, such as Active Directory and the networking services. Completion of courseware confirms that a candidate has the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. **Prerequisites:** None

IT2040 • Wireless Implementation and Connectivity
30 Lecture Hours  30 Lab Hours  0 Externship Hours  60 Contact Hours  60 Outside Hours  3.0 Credits
Students will be provided with the fundamentals of networking with emphasis on small office/home office connectivity. This course is designed to give students a general overview of the principles, configuration, and operation of computer networks. The class focuses on the terminology and technologies in current networking environments, including the OSI model, LAN architectures, the client/server model and network operating systems, and system architectures. The concept of basic network security will also be covered. This course also covers the process of planning, implementing and configuring a peer-to-peer network. **Prerequisites:** None

IT2070 • Network Security
30 Lecture Hours  30 Lab Hours  0 Externship Hours  60 Contact Hours  60 Outside Hours  3.0 Credits
Network Security designates knowledgeable professionals in the field of security. This course covers the most important foundational and fundamental principles for securing a network and managing risk. This course training covers topics including access control, identity management and cryptography, as well as selection of appropriate mitigation and deterrent techniques to triage network attacks and vulnerabilities. **Prerequisites:** None

IT2080 • Guide to A+ Hardware
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
Students gain an overview of the A+ Certification process. Topics focus on the requirements for passing this exam. Using practice exams, students discover their strengths and weaknesses in each area of knowledge. **Prerequisites:** None

IT2090 • Managing Users in a Network Environment
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This exam is part two of a series of three modules that test the skills and knowledge necessary to administer a Windows Server 2012 infrastructure in an enterprise environment. This course validates a candidate’s ability to administer the tasks required to maintain a Windows Server 2012 infrastructure, such as user and group management, network access, and data security, utilizing the skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. **Prerequisites:** None

IT2100 • Routing Technologies and WAN Administration
30 Lecture Hours  30 Lab Hours  0 Externship Hours  60 Contact Hours  60 Outside Hours  3.0 Credits
This course provides knowledge of routing and WAN devices, standards, and technologies with an emphasis on the function and role of the router. Students will become familiar with the router components, user interface, configuration modes, protocols and commands necessary to implement a midsize wide area network. **Prerequisites:** None
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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>IT2250</td>
<td>Web Design I</td>
<td>20</td>
<td>40</td>
<td>0</td>
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<td>Instruction in advanced Internet use; introduction to the tools necessary to develop an effective web site. Includes a comprehensive browser comparison, an overview of web design terminology, a review of design ideas that make web sites effective, attractive, and useful, and an introduction to HTML. Hands on experience capturing and using images; developing a simple web site using a basic web authoring tool. <strong>Prerequisites: None</strong></td>
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<td>IT2300</td>
<td>Computer Forensics – Procedures and Response</td>
<td>30</td>
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<td>This course exposes students to the Computer Investigation Process of collection evidence, examining the evidence and the process for first responder procedures. They will also be exposed to investigative reports and the best practices used. <strong>Prerequisites: None</strong></td>
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<td>IT2400</td>
<td>Management Information Systems</td>
<td>30</td>
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<td>The integration of information system concepts into the management decision-making process. Case studies deployment of information systems in single and multi-user computer systems to provide essential tools for competitive business strategies. <strong>Prerequisites: None</strong></td>
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<td>IT2500</td>
<td>Ethical Hacking</td>
<td>30</td>
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<td>This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. Students will also be taught the different types of hacker attacks. <strong>Prerequisites: None</strong></td>
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<td>MC1010</td>
<td>Introduction to Allied Health for Medical Front Office and Billing Students</td>
<td>50</td>
<td>30</td>
<td>0</td>
<td>80</td>
<td>100</td>
<td>4.33</td>
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<td>This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing, and grammar all related to the medical field. Proper punctuation, capitalization, and abbreviations will also be emphasized. This course covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, OSHA and biomedical issues and responsibilities as related to today’s medical environment. Cultural Diversity, Professional Development, Medical terminology will be introduced. <strong>Prerequisites: None</strong></td>
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<td>MC1100</td>
<td>Medical Front Office Procedures in the Medical and Billing Office</td>
<td>40</td>
<td>40</td>
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<td>This course will provide a basic understanding of the administrative functions for the medical office or clinic with emphasis on written and oral communication. Emphasis will be placed on scheduling, medical records, documentation, and filing. Telephone techniques, etiquette and management/human resource skills, basic coding, banking procedures, and health insurance will also be explored. <strong>Prerequisites: None</strong></td>
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<td>MC1112</td>
<td>Diagnostic Coding</td>
<td>30</td>
<td>50</td>
<td>0</td>
<td>80</td>
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<td>3.67</td>
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<td>This course will provide students with official ICD-9 and ICD-10 code information. Emphasis will be placed on specified code alerts, crucial coding and reimbursement issues, primary and secondary diagnosis codes three-digit code lists, and pharmacological listings, along with DRG assignments. <strong>Prerequisites: None</strong></td>
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<td>MC1122</td>
<td>Procedural Coding</td>
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<td>This course is the study and practice of coding principles according to CPT and HCPCS guidelines. Students will also cover medical terminology, Modifiers, new code changes, updates, and HIPAA regulations. <strong>Prerequisites: None</strong></td>
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MC1126 • Outpatient Coding
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Semester Credits
This course will provide a basic understanding of medical coding and billing in the outpatient setting. Emphasis will be placed on outpatient billing, outpatient insurance, coding and payment methods, and the use of the CMS-1500 claim form. Students will obtain knowledge on HIPAA mandates as would apply to being employed in the physician’s office and other outpatient facilities.  Prerequisites: None

MC1145 • Anatomy and Physiology for Medical Front Office and Billing Students
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course is designed to provide a basic understanding of the body’s systems and organizational structure. It is also designed to provide a basic understanding of the language/terminology used pertaining to the body’s systems and its use in the medical office. The student will learn the respective individual systems of the body and how each plays a role in the human body as a whole.  Prerequisites: None

MC1150 • Coding Systems
30 Lecture Hours  50 Lab Hours  0 Externship Hours  80 Contact Hours  60 Outside Hours  3.67 Semester Credits
This course will provide training in the use of various lab requisition forms, coding software, and medical claim forms. Emphasis will be placed on hospital billing, hospital insurance, coding and payment methods, and the use of the UB04 claim form. Students will complete various case study simulations for hands-on practice.  Prerequisites: None

MC1155 • Medical Front Office and Billing Diploma - Externship
0 Lecture Hours  0 Lab Hours  225 Externship Hours  225 Contact Hours  0 Outside Hours  5.00 Semester Credits
The student will gain supervised practical experience through on-the-job training as a medical front office and billing. Externship is required for graduation and will be held in a physician’s office, clinic, hospital or other healthcare site approved by the college.  Prerequisite: MC1010, MC1100, MC1112, MC1122, MC1126, MC1145, MC1150

MT1010 • Introduction to Allied Health for Medical Assistants
50 Lecture Hours  30 Lab Hours  0 Externship Hours  80 Contact Hours  100 Outside Hours  4.33 Semester Credits
This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing, and grammar all related to the medical field. Proper punctuation, capitalization, and abbreviations will also be emphasized. This course covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, OSHA and biomedical issues and responsibilities as related to today’s medical environment. Cultural Diversity, Professional Development, Medical terminology will be introduced.  Prerequisites: None

MT1020 • Electrocardiography and Diagnostic Imaging for Medical Assistants
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course provides instruction in the performance of electro cardiogram sand diagnostic imaging procedures in the physician’s office. Emphasis is placed on preparing patients and informing them of the procedures. The student will perform multichannel/automatic electrocardiography, mount and ECG tracing and identify artifacts. The course will also introduce students to the concepts surrounding radiology and diagnostic imaging. Students will become aware of the three types of radiology and their uses in the ambulatory care setting. Student will be instructed in radiation safety.  Prerequisites: None

MT1030 • Phlebotomy and Hematology for Medical Assistants
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course is part of the Allied Health Assistant component of the program. Students will learn to perform the proper techniques using various laboratory procedures. Venipuncture, urine analysis, and various hematology procedures will be taught. CLIA, Specimen Collecting, specimen processing, data collection and documentation will be emphasized in this course. The student will learn aseptic technique and safety methods while working in the clinical lab.  Prerequisites: None
MT1100 • Medical Front Office Procedures in Medical Office
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.0 Semester Credits
This course will provide a basic understanding of the administrative functions for the medical office or clinic with emphasis on written and oral communication. Emphasis will be placed on scheduling, medical records, documentation, and filing. Telephone techniques, etiquette and management/human resource skills, basic coding, banking procedures, and health insurance will also be explored. Prerequisites: None

MT1115 • Medical Back Office Procedures
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.0 Semester Credits
This course is designed to teach the student skills in obtaining information through the patient interview, history, documentation, and vital signs. General aspects of the medical assistant’s role will be explored with an emphasis on patient preparation and positions, various methods of examinations, and assisting the physician with routine physical examinations. Students are taught hand washing, medical aseptic techniques, history of modern infection, EMR, Snellen exam, basic irrigations, and assisting with gynecological, male reproductive, urinary, pediatric, and gastroenterology procedures. Prerequisites: None

MT1116 • Pharmacology and Drug Administration for Medical Assistants
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.0 Semester Credits
This course is an introduction to the principles of pharmacology, with a comprehensive study of drug action, routes of administration, drug classifications, dosage calculations, preparation and administration of oral and parental medications, and documentation in Electronic Medical Records. Prerequisites: None

MT1120 • Clinical Back Office Procedures
40 Lecture Hours 40 Lab Hours 0 Externship Hours 80 Contact Hours 80 Outside Hours 4.0 Semester Credits
This course is designed to teach the student skills in obtaining information through the patient interview, history and vital signs. General aspects of the medical assistant’s role with emphasis placed on patient preparation and positions, utilizing medical terminology, methods of examination, injections and medications, assisting the physician with routine physical examinations. Students are taught hand washing, medical aseptic techniques, microbiology, bandaging, emergency procedures, sterile technique, orthopedic and neurological procedures, and documentation of EMR. Prerequisites: None

MT1175 • Medical Assistant Technician Externship
0 Lecture Hours 0 Lab Hours 180 Externship Hours 180 Contact Hours 0 Outside Hours 4.0 Semester Credits
The student will gain supervised practical experience through on-the-job training as a medical assistant technician. Externship is required for graduation and will be held in a physician’s office, clinic, hospital or other healthcare site approved by the college. 180 Hours. (This externship is unpaid) Prerequisites: MT1010, MT1020, MT1030, MT1100, MT1115, MT1116, MT1120, MT1175

MTH110 • College Algebra
40 Lecture Hours 20 Lab Hours 0 Externship Hours 60 Contact Hours 80 Outside Hours 3.33 Semester Credits
College Algebra emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, and systems of equations; optional topics include sequences, series, and probability or analytic geometry. Prerequisites: None

PCT120 • Articulated Nursing Assistant
20 Lecture Hours 60 Lab Hours 0 Externship Hours 80 Contact Hours 40 Outside Hours 3.33 Semester Credits
This course prepares students to assist patients in the following: perform physical comfort and safety functions, provide personal patient care, patient care procedures, principles of infection control, special needs patients and biological and psychological support. Prerequisites: None
PCT130 • Advanced Home Health Aid with CPR Training
20 Lecture Hours  60 Lab Hours  0 Externship Hours  80 Contact Hours  40 Outside Hours  3.33 Semester Credits
This course prepares the student to use written and verbal communication specific to the home health aide, perform physical comfort and safety functions specific to home health aides, understand the principles of infection control specific to the home health aide and CPR Training.  **Prerequisites: None**

PCT140 • Patient Care Assistant
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course will prepare students to assist patients with many tasks, perform clinical procedures, to a variety of populations with various diseases. The student will learn to assist patients in a variety of healthcare settings such as: hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities. Students will learn the principles of infection control.  **Prerequisites: None**

PCT160 • Respiratory Therapy Aide
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course is part of the Allied Health Assistant component of the program. Students in this course will learn to perform respiratory aide and cardiac skills, adjust, and operate equipment such as: aerosol inhalers, resuscitators, mechanical ventilators, and oxygen tanks with their accompanying hoses and gauges, in the health care setting.  **Prerequisites: None**

PCT210 • Occupational Therapy and Geriatric Aide
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course is part of the Advanced Allied Health Assistant component of the program. Students in this course will perform occupational aide skills, assist patients with activities and exercises in a treatment plan developed by an Occupational Therapist. The student will also learn how to perform geriatric skills in the health care setting, recognize symptoms of common diseases of the geriatric patient, as well as the use of verbal and written communications specific to the nursing assistant. Long term care skills and rehabilitative services are the focus of this class.  **Prerequisites: None**

PCT250 • Patient Care Technician Externship
0 Lecture Hours  0 Lab Hours  80 Externship Hours  80 Contact Hours  0 Outside Hours  1.78 Semester Credits
In this course, students will participate in an 80 hour, non-paid, supervised externship in a facility appropriate to the application skills learned in the curriculum. Students will also gain practical experience in using the skills required to take the Patient Care Technician exam or the Certified Nursing Exam (or the Certified Nursing Exam-Florida ONLY).  **Prerequisites: PCT1010, PCT1020, PCT1030, PCT120, PCT130, PCT140, PCT160, PCT210**

PCT1010 • Introduction to Allied Health for the Patient Care Technician
50 Lecture Hours  30 Lab Hours  0 Externship Hours  80 Contact Hours  100 Outside Hours  4.33 Semester Credits
This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing, and grammar all related to the medical field. Proper punctuation, capitalization, and abbreviations will also be emphasized. This course covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, OSHA and biomedical issues and responsibilities as related to today’s medical environment. Cultural Diversity, Professional Development, Medical terminology will be introduced.  **Prerequisites: None**

PCT1020 • Electrocardiography and Diagnostic Imaging for Patient Care Technicians
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course provides instruction in the performance of electro cardiogram sand diagnostic imaging procedures in the physician’s office. Emphasis is placed on preparing patients and informing them of the procedures. The student will perform multichannel/automatic electrocardiography, mount and ECG tracing and identify artifacts. The course will also introduce students to the concepts surrounding radiology and diagnostic imaging. Students will become aware of the three types of radiology and their uses in the ambulatory care setting. Student will be instructed in radiation safety.  **Prerequisites: None**
PCT1030 • Phlebotomy and Hematology for Patient Care Technicians
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Semester Credits
This course is part of the Allied Health Assistant component of the program. Students will learn to perform the proper techniques using various laboratory procedures. Venipuncture, urine analysis, and various hematology procedures will be taught. CLIA, Specimen Collecting, specimen processing, data collection and documentation will be emphasized in this course. The student will learn aseptic technique and safety methods while working in the clinical lab.  **Prerequisites:** None

PSY101 • Introduction to Psychology
40 Lecture Hours  20 Lab Hours  0 Externship Hours  60 Contact Hours  80 Outside Hours  3.33 Semester Credits
Introduction to Psychology explores the major perspectives, principles, theories, and methods that govern the study of mental processes and behaviors. You will trace psychology's historical roots, scientific basis, and major perspectives. In addition, you will consider contemporary and historical theories of how biological, cognitive, and environmental factors underlie and influence human development, sensation and perception, consciousness, intelligence, and social dynamics. This course also will introduce you to the theories and processes essential to learning, memory, motivation, and personality. Additionally, you will identify psychological disorders and their treatments, and discuss application of psychological principles to everyday experiences and real-life examples.  **Prerequisites:** None

PTN 110 • Foundation of Pharmaceutical Care
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course introduces the students to the fundamentals of pharmaceutical care and the field of pharmacy technology. Students learn the historical evolution of pharmacy and its role in the practice of pharmacy today. The profession of the pharmacy technician will be addressed, including educational requirements, licensing and registration, national certification, continuing education, professional characteristics as well as job opportunities. Federal and state laws, legal duties of pharmacy personnel, and medication errors will also be covered. Human relations and communication as it relates to the field of Pharmacy will be covered. Students will be expected to learn and complete the American Heart Association’s Basic Life Support (BLS) for Healthcare Providers course.  **Prerequisite:** None

PTN 120 • Pharmaceutical Calculations
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course explains pharmaceutical calculations using various pharmacy methods. Students refresh basic mathematical knowledge and learn pharmacy math for the preparation of enteral and parenteral drug dosages. Pharmacy operations math, pediatric dosages and metric conversions are covered in detail. Interpretation of prescriptions and drug labels are also explained.  **Prerequisite:** None

PTN 130 • Community Pharmacy Practice
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course introduces the students to the organization of the retail pharmacy. The students process prescriptions, review retail pharmacy technician roles and responsibilities and practice workflow in a clinical retail pharmacy rotation. Students will understand the procedures used in preparing preparations using extemporaneous compounding methods. Third-party billing, financial management and inventory control are discussed.  **Prerequisite:** None

PTN 140 • Institutional and Advanced Pharmacy Practices
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course introduces the students to the organization of the hospital pharmacy. Students will perform sterile compounding, demonstrating aseptic techniques in the laminar airflow hood. Hospital equipment, garments, gowning, supplies and procedures will be covered in detail. Hospital inventory control will also be discussed.  **Prerequisite:** None

PTN 160 • Medication Therapy
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course introduces the students to the common disorders of the musculoskeletal system and the most effective agents used in treatment of each disorder. Drug therapy for skin disorders, gastrointestinal and endocrine gland disorders, and the hormones of the reproductive system and contraceptives will be covered. Students will also learn the basic processes of the urinary system and the mechanisms of actions of diuretics.  **Prerequisite:** None
PTN 170 • Medication Therapy II
40 Lecture Hours  40 Lab Hours  0 Externship Hours  80 Contact Hours  80 Outside Hours  4.0 Credits
This course introduces the students to the common disorders of the cardiovascular system and the most effective agents used in treatment of each disorder. Drug therapy for allergies and respiratory disorders, nervous and lymphatic disorders, and special senses will be discussed. Students will also learn the pharmacology for anesthetics and narcotics. Anti-infectives, recombinant drugs and chemo therapy will be covered in detail. Prerequisite: None

PTN 220 • Externship
0 Lecture Hours  0 Lab Hours  200 Externship Hours  200 Contact Hours  0 Outside Hours  4.44 Credits
Students will learn the strategies and skills in preparation for seeking employment in the field of study. This course will also allow the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. (This externship is unpaid.) Prerequisite: Successful completion of PTN1010 and PTN 110 – 170

PTN1010 • Introduction to Allied Health for Pharmacy Technicians
50 Lecture Hours  30 Lab Hours  0 Externship Hours  80 Contact Hours  100 Outside Hours  4.33 Credits
This course is intended to provide students with an introduction to the Allied Health profession. The student will complete exercises in spelling, writing, and grammar all related to the medical field. Proper punctuation, capitalization, and abbreviations will also be emphasized. This course covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, OSHA and biomedical issues and responsibilities as related to today’s medical environment. Cultural Diversity, Professional Development, Medical terminology will be introduced. Prerequisite: None

S

SCI201 • Introduction to Biology
20 Lecture Hours  40 Lab Hours  0 Externship Hours  60 Contact Hours  40 Outside Hours  2.67 Credits
Biology is an introductory course in which students examine the dual nature of the biological world: its unity and diversity. Students will explore both the unifying principles that underlie all life on Earth and the enormous diversity of biological structures produced as a consequence of evolution. The course introduces students to fundamental concepts concerning the molecular basis of life, cell structure and energetics, the genetic transmission of information, natural selection and adaptation, population biology, and ecology. The course provides students with the basic understanding of biological principles necessary to allow them to see their world in a new way, making connections between aspects of their own lives and the biological basis of life. Prerequisite: None

SPH205 • Speech
30 Lecture Hours  30 Lab Hours  0 Externship Hours  60 Contact Hours  60 Outside Hours  3.0 Credits
Effective Communication provides students with a foundational knowledge of interpersonal communication, group communication, and public speaking. These foundational skills are essential—good communication skills are continuously ranked by employers as one of the most valued competencies for any employee. This comprehensive introduction to communication skills, therefore, will increase a student’s ability to get (and keep) a job. Upon completion of this course, students will be able to describe the methods and processes of interpersonal communication, group communication, and public speaking, as well as the theories and reasons behind them. Different types of communication will be examined to determine how they vary by gender, culture, setting, and type of relationship. People’s perceptions often alter how they “read” and respond to both verbal and nonverbal communication. Students will analyze these perceptions and explain methods for improving communication skills. In addition, the course assignments will allow students to gain valuable experience in group communication and public speaking. Prerequisite: None
### Academic Calendars

<table>
<thead>
<tr>
<th>Start Cycle</th>
<th>Mod Start</th>
<th>Mod End 5 Days/Wk Program</th>
<th>Mod End 4 Days/Wk Program</th>
<th>7th day Cancelation Date</th>
<th>14th day Cancelation Date</th>
<th>Holiday</th>
<th>In Service</th>
<th>School Breaks</th>
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<tr>
<td>A1</td>
<td>01/16/2020 - Thu</td>
<td>02/13/2020 - Thu</td>
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</table>
MAKE-UP DAYS

The College will schedule make-up days for those days when the College is closed in observance of a holiday. The College will also schedule make-up days for any other College closures that fall on a regularly scheduled class day. The pre-planned make-up days for the holidays are published in the College’s current Academic Calendars. All make-up days are subject to change at the discretion of the College. Classes held on make-up days will be scheduled to take place at the same time classes are held on regularly scheduled class days, unless otherwise noted by the College. It is the responsibility of each student to confirm the schedule of make-up days with the Education Department for their program of study.

<table>
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<tr>
<th>Start Cycle</th>
<th>5 Days/Week</th>
<th>4 Day/Week</th>
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<td>06/29/2021 - Thu</td>
<td>06/30/2021 - Fri</td>
<td>WINTER BREAK</td>
<td></td>
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</tbody>
</table>

www.floridacareercollege.edu/ • 83
Boynton Beach Campus Faculty / Staff List
Regional Vice President Operations – Robert Adler
Campus President / Executive Director: Aaron Morris

Admissions
Director of Admissions: Rosanna Ferretti

Education
Director of Education: Cassandra Geddes
Associate Director of Education: Klenton Sparks

Career Services
Associate Director of Career Services: Roszel Fletcher

Financial Services
Director of Financial Services: Rochelle Harriott

Business Office
Student Services Coordinator II: Anita Devita

Faculty

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Degree/Credentials</th>
<th>Name of Institution</th>
<th>PT/FT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medical Assistant Tech Program</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Johanna West</td>
<td>Registered Medical Assistant</td>
<td>Keiser Career College</td>
<td>PT</td>
</tr>
<tr>
<td>Loretta Zayes</td>
<td>Diploma</td>
<td>Greenville Schools</td>
<td>PT</td>
</tr>
<tr>
<td>Joadner Isma, MD</td>
<td>Doctor of Medicine</td>
<td>Windsor University School of Medicine</td>
<td>PT</td>
</tr>
<tr>
<td></td>
<td>Certified Clinical Medical Assistant</td>
<td>National Healthcare Association</td>
<td></td>
</tr>
<tr>
<td>Nora Torres</td>
<td>Medical Assistant</td>
<td>Florida Career College</td>
<td>PT</td>
</tr>
<tr>
<td>Marilyn Ailcea</td>
<td>Medical Assistant</td>
<td>Ultrasound Diagnostic School</td>
<td>PT</td>
</tr>
</tbody>
</table>

**Computer Network Technician Program**

| Suroujlal Bridgelal     | Microsoft Office                             | CompTia-BS Science and Microsoft                  | PT    |
|                        |                                               | NY Institute of Technology                        |       |

**Medical Front Office & Billing**

| Danielle Wood          | Insurance Billing & Coding Diploma           | Concorde Career Institute                         | PT    |
| Tameko Cuttino         | Insurance Billing & Coding Diploma           | Concorde Career Institute                         | PT    |

**Patient Care Technician**

| Ramona Atiles          | Diploma in Practical Nursing                  | Mid Suffolk School for Practical Nurses           | PT    |
|                        | Certified Patient Care Technician             | National Healthcare Association                    |       |

**Health Services Administration**

| Fawzia Seuversad       | MBA – Business Administration                  | University of Phoenix                              | FT    |
|                        | BS - Organizational Management                | Palm Beach Atlantic                                |       |

**Business Office Administration**
<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Institution</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td><strong>Dental</strong></td>
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</tr>
<tr>
<td>Michele Alvarez</td>
<td>Dental Assistant</td>
<td>Academy for Dental Assistants</td>
<td>FT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dental Studies Institute</td>
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</tr>
<tr>
<td>Leandro Diaz Rodriguez</td>
<td>Dental Assistant</td>
<td>Dr. In Dental Medicine-Dr. Serafin Ruiz Dental School</td>
<td>PT</td>
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<tr>
<td><strong>HVAC</strong></td>
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</tr>
<tr>
<td>Gerald Peck</td>
<td>Associates of Applied Science HVAC Controls &amp; Distribution</td>
<td>ATI Career Training Center</td>
<td>PT</td>
</tr>
<tr>
<td>DeCastro Guillaume</td>
<td>HVAC Technician Certification</td>
<td>Heating &amp; Ventilating Air Condition Vocational Academy</td>
<td>PT</td>
</tr>
<tr>
<td>Jorge Rios</td>
<td>Associates of Applied Science HVAC/R</td>
<td>TCI New York</td>
<td>PT</td>
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<tr>
<td>Alejandro Buitrago</td>
<td>Associates in Major Appliances Air Conditioning and Heating</td>
<td>ATI Career Training Center</td>
<td>PT</td>
</tr>
<tr>
<td>Jean Merone</td>
<td>HVAC Technician Certification</td>
<td>Mainstream Engineering Corporation</td>
<td>FT</td>
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</tbody>
</table>
# Hialeah Campus Faculty / Staff List

**Regional Vice President Operations:** Niki Good  
**Executive Director:** Niki Good

## Admissions
Director of Admissions: Charles Castillo

## Business Office
Business Office Manager: Luis Herran

## Student Financial Services
Director of Student Finance: Tahimi Fraga

## Education
Director of Education: Nichole Walsh  
Assistant Director of Education: Jessica Padilla

## Career Services
Director of Career Services: Nora Martin

## Registrar
Senior Registrar: Fabiola Pena

## Faculty

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Degree/Certifications</th>
<th>School/College Attended</th>
<th>Professional Experience</th>
<th>Full-Time/Part-Time</th>
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<tbody>
<tr>
<td><strong>Associate Information Technology</strong></td>
<td>Efrain Gavilan—Instructor</td>
<td>AS-Computer Network Engineering</td>
<td>Florida Career College</td>
<td>16 Years</td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Automotive Technician</strong></td>
<td>Marino Fernandez—Instructor</td>
<td>Master Technician</td>
<td>Lindsey Hopkins Technical Institute</td>
<td>24 Years</td>
<td>Full-Time</td>
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<tr>
<td><strong>Automotive Technician</strong></td>
<td>Luis De Jesus Rodriguez—Instructor</td>
<td>Advanced Automotive Technology</td>
<td>Sheridan Technical College</td>
<td>6 Years</td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Business Office Administration Program</strong></td>
<td>Ernest Washington—Instructor</td>
<td>Associates in Management Information Systems</td>
<td>Miami Dade College; Miami, Florida</td>
<td>9 years of experience as Professor</td>
<td>Part-Time</td>
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<tr>
<td><strong>Dental Assistant Program</strong></td>
<td>Shirley Gittens—Instructor</td>
<td>Expanded Functions Dental Auxiliary</td>
<td>Lindsey Hopkins Technical Education Center</td>
<td>38 Years</td>
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<tr>
<td><strong>Health Service Administration Program</strong></td>
<td>Ernest Washington—Instructor</td>
<td>Associates in Management Information Systems</td>
<td>Barry University; Miami, Florida</td>
<td>14 years of experience as Professor</td>
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<tr>
<td><strong>Computer and Network Technician Program</strong></td>
<td>Efrain Gavilan—Instructor</td>
<td>AS-Computer Network Engineering</td>
<td>Florida Career College</td>
<td>16 Years</td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Computer and Network Technician Program</strong></td>
<td>Rewal Alonso—Instructor</td>
<td>Doctorate of Business Administration</td>
<td>St. Thomas University, Miami Gardens, FL</td>
<td>15 Years of experience in Education</td>
<td>Part-Time</td>
</tr>
<tr>
<td><strong>Dental Assistant Program</strong></td>
<td>Jessica Lamont—Instructor</td>
<td>BS Biology, Dental Assistant</td>
<td>Florida International University</td>
<td>11 years experience</td>
<td>Part-Time</td>
</tr>
<tr>
<td><strong>Dental Assistant Program</strong></td>
<td>Jessica Lamont—Instructor</td>
<td>BS Biology, Dental Assistant</td>
<td>Florida International University</td>
<td>11 years experience</td>
<td>Part-Time</td>
</tr>
</tbody>
</table>
Hialeah Campus Faculty / Staff List

Faculty Continued

**Heating Ventilation & Air Conditioning Program**

Daniel Cueto—Campus Department Chair
Degree/Certifications:
- Heating, Ventilation and Air Conditioning
- EPA Certified
School/College Attended:
- Florida Career College
Professional Experience: 5+ years
Full-Time

Gary Hamilton—Instructor
Degree/Certifications:
- Mechanical Engineering
School/College Attended:
- University of Miami
Professional Experience:
- 29 years Experience
Part-Time

**Medical Assistant Technician Program**

Lisbeth Mendoza—Instructor
Degree/Certifications:
- Nationally Certified Medical Assistant, CPR/AED Certification, OSHA Certified
School/College Attended:
- Florida Career College
Professional Experience: 5 years
*Full-Time*

Ericka Saenz—Instructor
Degree/Certifications:
- Registered Medical Assistant
School/College Attended:
- Technical Career Institute
Professional Experience: 6 years Experience
Full-time

Jasmin Garcia—Instructor
Degree/Certifications:
- Health Service Administration, Medical Assistant
School/College Attended:
- Florida National University, Concorde Career Institute
Professional Experience: 6 years Experience
Full-Time

Linet Collazo-Alberto
Degree/Certifications:
- Health Service Administration
Medical Assistant
School/College Attended:
- Florida Career College
Professional Experience: 8 years Experience
Part Time

**Heating Ventilation & Air Conditioning Program**

Deborah Velez—Instructor
Degree/Certifications:
- Medical Assistant Technician
School/College Attended:
- Florida Career College
Professional Experience:
- 14 years experience
Full-Time

**Medical Front Office & Billing Program**

Eveling Gonzalez
Degree/Certifications:
- Medical Billing and Coding
School/College Attended:
- Florida Career College
Professional Experience: 7 Years Experience
Full-Time

**Patient Care Technician Program**

Alberto Perez—Instructor
Degree/Certifications:
- Board Certified Internist,
- Medical Doctor, M.D.
School/College Attended:
- St Michael’s Med Center, Newark, NJ,
- Zaragoza University, Zaragoza, Spain
Professional Experience: 36+ years
Full-Time

Marie Ligonde—Instructor
Degree/Certifications:
- Patient Care Technician
School/College Attended:
- Florida Career College
Professional Experience:
- 8 years experience
Part Time
Houston Campus Faculty / Staff List

Regional Vice President Operations: Robert Adler
Campus President/Executive Director: Aleco Babikian

Admissions
Director of Admissions: Joann Watson
Associate Director of Admissions: Janice Moore

Business Office Manager
Srir Washington

Career Services
Director of Career Services: Shaundra Hamilton
Associate Director of Career Services: Montanya Charles

Director of Education:
Amanda Broussard

Faculty

Heating Ventilation & Air Conditioning Program
Ray Crump (Full Time)
Degree/Certifications: Technician Type Universal; Apprentice Electrician; EPA Certified; Building Maintenance HVAC and Electricity
Professional Experience: 6+ years

Shawn Gibson (Full Time)
Degree/Certifications: HVAC Diploma; TDLR State of Texas Contractor License; TDLR State of Texas Certified HVAC Technician
Professional Experience: 25 years

Johnnie Davis (Full Time)
Degree/Certifications: HVAC/R Diploma; EPA Universal Certification, College/University: ATI Career College
Professional Experience: 10 years

Sylvanus Donaie (Full Time)
Degree/Certifications: BS, Electronic Engineering; MS, Business Administration; MS, Project Management
College/University: DeVry Institute of Technology; Keller Graduate School of Management
Professional Experience: 25 years

LaMarcus Wirrick (Full Time)
Degree/Certifications: EPA Universal Certification; 410A Certification
College/University: None
Professional Experience: 11 years

Derwin Breed (Full Time)
Degree/Certifications: EPA Universal Certification; TDLR Certification
College/University: None
Professional Experience: 10 years

Health Services Administration
Lakeisha Davis (Part Time)
Degree/Certification: BA, Health Service Management
College/University: DeVry University
Professional Experience: 10 years

Business Office Administration Program
Kenneth Acson (Full Time)
Degree/Certifications: Associates of Science in Electronics; Bachelors of Science Computer Science; Bachelors of Science in Management; Masters of Science in Business Administration
College/University: ITT Technical Institute; Everest University
Professional Experience: 5 years

Ricky Moore (Full-Time)
Degree/Certifications: Associate of Arts in Business/Bachelors in Psychology/Masters in Education Counseling/Masters in History
College/University: Trinity Valley Jr. College/University of Texas –Perman Basin/Prairie View A&M University/Texas Southern University
Professional Experience: 20 plus years

Jazzmine Ononivu (Part Time)
Degree/Certifications: BBA, Finance; MBA, Human Resource Management, Management Information Systems
College/University: University of Houston; Bellevue University
Professional Experience: 10 years

Associate Directors of Education:
Arielle White
Tamika Dismukes-Williams

Registrar:
Christina Manton
Livier Arreola

Student Financial Services
Director of Student Finance: Sherita Evans
Associate Director of Student Finance: Harry Means

Medical Assistant Technician Program
Roderick McCarter (Full Time)
Degree/Certifications: None
Professional Experience: 17 years

Debra Ray (Part-Time)
Degree/Certifications: NRCMA, Medical Assistant
College/University: Remington College
Professional Experience: 17 years

Kim Guillory (Full Time)
Degree/Certifications: CCMA; CMAA; Phlebotomy Certification
College/University: Texas School of Business
Professional Experience: 17 years

Menisha Carter (Full Time)
Degree/Certifications: Medical Assistant
College/University: Houston Community College
Professional Experience: 17 years

Shaterri Bush (Full Time)
Degree/Certifications: BS, Healthcare Administration; MS, Healthcare Administration; CMA; Phlebotomy Certification
College/University: Walden University; Northwest Education Center
Professional Experience: 14 years

Whitney Mosley (Full Time)
Degree/Certifications: CMA Certification
College/University: UCI College
Professional Experience: 7 years

Yolanda Gunner (Full Time)
Degree/Certifications: AAS, Health Information Management
College/University: Lamar Institute of Technology
Professional Experience: 20 years

Kapresha Johnson (Full Time)
Degree/Certifications: NHA Certification, pending
College/University: Everest Institute, Houston, TX
Professional Experience: 16 years

Marilyn Campbell (Full Time)
Degree/Certifications: Registered Medical Assistant
College/University: American Intercontinental University
Professional Experience: 21 years

Medical Front Office & Billing Program
Veresha Rogers (Full Time)
Degree/Certifications: BA, Business Administration; MS, Health Informatics
College/University: Philander Smith College; Grand Canyon University
Professional Experience: 30 years

Patricia Portilla (Part Time)
Degree/Certifications: Certified Billing and Coding Specialist
College/University: Med Vance Institute
Professional Experience: 15 years

Janana Allmon (Full Time)
Degree/Certifications:
College/University:
Professional Experience:
## Jacksonville Campus Faculty / Staff List

**Regional Vice President Operations:** Bob Adler  
**Campus President/Executive Director:** Jose DaVila

### Admissions
**Director of Admissions:** Betina Yurkus

### Career Services
**Director of Career Services:** Crystal Dennis

### Education
**Director of Education:** Dr. Cari Andreani  
**Associate Director of Education:** Bonnie McMurphey, DaMario Belford

### Student Financial Services
**Director of Student Finance:** Danielle Walton

### Faculty

#### Heating Ventilation & Air Conditioning Program
- **Amy Keister, Campus Dept. Chair**  
Degree/Certifications: EPA Universal, BS HVAC Design Technology, PA College of Technology, AAS HVAC, PA College of Technology  
Part-Time Faculty

- **Walter Johnson (Part-Time)**  
Degree/Certifications: EPA Universal, BS Business Management, Jones College  
Part-Time Faculty

- **Thomas Bruen (Part-Time)**  
Degree/Certifications: EPA Universal, Diploma Nassau County Adult Education  
Part-Time Faculty

- **Sou Saetern (Part-Time)**  
Degree/Certifications: EPA Universal, AS Supervision & Management  
Coastline Community College  
Part-Time Faculty

#### Business Office Administration
- **Michael Lomax (Part-Time)**  
Degree/Certifications: Master’s Leadership Development, Penn State University, BS Sociology, St Joseph’s University  
Part-Time Faculty

- **Debra Holcomb-Williams (Part-Time)**  
Degree/Certifications: Master’s Information Technology, Management Western Governors University, BS IT Systems, University of N. Florida  
Part-Time Faculty

- **Daphnie Summers (Part-Time)**  
Degree/Certifications: MBA Business Administration, University of Northern Florida, BA Psychology, Randolph-Macon College, AS Business Administration, J Sargeant Reynolds Community College  
Part-Time Faculty

- **KaJuan Allen (Part-Time)**  
Degree/Certifications: MBA Business Management, Edwards Water College, BA Business Administration, Alabama A & M University

#### Patient Care Technician Program
- **Aleatha Roberts (Part-Time)**  
Degree/Certifications: N.C.M.A., Sanford Brown College, Diploma EMT, Florida State College

- **Shantyair Bradley (Part-Time)**  
Degree/Certifications: LPN, Meridian Community College, Certificate – Medical Assistant – US Navy medical Education Training Corps

#### Dental Assistant Program
- **Jazmya Campbell (Part-Time)**  
Degree/Certifications: CDA, Dental Assisting National Board – ACT, DA Diploma, UEI

- **LeAndre Debose (Part-Time)**  
Degree/Certifications: CDA Dental Assisting National Board US Navy Dental School

- **Christine Eason (Part-Time)**  
Degree/Certifications: AA in Health Science, CDA Dental Assisting National Board Santa Fe College

- **Jessica Woodring (Part-Time)**  
Degree/Certifications: CDA Dental Assisting National Board Everest University

- **Elma Mirdaniali (Part-Time)**  
Degree/Certifications: Diploma – Dental Assisting, University of Florida, Gainesville, Certificate Dental Radiology, UNF Gainesville

- **Dahlia Brown (Part-Time)**  
Degree/Certifications: BS – Human Services Education Southern University

- **Ashley Guillaume (Part-Time)**  
Degree/Certifications: Diploma—Dental Assistant UEI

- **Kimberly Kraut (Part-Time)**  
Degree/Certifications: EDA, CDA Florida College of Medical & Dental Careers

#### Medical Assistant Technician Program
- **Bruce Carder (Part-Time)**  
Degree/Certifications: Corpsman Hospital Corpsman US Navy

- **Craig Jones (Part-Time)**  
Degree/Certifications: Corpsman Hospital Corpsman US Navy

- **Erika Murphy (Part-Time)**  
Degree/Certifications: AS, RMA Carrington College, AS Applied Management, Everest University

- **Shandriece Shine (Part-Time)**  
Degree/Certifications: N.C.M.A. Hospital Corpsman US Navy
Faculty

**Medical Assistant Technician Program (cont’d)**

**Melanie Shelton (Part-Time)**
Degree/Certifications: AS - Medical Assistant
Mt. Washington College.

**Sunshine Snipes (Part-Time)**
Degree/Certifications: Diploma - Medical Assistant
Sanford Brown College

**Katie Harrison (Part-Time)**
Degree/Certifications: AS - Medical Assisting
Southeastern College

**Douglas Gilmer (Part-Time)**
Degree/Certifications: Diploma - Advanced Patient Care Assistant
Wiregrass GA Tech College

**Michelle Ledgister (Part-Time)**
Degree/Certifications: Diploma—Certified Medical Assistant
Allen School of Health Sciences

**Joenell Finney (Part-Time)**
Degree/Certifications: Diploma—BS Business Administration, Delaware Valley Job Corps; Medical Administrative Assistant, Oneonta Job Corps Academy

**Ermonie Reed (Part-Time)**
Degree/Certifications: Diploma—Diploma- Medical Assistant Technician, Florida Career College

**Computer and Network Technician Program**

**Donald Edwards (Part-Time)**
Degree/Certifications: Master’s Management Information Technology, Southwestern ADV. University
Lauderdale Lakes Campus Faculty / Staff List
Executive Director in Residence: George H. Hardy II

**Admissions**
Director of Admissions: **Jorge Morales**

**Business Office**
Business Office Manager: **Veronica Cruz**
Student Services Coordinator: **Athlet St. Fleur**
Director of Student Finance: **Amos Michel**

**Career Services**
Director of Career Services: **Arelis Cardona**
Associate Director of Career Services: **Rosabell Philip Augustin**

**Education**
Director of Education: **Alicia Heffner**
Associate Director of Education: **Belinda Roy**
Associate Director of Education: **Jarvous Freeman**

**Information Technology Program**
*Ursula Clarke (Part-time)*
Degree/Certifications: B.S.; Management, Master of Education; Learning and Technology, Certified Scrum Master, A+ Certified
Institution: University of Phoenix; Western Governors University

*Romaine Lindo (Full-Time)*
Degree/Certifications: Bachelor in Business Administration in Management Information Systems; A+ Certified, Net +, CCAI Essentials
Institution: Florida International University

**Heating Ventilation & Air Conditioning Program**
*Ronald Freeman (Full-time)*
Degree/Certifications: Diploma in Air Conditioning, Heating, Refrigeration and Appliances; EPA Certified
Institution: ATI Career Training Center

*Michael Jones (Full-time)*
Degree/Certifications: Diploma; Air Conditioning, Heating, Refrigeration, Appliances; EPA Certified; R-410A
Institution: ATI Career Training Center

*Adrien Kernisant (Full-Time)*
Degree/Certifications: EPA Certified

*Stephen Mitchell (Part-time)*
Degree/Certifications: EPA Certified; R-410A

*David Toombs (Part-time)*
Degree/Certifications: EPA Certified; R-410A

*Vijay (Jeremy) Thuraisingham (Part-time)*
Degree/Certifications: EPA Certified; R-410A

**Business Office Administration Program**
*Hussein De Paz (Part-time)*
Degree/Certifications: A.S.; Administrative Manager
Institution: Coastline Community College

*Javon Powell (Full-time)*
Degree/Certifications: B.S.; Political Science
Institution: Florida A&M University

*Suzette Maylor (Part-time)*
Degree/Certifications: Juris Doctor; B.S.; Business Administration
Institution: University of Florida

*Codi Johnson (Part-time)*
Degree/Certifications: Bachelor of Social Work, Associate of Arts General ED
Institution: Florida A&M University
Medical Assistant Technician Program

Elena Dena (Part-time)
Degree/Certifications: Diploma in Medical Assistant; Certified Clinical Medical Assistant; Certified Patient Care Technician Assistant
Institution: American Institute of Health & Beauty

Dadria Hall (Part-time)
Degree/Certifications: Diploma in Medical Assistant; Certified Clinical Medical Assistant; Certified Patient Care Technician Assistant
Institution: Florida Career College

Tiffany Mickel (Part-time)
Degree/Certifications: Diploma in Medical Assistant Technician; Certified Clinical Medical Assistant
Institution: National School of Technology

Vanessa Rogers (Part-time)
Degree/Certifications: Diploma in Medical Assistant Technician; Certified Medical Assistant
Institution: Florida Career College

Joan Thomas (Part-time)
Degree/Certifications: A.S., Medical Lab Technology; Diploma in Medical Assistant Certified Clinical Medical Assistant; Certified Patient Care Technician Assistant
Institution: Keiser University, National School of Technology

Anderson, Chrystal (Part-time)
Degree/Certifications: Diploma; Medical Assistant
Institution: Concorde Career Institute

Sharon Francis (Part-time)
Degree/Certifications: AS Histotechnology, Diploma Medical Assistant Technician
Institution: Keiser University, Florida Career College

Hermaley Lubin (Part-time)
Degree/Certifications: AS Medical Assisting
Institution: Keiser University

Alexandra Theberge (Part-time)
Degree/Certifications: Diploma Medical Assisting
Institution: Hesser College

Patient Care Technician Program

Barbara Perry (Part-time)
Degree/Certifications: Licensed Practical Nurse (LPN)
Institution: Cuddington and Epsom District Hospital School of Nursing

Nadine Cutno (Part-time)
Degree/Certifications: B.A. Psychology; Licensed Practical Nurse
Institution: Southern University at New Orleans

Tiffany Mickel (Part-time)
Degree/Certifications: Diploma Medical Assisting; Certified Clinical Medical Assistant; Certified Patient Care Technician Assistant
Institution: National School of Technology

Dental Assistant Program

Anais Charles (Part-time)
Degree/Certifications: Applied Technology Diploma in Dental Assistant; Expanded Functions, Dental Radiographer
Institution: Atlantic Technical Center

Shatoya Harp (Part-time)
Degree/Certifications: Diploma in Dental Assistant; Expanded Functions
Institution: Concorde Career Institute

Eurasha Fonseca (Part-time)
Degree/Certifications: Diploma Dental Assisting Technology and Management
Institution: Atlantic Technical College
## Margate Faculty / Staff List

Regional Vice President Operations: **Robert Adler**  
Campus President/Executive Director: **Mikkel Dixon**

### Admissions
Director of Admissions: **Sylvia Graciano**

### Campus Operation Administrator
**Natalie Landrito**

### Student Financial Services
Associate Director of Student Finance: **Shamika Laidley**

### Education

#### Health Services Administration Program
**Anna Geffrard** (Full-Time)  
Degree/Certifications: M.B.A. Business Administration, University of Phoenix, B.S. Health Administration, University of Phoenix A.S. in Medical Assistant, Registered Medical Assistant, Keiser University, NHA Medical Billing and Coding Certified  
Professional Experience: 9 years (Full-Time)

#### Heating Ventilation & Air Conditioning
**Orlando Huc** (Part-Time)  
Degree/Certifications: EPA, HVAC Tech Cert, Panama College, Columbia  
Professional Experience: 3 years (Part-Time)

**Alex Naylor** (Part-Time)  
Degree/Certifications: EPA, R-410A  
Professional Experience: 5 years (Part-Time)

**Rodger Sawyer** (Part-Time)  
Degree/Certifications: EPA  
Professional Experience: 21 years (Part-Time)

#### Medical Assistant Technician Program
**Nadine Jean-Pierre** (Full-Time)  
Degree/Certifications: BS Health Sciences; A.S. Radiologic Technician; Keiser University A, American Registry of Radiologic Technologists; Professional Experience: 12 years, NHA—Medical Assistant Certified (Full-Time)

**Terry-Ann Green** (Part-Time)  
Degree/Certifications: Medical Assistant, Concorde Career Institute NHA; Medical Assistant Certified  
Professional Experience: 6 years (Part-Time)

**Iveth Martinez** (Part-Time)  
Degree/Certifications: Certified Clinical Medical Assistant  
Professional Experience: 19 Years

**Andreina Espinoza** (Part-Time)  
Degree/Certifications: Medical Assistant Diploma; Sanford Brown Institute  
Professional Experience: 6 years

**Shawanna Ramsey** (Part-Time)  
Degree/Certifications: Certified Medical Assistant; Medvance Institute  
Professional Experience: 13 years

**Ashley Zephir** (Part-Time)  
Degree/Certifications: Medical Assistant: American Institute  
Professional Experience: 12 Years

#### Medical Front Office & Billing Program
**Anna Geffrard** (Full-Time)  
Degree/Certifications: M.B.A. Business Administration, University of Phoenix, B.S. Health Administration, University of Phoenix A.S. in Medical Assistant, Registered Medical Assistant, Keiser University, NHA Medical Billing and Coding Certified  
Professional Experience: 9 years (Full-Time)

### Faculty

#### Tanya Dundas (Part-Time)
Degree/Certifications: B.A Healthcare Administration  
School/College Attended: Ashford University  
Professional Experience: 20 Years

#### Patient Care Technician Program
**Olivia King-Winston** (Part-Time)  
Degree/Certifications: Medical Assistant Diploma; Everest College,A.A. Health Care Administration, Certified Medical Assistant, American Intercontinental University , Patient Care Technician Certified, NHA  
Professional Experience: 20 years (Part-Time)

#### Dental Assistant Program
**Aleessa McPherson** (Part-Time)  
Degree/Certifications: Dental Diploma; Concorde Career College, Expanded Duties of Dental Auxiliary Certification  
Professional Experience: 5 years

**Shireese Ramos** (Part-Time)  
Degree/Certifications: Dental Diploma; Concorde Career College, Expanded Duties of Dental Auxiliary Certification  
Professional Experience: 5 years

**Vickie Runnion** (Part-Time)  
Degree/Certifications: Dental Hygienist; Associate of Applied Science Dental Hygiene : Palm Beach State College, Charlotte Vocational Technical College: Dental Assistant, Nationally Certified and Expanded Functions Dental Assistant  
Professional Experience: 34 years

**Keianna Sutton** (Part-Time)  
Degree/Certifications: Applied Technology Diploma  
School/College Attended: Atlantic Technical College  
Professional Experience: 6 Years

#### Business Office Administration Program
**Pierreline Mwanza** (Part-Time)  
Degree/Certifications: Ph.D. Business Administration, North Central University; Masters of Business Administration, Everest University, Bachelors of Business Administration, American Inter-Continental University  
Professional Experience: 17 years

#### General Education
**Anna Geffrard**  
Degree/Certifications: M.B.A.,B.S. Health Administration, University of Phoenix , Medical Assistant, Registered Medical Assistant, Keiser University  
NHA Medical Billing and Coding Certified  
Professional Experience: 9 years (Full-Time)

---

*Insert A - Effective: 1/01/2021*
Miami Campus Faculty / Staff List
Regional Vice President Operations:
Campus President/Executive Director: Marcela Munera

Admissions
Director of Admissions: Shaneidra Jackson
Business Office Manager: Damaris Harmon

Career Services
Senior Director of Career Services: Anca Conway

Education
Director of Education: Max Amer
Registrar: Cheyla Davila

Student Financial Services
Director of Student Finance: Dominique Leger

Faculty

<table>
<thead>
<tr>
<th>Computer and Network Technician Program</th>
<th>Medical Front Office &amp; Billing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth McLean-PT</td>
<td>Marlene Ebanks-FT</td>
</tr>
<tr>
<td>Cleveland Institute of Technology, Cleveland, OH</td>
<td>Broward Community College, Davie, FL</td>
</tr>
<tr>
<td>Professional Experience: 25 + years</td>
<td>Professional Experience: 32 years</td>
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<table>
<thead>
<tr>
<th>Trevan Smith-FT</th>
<th>Medical Assistant Technician Program</th>
</tr>
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<tbody>
<tr>
<td>Degree/Certifications: A.A. Computer Network Engineer</td>
<td>Dayanna Nina-FT</td>
</tr>
<tr>
<td>Professional Experience: 8 years</td>
<td>Professional Experience: 15 years</td>
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<tr>
<th>Health Services Administration Program</th>
<th>Lydia Arroyo-FT</th>
</tr>
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<tbody>
<tr>
<td>Lana Akinola-PT</td>
<td>Degree/Certifications: AMT from American Medical Technologies</td>
</tr>
<tr>
<td>Degree/Certifications: Bachelor degree Health Care Administration American Intercontinental University</td>
<td>MD Osteopathic Medicine Ohio University Athens OH– Bachelor of Art Florida International University– Miami FL.</td>
</tr>
<tr>
<td>Weston FL</td>
<td>Professional Experience: 24</td>
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<td>Professional experience 14 years</td>
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<thead>
<tr>
<th>Business Office Administration Program</th>
<th>Alexa Viloria-PT</th>
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<tbody>
<tr>
<td>Degree/Certifications: MBA—Management</td>
<td>Professional Experience: 32 years</td>
</tr>
<tr>
<td>School/College Attended: Carlos Albizu University</td>
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</tr>
<tr>
<td>Professional Experience: 18 Years</td>
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<table>
<thead>
<tr>
<th>Heating Ventilation &amp; Air Conditioning Program</th>
<th>Dental Assistant Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dyron Garvin-FT</td>
<td>Yanet Beceiro-PT</td>
</tr>
<tr>
<td>Degree/Certifications: A.S. in HVAC</td>
<td>Degree/Certifications: Diploma—Dental Assistant, Carlos J Finlay Health care Institute/ AVM Dental Assistant School.</td>
</tr>
<tr>
<td>ATI Career Education, Miami, FL</td>
<td>Professional Experience: 28 years</td>
</tr>
<tr>
<td>Universal EPA Certificate</td>
<td></td>
</tr>
<tr>
<td>Professional Experience: 14 years</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Gabriel Ramos– PT</th>
<th>Patient Care Technician Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Certifications: EPA Certified- Diploma in Heating Refrigeration and Air Conditioning from College of Business and Technology</td>
<td>Jose Muniz-PT</td>
</tr>
<tr>
<td>Professional experience 23years</td>
<td>Degree/Certifications: Diploma—Nursing, Robert Morgan Tech College, BS Nursing Florida International University, Miami, FL RN, EMT</td>
</tr>
<tr>
<td></td>
<td>Professional Experience: 8 years</td>
</tr>
</tbody>
</table>
Orlando Campus Faculty / Staff List

Executive Director: Deb Ferrari
Regional Vice President of Operations: Robert Adler

Admissions
Senior Director of Admissions: Tera Davis
Admissions Coordinator: Yliana Sanchez

Operations Administrator
Operations Administrator: Jose Bejaran

Career Services
Director of Career Services: Edward Tordesillas
Regional Director of Career Services: Asha Jarett

Education
Director of Education: William Ford
Associate Director of Education: John Dickey

Admissions
Associate Director of Education: Nelida Perez
Associate Director of Education: Reneka Logan
Student Services Coordinator: Jamie Moreno

Operations Administrator

Registrar
Registrar: Destiny Mann
Registrar: Valerie Howell

Career Services

Student Financial Services
Director of Student Finance: Tarisa Tribue
Collections Specialist: Erik Fields

Heating Ventilation & Air Conditioning Program
Wilson Vo (Full Time)
Heating Ventilation & Air Conditioning Diploma, Florida Career College
E.P.A Universal Technician Certificate
ESCO Institute

Heating Ventilation & Air Conditioning Program
Hugh Acosta (Full Time)
Heating Ventilation & Air Conditioning Diploma
Florida Career College
E.P.A Universal Technician Certificate
ESCO Institute

Heating Ventilation & Air Conditioning Program
Winyfredo Rios (Full Time)
E.P.A Universal Technician Certificate
ESCO Institute

Heating Ventilation & Air Conditioning Program
Juan Villegas Campus Department Chair (Full Time)
Heating Ventilation & Air Conditioning Diploma
Florida Career College
E.P.A Universal Technician Certificate
ESCO Institute

Heating Ventilation & Air Conditioning Program
Angel Monzon (Full Time)
Heating Ventilation & Air Conditioning Diploma
CBT College
E.P.A Universal Technician Certificate
ESCO Institute

Heating Ventilation & Air Conditioning Program
Ricky Mack (Full Time)
Heating Ventilation & Air Conditioning Diploma, Florida Career College
E.P.A Universal Technician Certificate, ESCO Institute

Heating Ventilation & Air Conditioning Program
Andres Montes (Substitute)
Heating Ventilation & Air Conditioning Diploma, Escuela Tecnica de Electricidad, San Juan, PR
E.P.A Universal Technician Certificate
ESCO Institute

Medical Front Office Program
Adrienne Kittinger (Part Time)
B.A. Communications
University of Central Florida

Medical Front Office Program
Paula Arias (Canales) (Part Time)
Bachelors of Business Administration, UCF
CNA certified
CPC
CRC
<table>
<thead>
<tr>
<th>Medical Front Office Program</th>
<th>Medical Front Office Program</th>
<th>Medical Assistant Technician Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toccara Chavis (Full Time)</td>
<td>Trasey Pfluger (Full-Time)</td>
<td>Jacklyn Otero (Full Time)</td>
</tr>
<tr>
<td>Master of Healthcare...</td>
<td>Bachelor of Arts, Health...</td>
<td>Bachelor of Healthcare Administration,</td>
</tr>
<tr>
<td>Florida A&amp;M University</td>
<td>Services Leadership, Rollins College</td>
<td>Everest University Associate of Medical Assisting, Everest</td>
</tr>
<tr>
<td>Bachelor of Healthcare...</td>
<td>Medical Assisting Certificate, Seminole</td>
<td>University</td>
</tr>
<tr>
<td>Management, Florida A&amp;M...</td>
<td>Community College</td>
<td>University</td>
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<td>University</td>
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<tr>
<th>Medical Assistant Technician Program</th>
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</thead>
<tbody>
<tr>
<td>Marlena Stefanek (Full Time)</td>
<td>Christine Storma (Part Time)</td>
<td>Tiara Santiago-Johnson (Full Time)</td>
</tr>
<tr>
<td>Associate of Medical Assisting, Florida</td>
<td>Associate of Nursing, Nassau Community</td>
<td>Associate of Medical Assisting, Everest</td>
</tr>
<tr>
<td>Metropolitan University</td>
<td>College</td>
<td>Institute</td>
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<tr>
<th>Business Office Administration Program</th>
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</thead>
<tbody>
<tr>
<td>Pedro Sanchez (Part Time)</td>
<td>Natasha Blake (Part Time)</td>
<td>Anthony Brown (Full-Time)</td>
</tr>
<tr>
<td>Master of Electronic Commerce, Universidad Interamericana de Puerto Rico</td>
<td>Bachelor of Business Management, Webster University</td>
<td>Associate of Science in Computer Programming</td>
</tr>
<tr>
<td>Bachelor of Computerized Management Info Systems, Universidad de Puerto Rico</td>
<td>Bachelor of Computer Science, Webster University</td>
<td>Bachelors of Science, Bethune Cookman University</td>
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<td></td>
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<td>MBA, Webster University</td>
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<tr>
<th>Dental Assistant Program</th>
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<th>Dental Assistant Program</th>
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</thead>
<tbody>
<tr>
<td>Oscar Palau (Part Time)</td>
<td>Natashia Pagan-Vargas (Part Time)</td>
<td>Jaleesa Barclay (Full-Time)</td>
</tr>
<tr>
<td>Expanded Duties for Dental Auxiliaries (EFDA), Lindsay Hopkins Technical Education Center</td>
<td>Expanded Duties of Dental Assisting (EFDA), Central Florida Institute</td>
<td>Radiological Health and Safety Certificate, AAA School of Dental Assisting</td>
</tr>
<tr>
<td>University</td>
<td>Radiological Health &amp; Safety, Central Florida Institute</td>
<td>Expanded Duties of Dental Assisting Certificate, AAA School of Dental Assisting</td>
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<td>Universidad</td>
<td>Institute</td>
<td>Institute</td>
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<thead>
<tr>
<th>Dental Assistant Program</th>
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</thead>
<tbody>
<tr>
<td>Kristin Croston (Part Time)</td>
<td>Vera Perez (Full-Time)</td>
<td>Skye Chin (Part Time)</td>
</tr>
<tr>
<td>Expanded Functions of Dental Assisting, Americare School of Nursing</td>
<td>Expanded Functions Certificate, Daytona Beach Community College</td>
<td>Expanded Duties of Dental Auxiliary Personnel (EFDA), Concorde Career Institute</td>
</tr>
<tr>
<td>Radiological Health and Safety, Americare School of Nursing</td>
<td></td>
<td>Institute</td>
</tr>
<tr>
<td></td>
<td>Dental Assistant Radiographer’s Certificate</td>
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<thead>
<tr>
<th>Pharmacy Technician Program</th>
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<th>Pharmacy Technician Program</th>
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</thead>
<tbody>
<tr>
<td>Maryana Attia (Part Time)</td>
<td>Darvi Redding (Part Time)</td>
<td></td>
</tr>
<tr>
<td>Bachelor of Pharmacy, Pharmaceutical Sciences</td>
<td>A.S. Pharmacy Technician</td>
<td></td>
</tr>
<tr>
<td>Certified Pharmacy Technician</td>
<td>Anthem College</td>
<td>Registered Pharmacy Technician</td>
</tr>
<tr>
<td></td>
<td>Florida Department of Health</td>
<td>Florida Department of Health</td>
</tr>
</tbody>
</table>

1/01/2021
Pembroke Pines Campus Faculty / Staff List
Regional Vice President Operations: Niki Good
Campus President/Executive Director: Gregory Falcon

**Admissions**
Director of Admissions: Dwayne Thomas

**Career Services**
Director of Career Services: Teri Molina

**Education**
Director of Education: Kenyon Evans
Associate Director of Education: Lumeay Gardner

**Registrar**
Erica Bouldin

**Student Financial Services**
Director of Student Finance: Elizabeth Cuetara

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**Faculty**

**Lazo Chao** (Part Time)
Degree/Certifications: City College – Emergency Medical Technician
Professional Experience: 14 years

**Latrese Fulmore** (Part Time)
Degree/Certifications: Associates of Science — Medical Assistant, Keiser University
Professional Experience: 20 years

**Medical Front and Billing Program**

**Georgia Okoro** (Part Time)
Degree/Certifications: Concorde Career College—Diploma in Medical Front Office & Billing; CPC
Professional Experience: 13 years

**Dental Program**

**Andrea Bonner** (Part Time)
Degree/Certifications: Expanded Function Dental Assistant —Concorde Career Institute Broward
Professional Experience: 12 years

**Melissa Fuentes** (Part Time)
Degree/Certifications: Expanded Function Dental Assistant —Concorde Career Institute Broward
Professional Experience: 6 years

**Ashley Newby** (Part Time)
Degree/Certifications: /Diploma Dental assistant/Expanded Function Dental Assistant —Lindsey Hopkins Tech
Professional Experience: 13 years

**Samantha Baker** (Part Time)
Degree/Certifications: /Diploma Dental assistant/Concorde Career Institute., Broward
Professional Experience: 9 years

**Jessica Palmisano** (Part Time)
Degree/Certifications: /Diploma Dental assistant/—Porter and Chester Institute Certified Dental Assistant
Professional Experience: 10 years

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**Business Administration Program**

**Eduardo Mojena** (Part Time)
Degree/Certifications: American Intercontinental University- Master of Business Administration
Professional Experience: 19 years

**Joel Nagelbush** (Part Time)
Degree/Certifications: Capella University—M.S.; Human Resource Management
Professional Experience: 8 years

**Heating Ventilation & Air Conditioning Program**

**Julio Palaguachi** (Part Time)
Degree/Certification: Technical Career Institute, Diploma in HVAC, EPA Certification
Professional Experience: 10 years

**Dean Richards** (Full-Time)
Degree/Certification: Technical Career College, - Associate in Occupational Science, EPA Certification
Professional Experience: 13 years

**Luis Medina** (Part-Time)
Degree/Certification: Miami Dade College, Associate in Engineering), EPA Certification
Professional Experience: 28 years

**Pyree Rhodes** (Part-Time)
Degree/Certifications: BS – Project Management
School/College Attended: DeVry University
Professional Experience: 17 Years

**Roberto Robles** (Part-Time)
Degree/Certifications: Diploma in HVAC
EPA Certification
School/College Attended: West Georgia Technical College,
Professional Experience: 17 Years

**Matthew Schackell** (Part-Time)
Degree/Certifications: Diploma in HVAC
EPA Certification
R-401A Technician Certification
School/College Attended: Florida Career College
Professional Experience: 6 Years

**Patient Care Technician Program**

**Vicky Irons** (Part Time)
Degree/Certifications: License Practical Nurse
School/College Attended: Sheridan Technical College
Professional Experience: 6 years

**Medical Assistant Program**

**Lumeay Gardner** (Part Time)
Degree/Certifications: Habana Medical Institute— RMA
Professional Experience: 13 years

**Gloria Torres** (Part Time)
Degree/Certifications: Physician—Southwestern University Philippine
Professional Experience: 37 years

**Carmen Vasquez** (Part Time)
Degree/Certifications: Pontificia Universidad Catolica Madre y Maestra—Medical Doctor ; CCMA
Professional Experience: 13 years

**Martha Wong** (Part Time)
Degree/Certifications: The Salter School— Diploma in Medical Assistant RMA, Certified Phlebotomist
Professional Experience: 11 years

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Effective: 1/01/2021
Tampa Campus Faculty / Staff List
Regional Vice President Operations: Robert Adler
Campus President/Executive Director: CiCi Reidy

**Admissions**
Director of Admissions: JC Tirado
Office Administrator: Ashley Cason

**Career Services**
Director of Career Services: Michelle Craft

**Education**
Director of Education: Jim Ray
Associate Directors of Education: Dietchyne Aime and Laura Williams
Registrar: Melissa Delgado
Associate Director of Student Financial Services: Debbie Ortega

**Faculty**

**Heating Ventilation & Air Conditioning Program**

Jorge Hernandez Velazquez (Full-Time)
EPA Certification School, Universal

Roger Levasseur (Part-Time)
EPA Certification School: Universal EPA Certified

Titus Jones (Full-Time)
EPA Certification School: Universal EPA Certified

Richard Rozecki (Full-Time) CDC
Erwin Technical School: HVAC Certification
Valdosta State University: Master’s in Public Administration
St. Leo University: B.A. in Human Resources Administration
Department of Defense: EPA Universal Certification

**Business Office Administration Program**

Sophia Butler (Full-Time)
Strayer University: MBA Human Resource Management

**Patient Care Technician Program**

Toshia Knous (Full-Time)
Keiser University: AS Nursing/Registered Nurse

Barbara Latham (Part-Time)
Florida Atlantic University: B.S. Nursing/Registered Nurse

**Medical Front Office & Billing Program**

Michael Smith (Full-Time)
AAPC: Certified Professional Coder

**Medical Assistant Technician Program**

Lisa Bowling (Full-Time)
Erwin Technical College: Diploma Medical Assistant

Adosinda Buchanan (Part-Time)
St. Petersburgh College: MSN Nursing/Registered Nurse

Felicia Kimble (Full Time)
STC BS: B.S. Allied Health Management

Mandie Rodriguez (Part-Time)
Erwin Technical College: Diploma Practical Nursing

**Dental Assistant Program**

Karen Sandoval (Full-Time)
University of South Florida: B.S. Biological Health Sciences

Kelly Taubert Anthony (Full-Time)
Sanford Brown College: Certified Medical Assistant

Ashivona Wilson (Full-Time)
Keiser University: Associate of Arts
Florida Career College: Certified Medical Assistant

**Department of Defense:**

Sanford Brown Institute: EFDA

Insert A - Effective: 1/01/2021
West Palm Beach Campus Faculty / Staff List

President/Executive Director: Gregg Crowe

Director of Education:  
Celeste Blackwell

Operations Administrator:  
Erika Cotter

Collections Specialist:  
Morey Bethea

Director of Admissions:  
Shiya Thomas

Director of Finance Aid:  
Tiffany Walters

Registrar:  
Angela Sol-Siffert

Director of Career Services:  
Eileen Paez

Faculty

Heating, Ventilation and Air Conditioning
William Durham (Full Time)  
Degree: Heating, Ventilation and Air Conditioning Diploma  
Institution: Florida Career College  
Certification: EPA Certified

Felipe Thompson (Full Time)  
C Degree: Heating, Ventilation and Air Conditioning Diploma  
Institution: Florida Career College  
Certification: EPA Certified

Ivor Fairweather (Full Time)  
Degree/Certifications: EPA Certified  
Institution: Palm Beach State College

Jeremy Kapper (Part Time)  
Degree/Certifications: EPA Certified  
Institution: Palm Beach State College

Business Office Administration
Paulette Peart (Part Time)  
Degree: Masters Health Administration/Informatics; BS Business Management  
Institution: Nova Southern University

Sandra Tjoefat (Full Time)  
Degree/Certifications: Masters of Public Health. Master of Science in Clinical Psychology  
School/College Attended: University of Connecticut; University of Amsterdam

Medical Assistant Technician
Laurie Bernat, Program Manager (Full Time)  
Degree: Medical Assistant Diploma  
Institution: Ross Medical Education Center  
Certification: Registered Medical Assistant, Diploma

Annmarie Principe (Full Time)  
Degree: Medical Assistant  
Certifications: Certified Clinical Medical Assistant  
Institution: Mandel School

Tanya Schwab (Full Time)  
Certifications: Registered Medical Assistant  
Ross Medical Education

Mark Wilson (Full time)  
Certifications: Certified Medical Assistant
Trenice Davis (Part time)
Certification: Certified Medical Assistant
Institute: Florida Career College

Ashley Matiska (part time)
Certification: CCMA
Institution: Florida Career College

Patient Care Technician
Kerry Ann Bryan (Part Time)
Certification: Registered Nurse
Institution: Tech-Pro Institute
Degree: Associates in Art

Computer Network Technician
Desiree Shores (Full time)
Degree: AS Computer Network Engineering
Certification: A+ Certification
Institution: Florida Career College

Medical Front Office and Billing
Silvia Klee (Part Time)
Certification: CPC, AAPC, NCICS, NCCT, AHIMA
Certified Billing and Coding

Nancy Bink
Certification: Certified Biller and Coder
Institution: Sheridan Vocational

Information Technology:
Jaime Rodriguez (Part Time)
Degree: Bachelor of Arts in Information Security

Desiree Shores (Part Time)
Degree: AS Computer Network Engineering
Certification: A+ Certification
Institution: Florida Career College

Dental Assistant
Ashley Williams (Part Time)
Certification: Expanded Functions
Institution: Future Dental Assistants of America

Lyneshia Jerningan (Part Time)
Certification: Dental Expanded Duties
Institution: Pima Medical Institute

Deborah Gamble (Full Time)
Certification: Dental Expanded Duties
Institution: University of Florida

1/01/2021
Florida Career College (FCC) programs are designed to help ensure you are prepared for licensure, certification, or registration if you choose a program that prepares you for a field where licensure, certification, or registration is required or optional. While, the credential chart below serves as a guide for the States of Florida and Texas, requirements for other states may vary. Students are responsible for confirming eligibility for licensing, certification or registration and discuss any concerns with your Admissions Representative and/or the Director of Education. Students are also responsible for obtaining the most recent application requirements for any state in which they intend to become employed. Although the school assists students/graduates with obtaining licensure, the ultimate responsibility for securing licensure is that of the student/graduate.

**FCC has not made any determination regarding the licensure, certification, or registration requirements for any state other than the states of Florida and Texas in which the institution is located.**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Requirements</th>
<th>State License &amp; Certification Exam and/or Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technician</td>
<td>Optional: While not required for employment, graduates may pursue an Automotive Service Excellence (ASE) certification through the National Institute for Automotive Service Excellence. Criminal Convictions and drug screening results may impact the ability to become employed in the field. Poor Driving Record, or No Driver’s License.</td>
<td></td>
</tr>
</tbody>
</table>
| Business Office Administration | Optional: While not required for employment, graduates may pursue certifications in the following:  
  - Intuit - QuickBooks Certified ProAdvisor                                           |                                                                                                                        |
| Computer and Network Technician| Optional: While not required for employment, graduates may pursue certifications in the following:  
  - CompTIA - CompTIA A+ Certification; CompTIA Network + Certification; CompTIA Linux + Certification (two vouchers are available for students to take the CompTIA A+ Certification Exam)  
  - Microsoft - Microsoft Windows 10 Certification  
  - MCSA - Windows Server 2012 Certification  
  Conditions Impacting Employment:  
  - Criminal convictions and drug screening results may impact the ability to become employed in government positions or positions requiring a security clearance. Drug screening results may also impact the ability to become employed in the field.  
  - Not having a valid state driver’s license may decrease job opportunities in the computer field. |                                                                                                                        |
| **Dental Assistant** | - Proof of Immunizations may be required.  
- Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship. | There are no licensure/certification requirements required for employment as a Dental Assistant, however students must successfully complete a Florida Board-approved expanded duties training program. |
| **Heating, Ventilation & Air Conditioning** | **Required:** United States Environmental Protection Agency (EPA) Section 608 Certification for Stationary Air Conditioning and Refrigeration (EPA Certification) is required to work.  
**Optional:** While not required for employment, graduates may pursue an optional ESCO Institute - Universal R-410A Safety Training & Certification. |  |
| **Medical Assistant Technician** | Recommended Hepatitis B (HBV) vaccination and a tuberculosis (TB) skin test performed before externship. | **Optional:** While not required for employment, graduates may pursue the optional certifications:  
- **Nationally Certified Medical Assistant** through the National Center for Competency Testing (NCCT);  
- **Certified Medical Assistant** (CMA) through the American Association of Medical Assistants (AAMA);  
- **Registered Medical Assistant** (RMA) through the American Medical Technologists (AMT). |
| **Medical Front Office and Billing** | Proof of Immunizations may be required. | **Optional:** While not required for employment, graduates may pursue an optional certification as an Insurance & Coding Specialist through the National Center for Competency Testing (NCCT); optional Billing and Coding Specialist Certification through the National Healthcareer Association (NHA); or optional Certified Professional Coder (CPC)/Certified Professional Biller (CPB) through the American Academy of Professional Coders (AAPC). |
| **Patient Care Technician** |  | **Optional:** A **Certified Nursing Assistant (CNA)** certification is optional but **is required to work a hospital.**  
**Optional:** Graduates may take the **Certified Patient Care Technician/Assistant (CPCT/A)** certification exam through the National Healthcareer Association (NHA). |
| **Pharmacy Technician** | All applicants must be free of felony convictions of any kind, and must not have any drug-related misdemeanors before, during, and upon completion of the program. | **Required:** Graduates must register with the Florida Board of Pharmacy to work as a Pharmacy Technician.  
**Optional:** Graduates may pursue Pharmacy Technician Certification through the National Healthcareer Association (NHA). |
| Information Technology – AAS Degree | **Optional:** While not required for employment, graduates may pursue certifications in the following:  
- **CompTIA** - CompTIA A+ Certification; CompTIA Network + Certification; CompTIA Linux + Certification *(two vouchers are available for students to take the CompTIA A+ Certification Exam)*  
- **Microsoft** - Microsoft Windows 10 Certification  
- **MCSA** - Windows Server 2012 Certification  

**Conditions Impacting Employment:**  
- Criminal convictions and drug screening results may impact the ability to become employed in government positions or positions requiring a security clearance. Drug screening results may also impact the ability to become employed in the field.  
- Not having a valid state driver’s license may decrease job opportunities in the computer field. |

| Health Services Administration – AAS Degree | **Optional:** While not required for employment, graduates may pursue the optional certifications:  
- **Nationally Certified Medical Assistant** through the National Center for Competency Testing (NCCT);  
- **Certified Medical Assistant** (CMA) through the American Association of Medical Assistants (AAMA);  
- **Registered Medical Assistant** (RMA) through the American Medical Technologists (AMT). |
Florida Career College
2021 School Catalog Addendum

Amendment to the January 20, 2021 School Catalog

This bulletin is an integral part of the College’s Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective 2/15/21.

Page 8: The Back to School Scholarship has been added to the catalog.

Back to School Scholarship ($2,000)
This scholarship is offered to students who dropped 1/31/21 and prior from any program formally offered by the campus and qualifies for re-entry. The student must re-enter in the prior dropped program of study by February 28, 2021. A student eligible for the Back to School Scholarship is not eligible for any other institutional scholarship.

The information contained in this catalog is true and correct to the best of my knowledge.

Fardad Fateri, Ph.D., President & Chief Executive Officer