LOCATIONS

MAIN CAMPUS
Florida Vocational Institute
7757 West Flagler Street, Ste 220
Miami, Florida 33144
Phone: (305) 665-1911
Fax: (305) 665-1917

MIRAMAR CAMPUS
Florida Vocational Institute
3520 Enterprise Way
Miramar, Florida 33025
Phone: (954) 613-2900
Fax: (954) 779-6502

For consumer information visit www.fvi.edu
LICENSING BY:

Commission for Independent Education (CIE)
  Miami campus (ID# 3441)
  Miramar campus (ID# 6010)
  325 West Gaines Street, Suite 1414
  Tallahassee, Florida 32399-0400
  (850) 245-3200 / Toll Free (888) 224-6684

Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gains Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684

Approved by the Florida Board of Nursing
  Nursing Assistant/HHA Program
  Miramar Program License Number/Testing Code: Pending
  4050 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256

Approved by the Florida Board of Pharmacy
  Pharmacy Technician Program
  Miami Program Provider Number: RTTP593
  Miramar Program Provider Number: RTTP921
  4052 Bald Cypress Way, Bin #C04, Tallahassee, Florida 32399

ACCREDITED BY:

Council on Occupational Education (COE) (ID#: 312400)
  7840 Roswell Road, Building 300, Suite 325
  Atlanta, Georgia 30350
  (770) 396-3898 / Toll Free (800) 917-2081
  Fax (770) 396-3790

STATEMENT OF OWNERSHIP

Florida Vocational Institute, Corp. is a corporation formed under the laws of the State of Florida.
Florida Vocational Institute, Corp. is a subsidiary of SB Education, Inc.

GOVERNING BODY

The Board of Directors is the governing board for FVI.

100 S Pine Island Rd, Suite 200
  Plantation, Florida 33324

BOARD OF DIRECTORS

Gil Bonwitt  President
Jeffrey Scheck  Vice President
Martin Scheck  Vice President
Elise Bonwitt  Secretary
Steven Scheck  Vice President
PRESIDENT’S MESSAGE

Florida Vocational Institute’s (FVI) vision is to provide our community with career training that prepares our students for great careers in high growth and high demand industries. Our vision is to provide every individual who has the passion and drive with employment focused career training. FVI career training is designed to be affordable, flexible, and results-oriented.

We focus on you learning real-world skills required to be ready for a career in healthcare and information technology. Currently, the demand for healthcare and information technology professionals is growing rapidly*. Our training programs can be completed in less than a year giving you an opportunity to get your career started quickly.

FVI is here to help you reach your goals for a new future filled with professional satisfaction and rewards. We are ready to serve you by making your dreams a reality, and helping you reach your career goals.

* http://www.bls.gov/emp/ep_table_103.htm

HISTORY

Florida Vocational Institute opened in February 2007 at 6840 S.W. 40th Street in Miami, Florida. By 2014, the institution had outgrown its facility and moved to its current location at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

Florida Vocational Institute opened an extension (branch) campus in March 2018 at 3520 Enterprise Way in Miramar, Florida. The Miramar campus is an approved extension campus of the Main campus, Florida Vocational Institute-Miami located at Mall of the Americas, 7757 W. Flagler Street, Suite 220, Miami, Florida, 33144.

Florida Vocational Institute is licensed by the State of Florida, Commission for Independent Education (CIE). Florida Vocational Institute is accredited by Council on Occupational Education (COE) ID# 312400 since November 03, 2010.

The purpose of Florida Vocational Institute is to offer affordable training and employable skills in the challenging and rewarding allied health and technology career fields.

EDUCATIONAL PHILOSOPHY

We believe everyone who wants a career opportunity should be able to achieve that goal. Florida Vocational Institute focuses on providing high quality instruction and hands-on learning for our students. We believe that providing a path to a new career through education is one of the advantages people have in this country. We believe that training should be based on the careers that are in demand in our community and should prepare our students for careers in less than a year.

SCHOOL MISSION

Florida Vocational Institute’s mission is to train students to become entry-level professionals in high demand careers. We aim to improve employability and inspire lifelong career growth, thereby improving the lives of individuals in our community.

FACILITY AND EQUIPMENT

Florida Vocational Institute offers its students modern facilities providing an atmosphere conducive to learning. Florida Vocational Institute’s main campus located in Miami, Florida is 15,839 square feet of classroom, labs and administrative space. Similarly, the branch campus located in Miramar, Florida is comprised of 29,747-square feet of space.
Both facilities include fully-equipped classrooms, medical and computer labs, a student lounge, a reception area, a library/resource information area with available hard references, as well as online databases of journals and information and administrative offices.

At each facility, bathrooms are in compliance with the Americans with Disabilities Act guidelines. There is ample parking for the students, including an elevator to access the school facilities. Each facility is located close to public transportation and local restaurants.

**HOURS OF OPERATION**

The school’s Administration and Student Services offices are open Monday through Thursday from 8:30am to 8:00pm and Friday from 8:30am to 5:00pm.

Classes are scheduled Monday through Thursday from 8:30am to 1:30pm and 5:30pm to 10:30pm

**STATEMENT OF AFFIRMATIVE ACTION**

Florida Vocational Institute admits students of any sex, race, creed, color, age, disability, national origin, religious beliefs or political affiliation with all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on sex, race, creed, color, age, disability, national origin, religious beliefs or political affiliations in the administration of its educational policies, admissions policies, job placement assistance and any other school administered programs.

**SPECIAL NOTE**

Information in this catalog is accurate at the time of publication. The school reserves the right to change courses of study, course content, fees, program requirements, class schedules, and academic calendar, or to make other changes deemed necessary or desirable, giving notice of change whenever possible. Students already enrolled will not be affected by tuition increases or changes.

**INFORMATION SHARING & THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

**FERPA**

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students’ education records nor will the institution disclose any information from those records without the written consent of students. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

**Directory Information**

In compliance with FERPA, the following statement reflects Florida Vocational Institute’s policy:

*The following directory information may be released by telephone: a) student’s dates of attendance; b) date of graduation and degree or certificate earned. Other kinds of directory information, such as a student’s address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. Florida Vocational institute reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student’s record: grades, courses, GPA, social security number and other personal information will not be released without the student’s written consent.*

However, the Act states that each student has the right to inform the school that any or all the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time that Florida Vocational Institute is notified in writing by the student to permit release of “directory information”.

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**Parental Access to Children’s Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student’s education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

**Posting of Grades by Faculty**

The public posting of grades either by the student’s name, institutional student identification number, or security number without the student’s written permission is a violation of **FERPA**.

**Responsibilities of the Staff Member**

Florida Vocational Institute employees may have access to student education records. Their confidentiality, use, and release are governed by **FERPA**. The utilization of this information is governed by the regulations and the duties and responsibilities of employment and position. Unless the job involves release of information and the employee is trained in that function, any requests for disclosure of information, especially from outside the school should be referred to the Dean of Education and/or Campus President. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247.

**Information Release via Telephone**

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.
ADMISSIONS POLICY

Admissions Requirements and Procedures

Florida Vocational Institute affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational training to the public and administrating all educational services.

General Admissions Requirements

To be eligible for admission, the applicant must meet the following requirements:

- The applicant must be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.

- The applicant must complete an initial interview with an Admissions Representative. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.

- The applicant must provide a valid driver’s license, state ID with photo, or valid passport.

- For all programs except Home Health Aide and Nursing Assistant/Home Health Aide, the applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or college in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

  Note: Due to the passage of the Consolidated and Further Continuing Appropriations Act of 2012, applicants who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test unless the applicant previously attended an eligible program at any Title IV institution prior to July 1, 2012 then the applicant may continue to establish Title IV eligibility in any eligible program under one of the ATB Alternatives as a “grandfathered student”. If an applicant meets the “grandfathered test” then he/she may be admitted into the Medical Assistant or Patient Care Technician programs upon demonstrating the ability to benefit (ATB) and successfully attaining a minimum score of 200 Verbal/210 Quantitative on Wonderlic Basic Skills Test and/or has satisfactorily completed 225 clock hours of post-secondary training in place of the ATB.

- The applicant for the Home Health Aide program need only provide an official form of identification such as a driver's license, passport or some other identification issued by a government agency of the United States or other country. The applicant must provide documentation that they are able to work in the United States.

  Note: Home Health Aide and Nursing Assistant/Home Health Aide programs are not a Title IV, HEA eligible programs.

- The applicant must pay the required Registration Fee and complete all tuition payment requirements.

- The applicant must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.

  Age Disclaimer: NOT all employers may hire a person younger than 18 years of age.

- The applicant entering a clinical training program will be required to pass a criminal background record check at his/her own expense.

Disclosure: Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged
to contact the Florida Department of Business and Professional Regulations for information regarding the licensure application: www.myfloridalicense.com prior to enrolling.

Additional Admissions Requirements for Technology Programs

- The applicant applying to the Technology Programs (Cyber Security and Network Technician, Web Developer, Web Design and Web Design and Digital Marketing programs) must pass a Scholastic Level Exam (SLE) with a score of **14 or higher**. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam a third attempt after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts, the applicant can retake the test one more time 30 days from the date of the last attempt.

Additional Admission Requirements for the Pharmacy Technician Program

- The applicant applying for the Pharmacy Technician program must pass a Scholastic Level Exam (SLE) with a score of **11 or higher**. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam a third attempt after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts, the applicant can retake the test one more time 30 days from the date of the last attempt.

- The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years, and/or any conviction that was drug or pharmacy related).

Additional Program Requirements Required for Pharmacy Technician Externship

- The student must meet the following health and immunization requirements at least one term prior to the start of the externship/clinical portion of the training. 1) The student must either present documentation of having had Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks prior to the start of externship. 2) The student must submit to and pass a drug screen in the term prior to starting externship.

- **Disclosure:** Any student whose test results turn out be inconclusive (such as a diluted sample) will be required to retest at his/her own expense. If a student fails a drug screen or refuses to submit to a drug screen, the student will not be eligible to start externship and will be dismissed from the program.

Online Course Requirements

To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

**System Requirements:**
- Microsoft Windows XP SP 2 (32-bit) Windows Vista/7/8 (32/64 bit) Microsoft .Net 4.0
- Mac OS X 10.6 or later

**iOS Requirements:**
- Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.0 or later Valid Apple ID for downloading Vital-Source Bookshelf app

**Android Requirements:**
- Smartphone or Tablet that supports Android 2.2 or greater
- Kindle Fire 1 running Kindle Fire OS 6.3.1 or later
- Kindle Fire 2 running Kindle Fire OS 10.1.3 or later
- Kindle Fire HD running Kindle Fire OS 7.1.5 or later
Accommodations for Students with Disabilities

The school is an Equal Opportunity Educational institution complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation or any other protected characteristics. If an applicant or currently enrolled student requires academic accommodation and/or auxiliary assistance in conjunction with the admission process or their program of study, he/she should submit a written request to the School President.

Please submit copies of current documentation of a disability. Documentation must be provided by a medical expert within the last three years and include:

☐ A diagnosis of the disability;
☐ How the diagnosis was determined (what tests were given and the results); and
☐ A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon receipt of the formal written request, a meeting will be scheduled. The initial meeting, formal request, and response from the school must take place prior to any accommodations being made. The Dean and/or School President will work with the applicant or student to identify any reasonable accommodations/adjustments necessary to enable him or her to fully participate in the educational process.

Note: To be eligible for Title IV, HEA funding, you must be able to benefit from the reasonable accommodations.

Financial Arrangements

The student must make financial arrangements with the Financial Aid Office regarding the FAFSA application, Scholarships and/or a Cash payment plan prior to enrolling. This institution is eligible to participate in various Title IV financial aid programs. These programs are available to those who qualify.

Prior to admission, the prospective student is given a career profile form, an interview with an admissions representative, and a tour of the school facilities. The interview will elaborate on school and program requirements, career opportunities, the physical demands of the job, and the any applicable State Board requirements.
ACADEMIC INFORMATION

Credit for Prior Education

Florida Vocational Institute reserves the right to accept or deny transferring credit hours received from another school. The granting of credit for prior education or exams cannot exceed twenty-five percent (25%) of any program. Programs and tuition will be adjusted per the number of clock hours or credit hours accepted by Florida Vocational Institute.

Transfer Students

All transfer credits will be counted as credits attempted and credits completed.

Students who transfer out of Florida Vocational Institute may receive a transcript reflecting clock or credit hours and grades if all financial obligations have been met by the student. Please note that transferability of credits is the decision of the receiving institution.

DISCLAIMER: Florida Vocational Institute is a post-secondary career school designed to teach students the skills needed for obtaining or enhancing employment. Credits earned at Florida Vocational Institute may not be transferable to any other post-secondary institution. The eligibility of transfer of credits is awarded at the discretion of each receiving institution. Florida Vocational Institute does not guarantee any credits will transfer to any other institution.

Definition of Clock Hour

A clock hour consists of 50 minutes of instructional time in a 60-minute block of time.

Clock to Credit Hour Formula

A credit hour is equivalent to a minimum of each of the following: one semester credit hour for 15 contact hours of theory, 30 contact hours of laboratory activities, or 45 contact hours of work-based activities. In addition, there are assigned out of class/ preparation hours for a credit hour course.

Class Schedule and Class Size

Florida Vocational Institute has open registration for all programs. Class schedules will be given to students on the first day of classes. Classes may be scheduled Monday through Friday: Day sessions are from 8:30 am to 1:30 pm and Evening sessions are from 5:30 pm to 10:30 pm Class schedules vary by program.

Course/Drop Add Period

A student may not drop or add a course, except in certain circumstances after the third day of the class/term start.

Satisfactory Progress & Probation Policy

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

A student’s record is reviewed periodically to determine whether the student is making satisfactory progress academically and attending classes to complete the course within the specified time frame in accordance with this policy. The maximum time frame a student may take to complete a program of study is one and one-half times the length of the program, e.g. program length = 36 weeks, maximum time frame = 54 weeks. If the student is unable to complete the program in this time, the student will no longer be eligible for financial aid.

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965.

All students must maintain Satisfactory Progress to continue enrollment. Satisfactory Progress is measured at the end of each evaluation period and will be checked prior to disbursement of aid. Generally, incomplete courses, repetitions, and non-credit remedial courses do not apply and will have no effect on satisfactory progress.
Same as or Stricter Than

The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Financial Aid Administrator reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements.

Maximum Timeframe

The maximum time (which does not exceed 150% of the program length) allowed for students to complete each program at satisfactory progress is stated below:

<table>
<thead>
<tr>
<th>Diploma</th>
<th>Normal Timeframe</th>
<th>Maximum Program Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cyber Security and Network Technician</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
<tr>
<td>IT Help Desk</td>
<td>12 weeks</td>
<td>18 weeks</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
<td>9 weeks</td>
<td>13.5 weeks</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>27 weeks</td>
<td>40.5 weeks</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
<tr>
<td>Web Developer</td>
<td>36 weeks</td>
<td>54 weeks</td>
</tr>
<tr>
<td>Web Design and Digital Marketing</td>
<td>27 weeks</td>
<td>40.5 weeks</td>
</tr>
</tbody>
</table>

Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Students who are not making SAP will be notified in writing the evaluation results. Failure to make SAP will impact eligibility for Title IV, HEA financial aid.

Formal evaluation periods for Satisfactory Academic Progress for clock hour programs are based on the actual contracted hours at the school and ½ of the instructional weeks for the program.

<table>
<thead>
<tr>
<th>Clock Hour Programs</th>
<th>Total Clock Hours</th>
<th>Midpoint Evaluation in Weeks</th>
<th>Midpoint Evaluation in Clock Hrs.</th>
<th>Minimim CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Assistant/Home Health Aide</td>
<td>180</td>
<td>4.5</td>
<td>90</td>
<td>2.00</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>75</td>
<td>2</td>
<td>37.5</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Formal evaluation periods for Satisfactory Academic Progress for credit hour programs, are based on an 18-week term.

<table>
<thead>
<tr>
<th>Credit Hour Programs</th>
<th>Cumulative Credits Attempted</th>
<th>Minimum Percentage of Cumulative Credits Completed</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2 to 18</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>18.1 or higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Qualitative Measure of Satisfactory Academic Progress (SAP)

The school measures qualitative progress based on a 4.0 scale. All courses for which the students receive a grade will be included when calculating the student’s Cumulative Grade Point Average (CGPA), except that of a Withdrawal (W) or an Incomplete (I) will not be included in determining a student’s CGPA. If a student repeats a course, only the highest grade for that course will be included when calculating the student’s GPA. Students must make up failed or missed tests and incomplete assignments within ten (10) calendar days or receive a failing grade.
The student must maintain a minimum cumulative GPA of 1.75 to meet SAP for the first evaluation period and a minimum 2.0 cumulative GPA for each subsequent period.

The school’s satisfactory academic progress policies must contain a quantitative measure. The policy defines the pace that students must progress to ensure educational program completion within the maximum timeframe of 150%. The maximum time frame is no longer than 150% of the published length of the educational program.

**Quantitative Requirement**

Students are required to complete his/her educational program in no longer than 150% of the published length of the program. This time frame is applicable for all students including those who did not receive financial aid.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program’s credit hour requirements.

For example: The maximum timeframe for the Medical Assistant program is 54 weeks. The total credit hours for completion of this program is 32. By the time the student has been in the program for 27 weeks (1/2 of the maximum time frame), they must have completed 16 semester credits.

The students who have failed to meet the quantitative and qualitative standards are placed on Financial Aid Warning.

**Financial Aid Warning and Academic Probation**

Students who do not meet the qualitative and quantitative academic progress for a designated period will be placed on Financial Aid Warning and given one designated period to meet the minimum academic standard. Students who do not meet that standard will be placed on academic probation and will lose all Title IV student funding. Students who achieve sufficient academic progress at the end of a designated academic period, will regain Title IV eligibility.

Note: Students on academic probation will have to pay all costs of attendance for the period during which they are on academic probation.

Students who do not achieve sufficient academic progress at the end of the academic probation period will be withdrawn from the program.

Students must have completed all required credits or clock hours with a minimum of a 2.0 cumulative grade point average to graduate.

**Student Appeal Procedures**

The student has seven (7) business days to submit an appeal regarding failure to meet SAP. The appeal must be given to the Dean of Education or the School President, either of whom will meet with members of an Appeal Committee to decide on the appeal.

The student must provide supporting documents and describe any mitigating circumstance(s) that deserve special consideration. The basis by which a student may file an appeal: death of a relative, injury, illness of the student or other special circumstance.

Once the school receives the appeal, and it is evaluated, a written and final decision will be provided to the student within ten (10) business days.

The student will be notified of the School Presidents decision within ten (10) business days following the receipt of the student’s appeal letter, additional time may be taken to thoroughly review student’s appeal.

**Grading System**

Evaluations will be accomplished by a final course grade for every course in a program. Students are graded per the following Grade Point Average (GPA) system:
Used in GPA computation:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Number</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Incomplete / No points</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>Withdraw / No points</td>
</tr>
</tbody>
</table>

Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass

Pass: Satisfactory completion of non-graded Externship
Fail: Unsatisfactory completion of non-graded Externship

Attendance

Regular attendance is required of all students.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time. Attendance records will be maintained by the Registrar and will be part of the student's permanent academic record.

Attendance is reviewed by the instructors, program directors and the Dean of Education on a weekly basis. Students will be notified by phone, text or e-mail if their attendance is in danger of violating attendance requirements.

Students may appeal the school's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances. For example, illness, military duty, death of a family member, court appearances or jury duty. Appeals must be received within seven (7) business days of the student being notified of the decision that he or she wishes to appeal.

Absences

Students with excessive absences will be subject to disciplinary action, including termination from classes. Students with chronic absences may receive a failing grade for the course. A student will be withdrawn from any course or program if he/she does not attend within a fourteen (14) consecutive calendar day period (excluding school holidays or breaks that are longer than five consecutive days). All students must complete 100% of all externship/clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed because of absence at the discretion of the instructor. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor. Students enrolled in a clock hour program must attend a minimum of 85% of the total program hours to graduate.

Tardiness/Leaving Early

A student is considered late if he/she arrives 15 minutes after the scheduled class start time. The instructor will advise the student concerning excessive tardiness or leaving early.

Make-Up Hours

A student enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if he/she has missed more than 10% of scheduled hours. Students enrolled in a clock hour program must attend a minimum of 85% of the total program hours to graduate.
Make-Up Work

Arrangements to make-up assignments, projects, tests, and homework missed because of absences must be made with the approval of the instructor.

Course Repeat Policy

If a student repeats a course, only the highest grade will be counted, and previous grades will be deleted.

A full-time student may only repeat one course of a previously passed course.

All failed courses must be repeated and successfully completed in compliance with course and program requirements.

All courses from which a student has withdrawn must be repeated and successfully completed.

Failing or withdrawing from a course and subsequent required courses may interrupt the student’s enrollment, delay the student’s expected graduation date, negatively impact financial aid eligibility and/or impact the student’s satisfactory academic progress.

Students who need to repeat a course must meet with the Registrar regarding scheduling. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations.

Academic Appeals

The Academic Appeals policy and process provides a vehicle for by which students may appeal academic decision or actions such as a final grade or consequences of attendance violations. Students who wish to appeal an academic status or eligibility should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students considering appealing a decision related to classroom policies, such as testing in a course, course assignments, or grades should first discuss their concerns with their instructor.

Appeals must be received within seven (7) business days of the student being notified of the decision or grade that he or she wishes to appeal. Academic Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting to be reviewed and as much documentation as possible substantiating the reason for a review of the decision.

The Dean of Education will convene a meeting of an Academic Appeal Committee. This meeting will be held within ten (10) business days of receiving the student’s appeal. The student will be notified in writing via mail or e-mail of the Academic Appeal Committee’s decision by the end of the next business day after the Committee meeting. If the student believes that he or she did not receive the appropriate due process, then he or she may file a grievance or complaint by following the Grievance/Complaint Procedures section of this catalog.

Leave of Absence

A student may be granted one (1) leave of absence (LOA) during the program of study. LOAs may not extend beyond 90 days. A Leave of Absence (LOA) request with documentation must be reviewed by the Dean of Education.

If an LOA is approved, and the student’s enrollment is temporarily interrupted the student will return to school in the same status held prior to the leave of absence.

If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

Standard Period of Non-Enrollment

A student may be placed on a standard period of non-enrollment (SPN) for a period of no longer than 45 days. A standard period of non-enrollment may be required when a student must repeat a course that is not being offered during the current
term. Not all courses are offered every term. The school reserves the right to reschedule a course for the next term if there is fewer than three (3) students registered for the course.

If a student does not return when scheduled, he or she will be terminated. The last day of actual attendance will be used for refund purposes.

**Records**

Student records are permanently kept by the school on file, safe from fire and other perils. These records are available to the student upon written request.

**Progress Report**

At the end of each course, the school will provide a progress report.

**Dismissal/Withdrawal**

Students are eligible to re-apply for enrollment at Florida Vocational Institute after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance.

**“Official” Voluntary Withdrawal**

A student is “Officially” withdrawn on the date the student notifies the Registrar or School President in writing of their intent to withdraw.

**Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than a **fourteen (14) consecutive calendar day period**, fails to maintain satisfactory academic progress, fails to comply with the school’s attendance and/or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

**Re-instatement**

Students are eligible to re-apply for enrollment at Florida Vocational Institute after dismissal. This request will be on a petition basis. For re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance.

Students are eligible to re-enroll one time to complete their program.

**Incomplete Grade**

When a student is unable to complete the requirements of a course by the end of the course, the student may be given an “Incomplete” or “I” grade. The instructor will grant a grade of “I” if the student has valid reasons for not being able to finish the work. Students have **10 calendar days** from the end of the course to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

**Course Incompletes, Repetitions and Non-Credit Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution’s form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock/credit hours received will not be included in the calculation of the student's GPA; however, these hours/credits will be counted toward the quantitative requirements.
Program Changes/Cancellation

The school reserves the right, at its discretion, to change, to cancel or to modify course content, materials, text, schedules, and is not responsible for loss or damage from any cause. Changes will be made prior to the start of a course. Current students will not be affected by any program change or cancellation.

Program and/or course changes and cancellation are only made after obtaining the necessary approval from the Commission for Independent Education (CIE) and Council on Occupational Education (COE).

Recognition Awards

Presidents List: Students achieving 4.0 for a semester will be placed on the Presidents’ List for the semester or term.

Academic Achievement: To qualify for this achievement award, students must maintain a 3.5 grade point average throughout their studies up to the time of graduation.

Perfect Attendance: To qualify for this achievement award, students must have perfect attendance during their course of study.

Certificate of Appreciation or Recognition Award: Students who volunteer to work on special school projects will be awarded a Certificate of Appreciation/Recognition Award.

Graduation Requirements

The student must comply with the following requirements to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours/credits required by the student’s program within the required time frame and have an overall GPA of 2.0 (C) or better.

Transcripts

A complete transcript of each student’s grades is kept in a permanent file. Students must request transcripts in writing. One copy is provided free; additional copies cost $5.00 each. Transcripts will not be issued unless the student financial obligations to the school are current at the time of the request.

Veteran’s Attendance Policy

Students are expected to attend all scheduled class meetings and to arrive on time. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

To show that the cause of unsatisfactory attendance has been removed, students must show good attendance for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student’s attendance record will be retained in the veteran's file for USDVA and FDVA SAA monitoring purposes. Attendance will be monitored, and the policy enforced.
Standards of Academic Progress for VA Students

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

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

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

Veteran’s Credit for Previous Education or Training

Students must report all education and training. The school maintains a written record that clearly indicates that appropriate previous education and training has been evaluated and granted credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and the veteran so notified.
STUDENT SERVICES

Advising Services

Advising and guidance begins with the admissions interview and continues throughout the student’s course of study. Since Florida Vocational Institute is a small vocational school, faculty advising is limited to academic counseling. All personal issues should be referred to the appropriate outside agency.

Financial Advising Services

The Business Office will inform students of all options regarding private funding or payment plans. Furthermore, Financial Aid is available for those who qualify. Students may be eligible to receive Federal Pell Grant funds as well as Subsidized and Unsubsidized Federal student loans depending on the program the student is enrolled. For more information on how to apply for Financial Aid see catalog section, Financial Information, or contact our Financial Aid Office.

Career Services

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the institution's completion rate and job placement rate. Statistics pertaining to these are updated and published annually on the institution’s website under the Consumer Disclosure section. Copies are available from the Admissions or the Registrar’s office.

The Career Services staff assists graduates in finding employment through resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Obtaining employment is ultimately the graduate's responsibility.

To comply with reporting requirements, the institution reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the institution may disclose personal information to the employer for the sole purpose of employment verification.

Employment Guarantee Disclaimer: Florida Vocational Institute will assist students in obtaining suitable employment at no additional charge. It is understood that Florida Vocational Institute cannot promise or guarantee job placement or a specific salary for its students or graduates.

Completing a program in a language other than English may reduce employability where English is required.

Certifications are not required for graduation; however, students are strongly encouraged to earn certifications to enhance employment marketability. Students should visit the Program Director for more information and the steps needed to register for these certification exams.

Tutoring Services

Students should understand that tutoring is not a substitute for regular class attendance. Should students have difficulty understanding material with their program content then the Program Director may schedule tutoring or extra lab time with an instructor. These sessions will be scheduled outside the normal class schedule and arrangements should be made with the instructor or Program Director.

Housing

Florida Vocational Institute does not offer housing to its students.
Lost and Found Services

Florida Vocational Institute assumes no responsibilities for articles lost by student. Students may check the Business Office for any lost and found item. Any items found on school premises should be turned into the office. These items are kept for 30 days and then disposed of property.

Personal Property

Florida Vocational Institute cannot be responsible for the student’s books, materials or any personal belongings.

Learning/Media Resource Area

Florida Vocational Institute has a Learning/Media Resource area (Library). During new student orientation, students will be informed of the hours of operation; sign-in/out procedures; print material available, and non-print material available and other policies. The center is opened to students, faculty, and staff during school hours.

Class Registration/Deadlines

Class registration is held on a continuous basis. However, the student must attend class no later the third day of the scheduled courses. For more information concerning program start dates or start of classes, please see the Start Date Calendar on the last page of school catalog or contact the Registrar’s office.

Transportation

Public transportation is available to the campus facility. Students may contact the office for bus schedules and routes. Florida Vocational Institute has ample parking is available for student use.

Emergency Contacts

Florida Vocational Institute is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information always, as well as any medical insurance card(s).

Crime Statistics Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the code of Federal Regulations require all institutions to gather school crime statistics and make the report available to students, faculty and employees.

Any criminal activity by students, faculty and employees will not be tolerated and will be cause for immediate dismissal. A crime statistics report is available by October 1 of every year. All employees and students will receive annually a copy of the Crime Statistics Report, and an acknowledgement is kept in the employee personnel file and student’s academic file. Also, a detailed report from the Miami-Dade and/or City of Miramar Police Departments will be given to every student obtained upon request.
SCHOOL RULES AND REGULATIONS

Drug and Alcohol Policy

Law regarding the possession, sale, consumption or furnishing of alcohol is controlled by the State of Florida, Department of Business and Professional Regulation, Division of Alcoholic Beverages and Tobacco. Florida Vocational Institute has a substances abuse policy that is inclusive of alcoholic beverages. Florida Vocational Institute adheres to the Drug Free Workplace Act of 1988 and the Drug Free Alcohol and Communities Act amendments of 1989. Substance abuse has been proven to be detrimental to an individual's health and may jeopardize safety in the work place. Therefore, the unauthorized use or possession, consumption, sale or distribution of any alcoholic beverage or drugs, except for those prescribed by a physician, are strictly prohibited everywhere on school grounds or during any activity sponsored by Florida Vocational Institute. Students and employees are prohibited from being under the influence of alcohol or drugs (except those prescribed by a physician and properly documented) while on school premises. This policy delineates the appropriate action to take if a staff member or student exhibits behavior consistent with alcohol or drug use in the workplace. All employees and students should also be advised that possession use, manufacture or distribution of a controlled substance or inappropriate use or abuse of alcohol, may carry its own penalties under local, state and federal. Violation of this policy constitutes grounds for dismissal.

Florida Vocational Institute is a drug-free workplace for staff, faculty and students.

Weapons Policy

Use and/or possession of guns, knives or any other kind of weapon are not permitted on the premises of Florida Vocational Institute. Violation of this policy constitutes grounds for dismissal.

Sexual Harassment Policy

In compliance with the Violence against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), Florida Vocational Institute has enacted a policy prohibiting sexual harassment, including sexual violence, sexual discrimination, domestic violence, stalking and sexual exploitation; to establish a complaint procedure to investigate allegations of sexual harassment; and to provide appropriate sanctions for violators of this policy. Any action of retaliation against or interference with a witness, investigator or person who reports an alleged violation of this policy is strictly prohibited and will be subject to disciplinary action.

In the event of an alleged sexual offense, a disciplinary proceeding will be held where both the accuser and the accused will be entitled to have witnesses present. They will be informed of the final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. If it is determined that the accused is guilty of rape, acquaintance rape, or another forcible or non-forcible sex offense, the accused will be immediately dismissed.

Title IX Coordinator

Title IX protects students, employees, applicants for admissions and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students at Florida Vocational Institute are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race or national origin in all aspects of a recipients' educational programs.

Title IX Coordinator Contact Information:

Denyse Antunes
Florida Vocational Institute (Main)
7757 West Flagler Street, Suite 220
Miami, Florida 33144
(305) 665-1911 Main Number
(786) 708-8929 Direct Line
**Conduct Policy**

Students enrolling in Florida Vocational Institute assume an obligation to conduct themselves in a professional manner. Florida Vocational Institute has the authority to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to disciplinary action defined as follows:

- Physical or sexual assault of any person on any Florida Vocational Institute campus or conduct which threatens the health or safety of any such person or the physical or sexual assault of any Florida Vocational Institute student, faculty member or employee.
- Substantial damage to Florida Vocational Institute - owned or leased property or to property of a Florida Vocational Institute student, employee, faculty member or visitor occurring on Florida Vocational Institute - owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Florida Vocational Institute facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for initiation or admission into or affiliation with any organization operating under the sanction of Florida Vocational Institute.
- Use of alcohol or illicit drugs while on campus or at an externship site. Students at Florida Vocational Institute are training for careers that involve direct interaction with patients, and individuals. Performing clinical activities under the influence of drugs or alcohol undermines patient safety and is considered a crime. Persons who engage in such actions while enrolled at Florida Vocational Institute will be reported to the local authorities for criminal actions. Drug testing may be asked of students who display behaviors consistent with drug abuse.

**Probation Policy**

A student may be placed on probation for any of the following reasons:

1. Not maintaining satisfactory progress.
2. Excessive absenteeism.
3. Inappropriate behavior.

**Suspension/Dismissal/Termination Policy**

A student may be suspended/dismissed or terminated from the school because of inappropriate conduct, violation of the Drug, Alcohol and Weapon policies, possession of school property without authorization, academic reasons, unsatisfactory academic progress, nonpayment of tuition, or for the good of the school. If dismissed/terminated, the portion of the refund policy in effect at the time of the dismissal/termination will apply.

A student may appeal a determination of suspension/dismissal/termination by submitting a written appeal to the Dean of Education or the School President. The Dean of Education or School President will review the appeal and decide on the re-instatement of the student within ten (10) business days.

**Health and Safety Policy**

Florida Vocational Institute complies with requirements and regulations of state and local building codes, the Board of Health and Fire Departments.

**Adverse Weather and Emergency Closing Policy**

All times, emergencies such as severe weather, fire, power failures, or hurricanes can disrupt school operations. In extreme cases, these circumstances may require the closing of the school. If such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Information will also be posted on the school's website. When the decision to close Florida Vocational Institute is made AFTER the workday has begun, employees will receive official notification from the Administration and students will be informed appropriately.

**Emergency Evacuation Plan Policy**

In case of a medical emergency, fire or any other disaster, please listen to the administrator in charge for instructions.
All instructors oversee their class. Follow the evacuation flow chart to evacuate the building in an organized and orderly manner.

Do not take time to gather books or other belongings. The instructor of each class is the Evacuation Coordinator and shall keep their class calm.

The Evacuation Coordinator for the main office is the School Official in Charge.

Do not try to extinguish the fire.

A School Official will handle contacting the appropriate fire and rescue departments.

In case of a security problem, listen to the designated school official for security instructions. In all instances, you must remain calm. A school official will coordinate with the Police or Fire Department for the proper actions necessary.

Florida Vocational Institute has an Emergency Evacuation and Security Plan posted on bulletin boards and in conspicuous places for the view of all employees, students and visitors.

**Incident/Accident Policy**

In case of an incident or accident, please inform a School Administrator so the appropriate actions can be taken.

**Dress Code Policy**

Since the primary purpose of Florida Vocational Institute is to train the student for employment, students are required to be neat and clean in appearance while attending classes. Students enrolled in any allied health program must wear uniforms/scrubs. Uniforms are an out-of-pocket expense and students should budget $50 for this expense.

1. While on campus and in lectures, allied health students must wear a uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn for all scheduled classes. Closed-toe shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   i. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be the school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must always wear their Student ID badge.
   ii. Students must not wear clothing made of denim material of any color. (No jeans or jean skirts, etc.)
   iii. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   iv. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   v. While attending clinical rotations, students’ hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep it clean and well groomed.
   vi. Before attending clinical rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   vii. Keep fingernails clean and at a reasonable length.
   viii. At the preceptor or instructor’s discretion, students not conforming to the dress code of the facility or the program may be sent home. This may result in a recorded absence.

**Smoking and Beverage Policy**

Smoking is prohibited anywhere in the building. Food and beverages such as (soda, coffee, etc.) are not allowed in the laboratories.

**Cell Phones**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family and friends be informed of this rule. Phones should not be in use in class for personal use.
### TUITION AND FEES

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Registration Fee</th>
<th>Background</th>
<th>Books &amp; Supplies</th>
<th>*Cert Exams</th>
<th>Laptop</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Assistant/ Home Health Aide</strong></td>
<td>$920.00</td>
<td>$100.00</td>
<td>$0.00</td>
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<td>$475.00</td>
<td>$0.00</td>
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<tr>
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<td>$100.00</td>
<td>$0.00</td>
<td>$475.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,975.00</td>
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<tr>
<td><strong>Pharmacy Technician</strong></td>
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<td>$100.00</td>
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<td>$475.00</td>
<td>$0.00</td>
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<td>$15,975.00</td>
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<tr>
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<td>$775.00</td>
<td>$11,750.00</td>
</tr>
</tbody>
</table>

All programs are not taught at all locations. * denotes programs taught at the Miramar location - ** Denotes programs taught at both locations -*** denotes programs taught at the Miami location only at the time of the printing of this catalog.

*Test fees are set by the testing agency and are subject to change.

Students must pay the registration fee at the time of enrollment. Books and supplies, after cancellation period, are not refunded.

*Applicants may purchase their laptop from the school or from a dealer of their choice. If applicants plan to purchase a laptop outside of the school, specifications will be provided during the enrollment process.*

### Other Fees

Applicants should review the specific program details for fees that are included with each program:

There may be an out-of-pocket expense for the following items (depending upon the program):

- FVI scrub/uniform set: $25 each
- Nursing Assistant Competency Examination: Written - Clinical Skills English: $155
- FBI Background Screening: $91
- Physical: $65
- PPD: $25
- Hepatitis B series: $225 ($75 per injection)
- Window Server Administration (MTA-365) $100
- Security+ exam: $319
- Diploma/Degree Validation – Required for Foreign credentials only $140-$350

### Course Retake Fee

Students will be charged the following fees for all repeat courses. This includes failed or withdrawn courses.

- First repeat course: no charge
- Second repeat course: $500.00
- Third or fourth repeat course: $750.00
Transcripts/Diplomas

Duplicate diploma: $25.00 fee per diploma
In-service certificates: $5.00 for each duplicate copy
Official transcripts: $5.00 for all additional transcripts
FINANCIAL INFORMATION

Financial Obligations

The tuition must be paid on time per the terms on the Enrollment Agreement. In case of extenuating circumstances, the student should consult the School President.

Florida Vocational Institute maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal grant and loan programs, student loans from private lenders.

Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled and accepted may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering an application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document can be obtained online at http://studentaid.ed.gov/students and will assist persons in understanding eligibility requirements.

Applying for Financial Aid

The student must complete the Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov. The student and parent or spouse, must obtain a PIN number to sign the FAFSA. The student and school will receive a response to the FAFSA (an ISIR) within a few days. The ISIR contains an Expected Family contribution (EFC) which is the amount the student and/or family are expected to pay toward the Cost of Attendance (COA) at the school (the Cost of Attendance consists of Tuitions, Fees, Room and Board, Books, Transportation and personal expenses) The Financial Aid officer will take the COA and deduct the EFC to find the student’s need. The Financial Aid Office will develop a package for the student which will list the various financial aid programs available to the student. Financial Aid will be awarded to student in two different disbursements. First disbursement will be made to the school once student completes all eligibility requirements and posts attendance. First time loan borrower will receive they first loan disbursement 30 days after class start. Second disbursement will not be scheduled until the financial aid office receives a mid-point SAP report from the registrar’s office showing that the student is progressing academically on their course of study. Half of both, hours and weeks of the program of study must be completed before student becomes eligible for second disbursement. Contact our Financial Aid Office for more information.

Florida Vocational Institute participates in different federal financial aid programs, which include:

Federal Pell Grant

The Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov. The amount of the award depends upon the determination of the student’s eligibility, his or her enrollment status, cost of attendance and a payment schedule issued by the U.S Department of Education, Office of Student Financial Assistance. Contact the Financial Aid Office for more information.

A student must be enrolled in an undergraduate course of study to receive a Pell Grant. A student who has earned a baccalaureate degree is not considered an undergraduate and cannot receive a Pell Grant. This need based federal aid program amount changes per award year (July 1st through June 30th of the following year). The Pell Grant program is limited to 12 semesters for the lifetime of a student or 600% of Pell award. Please refer to the Free Application for Federal Student Aid (FAFSA) online at https://fafsa.ed.gov or contact the school’s Financial Aid Office to apply.

Federal Direct Loan Program (FDLP)

The Federal Direct Loan Program (FDLP has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need (need is budgeted Cost of Attendance less estimated financial aid). The Federal Government pays interest on the Direct subsidized loan until repayment begins and during authorized periods of deferment.

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed
until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan
borrower has the option to pay interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply the student must contact the School’s Financial Aid Office.

**Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan**

Federal Direct Parent Loan for Undergraduate Student (PLUS) Loan are for parents with good credit histories who want to borrow to help for their undergraduate student’s education. Loans are made available to the parents of a dependent undergraduate by the U.S. Department of Education. For additional information students, should contact’s the School’s Financial Aid Office.

**Counseling**

Students borrowing for the first time are required to complete the Entrance Counseling provided by the Department of education at [www.studentloans.gov](http://www.studentloans.gov). If a student has previous loans from attending another institution and does not show a completed Entrance Counseling, he/she will be required to complete a new one. This is a great information source that helps and promotes good post-graduation loan management and general information that borrowers should know about Federal Direct Loans.

When students complete their program of study, they must visit the Financial Aid Office for an exit interview. In this interview, the student must complete the exit counseling at the previous mentioned web site. The Financial Aid administrator will also collect updated information from the student including three personal references to provide the loan servicer with in case of delinquency. This is part of Florida Vocational Institute’s default management program to help student repay their loans successfully. Official withdraws must follow the same procedure as graduating students. For unofficial withdraws an exit counseling publication provided to the school by FSA Pubs will be mailed to the student’s address on file.

**Credit Balance**

When students complete their Financial Aid workshop, they will have the option to sign a credit balance statement advising the school how to handle any credit balance on the student’s account. The statement also informs the student that he/she may modify/cancel such authorization and receive a full refund of his/her credit balance within 14 days of the day the credit balanced occurred. If a student does not have a credit balance statement on file, any credit balance must be refunded to the student within 14 days from the date the credit balance occurred.

**Disbursement Notice**

All students will receive an anticipated Title IV disbursement notice showing the expected disbursement dates, amounts and source of funding. Students will also be notified herein that they may cancel or reduce any loan disbursement at any time before such disbursement is made.

**Verification**

A student’s Free Application for Federal Student Aid (FAFSA) may be selected for “verification” to verify the information on the application. Students are reminded to provide truthful and accurate information.

Student who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes the specific requirements, deadlines and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as the tax/income information as directed by the Financial Aid Office. For more information regarding policies and procedures for verification, please contact the Financial Aid Office.

**Veterans Benefits/Other Funding Sources**

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Veteran’s Commission. Additional funding may be obtained for eligible candidates through many different programs including; CareerSource South Florida, Division of Vocational
Rehabilitation, and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

Florida Vocational Institute offers the following scholarships on a first come first serve basis. Each scholarship is budgeted annually with a limited amount of funding available each year for each scholarship.

**New Horizons Scholarship** – Available to graduates of New Horizons.

**Award:**
$500 per-term tuition reduction, with a maximum value of $1,000 for either the Cyber Security and Network Technician Program or the Web Developer Program.

Eligibility Requirements Overview:
Must be a first-time enrollee in an IT program (Cyber Security and Network Technician Program or the Web Developer Program) at Florida Vocational Institute. Students wishing to enroll in other programs are not eligible.

Student must has successfully completed and graduated from one of New Horizon Institute’s (a Florida Vocational Institute Educational Partner school) IT programs within the last 3 calendar years.
Must meet all admissions requirements for Florida Vocational Institute’s IT Programs, including GED or high school equivalent, satisfactory performance on any entrance or placement tests and be fully accepted into one of Florida Vocational Institute’s IT Programs.
Must complete and submit the Florida Vocational Institute’s New Horizon Scholarship application prior to or at the time of enrollment.

Starting in the first term, students must remain full time students and maintain an average GPA of 2.0 or better.

Must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.

Students who complete a program and are immediately (defined as the first or second start date available for re-enrollment after graduation) re-enrolling to complete another IT Program are eligible for the scholarship (any break between programs will result in ineligibility for the scholarship). Students will not lose scholarship during approved leaves of absence and must return within the approved timeframe to retain eligibility.

**Other Terms and Conditions:**
If the application is not provided to Florida Vocational Institute prior to or at the time of enrollment, the student will not be eligible for the Florida Vocational Institute’s New Horizon Scholarship and will be responsible for the total cost of tuition for enrollment.

If the student meets all eligibility criteria to qualify, the scholarship will be applied after the end of the first half of the program as a credit of $500, and the balance applied upon successful completion of the program. Florida Vocational Institute’s New Horizon Scholarship has a maximum value of $1,000 per IT Program.
The scholarship cannot be used in conjunction with any other Florida Vocational Institute tuition reductions or other scholarships.

The scholarship application must not contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful; or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics; or include material that is otherwise objectionable to Florida Vocational Institute.
**Unexpended Award Funds:**
Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.

**Transfer of Awards:**
No institutional scholarships awarded by the Committee, for the benefit of FVI students, may be transferred to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the scholarship may not be redeemed for a like cash sum.

**Loss of Awards:**
All recipients of any scholarship must maintain a C average and remain in Satisfactory Academic Progress as defined by the school's catalog. No recipient may continue to participate in the scholarship program if they are placed on academic probation, attendance probation, or disciplinary probation. Any probation status will result in the revocation of all institutional scholarship awards that are not a part of Federal Student Aid.

Since this scholarship is offered to assist disadvantage students with completing the applicable program without any student loan debt, if a student opts to apply for federal loans then he/she will forfeit any and all scholarship awards granted by FVI.

Any recipients convicted of DUI, or any criminal offense, other than a summary offense, that individual shall forfeit any and all scholarship awards granted by FVI.

**Federal Student Aid:**
Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student’s educational expenses.

**Mall of the America Employee Scholarship** – Available to employees of the Mall of the Americas – Must be used at the Miami location

**Overview:**
Florida Vocational Institute has established the Mall of America Employee Scholarship for current employees and their spouses of any store, kiosk or contracted position within the Mall of America in Miami, FL. Students must be first time enrollees in Florida Vocational Institute’s career training programs, excluding the Nursing Assistant program.

**Award:**
$1000 per-term tuition reduction, with a maximum value of $2,000 toward the tuition of one of FVI’s career training programs (except the Nursing Assistant program).

**Eligibility Requirements Overview:**
Must be a first-time enrollee in an eligible program at Florida Vocational Institute. Students wishing to enroll in the Nursing Assistant program are not eligible. Student must be employed, either full-time, or part time in the Mall of America in Miami, FL. Eligible positions include all employees of stores, restaurants, kiosks or service providers within the Mall of America. Facility personnel (Security Guards, maintenance staff) with the Mall of America as their permanent or part time post at the Mall of America are also eligible. Students will provide evidence of this eligibility requirement in the form of a paystub, notarized letter, or other acceptable evidence as determined by the Campus President. Must meet all admissions requirements for Florida Vocational Institute’s Programs, including GED or high school equivalent, satisfactory performance on any entrance or placement tests and be fully accepted into one of Florida Vocational Institute’s Programs.
Must complete and submit the Florida Vocational Institute’s Mall of America Employee Scholarship application prior to or at the time of enrollment.

Starting in the first term, students must remain full time students and maintain an average GPA of 2.0 or better.

Must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.

Students who complete a program and are immediately (defined as the first or second start date available for re-enrollment after graduation) re-enrolling to complete another eligible program are eligible for the scholarship (any break between programs will result in ineligibility for the scholarship). Students will not lose scholarship during approved leaves of absence and must return within the approved timeframe to retain eligibility.

**Other Terms and Conditions:**
If the application is not provided to Florida Vocational Institute prior to or at the time of enrollment, the student will not be eligible for the Florida Vocational Institute's Mall of America Scholarship and will be responsible for the total cost of tuition for enrollment.

If the student or spouse meets all eligibility criteria to qualify, the scholarship will be applied after the end of the first half of the program as a credit of $1000, and the balance applied upon successful completion of the program. Florida Vocational Institute's Mall of America Employee Scholarship has a maximum value of $2,000 per eligible program.

The scholarship cannot be used in conjunction with any other Florida Vocational Institute tuition reductions or other scholarships.

This program is designed to assist our student graduate with as low of debt as possible. A student requesting to take out loans above their out of pocket tuition will forfeit their right to participate in this scholarship program.

The scholarship application must not contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful; or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics; or include material that is otherwise objectionable to Florida Vocational Institute.

**Mall of the America Employee Scholarship**

**Award:**
$1000 per-term tuition reduction, with a maximum value of $2,000 toward the tuition of one of FVI’s career training programs (except the Nursing Assistant program).

**Eligibility Requirements Overview:**

- Must be a first-time enrollee in an eligible program at Florida Vocational Institute. Students wishing to enroll in the Nursing Assistant program are not eligible.
- Student must be employed, either full-time, or part time in the Mall of America in Miami, FL. Eligible positions include all employees of stores, restaurants, kiosks or service providers within the Mall of America. Facility personnel (Security Guards, maintenance staff) with the Mall of America as their permanent or part time post at the Mall of America are also eligible. Students will provide evidence of this eligibility requirement in the form of a paystub, notarized letter, or other acceptable evidence as determined by the Campus President.
Must meet all admissions requirements for Florida Vocational Institute’s Programs, including GED or high school equivalent, satisfactory performance on any entrance or placement tests and be fully accepted into one of Florida Vocational Institute’s Programs.

Must complete and submit the Florida Vocational Institute’s Mall of America Employee Scholarship application prior to or at the time of enrollment.

Starting in the first term, students must remain full time students and maintain an average GPA of 2.0 or better.

Must be continuously enrolled; withdrawing from school or not starting classes in the first term will result in ineligibility.

Students who complete a program and are immediately (defined as the first or second start date available for re-enrollment after graduation) re-enrolling to complete another eligible program are eligible for the scholarship (any break between programs will result in ineligibility for the scholarship). Students will not lose scholarship during approved leaves of absence and must return within the approved timeframe to retain eligibility.

Other Terms and Conditions:

If the application is not provided to Florida Vocational Institute prior to or at the time of enrollment, the student will not be eligible for the Florida Vocational Institute’s Mall of America Scholarship and will be responsible for the total cost of tuition for enrollment.

If the student or spouse meets all eligibility criteria to qualify, the scholarship will be applied after the end of the first half of the program as a credit of $1000, and the balance applied upon successful completion of the program. Florida Vocational Institute’s Mall of America Employee Scholarship has a maximum value of $2,000 per eligible program.

The scholarship cannot be used in conjunction with any other Florida Vocational Institute tuition reductions or other scholarships.

This program is designed to assist our student graduate with as low of debt as possible. A student requesting to take out loans above their out of pocket tuition will forfeit their right to participate in this scholarship program.

The scholarship application must not contain any material that could be considered unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, indecent, sexually explicit, or hateful; or content that refers negatively to people or groups on the basis of their age, race, ethnicity, religion, sexual orientation, gender, national origin, handicap, disability, veteran status, or similar characteristics; or include material that is otherwise objectionable to Florida Vocational Institute.

Economic Development Scholarship

Award Procedures:

Applicants must be approved by career source South Florida to enroll in an eligible program and have a financial gap after all eligible federal grants and ITA have been applied.

Applicants must meet all program admission requirements to apply for the economic development scholarship.

All awards shall be applied to offset tuition, books and other direct educational supplies at the end of each term. This scholarship will only be awarded once in a lifetime. Awards may be proportioned based on the number of terms required to complete the patient care technician program.

Unexpended Award Funds:

Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned to the institutional budget.
Transfer of Awards:
No institutional scholarships awarded by the Committee, for the benefit of FVI students, may be transferred
to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the
scholarship may not be redeemed for a like cash sum.

Loss of Awards:
All recipients of any scholarship must maintain a C average and remain in Satisfactory Academic Progress
as defined by the school’s catalog. No recipient may continue to participate in the scholarship program if
they are placed on academic probation, attendance probation, or disciplinary probation. Any probation
status will result in the revocation of all institutional scholarship awards that are not a part of Federal Student
Aid.

Since this scholarship is offered to assist disadvantage students with completing the applicable program
without any student loan debt, if a student opts to apply for federal loans then he/she will forfeit any and all
scholarship awards granted by FVI.

Any recipients convicted of DUI, or any criminal offense, other than a summary offense, that individual shall
forfeit any and all scholarship awards granted by FVI.

Federal Student Aid:
Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship
award to the student may be adjusted based on the federal grant and I.T.A awards applied to the student’s
educational expenses.

General Disclaimer:
Scholarship applicants understand that all applicants have been assumed to have provided information
regarding their intention to enroll and complete the Patient Care Technician program.

INSTITUTION DEVELOPMENT SCHOLARSHIP

Award procedures:
Applicants who are not federal Pell grant eligible or only qualify for a partial amount due to an earned
bachelor’s degree, its foreign equivalent, or who have a high efc and have been unable to secure other
private lending sources will qualify for an institutional scholarship award of up to $1,500 for a 25-credit hour
program and up to $2500 for a 32-credit hour program to apply toward any gap after eligible federal
direct loans have been applied.

Applicants must meet all program admission requirements to apply for the institutional development
scholarship.

All interested applicants must complete an application with a submission of a double spaced
Typed 200-300-word essay on the topic: how will training attending this vocational
Training program help me to achieve my personal and professional
Goals?

All awards shall be applied to offset tuition, books and other direct educational supplies at the end of each
term. The maximum life-time award is $2,500. Awards may be proportioned based on the number of terms
required to complete the program of study.

Unexpended award funds:
Unexpended award funds may not be accumulated from year to year. All unexpended awards are returned
to the institutional budget.
Transfer of Awards:
No institutional scholarships awarded by the Committee, for the benefit of FVI students, may be transferred
to any other institution. No recipient may transfer his or her FVI scholarship to any other individual, and the
scholarship may not be redeemed for a like cash sum.

Loss of Awards:
All recipients of any scholarship must maintain a C average and remain in Satisfactory Academic Progress
as defined by the school’s catalog. No recipient may continue to participate in the scholarship program if
they are placed on academic probation, attendance probation, or disciplinary probation. Any probation
status will result in the revocation of all institutional scholarship awards that are not a part of Federal Student
Aid.

Since this scholarship is offered to assist disadvantage students with completing the applicable program
without any student loan debt, if a student opts to apply for federal loans then he/she will forfeit any and all
scholarship awards granted by FVI.

Any recipients convicted of DUI, or any criminal offense, other than a summary offense, that individual shall
forfeit any and all scholarship awards granted by FVI.

Federal Student Aid:
Scholarship applicants must apply for the Federal Student Aid programs. The amount of the scholarship
award to the student may be adjusted based on the federal loans applied to the student’s educational
expenses.

General Disclaimer:
Scholarship applicants understand that all applicants have been assumed to have provided information
regarding their intention to enroll and complete the Patient Care Technician program.

Fee & Payment Schedule
The Registration fee of $100.00 is due at the time of signing the application for admissions. It is suggested the
books and materials be purchased prior to attending the first class.

TUITION AND OTHER COSTS FOR PROGRAMS OF TWO TERMS OR LONGER: A student will be charged
only one Term at a time. Tuition and other costs for future Terms become payable as they occur. The student
budget sheet or financial aid notification is used to outline the method that will be used to pay all costs the
student will incur. Tuition is charged at the beginning of each Term. If a student’s enrollment is terminated
before the end of a Term, the tuition charged for the Term may require adjustment in accordance with the
School’s refund policy as stated in this Enrollment Agreement. All other fees and charges are non-refundable
when the applicable service or item is provided to the student. Payment for tuition and fees may be made by
cash, check, and credit card and/or by federal or state financial aid sources. If the student maintains continuous
enrollment in her / his program of study, and upon the request of the student and the approval of the School,
the student may be approved for additional instructional time for the completion of all program requirements
beyond the above stated expected graduation date. The student will be charged tuition for the additional
instructional hours/credits based on same tuition rate as stated above. Students who are dismissed from the
School for any reason and who wish to re-enroll, must be approved for re-admission, satisfy the current
requirements for admission and sign a new enrollment agreement. The new enrollment agreement will reflect
the then current tuition and fees rate for the remaining period of enrollment.

TUITION AND OTHER COSTS FOR PROGRAMS OF ONE TERM OR LESS. The total tuition and other costs
are shown above. A student will be charged for the entire program and become payable on the first day of
class. The student budget sheet is used to outline the method that will be used to pay all costs the student will
incur. Tuition is charged on the first day of class. If a student’s enrollment is terminated before the end of the
program, the tuition charged may require adjustment in accordance with the School’s refund policy as stated
in this Enrollment Agreement. All other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit card and/or by federal or state financial aid sources. If the student maintains continuous enrollment in her/his program of study, and upon the request of the student and the approval of the School, the student may be approved for additional instructional time for the completion of all program requirements beyond the above stated expected graduation date. The student will be charged tuition for the additional instructional hours based on same tuition rate as stated above. Students who are dismissed from the School for any reason and who wish to re-enroll, must be approved for re-admission, satisfy the current requirements for admission and sign a new enrollment agreement. The new enrollment agreement will reflect the then current tuition and fees rate for the remaining period of enrollment.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

If a student’s account is sent to collection, Florida Vocational Institute shall be entitled to collection, attorney fees and cost on the account thereof.

Students receiving Financial Aid to fund their program will be presented with an Award Letter showing all his/her awards. If any remaining balance to schedule is due now, student will be advised of different options to cover such balance.

Cancellation/Rejection Policy

Florida Vocational Institute will refund all monies paid by an applicant who is rejected for enrollment by the School, or who enrolls in a program that the School cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) of signing the enrollment agreement.

If a student cancels after 72 hours of signing the enrollment agreement but before the first day of class, or within the initial three-day drop/add period of the program start, the student is financially responsible for the registration fee and any applicable background fee processed with the enrollment, not to exceed $100.

Refund and Cancellation Policies

If an applicant/student cancels or withdraws or is terminated by Florida Vocational Institute for any reason, refunds will be made per Florida Vocational Institute Refund Policy (see below).

If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Florida Vocational Institute determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student’s last day of class attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Florida Vocational Institute from all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Programs Exceeding 12 Months in Length

For programs of more than 12 months in length, students who do not enter the subsequent 12-month period, will not be charged for the subsequent 12 months. Should the student enter the subsequent 12-month period, the institutions published refund policy will apply. The student will only be charged by the term in any program in which he or she is enrolled.
**Tuition Refund Policy**

A student wishing to officially withdraw should inform Florida Vocational Institute in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to Florida Vocational Institute after withdrawing must sign a new enrollment agreement and will be subject to the then-current price of tuition.

**Refunds for Students Enrolled Prior to Visiting the Institution:**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

A student’s last date of attendance as documented by Florida Vocational Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formulas below:

**Programs Billed by Term:**

<table>
<thead>
<tr>
<th>Proportion of Total Term Taught</th>
<th>Tuition Due for the Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% or Less</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>30%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% / No Tuition Refund</td>
</tr>
</tbody>
</table>

**Programs billed by the Program:**

**Nursing Assistant/Home Health Aide, Home Health Aide and IT Help Desk programs only:**

<table>
<thead>
<tr>
<th>Proportion of Total Program Taught</th>
<th>Tuition Due for the Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% or Less</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% / No Tuition Refund</td>
</tr>
</tbody>
</table>

**RETURN TO TITLE IV POLICIES AND PROCEDURES**

In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, the School must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV Funds Policy.

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined per the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA student aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges.
Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the number of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour programs is one-half of the academic year or program length (whichever is less). The payment period for credit hour programs is at the beginning of each academic term/semester.

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post-withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 90 days of the date that the student withdrew.

**Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

There are programs measured in clock hours, and these programs use the payment period for the period of calculation. Programs measured in credit hours use the academic term for the period of calculation.

**The Calculation Formula:**

Determine the amount of Title IV, HEA student aid that was disbursed plus Title IV, HEA student aid that could have been disbursed.

Calculate the percentage of Title IV, HEA student aid earned:

a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex.: 4493 = 44.9 %.)

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school’s determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Florida Vocational Institute
   OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
Earned Aid:

Title IV, HEA student aid is earned in a prorated manner on a per diem basis (clock hours/credit hours) up to the 60% point in the term. Title IV, HEA student aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Administrator.

Post Withdraw

If you did not receive all the funds that you have earned, you may be due a post-withdrawal disbursement. The School may use a portion or all your post-withdrawal disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The School’s responsibilities regarding Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must decide with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities regarding Return of Title IV, HEA Funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that the School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to
the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

**Return to Title IV Questions**

If you have questions regarding Title IV, HEA program funds after visiting with the financial aid office, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*This policy is subject to change at any time, and without prior notice.*

**Tuition, Fees, Programs & Curriculum**

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The institution guarantees, to entering first time students, that tuition will not increase during the time they are enrolled.

**Contact Information for Assistance in Obtaining Financial Aid Information**

Eliezer Tabares- Financial Aid Director  
7757 West Flagler Street Suite 220  
Miami, FL 33144  
Telephone: (305) 665-1911  
Fax: (305) 665-1911  
etabares@fvi.edu

Office Hours:  
Monday through Thursday 9:00 AM – 7:00 PM  
Friday 9:00 AM – 5:00 PM

**STUDENT ACTIVITIES**

Students interested in extracurricular activities help create a friendly atmosphere and provide a pleasant environment for the development of self-confidence and leadership. Activities vary depending upon student’s preferences. Please contact the Instructor, Program Director, Dean of Education, or the School President to discuss any planned activity.

**STUDENT FAIR CONSUMER RIGHTS**

You have the right to ask the school:

1. The name of the associations, agencies or governmental bodies which license Florida Vocational Institute and its programs, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the schools licensing and accreditation.

2. The cost of attending the institution, including: Tuition and fees, books and supplies; estimates of typical commuting costs, and any additional cost of the program in which the student is enrolled or expresses a specific interest.

3. The academic program of the institution; Educational and training programs; the instructional laboratory and other facilities which relate to the academic program; the faculty and other instructional personnel.
4. A statement of the refund policy.

5. The methods by which and locations in which students and prospective students may obtain the information concerning their rights.

6. Availability of financial assistance including all federal, state, local private and institutional financial aid programs. The procedures and deadlines for submitting financial aid applications; Criteria used to select financial aid recipients; how is financial needs determined; how financial aid is awarded; and type and amounts of assistance in the financial aid package.

7. The standards which the students must maintain to be making satisfactory academic progress.

8. Special facilities and services provided to the handicapped.

9. Information on how to enroll in the GED preparation or ESOL workshops at no charge in the community.

Florida Vocational Institute participates in the annual Integrated Postsecondary Education Data System (IPEDS) Survey conducted by the National Center for Education Statistics (NCES). The National Center for Education Statistics (NCES) survey program at the postsecondary education level provides statistical information used by planners, policy makers, and educators in addressing multiple issues. One major source of this information is the annual Integrated Postsecondary Education Data System (IPEDS) Survey. The IPEDS system, established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS system is built around a series of interrelated surveys that collect school-level data in such areas as – school characteristics, enrollments, program completions, staffing patterns, finances, and financial aid. Information on NCES and IPEDS is available at – http://www.nces.ed.gov/IPEDS.

**STUDENT RESPONSIBILITIES**

Education costs time, money and effort. Because it represents such a big investment you -as student- should carefully evaluate the education or training you are considering in helping you make a good choice. You should gather information about the school, its academic programs, dropout rate, complete cost of education/training, refund policy, financial programs and any other information you may find helpful in making a wise decision. You must:

1. Provide all documentation requested.

2. Read and understand all forms that you are asked to sign and keep copies of them.

3. Accept responsibility for the promissory note and all other agreements that you sign.

4. Promptly provide any information requested by the school.

5. Keeping the school informed if any change in address, name, marital status, financial situation, or change in your student status.

6. Notifying the school if you need to withdraw from the school or wish a leave of absence.

**VOTER REGISTRATION POLICY**

The school encourages its students to register to vote. The National Mail Voter Registration Form is available from the U.S. Election Assistance Commission (EAC) website.
U.S. citizens who are students and of voting age, can find information specific to their states of residence from: www.eac.gov/voterresources or call the Election Assistance Office at (866) 747-1471.

STUDENT COMPLAINT/GRIEVANCE PROCEDURES

A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of school policies or procedures, or unfair treatment such as coercion, reprisal or intimidation by an instructor or another school employee. A student should first discuss the concern with his/her instructor or Program Director immediately.

An appeal is an escalation to the next level of authority. If it is about an academic decision, such as a final grade, please see the academic appeal process.

A student has a right to appeal all matters with respect to:

- Admission decisions
- Tuition and fee matters
- Financial award or policy matters, including satisfactory academic progress
- Education policies, procedures and grading concerns
- Disciplinary action taken a violation for student conduct

Certain decisions may not be appealed. If a student has failed to meet the standards of Satisfactory Academic Progress (SAP) including exceeding the maximum timeframe to complete the program, he or she is not entitled to an appeal unless there is documenting mitigating circumstances such as medical or disability conditions that impacted the student's ability to participate in the program. The specific requirements for SAP appeal are contained in the School's SAP policy.

1. The first step is to address and resolve the dispute or complaint with the person involved through discussion. A student with a dispute or concern should raise the concern as soon as possible to assure that a settlement is made in a timely fashion.

2. If a dispute or concern cannot be resolved with the person involved through discussion, then the student needs to immediately verbally raise his or her concern to the Dean of Education so the issue can be addressed in a timely fashion.

3. If the dispute cannot be resolved with the Dean of Education, then the next step in the appeal process is to appeal in writing to the School President. The written complaint should be submitted within seven (7) business days of the incident or the decision. The written appeal document should include a description of the disputed issue, the date or dates when the issue arose, the reason why the student is appealing the decision and steps taken to resolve the dispute to date. When submitting the appeal, the student should include as much factual evidence as possible. The School President will oversee the gathering of additional data about the issue or incident as necessary. Then the School President will convene the Appeals Committee which will consist of the School President and heads of other departments to meet with the student if requested or otherwise assess and develop a resolution to the complaint. A response from the Appeals Committee will be provided in writing to the student with ten (10) business days. A decision will be provided and delivered to the student in person if the student is on campus or to the student’s e-mail address or mailing address with acknowledgement of receipt required.

4. If the dispute has not been resolved and the student is still unsatisfied with the response from the School’s Appeal Committee then the student may take a fourth step and file an appeal to SB Education at 100 S. Pine Island Road, Suite 200, Plantation, Florida 33324. The appeal must be in writing and must be received within seven (7) business days of being notified of the Appeal Committee’s decision. The President/CEO will conduct his/her own investigation
of the issue and will respond to student within ten (10) business days of receiving the escalated complaint. A decision will be provided and delivered to the student via the student’s e-mail address or mailing address with acknowledgement of receipt required.

5. If the dispute remains unresolved after the evaluation by the President/CEO of SB Education then the student should address his or her concern to the state licensing authority, and/or the School’s accrediting body or the Commission of Independent Education.

The title and address of the state licensing authority is:

**COMMISSION FOR INDEPENDENT EDUCATION (CIE)**  
**FLORIDA DEPARTMENT OF EDUCATION**  
325 West Gains Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245-3200 / Toll Free (888) 224-6684

Additional information regarding the institution, if licensed, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gains Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684

The title and address of the accrediting body is:

**COUNCIL ON OCCUPATIONAL EDUCATION (COE)**  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 / Toll Free (800) 917-2081  
Fax (770) 396-3790

**Arbitration**

Pursuant to a student’s Enrollment Agreement, any disputes, claims or controversies between a student and Florida Vocational Institute no matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, attendance, the education provided, billing, financial aid, disbursement of funds, career services assistance or any claim relating in any manner to the student’s relationship with Florida Vocational Institute that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. He or she should ask the School President for a copy.
ACADEMIC PROGRAMS

**Cyber Security and Network Technician (TD)**
24 Semester Credit Hours/ 720 Contact Hours
36 Instructional Weeks
Participates in Financial Aid programs

**IT Help Desk (TD)**
8 Semester Credit Hours/ 240 Contact Hours
12 Instructional Weeks

**Medical Assistant (TD)**
32 Semester Credit Hours
36 Instructional Weeks
Participates in Financial Aid programs

**Home Health Aide**
75 Hours
5 weeks

**Nursing Assistant/Home Health Aide (T)**
180 Clock Hours
9 Weeks

**Patient Care Technician (T)**
25 Semester Hours
27 Instructional Weeks
Participates in Financial Aid programs

**Pharmacy Technician (T)**
32 Semester Credit Hours/760 Contact Hours
36 Instructional Weeks
Participates in Financial Aid programs

**Web Design and Digital Marketing (TD)**
18 Semester Credit Hours/540 Contact Hours
27 Instructional Weeks

**Web Developer (TD)**
24 Semester Credit Hours/ 720 Contact Hours
36 Instructional Weeks
Participates in Financial Aid programs

*Note: All credit hour programs are assigned “outside Out of Class/Prep Hours” (homework hours) that are indicated as “Out of Class/Prep Hours” in the Program Descriptions.*
NURSING ASSISTANT/HOME HEALTH AIDE

Program Objective/Description:
The Nursing Assistant/ Home Health Aide program is designed to train students in all the relevant aspects of long-term patient care under the supervision of a Registered Nurse. Completion of this program prepares graduates to sit for the Certified Nursing Assistant Exam*. Students will demonstrate their skills in a 40-hour clinical practice. Upon completion of this program, graduates will be able to possess skills and hands on experience and seek entry-level employment as Nursing Assistants or as Home Health Aides.

Program Length: 9 weeks (2.25 months)

Delivery: Residential in English
Location: Pending application for Miramar

Class Schedule: Monday thru Thursday (20 hours per week)
   Evening: 5:30pm -10:30pm

Credential: Diploma

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock/Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA103</td>
<td>Fundamentals of Patient Care I</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>NA105</td>
<td>Fundamentals of Patient Care II</td>
<td>30</td>
<td>30</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>NA107</td>
<td>Procedures and Lab Skills (HIV 4hrs)</td>
<td>8</td>
<td>12</td>
<td>0</td>
<td>20</td>
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<tr>
<td>NA109</td>
<td>Nursing Assistant Clinical Learning Experience</td>
<td>0</td>
<td>0</td>
<td>40</td>
<td>40</td>
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<td>Total Hours</td>
<td>68</td>
<td>72</td>
<td>40</td>
<td>180</td>
</tr>
</tbody>
</table>

Disclosure: Total hours of classes and clinical will not exceed 40 hours in one week. Upon completion of the program, the student will receive a diploma. To work as Nursing Assistant in the State of Florida, graduates must sit and pass the state Certified Nursing Assistant written and practical exam.

The application fee for the Certification Nursing Assistant written and practical exam is an out of pocket expense. Applicants should visit the Florida Board of Nursing website for the examination requirements: http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
HOME HEALTH AIDE

Program Objective/Description:

Students will be prepared to perform the home health care duties and physical comfort and safety for patients, residents and clients at their homes. The student will be prepared in patient care procedures, principles of nutrition, and care of the elderly; apply principles of infection control and assist with rehabilitative activities. Upon completion of the program, students will receive a diploma and will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage. Upon completion of the program, the student will receive a diploma and graduates will qualify for employment as Home Health Aides, working for Home Health Agencies approved with Medicare and Medicaid coverage.

Program Length: 5 weeks
Delivery: Residential in Bilingual (Spanish/English) and English
Location: Miami

Class Schedule: Friday and Saturday (15 hours per week)
Day Session: 8:30am-4:00pm

Credential: Certificate

Program Length: 5 weeks
Clock Hours 75
Credit Hours N/A

Total Contact Hours:
Theory Hours 30
Lab Hours 45
Externship Hours 0

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHA101</td>
<td>Home Health Care – Foundation of Patient Care</td>
<td>10</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>HHA102</td>
<td>Client Care, Special Clients and Special Needs, HIV/AIDS Seminar</td>
<td>10</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>HHA103</td>
<td>Understanding Your Clients and Home Management and Nutrition, BLS for Healthcare Providers (CPR)</td>
<td>10</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td>30</td>
<td>45</td>
<td>75</td>
</tr>
</tbody>
</table>

Disclosure: Upon completion of the program the student will receive a diploma and is eligible to work as Home Health Aide.

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.
PATIENT CARE TECHNICIAN

Program Objective/Description:

The Patient Care Technician (PCT) program is designed to train the student for an entry-level position in all the relevant aspects of patient care technician assistance, diagnostic testing specifically electrocardiography (EKG), phlebotomy, nursing assistant, home health care needs. This program is designed for those interested in an entry-level position as a patient care technician in a nursing home, rehabilitation facility, extended care facility, a hospital or as a Home Health Care Aid. The student learns to use basic types of patient care technician/home health care, phlebotomy and EKG equipment. The student receives all required in-service training and certifications such as Domestic Violence, HIV/AIDS, OSHA, Infection Control and Universal Precautions, Understanding Alzheimer’s disease, Assistance with Self-Administered Medication Training and CPR. Upon completion of this program, student will possess the skills and hands-on experience needed as an entry-level Patient Care Technician utilizing patient care skills in a variety of healthcare settings. The PCT graduate is eligible to challenge the Florida State Certification Nursing Assistant Exam.

Program Length: 27 Instructional weeks (6.75 months)
Delivery: Residential in Bilingual (Spanish/English) and English
Location(s): Miami and Miramar
Class Schedule: Monday thru Thursday (20 hours per week)
   Morning Session: 8:30am – 1:30pm
   Evening Session: 5:30pm – 10:30pm
Credential: Diploma

Program Length: Theory Hours 240
Contact Hours 560
Credit Hours 25
Lab Hours 240
Externship Hours 80
Out of Class/Prep Hours 120

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCT114</td>
<td>Employability Skills/ CNA Skills Review II</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>AHP104</td>
<td>Basic Anatomy and Physiology</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>PCT102</td>
<td>Fundamentals of Patient Care I</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>PCT104</td>
<td>Fundamentals of Patient Care II</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>PCT106</td>
<td>Patient Care Technician Procedures and Lab Skills</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>PCT112</td>
<td>Employability/INA Review</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAST115</td>
<td>Specialized Medical Exams I (Phlebotomy &amp; 4hr HIV)</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAST117</td>
<td>Specialized Medical Exams II (EKG/ECG)</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>PCT116</td>
<td>Patient Care Technician Clinical</td>
<td>80</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTALS: 560 25 120

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

DISCLOSURE: To work in a hospital setting in the State of Florida, PCT graduates must pass the state Certified Nursing Assistant written and practical exam. For specific eligibility requirements, please Florida Board of Nursing website for the examination requirements:
http://floridasnursing.gov/licensing/certified-nursing-assistant-examination/

NOTE: The initial exam voucher for Florida Certified Nursing Assistant and the initial Basic Life Support (BLS) course fee are included in the program. Students must demonstrate practical competency by Lead Instructor before the CNA application will be submitted.
MEDICAL ASSISTANT

Program Objective/Description:

The Medical Assistant program is designed to train students in all the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X-Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands-on experience to work at the entry-level in medical offices, clinics and various medical practices. This program is also offered via online where more than 50% of courses are offered either online or via hybrid delivery.

Program Length: 36 weeks (9 months)
Delivery: Residential in English and Bilingual (Spanish/English)
           Online/ Hybrid Delivery in Bilingual (Spanish/English) and English
Location(s): Miami and Miramar

Class Schedule: Monday thru Thursday (20 hours per week)
                Morning Session: 8:30am – 1:30pm
                Evening Session: 5:30pm – 10:30pm

Credential: Diploma
Program Length: Theory Hours 300
Contact Hours 760 Lab Hours 300
Credit Hours: 32 Externship Hours 160
Credit Hours: 32 Out of Class/ Prep Hours 150
Prep Hours

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP104</td>
<td>Basic Anatomy and Physiology</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>AHP102</td>
<td>Introduction to the Allied Health Career</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS103</td>
<td>Pharmacology</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS105</td>
<td>Fundamentals of Medical Insurance and Medical Office Procedures</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS109</td>
<td>Records Management and Informatics</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS113</td>
<td>Patient Preparation &amp; Clinical Procedures</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>GEN132</td>
<td>Employability/Career Planning Skills</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS111</td>
<td>Introduction to X-Ray and Imaging</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS115</td>
<td>Specialized Medical Exams I (Phlebotomy &amp; 4hr HIV)</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS117</td>
<td>Specialized Medical Exams II (EKG/ECG)</td>
<td>60</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>MAS121</td>
<td>Medical Assistant Externship</td>
<td>160</td>
<td>2</td>
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<tr>
<td>Total</td>
<td></td>
<td>760</td>
<td>32</td>
<td>150</td>
</tr>
</tbody>
</table>

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

NOTE: The initial exam voucher for the Nationally Registered Certified Medical Assistant (NRCMA), Nationally Registered Certified Phlebotomy Technician (NRCPT), Nationally Registered Certified Echocardiography Technician (NRCET), and Basic Life Support (BLS) are included in cost of the program.
PHARMACY TECHNICIAN

Program Objective/Description:

The Pharmacy Technician program provides instruction in how to assist the pharmacist in the packing and distribution of medication. Graduates can find employment in hospitals (private and government), nursing care facilities, private and chain drug stores, drug manufacturers, wholesale drug houses, and health maintenance organizations. Students will also study the professional and technical skills necessary for direct employment as a pharmacy technician.

This program prepares students for a position as a pharmacy technician. A diploma will be awarded upon successful completion of this program.

Program Length: 36 Instructional weeks (9 months)
Delivery: Residential- English
Location(s): Miami and Miramar

Class Schedule: Monday thru Thursday (20 hours per week)
Morning Session: 8:30am – 1:30pm
Evening Session: 5:30pm – 10:30pm

Credential: Diploma
Program Length: Theory Hours: 300
Contact Hours: 760
Credit Hours: 32
Lab Hours: 300
Externship Hours: 160
Out of Class/ Prep Hours: 150

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP102</td>
<td>Introduction to the Allied Health Career</td>
<td>3</td>
<td>60</td>
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<tr>
<td>AHP104</td>
<td>Basic Anatomy and Physiology</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT116</td>
<td>Pharmacy Calculations</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT102</td>
<td>Pharmacy Law and Regulations</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT112</td>
<td>Pharmacy Principals and Practice</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT122</td>
<td>Pharmacology I</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
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<td>PHT124</td>
<td>Pharmacology II</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT132</td>
<td>Introduction to Sterile and Non-Sterile Compounding</td>
<td>3</td>
<td>60</td>
<td>15</td>
</tr>
<tr>
<td>PHT138</td>
<td>Pharmacy Information Systems</td>
<td>3</td>
<td>60</td>
<td>15</td>
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<tr>
<td>PHT142</td>
<td>Pharmacy Technician Certification Board (PTCB) Board Exam Preparation</td>
<td>3</td>
<td>60</td>
<td>15</td>
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<tr>
<td>PHT152</td>
<td>Pharmacy Technician Externship</td>
<td>2</td>
<td>160</td>
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</table>

Total 32 760 150

Students enrolled in this program must wear FVI school uniforms. Uniforms are available for purchase in the Business Office.

DISCLOSURE: Student must become registered as Registered Pharmacy Technician with the Florida Board of Pharmacy before he/she can begin working in their field of training in the State of Florida. All employers will conduct a background check and drug screen for employment in the State of Florida.

NOTE: The initial application fee for the Registered Pharmacy Technician with the Florida Board of Pharmacy, the initial exam voucher for the Nationally Certified Pharmacy Technician Board (PTCB), and Basic Life Support (BLS) course fee are included in the cost of the program.
IT HELP DESK (TD)

Program Objective/Description:

At the completion of this program, students will understand the most common hardware and software technologies in business and the skills to support complex IT infrastructures. Students will be provided the essential knowledge and skills to design, configure, manage and troubleshoot wired or wireless devices. This program builds an understanding of topics such as: server installation, server roles, active directory storage, server performance management and server maintenance. Upon completion of this program, students will be prepared for employment as an entry-level help desk technician.

Certification Preparation: Students will be equipped to sit for the following certification exams: Network+ and Window Server Administration Fundamentals (MTA-365).

Program Length: 12 Instructional weeks (4 months)
Delivery: Online/Hybrid or Residential- English
Location: Miami

Class Schedule: Monday thru Thursday (20 contact hours per week)
Morning Session: 8:30am – 1:30pm

Credential: Certificate

<table>
<thead>
<tr>
<th>Program Length:</th>
<th>12 Instructional weeks (4 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours:</td>
<td>240</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>8</td>
</tr>
</tbody>
</table>

| Theory Hours:   | 60 |
| Lab Hours:      | 180|
| Externship Hours: | n/a |
| Out of Class/ Prep Hours: | 60 |

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA0100</td>
<td>Maintaining Computers and Operating Systems</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CDA1000</td>
<td>Introduction to Networking</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CDA1010</td>
<td>Advanced Networking Concepts</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CEN1000</td>
<td>Introduction to Windows Server</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
</tbody>
</table>

Total 240 8 60

**This program is not Title IV eligible.**
CYBER SECURITY AND NETWORK TECHNICIAN (TD)

Program Objective/Description:
As a Cyber Security and Network Technician, students are able to validate the ability to handle day-to-day management of the server operating system, file structure, and directory services. Students will also learn to handle software distribution and updates; monitor servers; provide troubleshooting support; build and configure servers; implement auditing policy; perform scheduled vulnerability-assessment scans; and monitor logs for firewalls and intrusion-detection systems. At the completion of this program, students will be qualified to manage, support, and troubleshoot information systems in a wide range of computing environments with Microsoft Windows Server 2016 and Linux. Additionally, the course will provide the concepts, commands, and practice required to configure Cisco switches and routers in multi-protocol Internet works. Finally, students also get an introduction to the 21st century cloud-based systems administration on Azure and AWS. This course is based on lectures, discussions, demonstrations, exercises, and laboratory projects. Students perform all basic configuration procedures to build LAN and WAN interfaces for the most commonly used routing and routed protocols.

Certification Preparation: Students will be equipped to sit for the following certification exams: Network+, Security+ and Cisco CCNA. In addition, the curriculum will also cover a portion of Linux and CompTIA Cloud+.

Program Length: 36 Instructional Weeks (9 months)
Delivery: Online/Hybrid or Residential- English
Location(s): Miramar and Miami
Class Schedule: Monday thru Thursday
 Evenning Session: 5:30pm-10:30pm

Credential: Diploma
Program Length: Theory Hours: 180
Contact Hours: 720 Lab Hours: 540
Credit Hours: 24 Externship Hours: n/a
Prep Hours: 180

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET0100</td>
<td>Maintaining Computers &amp; Operating Systems</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CNT0115</td>
<td>Introduction to Networking</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CNT0215</td>
<td>Advanced Networking Concepts</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CET0260</td>
<td>Security+</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CTS0227</td>
<td>Cisco Routing and Switching I</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CTS0237</td>
<td>Introduction to Windows Server</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CTS0247</td>
<td>Linux</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CYS0253</td>
<td>Ethical Hacking &amp; Network Defense</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CTS0337</td>
<td>Administering Windows Servers</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CNT0315</td>
<td>Cloud Technology</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CYS0313</td>
<td>Computer Forensics</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CTS0327</td>
<td>Cisco Routing and Switching II</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>720</td>
<td>24</td>
<td>180</td>
</tr>
</tbody>
</table>

Note: Initial exam vouchers for Network+, Security+, and CCNA are included in the cost of the program.
WEB DEVELOPER (TD)

Program Objective/Description:

In the Web Developer program, students are offered a wide array of fundamental and in-depth training on front-end web development, as well as the fundamentals of back end development. Students learn how to write effective front-end programs, which interact with servers and load asynchronously. Students will also learn to design and implement graphical interfaces which follow best practices of UX design and are mobile-friendly. The back-end experience will include an introduction to common design patterns.

Training Objective: To build an understanding of designing, creating, and maintaining websites through different programming languages.


Program Length: 36 Instructional weeks
Delivery: Online/Hybrid or Residential- English
Location(s): Miami and Miramar
Class Schedule: Monday thru Thursday
Evening Session: 5:30pm-10:30pm

Credential: Diploma
Program Length: 36 Instructional weeks
Contact Hours: 720
Credit Hours: 24
Lab Hours: 540
Externship Hours: n/a
Out of Class/ Prep Hours: 180

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB1010</td>
<td>Basic Front-End Programming (JavaScript, HTML5, CSS)</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB1100</td>
<td>Basic Front-End Programming II</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>COP1000</td>
<td>Problem Solving</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2000</td>
<td>Intermediate Front-End Structure</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2020</td>
<td>Intermediate Styling Techniques</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2040</td>
<td>SQL Databases</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2900</td>
<td>Modern MV* Front End Frameworks</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2910</td>
<td>Modern MV* Back End Frameworks</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>ROR1000</td>
<td>Fundamentals of PHP Development</td>
<td>120</td>
<td>4.0</td>
<td>30</td>
</tr>
<tr>
<td>WEB3000</td>
<td>Agile and TDD (QA/Test)</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>CAP2000</td>
<td>Capstone Project II</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
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<tr>
<td>Total</td>
<td></td>
<td>720</td>
<td>24</td>
<td>180</td>
</tr>
</tbody>
</table>
WEB DESIGN AND DIGITAL MARKETING (TD)

Program Objective/Description:

The web design and digital marketing program will train students in all aspects of the design process of websites and web applications, as well as in the process of effectively promoting them through digital marketing. Students will learn not only HTML, CSS, and JavaScript but also the use of industry-standard tools such as image and vector manipulation programs within the Adobe Creative Cloud Suite. Students will receive comprehensive training on client-side programming, AJAX programming, CSS frameworks, build tools required for front-end developers, design techniques, color, typography, responsive web design, and user experience basics. Students will also receive an introduction to PHP and learn how to correctly extend, modify, and maintain WordPress themes and plug-ins. After acquiring basic front-end developer skills, students will learn about UI/UX design principles, social media marketing, search engine optimization (SEO), paid search engine marketing (SEM), marketing messaging, marketing strategy, and analytics for digital marketers.

Training Objective: To build an understanding of designing, creating, and maintaining websites using HTML5/CSS3/JS and Word Press, as well as to gain an understanding of how to promote a web presence to accomplish business objectives.

Technologies Covered: HTML5, CSS, JavaScript, WordPress and Adobe Creative Suite

Program Length: 27 Instructional weeks
Delivery: Online/Hybrid or Residential- English
Location(s): Miramar
Class Schedule: Monday thru Thursday
   Evening: 5:30pm -10:30pm

Credential: Diploma
Program Length: Theory Hours: 135
Contact Hours: Lab Hours: 405
Credit Hours: Externship Hours: N/A
Out of Class
/Prep Hours: 135

Program Breakdown by Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Contact Hours</th>
<th>Credit Hours</th>
<th>Prep Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB0900</td>
<td>Design Principles</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
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<tr>
<td>WEB1010</td>
<td>Basic Front-End Programming (JavaScript, HTML5, CSS)</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB1100</td>
<td>Basic Front-End Programming II</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2000</td>
<td>Intermediate Front End Structure</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>WEB2020</td>
<td>Intermediate Styling Techniques</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>ROR0900</td>
<td>Intro to php and WordPress</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>UX1000</td>
<td>UI/UX Design</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>MAR1000</td>
<td>Digital Marketing Techniques, Strategy, and Analysis</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>MAR1010</td>
<td>Effective Engagement in Digital Marketing</td>
<td>60</td>
<td>2.0</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>540</td>
<td>18.0</td>
<td>135</td>
</tr>
</tbody>
</table>
COURSE NUMBERING

Since Florida Vocational Institute is diploma-level school, all courses will be considered as first level courses. Each course is identified by an alpha-numeric identifier and course description.

The course codes are based on program and related topic. Those are defined as follows:

AHP: Allied Health Professional
GEN: General courses
NA/HHA: Nursing Assistant/Home Health Aide
MAS: Medical Assistant Courses
PCT: Patient Care Technician Courses
CPR: Cardiopulmonary Resuscitation Course
PHT: Pharmacy Technician
WEB: Web Development

COURSE DESCRIPTIONS

AHP102 Introduction to the Allied Health Career 3 Credit Hours
(30 Theory Hours /30 Lab Hours/15 Prep Hours)
The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills, interpersonal communications skills concepts, and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates. Pre-requisite(s): None

AHP104 Basic Anatomy and Physiology 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions. Instructor may provide additional resources or materials as a part of the lesson plan.
Pre-requisite(s): None

CAP2000 Capstone Project II 2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
The Capstone project is designed for the students to select a key project based on either PHP or Node.JS and through applied learning develop a portfolio project in a structured learning environment. The Capstone Project gives the student an opportunity to apply everything they have learned. The students will form teams, create project plans, conduct risk analyses, create test plans, and write software. True to the real-world experience of software development, students can expect to have to adjust project plans and deliverables. The components the students will learn during this phase are, Project Selection, Team Selection, Role Assignment, and Planning, Technology Research, Feasibility Study, and Prototyping, Platform, Language, and DBMS Selection, Development Methodology, Architecture, and Framework Selection. This will culminate in Software Delivery, Presentation Preparation, and Software Project Presentations. Pre-requisites: COP1000, WEB2000, WEB2020 and WEB2040

CET0100 Maintaining Computers and Operating Systems 2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
Students will learn the fundamental components and functions of computer technology, networking, and security. They will also gain the skills required to identify hardware, peripheral, networking, and security
components. In addition, they will learn to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. Students will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Pre-requisite(s): CDA0100 and CNT0115

CET0260 Security+ 2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
Upon successful completion of this course, students will be able to identify fundamental concepts of computer security, major security threats and vulnerabilities, and network security. Students will gain the skills to manage application, data, and host security by accessing control, proper authentication, and thorough account management. They will also learn to manage certificates. In addition, topics such as compliance & operational security, risk management, and disaster recovery planning will also be covered in this course. Pre-requisite(s): CDA0100 and CNT0115

CNT0115 Introduction to Networking 2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. Pre-requisite(s): CDA0100 and CNT0115

CNT0215 Advanced Networking Concepts 2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
Students will learn to identify the basic components of network theory, major network communications methods, and network data delivery methods. They will be able to list and describe all network media and hardware components, including becoming knowledgeable on the specific differences between TCP/IP, LAN, and WAN network implementations. Students will learn the services deployed on each major type of network implementation as well as identify the primary network operating systems. Students will study important network protocols, technologies in network security, and data storage technologies. They will also gain the skills to identify major issues, models, tools, and techniques in network troubleshooting and disaster recovery. Pre-requisite(s): CDA0100 and CNT0115

CNT0315 Cloud Technology 2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
This course reviews and analyzes the features of Office 365 and identifies recent improvements to the service. Students will be able to identify the challenges in deploying Office 365 as well as the benefits of the FastTrack approach compared to the traditional plan/prepare/migrate deployment process. They will also examine how to plan the pilot, provision tenant accounts and finally, verify that clients can connect to the Office 365 service. Students will also learn about the Microsoft Azure platform and gain a basic understanding of the services offered. This course offers students the opportunity to take an existing ASP.NET MVC application and expand its functionality as part of moving it to Azure. This course focuses on the considerations necessary when building a highly available solution in the cloud. Pre-requisite(s): CDA0100 and CNT0115

COP1000 Problem Solving 2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
In this unit, students study techniques for web design and programming which have a root in mathematics. The goal of this unit is to get students to know how to emulate randomness, understand asynchronous programming and callbacks, use the modulus operator to restrict execution flows and avoid out of bounds exceptions, write effective if statements (by recognizing occurrences of DeMorgan’s laws as well as the distributive property of ands and ors), and understand if-else chains and negation. Pre-requisite(s): WEB1010 and WEB1100
CTS0227  Cisco Routing and Switching I  2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
Upon successful completion of this course, students will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multi-area Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks. **Pre-requisite(s):** CDA0100 and CNT0115

CTS0327  Cisco Routing and Switching II  2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
Upon successful completion of this course, students will be able to meet the following objectives: plan routing services to meet requirements; implement an EIGRP-based solution; implement a scalable multi-area Network OSPF-based solution; implement an IPv4-based redistribution solution; implement Path Control; and implement and verify a Layer 3 solution using BGP to connect an enterprise network to an internet service provider. After completing this course, the student should be able to: analyze campus network designs; implement VLANs; spanning tree and inter-VLAN routing in a network campus; implement high-availability technologies and techniques using multilayer switches in a campus environment; implement security features in a switched network; and integrate WLANs into a campus network and accommodate voice and video in campus networks. **Pre-requisite(s):** CTS0227

CTS0237  Introduction to Windows Servers  2 Credit Hours
(15 Theory/Clock Hours/45 Lab Hours/ 15 Prep Hours)
This course introduces students to a number of tools and technologies available to help plan a migration to Windows Server® 2012. By gaining the skills to identify the various migration tools available, planning for individual installations on servers, and configuring and activating the servers after installation, students will learn how to establish a basic Windows Server® 2012 environment. **Pre-requisite(s):** CDA0100 and CNT0115

CTS0337  Administering Windows Servers  2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
This course provides the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. It collectively covers implementing, managing, maintaining and provisioning services and infrastructure in a Windows Server 2012 environment. This course focuses on the administration tasks necessary to maintain a Windows Server 2012 infrastructure such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. **Pre-requisite(s):** CTS0237

CTS0247  Linux  2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
This course introduces the basics of the Linux command-line interface (CLI) and some of the built-in CLI commands. Students will understand what a shell is, how to navigate the file structure of a Linux Operating System, piping commands, creating shell scripts, using regular expressions, and using vi. Students will also learn how to manage the file system, administer user and group permissions, configure hardware, and configure networking interfaces. **Pre-requisite(s):** CDA0100 and CNT0115

CYS0253  Ethical Hacking and Network Defense  2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
In this course, students will learn to understand how attackers compromise networks both in the private and public sector and learn to conduct test attacks on their networks as a way to discover vulnerabilities before attackers do. Students will also learn about the different the types of port scans and how to use port-scanning
tools, how to conduct ping sweeps, and how to use shell scripting to automate security tasks. **Pre-requisite(s):** CDA0100 and CNT0115

**CYS0313 Computer Forensics**
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
2 Credit Hours

This course focuses on the use of the most popular forensics tools and provides specific guidance on dealing with civil and criminal matters relating to the law and technology. Includes discussions on how to manage a digital forensics operation in today’s business environment. **Pre-requisite(s):** CDA0100 and CNT0115

**GEN132 Employability/Career Planning Skills**
(30 Theory Hours /30 Lab Hours/15 Prep Hours)
3 Credit Hours

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State’s registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships. **Pre-requisite(s):** None

**HHA101 Home Health Care - Foundation of Patient Care**
(15 Theory Hours/15 Lab Hours)
25 Clock Hours

This course introduces the students in the home health care services, the history and purpose of the home care, and the role of the Home Health Aide, the care team and care plan, professionalism, and the legal and ethical aspects. In addition, the course includes the foundation of patient care, communication techniques, infection control, safety and body mechanics, as well as medical emergencies and disaster guidelines. **Pre-requisite(s):** None

**HHA102 Client Care, special clients and special needs**
(15 Theory Hours/15 Lab Hours)
25 Clock Hours

This course emphasizes in develop the student’s skills in the patient care techniques, maintaining mobility, skin care, and comfort, the personal care procedures, such as bathing, grooming, toileting, taking vital signs, I & O, catheter care, etc. In addition, focuses in special clients with special needs, such as clients with disabilities and mental illness, arthritis, cancer, diabetes, Alzheimer’s disease, etc. Students will demonstrate knowledge of HIPAA guidelines, and the general laws and ethical responsibly of healthcare workers. Student will learn to communications skills concepts and understand the developmental principles of the life cycle. In services given in this course: HIPAA, OSHA, Domestic Violence, HIV, Alzheimer’s Disease. **Pre-requisite(s):** None

**HHA103 Understanding Your Clients and Home Management and Nutrition**
(15 Theory Hours/15 Lab Hours)
25 Clock Hours

This course focuses in the aspects of culture and family: basic human needs, cultural differences, and families; the aspects of body systems: common disorders and observing and reporting; and the aspects of human development such as stages/common disorders, aging, death, and hospice care, also this course will orient to the student in the client’s environment, housekeeping, laundry, bed making, client’s proper nutrition, special diets, and managing time and money. BLS for Healthcare Providers (CPR) course is included. **Pre-requisite(s):** None

**MAR1000 Digital Marketing Techniques, Strategy, and Analysis**
(15 theory/Clock Hours/45 Lab Hours/15 Prep Hours)
2 Credit Hours

In the world of digital marketing, content reigns supreme. In this course, you will learn how to use trial and error to identify an audience and develop a content strategy that goes hand in hand with your target audience. You will also learn how to measure the impact of your content strategy, and you will see case studies to discuss the importance of creating a brand holistically through every medium (Social, Search, Print, etc.). You will put all this work to good use by developing a content site with a lead catching mechanism to start building a real audience of real users. **Pre-requisite(s):** None
MAR1010 Effective Engagement in Digital Marketing 2 Credit Hours
(15 Theory/Clock Hours/45 Lab Hours/15 Prep Hours)
The goal of this course is to teach you how to acquire, convert, and retain customers, then how to optimize conversions. You will learn the main means of customer acquisition in digital marketing and how to think about audiences and engagement. You will also learn how to improve conversion rates by using well established techniques in call to action and landing page design, and how to use drip marketing to increase conversions and improve customer retention. Finally, you will learn how to employ A/B testing and analytics to continuously fine-tune various aspects in your sales funnel – from initial impression to repeat business. Pre-requisite(s): None

MAS103 Pharmacology 3 Credit Hours
(30 Theory Hours /30 Lab Hours/ 15 Prep Hours)
Dosage and calculations are the basic concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages. Pre-requisite(s) None

MAS104 Medical Office Procedures 3 Credit Hours
(30 Theory Hours /30 Lab Hours/15 Prep Hours)
Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing. Pre-requisite(s): None

MAS105 Fundamental of Medical Insurance and Medical Office Procedures 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
Upon completion of this course, students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate cordial courteous and professional patient reception, and patient processing. The students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient’s file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies. Pre-requisite(s): None

MAS109 Record Management & Informatics 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be place on the computational, cognitive and social aspects of Informatics in the medical office. Students will learn about electronic medical record systems and their benefits. This course will introduce computer skills to prepare students for working using electronic record systems. Pre-requisite(s): None

MAS111 Introduction to X-Ray and Diagnostic Imaging 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
This course prepares students to prep and perform limited X-Ray work on extremities and body region. Students will learn about machine maintenance, principal of use, safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge on other imaging procedures including MRI, CT as well as Ultrasound. Pre-requisite(s): None

MAS113 Patient Preparation and Clinical Procedures 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor
surgery, interpersonal skills required for patient communication, and the importance of maintaining well stock ed, clean and well-prepared examination areas. Pre-requisite(s): None

MAS115 Specialized Medical Exams I Phlebotomy 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
In this course, students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories. Students also receive the 4-hour HIV training. Pre-requisite(s): None

MAS117 Specialized Medical Exams II (EKG/ECG) 3 Credit Hours
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
The course is designed to introduce basic principles of ECG. Students will be prepared to performed electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders. Pre-requisite(s): None

MAS121 Medical Assistant Externship 2 Credit Hours
(160 Externship Hours)
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to "on-the-job experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient’s physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and administrative duties. Pre-requisite(s): Successful completion of all required courses.

NA103 Fundamentals of Nursing Assistant I 60 Clock Hours
(30 Theory Hours/30 Lab Hours)
In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients. During this course, students will also learn and practice mathematics and science knowledge as it relates to patient care skills; and how to use electronic medical record systems to document important patient information such as vital signs reading and notes regarding patient care. In-services: HIPAA, OSHA, Domestic Violence, Alzheimer's Disease, Communication with Cognitively Impaired Client and Medical Records. Pre-requisite(s): None

NA105 Fundamentals of Nursing Assistant II 60 Clock Hours
(30 Theory Hours/30 Lab Hours)
This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of patient care. Students will learn about the medical workers involved in patient care and the role of nursing assistants. Students will practice patient care skills and administrative skills; this includes newborn care and children with disabilities. Students will also practice employability skills such as the job search, interview techniques, resume writing, and employer expectations.
In Services: Assistance with Self-Administered Medication Training, Resident Right, Medical Errors, Cultural Competences, and Medical Records. **Pre-requisite(s):** None

**NA107  Procedures and Lab Skills**
**20 Clock Hours**  
(8 Theory Hours /12 Lab Hours)
This course will provide the students with the important information concerning to the HIV/AIDS, history and development of the disease, procedures and protocols required for the caring of the AIDS patient, the stage of carrier, expectations, etc. The Basic Life Support for Healthcare Providers (BLS) Classroom Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. Upon completion of the course and passing the test the student will receive the BLS card from the AHA valid for two years. Also, in this course, the student will be prepared to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. In-Service: Infection Control, Bloodborne Pathogens and Hazardous Materials. **Pre-requisite(s):** None

**NA109  Nursing Assistant Clinical Learning Experience**
**40 Clock Hours**
(40 Clinical Hours)
This 40-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Nursing Assistant Clinical Learning Experience provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member in order to achieve established outcomes. **Pre-requisite(s):** Successful completion of all nursing assistant coursework.

**PCT102  Fundamentals of Patient Care I**
**3 Credit Hours**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
In this course students develop the skills to perform patient care procedures, such as ambulation, output measurements, patient positioning, range of motion exercises, personal care, bed making, taking vital signs, and other important functions and procedures required in patient care. Students develop skills in patient care, specifically in physical comfort and patient safety. Students will learn the importance and the appropriate procedures and actions in creating a comfortable and safe environment for patients. Protocols for patient care include nourishment, nutrition and procedures for feeding patients. Students learn the importance of balanced nutrition, diabetic diets, other special needs diets, and essential nutrition principles for patients. **Pre-requisite(s):** None

**PCT104  Fundamentals of Patient Care II**
**3 Credit Hours**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
This course is designed to help students understand the needs of surgical patients, the common, chronic, and acute conditions. Students will learn the standard protocols, physical care and comfort, appropriate communication with post-operative patients and their families. Also, this course is designed to provide safety, sanitation and emergency skills in the context of the Nursing Assistant. Students will learn to identify emergency situations from possible adverse pharmaceutical reactions, to cardiac arrest. Students will learn to survey each setting in which a patient is located in order to assess safety, and practice sanitation skills. Students will learn the process, techniques and procedures involved in rehabilitative care. Students will learn their role in the process of rehabilitation. This course also provides training in geriatric care. Students will learn communication techniques and real-world circumstances involved in caring for the elderly. Students will become oriented as to the purpose and history of home health care. Students will learn about the medical workers involved in home health care and the role of the home health aide in the home health setting. Students will practice patient care skills and administrative skills involved in home health; this includes new born care and children with disabilities. In Services: **Assistance with Self-Administered Medication Training, and Resident Right.** **Pre-requisite(s):** None

**PCT106  Patient Care Technician Procedures and Lab. Skills**
**3 Credit Hours**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
This course is designed to provide students with knowledge on how to deal with the different types of wounds, wound healing, hot and cold applications, and assisting patients with physical examinations. Students will learn how to deal with patient comfort, rest and sleep, mental and health problems, developmental disabilities. Student practices in applying hot compresses, dry sterile dressing, changing leg bag to a drainage bag, inserting catheters, giving tube feeding, and setting up oxygen administration.

**Pre-requisite(s):** None

**PCT112 Employability/NA Review**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course. **Pre-requisite(s):** None

**PCT114 Employability Skills/ CNA Skills Review II**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance, forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. This course is also designed to prepare the student to take and assure a better passing rate of the Nursing Assistant Certification Board (CNA) exam which is the most recognized certification among employers. The course outline will follow the official CNA blueprint to ensure that every major topic will be covered and discussed during the total length of the course.

**PCT116 Patient Care Clinical Externship**  
(80 Externship Hours)

This 80-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the field of study. The Student PCT Extern provides direct patient care under the direction of the RN professional to all assigned patients and maintains a safe patient area. He/she assumes responsibility and accountability for patient care as a team member in order to achieve established outcome. **Pre-requisite(s):** Success completion of coursework.

**PHT102 Pharmacy Law and Regulations**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)

This course is designed to give students the opportunity to learn key terms concerning Pharmacy Law and regulations, as well as to trace the history of federal laws affecting pharmacies today. The student will explore FDA, DEA, and HIPAA regulations and procedures and how these affect pharmacy technicians’ work. The Introduction to the classification of controlled substances and record keeping, ordering, and storage processes will also be covered in this course. In addition to learning federal regulations, students will research their state’s laws and learn to determine which law prevails. Beyond the letter of the law, the student will have the opportunity to learn how to compare and contrast technicians’ tasks with pharmacists’ responsibilities, and they will be exposed to the interplay between morals, ethics, and liabilities in the pharmacy. **Pre-requisite(s):** None

**PHT112 Pharmacy Principles and Practice**  
(30 Theory Hours/30 Lab Hours/15 Prep Hours)

This course is designed to prepare the student with the professional aspects of working in various pharmacy settings. The student will have the opportunity to learn key terms encountered in hospital pharmacies, retail and or community pharmacies, and long-term care facilities. The student will become familiar with the different hospital units, the stock they require, and the different functions they serve. The student will be introduced to the different Pharmacy Technician duties within each setting and how these differ from one another. The course will delineate the most common tasks performed by hospital pharmacy technicians compared to retail Pharmacy Technicians and disclose the pertinent information required for processing patient orders in the various settings. **Pre-requisite(s):** None
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PHT116</td>
<td>Pharmacy Calculations</td>
<td>3</td>
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<td></td>
<td>(30 Theory Hours/ 30 Lab Hours/15 Prep Hours)</td>
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<td>This course is designed to introduce the student to calculations and dimensional analysis formulas needed in the various Pharmacy settings. The analysis of these formulas will enhance students’ mathematical skills and demonstrate how these skills are applied to the daily duties of a Pharmacy setting. The student will achieve an overall understanding of business math and how it is employed in the general operation of a pharmacy. Students’ understanding of Pharmacy calculations will be reinforced through the use of hands on applications in the Pharmacy lab. Pre-requisite(s): None</td>
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<tr>
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<tr>
<td>PHT122</td>
<td>Pharmacology I</td>
<td>3</td>
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<td>(30 Theory Hours/30 Lab Hours/15 Prep Hours)</td>
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<td>This course is designed to give the student the opportunity to learn the basics of pharmacology, including: pharmacognosy, pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and toxicology. Also included is the defining drug versus an ideal drug. The allied health professional’s responsibility to recognize adverse reactions, side effects, and toxic reactions to medications will be discussed. Drug interactions – food-drug and drug-drug – are also included in the course content discussed. are applications of medical terminology, Medications prescribed for the treatment of illness and disease based on a body systems method. Pre-requisite(s): None</td>
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<tr>
<td>PHT124</td>
<td>Pharmacology II</td>
<td>3</td>
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<td></td>
<td>(30 Theory Hours/30 Lab Hours/15 Prep Hours)</td>
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<td>This course is designed as a continuation of Pharmacology I, new students will be able to commence as well, the course contains a review of pharmacology key terms and medical terminology; which will allow the student to assimilate the material of the course. Subjects included in this course, will mainly focus on drug classifications used for the following body systems: Cardiovascular, Muscle-Skeletal, Respiratory, Nervous, Endocrine/Lymphatic and Gastro Intestinal Systems. Out-of-class activities will be assigned and assessed as part of this module. Instructor may provide additional resources or materials as a part of the lesson plan. Pre-requisite(s): None</td>
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<tr>
<td>PHT132</td>
<td>Introduction to Sterile and non-Sterile Compounding</td>
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<td>(30 Theory Hours/30 Lab Hours/15 Prep Hours)</td>
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<td>This course is designed to introduce the student to key terms and procedures used in compounding sterile and non-sterile products. The student will have the opportunity to understand USP 795 and USP 797 guidelines. The course will cover how to assign new expiration dates, how to use several kinds of balances, and how to document the compounding and repackaging process properly. The course will explore the reasons why pharmacies practice repackaging and compounding and will be introduced to the various risks, responsibilities, and benefits—both to pharmacies and to pharmacists—of repackaging and compounding. The student will have the opportunity to understand proper aseptic technique as it applies to working with these items in both horizontal and vertical flow hoods and the care of the flow hoods and the types of stock and medications used in an IV room as well as special considerations needed for some medications. Pre-requisite(s): None</td>
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<tr>
<td>PHT136</td>
<td>Pharmacy Information Systems</td>
<td>3</td>
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<td>(30 Theory Hours/30 Lab Hours/15 Prep Hours)</td>
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<td>This course is designed to introduce the student with Pharmacy-related computer applications for documenting the dispensing of prescriptions or medication orders such as maintaining the electronic medical record, patient adherence, risk factors, alcohol drug use, drug allergies and side effects. The course will include the explanation of Databases, pharmacy computer applications, and documentation management. The importance of user access, drug database, interface, inventory reports, usage reports, override reports and diversion reports will be highlighted in this course. The student will understand how these systems are utilized in the billing and reimbursement procedure in pharmacies. Contents covered will also include Reimbursement policies, Insurance plans, Third party resolution and Coordination of benefits. Students will gather further knowledge of Pharmacy Information systems with hand on computer skills with training software. Pre-requisite(s): None</td>
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PHT142 Pharmacy Technician Certification Board 3 Credit Hours
(PTCB) Exam Preparation
(30 Theory Hours/30 Lab Hours/15 Prep Hours)
This course is designed to prepare the student for the Pharmacy Technician Certification exam (PTCE). The
course includes various electronic practice exams that mimic the certification exam format and exam
requirements. Students will be presented with several test-taking strategies and technique to increase their
chances of passing the exam and gaining certification with a passing score. The Official PTCB blue print is
reviewed with the students as well as familiarity with the PTCB website. Out-of-class activities will be assigned
and assessed as part of this module. Pre-requisite(s): PHT102, PHT112, PHT116, PHT122, PHT124, PHT132 and PHT136

PHT152 Pharmacy Technician Externship 2 Credit Hours
(160 Externship Hours)
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational
experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital
pharmacy or a community (retail) pharmacy. Students will gain exposure to “on-the-job” experiences and
training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation,
and distribution utilized by participating sites. Successful completion of PHT courses.

ROR0900 Intro to PHP and WordPress 2 Credit Hours
(15 Theory Hours/45 Lab Hours/ 15 Prep Hours)
WordPress is one of the most widely used content management systems available on the web. Powering
around 20% of the web, WordPress has very strong applicability and there are many jobs in this field. The
popularity of WordPress is partly because there are thousands of plugins and themes available online, so the
process of developing a simple website is streamlined and has a low technical barrier to entry. This course will
dig deep into WordPress and show students many of the built-in functions and APIs, familiarize them with the
WordPress codex, and build themes and plugins from scratch. Students will explore workplace attitudes and
habits of the Designer, and the various environments in which Designers may be employed. Pre-requisite(s):
none

ROR1000 Fundamentals of PHP Development 4 Credit Hours
(30 Theory Hours/90 Lab Hours/ 15 Prep Hours)
This course introduces the PHP programming language and how to do the basic back end tasks (cookies,
session data, request parameters, query string handling, forms handling, authentication and authorization) in
PHP. It will also introduce students to developing applications using a modern php framework and give a
survey of design patterns to solve the object-relational mapping problem. Pre-requisite(s): WEB1010,
WEB1100, WEB2000, WEB2010, WEB2020 and WEB2040

UIX1000 UI/UX Design 2 Credit Hours
(15 Theory/Clock Hours/45 Lab Hours/15 Prep Hours)
This course will teach students the tools and conceptual framework for the process of user interface design.
Students will learn about user flows, low res wireframes, tools and techniques for rapid prototyping of apps
and websites, and learn the basics of user research Pre-requisite(s): None

WEB0900 Design Principles 2 Credit Hours
(15 Theory Hours/45 Lab Hours/15 Prep Hours)
In this unit, students will learn the basics of web design and start working with graphical tools like web flow
and the Adobe Creative Suite. Students will learn about raster and vector graphics, image manipulations,
filters, principles of design composition, composing multiple images, symmetry, balance, choosing good color
pallets and they will compose full wireframe for a website that they will create in the future.
Pre-requisite(s): None

WEB1000 Basic Front-End Programing (JavaScript, HTML5, CSS) 2 Credit Hours
(15 Theory/Clock Hours/45 Lab Hours/15 Prep Hours)
Students learn how to work through documentation of CSS frameworks by using Bootstrap and Materials to
create grid-based layouts. They also learn the basics of material design, forms posting, intro to JavaScript
(variables, if statements, loops, simple objects, and attacking event handlers), selecting elements with jQuery,
 modifying the contents of elements with jQuery, and sending AJAX requests with jQuery. The expected level of proficiency by the end of the course is being able to use a CSS framework to design a responsive grid, knowing enough code to solve simple algorithmic challenges like aggregating the elements of an array, and knowing how the request-response model works and thus being able to do very basic Ajax programming using jQuery. **Pre-requisite(s):** None

**WEB1010**  
**Basic Front-End Programming (JavaScript, HTML5, CSS)**  
(15 Theory/Clock Hours/45 Lab Hours/15 Prep Hours)  
Students learn how to work through documentation of CSS frameworks by using Bootstrap and Materials to create grid-based layouts. They also learn the basics of material design, forms posting, intro to JavaScript (variables, if statements, loops, simple objects, and attacking event handlers), selecting elements with jQuery, modifying the contents of elements with jQuery, and sending AJAX requests with jQuery. The expected level of proficiency by the end of the course is being able to use a CSS framework to design a responsive grid, knowing enough code to solve simple algorithmic challenges like aggregating the elements of an array, and knowing how the request-response model works and thus being able to do very basic Ajax programming using jQuery. **Pre-requisite(s):** None

**WEB1100**  
**Basic Front-End Programming II**  
(15 Theory Hours/45 Lab Hours/15 Prep Hours)  
This unit is devoted to learning advanced jQuery techniques such as event delegation, different types of Ajax requests (including jsonp), interacting with a firebase back-end and also with the Wikipedia api. Students will also receive an introduction to node.js and work through developing a template for a site which implements authentication and authorization functions. **Pre-requisite(s):** WEB1010

**WEB2000**  
**Intermediate Front End Structure**  
(15 Theory Hours/45 Lab Hours/15 Prep Hours/)  
Students will learn about html5 semantic elements, basics of the shadow DOM, HTML 5 templating, work with the canvas object, design html emails using tables, performance optimization of webpages, and basics of UX design. General work place health and safety is discussed along with what to do in emergencies such as fire and natural disasters. **Pre-requisite(s):** WEB1010 and WEB1100

**WEB2020**  
**Intermediate Styling Techniques**  
(15 Theory Hours/45 Lab Hours/15 Prep Hours)  
This course teaches students about the principles of web typography, picking font schemes, working with SVG graphics, using pseudo-elements (:: after and ::before), use third party animation suites to create css effects, and takes a deeper dive into bootstrap and learning about using it to easily create sliders and other components. Students will also have the opportunity to work on two Ajax applications to fine-tune their front-end programming skills. **Pre-requisite(s):** WEB1010 and WEB1100

**WEB2040**  
**SQL Databases**  
(15 Theory Hours/45 Lab Hours/15 Prep Hours)  
This course emphasizes what developers need to know about SQL. Students go through ample practice with nested selects and joins, loading pre-existing datasets into a sql database using the shell, locating and fixing errors in a table, understanding foreign keys and relationships between entities, and creating tables of appropriate data types. An intro to NoSQL is also given, with some basic exercises. This course also serves as a Node.JS introduction and AJAX refresher, as students develop CRUD APIs on NodeJS working on a SQL database as well as on NoSQL. **Pre-requisite(s):** WEB1010 and WEB1100

**WEB2900**  
**Modern MV* Front End Frameworks**  
(15 Theory Hours/45 Lab Hours/15 Prep Hours)  
In this course, students learn the in-depth workings of a modern MV* front end framework (AngularJS or React) and the MV* design pattern in general. They will develop two applications of their own using a modern front-end framework. **Prerequisites:** WEB1010 and WEB1100, COP1000, WEB2000, WEB2010, WEB2020 and WEB2040

**WEB2910**  
**Modern MV* Back End Frameworks**  
2 Credit Hours
In this course, students will take a deeper dive into Node.js. Students will learn how to handle request parameters, query strings, session data, and cookies. They will also learn how to do OAuth authentication with Facebook, Twitter, and Google, and how to connect to a database. An introduction to object-oriented programming in JS is also given. **Prerequisites:** COP1000, WEB2000, WEB2010, WEB2020 and WEB2040.

**WEB3000 Agile and TDD (QA/Test)**  
**2 Credit Hours**

(15 Theory Hours/45 Lab Hours/15 Prep Hours)

In this course, students get a robust intro to the scrum implementation of agile, with an option to get certified. They also learn the JavaScript implementation of some advanced programming concepts such as function purity, writing testable functions, loose coupling between functions, inheritance/polymorphism, and get plenty of practice with filter, map, and reduce as a gateway into understanding functional programming. Students will explore workplace attitudes and habits of the Developer, and the various environments in which a Developers may be employed. **Pre-requisites:** COP1000, WEB1010, WEB2000, WEB2010, WEB2020 and WEB2040.
ADMINISTRATION

Andrea Holguin-Reyes  Career Services Director
Arnie Gimun  Chief Success Officer
Denyse Antunes  School President
Gretel Chong  Vice President of Admissions
Richard Zaiden  Compliance and Operations Director
Wendy Hancock  Dean of Education

Main (Miami) Campus

Aileen Chong  Receptionist
Barbara Rodriguez  Senior Admissions Representative
Brenda Cartaya  Corporate Registrar
Eliezer Tabares  Director of Financial Aid
Jorge Gomez  Program Director, Allied Health
Lidia Bravo  Clinic Coordinator
Luisa Enriquez  Administrative Services Manager (Miami)
Marta Marrero  Program Director, Nursing Assistant
Michelle Del Rey  Administrative Assistant
Monica Gonzalez  Community Relations Manager
Omar Fernandez  Marketing Manager
Patricia Inigo  Senior Admissions Representative
Salvi Pascual  Program Director, Technology
Tatiana Mendez  Career Services Representative
Vanessa Perez  Sr. Career Services Representative
Yedelis Diaz  Clinic Developer

Miramar Campus

Ana M. Bandera  Director of First Impressions
Luisa Bermudez  Financial Aid Officer
Monica Gonzalez  Administrative Services Manager
Priscilla Pastora  Senior Admissions Representative
Wendy Hancock  Dean of Education
Miami Faculty

Anderson, Jeremy
- Courses Taught: Web Developer
- Degrees/Diplomas: Bachelor of Science in Economics – Florida International University (FIU), Diploma - Wyncode Coding School

Calle, Juan Carlos, MD
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – Higher Institute of Medical Sciences of Havana, Cuba

Elvirez, Yurienys Leidas
- Courses Taught: Nursing Assistant/ HHA and Patient Care Technician
- Degrees/Diplomas: Nursing Assistant/HHA Diploma; Cuba; Certified Nursing Assistant – Miami, Florida

Fabregas, Claribel
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Bachelor of Science, Primary Education—University of Atlantic -Colombia, Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

Ferrer, Randolph
- Courses Taught: Web Developer

Gomez, Jorge R.
- Program Director/Instructor
- Courses Taught: Medical Assistant Program
- Degrees/Diplomas: Bachelor of Science, Nutrition–Kaplan University; Certified Clinical Medical Assistant – National Healthcare Association; Certified EKG Technician – National Allied Health Test Registry; Certified Phlebotomy Technician – National Allied Health Test Registry

Gutierrez, Ricardo
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Associate of Science –Miami Dade College, Miami, Florida; Florida Registered Pharmacy Technician- Florida; Certified Pharmacy Technician (PTCB)

Hernandez, Ronny, MD
- Courses Taught: Medical Assistant and Patient Care Technician
- Degrees/Diplomas: Doctor in Medicine – Higher Institute of Medical Sciences of Santiago de Cuba; Certified Phlebotomy Technician NHA, Certified Nursing Assistant Florida Dept. of Health

Lopez, Venus
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Pharmacy Diploma, Everest Institute Registered Pharmacy Tech Florida Department of Health

Loriga, Yaneisy, RN
- Courses Taught: Clinical Learning Experience/Externship Supervisor
- Degrees/Diplomas: Associate Degree in Nursing, Florida National University, RN Florida Department of Health
Marrero, Marta K. RN
- Courses Taught: Patient Care Technician Program, Nursing Assistant/Home Health Aide
- Degrees/Diplomas: Bachelor of Science in Nursing, Licentiate in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant - Miami, Florida, CPR and AED Level 2 Instructor Certification

Mesa Villalonga, Mireisy, MD
- Courses Taught: Medical Assistant and Patient Care Technician
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Nicaragua; Registered Medical Assistant

Morejon, Yanet, RN
- Courses Taught: Nursing Assistant/HHA and Patient Care Technician
- Degrees/Diplomas: Associate of Science in Nursing - EDP University of Puerto Rico, Associate of Science – Miami Dade College, Billing and Coding Specialist – Technical Career Institute

Pascual, Salvi
- Program Director/Instructor
- Courses Taught: Web Developer, Web Design
- Degrees/Diplomas: Bachelor's Degree Electrical, Electronics and Communications Engineering Osvaldo Herrera Polytechnic Institute
- Bachelor’s Computer Science – Universidad Tecnológica de La Habana “Jose Antonio Echeverría”– Havana, Cuba
- Master’s Degree in Computer Science- Florida International University - Miami, Florida

Pepper, Sandra
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Pharmacy Technician – Everest College, Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

Rivera, Marco
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Bachelor of Science Exceptional Student Education – Miami Dade College
- Florida Registered Pharmacy Technician; Certified Pharmacy Technician (PTCB)

Susarte Alonso, Maria Del Pilar, MD
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – The Rector of the Higher Institute of Medical Sciences of Havana; Registered Medical Assistant

Tapia, Marcia
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Certified Medical Assistant, Certified Billing and Coding

Tovar, Freddy, MD
- Courses Taught: Medical Assistant
- Degrees/Diplomas: Doctor in Medicine – National University of Bogota-Colombia.
- Registered Medical Assistant, Registered Phlebotomy Technician

Valdes, Yojany, RN
- Courses Taught: Nursing Assistant/HHA and Patient Care Technician
- Degrees/Diplomas: Bachelor of Science in Nursing, Licentiate in Nursing - The Rector of the Higher Institute of Medical Sciences of Havana, Cuba; Certified Nursing Assistant - Miami, Florida

Veloz, Frank
- Courses Taught: Web Developer
- Degrees/Diplomas: Web Developer Diploma, Florida Vocational Institute – Miami, Florida
Miramar Faculty

Botero, Alexandra
- Courses Taught: Patient Care Technician
- Degrees/Diplomas: Doctor of Medicine, University of The Central East Dominican Republic
  University of Sacred Heart, Puerto Rico, Nursing RN
  University of Trident, California – Global Ph.D.

Cordoba, Fabian
- Courses Taught: Cyber Security and Network Technician
- Degrees/Diplomas: Bachelor of Science Degree-Management Information Systems, Atlantis
  University; Associate of Science Degree, Network Systems Administration

Clark, Zanette
- Courses Taught: Patient Care Technician
- Degrees/Diplomas: Master of Science Degree, Nursing Education, University of Phoenix; Bachelor
  of Science Degree-Nursing, FAMU
- Florida Registered Nurse

Gonzales, Fabian, MD
- Program Instructor
- Courses Taught: Medical Assisting
- Degrees/Diplomas: Doctor of Medicine, University Del Este. Republican Dominicana
- Associate Degree, Accounting – Miami Dade Community College

Olivier, Roger
- Program Chair/Lead Faculty
- Courses Taught: Cyber Security and Network Technician
- Degrees/Diplomas: Master of Science Degree-Business Administration (In Progress), Nova
  University & Daniel Webster College, Nashua, NH.
- Bachelor’s Degree, Technical Management – DeVry University- Miramar, Florida
- Associate Degree, Associate Degree, Network Engineering-Florida Career College-Miramar, Florida

Pascual, Salvi
- Program Director/Instructor
- Courses Taught: Web Developer, Web Design
- Degrees/Diplomas: Bachelor’s Degree Electrical, Electronics and Communications Engineering
  Osvaldo Herrera Polytechnic Institute
- Bachelor’s in Computer Science – Universidad Tecnológica de La Habana “Jose Antonio
  Echeverría”– Havana, Cuba
- Master’s in Computer Science- Florida International University - Miami, Florida

Thompson, Lisa
- Program Chair/Lead Faculty
- Courses Taught: Pharmacy Technician
- Degrees/Diplomas: Bachelor’s in Business Administration, Everest University, Pompano Beach,
  Florida;
- Florida Registered Pharmacy Technician, Florida Department of Health
- Certified Pharmacy Technician (PTCB)
## SCHOOL CALENDAR

THE SCHOOL WILL BE CLOSED IN OBSERVANCE OF THE FOLLOWING HOLIDAYS:

### 2019

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>Martin Luther King Jr.</td>
<td>Monday, January 21, 2019</td>
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<tr>
<td>President’s Day</td>
<td>Monday, February 18, 2019</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 27, 2019</td>
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<tr>
<td>Independence Day</td>
<td>Thursday, July 4, 2019</td>
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<tr>
<td>Labor Day</td>
<td>Monday, September 2, 2019</td>
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<tr>
<td>Thanksgiving</td>
<td>Thursday &amp; Friday, November 28-29, 2019</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Friday, December 20 – Tues, January 1, 2019</td>
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### 2020

<table>
<thead>
<tr>
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<tr>
<td>Martin Luther King Jr.</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2020</td>
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<tr>
<td>Independence Day</td>
<td>Friday, July 3, 2020</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 7, 2020</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Thursday &amp; Friday, November 26-27, 2020</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Friday December 18 – Mon, January 1, 2020</td>
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**2019 Anticipated Program Start & End Dates**

**Medical Assistant/Pharmacy Technician**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Anticipated End Date</th>
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<tbody>
<tr>
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<tr>
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<td>11/26/2019*</td>
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<tr>
<td>04/03/2019</td>
<td>12/19/2019</td>
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<tr>
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<td>01/27/2020*</td>
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<tr>
<td>07/23/2019*</td>
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<td>08/13/2019</td>
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<td>11/06/2019</td>
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**Home Health Aide**

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**Patient Care Technician**

**Web Design and Digital Marketing**

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**Web Developer**

**Cyber Security and Network Technician**

<table>
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<td>12/02/2019*</td>
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</tbody>
</table>

**Important Note:** Class schedules are subject to change without notice. Current students will not be affected by any program change or cancellation. School closure for inclement weather situations will follow public school closures for Miami-Dade or Broward County. It is the responsibility of the student to apply for graduation according to the deadlines published in the Calendar. **The Miramar campus only starts new classes start dates with the asterisk(*)**.

**Note:** IT Help Desk and Nursing Assistant/Home Health Aide Program schedules are published periodically.