FLORIDA INTERNATIONAL TRAINING INSTITUTE

"Start your future today"

School Catalog
2023-2024

Contents

Mission Statement

Florida International Training Institute, Inc. is committed to providing you, the student, with career options in the medical, business, and technical fields.

Our goal is to encourage the student in obtaining an education by concentrating on specialized careers. Our programs will emphasize the education and training needed to acquire an entry level position in today's job market.

Our school will provide a comfortable and pleasant environment, by maintaining a highly qualified faculty and staff, and by using a multi-disciplinary approach to learning. This will assist the student in developing the professional career skills needed in order to succeed in today's world.

Congratulations and good luck in one of the most important decisions of your life.

Governing Body

Florida International Training Institute, Inc. is a Florida Corporation owned by the institution's president, Berta R. Bello, MS.
The governing board consists of Ms. Berta R. Bello, President and Genesis Crespo, Secretary.
Corporate Offices and Governing Body are located at: 7265 NW 25 St, Miami, Florida 33122.

Brief History

Florida International Training Institute opened its doors on March 2009; however, the institution was licensed on October 28, 2009. The founder of the institution had a vision of reaching out and helping the community through education, one of the best investments anyone can ever make. Through hard work and great initiative, Florida International Training Institute congratulated its first graduating class on August 19, 2011.   Since inception FITI has continued to bring a high level of training to the community and every effort has benefited every individual that has walked through its doors.

Faculty and Substitute Instructors

Faculty	Program
Dr. Ricardo Silva, RN, NP – Miami Dade Community College Dr. Carmen Alonso, RN – Keiser University Magda Gonzalez, PCT – Florida International Training Institute Ariel Quinones, ASN -Advance Science International College	Patient Care Technician/ Home Health Aide/ Medical Assistant
Dr. Diana M. Martin, RMA – Health Professional Registry Dr. Jose Marino – Institute of Medical Sciences of Havana Dr. Pablo Orozco, NP – Ana G. Mendez University System Dr. Carlos Albuquerque – National University "Federico Villareal" Dr. Marcos Marisy, RMA – University of Medical Sciences of Camaguey	Medical Assistant/ Patient Care Technician/ Electrocardiogram / Phlebotomy
Octavio Suarez, HVAC Technician - College of Business and Technology	Refrigeration and A/C Repair Technician
Daniel Garcia, Electrical Engineer – CUJAE Luis Fernandez, Electrical Engineer – University of Las Villas	Electricity Technician
Berta R. Bello, MS – Carlos Albizu University Yurisan Serrano, MAcc – Florida International University Genesis Cordoba, BA – Florida International University Francisco Corrales, MAFM – Keller Graduate University Rolando Gutierrez – BA – University of Las Villas	Business Administration
Jose Liens, Mechanical Engineering – CUJAE	Maintenance Plumbing Technician
Michelle Mendez, Ph.D. – Carlos Albizu University Rafael Alvarez, MA – New Mexico State University	VESL

Administration

Name	Position
Berta R. Bello, MS	School Director/ Job Placement
Genesis Crespo, BA	Financial Aid Director/ Safety Technical Program Coordinator
Dayami De Arriba, AS	Academic Director/ Student Services/ Job Placement
Arlen Torres	Admission Representative
Maria Lopez Munero	Financial Aid Officer
Grecia Rosa	Financial Aid Officer
Yaquelin Rivas	Continue Education Specialist/ Student Services/ Job Placement
Maritza Sanchez	Finance Department
Carlos Nucete	Admission Director
Melqui Vidal	Administrative Assistant/ Billing & Collection
Julio Dominguez	Program Coordinator/ Student Services/ Job Placement
Suanny Pena	Program Coordinator/ Student Services/ Job Placement
Josue Quinones	Administrative Assistant / Front Desk
Maria S. Blanco	Administrative Assistant
Tania Corea	Student Services
Arisbel Gonzalez	Maintenance / Cleaning Services
Unsullied Security Services	Security

Program Advisory Committee

Allied Health:

- Dr. Ricardo Silva, RN – Miami Dade Community College
- Alberto Santin, MA, Administrator – Santin & Associates, PA

A/C-Refrigeration:

- Jesus Castañon, AA, AATI - Snow White AC Repair Center/ Owner
- Alexei Dominguez, AATI - A/C- Refrigeration Tech

Business Administration

- Yurisan Serrano, MAcc - Florida International University
- Francisco Corrales, MAFM – Keller Graduate University

Vocational English as a Second Language
- Mark Treston
- Michelle Mendez, Ph.D.

Electricity Technician
- Eugenio Crespo, Electrical Contractor

Maintenance Plumbing Technician
- B. Allen Group, LLC

Institution's General Information

Florida International Training Institute, Inc., is a Florida corporation located at: 7265 NW 25 St, Miami, Florida 33122, near major highways such as the Don Shula Expressway, Palmetto Expressway and the Florida Turnpike. The facility is 20,000 sq/ft of a modern building, centrally air conditioned with comfortable areas for instruction and laboratories, up to date computers with DSL/Wi-Fi access, a handicapped bathroom for students with physical disabilities, an area with learning resources, the main executive offices and a large supervised parking area.

Programs:

- Patient Care Technician
- Medical Assistant
- Home Health Aide
- Refrigeration and Air Conditioning Repair Technician
- Electricity Technician
- Maintenance Plumbing Technician
- Business Administration
- Business Administration-IDL
- VESL

Classes are offered in English and Spanish based on demand. However, most of our enrollments are students whose native language is Spanish. Lesson Plans are verbally explained and demonstrated with the help of class activities and other visual aids, which enhances the lectures before the actual hands-on training. Each course within the programs offered will have regularly scheduled academic activities and projects throughout the term. These educational activities are integral to ensure that the course outcomes are met and those specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in assessing student performance and the eventual awarding of a final course grade.

Please note: Completing a program or course in a language other than English may reduce employability where English is required.

School Attire: The primary purpose of the institution is to prepare students for employment. Students are required to be neat and clean in appearance while attending classes. Some programs may require uniforms. Items of dress which may be considered a safety hazard or create classroom disturbance, are prohibited.

Academic activities are defined as, but not specifically limit to:

- Examination/quiz
- Computer-assisted instructions
- Completing a course assignment
- Participating in field trips
- Research projects and journalizing
- Homework
- Simulations
- Viewing instructional media
- Survey evaluating the course material, text
- Presenting material (oral written)
- Attending a guest lecture
- Participating in role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student's progress
- Instructor performance

Campus Security and Crime Awareness Policies

As required by Public Law 101-542, as amended by Public Law 102-325, Title 11**,** Crime Awareness and Campus Security Act of 1990, Policy and Statistical Disclosures, Florida International Training Institute, Inc., has established policies regarding campus security. The school encourages all students and employees to report criminal incidents or other emergencies, on campus directly to the School Director, student advisor, instructor and the area security. The school publishes a crime statistic report annually. It is available to prospective students, faculty and employees at the admissions office. The report is also posted on at the school's bulletin board.

Complaints and Grievance Policy and Procedures

All grievances will be handled in a reasonable & fair manner. Every attempt will be made to address the grievance as expeditiously as possible. The student must first speak to the instructor and/or the director of the school. Once the complaint has been received, the complaint will be investigated, and a reasonable solution will be reached for the concerned parties. If the student feels as if the school did not adequately address the complaint or concern, the student may consider submitting in writing to:

- **Commission for Independence, Florida Department of Education**
  325 West Gaines Street Suite 1414
  Tallahassee, Florida 32399-0400
  Phone: 1-850-245-3200
  Toll-free telephone number: 1-888-224-6684
- **Accrediting Council for Continuing Education & Training**
  1722 N St NW
  Washington, DC 20036
  Phone: 1-202-955-1113
  E-mail: complaints@accet.org

Class Schedule

Program	Schedule
Patient Care Technician Medical Assistant Refrigeration and Air Conditioning Repair Technician	Monday – Thursday Morning Session: 9:00 AM – 1:00 PM Evening Session: 6:00 PM – 10:00 PM
Electricity Technician Business Administration Maintenance Plumbing Technician VESL Business Administration-IDL	Monday – Friday Evening Session: 6:00 PM – 10:00 PM
Home Health Aide	Monday – Friday Morning Session: 9:00 AM – 2:00 PM Saturday Session: 8:00 AM – 6:00 PM
Patient Care Technician Refrigeration and Air Conditioning Repair Technician Electricity Technician Business Administration Medical Assistant Maintenance Plumbing Technician	Saturday Session 8:00 AM – 8:00 PM

Administrative and Student Services Office Hours
- Monday through Thursday from 9:00 am to 10:00 pm
- Friday & Saturday from 9:00 am to 6:00 pm
- *eLibrary Hours: Monday* through Friday from 9:00 am to 6:00 pm.

Holidays and Vacation

Florida International Training Institute, Inc., offers classes on a year around basis. The school observes the following Holidays and vacation breaks:

- ❖ Martin Luther King Jr. Day
- ❖ Presidents Day
- ❖ Labor Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Columbus Day
- ❖ Thanksgiving Day
- ❖ Christmas/New Year (two weeks)
- ❖ Veteran's Day

Constitution Day:

Constitution Day is celebrated each year on September 17. Students are encouraged to participate in this celebration to enhance their knowledge of the U.S. Constitution and its significance. School activities are planned based on the creation and ratification of the United States Constitution.

Rules and Regulations

Students are expected to respect the rules and regulations of the institution. Florida International Training Institute, Inc. must always maintain professional-level standards of conduct and behavior. The policies of conduct for students are patterned after those of professional employees in the workplace.

1. Students are expected to observe campus policies and behave in a manner that is always a credit to the campus and them and in any program and externship, clinical rotation, or any other school-related activity.
2. The institution maintains the right to discipline students found in violation of school policies.
3. Students must behave in a manner that will enable the school to recommend them to prospective employers as courteous, considerate, and well-mannered individuals.
4. They must adhere to conduct that will not interfere with the learning process of the class in general.
5. Entering the school or classroom while under the influence of alcohol, unlawful drugs, or narcotics of any kind are grounds for dismissal. Smoking, eating, drinking (soda, coffee, etc.) are not allowed in classrooms or labs.
6. Students should not interfere with other students' rights, safety, health, or right to learn.

Suspension or Termination Policy: FITI reserves the right to suspend, expel or terminate any student whose attendance, academic, or personal behavior does not comply with the school standards, regulations, and rules.

Violations to conduct standards include, but are not limited to:

1. Theft.
2. Disruptive and disrespectful behavior to school representatives and other students.
3. Possession or use of firearms (except by designated law enforcement officials), explosives, and other dangerous substances.
4. Vandalism or threats of actual damage to property or physical harm to others.
5. Possession, sale, transfer, or use of all illegal drugs.
6. Harassing or abusive acts invade an individual's right to privacy, including sexual harassment or abuse against members of a particular race, ethnicity, religion, or cultural group.
7. Any activity perceived as hazing is defined as a situation or activity that intentionally or recklessly endangers an individual's physical, mental health, or safety for admission or initiation into any affiliation or organization associated with the school.
8. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.

Students will be responsible for all property destroyed or damaged, with or without intent, when the student's behavior is considered negligent. Intentional defacing or destruction of school property by any student will result in immediate dismissal.

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

Dismissal

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

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

Reinstatement Policy and Procedures

A student suspended, expelled, or terminated for failing to maintain satisfactory academic progress may be reinstated through an appeal process.

Procedure:

1. The student will submit a written request explaining why they feel that completing the program will not be a problem.
2. School Director with Academic Director will decide within 14 working days if the student can return to the institution.
3. The student will have to complete an enrollment agreement and pay the established registration fee.
4. Credit for all previous courses satisfactory completed will be awarded.
5. A student may be placed on academic probation for 30 days.

Non-discrimination Policy

Florida International Training Institute, Inc. offers training to all applicants on an equal basis regardless of race, color, sex, gender, national origin, religion, age, or disability.   The school facilities accommodate disabled persons and include wide doorways and restrooms.

Copyright Infringement Policy

This policy seeks to make aware of the seriousness as well as possible consequences for unauthorized use of copyright materials. If the student utilizes copyrighted materials including music, movies, software, literary works, educational, instructional, research, it is Florida International Training Institute's Policy to comply with copyright laws. The student will not make or store unauthorized copies of copyrighted materials on or using the computer systems, networks or storage media. Such disciplinary action will be at the sole discretion of the School Director.

Academic Dishonesty Policy

As a FITI student, academic dishonesty is a serious offense. The following actions represent academic dishonesty:
1. Cheating on an examination
2. Sharing/Copying assignments when the assigned work is not group-oriented
3. Plagiarizing

To avoid plagiarism, students can follow the guidelines stated below:
1. Must be appropriately identified and cited in the paper with a complete reference to the author.
2. Utilize footnotes to cite another person's work.
3. Paraphrasing an author should be included as a reference at the end of the student's paper.
4. With Internet sources, see the proper referencing of electronic media in the APA/MLA Manual of Style.
5. Students should use a reference page or bibliography section of cited authors in all written manuscripts.

Limitations Disclosure

Prospective students must be aware that some programs require the individual to be physically capable of performing specific tasks that could be strenuous. Duties may include but are not limited to lifting patients, moving heavy machinery, and working with mechanical equipment. If the prospective student believes they cannot perform these tasks, please advise the admission representative. In addition, during the employment interview or job placement, employees are subject to a criminal background check, vaccination records, and a physical examination.

Admission Policy

Florida International Training Institute, Inc. is an equal opportunity institution complying with federal, state, and local regulations and established procedures for technical, vocational, and post-secondary educational and training centers.

The institution encourages application completion from qualified individuals from all cultural, racial, religious, and ethnic groups. The institution does not deny admission or discriminate based on race, religion, sex, gender, age, disability, or national origin.

Students are instructed in programs, fostering knowledge, respect, and appreciation for the contributions of diverse cultural groups. Students who believe they have been discriminated against are encouraged to report it to the institution's administration.

Complaints can also be directed to ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: complaints@accet.org Website: www.accet.org Note: Complainants will receive an acknowledgment of receipt within 15 days.

The institution encourages students to obtain additional certifications/licenses to increase job opportunities and, at times, may be required for employment. In addition, criminal records, vaccination, and physical examination may be part of the hiring process.

The institution is open to all individuals who desire to improve, advance, and seek to start career paths and new employment opportunities. No prerequisites regarding experience or training are required from the applicant's requesting admission to the school programs. An applicant for admission must be a minimum of 17 years of age (parents or legal guardian authorization required), must be a high school graduate, or have a general equivalency diploma or its equivalent.

Admissions policy follows mandated federal, state, and local guidelines and is a cross-reference with the Standards of Accreditation established to ensure that the process follows established mandates and reflects the school's commitment to achieving its mission, goal, and objectives.

Required documentation: During the Admission process, applicants must submit identity documents, including but not limited to:

- Driver's License
- Social Security Card
- Proof of Legal Status
- Proof of High School Completion, GED, or its equivalents
- Income Tax Return (as necessary)

NOTE: If an applicant applying for admission at FITI is enrolled in another institution and decides to register at FITI, the applicant is responsible for providing a Withdrawal Confirmation to the Admission Department.

For applicants not meeting the criteria for admission into the School, the Admission Office will notify the applicants by contacting the student via email or phone call.

Attendance Policy

Attendance is an essential factor in the educational process. Good attendance and punctuality are crucial for the student to gain maximum benefit from the educational experience. It also helps students develop good attendance habits that can be applied for a successful career.

Attendance is monitored by the instructor at the beginning/end of each class daily. Florida International Training Institute does not distinguish between excused and unexcused absences. It is the responsibility of the student to notify the institution if they are unable to attend classes. It will be the obligation of the student to make up all missed work.

Students must complete at least 80% of the required attendance to pass a module. If a student fails to fulfill the attendance requirement during a course, they will not be allowed to take the final exam, be required to retake the course to graduate and be placed on academic probation for 30 calendar days.

By the end of the academic probation, the student must demonstrate progress in their attendance and achieve at least the minimum percentage required (80%); otherwise, they will be subject to termination from the program.

If a student is absent for fourteen (14) consecutive calendar days, they will be automatically dismissed from the institution, and it will be up to the School Director's discretion to reinstate the student.

The student must complete at least 80% of the total program hours by the end of the program to graduate.

Tardiness and Early Departures Policy

Instructors must monitor attendance twice during each class session, in the beginning, and end, to ensure that students complete the required amount of clock hours.

Students arriving after 10 minutes of the beginning of a session is considered tardy unless the instructor finds it excusable. If the student is tardy five (5) times within a course, the student will be called for an advising interview. Excessive tardiness can result in a determination by the institution as to the student's ability to continue the program.

Leaving a class 10 minutes before the end of a session is considered an early departure. If the student continues with early departures (five times) in a course, the student will be called for an advising interview. Excessive early departures can result in a determination by the director as to the student's ability to continue the program.

Make up Work Policy

Instructors will allow students to make up missed class assignments and tests because of excused absences such as personal illness, death in the family, court appointments, etc.

A grade will be given for make-up work. However, the excused absences will count and **remain as absences** in the calculation of attendance rates and will not increase the maximum number of allowable absences.

Leave of Absence

Authorization for a leave of absence may be granted for a medical or personal emergency, for the military, reserve, National Guard, or jury duties.

The School Director can only approve leaves of absence. Students must request a LOA by filling out the Leave of Absence Form available in the Academic Department or by contacting the academic coordinator who will prepare a Leave of Absence Email for the student.

Requests must state the reason for LOA and the date the student expects to return to school. If the student cannot return to school after the allowed period because the medical or personal emergency persists, they must request an extension of the leave of absence.

If the expected LOA return date falls after a module has started, and the minimum attendance required will be affected, must extent the LOA until the following scheduled start date of a module.

If the expected LOA return date falls after a module has started, and the minimum attendance required will be affected, the LOA must be extended until the following scheduled start date of a module.

All LOA extensions cannot exceed more than 150 calendar days.

Any student failing to return to school at the end of the LOA without requesting an extension will be dismissed from the institution. A student on a leave of absence will incur no additional charges from the school.

Credits for Previous Training

Credits for Previous Training Policy

Florida International Training Institute's policy is to accept credit earned at another institution only if that institution is accredited by an agency recognized by either the U. S. Department of Education or the Council for Higher Education Accreditation. Florida International Training Institute does not offer applicants the option of earning advanced standing through examinations.

Credit(s) may be allowed for previous education. The course(s) provided must be similar or equivalent in time and content to the courses offered at Florida International Training Institute. Must have been completed within six (6) years of submission of the petition. Courses transferred must have been satisfied with a grade of "C" (2.0 GPA) or higher. The Academic Director will determine the number of credits accepted and make any necessary adjustments in the student's program. Students must furnish an official transcript, which will be evaluated by the Academic Department, Program Instructors, and School Director. Must earn at least 50% of the clock hours required to complete the program through Florida International Training Institute instruction. If the transfer of credits is approved, the student is responsible for purchasing the remaining courses in the program of choice, and tuition will be prorated.

Students wishing to appeal a decision regarding credits not granted by Florida International Training Institute for work performed at other institutions may do so by submitting a letter of appeal to the School Director. The

prospect must make the request within ten days of the decision. The letter should explain why the student believes that the decision by the director was erroneous or unfair, along with any documentation needed to evidence the claim made by the student. The director will consider all such appeals and respond within three days. The decision of the director will be final.

Procedure

1- If a student is interested in transferring credits for previous training, they must complete the Application for Transfer of Credits and request their official academic transcripts to the last post-secondary institution. Official sealed transcripts can be sent to our institution via mail at:
Florida International Training Institute
7265 NW 25th St,
Miami, FL 33122
or electronically via email at dayami@fitischools.com.
2- The institution will notify the applicant if additional information is needed to complete the evaluation.
3- The evaluation process takes approximately two (2) weeks to complete and must follow the Credits for Previous Training Policy.
4- The Admission Director will inform the student of how many clock hours are awarded.
5- The student's academic transcript issued by FITI will not include grades and credits accepted.

Transfer of course credits

An institution may accept credit earned from another institution at their own discretion. Although Florida International Training Institute cannot guarantee that credit will be granted by another school for any of the hours earned by students at Florida International Training Institute, upon request from the student, we will assist the student in trying to obtain such credit for work completed at Florida International Training Institute. This assistance will be in the form of sending a letter from the School Director to the school into which the student hopes to transfer. The letter will contain a copy of the student's transcript of grades, as well as other information regarding Florida International Training Institute licensure and accreditation status and will include any faculty or outside recommendations received by the student.

Family Education Rights & Privacy Act (FERPA)

The (FERPA) is a federal law which is designed to protect the privacy of & limit access to the educational records of students. It gives parents certain rights with respect to their children's education records. The (FERPA) affords a student & parents of dependent students the right to:

- ° Access to inspect & review educational records
- ° Request a correction to the records which are believed to be inaccurate or misleading
- ° A formal hearing, if the request to correct records is denied, to challenge the contents of the educational record
- ° Place a statement with the record setting forth the student's view about the contested information

Florida International Training Institute must have written permission from the parent or eligible student in order to release any educational records. However, Florida International Training Institute may disclose those records, without consent, to a third-party, with a written consent of the parent or under the following conditions:

- ° Other school officials with legitimate educational interest

- ° To school in which the student is seeking to enroll in
- ° Specified officials for audit or evaluation means
- ° To accrediting organizations
- ° State & local authorities if required by state statutes
- ° Officials in cases of health & safety emergencies
- ° Appropriate parties in connection with financial aid to a student
- ° To comply with a judicial order or a lawfully issued subpoena
- ° Organizations conducting certain studies for or on behalf of the school

Florida International Training Institute may disclose, without consent, which is designated as "directory" information. This information includes student's name, address, telephone number, date & place of birth, honors & awards, & dates of attendance.

Applicants with Disabilities

Applicants with disabilities, as established in the American with Disabilities Act, will be assessed to the extent that is required to ensure that the knowledge, skills, and abilities to be developed by the training program would benefit the applicant and allow their successful utilization in the job market. The institute will provide a fair and supportive learning environment, to the extent possible, for students with special needs who will benefit from the programs offered at Florida Training Institute. While the institute wishes to assist all students with special needs to the greatest extent possible, it cannot guarantee that such assistance will be available. Students with special needs should contact the institute in advance before attending the institute and the institute will do its best to accommodate those needs where possible. Applicants records of admissions and denials will be maintained by the school in accordance to established school policies and procedures which is for a period of 3 years.

Register to vote

As part of the requirement for our institution to participate in the Federal Student Aid programs, we are required by federal law to provide each student with the state's voter registration form by electronic method. In order to register to vote, please visit https://www.usa.gov/register-to-vote#item-212645. Find and select your state to view eligibility requirements, registration deadlines and a link to visit your state election department web page and obtain your state's voter registration form. If you have any questions, please contact the Financial Aid Office

Student Financial Assistance

Florida International Training Institute offers Financial Aid Assistance for those who qualify. The Financial Aid Assistance Programs are supported by the U. S. Department of Education. These programs are designed to help applicants who have limited financial resources by providing funds in the form of grants/loans. This financial assistance is primarily for students who would not otherwise be able to continue their education. Award of federal financial assistance is described above as conditioned on the availability of funds and on the financial need of the applicant.

Our schools employ knowledgeable Financial Aid advisors who help qualifying students for Federal Aid find the right grants and loans. Also, we have our own payment institutional plans without any type of interest. Once a student's application for admission is officially accepted by the school, the student may begin applying for financial assistance.

Federal SEOG

A Federal Supplement Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, which means students with the lowest Expected Family Contributions (EFC). This program gives priority to students who receive Federal Pell Grants. Students can receive between $100 and $5,000 a year depending on when they apply, their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

Federal Pell Grant

A Federal Pell Grant does not have to be repaid. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Awards can range up to $ 7,395.00 and are based on the financial need of the family or individual and the cost of education.

Students are notified of their Federal Pell Grant eligibility through an Institutional Student Information Record (ISIR). This report is electronically transmitted directly to the Institute by the federal processor. The U.S. Department of Education employs a uniform formula to evaluate the information contained on the student aid application and to determine the index of need. In order to receive an award, the ISIR must be reviewed and eligibility confirmed by the Financial Aid Office.

Financial Aid Program

The Pell Grant is an entitlement program available for those who need it to attend a post-secondary educational institution. The amount of the Pell Grant entitlement is determined on the basis of the cost of education at the institution attended and the actual number of hours for which the student is enrolled. Students can re-apply annually for Pell consideration. All students receive a copy of The Student Guide for Financial Aid, which is distributed by the U.S Department of Education.

Financial Aid Eligibility

THE STUDENT MUST HAVE:

1. High school diploma or GED diploma.
2. Be enrolled as a regular student in an eligible program of study.
3. Be a U.S. citizen or eligible non-citizen or the correct G-845.
4. Make satisfactory academic progress toward completion of the program.
5. Not to be in default or owe a refund to any Title IV program.
6. Have the applicable financial aid forms filled and signed.
7. Register (if you haven`t already) with the Selective Service, if you`re a male between the ages of 18 and 26.
8. Demonstrate financial need.

Application Procedures

It is your responsibility to submit all the required material by the announced deadlines (June 30th, 2024).

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

Free Application for Federal Student Aid (FAFSA)

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

The Department of Education has issued an FSA ID to all continuing financial aid recipients. The FSA ID is used to access, complete and electronically sign the Renewal FAFSA on the web at https://studentaid.gov/h/apply-for-aid/fafsa as well as to view your federal loan history at https://nsldsfap.ed.gov/login. Instructions on filing the Renewal FAFSA on the web will be included with your FSA ID mailer. Please be sure to save your FSA ID since it can be used to view the status and results of your processed FAFSA as well as to make corrections to your Student Aid Report.

If you have not received your FSA ID, you can either request a FSA ID at www.fsaid.ed.gov, file a new FAFSA online at https://studentaid.gov/fsa-id/create-account/launch, or file a paper FAFSA. Paper FAFSA's are available at the Financial Aid Office.

The student responsibility includes to complete the Entrance Interview and the Master Promissory Note before starting classes and the Exit Interview before last day of attendance advised by the Financial Aid Department.

AWARDS & DISBURSEMENTS
FINANCIAL AID

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

Disbursement Procedures

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

General Financial Aid Information

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

Filling out the FAFSA. U.S. Department of Education

https://studentaid.gov/h/apply-for-aid/fafsa A Free Scholarship Service
https://studentaid.gov/fsa-id/create-account/launch U.S. Department of Education FSA ID registration
https://nsldsfap.ed.gov/login National Student Loan Data System
https://studentaid.gov/understand-aid/types/loans Student Loans information

- Free Application for Federal Student Aid (FAFSA)
  All incoming and returning students must complete the FAFSA each academic year to be considered for financial aid (regardless of whether you borrow loans).
- Financial Aid Path
  This website will give you all the information you need to make an informed decision about financial aid. Here you will learn about where to find financial aid, the different options available, the application process, and some tips to help you maximize the amount of money you can receive for your education.
- U.S. Department of Education - www.ed.gov
- FinAid! The Smart Student Guide to Financial Aid -www.finaid.org
- Students.gov Student Gateway to the U.S. Government

Federal Direct Student Loan Information

- [National Student Loan Clearinghouse](www.studentclearinghouse.org) -www.studentclearinghouse.org
  Check your loan history for prior years and current academic year
- [National Student Loan Data Systems for Students](https://nsldsfap.ed.gov/login) -https://nsldsfap.ed.gov/login
  Check your loan history for prior years and current academic year

Federal Direct Loan Program

Student loans, unlike grants and work-study are borrowed money that must be repaid, with interest. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study or because you are having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you need and do not request more than you need for your education. Your Federal Student Loans: Learn the Basics and Manage Your Debt can help you learn more about federal student loan debt. You can find this publication at https://studentaid.gov/understand-aid/types/loans/interest-rates William D. Ford Federal Direct Loan (Direct Loan) Program.

Interest Rate for Direct Loan: Past and Current interest rates for subsidized and unsubsidized loans first disbursed between July 1, 2023, and June 30, 2024, are the following:

Loan Type	2023-24	2022-23	2021-22	2020-21	2019-20
Direct Subsidized (Undergraduate)	5.50%	4.99%	3.73%	2.75%	4.53%
Direct Unsubsidized (Undergraduate)	5.50%	4.99%	3.73%	2.75%	4.53%
Direct Unsubsidized (Graduate)	7.05%	6.54%	5.28%	4.30%	6.08%
Direct PLUS (Graduate and Parents)	8.05%	7.54%	6.28%	5.30%	7.08%

Cancellation and Refund Policy

Students wishing to cancel or terminate their enrollment must notify the institution in person, phone or in writing. All refunds will be made based on FITI's cancellation and refund policy regardless of whether written notice is provided.

Tuitions are based on the entire length of the program, and all refunds will be made according to the following refund schedule:

1. The institution will refund any student payment collected by the school: when the institution does not accept the applicant, if the applicant cancels within three (3) business days after signing the enrollment agreement and has not attended any classes, or if the applicant cancels before the first class, or if the applicant never attends (no-show), **except for the registration fee ($150.00 which is non-refundable) and any institutional charge applicable for materials given to students such as books and supplies, kits, uniform, and ID, which are not returnable because of use**. Refunds due to the Federal Title IV funds will be made within forty-five (45) calendar days of the program starting date or the date of cancellation, whichever is the earliest. Refunds due to the student will be made within thirty (30) calendar days of the program starting date or the date of cancellation, whichever is the earliest.
2. Cancellation after attendance has begun through 60% completion of the payment period will result in a pro-rate refund computed on the number of hours completed to the total of that payment period.
3. The institution can retain 100% of the payment period once the student has completed over 60%. **Student must pay their student balance (if applicable) within 30 calendar days after the drop date; otherwise, their case will be sent to a debt collector.**
4. Termination Date: The termination date for refund computation purposes is the last date (LDA) of actual attendance by the student unless the institution receives an earlier written notice.
5. If a course is canceled and not offered, the applicant/ student will receive a full refund within ten business days. If a course is postponed, the applicant/ student will receive full credit for all modifications.

*Payment Period: Payments are divided into two periods. The first period is from the first starting date until the 50% program completion, and the second period starts at 51% of the program until the 100% program completion. During the first payment period, charges are applied such as registration, books, uniform, and lab fees.

Class Cancellation Policy:

Florida International Training Institute reserves the right to:

a. Cancel classes and programs for which there is insufficient enrollment.
b. Close a class when the class has reached enrollment limit and,
c. To make any schedule changes as necessary, such as time, days, and instructor.

In the event of cancellation, the institution will notify each registrant by email and issue a full refund. FITI is not responsible for any other related expenses.

Return of Title IV Funds

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process

If a student wishes to withdraw from the institute, they must notify the School Director or Student Services Director of the institute. The notification may be in writing or orally. The date the notification is received is the date of determination. The School Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance (LDA).

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 calendar days of non-physical attendance.

Effective July 1, 2011 all schools that are required to take attendance are attendance taking Institutions, a student's withdrawal date is always the last date of academic attendance as determined by the institution from its attendance records.

For attendance taking schools aid received post LDA and prior to DOD is aid that could have been disbursed. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If an overpayment exists a PWD must be used to eliminate the Over Payment within 14 days prior to offering to a student or crediting their account, Pell, if loans are part of the PWD, the school must request and receive authorization from the student for direct loan funds.

The student is obligated to return any Title IV overpayment in the same order that is required for schools. Grant overpayments must be resolved through full and immediate repayment to the institution, repayment arrangements satisfactory to the school or overpayment collection procedures negotiated with Debt Resolution Services. Two years is the maximum time a school may allow for repayment.

The following Title IV return distribution is used for all FSA students due a return:

1. Unsubsidized Direct Loan

2. Subsidized Direct Loan

3. Direct PLUS Loan (Parent)

4. Federal Pell Grant

5. Iraq Afghanistan Service Grant

Returns must be made to the federal programs within 45 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Definition of Clock Hours (CH)- Classroom Format

A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Class Sizes

The institution seeks to provide an engaging learning environment that would provide the best form of learning for each student; therefore, class sizes are limited to ensure that every student receives proper instruction. All lecture/Lab courses are limited to a maximum student-to-teacher ratio of 35:1.

Session Breaks

Each session has the following break times:

MORNING SESSION: From 10:30 a.m. to 10:50 a.m.
EVENING SESSION: From 8:00 p.m. to 8:20 p.m.
SATURDAY SESSION: From 10:30 a.m to 10:50 a.m
     From 1:00 p.m to 2:00 p.m
     From 4:30 p.m to 4:50 p.m

Instructors and students must return to their classrooms immediately after the break period. This break must not be forfeited to allow early dismissal or late starting.

Course Numbering System

The courses are numbered using a letter/number system. For example, courses in the Medical Assistant program start with a prefix MA and are numbered sequentially.

Grading System

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

Graduation Requirements

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

- Complete all assigned assignments required of the program.
- Maintain a minimum GPA of "C" or 2.0 upon completion of the program.
- Maintain at least 80% of physical attendance throughout the completion of the program
- Fulfill all financial obligations with the institution
- Completion of the program within 150 calendar days after the expected graduation date.

Satisfactory Academic Progress

According to Federal regulations (34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34), ACCET requirements, and institutional policies, students must meet all Satisfactory Academic Progress (SAP) standards before awarding and disbursing of any financial aid funds. The institution will review the (SAP) at **25%, 50%, and 75%** for each program to ensure that students are informed of their progress on a regular and timely basis. At program completion, the student must achieve a GPA of 2.0 and must have completed at least 80% of the scheduled clock hours for that program. Failure to meet (SAP) policy at any mark may lead to dismissal from the institution and loss of eligibility for federal financial assistance. Students have up to 150 calendar days after the expected graduation date to meet (SAP) requirements.

Satisfactory Academic Progress Appeal Policy and Procedures

Students who fail to meet SAP standards at the end of a payment period and lose eligibility for financial aid can appeal the decision. The appeal must be prepared in writing and must be accompanied by the appropriate supporting documents within 7 days of the date of the notification of the termination of financial aid. Appeals will be evaluated by the School Director. The decision of the School Director shall be final and the student will be notified in writing. Some mitigating circumstances that may be acceptable according to the Department of Education for the appeal are: (1) serious illness or accident on the part of the student; (2) death, accident or serious illness in the immediate family; and (3) other extenuating circumstances.
The appeal must include:
- Why the student failed to demonstrate SAP?
- What has changed in the student's situation which will allow the student to demonstrate SAP?

Students appealing financial aid ineligibility may be requested to submit an Academic Plan developed by the School Director that ensures achievement of at least the required 67% completion pace, the minimum required GPA, and/or graduation by a specified time frame. The student's appeal may be approved if the institute determines that the student will be able to make SAP by a specified time frame. The decision and subsequent action taken on a financial aid appeal is final.

Academic Probation

Students are expected to attend all classes. Attendance is monitored daily. Academic progress is measured by a pass/fail system. Students who do not maintain a passing status are subject to probation or dismissal. Student in danger of failing may be placed on a 30-day probation period. By the end of the academic probation, the student must demonstrate progress in his/her academic program, otherwise, he/she will be subject to termination from the program.

Repetitions

The ability to retake the class is subject to the availability of classroom space. The grade earned from a repeated class will replace the original grade and become the final grade of the student's record. A course may be retaken at the **student's own expense.**

Change of Program Schedule Policy and Procedures

To accommodate students and as per their requests, they may want a class schedule change. This change must be requested by meeting with the Academic Department and filling out the Change of Class Schedule/Start Date/Payment Method/Student Personal Information Form. If the student cannot come to the school to complete the appropriate form, the Academic Coordinator will prepare an email addressing the student's request.

The Academic Department will determine if the student can be accommodated and if the change can be possible. Changes may affect the Satisfactory Academic Progress (SAP), the Financial Aid, and the expected graduation date.

Externship Policies

Externship Policy as of March 16, 2020

Due to COVID-19, all externship sites are closed nor are accepting students for any type of externship/hands-on training. If the institution and/or the student are unable to find an externship site for student to complete the required number of hours, the institution may allow student to do externship hours in the school labs. For those students working in a training-related industry, in which supervisors or coordinators are not able to assess their skills because of COVID-19 limitations, the institution may schedule hands-on lab/externship hours with the supervision of an instructor to perform a graded evaluation covering externship requirements.

If the institution provides programs that require an externship as a requisite for graduation, it is the duty of the institution to provide each student with adequate placement in a facility authorized by the school to provide hands-on/externship training. Students who elect an externship location out of the locations provided by the institution must first seek approval by the institution before clock hours are awarded.

Externships are designed to assist the student with hands-on experience and are an important part of any program. All externships must be successfully completed prior to graduation. All students must attend the days and hours designated by the school and sites. Clinical sites may require additional information such as immunizations for the student to begin their clinical program. The student is responsible for any cost associated with these additional requirements. Students may secure their own externship site with financial compensation; however, all sites must be approved by the institution's administration and must follow institution's Externship Policies and Procedures. Students must complete all assignments assigned by the instructor and must adhere to HIPAA policies regarding patient and/or client's confidential information. Keep in mind that all students will be evaluated by the sites and a passing grade must be obtained to successfully complete a program.

- **Students must successfully complete the program within 150 days after expected graduation date.**

Student Rights

The students have the right to ask the school:

1. The names of its licensing agency.
2. Information about the program, its instructional, laboratory and other physical facilities, and its faculty.
3. The cost of attendance and the refund policy for students who drop out.
4. How the school determines whether students are making satisfactory progress and what happens if they are not.

Student Responsibilities

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

Graduation

Upon successful completion of all prescribed subjects of instruction with a cumulative grade average of 2.0 or better, demonstrating the ability to perform all required competencies, satisfaction of all financial obligations to the school, and an exit interview, the student will be awarded a credential as stated in the catalog program information. Students will be eligible for placement assistance, provided all graduation requirements have been met and all fees paid.

Student and Career Services

Florida International Training Institute is committed to offering excellent student service to assist students in their pathway of professional success. Students are welcome to visit the Student Services office and coordinate appointments with the student services officer, the academic department officers, and the continuing education specialist to request any of our services.

When a Student Services representative meets with the student, the Student Services Request Form is completed by the representative and signed by the student. Based on the service requested, a follow-up may be needed, for example, when the student is requesting placement services.

For those students requesting the services through phone calls such as resumes, letters of recommendation, job listings, or online job application assistance, the school officer sends the Student Service Request Form through email to be confirmed by the student.

FITI offers the following services to all its students:
1. Job placement assistance
2. Resume Preparation
3. Assistance with online applications
4. Letters of recommendations
5. Preparation (copies) of packets to distribute to possible employers
6. Interview preparation
7. List of possible employers or company seeking employees.
8. Academic advising

9. Professional certifications/licenses applications
10. Continue education support
11. Extra laboratory hours
12. Job Fair events
13. Bulletin boards are updated weekly with new employment opportunities.
14. Externship assistance and other additional services not listed above.

Job Placement Services: Students are assisted with job placement, resume, and interview preparation and furnished with names and addresses of possible employment possibilities. Also, students can set up appointments with the Student Services Department to enroll or set exams appointments with other examinations sites. Constantly, potential employers are invited to our facility and are encouraged to make suggestions on facility and curriculums.

Through the years, FITI has established relationships with multiple companies in our community to ensure placement opportunities for our students. Inquiries made to the school from potential employers are posted on bulletin boards, and in many cases, students are contacted, and appointments are set up for them. In addition, employment opportunities are sent regularly via email to current and graduate students, whether their placement counts for our statistics or not. However, **the school does not guarantee employment.**

Records and Transcripts: Students' records and transcripts are maintained indefinitely and protected against fire, vandalism, and other perils. An official transcript will be issued to the student upon graduation from the program at no cost. Students must pay a fee of $10.00 for any additional academic transcript requested. FITI will provide student records to potential employees only after a written request by the student is received.

Academic Advising: The students are encouraged to make appointments with the Academic Department and Student Services to advise their academic progress, placement opportunities, and other related matters.

Professional Certifications/Licenses applications: Students can visit the student service office to obtain assistance when applying for training-related licenses/certifications such as the Certified Nursing Assistant.

Continue Education: Some students want to continue their education in another training-related academic program. The institution supports those students by contacting prospective institutions to arrange transfer of credits if it is possible. However, FITI does not guarantee the transfer of credits, and this is disclosed when executing the enrollment agreement.

Academic Programs

Medical Assistant

OBJECTIVE

The Medical Assistant Program is designed to teach students the skills necessary for employment in a medical facility or physician's office. Students will learn the administrative and clinical roles of the medical assistant in different health care settings. This program trains the student to function effectively as an integral member of the health care team.

Credential Awarded Upon Graduation: Diploma

* Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

The students will learn medical front desk procedure, patient scheduling, EMR/HER, accounts receivables, medical records, insurance billing, data entry, anatomy, phlebotomy and hematology, EKG, and medical clinical procedures. Also, students will be able to assist the patient in clinical procedures such as taking patient history, obtaining vital signs, preparing patient for examination and procedures, and performing diagnostic tests as directed by the physician.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	60 Weeks (from Monday – Thursday)
	75 Weeks (Saturdays)
Theory	510 clock hours (CH)
Lab Hours	210 clock hours (CH)
Externship	180 clock hours (CH)
Total	900 clock hours (CH)

The institution encourages students to obtain the following certifications/licenses to increase employment opportunities, which may be required for medical centers; however, it is not mandatory for graduation and employment in Florida.

- **Certified Medical Assistant**
- **Registry Medical Assistant**
- **Electrocardiogram Technician**
- **Phlebotomy Technician**

In addition, criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course #	Course Title	Lecture Hours	Lab Hours	Clock Hours
MA 1040	Anatomy, Physiology & Medical Terminology I	60	-	60
MA 1041	Anatomy, Physiology & Medical Terminology II	60	-	60
MA 1042	Anatomy, Physiology & Medical Terminology III	60	-	60
MA 1043	Medical Clinical Procedures/HIV/AIDS (4 hours)	30	30	60
MA 1044	Diagnostic Imaging/Electrocardiography (EKG)	30	30	60
MA 1045	Word Processing/Medical Coding and Billing	40	20	60
MA 1046	Medical Office Management	60	-	60
MA 1047	Laboratory Procedures/Phlebotomy/Urinalysis and Microbiology	30	30	60
MA 1048	Pharmacology/Medication Dosage Calculation	40	20	60
MA 1049	Medical Front Desk Office Procedures/EMR/EHR	40	20	60
MA 1052	Externship	-	-	180
MA 1053	Medical Clinical Procedures II	30	30	60
MA 1054	Medical Aesthetic Clinical Procedures	40	20	60
TOTAL		520	200	900

Course Description

MA 1040 Anatomy, Physiology and Medical Terminology I: This course offers an introduction to the structure of the body including cells, tissues, organs and organ systems. Student will learn the composition of the integumentary, musculoskeletal and the digestive systems and their functions, diseases that are frequently first diagnosed and treated in the medical office setting along with systems and the correct terminology.

MA 1041 Anatomy, Physiology and Medical Terminology II: The student will be able to learn the heart's structures and how it works, how circulatory system supplies every cell with blood and oxygen and the common diseases related to the cardiovascular and the respiratory systems that may affect the population. Also, the students will acquire knowledge on the function of the nervous system, its components, the most frequent diseases associated with the nervous system and the correct terminology.

MA 1042 Anatomy, Physiology and Medical Terminology III: The students will learn the structures of the urinary and the reproductive systems and the most common infectious diseases that affect these systems, emphasizing the sexually transmitted diseases. Also, the students will understand the function of the white blood cells and the natural barriers as mechanisms of defense, how the endocrine system works, the most common disorders related to metabolic syndrome and medical terminology.

MA 1043 Medical Clinical Procedures- HIV/AIDS: This course introduces clinical procedures, including medical asepsis, patient history and documentation, vital signs, physical examination, the importance of sterilization and disinfection, and understanding disease transmission.

MA 1044 Diagnostic Imaging/Electrocardiography (EKG): This course offers an introduction to various diagnostic imaging procedures, safety issues and safety precautions for personnel and patients related to radiation treatments, the electrocardiogram procedure (EKG), a representation of the electrical events of the cardiac cycle and distinctive waveforms. Students will learn how to perform an EKG test and will cover conditions that are frequently first diagnosed and treated in a medical office setting.

MA 1045 Word Processing/Medical Coding and Billing: This course will provide training in the use of various lab requisition forms, coding software, EMR and medical claim forms. Emphasis will be placed on hospital billing, hospital insurance, coding and payments methods, and the UB-92 Claim Form. Student will complete various case study simulations for hands-on practice.

MA 1046 Medical Office Management: This course teaches students to perform administrative duties such as banking, managing accounts receivables and accounts payable, bookkeeping, medical records, EMR, quality assurance, human resource management specific to medical practice, employee`s verification and staff supervision

MA 1047 Laboratory Procedures/Phlebotomy/Urinalysis and Microbiology: This course will teach students current phlebotomy practice procedures, documentation, standards for venipuncture procedure, infectious diseases and protocol for special equipment usage with emphasis in accident prevention. Also, hematological studies including blood chemistry and microscopic examinations will also be discussed.
Students will be introduced to the physical, chemical and microscopic examinations of urine, confirmatory tests, including pregnancy and ovulation. Microbiology will familiarize the student with microbial cell structure and functions, pathogenic and nonpathogenic organisms, the infection process, body's immune responses and the proper techniques in the collection of bacterial and viral specimens.

MA 1048 Pharmacology/Medication Dosage Calculation: This course introduces the student to the basic of pharmacology, including the uses, sources, forms, and delivery routes of drugs. The student will be able understand the intent of the law regarding controlled substances and other medications; drug classifications and actions to be able to caution patients (as directed) who are taking prescription or nonprescription drugs. Also, students will learn the medication dosage calculation for adult and pediatric dosages of medication using the metric and household system.

MA 1049 Medical Front Desk Office Procedures/EMR/EHR: This course is an introduction to the administrative functions of the medical office or clinic with emphasis on written and oral communication, scheduling, medical records, EMR/EHR, proper documentation and filling. Telephone techniques, etiquette and management of human resource skills will also be covered. This course also covers medical jurisprudence and medical ethics, including standards of conduct, confidentiality of medical records, and biomedical issues and responsibilities as related to today`s medical environment.

MA 1050 Basic Emergency Care- CPR/First Aide and Safety: This course will train the student in how to handle a person when dealing with an emergency situation. The student will learn how to identify the signs, symptoms, possible causes and types of emergency situations and how emergency care should be given to an ill or injured person before medical help arrives. **CPR Certification is included in this course**.

MA 1051 Lab Hours: Students will complete lab hours that covers the most important aspects and objectives of the entire program. Students will also perform some of the acquired skills such as clinical procedures, EKG, phlebotomy technique and other duties and responsibilities to prepare them for a job position.

MA 1052 Externship: Students are placed in a doctor's office to obtain actual experience as a medical assistant. Emphasis will be given to medical asepsis, vital signs, physical examination, sterilization and disinfection. Use of medical office equipment and general medical office procedures will be emphasized.

MA 1053 Medical Clinical Procedures II: This course introduces students to the fundamentals of obstetrics and gynecology, Pap smear procedures, fundamentals of pediatrics, pediatric vital signs, measurements, and physical examination in infants. Students will learn about the physiological and psychological changes in the human growth process. Emphasis will be placed on surgical asepsis and sterilization, standard procedures performed in medical offices, and ambulatory surgery procedures.

MA 1054 Medical Aesthetic Clinical Procedures: Students will learn about common dermatological disorders and diagnostic tests. Emphasis will be placed on skin treatments and procedures to assist Physicians and Nurse Practitioners. Students will learn the basics of neurotoxins injections, laser treatments, chemical peels, hyaluronic acids, thread lift treatments, body sculpting, micro-needling, platelet-rich plasma (PRP), and rejuvenation treatments.

Patient Care Technician

OBJECTIVE

This program will prepare the student for a healthcare career opportunity in the area of nursing assistant and home health aide by teaching how to function effectively as an integral member of a health care team. Upon completion of the program students will be able to work in hospitals, Adult Living Facilities, Rehabilitation Centers, Home Health Agencies, Nursing Homes, Hospices, Nursing Care Facilities and in private duty.

Credential Awarded Upon Graduation: Diploma

* Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

The Patient Care Technician will provide the student with a broad foundation of knowledge, skills and practical experience to work in a variety of medical settings. Graduates from this program may elect to take the State of Florida Certified Nursing Assistant and Certified Phlebotomy Technician Examination. This program includes training in phlebotomy and EKG.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	56 Weeks (Monday thru Thursday)
	70 Weeks (Saturday Session)
Theory	546 clock hours (CH)
Lab Hours	164 clock hours (CH)
Externship	130 clock hours (CH)
Total	840 clock hours (CH)

The institution encourages students to obtain the following certifications/licenses to increase employment opportunities, which may be required for hospitals and home health agencies; however, it is not mandatory for graduation and employment in Florida.

- **Certified Nursing Assistant**
- **Electrocardiogram Technician**
- **Phlebotomy Technician**
- **Certified Patient Care Technician**

In addition, criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course #	Course Title	Lecture Hours	Lab Hours	Clock Hours
PCT 1001	Nursing Assistant in Long Term Care/ Home Health Aide	56	4	60
PCT 1002	Anatomy, Physiology and Medical Terminology I	60	-	60
PCT 1003	Anatomy, Physiology and Medical Terminology II	60	-	60
PCT 1004	Nursing Fundamentals	56	4	60
PCT 1005	Nursing Skills and Techniques	20	40	60
PCT 1006	Anatomy, Physiology and Medical Terminology III	60	-	60
PCT 1007	Basic Nursing Assistant Skills	30	30	60
PCT 1008	Nutrition and Hydration/ Rehabilitation and Restorative Care	44	16	60
PCT 1009	Basic Emergency Care- CPR/ First Aid and Safety	10	10	20
PCT 1010	Diagnostic Imaging/Electrocardiography (EKG)	30	30	60
PCT 1011	Laboratory Procedures/Phlebotomy/Urinalysis and Microbiology	30	30	60
PCT 1012	Behavioral Health	30	-	30
PCT 1013	Basic Pharmacology	60	-	60
PCT 1014	Externship	-	-	130
	Total	546	164	840

Course Description

PCT 1001 Nursing Assistant in Long-Term Care/ Home Health Aide: In this course students will learn the characteristics of a long-term health care setting, the nursing assistant's role and the different laws that protect residents under the Resident's Bill of Rights. Students are going to learn about the importance of communication and how to understand residents. Also students will learn some types of mental illness.

PCT 1002 Anatomy, Physiology and Medical Terminology I: This course offers an introduction to the structure of the body including cells, tissues, organs and organ systems. Student will learn the composition of the integumentary, musculoskeletal and the digestive systems and their functions, diseases that are frequently first diagnosed and treated in the medical office setting along with systems and the correct terminology.

PCT 1003 Anatomy, Physiology and Medical Terminology II: The student will be able to learn the heart's structures and how it works, how circulatory system supplies every cell with blood and oxygen and the common diseases related to the cardiovascular and the respiratory systems that may affect the population. Also, the students will acquire knowledge on the function of the nervous system, its components, the most frequent diseases associated with the nervous system and the correct terminology.

PCT 1004 Nursing Fundamentals: This course will cover the systems of the body and disorders, the most common mental disorders and correct guidelines for personal care procedures.

PCT 1005 Nursing Skills and Techniques: Students will develop the proper basic nursing skills to care for patients with emphasis in proper nutrition, individualized diets designed according to patient's condition, the importance of maintaining proper fluid balance and understanding how the exercise can improve the overall health and how to assist the patient in performing a routine.

PCT 1006 Anatomy, Physiology and Medical Terminology III: The students will learn the structures of the urinary and the reproductive systems and the most common infectious diseases that affect these systems, emphasizing the sexually transmitted diseases. Also, the students will understand the function of the white blood cells and the natural barriers as mechanisms of defense, how the endocrine system works, and the most common disorders related to metabolic syndrome and medical terminology.

PCT 1007 Basic Nursing Assistant Skills: In this course students will learn about the basic nursing skills and abilities on how to treat a resident from the admission process until their discharge from the facility.

PCT 1008 Nutrition and Hydration/ Rehabilitation and Restorative Care: Students will learn the importance of proper nutrition and hydration emphasizing in elderly population. They will acquire knowledge about the rehabilitation and restorative care and the importance of encourage the resident's independency

PCT 1009 Basic Emergency Care-CPR/First Aid and Safety: This course will teach/train the student in how to handle a person when dealing with an emergency situation. The student will learn how to identify the signs, symptoms, causes and types of emergency situations and how emergency care should be given to an ill or injured person before medical help arrives. **CPR Certification is included in this course**.

PCT 1010 Diagnostic Imaging/Electrocardiography: This course offers an introduction to various diagnostic imaging procedures, safety issues and safety precautions for personnel and patients related to radiation treatments, the electrocardiogram procedure (EKG), a representation of the electrical events of the cardiac cycle and a distinctive waveform. Students will learn how to perform an EKG test and will cover conditions that are frequently first diagnosed and treated in a medical office setting.

PCT 1011 Laboratory Procedures/Phlebotomy/Urinalysis and Microbiology: This course will teach students current phlebotomy practice procedures, documentation, standards for venipuncture procedure, infectious diseases and protocol for special equipment usage with emphasis in accident prevention. Also, hematological studies including blood chemistry and microscopic examinations will also be discussed. Students will be introduced to the physical, chemical and microscopic examinations of urine, confirmatory tests, including pregnancy and ovulation. Microbiology will familiarize the student with microbial cell structure and functions, pathogenic and nonpathogenic organisms, the infection process, body's immune responses and the proper techniques in the collection of bacterial and viral specimens.

PCT 1012 Behavioral Health: This 30-hour class provides the student with a basic overview of the mental health issues affecting all of our society today. The student will be able to acquire the basic knowledge and skills, to work as a support with a mental health multidisciplinary team.

PCT 1013 Basic Pharmacology: This course introduces the student to the basic of pharmacology, including the uses, sources, forms, and delivery routes of drugs. The student will be able understand the intent of the law regarding controlled substances and other medications; drug classifications and actions to be able to caution patients (as directed) who are taking prescription or nonprescription drugs.

PCT 1014 Externship: Students will be place in facilities such as hospitals, ALF, rehabilitation centers, home health agencies, nursing homes, hospices and nursing care facilities. These (130) externship hours are mandatory and must be completed prior to graduation.

Refrigeration and Air Conditioning Repair Technician

OBJECTIVE

The Refrigeration and A/C Repair Technician program has been designed to train students for an entry-level position in the air conditioning/refrigeration field. This program provides theoretical and hands-on course in the installation, basic, design, maintenance, and repair of residential/commercial refrigeration, air conditioning and heating equipment. In addition, training in automobile air condition, appliances and ice machine has been added to the curriculum. Self- employment is a common vocational objective.

Credential Awarded Upon Graduation: **Diploma**

*Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

This course is a skill-oriented program where the student will learn the fundamental of refrigeration, principles and application of electricity, electrical motors, operation and function of air conditioning systems, automobile air conditioning, ice machine repair and general appliances repair. For hand-on training (lab hours and externship) students will have access to safety equipment such as protective goggles, welder's heat resistant gloves, dust masks and a headgear as needed.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	48 Weeks (Monday thru Thursday)
	60 Weeks (Saturday Session)
Theory	330 clock hours (CH)
Lab Hours	330 clock hours (CH)
Externship	60 clock hours (CH)
Total	720 clock hours (CH)

The institution encourages students to obtain the following certifications/licenses to increase employment opportunities, which may be required for AC/R companies; however, it is not mandatory for graduation and employment in Florida

- **Environmental Protection Agency Certification (EPA)**

In addition, criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course #	Course Title	Lecture Hours	Lab Hours	Clock Hours
AC 101	Theory of Heat/Fundamentals of Refrigeration	30	30	60
AC 102	Safety Tools and Equipment	40	20	60
AC 103	Principles of Electricity	30	30	60
AC 104	Application of Electricity	30	30	60
AC 105	Electric Motor	30	30	60
AC 201	Air Conditioning I	30	30	60
AC 202	Air Conditioning II	30	30	60
AC 203	Auto Air Conditioning System	30	30	60
AC 204	Commercial Refrigeration	30	30	60
AC 205	Air Distribution and Balance	30	30	60
AC 206	Appliances/ Corporate Management Principles	30	30	60
AC 207	Ice Machines/ Blueprints reading	30	30	60
	Total	370	350	720

Course Description

AC 101 Theory of Heat/Fundamentals of Refrigeration: This introduces the student to temperature, conversions between Fahrenheit and Celsius scales, molecular motion and absolute zero, thermal unit, heat flow between substances of different temperatures, heat transfer by conduction, convection, and radiation, sensible, latent, and specific heat, atmospheric pressure, barometers and gages. This course also offers an introduction to the basic refrigeration cycle: types and functions of compressors, condensers, evaporator, metered devices, types and use of refrigerants, review rules of the EPA (Environmental Protection Agency) and the importance of obtaining EPA certification. Also, students will work on soldering copper tubes, evacuation and charge system using the vacuum pump and recover machine.

AC 102 Safety Tools and Equipment: This course covers the safety measures and precautions technicians must follow and the importance of personal protective equipment. Students will learn the description and functions of standard tools and equipment used in the field, their maintenance, and calibration, if applicable. Additionally, the course will address OSHA standards relevant to the HVAC field.

AC 103 Principles of Electricity: This course is an introduction to electricity and magnetism, electric energy, electrical circuits, electric energy distribution, Ohm's law ampere and applications.

AC 104 Application of Electricity: This course provides a general introduction to electricity and its applications, including the basics of circuits and alternating current power, its components and how it works.

AC 105 Electric Motor: This course offers an introduction to basic concepts of electrical motors, its applications, electrical diagrams, automatic controls, and troubleshooting. It also explains variable speed motors. The student will learn how to troubleshoot typical mechanical and electrical problems.

AC 201 Air Conditioning I: A detailed air conditioning system and its components, including electrical systems; for monitoring and controlling as well as the diagnosis of problems in installation and unit repair.

AC 202 Air Conditioning II: This course covers installation and operation of the different types of air conditioning systems. Topics include: basic mechanical components, types of A/C systems: split, package window units, heat pump units, rooftop units, gas unit, the installation, cleaning of compressors, evaporators and condensers.

AC 203 Auto Air Conditioning Systems: This course introduces the student to different systems of auto air conditioning, components, refrigerants, basic electrical systems, tests and troubleshooting.

AC 204 Commercial Refrigeration: An introduction to refrigeration components, including their function in construction. Topics include: compressors, evaporators, condensers, refrigerant flow control used in the system, heat exchange, accumulators, filters, sight glass, thermostat, pressure control, heat load system, design, superheat calculations, receivers, refrigerant leak, refrigerant removal with a recovery system, evacuation vacuum pump and refrigerant recharging after the system has been repaired. In the shop students will learn to use manifold gauges and practice on diagnostic troubleshooting.

AC 205 Air Distribution and Balance: Students will learn air distribution and balance, indoor air quality, pollution control, air distribution and ventilation and duct cleaning methods for clean air. In addition, students will be able to identify the different high efficiency air conditioning systems, duct system design, the fundamentals of air flow, DOAS systems, duct and insulation measurement and important mechanical and safety codes.

AC 206 Appliances/ Corporate Management Principles: The student will learn the basics in how to repair washing machines, dryers, water heaters, dishwasher, domestic refrigerators, garbage disposal and troubleshooting. Also, the student will learn basic skills on business management, fixed and variable costs, prices, income and investment.

AC 207 Ice Machines/Blueprints reading: This course introduces the student to the cycles of refrigeration, harvest cycles, hot gas valve, the cleaning cycle of commercial machines and troubleshooting. Students will acquire basic understanding on blueprint reading.

Home Health Aide

Objective:

In this course the student will learn basic skills in how to assist individuals with their personal grooming, dressing, bathing and the universal precautions designed to both protect the healthcare worker and patient. Also, in providing assistance with housekeeping, laundry services, shopping for food, preparing and serving meals, snacks, running errands and other household requirements.

Credential Awarded Upon Graduation: **Certificate of Completion**

*Classes are offered in English and Spanish based on demand.

Admissions requirements:

- Applicant for admission must be a minimum of 18 years of age.
- Have a valid identification.

GRADUATION REQUIREMENTS

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

4. Successful completion of 75 clock hours.
5. Pass the assessment with at least 67% of score.
6. Fulfillment of all obligations to the school.

Duration: 75 Hours required

Weekly Enrollment

Criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course Breakdown

1- Define Home Health Services
   a) Home Health Aide
   b) Structure of an Agency
   c) HHA Role

2- Fundamentals of Client Care
   a) Communication
   b) Infection Prevention
   c) Safety and Body Mechanics
   d) First Aid / CPR / BLS

3- Understanding Clients
   a) Culture and family
   b) Body Systems
   c) Human Development

4- Client Care
   a) Maintain mobility, skin and comfort
   b) Personal Care Procedures
   c) Vital Signs
   d) Special Procedures

5- Clients with Special Needs
   a) Disabilities and Mental Illnesses
   b) Special conditions

6- Home Management and Nutrition
   a) The customer environment
   b) Proper nutrition
   c) Time and money management

7- Caring for oneself
   a) Continuing Education
   b) Stress Management
   c) Careers

Electricity Technician

OBJECTIVE

The Electricity Technician Program provides the student entry level proficiency, in addition to the basic skills and acknowledge that they will need once they enter the electricity industry.

Credential Awarded Upon Graduation: **Diploma**

*Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

The Electricity Technician Program is designed to train students for an entry level position in the electrical construction field for residential and commercial projects. The program includes theoretical and hands-on training in the installation of residential and commercial projects. This consists of a skill-oriented program where the student is introduced to the fundamental of electricity with modern tools, equipment and practice for the correct selection and installation as required by National Electrical Code.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	45 Weeks (Monday thru Friday)
	75 Weeks (Saturday Sessions)
Theory	500 clock hours (CH)
Lab Hours	400 clock hours (CH)
Total	900 clock hours (CH)

The institution encourages students to obtain the following certifications/licenses to increase employment opportunities, which may be required for some companies; however, it is not mandatory for graduation and employment in Florida.

- **PV Associate Credential**

In addition, criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course #	Course Title	Lab Hours	Lecture Hours	Clock Hours
ETT 1001	Principles and Application of Electricity	30	30	60
ETT 1002	Electric Materials and Components	40	40	80
ETT 1003	Direct Current (DC) Circuits	40	40	80
ETT 1004	Alternating Current (AC) Circuits	40	40	80
ETT 1005	Residential Wiring I	30	30	60
ETT 1006	Residential Wiring II	20	40	60
ETT 1007	Commercial Wiring	40	40	80
ETT 1008	Electrical Motors / Electric Controls	40	40	80
ETT 1009	National Electric Code (NEC) I	20	40	60
ETT 1010	Low voltage	20	40	60
ETT 1011	Blueprint Reading	40	40	80
ETT 1012	Electrical Estimation / Basic Computer Skills	20	40	60
ETT 1013	Basic Photovoltaic (PV) Design and Installation	30	30	60
	Total	410	490	900

Course Description

ETT 1001 Principles and Application of Electricity: Introduces the student to the basic components of electric systems, how to use pressure gages, electrical testing devices and emphasizes on important rules on safety. Also, it covers electrical diagram reading, electrical components, logic (diagnostic)procedures to locate electrical and mechanical faults, electrical circuits in heating and refrigeration systems, the meaning of electrical symbols, following schematics on real circuits, the hermetic compressor and Common (C), Run (R), and Star (S) of the compressors. Students will practice troubleshooting of compressors that are burned, grounded or with wrong resistance, and how to start a compressor without capacitors. Other topics include the electrical systems control of central units, relays, thermostats and overload protectors. Students in the lab will perform hand-on training covering learned material and on the electrical circuit of an air conditioning unit.

ETT 1002 Electrical Materials and components: Topics covered in this course will permit future electricians to understand current materials and components utilized for electrical projects in the residential, commercial and industrial areas. Diverse types of conductors used in lighting, entrant services, communications and control will be studied together with explanations on boxes, tubing and fitting for circuit installations. Emphasis is place on the

service and distribution equipment, safety disconnection, fire protection, security, communication and digital control devices.

ETT 1003 Direct Current (DC) Circuits: This course emphasizes Direct Current (DC) principles and methods as well as the underlying theories and concepts needed for a strong foundation on electrical technology. The students are introduce to the fundamentals of electricity and (DC) circuits, including how the properties of materials affect them to be categorized into conductors, semiconductors, and insulators. In depth coverage of Ohm's Law and its relation to voltage, current, resistance, and power are presented followed by theoretical and practical applications of electrical components connected in series. (DC) parallel circuits and (DC) combination circuits are analyzed, as well as electric parameters and circuit tools that students will find valuable in analyzing and understanding most of these complex topics.

ETT 1004 Alternating Current (AC) Circuits: This course will provide the concepts of capacitance and inductance as they relate to alternating current theory. In addition, the course reinforces concepts related to (AC) which have been previously introduced. Aspects of electromagnetism are emphasized. An introduction to vectors and complex numbers is followed by an immersion into (AC) concepts while being compared to (DC) theory. Most contents of this course will discuss how to analyze all the possible combination of RLC circuits including series, parallel and combination circuits. Parameters such as apparent power, reactive power/power factor, transformers, three-phase circuits and delta and wye connection characteristics are also cover.

ETT 1005 Residential wiring I: This course will provide instructions for wiring methods in a single family as well as a multi-family residence. Students will learn basic wiring techniques and electric devices using the corresponding wiring diagram. Also, the future electrical technician will be train to be familiar with electrical installations, operation and maintenance of residential wiring. This course will be focus on general knowledge, safety, tools, blueprints, equipment and hands-on training in wiring according to the current edition of the National Electrical Code (NEC).

ETT 1006 Residential wiring II: This course will continue to provide instructions for wiring methods in family residences, from two families until multi-families, review wiring techniques of electric devices using the corresponding wiring diagram, electrical installations, operation and maintenance of residential wiring. This course will continue to focus on general knowledge, safety, tools, blueprints, equipment and practices of wiring according to the current edition of the National Electrical Code (NEC).

ETT 1007 Commercial Wiring: This course will provide the basic electrical principles, requirements and, effective and safe methods of wiring commercial and industrial facilities. Emphasis will be place on identification, interpretation and application of the regulations of the current Code, and the study of electrical plans, installation of equipment, systems of lighting, protection and grounding.

ETT 1008 Electrical Motors/Electric Controls: The student will learn how operate and install (DC) engines and generators. Students are going to understand how design and installing controls for (DC) and (AC) engines to provide simple and complex control schemes. This course explains various control systems and has been designed to reflect the regulations and practices of the (NEC) National Electrical Code.

ETT 1009 National Electrical Code I: This course will help students to obtain a more comprehensive understanding of the structure, regulations, principles and organization of the National Electrical Code (NEC).

ETT 1010 Law Voltage: This course will show the student the instructional installation of telecommunication of low voltage, focusing mostly on the basic characteristics of security camara installation. The student will learn the basic abilities; for example, low voltage components, system connections and their terminals according to TIA (Telecommunications Industry Association) 568 standards.

ETT 1011 Blueprint Reading: This course will offer future electricians and accurate blue print reading skills in the electrical area. Concepts of drawing, sketching, views, plans, schedule, and specifications are presented and then reinforced by current print reading practical exercises that will offer students proper practice in the interpretation and analysis of various prints in different electrical work areas. Students will benefit from learning the electrical, mechanical, hydraulic, and specialized communication symbols that will improve their recognition and understanding of other craft symbols likely to be encountered on the jobsites. Topics will also include applications, sketch, electronic draft ladder diagrams, schematics, wiring diagrams and high/low voltage prints and others.

ETT 1012 Electrical Estimation/ Basic Computer Skills:
This course will introduce the student to electrical estimation representing the total cost for materials, labor, overhead, estimating, bidding and profit. Students are going to learn basic computer skills such as computer's physical components, Microsoft Window and Microsoft Office.

ETT 1013 Basic Photovoltaic (PV) Design and Installation: This course will introduce the student to the principle of solar energy (PV), as an alternative to conventional ways to generate electricity, system, calculation, components, system types, batteries, controllers, inverters, system wiring, mounting modules, installation, installation safety, maintenance and troubleshooting of a basic system.

Business Administration

OBJECTIVE

The Business Administration program prepares the student with the theoretical and practical skills to obtain an entry level position in areas of business, accounting and/or computers. This business education program includes hands-on exercises, assignments and interactive lessons to develop the necessary skills needed to qualify for business administration jobs.

Credential Awarded Upon Graduation: **Diploma**

*Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

This program assists the student in acquiring the knowledge and technical skills in areas related to the operation of a business such as apply accounting principles, Microsoft Office application, prepare and distribute office communication, solve business-related situations, marketing, human resource management and QuickBooks.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	45 Weeks (Monday thru Friday)
	75 Weeks (Saturday Session)
Theory	480 clock hours (CH)
Lab Hours	420 clock hours (CH)
Total	900 clock hours (CH)

The institution encourages students to obtain the following certifications/licenses to increase employment opportunities, which may be required for some companies; however, it is not mandatory for graduation and employment in Florida.

- **QuickBooks Certification**
- **Obtain the PTIN on the IRS website**

In addition, criminal background check, vaccination, and physical examination are usually part of the hiring process.

Course #	Course Title	Lab Hours	Lecture Hours	Clock Hours
BA 101	Introduction to Business Administration	30	50	80
BA 102	Business English	30	50	80
BA 103	Business Math	40	40	80
BA 104	Principles of Accounting I	40	40	80
BA 105	Principles of Accounting II	40	40	80
BA 106	Introduction to Computer	40	40	80
BA 107	Individual Income Tax	40	40	80
BA 108	Computerized Accounting I	40	40	80
BA 109	Computerized Accounting II	40	40	80
BA 110	Marketing Strategies	30	50	80
BA 111	Human Resource Management	30	50	80
BA 112	Business Review Assignments	20	---	20
	Total	420	480	900

The courses shown above may not be offered in the same order in which they are listed.

Program Description:

BA 101 Introduction to Business Administration: This course introduces the various aspects of the free market such as (supply and demand) business operation, proprietorship, partnership, corporations, stocks and dividends, local and business licensing, permits, state, government, and zoning requirements. In addition, topics such as economic trends, marketing, purchasing, finance, personnel management, production, and other factors associated with the administration of a business will be covered.

BA 102 Business English: This course provides students with basic skills to improve both written and verbal communication in the workplace. Students will practice basic grammar structures to be able to communicate information and ideas in a clear and concise manner.

BA 103 Business Math: This course introduces mathematics concepts and calculations applied to business. Students will learn how to calculate salary, commissions and tax deductions. Also, students will learn how to calculate interest, finance charges, depreciation, insurance premium, cost of stock purchases and dividends.

BA 104 Principles of Accounting I: Students will be introduced to basic accounting principles used in the business world and the role of accounting in business, ethics, business opportunities available, cost concept, the accounting equation (assets, liabilities and stockholders 'equity or balance) and fixed/intangible assets. In addition, students will understand financial and income statements (revenues vs expenses), retained earnings, balance sheet and cash flow from operating activities.

BA 105 Principles of Accounting II (Prerequisite BA 104): Principles of Accounting II continues to with the basic accounting principles used in the business world. Principles of Accounting II will cover the accounting for retail operations, internal control and cash, receivables and inventories, fixed assets and natural resources, liabilities and stockholders' equity, financial statements and managerial accounting.

BA 106 Introduction to Computer: This course introduces students to basic computer concepts in hardware and software programs. Students will discuss the impact of computing technology and the Internet in society. Emphasis will be placed on netiquette rules, as well as on Windows 10 skills and General Microsoft Office 365 understanding.

BA 107 Individual Income Tax: This course introduces students to the federal income tax fundamentals with emphasis on individual returns. Topics include gross income and exclusions, self-employment income and expenses, capital gains and losses, deductions for and from adjusted gross income and tax credits.

BA 108 Computerized Accounting I: Students will be introduced to the QuickBooks accounting software program. They will learn step-by-step how to install, set up, navigate, and customize QuickBooks. The main topics covered in this course are the Chart of Accounts, Banking, Customer and Sales, Vendor and Expenses and Inventory.

BA 109 Computerized Accounting II (Prerequisite BA 108): Students will continue working with QuickBooks to learn the transactions related to Employees and Payroll and the required adjustments. Financial statements and tax reports will be covered, and students will be able to create, set up, and customize new companies using the software.

BA 110 Marketing Strategies: This course introduces the student to basic concepts of marketing including advertising, budgeting, social media, the internet and assessing and responding to market behavior trends.

BA 111 Human Resource Management: This course provides a general overview of the responsibilities associated with managing various workplace relationships. Specific areas include training, rating, promotion, quality/quantity control, supervisor-employee relations, management-employee relations, systematic approaches for handling grievances within an organization and Workman's compensation. In addition, students will cover areas such as payroll and payroll taxes, salary, wages, deductions (withholdings) from employee earnings, FICA tax, FUTA contribution and other deductions.

BA 112 Business Review Assignments: Students will successfully complete various projects and assignments related to their program of study. (20 hours)

Maintenance Plumbing Technician
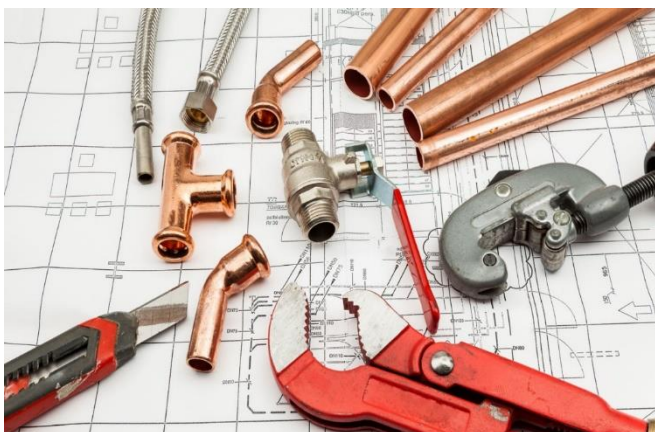
OBJECTIVE

The Maintenance Plumbing Technician Program has been designed to train students for an entry-level position as a plumbing technician. This program provides theoretical and hands-on training in plumbing technology, construction, maintenance and repair, providing the student the necessary skills to successfully compete in the job market.

Credential Awarded Upon Graduation: **Diploma**

*Classes are offered in English and Spanish based on demand.

PROGRAM DESCRIPTION

This program is a skill-oriented program where the student will learn the fundamentals of plumbing, plumbing tools, types of valves, drains, waste and venting, installation of plumbing systems, pipefitting systems, maintaining and repairing different types of pipe systems in residential, commercial and industrial settings, basic and advanced plumbing calculations, sources and treatment of public, private and individual gas water, heating, cross connection protection as well as blueprint reading and plumbing code. In addition, related training will include basic electricity and troubleshooting related to the plumbing field.

GRADUATION REQUIREMENTS

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

1. Successful completion of all require course assignments
2. Maintain a minimum overall GPA of 2.0
3. Fulfillment of all obligations to the school.

DURATION	45 Weeks
Theory	600 clock hours (CH)
Lab Hours	300 clock hours (CH)
Total	900 clock hours (CH)

Criminal background check, vaccination, and physical examination are usually part of the hiring process

Course #	Course Title	Lab Hours	Lecture Hours	Clock Hours
PLBG 110	Plumbing Fundamentals	---	80	80
PLBG 111	Plumbing Drawings	40	40	80
PLBG 112	Piping, Valves and Fittings	40	40	80
PLBG 113	Gas Pipping, Venting and Appliances	20	60	80
PLBG 114	Special Plumbing Systems	20	60	80
PLBG 115	Drainage/Waste Systems/Plumbing Codes	20	60	80
PLBG 116	Water Supply Systems	20	60	80
PLBG 117	Plumbing Fixtures and Appliances	20	60	80
PLBG 118	Water Heating	20	60	80
PLBG 119	Service and Troubleshooting	40	40	80
PLBG 120	Planning and Bidding	40	40	80
PLBG 121	Plumbing Lab	20	---	20
	Total	300	600	900

Course Description

The courses shown above may not be offered in the same order in which they are listed

PLBG 110 Plumbing Fundamentals: This course introduces the student to the fundamentals and the skills required to succeed in the area of the plumbing construction trade. Also, general safety rules and practices, personal protection equipment, hazardous environment, accidents such as fires and falls, construction and pipe trades, plumbing terminology, licensing and business ethics are some of the topics to be covered.

PLBG 111 Plumbing Drawings: This course prepares the student to read and interpret plumbing drawings, blueprints, specifications, conventions, scales and schedules.

PLBG 112 Piping, Valves and Fittings: The student will be able to understand a well-designed plumbing system by learning the required supplies and materials used in water pipes, valves, fittings, hangers/supports and how to properly execute joining techniques.

PLBG 113 Gas Pipping, Venting and Appliances: Emphasis will be placed on the applicable codes used in the design of building gas supply systems, types of gas, safety measures, fittings, valves, design and size gas systems, venting and the installation of gas appliances. Troubleshooting of home appliances, electric and gas water heaters, well pumps, toilets and fixtures will be covered.

PLBG 114 Special Plumbing Systems: This course introduces the student to special plumbing systems such as boiler and sprinkler systems, special water and drain systems and project design. Applicable plumbing codes will be covered.

PLBG 115 Drainage/Waste Systems/Plumbing Codes: This course introduces the student to systems design, materials used, treatment of drainage systems and its applicable codes. Also, areas such as public and private sewage systems and its treatment, materials used, fittings, valves, traps, venting, ejector and sump pumps, sizing are presented. In addition, students will cover the installation techniques of drainage systems.

PLBG 116 Water Supply Systems: Students will learn water systems in the public and private sector, materials and supplies required to work in this area, water treatment, water mains and services, hot water supply with design and installation of supply systems and residential cold and hot water distribution systems.

PLBG 117 Plumbing Fixtures and Appliances: This course introduces the student to the theory, application and installation of plumbing fixtures such as faucets, toilets, sinks, vanities and molded tops, dishwashers, hot and cold-water dispensers and other fixtures.

PLBG 118 Water Heating: Students will be introduced to the principle of water heating and the different types of heaters such as conventional or storage tanks, tankless water heaters, heat pumps, solar and condensing system. Also, air furnaces, hot water boilers and electric heat pumps, gas, propane or oil will be covered. In addition, students will learn energy efficient water heaters such as Rheem's Hybrid Electric and the installation process.

PLBG 119 Service and Troubleshooting: This course will concentrate on the planning involved in performing service work, repair and maintenance of systems, fixtures and appliances. This is a hands-on course that provides students with the ability to identify, analyze and resolve different plumbing situations requiring problem solving techniques and the necessary skills to successfully correct or repair a plumbing problem. In addition, students will understand acceptable practice guidelines for testing, inspection of backflow prevention assemblies used in cross-connection control installations.

PLBG 120 Planning and Bidding: In planning the performance of service work or maintenance of systems students will be introduced to proper customer relations techniques when preparing or presenting estimates, bidding and invoicing.

PLBG 121 Plumbing Lab: Students will have to complete hands-on plumbing tasks in order to demonstrate mastery of essential skills in the plumbing field. This course is mandatory in order to successfully complete the Plumbing Technician program.

VESL

Description: The VESL Program at Florida International Training Institute is designed to provide job related communication skill and comprehensive English language skill for job readiness and job advancement for students who have previous job experience and/or skills. The goal of VESL programs is to assist English as a Second Language learners to find employment or enhance their current position by increasing their use of second language and their technical skills. The goal is for students to acquire fluency in English so that they can obtain better jobs opportunities in the United States without communication difficulties.

Admissions Requirements: Applicants must comply with institutional admission's policies. In addition, students must take a placement level test before signing the enrollment agreement.

Graduation Requirement: The student must complete a minimum an overall attendance of 80% with a minimum grade point average (GPA) of 70%.

A student receives a Diploma from FITI upon completion of the program.

CEFR Level Score	Institutional Level Placement	Clock Hours
VESL A1	Level 1	Level 1: 300 CH
VESL A2	Level 1	Level 2: 300 CH
VESL B1	Level 2	Level 3: 300 CH
VESL B2	Level 2	**Total: 900 CH**
VESL C1	Level 3	**Duration:** 45 Weeks
VESL C2	Level 4	

Program Objectives and Outcomes by Level

CEFR Levels	Objectives:	Outcomes:
VESL A1	This course is to provide job related English expressions for the students who can barely communicate in English. The primary goal is to assist students in developing the elementary skills to communicate in order to survive in work situations through videos and practical skill-based materials. This will enhance the students' confidence in their work and life and eventually enable them converse in basic English conversation expressions. The real-life subject matter provides and introduces authentic and practical	Students will be able to: To be able to recognize, conjugate, and demonstrate in writing and in speech the following tenses: present progressive, simple present, simple past. To learn and memorize adaptive, transferable, and job skills vocabulary. To use these vocabularies in speech and in writing. To complete a skill inventory and select possible job goals. To write long- and short personal and job goals.

		To fill out a job application. To practice and participate in mock job interviews. To describe the future each student expects. To complete a written role-play. Recognize frequently used words, phrases and questions in familiar contexts in the workplace. Respond appropriately to simple questions regarding work activities. State personal information; and ask for personal information. Use personal information to complete simple forms. To learn and memorize adaptive, transferable, and job skills vocabulary. To complete a skill inventory and select possible job goals. To write long- and short personal and job goals. To fill out a job application. To practice and participate in mock job interviews. To produce a resume.
VESL A2	This course is designed to develop basic job related English conversational skills in day-to-day work situations for high beginners. The focus of the course is on improving work related expressions with more comprehension and increasing conversational fluency for their job application and interview. Through a broad range of student centered activities via videos and emails, students are given the opportunities to practice and reinforce basic sentence structures and patterns in speech and writing.	Students will be able to: State simple descriptions of people, places, routines, likes and dislikes. Respond appropriately to simple questions regarding personal information, present activities, past activities and home, family, work and hobbies. Recognize and identify key ideas in a short passage relating to self, home, family, work, and hobbies. Write simple sentences and compound sentences relating to the workplace. To produce a resume. To write self-descriptions using new skills vocabulary. To describe past jobs.
VESL B1	This course provides students with the listening, speaking, reading, writing skills necessary to be able to communicate effectively in the workplace. Students will think about job needs, assess job skills and look for jobs with application skills. Through this course, students will preview what probable interview	Students will be able to: Express simple statements and questions in the present, past and future time frame related to basic needs and common activities, using previously learned phrases. Communicate needs and activities using appropriate time frame and vocabulary.

	situations exist and prepare for the job acceptance.	Employ simple clarification requests to determine meaning of question or statement. Recognize words that signal differences between present, past and future. Respond appropriately using present, past and future on familiar topics. Interpret short paragraphs on familiar topics. Identify sequence of events in short readings. Examine authentic documents to locate specific information. Produce a paragraph on a familiar topic.
VESL B2	This course is designed to develop intermediate level students' interpersonal skills and build interpersonal relationships throughout job related conversation skills and idiomatic collocational expressions. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social and business situations. Students also learn appropriate verbal and non-verbal manners at work situations as well as conversation management techniques to exchange ideas in small and large group communications. Eventually, students will be able to discuss long term plans and goals for their job career.	Students will be able to: Recognize main ideas and details in conversations and short lectures. Communicate needs, activities and events using appropriate time frame and vocabulary. Employ clarification strategies. Apply linguistic, socio-cultural and other background knowledge and strategies to understand the intent of a speaker and to respond appropriately. Speak so others can understand by recalling and using limited vocabulary including words related to common, everyday topics, personal experience, know and use basic grammar and sentence structure and appropriate level of formality. Interpret short paragraphs on familiar topics. Predict meanings of unfamiliar vocabulary with contextual clues. Identify sequence of events in short readings. Examine authentic documents to locate specific information. Convey ideas in a paragraph with detailed information.
VESL C1	This course is designed to develop high level students' interpersonal skills and build interpersonal relationships throughout job related conversation skills and idiomatic collocational expressions. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety	Students will be able to: State detailed descriptions of events, activities and personal experiences. Identify main ideas and some details of extended conversations and broadcasts. Employ clarification strategies. Speak so others can understand to recall and use high-frequency vocabulary, display

	of business situations. Students also learn appropriate verbal and non-verbal manners at work situations as well as conversation management techniques to exchange ideas in small and large group communications. Eventually, students will be able to discuss long term plans and goals for their job career.	control of basic grammar and a variety of sentence types. Read with understanding to decode and recognize most every day and some unfamiliar words. Identify sequence of events in extensive readings. Examine analyze authentic documents to locate specific information. Identify and modify sentences for time frame errors and mechanics, such as spelling, punctuation and capitalization. Students will comprehend and respond appropriately to simplified spoken English on familiar topics and to produce basic spoken English on familiar topics in career situations;
VESL C2	This course is designed for students to improve practical skills such as reply to a business email, evaluate marketing strategies, compare consumer ads and invoice and purchase order. Identify, make connection. The scope of the course includes listening/speaking, grammar, pronunciation, reading and writing skills, vocabulary, job-seeking skills, and career pathways. By adding the writing skills, students will be able to write a biography, problem solution by using thesis statement. Job-seeking skills such as assess skills, research jobs, set goals, write a cover letter.	Students will be able to: Communicate and hold meetings at a near fluent level Apply linguistic, socio-cultural and other background knowledge and strategies to understand fully the literal and implied intent of the speaker. Employ clarification strategies. Respond timely and appropriately using present, past and future and modal forms on social, professional and academic topics. Interpret short paragraphs on social, professional and academic topics. Speak so others can understand to recall and use sufficient wide-ranging vocabulary as well as control of basic grammar and a variety of sentence types. Predict meanings of unfamiliar vocabulary with contextual clues. Identify sequence of events in extensive readings and lectures. Examine and analyze authentic documents to locate specific detailed information. Convey ideas in an essay. Identify and modify written work for structural errors and mechanics, such as spelling, punctuation and capitalization.

Business Administration-IDL
Using Interactive Distance Learning (IDL) As Instructional Method

The Business Administration program using IDL as an instructional method has been designed based on the same learning objectives of the face-to-face format.

Refer to the Business Administration program description and graduation requirements in this Catalog (pages 46-48) to see a complete list of courses.

Below are specific policies for students taking the Business Administration program thru IDL format.

Admissions Specifications for Interactive Distance Learning Students:

Requirement: Interactive Distance Learning requires students to access a computer with a webcam, microphone, internet connection, and applications such as Microsoft Office. Students must have computational skills to complete the program successfully. Florida International Training Institute is not responsible for the technological requirements or instructing the students in computational skills.

During the virtual class sessions, students must guarantee an appropriate workspace to avoid class interruptions and wear proper attire. Cameras must be turned on during the whole class session.

Applicants must adhere to the institutional Admissions Policies and Procedures. However, the admission process can be conducted thru phone and video conference, and appropriate forms, such as the Enrollment Agreement, can be completed and signed using electronic software.

During the Admission process, applicants must submit identity documents, including but not limited to:

- Driver's License
- Social Security Card
- Proof of Legal Status
- Proof of High School Completion, GED, or its equivalents
- Income Tax Return (as necessary)

To ensure the student who registers is the same student completing the classwork, the institution may use one or more of the following methods:

a. The institution will issue an individual secure login and password for each student
b. Virtual classes
c. Proctored examinations
d. Zoom meeting when students request a service

All platforms used for IDL are secured. Students will incur no additional charges for identity verification.

What to expect after enrolling in the program?

Students will receive an access link to the Learning Management System (LMS) and their credentials through email. All courses are designed with a similar format for students to familiarize themselves quickly with the platform. The email will also provide the application used for the virtual class sessions, the required session ID, and the invitation link. Instructors can address any questions regarding the LMS during the class sessions.

The first section of the Learning Management System (LMS) is the Course Information, where students will find the following content:

- Syllabus;
- LMS Navigation video;
- Instructions on how to register for the interactive learning platform used, MindTap, for instance;
- the Assignments Due Dates, and;
- the Course Information Quiz (to ensure students understand how the LMS works).

Following the Course Information section, students will have a direct link to access the interactive platform used for the course, if applicable.

Subsequently, the Course Content section is organized based on the learning objectives, textbook, and interactive learning platform used for the course. Students will find chapters, units, or modules to be completed, with specific instructions regarding the required class work.

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Attendance Policy for IDL Students

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Attendance is an essential factor in the educational process. Good attendance and punctuality are necessary for the student to gain maximum benefit from the educational experience. It also helps students develop good attendance habits that can enhance a successful career.

There are two factors influencing the attendance of IDL students:
1- Participating in the synchronously virtual class sessions with the assigned instructor, and
2- Submitting the required assignments using the institution LMS and the publisher's interactive platforms, such as MindTap and Connect.

Attendance is monitored by the instructor at the beginning/end of each virtual session. Florida International Training Institute does not distinguish between excused and unexcused absences. It is the student's responsibility to notify the institution if they are unable to attend classes. Virtual sessions will be scheduled at least once a week for 4 hours. Some courses may have more than one virtual class session weekly based on the course content and up to the instructor's discretion. Virtual classes schedule will be informed to students in the course syllabus and may be subject to change. The regular times will be from 6:00 PM to 10:00 PM (Eastern Time).

Instructors will monitor weekly students' activities on the LMS and interactive platforms. Instructors must fairly calculate the estimated work students must submit through the LMS and the interactive platforms. The amount of weekly assignments must represent the remaining clock hours students must complete to reach the 20 clock hours of instructional activities. Interactive platforms calculate the student access and the time in the course; however, simply logging into the course does not count as an attendance activity.

The following activities are considered part of the attendance activity:
- Participating in the mandatory synchronized virtual instruction
- Participating in discussion forums
- Completing weekly assignments by the due date

If a student fails to fulfill the attendance requirements during a course, they will not be allowed to take the final exam, be placed on academic probation for 30 calendar days, and be required to retake the course to graduate. The institution will charge the amount of tuition for the required hours the student must retake to the student account. Students must pay for the failed module at their own expense. By the end of the academic probation,

the student must demonstrate progress in their attendance and grades; otherwise, they will be subject to termination.

If a student is absent for fourteen (14) consecutive calendar days, they will be automatically dismissed from the institution, and it will be up to the School Director's discretion to reinstate the student.

If an IDL student has been dismissed from the program, the last date of attendance (LDA) would be the date the student attended a virtual class session or the date the student submitted their last assignment.

Definition of Clock Hours (CH)- (For IDL method only)

A clock hour is a period of 60 minutes with a minimum of 50 minutes by attending a synchronous virtual class or interacting asynchronously in interactive distance learning platforms.
Instructors will monitor students' attendance for each clock hour under the definition.

IDL Students Communication Policy

The institution's goal for IDL students is to ensure they feel like they are in our classrooms. Therefore, communication with instructors and classmates is essential. Students can interact with the assigned instructor and classmates during virtual class sessions. During the classes, students must follow the "Virtual Class Guidelines for Students," which establishes rules to maintain an appropriate interaction between the instructor and students, guaranteeing a good learning environment. The instructor's email will be available in the course syllabus. Also, the student will be able to send messages to the instructor and their peers using the Message tool in the LMS. All communication must be written following basic Netiquette Rules disclosed in the course syllabus.

Program Materials delivery for IDL Students Policy

All materials used for IDL will be delivered electronically. The Academic Department is responsible for ensuring students obtain access to the LMS and the eBooks and Interactive Platforms on time. Academic Coordinators will enable students to access one course at a time. IDL courses offered will be synchronized with the classroom format.

Students are responsible for ensuring the technology required for the course, such as computers, Internet connections, Microsoft Office, etc.

Student Services offered to IDL Students

The institution will provide IDL students the same student services offered to our face-to-face students. The difference is that most services will be conducted thru phone calls, video conferences, or emails. All departments will schedule meetings with IDL students to address any inquiries students may have. If students need to make payments to the institution, they can make them thru the institution's website via PayPal.

Policy on Proctored Exams for Interactive Distance Learning (IDL) Students

Students may have to take proctored examinations according to their course syllabus. Generally, midterm tests and final tests will be proctored. Students can either come to the school to take the exam or schedule an online proctored session. Students must review the assignment's due dates information to schedule proctored examinations.

Procedure for on-campus proctored examinations

1- Students must contact the Academic Coordinator to schedule a proctored examination on-campus and discuss any necessary accommodations.
2- On the exam date, students must bring an ID to verify their identity.
3- Students will take the exam, preferably in the computer lab.

Procedure for online proctored examinations

1- Students must contact the Academic Coordinator to schedule an online proctored examination and discuss any necessary accommodations.
2- The Academic Coordinator will explain the platform used to take the proctored exam.
3- Students must show a valid ID to verify their identity on the exam date.
4- Students need to follow the below Online Proctored Examination Guidelines:
● Students must take the exam in a well-lighted, private room.
● No duplicate monitors are allowed.
● The workspace must be clear of textbooks, notebooks, and electronic devices.
● Students may use only scratch papers, calculators, and pencils as indicated by the instructor.
● No breaks will be allowed during an exam. Students must complete it in one sitting

Tuition and Fees

Medical Assistant:

- Registration Fee: $150.00
- Tuition: $10,520.00
- Books & Supplies: $240.00
- Total Program Cost: $10,910.00

Patient Care Technician:

- Registration Fee: $150.00
- Tuition: $9,820.00
- Books & Supplies: $160.00
- Total Program Cost: $10,130.00

Home Health Aide:

- Registration Fee: $150.00
- Tuition: $300.00
- Books & Supplies: $75.00
- Lab Fee: N/A
- Total Program Cost: $525.00

Business Administration:

- Registration Fee: $150.00
- Tuition: $9,500.00
- Books & Supplies: $250.00
- Total Program Cost: $9,900.00

Maintenance Plumbing Technician:

- Registration Fee: $150.00
- Tuition: $10,730.00
- Books & Supplies: $120.00
- Total Program Cost: $11,000.00

Electricity Technician:

- Registration Fee: $150.00
- Tuition: $10,000.00
- Books & Supplies: $150.00
- Total Program Cost: $10,300.00

Refrigeration & AC Repair Technician:

- Registration Fee: $150.00
- Tuition: $9,400.00
- Books & Supplies: $100.00
- Total Program Cost: $9,650.00

Vocational English as a Second Language (VESL):

- Registration Fee: $150.00
- Tuition: $5,655.00
- Books & Supplies: $240.00
- Lab Fee: N/A
- Total Program Cost: $6,045.00

Payment Schedule

The registration fee of $150.00 is due at the time of signing the enrollment agreement and it is not refundable under any circumstances.

Tuition cost has to be paid in full before releasing any certification or diploma to students. School offers Federal Student Aid (Pell Grant and Direct Federal Student Loan) for students who qualify, and payment plan options. When signing the Enrollment Agreement, students select their method of payment.

Students enrolled in Patient Care Technician, Medical Assistant, Refrigeration and AC Repair Technician, Electricity Technician, Business Administration, Maintenance Plumbing Technician and VESL are required to pay the institutional balance in installments. The monthly payment is calculated by dividing the student balance by the number of months the program will last. To fulfill all financial obligations, the institution may grant the student a payment extension up to 150 calendar days after the expected graduation date. If a student does not meet the financial obligations, they will be dismissed from the school and sent to a debt collector.

For those students enrolled in Home Health Aide, the registration fee of $150.00 is due at the time of admission and it is not refundable under any circumstances. Tuition cost has to be paid in full before releasing any certification or diploma to students. The Home Health Aide Course is not eligible for Title IV funds. Students are required to pay their tuition or student balance in 3 installments during 3 weeks. In case that student has not paid their balance within 3 weeks, the institution will allow them a payment extension of 30 calendar days after the expected graduation date, otherwise the student will be dismissed from the school and they will be sent to a debt collector.

Continuing Education Units (CEUs)/Professional Development

*The Continuing Education Units (CEUs)/Professional Development courses are offered to students, graduates, and the general public to assist them in meeting their continuing education and professional development goals. Continuing Education units (CEUs) are awarded upon successful completion.

The Commission for Independent Education does not license continuing education or professional development programs.

Continuing Education Units (CEUs)/Professional Development Course Descriptions

BLS-CPR with American Heart Association (CEU 4 Hours): This training provides students the knowledge and required skills to perform Cardiopulmonary Resuscitation for adults, children, and infants. The instructors are Certified BLS (Basic Life Support) Instructors, and the American Heart Association issues the certification. The training is included in the Patient Care Technician, Home Health Aide, and Medical Assistant programs.

BLS-First Aid with the American Heart Association (CEU 4 Hours): This training provides students the knowledge to recognize several life-threatening emergencies and respond appropriately in each situation. The instructors are Certified BLS (Basic Life Support) Instructors, and the American Heart Association issues the certification. The training is part of the Patient Care Technician, Home Health Aide, and Medical Assistant programs.

Medical Error Prevention and Safety (CEU 2 Hours): Students will learn the common medical errors in different healthcare settings such as hospitals, medical offices, healthcare agencies, nursing homes, and patients' own homes. Emphasis will be placed on the guidelines to follow when an error has occurred and the directrices for patients' safety. This CEU is included in the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

Safety Medical Device (CEU 2 Hours): This CEU focuses on the potential hazards and the safety guidelines for operating the medical devices commonly used at patients' homes. The CEU is included in the Patient Care Technician and Home Health Aide course. A Certificate of Attendance is issued once students complete the class.

Recognizing and Reporting Abuse, Neglects, and Exploitation / Incident Reporting (CEU 2 Hours): Upon completion of this CEU, students will be able to identify the signs and symptoms of abuse, neglect, and exploitation. Proper guidelines for incident reporting associated with abuse are also covered in this training. This CEU is included in the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

OSHA Standards/TB/Infection Control/Biohazard Waste (CEU 2 Hours): Students will learn the Universal and Standard Precautions for Infection Control, the appropriate guidelines to handle biohazard waste, and OSHA Standards. Also, this CEU provides information about tuberculosis (TB). This CEU is part of the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

Assisting Client with Self-medication/Medication Management (CEU 4 Hours): This CEU furnishes students with a guide to help patients self-administer medication. Students will learn the basics of self-medication administration and the importance of keeping updated records for each patient receiving the service. Emphasis will be placed on the dos and Don'ts when assisting clients with self-medication. This CEU is part of

the Patient Care Technician and Home Health Aide course. A Certificate of Attendance is issued once students complete the class.

**Medical Records Documentation and Legal Aspects Appropriate to Nursing Assistants
(CEU 1 Hour):** This CEU aims to train students in the basics of documentation. They will learn general guidelines for documenting correctly. This CEU is part of the Patient Care Technician and Home Health Aide course. A Certificate of Attendance is issued once students complete the class.

HIV/ AIDS Seminar (CEU 4 Hours): Students will learn the basics of the Human Immunodeficiency Virus (HIV) and the Acquired Immune Deficiency Syndrome (AIDS). Emphasis will be placed on the Standard Precautions to follow when providing care for patients with HIV/AIDS. This CEU is part of the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

Infectious Disease Control (CEU 2 Hours): This CEU teaches students about the chain of infection, general infection prevention practices such as the Standard Precautions, hand hygiene and vaccinations, and infection prevention control for the common infectious diseases found in nursing homes ambulatory care facilities. This CEU is part of the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

HIPAA Compliance (CEU 2 Hours): Upon completion, students will be able to explain Health Insurance Portability and Accountability Act (HIPAA) and identify sensitive protected information under HIPAA (Protected Health Information). Penalties related to violations of HIPAA rules are also covered. This CEU is part of the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

Domestic Violence (CEU 2 Hours): This CEU aims to teach students to identify the signs of Domestic Violence and their role in intervening as healthcare professionals. This CEU is part of the Patient Care Technician, Home Health Aide, and Medical Assistant. A Certificate of Attendance is issued once students complete the class.

Alzheimer's Disease or Related Disorders (ADRD) (CEU 3 Hours): This CEU provides students the essential information to understand patients with Alzheimer's Disease and other Related Disorders. Students will learn strategies to manage behaviors common to residents with ADRD and create a secure and supportive environment for these patients. This CEU is part of the Patient Care Technician and Home Health Aide. A Certificate of Attendance is issued once students complete the class. The Certificate of Attendance is given under the authorization of the Florida Health Care Association and Approved by the Florida Department of Elder Affairs according to 400.1755, Florida Statutes, 58A-4.001 - .002, Florida Administration Code.

Communication with Cognitively Impaired Clients (CEU 2 Hours): This CEU aims to identify the common causes of cognitive impairment in clients and provide students with the strategies for effective communication and addressing aggressive behavior. This CEU is part of the Patient Care Technician and Home Health Aide. A Certificate of Attendance is issued once students complete the class.

Security Awareness (CEU 1 Hour): Upon completing this CEU, students will recognize security threats at their workplaces, such as cyber threats and physical threats. This CEU will cover general guidelines for both cyber- and physical security. This CEU is part of the Patient Care Technician. A Certificate of Attendance is issued once students complete the class.

Patient's Rights (CEU 2 Hours): This CEU aims to inform the students about the patient's bill of rights. Patient's Responsibilities are also covered, and the role of healthcare professionals to protect patients' rights. This CEU is part of the Patient Care Technician and Home Health Aide. A Certificate of Attendance is issued once students complete the class.

Identification and Treatment of Substance Abuse Disorders (CEU 6 Hours): Students will learn basic concepts related to substance abuse disorders and addiction, such as identification, causes, signs, symptoms, diagnosis, and treatment. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Basic Pharmacology (CEU 2 Hours): Students will discuss up-to-date information on the most common and latest medication used to treat mental health and substance abuse disorders, as well as the typical medication side effects. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Identification and Treatment of Mental Health Disorders (CEU 6 Hours): Students will learn the most common mental health disorders. Leading causes, signs, symptoms, diagnostic, and treatment are covered. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Treatment Plan (CEU 2 Hours): Students will learn the essential components of a mental health treatment plan, such as diagnosis with symptoms, long-term goals, short-term goals, and treatments. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Verbal de-escalation Techniques (CEU 2 Hours): Students will learn techniques to de-escalate situations when confronted with aggressive, hostile, or abusive patients.
The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Aggression and Control Techniques (CEU 2 Hours): Students will learn techniques to prevent aggression when confronted with unsafe patients. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Federal Estate and Local Regulations (CEU 2 Hours): Students will learn federal and state laws, patient's rights, ACHA regulations, Florida Certification Board policies and procedures for registering and acquiring certifications, and other important laws. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Release of Information/Informed Consent (CEU 1 Hour): Students will become familiarized with Informed Consent forms and the requirements to release information under the HIPPA guidelines. The Florida Certification Board approves the instructor, and the training is part of the Patient Care Technician program. A Certificate of Attendance is issued once students complete the class.

Tax Preparation (CEU): The fifteen hours review prepares the student for the PTIN from the Internal Revenue Service. Ten hours of federal tax laws, three federal tax law up-dates and two hours of ethics. These classes are included in the Business Administration program. A Certificate of Attendance is issued upon completion.

Tuition and Fees:

1. CPR-BLS   First-time training - $65.00   Renewal - $45.00
2. BLS-First Aid   First-time training - $65.00   Renewal - $45.00
3. Medical Error Prevention and Safety- $ 34.00
4. Safety Medical Device - $ 34.00
5. Recognizing and Reporting Abuse, Neglects, and Exploitation / Incident Reporting - $ 34.00
6. OSHA Standards/TB/Infection Control/Biohazard Waste - $ 34.00
7. Assisting Client with Self-medication/Medication Management - $ 68.00
8. Medical Records Documentation and Legal Aspects Appropriate to Nursing Assistants - $ 17.00
9. HIV/ AIDS Seminar - $ 68.00
10. Infectious Disease Control - $ 34.00
11. HIPAA Compliance - $ 34.00
12. Domestic Violence - $ 34.00
13. Alzheimer's Disease or Related Disorders (ADRD) - $ 51.00
14. Communication with Cognitively Impaired Clients - $ 34.00
15. Security Awareness - $ 17.00
16. Patient's Rights - $ 34.00
17. Identification and Treatment of Substance Abuse Disorders - $ 102.00
18. Basic Pharmacology - $ 34.00
19. Identification and Treatment of Mental Health Disorders – $ 102.00
20. Treatment Plan - $ 34.00
21. Verbal de-escalation Techniques - $ 34.00
22. Aggression and Control Techniques - $ 34.00
23. Federal Estate and Local Regulations - $ 34.00
24. Release of Information/Informed Consent - $ 17.00
25. Tax Preparation (CEU) - $ 625.00

Phlebotomy Technician Exam Preparation: This sixteen-hour review focuses on the required theoretical and practical skills and strategies to pass the Certified Phlebotomy Technician Exam with the National Association of Healthcare Technicians. Patient Care Technicians, Certified Nursing Assistants, and Medical Assistants are the target population of this Exam Preparation. The phlebotomy training is part of the Medical Assistant and Patient Care Technician Programs. Florida International Training Institute does not award any credential to the Exam Preparation attendees; this review is for the NAHT board exam. This Certification is not required for employment; however, holders of certifications have a better career opportunity within the previously mentioned industries.

Electrocardiogram Technician Exam Preparation: This sixteen-hour review focuses on the required theoretical and practical skills and strategies to pass the Certified Electrocardiogram Technician Exam with the National Association of Healthcare Technicians. Patient Care Technicians, Certified Nursing Assistants, and Medical Assistants are the target population of this Exam Preparation. The electrocardiogram training is included in the Medical Assistant and Patient Care Technician Programs. Florida International Training Institute does not award any credential to the Exam Preparation attendees; this review is for the NAHT board exam. This Certification is not required for employment; however, holders of certifications have a better career opportunity within the previously mentioned industries.

EPA Universal License Exam Preparation: This 4-hour review focuses on the required theoretical concepts and strategies to pass the Environmental Protection Agency Exam with the Mainstream Engineering Corporation. The EPA license may be an employment requirement for Refrigeration and Air Conditioning Technicians under Section 608 of the Clean Air Act. EPA training is included in the Refrigeration and Air Conditioning Repair Technician Program. Florida International Training Institute does not award any credential to the Exam Preparation attendees.

NABCEP Associate Credential Exam Preparation: This 40-hour review focuses on the required theoretical concepts, practical skills, and strategies to pass the Associate Photovoltaic Exam with the North American Board of Certified Energy Practitioners (NABCEP). Electricians are the target population of this Exam Preparation. The installation and design of photovoltaic systems training is included in the Electricity Technician Program. This Certification is not required for employment; however, holders of certifications have a better career opportunity within the photovoltaic industry.

Tuition and Fees:

1. Phlebotomy Technician Exam Preparation - $ 490.00
2. Electrocardiogram Technician Exam Preparation – $ 490.00
3. EPA Universal License Exam Preparation - $ 200.00
4. NABCEP Associate Credential Exam Preparation – $ 1,450.00

Substance Abuse Prevention Policy

Florida International Training Institute supports a drug-free environment and does not allow the unlawful possession, use or distribution of illicit drugs or alcohol on or off campus. FITI is extremely concerned about the safety and well-being of its students. Of additional concern is the Institute's reputation as a premier provider of professionals in the health industry and as technicians in the Refrigeration and Air conditioning industry. A violation will result in FITI taking appropriate action up to and including termination.

Purpose

The Institute believes the unlawful possession and use of illicit drugs and abuse of alcohol is harmful and dangerous. Alcohol and drug abuse not only have an adverse effect on safety, but also on the health and welfare of the entire community. The Institute's objectives in this policy include the following:

- To establish and maintain a safe, healthy environment for all students;
- To encourage counseling and rehabilitation assistance for those who seek help;
- To preserve the reputation of the Institute within the community and industry at large;
- To continue achieving its high placement rate;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness; and
- To improve the success rate of the student body

Drug and Alcohol Policy

The Institute has developed a strict and rigidly enforced policy regarding drug and alcohol abuse.
THE INSTITUTE CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS.
The Institute will not allow the possession, use or distribution of illicit drugs or alcohol by students or staff on its property or as part of any of its officially sponsored off-campus activities. Students are also prohibited from being under the influence of alcohol, illegal drugs or any other substance that could adversely affect the health, safety or welfare of students, faculty or staff on Institute property or at any of its officially sponsored activities. This includes all forms of synthetic marijuana, regardless of the legality of the substance and student-sponsored social activities if they are considered sponsored by the school. The Institute will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student who is found in possession of, using or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding illegal possession or use of drugs or alcohol can have penalties, including community service, suspension or loss of driver's license, jail time and fines. For the state of Florida specific statutes and penalties on drug and alcohol offensives, please reference the following link – www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display.

Possible federal sanctions for illegal possession or individual federal trafficking penalties can range from 1 year to life in prison and/or have a penalty ranging from $1,000 to $8 million. The minimum sentence for a violation after two prior convictions for felony drug offenses is a mandatory term of life imprisonment without release and

a fine up to $8 million if an individual and $20 million if other than an individual. For the most up-to-date federal trafficking penalties information, visit the website of the U.S. Drug Enforcement Administration at www.dea.gov/agency/penalties.htm.

FITI recognizes alcohol and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the Institute recognizes the significant health risks associated with the use of illegal drugs and the abuse of alcohol. While the frequency, duration and severity vary, there are a number of serious health consequences. For all drugs, there is a risk of overdose leading to convulsions, coma and death. Mixing certain drugs can also be lethal. Below is a list of some potential health risks:

Alcohol
- vitamin deficiencies
- stomach ailments
- alcohol poisoning
- liver disease
- weight gain and high blood pressure
- depressed immune system
- cancer
- heart or respiratory failure

Drugs
- tremors and seizures
- nausea, rapid heart rate
- skin disorders
- depression and disorientation
- paranoia and psychosis
- memory impairment
- weakened immune system (HIV and Hepatitis C)
- impotence
- heart attack
- respiratory failure

The Institute recognizes alcohol and drug abuse may be successfully treated, enabling the student to return to a satisfactory performance level. Students who have a substance abuse problem are encouraged to voluntarily seek assistance and deter others from engaging in illegal drug or alcohol use, possession or distribution.

Violation of this policy will result in the Institute taking appropriate action, up to and including termination and/or requiring the student to participate satisfactorily in a drug abuse, alcohol abuse or another assistance/rehabilitation program.

Substance Abuse Prevention Policy – General Procedures

The Institute will take appropriate disciplinary action whenever a student violates or is suspected of violating this Substance Abuse Prevention Policy. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity **WILL NOT BE TOLERATED**. This includes all forms of synthetic marijuana. Any student using physician-prescribed medication or other medication that may impair performance in either the classroom or the lab shall immediately inform his or her instructor of such medication. Possession of illegal drugs, drug paraphernalia or alcohol is prohibited.

When the Institute becomes aware of reasonable grounds (as listed below) to believe a student has violated the Substance Abuse Prevention Policy, the Institute will immediately investigate.

As a result of such investigation and in the Institute's sole discretion, one or more of the following actions may occur, depending upon factors that include the nature and severity of the offense:
●verbal warning/advisement
●written warning/advisement
●referral to an approved rehabilitation/counseling agency (CMHC)
●termination
●referral for prosecution

Students should be aware that FITI may bring matters of illegal drug use to the attention of local law enforcement. Students should fully understand that the Institute supports the criminal prosecution of policy violators, when appropriate.

Reasonable grounds for suspecting substance abuse include, but are not limited to, any one or more of the following:
●slurred speech
●red eyes
●erratic behavior (aggressiveness)
●inability to perform job/task
●smell of alcohol or marijuana emanating from student's body
●inability to carry on a rational conversation
●other unexplained behavioral changes
●dilated pupils
●incoherence
●unsteadiness on feet
●increased carelessness
●attendance failure

To assure clear communication of the required standards of conduct and the sanctions imposed for violation of those standards, the Institute will provide students with a copy of the Substance Abuse Prevention Policy. Students are hereby notified that **COMPLIANCE WITH STANDARDS OF CONDUCT REQUIRED BY THE SUBSTANCE ABUSE PREVENTION POLICY IS MANDATORY.** IN ORDER TO ENSURE COMPLIANCE, FITI MAY CALL STUDENT TO THE OFFICE UNDER THE FOLLOWING CIRCUMSTANCES:
●After an accident occurring at the Institute.
●If the Institute believes an individual has been observed possessing or using a prohibited substance on campus.
●When the Institute believes an individual may be affected by the use of drugs or alcohol, and the use may adversely affect the individual's effectiveness in the classroom environment or his or her safety as well as the safety of others.
●When the Institute believes a student is impaired during school hours or while engaged in Institute business or Institute-sponsored activities.
●Upon notification by proper authorities of alleged violations of the Substance Abuse Prevention Policy.

Available Assistance/Referrals

Advising and referrals to outside agencies are available from an Institute Advisor who has an "open door" policy and is available to students. Information from students will be kept confidential. Exceptions to confidentiality will occur when there is risk of bodily harm to others or as required by law. In addition, the Institute Advisor must take appropriate action when he or she becomes aware
that a student is in violation of this Substance Abuse Prevention Policy.

A list of referrals for outside agency assistance, assessment and counseling are available in the Institution's office.

Any questions regarding this Substance Abuse Prevention Policy should be directed to the School Director.

Academic Calendar

Medical Assistant (Monday - Thursday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
07/25/2022	02/14/2023	02/15/2023	08/17/2023
08/22/2022	03/14/2023	03/15/2023	09/14/2023
09/19/2022	04/11/2023	04/12/2023	10/12/2023
10/17/2022	05/09/2023	05/10/2023	11/09/2023
10/17/2022	05/25/2023	05/29/2023	12/21/2023
11/14/2022	06/06/2023	06/07/2023	12/07/2023
11/14/2022	06/22/2023	06/26/2023	02/01/2024
12/12/2022	07/20/2023	07/24/2023	02/29/2024
01/23/2023	08/17/2023	08/21/2023	03/28/2024
02/20/2023	09/14/2023	09/18/2023	04/25/2024
03/20/2023	10/12/2023	10/16/2023	05/23/2024
04/17/2023	11/09/2023	11/13/2023	06/20/2024
05/15/2023	12/07/2023	12/11/2023	07/18/2024
06/12/2023	01/18/2024	01/22/2024	08/15/2024
07/10/2023	02/15/2024	02/19/2024	09/12/2024
08/07/2023	03/14/2024	03/18/2024	10/10/2024
09/04/2023	04/11/2024	04/15/2024	11/07/2024
10/02/2023	05/09/2024	05/13/2024	12/05/2024
10/30/2023	06/06/2024	06/10/2024	01/16/2025
11/27/2023	07/04/2024	07/08/2024	02/13/2025
01/08/2024	08/01/2024	08/05/2024	03/13/2025
02/05/2024	08/29/2024	09/02/2024	04/10/2025
03/04/2024	09/26/2024	09/30/2024	05/08/2025
04/01/2024	10/24/2024	10/28/2024	06/05/2025
04/29/2024	11/21/2024	11/25/2024	07/03/2025
05/27/2024	12/19/2024	01/06/2025	07/31/2025
06/24/2024	01/30/2025	02/03/2025	08/28/2025
07/22/2024	02/27/2025	03/03/2025	09/25/2025
08/19/2024	03/27/2025	03/31/2025	10/23/2025
09/16/2024	04/24/2025	04/28/2025	11/20/2025
10/14/2024	05/22/2025	05/26/2025	12/18/2025
11/11/2024	06/19/2025	06/23/2025	01/29/2026
12/09/2024	07/17/2025	07/21/2025	02/26/2026

Patient Care Technician (Monday - Thursday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
05/30/2022	12/08/2022	12/12/2022	07/06/2023
06/27/2022	01/19/2023	01/23/2023	08/03/2023
07/25/2022	02/16/2023	02/20/2023	08/31/2023
08/22/2022	03/16/2023	03/20/2023	09/28/2023
09/19/2022	04/13/2023	04/17/2023	10/26/2023
10/17/2022	05/11/2023	05/15/2023	11/23/2023
11/14/2022	06/08/2023	06/12/2023	01/04/2024
12/12/2022	07/06/2023	07/10/2023	02/01/2024
01/23/2023	08/03/2023	08/07/2023	02/29/2024
02/20/2023	08/31/2023	09/04/2023	03/28/2024
03/20/2023	09/28/2023	10/02/2023	04/25/2024
04/17/2023	10/26/2023	10/30/2023	05/23/2024
05/15/2023	11/23/2023	11/27/2023	06/20/2024
06/12/2023	12/21/2023	01/08/2024	07/18/2024
07/10/2023	02/01/2024	02/05/2024	08/15/2024
08/07/2023	02/29/2024	03/04/2024	09/12/2024
09/04/2023	03/28/2024	04/01/2024	10/10/2024
10/02/2023	04/25/2024	04/29/2024	11/07/2024
10/30/2023	05/23/2024	05/27/2024	12/05/2024
11/27/2023	06/20/2024	06/24/2024	01/16/2025
01/08/2024	07/18/2024	07/22/2024	02/13/2025
02/05/2024	08/15/2024	08/19/2024	03/13/2025
03/04/2024	09/12/2024	09/16/2024	04/10/2025
04/01/2024	10/10/2024	10/14/2024	05/08/2025
04/29/2024	11/07/2024	11/11/2024	06/05/2025
05/27/2024	12/05/2024	12/09/2024	07/03/2025
06/24/2024	01/16/2025	01/20/2025	07/31/2025
07/22/2024	02/13/2025	02/17/2025	08/28/2025
08/19/2024	03/13/2025	03/17/2025	09/25/2025
09/16/2024	04/10/2025	04/14/2025	10/23/2025
10/14/2024	05/08/2025	05/12/2025	11/20/2025
11/11/2024	06/05/2025	06/09/2025	12/18/2025
12/09/2024	07/03/2025	07/07/2025	01/29/2026

Refrigeration and AC Repair Technician (Monday – Thursday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
08/15/2022	02/09/2023	02/13/2023	07/27/2023
09/12/2022	03/09/2023	03/13/2023	08/24/2023
10/10/2022	04/06/2023	04/10/2023	09/21/2023
11/07/2022	05/04/2023	05/08/2023	10/19/2023
12/05/2022	06/01/2023	06/05/2023	11/16/2023
01/16/2023	06/29/2023	07/03/2023	12/14/2023
02/13/2023	07/27/2023	07/31/2023	01/25/2024
03/13/2023	08/24/2023	08/28/2023	02/22/2024
04/10/2023	09/21/2023	09/25/2023	03/21/2024
05/08/2023	10/19/2023	10/23/2023	04/18/2024
06/05/2023	11/16/2023	11/20/2023	05/16/2024
07/03/2023	12/14/2023	01/01/2024	06/13/2024
07/31/2023	01/25/2024	01/29/2024	07/11/2024
08/28/2023	02/22/2024	02/26/2024	08/08/2024
09/25/2023	03/21/2024	03/25/2024	09/05/2024
10/23/2023	04/18/2024	04/22/2024	10/03/2024
11/20/2023	05/16/2024	05/20/2024	10/31/2024
12/18/2023	06/13/2024	06/17/2024	11/28/2024
01/29/2024	07/11/2024	07/15/2024	01/09/2025
02/26/2024	08/08/2024	08/12/2024	02/06/2025
03/25/2024	09/05/2024	09/09/2024	03/06/2025
04/22/2024	10/03/2024	10/07/2024	04/03/2025
05/20/2024	10/31/2024	11/04/2024	05/01/2025
06/17/2024	11/28/2024	12/02/2024	05/29/2025
07/15/2024	01/09/2025	01/13/2025	06/26/2025
08/12/2024	02/06/2025	02/10/2025	07/24/2025
09/09/2024	03/06/2025	03/10/2025	08/21/2025
10/07/2024	04/03/2025	04/07/2025	09/18/2025
11/04/2024	05/01/2025	05/05/2025	10/16/2025
12/02/2024	05/29/2025	06/02/2025	11/13/2025

Electricity Technician (Monday – Friday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
02/21/2022	07/26/2022	07/27/2022	01/13/2023
03/21/2022	08/23/2022	08/24/2022	02/10/2023
04/18/2022	09/20/2022	09/21/2022	03/10/2023
05/09/2022	10/11/2022	10/12/2022	03/31/2023
05/30/2022	11/01/2022	11/02/2022	04/21/2023
06/27/2022	11/29/2022	11/30/2022	05/19/2023
07/18/2022	01/03/2023	01/04/2023	06/09/2023
08/15/2022	01/31/2023	02/01/2023	07/07/2023
09/12/2022	02/28/2023	03/01/2023	08/04/2023
10/03/2022	03/21/2023	03/22/2023	08/25/2023
10/24/2022	04/11/2023	04/12/2023	09/15/2023
11/14/2022	05/02/2023	05/03/2023	10/06/2023
12/05/2022	05/23/2023	05/24/2023	10/27/2023
01/16/2023	06/20/2023	06/21/2023	11/24/2023
02/13/2023	07/18/2023	07/19/2023	01/05/2024
03/13/2023	08/15/2023	08/16/2023	02/02/2024
04/03/2023	09/05/2023	09/06//2023	02/23/2024
04/24/2023	09/26/2023	09/27/2023	03/15/2024
05/22/2023	10/24/2023	10/25/2023	04/12/2024
06/12/2023	11/14/2023	11/15/2023	05/03/2024
07/10/2023	12/13/2023	12/14/2023	05/31/2024
08/07/2023	01/24/2024	01/25/2024	06/28/2024
08/28/2023	02/14/2024	02/15/2024	07/19/2024
09/18/2023	03/13/2024	03/14/2024	08/16/2024
10/09/2023	03/27/2024	03/28/2024	08/30/2024
10/30/2023	04/17/2024	04/18/2024	09/20/2024
11/27/2023	05/15/2024	05/16/2024	10/18/2024
01/08/2024	06/12/2024	06/13/2024	11/15/2024
02/05/2024	07/10/2024	07/11/2024	12/13/2024
02/26/2024	08/31/2024	09/01/2024	01/17/2025

Business Administration (Monday – Friday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
08/29/2022	02/15/2023	02/16/2023	07/21/2023
09/26/2022	03/15/2023	03/16/2023	08/18/2023
10/24/2022	04/12/2023	04/13/2023	09/15/2023
11/21/2022	05/10/2023	05/11/2023	10/13/2023
01/02/2023	06/07/2023	06/08/2023	11/10/2023
01/30/2023	07/05/2023	07/06/2023	12/08/2023
02/27/2023	08/02/2023	08/03/2023	01/19/2024
03/27/2023	08/30/2023	08/31/2023	02/16/2024
04/24/2023	09/27/2023	09/28/2023	03/15/2024
05/22/2023	10/25/2023	10/26/2023	04/12/2024
06/19/2023	11/22/2023	11/23/2023	05/10/2024
07/17/2023	01/03/2024	01/04/2024	06/07/2024
08/14/2023	01/31/2024	02/01/2024	07/05/2024
09/11/2023	02/28/2024	02/29/2024	08/02/2024
10/09/2023	03/27/2024	03/28/2024	08/30/2024
11/06/2023	04/24/2024	04/25/2024	09/27/2024
12/04/2023	05/22/2024	05/23/2024	10/25/2024
01/15/2024	06/19/2024	06/20/2024	11/22/2024
02/12/2024	07/17/2024	07/18/2024	12/20/2024
03/11/2024	08/14/2024	08/15/2024	01/31/2025
04/08/2024	09/11/2024	09/12/2024	02/28/2025
05/06/2024	10/09/2024	10/10/2024	03/28/2025
06/03/2024	11/06/2024	11/07/2024	04/25/2025
07/01/2024	12/04/2024	12/05/2024	05/23/2025
07/29/2024	01/15/2025	01/16/2025	06/20/2025
08/26/2024	02/12/2025	02/13/2025	07/18/2025
09/23/2024	03/12/2025	03/13/2025	08/15/2025
10/21/2024	04/09/2025	04/10/2025	09/12/2025
11/18/2024	05/07/2025	05/08/2025	10/10/2025
12/16/2024	06/04/2025	06/05/2025	11/07/2025
01/27/2025	07/02/2025	07/03/2025	12/05/2025
02/24/2025	07/30/2025	07/31/2025	01/16/2026
03/24/2025	08/27/2025	08/28/2025	02/13/2026
04/21/2025	09/24/2025	09/25/2025	03/13/2026

Refrigeration and AC Repair Technician (Saturdays)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
12/11/2021	07/16/2022	07/23/2022	02/25/2023
01/29/2022	08/20/2022	08/27/2022	04/01/2023
03/05/2022	09/24/2022	10/01/2022	05/06/2023
04/09/2022	10/29/2022	11/05/2022	06/10/2023
05/14/2022	12/03/2022	12/10/2022	07/15/2023
06/18/2022	01/21/2023	01/28/2023	08/19/2023
07/23/2022	02/25/2023	03/04/2023	09/23/2023
08/27/2022	04/01/2023	04/08/2023	10/28/2023
10/01/2022	05/06/2023	05/13/2023	12/02/2023
11/05/2022	06/10/2023	06/17/2023	01/20/2024
12/10/2022	07/22/2023	07/29/2023	02/24/2024
01/28/2023	08/26/2023	09/02/2023	03/30/2024
03/04/2023	09/30/2023	10/07/2023	05/04/2024
04/08/2023	11/04/2023	11/11/2023	06/08/2024
05/13/2023	12/09/2023	12/16/2023	07/13/2024
06/17/2023	01/27/2024	02/03/2024	08/17/2024
07/22/2023	03/02/2024	03/09/2024	09/21/2024
08/26/2023	04/06/2024	04/13/2024	10/26/2024
09/30/2023	05/11/2024	05/18/2024	11/30/2024
11/04/2023	06/15/2024	06/22/2024	01/18/2025
12/09/2023	07/20/2024	07/27/2024	02/22/2025
01/27/2024	08/17/2024	08/24/2024	03/29/2025
03/02/2024	09/21/2024	09/28/2024	05/03/2025
04/06/2024	10/26/2024	11/02/2024	06/07/2025
05/11/2024	11/30/2024	12/07/2024	07/12/2025
06/15/2024	01/18/2025	01/25/2025	08/16/2025
07/20/2024	02/22/2025	03/01/2025	09/20/2025
08/24/2024	03/29/2025	04/05/2025	10/25/2025
09/28/2024	05/03/2025	05/10/2025	11/29/2025
11/02/2024	06/07/2025	06/14/2025	01/17/2026
12/07/2024	07/12/2025	07/19/2025	02/21/2026
01/25/2025	08/16/2025	08/23/2025	03/28/2026
03/01/2025	09/20/2025	09/27/2025	05/02/2026
04/05/2025	10/25/2025	11/01/2025	06/06/2026

Electricity Technician (Saturdays)

Start Date	Last Date 1st Semester	Start Date 2nd Semester	Expected Graduation Date
12/18/2021	09/17/2022	09/24/2022	06/24/2023
02/05/2022	10/22/2022	10/29/2022	07/29/2023
03/26/2022	12/10/2022	12/17/2022	09/16/2023
05/14/2022	02/11/2023	02/18/2023	11/04/2023
07/02/2022	04/01/2023	04/08/2023	01/06/2024
08/20/2022	05/06/2023	05/13/2023	02/03/2024
09/24/2022	06/10/2023	06/17/2023	03/16/2024
10/29/2022	07/15/2023	07/22/2023	04/20/2024
12/17/2022	09/02/2023	09/09/2023	06/08/2024
02/18/2023	10/21/2023	10/28/2023	07/27/2024
03/25/2023	11/25/2023	12/02/2023	08/31/2024
04/29/2023	01/13/2024	01/20/2024	10/05/2024
06/03/2023	02/17/2024	02/24/2024	11/09/2024
07/08/2023	03/23/2024	03/30/2024	12/14/2024
08/12/2023	04/27/2024	05/04/2024	02/01/2025
09/30/2023	06/15/2024	06/22/2024	03/22/2025
11/18/2023	08/03/2024	08/10/2024	05/10/2025
01/20/2024	09/21/2024	09/28/2024	06/28/2025

Patient Care Technician (Saturdays)

Start Date	Last Date 1st Semester	Start Date 2nd Semester	Expected Graduation Date
12/11/2021	08/20/2022	08/27/2022	05/06/2023
01/29/2022	09/24/2022	10/01/2022	06/10/2023
03/05/2022	10/29/2022	11/05/2022	07/15/2023
04/09/2022	12/03/2022	12/10/2022	08/19/2023
05/14/2022	01/21/2023	01/28/2023	09/23/2023
06/18/2022	02/25/2023	03/04/2023	10/28/2023
07/23/2022	04/01/2023	04/08/2023	12/02/2023
08/27/2022	05/06/2023	05/13/2023	01/20/2024
10/01/2022	06/10/2023	06/17/2023	02/24/2024
11/05/2022	07/15/2023	07/22/2023	03/30/2024
12/10/2022	08/19/2023	08/26/2023	05/04/2024
01/28/2023	09/23/2023	09/30/2023	06/08/2024
03/04/2023	10/28/2023	11/04/2023	07/13/2024
04/08/2023	12/02/2023	12/09/2023	08/17/2024
05/13/2023	01/20/2024	01/27/2024	09/21/2024
06/17/2023	02/24/2024	03/02/2024	10/26/2024
07/22/2023	03/30/2024	04/06/2024	11/30/2024
08/26/2023	05/04/2024	05/11/2024	01/18/2025
09/30/2023	06/08/2024	06/15/2024	02/22/2025
11/04/2023	07/13/2024	07/20/2024	03/29/2025
12/09/2023	08/17/2024	08/24/2024	05/03/2025
01/27/2024	09/21/2024	09/28/2024	06/07/2025
03/02/2024	10/26/2024	11/02/2024	07/12/2025
04/06/2024	11/30/2024	12/07/2024	08/16/2025
05/11/2024	01/18/2025	01/25/2025	09/20/2025
06/15/2024	02/22/2025	03/01/2025	10/25/2025
07/20/2024	03/29/2025	04/05/2025	11/29/2025
08/24/2024	05/03/2025	05/10/2025	01/17/2026
09/28/2024	06/07/2025	06/14/2025	02/21/2026
11/02/2024	07/12/2025	07/19/2025	03/28/2026
12/07/2024	08/16/2025	08/23/2025	05/02/2026
01/25/2025	09/20/2025	09/27/2025	06/06/2026
03/01/2025	10/25/2025	11/01/2025	07/11/2026
04/05/2025	11/29/2025	12/06/2025	08/15/2026

Business Administration (Saturdays)

Start Date	Last Date 1st Semester	Start Date 2nd Semester	Expected Graduation Date
12/04/2021	09/03/2022	09/10/2022	06/03/2023
02/05/2022	10/22/2022	10/29/2022	07/22/2023
03/26/2022	12/10/2022	12/17/2022	09/09/2023
05/14/2022	02/11/2023	02/18/2023	10/28/2023
07/02/2022	04/01/2023	04/08/2023	12/16/2023
08/20/2022	05/20/2023	05/27/2023	02/17/2024
10/08/2022	07/08/2023	07/15/2023	04/06/2024
11/26/2022	08/26/2023	09/02/2023	05/25/2024
01/28/2023	10/14/2023	10/21/2023	07/13/2024
03/18/2023	12/02/2023	12/09/2023	08/31/2024
05/06/2023	02/03/2024	02/10/2024	10/19/2024
06/24/2023	03/23/2024	03/30/2024	12/07/2024
08/05/2023	05/11/2024	05/18/2024	02/05/2025
09/23/2023	06/29/2024	07/06/2024	03/29/2025
11/11/2023	08/17/2024	08/24/2024	05/17/2025
01/13/2024	10/05/2024	10/12/2024	07/05/2025
03/02/2024	11/23/2024	11/30/2024	08/23/2025
04/20/2024	01/25/2025	02/01/2025	10/11/2025
06/08/2024	03/15/2025	03/22/2025	11/29/2025
07/27/2024	05/03/2025	05/10/2025	01/31/2026
09/14/2024	06/21/2025	06/28/2025	03/21/2026
11/02/2024	08/09/2025	08/16/2025	05/09/2026
12/21/2024	09/27/2025	10/04/2025	06/27/2026

Maintenance Plumbing Technician (Monday – Friday)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
08/15/2022	02/01/2023	02/02/2023	07/07/2023
09/12/2022	03/01/2023	03/02/2023	08/04/2023
10/10/2022	03/29/2023	03/30/2023	09/01/2023
11/07/2022	04/26/2023	04/27/2023	09/29/2023
12/05/2022	05/24/2023	05/25/2023	10/27/2023
01/16/2023	06/21/2023	06/22/2023	11/24/2023
02/13/2023	07/19/2023	07/20/2023	12/22/2023
03/13/2023	08/16/2023	08/17/2023	02/02/2024
04/10/2023	09/13/2023	09/14/2023	03/01/2024
05/08/2023	10/11/2023	10/12/2023	03/29/2024
06/05/2023	11/08/2023	11/09/2023	04/26/2024
07/03/2023	12/06/2023	12/07/2023	05/24/2024
07/31/2023	01/17/2024	01/18/2014	06/21/2024
08/28/2023	02/14/2024	02/15/2024	07/19/2024
09/25/2023	03/13/2024	03/14/2024	08/16/2024
10/23/2023	04/10/2024	04/11/2024	09/13/2024
11/20/2023	05/08/2024	05/09/2024	10/11/2024
12/18/2023	06/05/2024	06/06/2024	11/08/2024
01/29/2024	07/03/2024	07/04/2024	12/06/2024
02/26/2024	07/31/2024	08/01/2024	01/17/2025
03/25/2024	08/28/2024	08/29/2024	02/14/2025
04/22/2024	09/25/2024	09/26/2024	03/14/2025
05/20/2024	10/23/2024	10/24/2024	04/11/2025
06/17/2024	11/20/2024	11/21/2024	05/09/2025
07/15/2024	12/18/2024	12/19/2024	06/06/2025
08/12/2024	01/29/2025	01/30/2025	07/04/2025
09/09/2024	02/26/2025	02/27/2025	08/01/2025
10/07/2024	03/26/2025	03/27/2025	08/29/2025
11/04/2024	04/23/2025	04/24/2025	09/26/2025
12/02/2024	05/21/2025	05/22/2025	10/24/2025
01/13/2025	06/18/2025	06/19/2025	11/21/2025
02/10/2025	07/16/2025	07/17/2025	12/19/2025
03/10/2025	08/13/2025	08/14/2025	01/30/2026
04/07/2025	09/10/2025	09/11/2025	02/27/2026

Medical Assistant Academic Calendar (Saturdays)

Start Date	Last date 1st semester	1st date 2nd semester	Expected graduation date
07/23/2022	04/01/2023	04/08/2023	11/25/2023
09/03/2022	05/13/2023	05/20/2023	01/20/2024
10/08/2022	06/17/2023	06/24/2023	02/24/2024
11/12/2022	07/22/2023	07/29/2023	03/30/2024
11/12/2022	08/12/2023	08/19/2023	05/11/2024
12/17/2022	09/16/2023	09/23/2023	06/15/2024
02/04/2023	10/21/2023	10/28/2023	07/20/2024
03/11/2023	11/25/2023	12/02/2023	08/24/2024
04/15/2023	01/13/2024	01/20/2024	09/28/2024
05/20/2023	02/17/2024	02/24/2024	11/02/2024
06/24/2023	03/23/2024	03/30/2024	12/07/2024
07/29/2023	04/27/2024	05/04/2024	01/25/2025
09/02/2023	06/01/2024	06/08/2024	03/01/2025
10/07/2023	07/06/2024	07/13/2024	04/05/2025
11/07/2023	08/10/2024	08/17/2024	05/10/2025
12/16/2023	09/14/2024	09/21/2024	06/14/2025
02/03/2024	10/19/2024	10/26/2024	07/19/2025
03/09/2024	11/23/2024	11/30/2024	08/23/2025
04/13/2024	01/11/2025	01/18/2025	09/27/2025
05/18/2024	02/15/2025	02/22/2025	11/01/2025
06/22/2024	03/22/2025	03/29/2025	12/06/2025
07/27/2024	04/26/2025	05/03/2025	01/24/2026
08/31/2024	05/31/2025	06/07/2025	02/28/2026
10/05/2024	07/05/2025	07/12/2025	04/04/2026
11/09/2024	08/09/2025	08/16/2025	05/09/2026
12/14/2024	09/13/2025	09/20/2025	06/13/2026

Maintenance Plumbing Technician (Saturdays)

Start Date	Last Date 1st Semester	Start Date 2nd Semester	Expected Graduation Date
05/21/2022	02/18/2023	02/25/2023	11/04/2023
07/09/2022	04/08/2023	04/15/2023	01/06/2024
08/27/2022	05/27/2023	06/03/2023	02/24/2024
10/15/2022	07/15/2023	07/22/2023	04/13/2024
12/03/2022	09/02/2023	09/09/2023	06/01/2024
02/04/2023	10/21/2023	10/28/2023	07/20/2024
03/25/2023	12/09/2023	12/16/2023	09/07/2024
05/13/2023	02/10/2024	02/17/2024	10/26/2024
07/01/2023	03/30/2024	04/06/2024	12/14/2024
08/19/2023	05/18/2024	05/25/2024	02/15/2025
10/07/2023	07/06/2024	07/13/2024	04/05/2025
11/25/2023	08/24/2024	08/31/2024	05/24/2025
01/27/2024	10/12/2024	10/19/2024	07/12/2025
03/16/2024	11/30/2024	12/07/2024	08/30/2025
05/04/2024	02/01/2025	02/08/2025	10/18/2025
06/22/2024	03/22/2025	03/29/2025	12/06/2025
08/10/2024	05/10/2025	05/17/2025	02/07/2026
09/28/2024	06/28/2025	07/05/2025	03/28/2026
11/16/2024	08/16/2025	08/23/2025	05/16/2026
01/18/2025	10/04/2025	10/11/2025	07/04/2026
03/08/2025	11/22/2025	11/29/2025	08/22/2026
04/26/2025	01/24/2026	01/31/2026	10/10/2026
06/07/2025	03/14/2026	03/21/2026	11/28/2026

Start Date	Last Date 1st Semester	Start Date 2nd Semester	Expected Graduation Date
03/27/2023	08/30/2023	08/31/2023	02/16/2024
07/10/2023	12/13/2023	12/14/2023	05/31/2024
10/23/2023	04/10/2024	04/11/2024	09/13/2024
02/19/2024	07/24/2024	07/25/2024	01/10/2025
06/03/2024	11/06/2024	11/07/2024	04/25/2025
09/16/2024	03/05/2025	03/06/2025	08/08/2025