College of Business & Technology is owned and operated by:

COLLEGE OF BUSINESS & TECHNOLOGY, INC.

2017-2018

Corporate Officers:
Mrs. Gladys Llerena, President
Mr. Luis E. Llerena, Secretary
Ms. Monica L. Llerena, Treasurer

Corporate Office:
8700 W. Flagler St. Suite 420
Miami, Florida 33174

College of Business & Technology is located:

8700 W Flagler St., #420
Miami, Florida 33174
305-273-4499 Ext 1-100

8230 W Flagler Street
Miami, FL 33144
305-273-4499 Ext 2-200

935 West 49 Street, #203
Hialeah, FL 33012
305-273-499 Ext 3-300

19151 S. Dixie Hwy #205
Cutler Bay, FL 33157
305-273-4499 Ext 4-400

5190 NW 167th Street
Miami Gardens FL., 33014
305-273-4499 Ext 6-600

Web Site: http://www.cbt.edu

Licensed by:
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida, 32399-0400
Toll-free Phone (888) 224-6684

Accredited by:
Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780
(202) 842-2593
www.acics.org
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Note: This catalog revision/update, dated 09/22/2017, incorporates all previous changes and addendums made to this catalog since January 2017. This version supersedes all previous editions of the catalog.

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MISSION

To prepare and graduate students with the ethical, technical, and professional skills for the purpose of building better lives for themselves, their families, and their communities.

VISION

We will be known for graduating students from our educational environment designed to motivate intellectual curiosity, creativity and critical thinking. We believe that innovative teaching enriches student learning outcomes. Our vision and mission will be achieved by:

- Fostering an environment which encourages student motivation to pursue and achieve educational benchmarks.
- Utilizing the student success center to recognize the value of career preparation as a principle goal of a college education.
- Researching and developing new educational levels and opportunities affording continuous growth for students, alumni and the community.
- Introducing new programs based on employment and economic development needs within the local, national and international markets.
- Providing technical and educational facilities that support interactive study in smaller classes and allowing students more service-learning training.
- Preserving a safe, diverse, team-oriented, and professional environment that supports the growth of our team.

HISTORY

The College of Business and Technology (CBT College) was founded in 1988 by Fernando Llerena and Gladys Llerena, as the Business and Technology Institute. The institution in February 2001 changed its name to the College of Business and Technology. In 2002 CBT College began offering associate degree programs and changed accreditation to ACICS (Accrediting Council for Independent Colleges and Schools) in order to pursue higher education degrees. CBT College, in 2005, expanded by opening new two locations one in Miami (Flagler) the other in Hialeah. The Cutler Bay location was added in 2008 followed in 2010 by West Kendall. In October 2011, CBT was accredited to offer a Bachelor’s program. The Miami Gardens location was added in 2013. At the present time CBT offers one Bachelor Degree Program, nine Associate Degree programs, ten Diploma programs and one Certificate program.

THINGS OUR STUDENTS LIKE ABOUT US

- Students create a portfolio for themselves based on the classes they have taken. Students take this portfolio with them to their job interviews.
- One computer: One student
- Our classes are designed to reflect what is NEEDED in the job market.
- We provide instructors who display excellent teaching techniques.
- We offer Job Placement Assistance.
- We offer free tutoring, resume preparations, and career workshops.
- We are an Authorized Testing Center.
- Friendly staff, great environment, and flexible schedules.
- Safe and supportive environment

PHYSICAL FACILITIES

- College of Business and Technology offers small classrooms, computer labs with PC computers, and a resource center. The resource center provides students and faculty with reference materials, including books and periodicals to supplement textbooks and lectures. Each location houses offices for student services, financial services, and career assistance services. The computer network is wireless. A security system provides supervision in all classrooms and corridors.
- College of Business and Technology operates five locations. The main campus is located in Miami (Flagler area), Florida with four branch locations that are located in Miami (Flagler Area) Florida; Hialeah, Florida; Cutler Bay, Florida and Miami Gardens, Florida. All locations are conveniently located near expressways, transits routes and restaurants.
• The Flagler campus is located at 8230 West Flagler Street, Miami FL 33144. The 11,200 square foot facility has a total of 17 rooms, distributed in 10 classrooms and labs, a break room, a library room and five offices.

• The Miami location is located at 8700 West Flagler Street, Suite 420, Miami, Florida 33174. The 3,900 square foot facility has a total of 16 rooms distributed into offices, classrooms, a lab and library.

• The Hialeah location is located at 935 W 49 Street, Hialeah Florida 33012. The 8,000 square foot facility has a total of 19 rooms distributed in 12 classrooms, a break room, a library room and five offices.

• The Cutler Bay location is located at 19151 South Dixie Hwy., Cutler Bay FL 33157. The campus is approximately 9,890 square foot facility with a total of 30 rooms, distributed in 13 classrooms and labs, a break room, a library room, a storage room and 9 offices.

• The Miami Gardens location is located at 5190 NW 167th Street, Miami Gardens, Florida, 33014. The 11,000 square foot facility has a total of 14 lab/classroom fully equipped environments, a social/resource center, administrative offices, common area restrooms, and ample walkways throughout the entire building.

STATEMENT OF LEGAL CONTROL

• College of Business and Technology Inc. is a for-profit corporation created in October 1988 under the Laws of State of Florida. The Corporate Officers include: Gladys Llerena, President; Luis Llerena, Secretary; Monica Llerena, Treasurer.

• The Board of Governors is comprised of the following individuals; Gladys Llerena – Chair, Sam Tannenbaum - Director, Maria Alejandra Celis – Director, Vivian Casels Munoz, Director and Monica Llerena, Director.

• The following are some key responsibilities of the Board of Governors:
  o The Board of Governors should be an active policy making body for the College, and should insure that the mission of the College is continuously implemented.
  o The Board of Governors should insure that the financial resources of the Institution are used to provide a sound educational program.
  o The Board of Governors must have, in place, proper procedures to ensure that it is adequately informed on the financial condition and stability of the College.

STATEMENT OF ACCREDITATION, LICENSES, APPROVALS

• College of Business & Technology is accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor, academic associate degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is recognized by the Council for Higher Education Accreditation.

Notice: The Accrediting Council of Independent Colleges and Schools (ACICS) which accredits the College of Business and Technology (CBT College), is no longer recognized by the US Department of Education. CBT College has 18 months following the loss of its USDOE-recognized accrediting agency to find a new accrediting agency to maintain eligibility to receive funds under Title IV, HEA programs. If CBT College does not obtain accreditation within the 18 month period, CBT College would no longer be eligible to receive funds under Title IV, HEA programs. Date of Expiration of the CBT College's 18 month period: June 12, 2018

• College of Business & Technology is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399, (850) 245-3200, www.fldoe.org/cie

Additional information regarding CBT College may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399, toll free number (888) 224-6684 or www.fldoe.org/cie

• In accordance with appropriate regulations, College of Business & Technology is approved for Veterans Training by the State of Florida, Department of Veteran Affairs, St. Petersburg Florida 33731, (727) 319-7402. www.floridavets.org.

• College of Business & Technology, Cutler Bay location, is accredited for the Health Information Management Program by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).
Consumer Information

Gainful Employment Disclosure
For important gainful employment information on each of programs offered by CBT, including the programs graduation rates, the median debt of the students who have completed each of the programs and other important information, please visit our website at: www.cbt.edu/academics/disclosure

ACICS Performance Data
For ACICS Retention and Placement information, per campus and program please visit our website at http://www.cbt.edu/consumer-information/. This information is based on three (3) years of data reported to ACICS by CBT College through the submission of the required Campus Accountability Reports.

Campus Security and Crime Awareness
As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, CBT College has established policies regarding campus security. CBT strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel. In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Director (or designee). In non-emergency situations, the crime should be reported as soon as possible to the Campus Director (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus Director (or designee) in a timely manner. The Campus Director (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan’s Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff’s office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: http://www.fbi.gov/hq/cid/cac/registry.htm.

STATISTICAL INFORMATION CBT is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request In addition; the report is posted where students may read it. Further students may access the current report by going to the following CBT website: http://www.cbt.edu/privacy-policy, or http://www.cbt.edu/privacy-policy/#campusawareness, or by clicking on the links below:


DRUG-FREE SCHOOLS POLICY: The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through the Campus Director or designee. CBT College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Campus Director and/or Director of Academic Operations. Students who violate the school’s prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog and in CBT Policy #2013-008. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities. In certain
cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

ADMISSIONS

ADMISSION POLICY REQUIREMENTS

Applicant for admission must:
- Be a high school graduate or equivalent*
- Complete an interview with an Admissions Representative
- Submit a completed Admissions Application

*Applicants need to be aware that High School Diplomas are subject to being verified and validated to ensure that the diploma is legitimate and valid.

ABILITY TO BENEFIT EXAM: Under the provisions of Public Law 112-14, CBT College does not accept the ATB if it was taken after July 1, 2012. However, under the provisions of Public Law 112-14 the following may apply for a prospect that took the ATB before July 1, 2012.

A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution using all of the ATB alternatives. So long as the student previously attended an eligible program at an eligible Title IV institution, it does not matter whether the student received Title IV, HEA student assistance prior to July 1, 2012.

As noted above, the change to the law that removes the ATB alternatives applies to students who "first enroll in a program of study on or after July 1, 2012." Students who are registered prior to July 1, 2012, to attend an eligible program at a Title IV institution may still use the ATB alternatives.

Note: Students admitted into CBT College under Ability to Benefit may only enroll into a diploma program. A high school diploma or its equivalent is required to enroll into a degree program.

ADMISSIONS PROCEDURES

When a prospective student is interested in our College, an appointment is made for the student to visit the College. They will be interviewed and be provided with a complete and thorough overview of the College including tour of the facility to include classrooms and laboratories. The prospective student completes and signs an admissions application and provides a photo identification. The Admissions Department reviews the application and notifies applicants of acceptance. This same process will apply to international students who wish to apply for admission at one of our locations approved to accept international students (Note: additional information is provided on pages 9 and 19 of catalog)

Please be advised that certain Careers/Occupations may require for employment the following: obtaining a license and/or certification, meeting physical and/or language requirements, and may require a criminal background check to determine if the applicant has a criminal record that may preclude them from employment

APPLICATION FEE

A $25.00 application (processing) fee is required for all applicants, and must be paid at the time of signing the admissions application. The only exceptions are for applicants from CareerSource South Florida (formerly South Florida Workforce), Vocational Rehabilitation, military veterans and CBT students that re-apply. For students requesting re-entry a $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-Entries.

Note: All applicants need to be aware that in the event that a course in their program of choice does not meet the necessary enrollment minimum to open, they will be asked to take the course at another CBT location.

Note: Students wishing to enroll in CBT's Bachelor Degree program must meet CBT’s Admission requirements. Students wishing to transfer into CBT's Bachelor Degree Program will be admitted following CBT Transferring Credit Policy found on page 30 of the Catalog. There is one exception to the transfer policy, which is for students who graduate from the CBT College’s Associate in Business Administration with a 2.0 CGPA or higher. They may be eligible to transfer all credits earned in the program.

Note: All applicants need to be aware that if they enroll into a CBT program that is taught in a language other than English it may reduce employability where English is required.
ADMISSION OF INDIVIDUALS WITH DISABILITIES

CBT College does not discriminate against persons with disabilities that can satisfy CBT College’s admission requirements and recognizes such person’s right to participate in or benefit from the educational programs offered by CBT College. When necessary, CBT College will make reasonable accommodations to enable students to participate in the programs offered by Remington College.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

When necessary, CBT College will make reasonable accommodations to enable students with disabilities to participate in the programs offered by CBT College.

If an applicant or current student has a disability that might require an accommodation, notice must be given to CBT College so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While CBT College will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify their Admissions Representative of their disability and immediately schedule a meeting with the Campus Director. The Campus Director in coordination with the Director of Academic Operations will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by CBT College. Some accommodations may take time to implement, and thus, applicants must give CBT College notice of their disability sufficiently in advance of their selected start date to enable CBT College to provide an accommodation timely. If CBT College does not receive sufficient advance notice of a disability, the applicant’s start date may be delayed.

Students that have been attending classes and subsequently need to have a disability accommodated must notify the Campus Director, so that a meeting with the Campus Director and the Director of Academic Operations can be scheduled. The Campus Director in coordination with the Director of Academic Operations will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by CBT College. Some accommodations take time to implement, and thus, students must give CBT College notice sufficiently in advance of the date when an accommodation needs to be made to enable CBT College to make an accommodation that will meet the students’ needs and avoid the interruption of their participation in a program.

Admission Requirements for the Physical Therapy Assistant Associate of Science Degree

(Note: CBT College is not enrolling in this program)

General Requirement:
Applicant for admission must:
• Be a high school graduate or equivalent*
• Complete an interview with an Admissions Representative
• Submit a completed Admissions Application

*Applicants need to be aware that High School Diplomas are subject to being verified and validated to ensure that the diploma is legitimate and valid.

The requirements to enroll in the Physical Therapy Assistant, AS Degree include:

The application deadline for this program is will be determined based on approval for initial accreditation by CAPTE.

The requirements to enroll in the PTA program include:
• Complete the official CBT College Application
• Complete the PTA Program Application
• Provide verification of high school graduation with a GPA average of 2.5 or greater. An official high school transcript must be sent directly from the graduate’s high school/school district or official GED scores sent directly from the appropriate GED testing center or records center.
• Complete Wonderlic Assessment exam, with a score of 12 or better.
• Students wishing to transfer into CBT must submit official printed transcripts from all post-secondary institutions and must have attained a CGPA of 2.5 or higher, and completed the Wonderlic.
• Provide 8 hours of documented/verifiable volunteer service in any setting by a licensed physical therapy assistant or physical therapist.
Students that have earned a BS or MS degree are eligible to only transfer the non-Physical Therapist Assistant credits as applicable to our PTA program. Students who have BS or MS degrees – will be viewed favorably during the admission process.

**Non-Degree Seeking Student Admission**

Applicants who are taking a course, but without enrolling in a program, are classified as non-degree seeking students. Non-Degree Seeking students need to be aware that priority seating in a class is given to enrolled degree and or diploma seeking students. In addition, they are not eligible for financial aid.

**Admissions Requirements for International Students**

**Step 1**
- International Student Application Form
- Signed International Student Agreement. (Effective 01/01/2015)
- Copy of Valid Passport (Copy of your identification page with your picture, date issued and expiration date, as well as any other stamped pages)
- Notarized CBT College Affidavit of Support Form**
- Document of financial support demonstrating a minimum balance of $26,000 (USD). An additional amount of $3,000.00 U.S. dollars is required for each dependent. (Effective 01/01/2015)
- High school transcripts and certificates, Proof of English Proficiency for degree students (TOEFL/IELTS/Completion of CBT ESOL Level 6/US High School Diploma/English Composition I)*
- I-20 Application Form

Note: High School transcripts for international students must be translated and validated for high school equivalency by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRO), or the National Association of Credential Evaluation Services (NACES).

If Applicable:
- International Student Transfer Form (Transfer Students only).
- Current I-20 (Transfer Students only).
- Copy of I-94 (Only for students applying within the United States) [https://i94.cbp.dhs.gov/I94/request.html](https://i94.cbp.dhs.gov/I94/request.html)
- Official College Transcripts (College Credits Transfer Evaluation)

**Step 2** – Once we have received all of the enrollment documents (Step 1), we will send you a provisional acceptance letter, payment process and enrollment agreement.

We will then need the following:
- Completed Enrollment Agreement
- A Processing (Application) fee of $150 (USD)
- A Tuition Deposit of 50% of the First Semester’s Tuition (see below)

**Step 3** - After we have received the items from Step 2, we will mail you an acceptance letter and an I-20.

Once admitted to CBT College, an acceptance packet will be mailed to you with necessary immigration information within four to six weeks of acceptance. You will be responsible for paying the I-901 SEVIS Fee of $200.00 to the U.S. Immigration and Customs Enforcement (ICE). For more information about SEVIS fees, visit: [http://www.ice.gov/sevis/i901/](http://www.ice.gov/sevis/i901/)

**Please Note:**
- If you need to take the TOEFL exam, you may visit this website for more information: [http://www.ets.org/toefl/ibt/register/centers_dates/](http://www.ets.org/toefl/ibt/register/centers_dates/)
- If you need to take the IELTS exam, you may visit this website for more information: [http://www.ielts.org/](http://www.ielts.org/)
- If you are applying to our ESL (English as a Second Language) program, we do NOT require a TOEFL/IELTS test score.
- If you attended school in an English-speaking country, (where the official language is English), we do NOT require a TOEFL/IELTS test score.
- If you have earned a high school diploma from an accredited United States high school, we do **NOT** require a TOEFL/IELTS test score.
- If you have completed English Composition I with a grade of "C" or higher from an accredited Unites States college, we do **NOT** required a TOEFL/IELTS test score.

**
- Sponsors need to provide a copy of their bank statement with a minimum of approximately $26,000.00 in a moveable account (USD).
- Sponsors need to confirm that the tuition will be paid in advance for each semester.
- Sponsors need to agree to be financially responsible for all living expenses of the student. –
- Students can have more than one sponsor, but no more than three. Also the student can sponsor themselves.

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FINANCIAL AID INFORMATION

The Financial Aid Office at the College of Business & Technology is committed in assisting individuals in finding ways to finance their education at our College. Our financial aid staff is available Monday through Friday from 9:00 a.m. to 8:00 p.m. Walk-ins and appointments are acceptable.

TUITION AND FEES

Tuition for all programs is in Appendix A these charges do not include other fees such as textbooks, application fee, laboratory fee (if applicable), graduation fees, and supplies.

APPLYING FOR FINANCIAL AID

A student must fill out a Free Application for Federal Student Aid (FAFSA) application and be eligible for it. The eligibility requirements for grants and loans from the US Department of Education are as follows:

- Be a U.S. citizen or a permanent resident or eligible non-citizen
- Demonstrate a financial need (Applies for PELL and Campus-Based)
- Be enrolled at least half-time (Applies for loans)
- Make satisfactory academic progress
- Not be in default with Title IV loans

AVAILABLE FINANCIAL AID PROGRAMS

1. PELL GRANT

Pell Grant is a grant program for undergraduate students who have not completed a first baccalaureate degree. Pell Grant, unlike a loan, does not have to be repaid. It is designed to assist students who are the least able to contribute toward their basic education expenses.

2. SEOG GRANT

The Supplemental Educational Opportunity Grant is for undergraduate students who show the greatest financial need (priority given to Pell Grant recipients) and it does not have to be repaid. Students can receive between $100 and $380 a year depending when they apply and their level of need. It will be awarded on a first come first given basis until all funds are disbursed.

3. LOANS

A. Federal Direct Loan

Federal Direct Student loans are one form of student "self-help" financial aid. Through the federal Direct Student loan program students borrow money for college from the federal government.

How much can I borrow?

- $5,500.00 is the maximum annual amount a first year student is eligible for, no more than $3,500 of which can be subsidized.
- $6,500.00 is the maximum annual amount a second year student is eligible for, no more than $4,500.00 of which can be subsidized.
- $7,500.00 is the maximum annual amount a third or fourth year student is eligible for, no more than $5,500 of which can be subsidized.
- Independent students and students whose parent(s) are denied a Federal PLUS Loan qualify for additional unsubsidized loans.
Borrowing Limits for Direct Stafford Loans

<table>
<thead>
<tr>
<th></th>
<th>Subsidized Loan Base Amount</th>
<th>Additional Unsubsidized Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For All Undergraduates</td>
<td>For Graduate Students*</td>
</tr>
<tr>
<td>First Year</td>
<td>$3,500</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>$2,000 ($5,500 total)</td>
<td>$6,000 ($9,500 total)</td>
</tr>
<tr>
<td>Second Year</td>
<td>$4,500</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>$2,000 ($6,500 total)</td>
<td>$6,000 ($10,500 total)</td>
</tr>
<tr>
<td>Third Year and Beyond</td>
<td>$5,500</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>$2,000 ($7,500 total)</td>
<td>$7,000 ($12,500 total)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subsidized Loan Debt Limit</th>
<th>Total Loan Debt Limit (Subsidized* + Unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$23,000</td>
<td>$31,000 (only $23,000 can be subsidized)</td>
</tr>
<tr>
<td>$65,500; limit includes Direct Loans received as an undergraduate</td>
<td>$57,500 (only $23,000 can be Subsidized Loan)</td>
</tr>
</tbody>
</table>

**What is the difference between a subsidized and an unsubsidized loan?**

For the Federal Direct Subsidized Student Loan, the federal government will pay the interest until you enter your grace period; the time you are no longer enrolled on at least a half-time basis. Repayment begins six months after you cease to be enrolled at least half-time.

**Please note:** For all new borrowers who receive a loan on or after July 1, 2013 a 150% limitation is in effect. This means a student who is eligible for a subsidized loan will reach their subsidized limit at 150% of a program’s length of study. Once a student has reached their 150% limitation, their interest subsidy Loan limit will end on all outstanding loans that were disbursed after July 1, 2013, and interest will begin to accrue. Students are therefore encouraged to complete undergraduate study on a timely basis.

For the Federal Direct Unsubsidized Student Loan, the government does not pay the interest while a student is in school as it does for the subsidized loan. Interest accrues and must be paid or capitalized during periods of enrollment in school and/or deferment.

**Are there any federal loans available to parents?**

The Federal Direct PLUS Loan (parent loan for undergraduate, dependent students) is a loan from the U.S. Department of Education for parents of undergraduate students who complete a FAFSA and meet general eligibility requirements.

These are fixed interest rates for the life of the loan.

**What are the current interest rates?**

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>2017-2018 Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Subsidized Loans (Undergraduate)</td>
<td>4.45%</td>
</tr>
<tr>
<td>Direct Unsubsidized Loans (Undergraduate)</td>
<td>4.45%</td>
</tr>
<tr>
<td>Direct PLUS Loans (Graduate and Parents)</td>
<td>7.0%</td>
</tr>
</tbody>
</table>
Other than interest, is there a charge for this loan?

Yes, there is a loan fee on all Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The percentage varies depending on when the loan is first disbursed, as shown in the chart below.

B. **CBT College Institutional Loans**

Institutional loans are provided by educational institutions as a way to help bridge the gap left by state and federal funds, as these funds are sometimes short of covering the entire cost of a college education. Funds are awarded to eligible students as part of the Financial Aid award process. **Institutional loan options will be presented to the student with the financial aid estimates when other types of federal and institutional financing options have been exhausted.**

1. **Loan Limits:** There are no loans limits since it is based on the cost of the program and the gap that will be generated after taking into account other financial options. However, the loans cannot exceed an accumulated total amount of $7000.

2. **Interest Rate:** There’s no interest rate applied on a loan if this payment is made before the graduation date. If the payments are extended after Graduation then a 5% rate will apply for the remaining balance on the principal.

3. **Loan Payments:** Payments for an institutional loan are due within the five first days of the month. If the student extended the payments after graduation, a new payment schedule containing the number of payments, interest rate, date of the first payment, and frequency of payments will be provided. Monthly payment amount depends on the amount borrowed.

4. **Minimum Payments:** The minimum payment for a loan will be $50 to $150 per month based on the amount of the loan.

5. **Maximum Time Length:** The maximum length of time for repayment of all loans is 6 years.

6. **Grace period:** Institutional loan do not have a grace period.

**ENTRANCE AND EXIT COUNSELING REQUIREMENTS**

First time borrowers will receive an in-person loan counseling before the delivery of the first disbursement. They also will receive an in-person exit counseling before the students ceases enrollment. If a student withdraws or fails to attend the exit interview, we will, within 30 days, mail written material to them.

For further information refer to The Student Guide of Financial Aid from the U.S. Department of Education: Grants, Loan, and Work-Study.

4. **Other Grants and Scholarships (Please See Your Financial Aid Office on How to Apply)**

**CBT College Institutional Scholarships**

**Note:** All CBT College Institutional Scholarships are on a “First-Come/First-Served” basis and when CBT College during each fiscal year exhausts its annual budgeted institutional scholarship amount, these scholarships will not be offered.

**“Gladys Llerena” Achievement Scholarship**

All students enrolled in the College's Associate of Science Air Conditioning, Refrigeration and Heating Technology (HVAC) or Electrical Technology Degree Programs are eligible for this College of Business and Technology scholarship. Students that transfer or graduate from the Air Conditioning, Refrigeration and Heating Technician (HVAC) or Electrical Technician program and enroll into the corresponding College’s Associate of Science Air Conditioning, Refrigeration and Heating Technology (HVAC) or Electrical Technology Degree Programs are also eligible for this scholarship.

Award Conditions:
- Scholarship awarded by the CBT College Campus Director/Director of Education.
- Scholarship awarded for up to $1,000 (as of July 1, 2013), depending on academic achievement in the first 24 Semester Credits of the AS in HVAC or Electrical programs. Students that graduated and re-enrolled or
transferred from the HVAC or Electrical Diploma program are eligible depending if their cumulative GPA was 3.0 or higher in the diploma programs.

- Students must meet the following criteria for award of the scholarship:
  - Have a Cumulative GPA of 3.0 or higher in the first year of studies (AC or Electrical Diploma) or the first 24 Semester Credits of the AS in the HVAC or Electrical programs.
  - The scholarship may be awarded in the last disbursement of the program after completing the first year of studies and meeting the GPA condition.
  - The decision of the Campus Director/Director of Education will be final.

**Workforce Scholarship – Diploma Programs**

All Career Source South Florida, (formerly called South Florida Workforce) referred and enrolled students in a Diploma program with more than 20 Credits, but less than 36 credits (excluding ESL) that are approved by Career Source South Florida are eligible for this College of Business and Technology (CBT) scholarship up to a $1,500 maximum award amount, in combination with other CBT scholarships.

**Award Conditions:**

- Scholarship awarded by the CBT College Campus Director/Director of Education. Scholarship granted to help cover final balance in the student ledger per ACADEMIC YEAR after receiving funds from Workforce and Pell Grant, if qualified. This scholarship will be the last of the scholarships awarded if the student qualifies for other scholarships offered by CBT and/or other scholarships.
- Students must meet the following criteria for award of the scholarship:
  - enrolled in a program with more than 20 Credits, but less than 36 credits
  - must maintain an attendance record of 75% or higher per semester
  - The student must qualify for a full or partial (50%) Pell Grant.
  - All Workforce scholarship recipients must attend all Career Services Employability Workshops offered at their campus, or any other required Career Services activities.
  - All Workforce scholarship recipients must make a full and good faith effort to identify and secure positions in the field that they were trained in.
  - The full and good faith effort time period begins 60 days prior to graduation and ends the day of graduation.
  - The scholarship will be awarded and disbursed at the end of each ACADEMIC YEAR. (Students whose academic year finishes after June 30th could receive more than one disbursement during the academic year. This might occur since CBT will disburse scholarships at the end of the Fiscal Year.
  - The decision of the Campus Director/Director of Education will be final.

**Repayment Obligation/Condition:** Scholarship recipients will be required to reimburse CBT for the full amount of the assistance from the scholarship if they:

1. Fail to comply with the requirement to attend all CBT Career Services Employability Workshops or other required CBT Career Services Activities, and/or
2. Fail to demonstrate a full and good faith effort to fulfill the employment service requirement.

**Failure to comply with the repayment obligation/condition can incur the following:**

3. The transcripts and diploma will not be issued until the repayment obligation is met
4. Student can be sent to Collections for failing to repay the scholarship
5. Legal action can be taken to recover the debt.

A full and good faith effort is defined as the following:

- Advise and update the Campus Career Services Representative (CSR) on the status of their job search. Must apply to at least three training related positions per week that can be verified.
- Accept employment referrals from the Campus CSR.
- Identify, pursue and apply for employment in the field trained in.
- Maintain a Job History Log that documents efforts to identify and pursue opportunities in the field trained in.

**Workforce Scholarship – Associate Degree Programs**

All Career Source South Florida, (formerly called South Florida Workforce) referred and enrolled students in Associate Degree programs that are approved by Career Source South Florida are eligible for this College of Business and Technology (CBT) scholarship up to a $5,000 maximum award amount, in combination with other CBT scholarships.

**Award Conditions:**
• Scholarship awarded by the CBT College Campus Director/Director of Education.
• Scholarship granted to help cover final balance in the student ledger per ACADEMIC YEAR after receiving funds from Workforce and Pell Grant, if qualified. This scholarship will be the last of the scholarships awarded if the student qualifies for other scholarships offered by CBT and/or other scholarships.
• Students must meet the following criteria for award of the scholarship:
  ▪ must maintain an attendance record of 75% or higher per semester
  ▪ The student must qualify for a full or partial (50%) Pell Grant
  ▪ All Workforce scholarship recipients must attend all Career Services Employability Workshops offered at their campus.
  ▪ All Workforce scholarship recipients must make a full and good faith effort to identify and secure positions in the field that they were trained in.
  ▪ The full and good faith effort time period begins 60 days prior to graduation and ends the day of graduation.
• The scholarship will be awarded and disbursed at the end of each ACADEMIC YEAR. (Students whose academic year finishes after June 30th could receive more than one disbursement during the academic year. This might occur since CBT will disburse scholarships at the end of the Fiscal Year.
• The decision of the Campus Director/Director of Education will be final

Repayment Obligation/Condition: Scholarship recipients will be required to reimburse CBT for the full amount of the assistance from the scholarship if they:
1. Fail to comply with the requirement to attend all CBT Career Services Employability Workshops or other required CBT Career Services Activities, and/or
2. Fail to demonstrate a full and good faith effort to fulfill the employment service requirement.

Failure to comply with the repayment obligation/condition can incur the following:
3. The transcripts and diploma will not be issued until the repayment obligation is met
4. Student can be sent to Collections for failing to repay the scholarship
5. Legal action can be taken to recover the debt.

A full and good faith effort is defined as the following:
• Advise and update the Campus Career Services Representative (CSR) on the status of their job search. Must apply to at least three training related positions per week that can be verified.
• Accept employment referrals from the Campus CSR.
• Identify, pursue and apply for employment in the field trained in.
• Maintain a Job History Log that documents efforts to identify and pursue opportunities in the field trained in.

Success Scholarship Match Program

All students enrolled in any of the College’s Programs are eligible for this College of Business and Technology scholarship. This scholarship does not apply for the non-credit short programs.

Award Conditions:
1. Will be awarded by CBT College Campus Director/Director of Education.
2. CBT will match up to $500 of the payments made by the student per Academic Year.
3. To be able to receive the award, the student must have an average attendance of 70% or higher.
4. The scholarships will be awarded and matched to the same amount of the student payments in the ledger card and be disbursed at the end of each academic year.
5. The decision of the Campus Director/Director of Education will be final.

The Bridge Scholarship The Bridge Scholarship is designed to encourage students to continue/start their education.

1. Bridge 1 (Diploma Programs/Associate and Bachelor Degrees)
   a. The following students are eligible to apply:
      1) Students who do not qualify for PELL Grant
   b. AWARD Condition
      1) Scholarship awarded for $2,000.
      2) Students Need to Write a 1 (one) Paragraph Essay on how obtaining the scholarship will help in the pursuit of their educational goals
      3) Have a Cumulative GPA of 2.5 or higher at the end of the last semester of the award year.
      4) The scholarship will be awarded in the last semester of the award year.
Note: The recipients of the Bridge Scholarship might not be eligible to receive future programmatic scholarships. Please see your FA Advisor for more details.

2. **Bridge 2 (Diploma Programs/ Associate & Bachelor Degrees)**
   
a. The following CBT students are eligible to apply:
   1) Students who qualify for Partial Pell Grant (50% or Less of Total Grant)
   b. AWARD Condition:
      1) Scholarship awarded for $1,000.
      2) Students Need to Write a 1 (one) Paragraph Essay on how obtaining the scholarship will help in the pursuit of their educational goals
      3) Have a Cumulative GPA of 2.5 or higher at the end of the last semester of the award year.
      4) The scholarship will be awarded in the last semester of the award year

Note: The recipients of the Bridge Scholarship might not be eligible to receive future programmatic scholarships. Please see your FA Advisor for more details.

A. **CBT College Institutional Grant**

Note: The CBT College Institutional Grant is on a "First-Come/First-Served" basis and when CBT College during each fiscal year exhausts its annual budgeted institutional grant amount, this grant will not be offered.

**Make a Change (MAC) Grant**

This grant is intended as a tool to motivate our students to take certifications examinations to increase so their chances in finding employment after graduation by making them more competitive in the eyes of the employers.

The CBT College "Make a Change" Institutional Grant is used for the following CBT College programs:

<table>
<thead>
<tr>
<th>A.S. Degree Programs</th>
<th>Diploma Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Management Technology</td>
<td>Medical Coding &amp; Billing</td>
</tr>
<tr>
<td>Networking Administration</td>
<td>Computer Network Support Specialist</td>
</tr>
<tr>
<td>Digital Graphic Design Technology</td>
<td></td>
</tr>
</tbody>
</table>

Award Conditions:
- Grant awarded by the CBT College Campus Director/Director of Education.
- Grant awarded for up to $500 depending on successfully completing the identified mandatory certification examinations that are part of the course of study for the programs listed above.
- Students must meet the following criteria for award of the scholarship:
  - have a Cumulative GPA of 3.0 or higher when they finish the second semester on their degree program
- The grant will be applied as follows:
  1) If there are no mandatory certifications for my program of study, I am aware that I am not eligible for this grant.
  2) For the programs above that have only one mandatory certification, upon my satisfactory passing of the certification, I will be eligible to receive the grant.
  3) For the programs above that have identified multiple mandatory certifications, I must pass at least 50% of the mandatory certifications in order to receive the grant.
  4) This grant will be applied to Institutional loans if any.
- The decision of the Campus Director/Director of Education will be final.

Contact Financial Aid or the appropriate Lead Instructor to see the identified list of mandatory certification.

B. **Other Grants and Scholarships**

**Yellow Ribbon Scholarship**

The requirements for the scholarship are as follows:
- Tuition cost exceeding $21,970.46 for the award year (August 2016 through July 2017)
- Must have 100% Chapter 33 Post 9/11 GI Bill Benefit (meaning 36 months or more in active duty after 9/10/2001)
- The Yellow Ribbon Scholarship is to help veterans not have need for federal student loans or have high payments if tuition and fee charges exceed the CAP of $21,970.46 for the 2016/2017 fiscal year.
- Maximum award granted for 16/17 is $1,750.
**Florida Bright Futures Scholarship**

The Florida Bright Futures Scholarship Program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. The Florida Bright Futures Scholarship Program is comprised of the following three awards:

- Florida Academic Scholars Award (FAS)
- Florida Medallion Scholars Award (FMS)
- Florida Gold Seal Vocational Scholars Award (GSV)

To be considered, a student must submit a completed Florida Financial Aid Application during their last year in high school (after December 1st accepted for admission into CBT College and prior to graduation).

**Scholarships for Children and Spouses of Deceased or Disabled Veterans**

The State of Florida provides scholarships for dependent children and spouses of Florida veterans or servicemen who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty; or have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% total and permanent disabilities.

The Florida Department of Veterans' Affairs will certify the official status of the veteran or serviceman. Funds for the Scholarships for Children and Spouses of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action are contingent each year upon the appropriations made available to the Office of Student Financial Assistance by the Florida Legislature.

To be considered, a student must submit a completed Florida Financial Aid Application by April 1st.

**Florida Student Assistance Grant Program**

The Florida Student Assistance Grant (FSAG) Program is a need-based grant program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. FSAG receives funding from Florida general revenue and from the Federal Leveraging Educational Assistance Partnership Program. To be considered, a student must submit a completed Free Application for Federal Student Aid (FAFSA) by the deadline specified by CBT.

**Jose Marti Scholarship Challenge Grant**

The José Martí Scholarship Challenge Grant Fund is a need-based merit scholarship that provides financial assistance to eligible students of Hispanic origin who will attend Florida public or private institutions. Applicants for undergraduate study must apply during their senior year of high school. Graduate students may apply, but priority for the scholarships is given to graduating high school seniors. The number of new awards made each year is subject to contributions from private sources and funds appropriated by the Florida Legislature.

**6. FEDERAL WORK-STUDY PROGRAM**

College of Business & Technology participates in the Federal Work Study Program, which creates part-time employment opportunities for students from low-income families. These jobs range from five to twenty hours per week.

Students qualify for participation in the FWSP if they are:

- In need of financial aid as shown by the Financial Aid Form
- Able to meet job qualifications
- Accepted for admission as a full time student in good standing.

**TRANSFERRING FINANCIAL AID**

Financial Aid does not transfer automatically when a student transfers from one college to another. To continue receiving aid at the new college, the student must check with a Financial Aid officer at the new college to find out what programs are available and what steps are necessary.

**NOTIFICATION OF FINANCIAL AID AWARDS**

The student is notified of their awards in an award letter. If the student feels the awards do not cover their needs, this student should consult with the college’s Financial Aid Officer.

**CANCELLATIONS AND REFUND POLICIES**

- Cancellation of the application by the student must be made by certified mail or in person and in writing.
- All tuition and fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the College or if the student cancels within three (3) business days after signing the Enrollment Application.
Agreement and making an initial deposit. Applicants will be required to complete and submit a Refund Request Form.

- Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the processing (application) fee.
- Cancellation after the first day of class and before the second week of class will result in a refund of all monies paid with the exception of the enrollment and processing (application) fee.
- If withdrawal occurs in the first semester, before completing 60% of the semester, it will result in a prorated tuition refund computed based on the number of weeks completed to the total weeks of scheduled instruction.
- If withdrawal occurs in the first semester, after completing 60% of the semester, it will result in no refund.
- If withdrawal occurs in the second semester and remaining semesters, before completing 50% of the semester, it will result in a prorated refund computed based on the number of weeks completed to the total weeks of schedule instruction for that semester.
- If withdrawal occurs in the second semester and remaining semesters, after completing 50% of the semester, it will result in no refund.
- The date for refund computation purposes is the Last Date of Attendance if the withdrawal is official or unofficial.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.
- Dismissal: A student can be dismissed at the discretion of the Director, for insufficient progress, non-payment of financial obligations, or failure to comply with rules.

CREDIT OF REFUNDS

The school will credit refunds due to Title IV programs in the following order:

- Federal Direct loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV Financial Assistance
- Student

A non-refundable $50 fee will be charged for the processing of an official, unofficial or administrative withdrawal from the College.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.
If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn’t keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don’t already know what your school’s refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

International Students:

FINANCIAL REQUIREMENTS OF AN INTERNATIONAL STUDENT

All international students must have sufficient funds to pay for the registration fee, tuition, textbooks, living expenses, health insurance, transportation, in addition to other incidental expenses while attending college in the United States. Documented evidence of means of financial support must be provided to the College of Business & Technology for admission purposes and issuance of the F-1 Student Visa. For more information on how to get acquire an F-1 Student Visa, please refer back to the International Student Handbook, or email internationalinfo@cbt.edu, or ask for the International Representative.

It is mandatory for all international students to submit the registration fee and down payment before the application is processed and the I-20 form is issued. However, please note that if you apply for the student visa and it is denied, we will refund the down payment (with the exception of the Processing [Application] fee) within 30 business days of the visa denial. Please note that a letter from the embassy stating why the visa was denied is required in order to receive the refund. Cancellation of the application by the student must be made by certified mail or in person and in writing.

CANCELLATIONS AND REFUND POLICIES FOR INTERNATIONAL STUDENTS

If a student is transferring to another institution, a transfer must be complete in order to qualify for any refund as stipulated below. See your International Representative for details and instructions.

A student with an incomplete transfer will not be entitled to a refund and may also risk falling out of status under the regulations provided by Immigration Customs and Enforcement.

A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for Application (Processing) Fee and Shipping Fee.

A student who starts class and withdraws during the first full calendar week of the academic semester shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and Shipping Fee.

A student who withdraws during the second full calendar week of the academic semester shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and Shipping Fee.

A student who withdraws during the third full calendar week of the academic semester shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the Application (Processing) Fee and Shipping Fee.
A student who withdraws beginning the fourth full calendar week of the academic semester will not be entitled to a refund of any portion of the tuition and fees.
If the College does not accept the enrollment, all monies paid by the student to the College shall be refunded with the exception of the processing fee and shipping fee, and the student and College shall be released from further obligation. If a student is entitled to a refund under the specified semester, payment will be made within 30 days of the official withdrawal date.
Dismissal can also occur: A student can be dismissed at the discretion of the Director, for insufficient progress, non-payment of financial obligations, or failure to comply with rules. Should this occur, student may risk falling out of status.
GENERAL INFORMATION

COLLEGE HOURS
Our classes are scheduled four hours a day, four days a week maximum*

Morning classes are offered from 8:30 AM to 12:30 PM Monday - Friday
Afternoon classes are offered from 1:00 PM to 5:00 PM Monday - Friday
Evening classes are offered from 6:00 PM to 10:00 PM Monday - Friday
Laboratory work may be done from 8:30 AM to 10:00 PM Monday – Friday

Library hours are 8:30 AM to 1:30 PM and 5:00 PM to 10 PM** Monday - Friday

* Some courses have labs on Fridays; this will be announced by your Instructor at the beginning of the course.
** Online Library is available 24x7

SCHOOL HOLIDAYS

Christmas Vacation (2 weeks) Thanksgiving Day Labor Day*
Dr. Martin Luther King Jr. Birthday Good Friday Independence Day*
Memorial Day* Summer Break

*Note: In the event that one of these Holidays falls on a Sunday, observance of the Holiday will be on a Monday.

GRADUATION CEREMONY
At least once a year, The College of Business & Technology will sponsor a formal graduation ceremony. All students are encouraged to participate. Graduation fees are included in all programs and are non-refundable.

COLLEGE RULES AND REGULATIONS

CONDUCT
All students are expected to uphold high standards of integrity and behavior, outside and within the College. The College reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set. The following are excerpts from CBT’s Student Behavior/Code of Conduct Policy:

A. Students must maintain a satisfactory academic record.
B. Students must maintain a satisfactory attendance record.
C. Chewing gum, eating food and drinking beverages are permitted only in designated areas, not in classrooms.
D. Students must maintain appropriate dress in class, including wearing required uniforms.
E. Cell phones and pagers must be turned off or placed on vibrate in the classroom.
F. No use and/or sale or providing of drugs is permitted under any circumstances. Students caught using, selling and providing drugs are subject to immediate expulsion. If a student is caught being under the influence of drugs or alcohols on school grounds, this may result in immediate expulsion.

The complete Student Behavior/Code of Conduct Policy, EDU2013-008 is available for review at each campus.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT: CBT College does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic or controlled substance by students. Possession of these substances on campus is cause for dismissal.

POLICY ON ACADEMIC DISHONESTY
Academic dishonesty (i.e. cheating) will not be tolerated at CBT College. Students are responsible for knowing what constitutes academic dishonesty. If uncertain about what constitutes plagiarism or cheating, students should seek the instructor’s advice. Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or submitting the words or ideas of another person as one’s own and not offering proper documentation;
- Giving or receiving, prior to or during an exam, information concerning the content of that examination;
- Taking, concealing, damaging or destroying any property related to the preparation or completion of assignments;
- Any situation where a student is submitting work that is not their own.

In cases where academic dishonesty is found, students;
a) may be assigned an "F" for the work in question,
b) may be assigned an "F" for the course,
c) may be placed on probation or suspension, or
d) may be expelled by the Campus Director if either the seriousness of the offense or a record of repeated offenses warrants such an action.

A student found to be academically dishonest who wishes to appeal the decision may do so by submitting a written appeal to the Campus Director. The Campus Director will meet with both the student and the faculty member regarding the incident. In the event a student is found to be academically dishonest by a Campus Director and wishes to appeal the decision may do so by submitting a written appeal to the Director of Academic Operations. The Director of Academic Operations will meet with the student, Campus Director and faculty member regarding the incident in question. The judgment of the Director of Academic Operations is final.

STUDENT GRIEVANCES

CBT students are expected to uphold high standards of integrity and behavior, inside and outside of the college. Any member of the College community, department or academic unit may register a complaint of violation of the Code of Conduct. A complaint must be prepared in writing and be initially directed to the applicable Registrar and/or Campus Director. Any complaint should be submitted as soon as possible after the incident occurs, preferably with forty-eight (48) hours. Students who have a problem or complaint on any aspect with classmates, instructors, or employees; need to advise the appropriate college staff of the grievance or complaint:

1. The first level is the Registrar. If after receiving the Registrar’s answer, you are not satisfied, you may then proceed to the 2nd level which is to the Campus Director,
2. Submit your problem to the Campus Director office for a final decision or resolution. In the event you are asked to present your complaint in writing, the Campus Director office will review the case and discuss the facts with all those involved. You will then be provided with a final answer to the matter.
3. If on the other hand, in the event that you do not want to talk with someone about the complaint or grievance you may write down your complaint on a piece of paper and insert it in the Suggestions Box that is located in the Front Desk Area of each campus. The complaint will be reviewed by the Campus Director office, and if merited a decision will be announced. In addition, it will be also discussed in the bi-monthly Faculty and Staff meeting,
4. In the event that the complaint/issue/problem has to do with Academics, the student who is not satisfied with the decision rendered by the Campus level staff, can petition in writing to the Director of Academic Operations, whom after reading the petition and reviewing all relevant information will make a final determination on the Academic issue.
5. Disciplinary Action: In extreme cases, it may be necessary to administer disciplinary action. The steps of corrective disciplinary action are:
   a. First Violation: a verbal action/warning
   b. Second Violation: a written warning
   c. Third Violation: expulsion from the Institution
6. There are of course certain violations, which are of such a serious nature that they will result in an immediate expulsion by the Campus Director Office without the above steps.
7. Students who feel a grievance is unresolved, may refer their grievance to the Executive Director, Commission for Independent Education, 325 West Gaines Street #1414, Tallahassee, FL 32399-0400, (850)245-3200 or toll free (888)224-6684.
8. In addition, students may also contact the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E. Suite 980, Washington, D.C. 20002, (202) 336-6780.

Note: CBT College has applied for accreditation with ACCSC and is including the ACCSC Student Compliant Procedure for informational purposes at this time.

STUDENT COMPLAINT PROCEDURE

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

Accrediting Commission of Career Schools & Colleges
PRIVACY ACT

College of Business and Technology (CBT) complies with the Family Educational Rights and Privacy Act of 1974. The students’ educational informational records are confidential.

CBT makes every effort to keep the student's educational records confidential and out of the hands of those who would use them for other than legitimate purposes. All members of the faculty, administration and clerical staff respect confidential information about students that they acquire in the course of their work. At the same time, CBT tries to be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits.

Documents submitted by or for students in support of an application for admission or for transfer credit cannot be returned to the student, photocopied, nor sent elsewhere at their request. In exceptional cases, however, where another transcript is unobtainable, or can be secured only with the greatest difficulty, copies may be prepared and released to prevent hardship to the student. The student should present a signed request. Usually a certified copy of what is in the student's file is released.

Students have the right to access or have copies made of the information in their file, with the following exceptions:

1. Transcripts: Students must request a copy of the transcript from the originating institution.
2. Health records (if applicable)

NON-DISCRIMINATION POLICY

In accordance with Title IX of the Education Amendments of 1972, “CBT College admits students of any race, color, nationality or ethnic origin, to all the programs, and all activities that are made available to the students. Furthermore, CBT does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation or gender identity/expression in its admission policies, administration, scholarship, tutoring, job placement and other school programs.”

Regarding individuals with disabilities, CBT College ensures that students with disabilities have equal access to facilities and program participation as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

HAZING POLICY

Any conduct or initiation into any organization which willfully or recklessly endangers the physical or mental health of any person will not be cordoned. Its imposition or its use in any form of initiation is prohibited. Violations of this policy will result in disciplinary actions against the violator to include counseling and possible termination from the school. (For additional information, please see CBT Policy # Corp2013-005: Policy on Hazing).

FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM (Please Refer to ADDENDUM D) Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org. Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”
Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

English Composition
Lower (Freshman) Level at this institution
Freshman Composition
Freshman Composition Skills
Freshman Composition Skills I

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions as listed below in Exception to the General Rule for Equivalency. For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.
Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled “Courses at Non-regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Hector Duenas, CBT’s Director of Academic Operation located in the CBT Corporate Office or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

DISCLOSURE STATEMENT

College of Business & Technology reserves the right to teach subject areas in any order it deems necessary; to add to or delete from certain courses, programs, or areas of study as circumstances may require; and to make faculty changes. Changes in training curriculum shall not involve additional tuition cost to currently enrolled students unless a new enrollment agreement is executed for a long-term program. A change is defined as a change of program of study, a leave of absence, or a transfer from day to evening or evening to day classes. All program cancellations shall be in accordance with the Department of Education and State of Florida rules and regulations.

Programs taught in a language other than English: Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

CHANGES TO THIS CATALOG

Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the College. Changes will be reflected in an addendum to this catalog that will then be considered an integral part of this publication.

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ACADEMIC INFORMATION

ADVISEMENT
Each of the offices listed below provide advisement in their field of responsibility to all students as appropriate:

- The Admissions Office
- The Registrar
- The Financial Aid Officer
- Director of Academic Operations
- The Academic Staff
- The Campus Director
- International Representative

STUDENT COURSE LOAD AND CLASS SIZE
A full time student's load should have at least twelve (12) credits per semester, and six (6) credits for a part-time load. To graduate with an Associate Degree in Science in any Major, the student's minimum requirement is sixty (60) semester credits. The average student to teacher class ratio is 15:1. An academic semester is sixteen (16) weeks in length. An academic year is two semesters in length. The students must complete the program within the 150% of the time allowed.

The Bachelor Degree requires a minimum basic core of thirty-two (32) semester hours in general education or liberal arts courses. This core is required for degree completion. The core is chosen from the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. In addition, the degree should ensure that the graduate is computer literate. The students must complete the program before the maximum of 150% of the time scheduled.

The Associate of Science Degree requires a minimum basic core of sixteen (16) semester hours for programs based on four (4) credits, or fifteen (15) semester hours for programs based on three (3) credits in general education or liberal arts courses. This core is required for degree completion. The core is chosen from the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. In addition, the degree should ensure that the graduate is computer literate. The students must complete the program before the maximum of 150% of the time scheduled.

CREDIT HOUR DEFINITION
A semester consists of two 8-week terms. One semester credit is awarded for each 15-clock hours of lecture, 30 clock hours of laboratory or 45 clock hours of externship/internship.

DEFINITION OF CLOCK HOUR TO CREDIT HOUR CONVERSION
One semester/trimester credit hour is equal to at least 37.5 clock hours of instruction; including minimum of 30 clock hours of classroom or direct faculty instruction. The remaining 7.5 clock hours may include acceptable and documented student work outside of class and/or instructional hours. For all courses, one clock hour is defined as 50 minutes of class and 10 minutes of break.

OUT-OF-CLASS WORK:
Out-of-class class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective.

TYPES OF OUT-OF-CLASS WORK:
Common out-of-class work includes but is not limited to reading and writing assignments, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned or preparing them for upcoming lessons.
ASSESSMENT OF OUT-OF-CLASS WORK:
Out-of-class work is assessed in varied ways. Overall out-of-class work accounts for no more than 10% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of scheduled class hours according to instructions by faculty of the course.

LEAVE OF ABSENCE (LOA)
CBT does not offer a Leave of Absence (LOA) policy/procedure to any CBT enrolled student, except for International students. Due to CBT’s academic programs that are taught in sequential terms, it is not possible for a student who begins a term, and then returns from a period of absence in the same term to resume training or classes at the same point that they began their period of absence.

This does not apply to International Students. An international student that is given an LOA and does not return from the LOA will lose their F-1 student visa status and will not be eligible for a refund on paid tuition.

ATTENDANCE in CLASS
Students are expected to attend and be on time for all regularly scheduled class sessions.

Class session attendance: A student is considered present if he or she is in class for the scheduled amount of time (entire class period) without tardiness or leaving class early. The timeframe for a student to be considered and recorded as present in the class session is more than half (51%) of the scheduled class period. Students attending less than 50% of the class period will be marked as absent.

Consecutive day attendance: Students who exceed five (5) consecutive days of non-attendance to scheduled class sessions and have not communicated with their Instructor, Lead Instructor, Registrar, and Campus Director will be withdrawn from their program. Students who have communicated with campus staff will be permitted to return to class the next class day or they will be withdrawn.

Make up work: In the event of absences or tardiness, makeup work will be determined based on the syllabi guidelines, therefore at the discretion of the instructor. This make up work must be submitted by the deadline provided by the instructor.

ATTENDANCE POLICY for VETERAN ADMINISTRATION (VA) FUNDED STUDENTS
Students are expected to attend and be on time for all regularly scheduled campus classes. Should absences or tardiness be necessary, students are responsible for the material covered during the absences. Faculty cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for absences or tardiness. The College of Business and Technology requires all faculty to take attendance during each class period and to record it accurately on their permanent roster. A student who is late to class may be marked absent.

Class attendance and participation are essential to a VA student success. VA students who have attendance issues need to be advised that:

A. Their final grades will be impacted.
B. That final grades are not just based on test scores, but also on student attendance and participation in class.
C. Their ability to graduate will be impacted.
D. The student’s attendance record is retained in Veteran’s student file for USDVA and SAA audit purposes.

For VA students at CBT College the following attendance criteria will be enforced:
A. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as a ½ absence.
B. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.
C. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the students may be recertified for VA education benefits.
D. A VA student who does not attend any of the classes for which they are registered in a marking period (term) will be administratively withdrawn from the college. The student will be terminated from their VA Benefits for unsatisfactory progress.
STUDENT APPEAL POLICY

Students are expected to abide by all college policies including academic, attendance, and conduct. In the event a violation of one or more of these policies takes place causing an adverse impact on the student's enrollment at CBT, the student can follow the appeal process as indicated below:

Step #1: All formal appeals must be submitted in writing or via email to the student's Lead Instructor or Campus Director utilizing the college's request for appeal and official appeal form.

Step #2: Upon receipt of the request for appeal form, the Lead Instructor and/or Campus Director will communicate the request to the Director of Academic Operations. These individuals shall, as a committee, investigate the facts of the matter and the extenuating circumstances as stated by the student. The appeal committee will meet in person or via telephone conference to render a decision within five (5) calendar days of receiving the appeal request, and shall forward the decision to the student within five (5) calendar days of the decision.

Step #3: Copies of all documents relating to the student's appeal will be placed in the student's file and noted on CampusVue.

Step #4: All approved student appeals will require the student to complete an Academic Improvement Plan stating what the student is going to do to improve his/her attendance or academic situation to avoid any further violations.

GRADUATION REQUIREMENTS

CBT defines the eligibility for graduation in the following manner:

A. Completed the full curriculum for a program, which includes core, general, and major courses, as outlined in the catalog
B. Earned a cumulative grade point average (CGPA) of at least 2.0 ("C" average)
C. Met SAP
D. Met all financial obligations to the College, including the return of resource materials, or any other item whose use was limited
E. Completed an Exit Interview with the Financial Aid and the Career Services offices

In addition to the above, the student must also have:

F. Filed for graduation with the office of the Registrar in order to receive their credentials whether they participate or not in the graduation ceremony,
G. Made a request in writing for the diploma and transcripts at the Registrar's office. Note: These documents will not be issued to the student unless the student has met the above listed (IA-IE) requirements.
H. Students that are enrolled in a program in which the Lead Instructor has identified mandatory certifications, should attempt to take at least one of the certifications prior to the completion of their program.

(The complete CBT Graduation Policy: EDU2013-007 is available for review at each campus).

International students must meet with their International representative and inquire with them regarding Optional Practical Training (OPT) they may be interested in.

GRADING SYSTEM AND SCALE

Permanent records are kept for each student in the College. The College Grade Scale is as follows:

<table>
<thead>
<tr>
<th>RATING</th>
<th>PASSING MARK</th>
<th>GRADE</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>90% to 100%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good</td>
<td>80% to 89%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>70% to 79%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Passing</td>
<td>60% to 69%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failure</td>
<td>below 60%</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>Drop Out from Program</td>
<td></td>
<td>DR</td>
<td>0.0</td>
</tr>
<tr>
<td>Incomplete</td>
<td></td>
<td>I</td>
<td>0.0</td>
</tr>
<tr>
<td>Class Withdrawn</td>
<td></td>
<td>W</td>
<td>0.0</td>
</tr>
<tr>
<td>Retaken</td>
<td></td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>Credit Examination</td>
<td></td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Transfer credits</td>
<td></td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>
The students’ grades are determined by the ability to understand theoretical lectures, ability to perform adequately, their personal conduct, and their professional attitude.

PROGRESS REPORTS
A student’s academic progress report is generated at the end of each semester. The student’s record is available for review by the student upon request to the College registrar.

COURSE PREREQUISITES
BACKGROUND INFORMATION
Prerequisites are courses or other requirements that must be completed and verified prior to enrollment in a course.

PREREQUISITE WAIVER REQUESTS
The College of Business and Technology believes that in order for students to succeed in their careers they should follow the sequence of the programs as prescribed. Therefore, only in exceptional circumstances and with appropriate back-up documentation may waiver requests be approved.

If you believe you have sufficient prior academic and/or professional background to request a waiver of course prerequisites, the following process applies:

- Complete the Waiver Request Form which can be found on the student portal. You may also request this form from the Campus Registrar.
- Submit the Waiver Request Form to the Lead Instructor at least 2 weeks prior to the next term’s start date to allow for a timely decision.
- The Lead Instructor will provide their recommendation to the Campus Director/Director of Education.
- The Campus Director/Director of Education will review the Lead Instructors recommendations and make a determination.
- The Campus Director will forward their recommendation to the Director of Academic Operations who has the final decision to override the prerequisites.
- If you have an email address on file with the registrar’s office you will receive a written notification via email from the registrar about the approval or denial of the waiver request.

INCOMPLETE AND MAKE-UP WORK
An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. In order to be eligible for an incomplete, the following conditions must be met:

- Attendance has been satisfactory through at least 60% of the term;
- The student's work to date is passing;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required make up work may reasonably be completed in an agreed-upon time frame not to exceed two weeks;
- The student initiates the request for an incomplete grade before finals week
- The instructor and student complete the Application for Incomplete Grade form before the end of the academic term and submit it to the registrar.

Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course before the drop date.

Students whose request for an incomplete is approved will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.

An Incomplete grade may not be considered passing for purposes of determining academic standing, federal financial aid eligibility or other purposes. For additional information, please see CBT Policy # EDU2011-001: Policy on Incomplete Grades.

CREDIT BY EXAMINATION
Credit by examination is awarded based upon standardized examinations and upon examinations administered by departments of the College for specific courses and for placement. Please be advised that the Federal Pell Grant does not cover credits by examination, just credits earned on the basis of regular class attendance.
Credit by examination will be granted according to the following policy:

- If a student is an enrolled/admitted student with a 2.0 GPA, they may apply to take an examination for credit. If a student has been admitted but has not yet enrolled for courses, the student will have the credit earned by examination posted after enrollment.

- Students may not take the same examination more than once, nor for a course in which the student has received a failing grade. Students may not take an examination for credit in a course previously taken for credit. Students may not take an examination for a lower level course in a sequence when a more advanced course within the sequence has been taken.

- Each department will determine which of its courses may receive credit by examination, and if this will be applied towards particular requirements. The form of the examination, the method of administration, and the time of the examination are left to the discretion of College and departments.

- To receive credit, the examination grade should be a grade that is equivalent to at least a "C."

- If the student passes, a grade of "E" (Credit Examination) is entered into the official records.

- No more than 12 semester hours towards a degree may be earned by credit by examination. Each application is subject to the review and approval outlined below.

- A fee of $200.00 per test/course will be charged. **Fees must be paid prior to the examination and are non-refundable.**

**TRANSFERRING CREDITS**

- **FROM ANOTHER INSTITUTION**

  **Conditions and Requirements**

  The basic policy regarding the acceptance of transfer courses is to accept credit for courses completed with satisfactory grades (C or better) from other accredited colleges/institutions, providing the courses are similar in content to the courses offered at the College of Business and Technology. A petition from the student to the Lead Instructor and Director of Academic Operations must be approved to accept course work more than ten years old.

  **Note:** CBT College reserves the right to test the proficiency of a student in any course work transferring from another institution and not to accept credit in courses in which a student cannot demonstrate acceptable proficiency.

  A maximum of 50% of any program can be covered by credits transferred from another College. A grade of "T" (Transfer Course) is entered into the official records. Transfer Credits are not measured when calculating the SAP.

  **Procedure**

  Only official transcripts from other colleges/institutions may be used to evaluate and/or award credit. Students must request that an official transcript from all previously attended colleges/institutions be mailed to the registrar office at their campus, Attn: Registrar, Subj: External Credit Evaluation.

  Complete the request for transfer credit evaluation form.

  Students will match their transfer course(s) with what they believe to be equivalent CBT course/courses, and attach a course description or syllabus for every transfer course.

  Students will return their petition to the registrar at their campus. A Lead Instructor will contact the student if their assistance is required with the transfer credit evaluation process.

  Please allow 1-2 weeks for the process to be completed. New students must complete the process prior to the first day of class.

  **For International Students transferring credit from another college/institution:**

  International Students transferring from another college/institution must submit:

  - Current valid passport
  - Current visa
  - School transcripts (please note that any previous college or institution that provides transcripts in another language other than English will have to be translated by an official translator). Transcripts from foreign college/institutions must evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRO), or the National...
Association of Credential Evaluation Services (NACES), prior to any evaluation and award. Credits from foreign colleges/institutions must be reviewed and approved by a Lead Instructor.

- A maximum of 25% of any program can be covered by credits transferred from another College/Institution.
- Bank statement of financial guarantee that needs to show a minimum of $26,000 (USD) in a moveable account
- CBT College Affidavit of Support Form (if you use a sponsor and the form has to be notarized and stamped by a public notary)
- The CBT College Transfer Clearance Form (can be requested by the International Student Office)
- Payment of the application (processing) fee in addition to the down payment (50 percent of first semester's tuition).

**WITHIN THE INSTITUTION**

Currently enrolled students and/or re-entries who wish to transfer from one major to another within the college must complete with the Registrar a Transfer Credit Evaluation form which will be reviewed by the Campus Director/Director of Education. Related courses already taken will be credited to the new major. The Enrollment fee ($150) will be waived. Re-entry students must pay a $35 re-entry processing fee. If a student is in Workforce (Career Source), Youth Co-Op, Veteran Affairs, Vocational Rehabilitation or any other agency, approval must be granted in writing, and received by the Admissions Department.

**TO ANOTHER INSTITUTION**

Students entering the College of Business & Technology and intending to continue their studies at another accredited upper level college or university shall note that the accepting college has full discretion as to which credits it will accept for transfer. However, the fact that a college is accredited is not necessarily an indication that credits earned at that college will be accepted by another college. In the U.S. higher education system, transferability of credits is determined by the receiving college taking into account such factors as course content, grades, accreditation, and licensing. CBT is part of the State of Florida Course Numbering System, which assists in transferability.

**Articulation Agreements**

CBT has executed articulation agreements with the following bachelor degree granting institutions:

1. Art Institute of Fort Lauderdale
2. Carlos Albizu University
3. Polytechnic University of Puerto Rico
4. Florida National University
5. American Business & Technology University (ABTU)

Please contact the appropriate Campus Director, or the Director of Academic Operations for more information on the articulation agreements, including the ability to transfer credits.

**Veterans Benefit**

**CREDIT BY EXAMINATION**

Credit by examination is awarded based upon standardized examinations and upon examinations administered by departments of the College for specific courses and for placement.

*Please be advised that the Federal Pell Grant does not cover credits by examination, just credits earned on the basis of regular class attendance.*

Credit by examination will be granted according to the following policy:

- If a student is an enrolled/admitted student with a 2.0 GPA, they may apply to take an examination for credit. If a student has been admitted but has not yet enrolled for courses, the student will have the credit earned by examination posted after enrollment.
- Students may not take the same examination more than once, nor for a course in which the student has received a failing grade. Students may not take an examination for credit in a course previously taken for credit. Students may not take an examination for a lower level course in a sequence when a more advanced course within the sequence has been taken.
Each department will determine which of its courses may receive credit by examination, and if this will be applied towards particular requirements. The form of the examination, the method of administration, and the time of the examination are left to the discretion of College and departments.

To receive credit, the examination grade should be a grade that is equivalent to at least a "C."

If the student passes, a grade of "E" (Credit Examination) is entered into the official records.

No more than 15 semester hours toward a degree may be earned by credit by examination. Each application is subject to the review and approval outlined below.

A fee of $200.00 per test/course will be charged. **Fees must be paid prior to the examination and are non-refundable.**

**TRANSFERRING CREDITS**

- **FROM ANOTHER INSTITUTION**

**Conditions and Requirements**

The basic policy regarding the acceptance of transfer courses is to accept credit for courses completed with satisfactory grades ("C" or better) from other accredited colleges/institutions, providing the courses are similar in content to the courses offered at the College of Business and Technology. A petition from the student to the Lead Instructor and Director of Academic Operations must be approved to accept course work more than ten years old.

**Note:** CBT College reserves the right to test the proficiency of a student in any course work transferring from another college/institution and not to accept credit in courses in which a student cannot demonstrate acceptable proficiency.

A maximum of 50 % of any program can be covered by credits transferred from another College/Institution. A grade of "T" (Transfer Course) is entered into the official records. Transfer Credits are not measured when calculating the SAP.

**Procedure**

1. Only official transcripts from other colleges/institutions may be used to evaluate and/or award credit. Students must request that an official transcript from all previously attended colleges/institutions be mailed to the registrar office at their campus, Attn: Registrar, Subj: External Credit Evaluation.
2. Complete the request for transfer credit evaluation form.
3. Students will match their transfer course(s) with what they believe to be equivalent CBT course/courses, and attach a course description or syllabus for every transfer course.
4. Students will return their petition to the registrar at your campus. A Lead Instructor will contact you if your assistance is required with the transfer credit evaluation process.

Please allow 1-2 weeks for the process to be completed. New students must complete the process prior to the first day of class.

**CREDIT FOR SERVICE EXPERIENCE**

CBT College will grant credit toward a Bachelor and/or Associate degree for properly validated military service training. This includes military service schools, the United States Armed Forces Institute (USAFI) and Defense Activity for Non-Traditional Education Support (DANTES) end-of-course examinations, as well as acceptable College Level Examination Program (CLEP) test scores. The recommendation of the American Council on Education, a guide to the evaluation of education experiences in the armed services, is used in evaluating military service school training.

Active duty military personnel must submit DD Form 295, Application for the Evaluation of Learning Experiences during Military Service.

USAFI and DANTES college-level credit courses taken by correspondence, or by extension through other accredited colleges, are accepted under regular transfer credit provisions.

Official Reports of Educational Achievement must be mailed directly to the appropriate campus admissions office, from each approved organization.

College credit earned through military service schools, USAFI, or DANTES college level end of course tests will appear on the student's permanent record as earned credit only, without any indication of quality points. Transfer credit evaluations of this work are made after the student has been admitted to the College.

Veterans must submit a true copy of the service personnel's separation papers (DD Form 214) to the appropriate campus admissions office. Veterans who have earned credit through USAFI or DANTES should request transcripts from Educational Testing Service. Prospective students may contact: Representative for DANTES, P.O. Box 6604, Princeton, New Jersey 08541.
Up to 50% of the credits towards a program may be applied through a combination of methods.

**MILITARY WITHDRAWAL**

On the recommendation of the Campus Director/Director of Education, students who withdraw after the 6th week of the term because of official orders to active duty with the Armed Forces of the United States may be awarded an academic grade for any course in which they have achieved a “C” or better up to the time of withdrawal. Instructors must certify that the student had achieved satisfactory accomplishment on the basis of previous work in the course by awarding an appropriate grade. Accomplishment of less than “C” should be entered on the permanent record as a withdrawal without prejudice (W).

Credit granted for courses under this policy should count toward graduation.

There should be no refund of tuition for courses for which credit has been awarded. Refunds for courses not awarded credit should be on the same basis as complete withdrawals for military service.

The above recommendations are procedures for determining the awarding of credit and do not release the student from the usual withdrawal procedures.

The student must submit a copy of the orders, or contact information that can verify the call to active duty.

**TRANSCRIPT**

The College permanently maintains academic records. A certified copy of the complete academic history of the student is available upon written request by the student at the office of the Registrar. There will no charge for the first three requests; any request thereafter will have a charge of $15.00 per request (3-5 working days service) and $30.00 each for Express next day printing service. There is also a Certified Mail Fee of $8.00.

All transcripts including Express Services are sent by Certified Mail. A request cannot be processed until all existing financial obligations are satisfied. If necessary, contact the Bursar at your campus (305-273-4499) to clear any existing obligation before sending a transcript request.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Students are expected to meet specific standards of satisfactory academic progress while working toward a degree or diploma at the College of Business and Technology. The satisfactory academic progress policy combines two factors: (1) the student’s Cumulative Grade Point Average (CGPA) and (2) the maximum time frame (MTF) as related to credit hours attempted as well as to credit hours earned for completion of the program in which the student is enrolled. In other words, students must both maintain acceptable grade levels and progress continuously towards completion of their educational objective in order to remain enrolled. The following standards of satisfactory academic progress at CBT remain in effect for all students, whether or not they are financial aid recipients. SAP is evaluated for warning, probation or dismissal status at the end of each payment period (semester) for all diploma and degree programs.

Satisfactory Academic Progress (SAP) is based upon two components: 1) GPA; and 2) Course Completion

1. **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Required CumGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>1.75</td>
</tr>
<tr>
<td>13-24</td>
<td>2.0</td>
</tr>
<tr>
<td>25 or More</td>
<td>2.0</td>
</tr>
</tbody>
</table>

2. **SUCCESSFUL COMPLETION OF 67% OF COURSEWORK ATTEMPTED.**

The quantitative measurement will be a completion rate of two-thirds of all (cumulative) attempted credit hours. Better referred to as the 67% rule. Students must successfully complete 67% of the hours attempted (registered for) to meet the minimum requirements. A student has attempted 24 credit therefore the, student is required to successfully complete a minimum of 16 credit hours (24 x 67% = 16).
Note: Students who complete 66.6% or higher will be deemed to have met the 67% requirement. Successful completion of a course is defined as a passing grade. Grades of "W" (withdrawn), "F" (failing), are not considered successful completion. A grade of "I" (incomplete) is not considered to be successful completion until the course has been completed and the new grade has been officially received and recorded.

MAXIMUM TIME FRAME OF COMPLETION
The maximum time frame for a student to complete the Program is 150% of the total number of credits required. Students must make sufficient quantitative progress to graduate within 150% of the required units. For example, students whose program requires 60 credits may not attempt more than 90 credits in that program.

DIPLOMA PROGRAMS

<table>
<thead>
<tr>
<th>Normal Completion Time of Program (Credits and Length)</th>
<th>Maximum Credits a Student May Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Semester Credits / 2 Semesters</td>
<td>36 Semester Credits / 3 Semesters</td>
</tr>
<tr>
<td>36 Semester Credits / 3 Semesters</td>
<td>54 Semester Credits / 4.5 Semesters</td>
</tr>
</tbody>
</table>

ASSOCIATE IN SCIENCES PROGRAMS

<table>
<thead>
<tr>
<th>Normal Completion Time of Program (Credits and Length)</th>
<th>Maximum Credits a Student May Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 Semester Credits / 5 Semesters</td>
<td>90 Semester Credits / 7.5 Semesters</td>
</tr>
<tr>
<td>68 Semester Credits / 6 Semesters</td>
<td>102 Semester Credits / 9 Semesters</td>
</tr>
<tr>
<td>72 Semester Credits / 6 Semesters</td>
<td>108 Semester Credits / 9 Semesters</td>
</tr>
</tbody>
</table>

Bachelor Degree Program

<table>
<thead>
<tr>
<th>Normal Completion Time of Program (Credits and Length)</th>
<th>Maximum Credits a Student May Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Semester Credits / 10 Semesters</td>
<td>180 Semester Credits / 15 Semesters</td>
</tr>
</tbody>
</table>

ENGLISH AS A SECOND LANGUAGE PROGRAM

<table>
<thead>
<tr>
<th>Normal Completion Time of Program (Credits and Length)</th>
<th>Maximum Credits a Student May Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 Semester Credits / 3 Semesters</td>
<td>54 Semester Credits / 4.5 Semesters</td>
</tr>
</tbody>
</table>

Financial Aid Warning for all Programs:
As per DOE Regulations, Schools that check SAP at the end of each payment period (semester) may place students on financial aid warning as a consequence of not making SAP. Warning status lasts for one payment period, during which the student may continue to receive FSA Funds without the need of an appeal. Student who are still failing to make SAP after the warning payment lose the aid eligibility unless they successfully appeal and are placed on probation.

Financial Aid Probation:
For Diploma, Associate and Bachelor Programs: Applies to a student who does not achieve SAP after being placed under FA Warning for a payment period. When a student loses FSA Eligibility because they failed to make SAP, they might appeal the results on the basis of: an injury, illness, the death of a relative or other special circumstances. The appeal must explain why they failed to make SAP and what has changed in their situation that will allow them to make SAP at the next evaluation. If the appeal is granted, the student will be placed under Probation and will receive FSA for a subsequent payment period. Even though, an appeal is granted, it will be responsibility of the Registrars to monitor the student’s progress. If the Registrars notice that the student is failing to meet the courses standards, then the development of an academic plan is required.

A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.)

Develop Academic Plan: Students who fail to meet SAP after the end of the probationary payment period may only continue to receive aid if they successfully appeal (the reason might be different to the one in the first appeal), however an academic plan will be developed for them. The academic plan will outline grade and course requirements that will
allow the student to successfully meet SAP. Under an academic plan, a student's progress will be monitored at the end of each semester in order to ensure that the student is progressing according to the requirements of the plan. As long as the student is progressing accordingly, the student will remain eligible for financial aid. Otherwise, they will be placed under SAP Dismissal until they regain eligibility by meeting SAP Standards.

**SAP Dismissal:** When a student on Financial Aid Probation fails to achieve acceptable standards of Satisfactory Academic Progress prior to the next SAP report, the student will no longer be eligible for financial aid but will have the option of making cash payments to continue as an extended enrollment student. If the student decides not to make cash payments, they will be placed on SAP Dismissal and will automatically be dismissed from the program. All credits attempted as an extended enrollment student will still count toward the 150% maximum time frame allowed for program completion.

**Conditions for Reinstatement**

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated CGPA levels meet or exceed the minimum requirements and MTF is not exceeded. Financial aid eligibility resumes only after student returns to satisfactory CGPA and MTF levels. The tuition charges will be made as if they were new students. Registration fees could be waived if the student re-enters within twelve months.

The following are considered when evaluating a student's satisfactory academic progress:

**Course Withdrawals**

Students may officially withdraw from class during the drop/add period without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the semester. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course, the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average. However, the grade of "W" is added to hours attempted within the specified maximum time frame. If the student within one week of starting classes can withdraw from classes with no penalty. After the first week, the student will pay a non-refundable $15 clerical fee for each withdrawn course. (Note: For withdrawals due to military deployment see Veteran benefits section)

**Course Incompletes**

A student who receives an "I" (incomplete) has two weeks from the end of the term to complete the work. The final grade will be calculated into the student's cumulative grade point average. The final grade/credits attempted will be included in the maximum time frame for program completion.

**Repeated Coursework**

Students may repeat coursework as necessary to meet academic requirements. A student may repeat courses for which an "F," "D," or "W" was earned. A student may repeat a previously passed course once (if a better grade is required in order for the student to take a certification/license. (Please refer to CBT Policy #EDU2013-011). The following applies to repeating failed courses: A student is limited to two (2) attempts to pass a failed course. A student must have authorization from the Campus Director/Director of Education, and Lead Instructors, prior to registration. Students must complete a Course Reauthorization Form. The second and final repeat attempt (i.e., the third time a student attempts the course) may only be granted if the student petitions through an appeals process, and if the student has documentation to convey extenuating circumstances. However, a student is not permitted to withdraw during the second or third attempt (i.e., a grade must be assigned). CBT Grade Forgiveness Policy, provides based on the program level (degree or diploma), a one-time, two-time or a three-time opportunity, for a CBT student to improve their grade point average (GPA) by allowing the student to repeat one, two, or three course(s), in which they were awarded a grade of "C," "D" or an "F." (Please refer to EDU2013-010 for a full review of this policy)

Only the final grade for the course(s) repeated will count in computing the student's GPA. Both the first and second grades shall appear on the CBT permanent record, but only the second grade will be used in computing the CBT cumulative grade point average. An explanatory notice will appear on the record. All courses taken are calculated into credit hours attempted for the purpose of the student's MTF for completion. Students enrolling in a course for the third time will be assessed a $40 course retake fee for that course only.

**Repeating a Passed Course:** A student may repeat a previously passed course once (if a better grade is required in order for the student to take a certification/license.

A student that wishes to repeat a course must complete a "Course Reauthorization Form" and it must be approved by the Campus Director/Director of Education and Lead Instructors, prior to registration.
If a student re-takes a course for which they received a passing grade, the new grade will not be tabulated into the final GPA nor will course credit be given. The second grade will be recorded on the transcript, but it will not be counted in the student's cumulative average, and no additional credit will be awarded it. Financial Aid will cover for the tuition cost only ONCE if the student has enough funds, left, based on current limits for PELL, Sub and Unsub, and also if it is required for a specific license/certification, otherwise the student will have to pay out of pocket.

**Note:** the following applies to both retake options detailed above:

- Financial aid may cover the tuition cost if the student has enough funds left, based on the current limits for PELL, Sub and Unsub, otherwise the student will have to pay out of pocket.

- Students should note that some state universities and colleges may not accept courses repeated for additional credit.

- Students should also be aware that some private colleges or universities might not accept the grade of a repeated course, and that some institutions compute the grade originally assigned.

### Change Of Program

Students, who wish to change academic programs, may submit a Change of Program request form to the Campus Director/Director of Education prior to the beginning of an academic term. Upon approval of the change of program, courses which count towards the new program completion requirements will be transferred. Credits attempted and grades earned for those courses, that are applicable to the new program will be used to determine satisfactory progress. A student may only transfer courses with a final grade of "D" or higher.

### Students seeking Additional Credential

Students, who wish to seek an additional credential, may enroll into a new program by going through the current admissions process. Upon approval of the new program, courses which count towards the new program completion requirements will be transferred at the approval of the Lead Instructor and/or Campus Director/Director of Education. A student may only transfer courses with a final grade of "C" or higher. Credits attempted and grades earned for those courses, that are applicable to the new program will be used to determine satisfactory progress.

### Transfer Courses

A "T" grade is given to students whose courses taken at another institution are being transferred in for required courses at CBT. The grade of "T" has no effect on the student's overall grade point average or successful completion of courses. However, a "T" grade is added to hours attempted within the specified maximum time frame.

### Dropped Courses due to program withdrawal

A "DR" grade is assigned to a course which the student was taking at the time they dropped out of a program. The grade of "DR" has no effect on the student's overall grade point average. However, a "DR" grade is added to hours attempted within the specified maximum time frame.

### Remedial and Non-Credit Course

Non-credit courses are not graded and therefore are not used in Academic Progress calculations. Remedial course grades, if any, are not part of a students’ cumulative GPA for graduation purposes but grades are used to measure satisfactory academic progress. Students who do not successfully complete remedial coursework will not be able to continue in their program of study.

### Satisfactory Academic Progress (SAP) for International Students

International Students are required to maintain a minimum of an overall GPA of a 3.0 in order to remain in good F-1 visa standing.

### Dropped Courses for International Students:

International Students that drop a course or program can risk maintaining their F-1 visa in good standing. International Students that drop or withdraw after a two week period will not be entitled to receive any of the paid first semester's tuition.

### Appealing SAP Dismissal:

A student can appeal the dismissal procedure writing a letter to the Campus Director/Director of Education stating why they were not able to improve their academic status or attendance record. They will then need to make an appointment with the Campus Director to discuss the appeal. The student will need to initiate the appeal process. The Campus Director/Director of Education's decision shall be final.
Appeal Process

Students who are not meeting the Institution’s academic policies may be placed on probation and as a result may not be eligible for Title IV (financial aid) funds unless they successfully appeal. If extenuating circumstances contributed to the inability to meet SAP requirements and the student needs financial assistance to attend school, the student should submit an appeal.

Steps

The appeal must be submitted no later than 10 days after the beginning of the term/semester for which the student is requesting funding. In the appeal form, the student should:

- Describe the extenuating circumstance(s) that led to the noncompliance.
- Explain the plan of action to ensure future academic success.
- Describe the timeframe of the extenuating circumstance(s) for the period that the student failed SAP.

We realize that sharing personal information can be difficult. The statement will remain confidential. Only financial aid and administration personnel will review the appeal.

Supporting Documentation

To confirm the extenuating circumstance(s), the student must attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic adviser, Office of Disability Services, or etc.). The third party documentation must:

- Be submitted on official stationary.
- Verify that the extenuating circumstance(s) will no longer influence the future academic performance.
- Confirm the timeframe referenced in the appeal.

After reviewing the appeal form and supporting information, the school may request additional documentation for clarification purposes.

Extenuating or Mitigating Circumstances

Mitigating or extenuating circumstances may include:

- Extended illness or hospitalization of the student
- An accident which incapacitates the student for an extended period of time
- Death or extended illness of an immediate family member

This is not a comprehensive list. Any documentable event(s), outside the student’s control, that prevented him/her from meeting SAP standards may qualify.

When CBT College grants a student’s appeal for mitigating circumstances, the student will be placed on probation for a specified period of time and considered to be making regular satisfactory progress. While a student is on probation, CBT College may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses.

Appeal Decision

The school will review the appeal within 30 days of receipt and notify the student in writing of its status. The student will receive either the decision to grant the appeal, deny the appeal, or a request for additional documentation. If the school grants the appeal the student will be eligible for Title IV (financial aid) funds. If the school denies the appeal, the student will be responsible for future tuition charges.

EXTERNSHIPS/INTERSHIPS

Externship/Internship Search

CBT does not provide externships or internships for credits. For all programs other than the HIMT program the internship/externship are strictly voluntary for students, however, students may gain valuable learning and experience from working as an intern or extern. For all HIMT students, the HIMT Externship (Professional Practice Experience) is a program requirement in accordance with AHIMA Guidelines.

International Students seeking externships or internships must receive official authorization from immigration and the International staff.

All students can be successful in their search for an internship/externship; however the success rate improves dramatically when they do the following:
• Check most current job postings placed in the employment information area on the placement information boards.

• The student is responsible for submitting a completed, professional resume to Career Services. Students will be contacted by employers for interviews and screening. The student must respond to all calls and/or e-mails received from the employer. Even if the student is not interested in the position, it is important to make a professional impression of themselves and College of Business and Technology. Opportunities that the student is not presently interested in can become attractive opportunities in the future. In other words, do not burn your bridges.

• Students must report all offers, and subsequent acceptance of internships to the Career Services Representative within one week of receiving the offer. This is important in preventing the student’s resume from being sent to other employers.

• We encourage you to seek your own externship/internship position. You might already have a full or part-time position that could qualify. You will first need to discuss this possibility with your Career Services Representative.

The job description must be approved by the student’s Career Services Representative prior to acceptance of the externship/internship position. To protect the student, the employer and the institution, students may NOT begin work at an extern/intern site without written approval. All necessary paperwork must be completed prior to the beginning of the students’ assignment. This includes completion of the Experiential Education Agreement form, and creation of learning goals with the Career Services Rep. Call 305-273-4499 or e-mail your Career Services Rep to set up an appointment to discuss this possibility. (Internships should offer you new learning experiences that present challenges for your professional development).

Career Services Responsibilities

• Career Services Representative will be available to discuss your externship/internship with you. Please call or e-mail for an appointment.

• Contacts your externship/internship supervisor to check on your progress.

• Reviews your written report and submit a final grade. (All CBT Internships are graded on a pass/fail basis).

Academic Requirements

• The student will meet with their Career Services Representative prior to beginning the externship/internship to set learning goals, determine the content and timing of academic activities, and determine means for academic assessment. Academic activities are used to measure the student’s worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty advisor.

• The student will contact their Career Services Representative throughout the externship/internship to discuss progress toward attaining learning goals and completion of academic activities.

• The student will communicate all problems that arise during the externship/internship to their Career Services Representative.

Student Responsibilities

• Selects an externship/internship/field work experience site in consultation with the Career Services Representative.

• Makes arrangements to interview with the potential site supervisor.

• Completes and submit the Application for Externship/Internship Education registration form

• Report to your Career Services Representative immediately about any difficulties you might be having on your externship/internship.

• Coordinate and be present during the Career Services Representative’s site visit.

• Provide a final report to your Career Services Representative at least two weeks before the end of the semester. (This deadline is to provide the Career Services Representative with sufficient review time of your progress). In this report you should describe your externship/internship, how well you were able to meet your objectives, and how your externship/internship related to the academic work you have done in your classes.

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STUDENT SERVICES

ORIENTATION

CBT’s Orientation process is done over three phases. The first phase of Orientation for new students, including international students, is conducted on the Thursday prior to the first day of class. It is a General Orientation and Welcome by the Campus Director, Lead Instructors and the student services team. The main focus of this orientation session is on academics. The students will receive their class schedule and Student Handbook.

The Second Phase of Orientation is conducted during week two of the Start. All students are provided with an orientation on Career Service and Financial Aid/Bursars.

The third Phase of Orientation is conducted during week three of the Start. All students are provided with an orientation on IT (Student Portal, E-mails), Tech Troopers and Library Services (Student Success Center).

STUDENT SUCCESS CENTER

The Student Success Center is CBT’s “One Stop Shop for Success”. Its mission is to help students define, clarify, and achieve their academic, personal and professional goals through an array of programs and resources.

Services include the following:

- Tutoring
- Student Success Seminars
- Writing Lab
- Study Skill Development
- Personal Resources
- Academic Success Counseling

HOUSING

College of Business and Technology does not provide student housing, but will assist students in finding suitable living places. This is especially true for out-of-state students who are new to the South Florida area.

The International Student representative provides Housing Services for its International Students. International students must coordinate with the International Student Representative.

RECORDS

Physical files are kept in fire-safe file cabinets for three years, or as specified by governing regulations/policies. All electronic records are maintained indefinitely.

PLACEMENT

While the college does not guarantee placement, we will make every effort to help graduates find positions in the Miami-Dade and Broward Counties area. The College of Business & Technology will maintain a computerized list of graduate students which will help the Career Services Department seek positions in future employing companies. The Career Services Department may assist the student to schedule interviews and fax resumes to companies who seek employees or internships.

Programs taught in a language other than English: Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

WORKSHOPS

It is to our best as well as to our students’ interest to prepare them for entering the world of work as well as preparing them for potential job interviews. In order to accomplish this task, we have set up workshops to inform students on what to expect after graduation. The following are workshops CBT offers their students:

- Top questions asked during an interview
- How to Write a Resume that will Impact an Employer
- Dress for Success
- How to Find Employment
- Approaches at Career Fairs

BOOKS

Textbooks and workbooks for all courses are available in the college; however, students are not required to buy their books at the College of Business & Technology. Book fees are not included as part of the student’s tuition expense.
CERTIFICATIONS

The College is an authorized Educational Testing Center, which will provide candidates the convenience of testing for the following certifications: A+, NETWORK+, MOS or MCAS, MCP, CIW, and CCNA.

In addition CBT is a Testing Center approved by National Center for Competency Testing (NCCT) and National Health Career Association (NHA) for the National Board examinations in many medical and health careers.

There are additional certifications that the college is in process of seeking authorization for. We encourage students to take these certification tests as they complete the related courses.

Medical Program Certification Testing Acknowledgement

This information applies to those students that register to take a certification examination offered by AHIMA or NHA. All medical program certification are voluntary, however, CBT College encourages all medical program students to take the available certifications. AHIMA and NHA require that at the time the student registers for a certification exam the cost of the exam must be immediately paid. The exam must be taken in a specified time frame and failure to complete the examination in the specified time frame results in the forfeiture of the examination fee. Enrolled students will complete the Medical Program Certification Testing Acknowledgement Form. Students that waive or do not register for a certification examination are not impacted by the above.

STUDENT IDENTIFICATION CARD

At the beginning of each semester, all new students are given the opportunity to obtain a College Student I.D. for a minimal fee. It is mandatory.

WEB HOSTING

Students enrolled in a web related course will be able to create their online portfolio and do file transfers to their own web address at http://portfolio.cbt.edu/student_username/ as long as they are an active student at CBT. The advantage of this service will allow a student to have their own web site at no extra charge.

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ACADEMIC PROGRAMS

ACADEMIC PROGRAM LIST
College of Business and Technology offers the following academic programs:

- Bachelor Degree
  - Business Administration & Management

- Associate Degrees
  - Air Conditioning, Refrigeration and Heating Technology
  - Business Administration
  - Digital Graphic Design**
  - Electrical Technology
  - Health Information Management Technology
  - Medical Assisting Technology**
  - Networking Administration
  - Physical Therapy Assistant**

- Diploma Programs
  - Air Conditioning and Refrigeration Technician
  - Computer Network Support Specialist
  - Electricity Technician
  - English as a Second Languages
  - Medical Coding & Billing
  - Medical Assistant**
  - Office Management
  - Phlebotomy Technician**

- Certificate Programs
  - NCLEX RN Certification Preparation**

**Currently Not Offered

GENERAL EDUCATION COURSES

Bachelor Degree
The following courses are intended for students to acquire knowledge of theory and methodology:

<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>(4 Credit Hours)</th>
<th>ENGLISH</th>
<th>(8 Credit Hours)</th>
<th>PHYSICAL SCIENCES</th>
<th>(4 Credit Hours)</th>
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<tr>
<td>SPC1013</td>
<td>Speech</td>
<td>ENC1100</td>
<td>English Composition I</td>
<td>BSC1050</td>
<td>Man &amp; Environment</td>
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<tr>
<td></td>
<td></td>
<td>ENC1106</td>
<td>English Composition II</td>
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<table>
<thead>
<tr>
<th>LITERATURE</th>
<th>(4 Credit Hours)</th>
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<tbody>
<tr>
<td>ENG2111</td>
<td>Literature into Film</td>
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Associate Degrees – (Three (3) credit Programs)
The following courses are intended for students to acquire knowledge of theory and methodology:

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<tbody>
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<table>
<thead>
<tr>
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<tr>
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<td>Environmental Science</td>
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<td>ENC1106</td>
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<thead>
<tr>
<th>MATHEMATICS</th>
<th>(3 Credit Hours)</th>
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<tbody>
<tr>
<td>MAC1100</td>
<td>Principles of College Algebra</td>
</tr>
<tr>
<td>STA2005</td>
<td>Statistics</td>
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<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
<th>(3 Credit Hours)</th>
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<tr>
<td>SPC1013</td>
<td>Speech</td>
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<table>
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<th>SOCIAL SCIENCES</th>
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<tr>
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<table>
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<td>Principles of College Algebra</td>
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<tr>
<td>STA2005</td>
<td>Statistics</td>
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<table>
<thead>
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<tbody>
<tr>
<td>SPC1013</td>
<td>Speech</td>
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<table>
<thead>
<tr>
<th>SOCIAL SCIENCES</th>
<th>(8 Credit Hours)</th>
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<tbody>
<tr>
<td>AMH2022</td>
<td>US History</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Macroeconomics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>(4 Credit Hours)</th>
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<tbody>
<tr>
<td>MAC1100</td>
<td>Principles of College Algebra</td>
</tr>
<tr>
<td>STA2005</td>
<td>Statistics</td>
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<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
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<tr>
<td>SPC1013</td>
<td>Speech</td>
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<table>
<thead>
<tr>
<th>SOCIAL SCIENCES</th>
<th>(8 Credit Hours)</th>
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<tr>
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<td>Principles of Economics</td>
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<td>Macroeconomics</td>
</tr>
<tr>
<td>PHI2606</td>
<td>Ethics</td>
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</table>
Certification Goals: The certification goals are listed for each program so that they may serve as preparation for professional certifications. Professional certifications are not required for graduation or employment. However, College of Business & Technology highly recommends students become certified. Students seeking certification may need additional resources, books, practice tests and study time.

- The Bachelor Degree is a 4 year degree in which a student must complete 120 Semester Credits Hours in order to be awarded a Degree
- The Associate Degree is a 2 year degree in which a student must complete between 60– 72 Semester Credits Hours (depending on the program) in order to be awarded a Degree.
- The Diploma Programs are 8 month to 1 year programs in which a student must complete between 24-36 Semester Credits Hours (depending on the program) in order to be awarded a Diploma.
- The Certificate Program is an 8 month program in which a student must complete 22 Semester Credits Hours in order to be awarded a Certificate.

Please Note: Prerequisites determine the sequence of the courses.

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SCHOOL OF BUSINESS

Bachelor of Science, Business Administration & Management
Associate in Science, Business Administration
Diploma, Office Management
SCHOOL OF BUSINESS

Bachelor of Science Program

BUSINESS ADMINISTRATION & MANAGEMENT

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<tr>
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<td>AMH2022</td>
<td>US History G</td>
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<td>APA1146</td>
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<tr>
<td>BSC1050</td>
<td>Man &amp; His Environment G</td>
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<td>Business Law C</td>
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<td>CGS1060C</td>
<td>Microsoft Technology Applications</td>
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</tr>
<tr>
<td>CLP1006</td>
<td>Social Psych &amp; Personal Effect G</td>
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<td>ECO2013</td>
<td>Macroeconomics G</td>
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<td>ACG2071</td>
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<td>ENC1106</td>
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<tr>
<td>ENG2111</td>
<td>Literature into Film G</td>
<td>4</td>
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<tr>
<td>FIN2100</td>
<td>Personal Financial Management C</td>
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<tr>
<td>GEB1011</td>
<td>Principles of Business C</td>
<td>4</td>
</tr>
<tr>
<td>GEB2350</td>
<td>International Business C</td>
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<tr>
<td>MAC1100</td>
<td>Principles of College Algebra G</td>
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<tr>
<td>MKA2000</td>
<td>Principles of Marketing C</td>
<td>4</td>
</tr>
<tr>
<td>MNA2012</td>
<td>Principles of Management C</td>
<td>4</td>
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<tr>
<td>MTB1103</td>
<td>Business Math C</td>
<td>4</td>
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<tr>
<td>SPC1013</td>
<td>Speech G</td>
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<tr>
<td>Elective (lower division core) - Choose One:</td>
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<tr>
<td>ECO2023</td>
<td>Microeconomics C</td>
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| Upper Division |
| GEB3213 | Business Communications C | 4 |
| GEB3218 | Professional Speaking in Business C | 4 |
| ISM4011 | Introduction to Mgmt. Info Systems C | 4 |
| MAN3046 | Leadership and Team Development C | 4 |
| MAN3065 | Business Ethics C | 4 |
| MAN3301 | Human Resource Management C | 4 |
| MAN4900 | Management Capstone C | 4 |

| Elective (upper division core) - Choose One: |
| ENT3024 | Managing the Small Business | 4 |
| FIN3400 | Finance for Non-financial Managers | 4 |
| MAR3721 | Marketing Online | 4 |

| Elective (upper division core) - Choose One: |
| ENT3114 | Business Plan Development | 4 |
| GEB4374 | International Negotiations and Sales | 4 |
| MAR3730 | The Business of E-Commerce | 4 |

Total Semester Credits 120

Graduation Requirements: 120 Semester credits

PROGRAM DESCRIPTION:
The BS in Business Administration and Management (BSBAM) at CBT offers an applied approach to earning a bachelor’s degree, ensuring that graduates are prepared with the required business, communication and analytical skills needed for immediate entry into the workforce. For students wanting the flexibility of a business administration degree with the option of specializing in a particular field, we offer concentrations in Entrepreneurship, E-commerce and International Business. Concentrations are offered through elective course sequences.

Students successfully completing this program will be able to demonstrate analytical and critical thinking skills, communicate clearly using business and management terminology, apply human resource concepts to manage professional and business environments, make decisions based on financial data and serve as leaders in a variety of business settings.

PROGRAM OBJECTIVES: Students successfully completing the Bachelor of Science degree in Business Administration and Management will be able to:

1. Critically analyze current business practices in written assignments and classroom exercises based on an understanding of the foundations of capitalism and market economies.
2. Create effective business communication in both written and oral forms.
3. Assess and practice interpersonal communication skills to effectively interact in managerial settings.
4. Develop a capacity to meaningfully evaluate a company's performance with the application of appropriate financial and statistical techniques as well as accounting methods.
5. Evaluate classic and contemporary situations using discipline-specific tools, e.g. accounting, finance, law, and management, and the latest research findings to generate effective solutions, taking into account competing perspectives and the expected impact on stakeholders.
These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live.

**Licensed at:** Miami and Miami Gardens locations.

**Currently the Program is being offered at the Miami Gardens and Miami locations.**

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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### Associate in Science Degree Program

**BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<th>SEMESTER CREDIT HOUR</th>
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<tr>
<td>CGS1060C</td>
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<td>3</td>
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<tr>
<td>SLS1509</td>
<td>Critical Thinking</td>
<td>1.5</td>
<td>1.5</td>
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<tr>
<td>SLS1105</td>
<td>Student Success Skills</td>
<td>1.3</td>
<td>1.3</td>
</tr>
<tr>
<td>GEB1011</td>
<td>Principles of Business C</td>
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<td>3</td>
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<tr>
<td>FIN2001</td>
<td>Principles of Finance C</td>
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<tr>
<td>OST2335</td>
<td>Applied Business Communications C</td>
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<tr>
<td>ACG1001</td>
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<td>STA2005</td>
<td>Basic Business Statistics C</td>
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<tr>
<td>APA1146</td>
<td>Accounting Application (QuickBooks) C</td>
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<td>Principles of College Algebra G</td>
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<td>ENC1106</td>
<td>English Composition II G</td>
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<td>MNA1110</td>
<td>Organizational Behavior C</td>
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<tr>
<td>BUL2132</td>
<td>Business Law C</td>
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<td>MKA2000</td>
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<td>GEB1441</td>
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<td>DEP2004</td>
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</table>

**Total Semester Credits**: 68

**General Education courses Req**: 16 Semester Credits

**Graduation Requirements**: 68 Semester Credits

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**PROGRAM DESCRIPTION**: The Business Administration Associate's degree prepares students for a wide range of careers in the business setting. The degree program covers a broad field of business fundamentals such as accounting, finance, economics, business law, management and marketing. Students will acquire the skills that will allow them to aid in administrative decision making, make valuable contributions in a team environment and demonstrate the competencies needed to succeed in a global economy. The program culminates with the Business Administration Capstone course, a unique course which affords students the opportunity to apply a combination of theories from their studies into a single, team based project. Graduates with a Business Administration Associate’s degree have the tools necessary to aid them in obtaining an entry level management position and to have a competitive edge over others in terms of rapid career advancement.

**PROGRAM OBJECTIVES**: Students that successfully complete the AS in Business Administration will be able to:

1. Demonstrate understanding of basic accounting regulations, reporting methods and be able to post data.
2. Be able to communicate effectively in written and spoken form to diverse audiences.
3. Be able to solve problems, make judgments and reach decisions using critical and analytical thinking skills.
4. Demonstrate the soft skills necessary to function in a complex multicultural business world.

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency; thereby, benefiting the students, their families, and the communities in which they live.

**Licensed at**: the Cutler Bay, Flagler, Hialeah, Miami and Miami Gardens Locations.

**Currently the Program is being offered at the Cutler Bay, Flagler, Miami and Miami Gardens locations.**

*Distance Learning- Currently Not Offered

*Distance Learning- Currently Not Offered

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Diploma Program

OFFICE MANAGEMENT

<table>
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<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDIT HOUR</th>
<th>SEMESTER CREDIT</th>
<th>COURSE TITLE</th>
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<tr>
<td>CGS1060C</td>
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<td>Principles of Business</td>
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<td>MKA2000</td>
<td>Principles of Marketing</td>
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<tr>
<td>MNA2012</td>
<td>Principles of Management</td>
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</table>

Total Semester Credits: 24

Graduation Requirements: 24 Semesters credits

**PROGRAM DESCRIPTION:** This program is designed for students who wish to learn the basic skills necessary for entry level office positions. This sequence of courses provides the student with an overview of general office skills.

**PROGRAM OBJECTIVES:** Students successfully completing the Office Management Diploma will be able to:

1. Be able to communicate effectively in written and spoken form to diverse audiences.
2. Be able to solve problems, make judgments and reach decisions using critical and analytical skills.
3. Demonstrate the soft skills necessary to function in a complex multicultural business world.
4. Be able to understand key business terms and management theories.

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this diploma, the redesigned curriculum is in line with our goal to provide "technical and educational facilities

**Licensed at:** the Cutler Bay, Flagler, Hialeah, Miami and Miami Gardens Locations.

**Currently the Program is being offered at the Cutler Bay, Flagler, Miami and Miami Gardens locations.**

*Distance Learning- Currently Not Offered

**Note:** This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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SCHOOL OF LANGUAGES

Diploma, English as a Second Language
SCHOOL OF LANGUAGES

Diploma Program

ENGLISH AS A SECOND LANGUAGE

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<tr>
<td>ESL 2</td>
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<td>ESL 3</td>
<td>Low Intermediate Listening, Reading, Writing and Speaking</td>
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<td>ESL 4</td>
<td>High Intermediate Listening, Reading and Speaking</td>
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<td>ESL 5</td>
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<tr>
<td>ESL 6</td>
<td>Conversational English for Advanced Students</td>
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Total 36

Graduation Requirements: 36 Semester Credits

PROGRAM DESCRIPTION:

This program is designed for those who wish to learn and/or enhance their communication skills in the English language. Through the levels, special emphasis will be made on listening/understanding/speaking practice focused on their main goals. This course will take place in a very interactive environment. Moreover, students will improve their capacity to understand and keep up with a telephone conversation through other Lab activities, and participate in real life situations such as research, one on one interviews, and field trips. Level 6 will take the students through intensive oral practice to definitely enhance their ability to keep up with a fluent conversation. This practice will go over main topics of conversation necessary for daily life achievement such as public services, common personal needs, job success, and socializing.

Program Objectives:

Students that successfully complete the English as a Second Language Program will be able to:

1. Communicate better with English language speakers
2. Have better use of the language in their current job and/or success in new positions
3. Have better chances to start a new career

Licensed at: the Flagler, Hialeah and Miami Locations.

Currently the Program is being offered at the Flagler, Hialeah and Miami Locations Only.

Note: The ESL Program is a Stand Alone Program. Credits are non-transferable.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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SCHOOL OF MODERN ARTS

Associate in Science, Digital Graphic Design
SCHOOL OF MODERN ARTS

Associate in Science Degree Program

DIGITAL GRAPHIC DESIGN

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<th>COURSE CODE</th>
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<td>CGS1060</td>
<td>Microsoft Technology Applications</td>
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<tr>
<td>ENT1000</td>
<td>Principles of Entrepreneurship</td>
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<tr>
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<td>Web Site Design I</td>
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<tr>
<td>DIG1310</td>
<td>Interactive Media Design ²</td>
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<td>English Composition I ²</td>
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<td>MAC1100</td>
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Total Semester Credits 68

General Education courses required: 16 Semester Credits

Graduation Requirements: 68 Semester Credits

PROGRAM DESCRIPTION:
The AS in Digital Graphic Design at CBT College is the first step toward a career in the commercial graphics industry. This program emphasizes learning the skills and techniques of computer graphics, digital imaging, and production. Students will initially learn how to direct and control the flow of advertising design in both web and print media using current computer graphic applications.

PROGRAM OBJECTIVES:
Students successfully completing the Associate of Science degree in Digital Graphic Design will be able to:

1. Create effective visual communication through the application of design theories and principles.
2. Apply typographic skills and knowledge to create effective visual communication.
3. Create and integrate illustrations and imagery to develop and communicate design solutions.
4. Use a variety of technologies to create, capture, and manipulate design elements in producing an appropriately prepared final product.
5. Communicate clearly and professionally in both verbal and written formats.
6. Apply effective business practices appropriate to expectations and job requirements of the graphic design field.
7. Demonstrate professional ethics appropriate to the graphic design field

Certification Goals: Certified Internet Webmaster (CIW), Adobe Certification Associates (ACA) Adobe Photoshop, Adobe Dreamweaver, Adobe Flash, MOS

Licensed at: Miami Gardens Locations

Currently the Program is not being offered.

Programs subject to change • ² General Education • Some courses have prerequisites • See course descriptions for details • ² Core Component

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SCHOOL OF ALLIED HEALTH & SCIENCES

Associate in Science, Health Information Management Technology

Diploma, Medical Coding & Billing

Associate in Science, Medical Assisting Technology
  Diploma, Medical Assistant

Associate in Science, Physical Therapy Assistant

Diploma, Phlebotomy Technician

Certificate, NCLEX RN Certification Preparation
SCHOOL OF ALLIED HEALTH & SCIENCES

Associate in Science Degree Program

HEALTH INFORMATION MANAGEMENT TECHNOLOGY*

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<td>Medical Insurance &amp; Billing Procedures C</td>
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Total Semester Credit 72
General Education courses req: 16 semester credits
Graduation Requirements: 72 Semester Credits

PROGRAM DESCRIPTION: The Health Information Management (HIM) program is designed to prepare graduates who can identify and use a variety of health information technologies and management resources for the management and maintenance of quality health information in diverse healthcare environments. In general, these professionals will have the technical skills and knowledge necessary for the processing and maintenance of quality health information accomplished through tasks related to the use, collection, analysis, storage, research, validation, presentation, abstraction, medical coding, billing and reimbursement, compliance with regulations, patient privacy/confidentiality, security, and quality measurement and control of health care data. Their responsibilities may also include supervision of personnel.

HIMT Professional Practice Experience and Virtual Lab for Second Year HIMT students is a program requirement by AHIMA Guidelines.

Certification Goals: CBT College, Cutler Bay location only, is accredited for the Health Information Management Program by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). Students graduating from this location are eligible to apply for the AHIMA/Registered Health Information Technician (RHIT) certification exam.

Certified Billing and Coding Specialist Exam (CBCS) by NHA
Certified Electronic Health Records Specialist (CEHRS) by NHA
Registered Health Information Technologist (RHIT) by AHIMA

Licensed at: Cutler Bay and Miami Gardens Locations

The HIMT program at the Cutler Bay location is CAHIIM accredited.

Currently the Program is being offered at the Cutler Bay and Miami Gardens Locations Only.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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Diploma Program

MEDICAL CODING & BILLING

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Total Semester Credit 24

Graduation Requirements: 24 Semester Credits

PROGRAM DESCRIPTION:

The Medical Coding and Billing (MCB) program is designed to prepare graduates who are able to review, analyze, abstract and apply and use standardized medical coding systems to health data for such purposes as: billing of third party payers (government agencies and insurance companies) for reimbursement of healthcare services rendered, facilitate statistical classification for researchers, examine utilization patterns for administrators, to name a few. In general these professionals will have technical skills and knowledge necessary: to assign medical codes from standardized medical code sets to diagnoses and procedures/treatments documented in health records and to bill third party payers for reimbursement of healthcare services provided. Medical Coding and Billing Specialists are employed in a variety of jobs in physician’s offices, hospitals, billing services, government, insurance companies or in self-employment. Students can choose to continue with the coursework toward an associate degree in Health information Management Technology.

Certification Goals: Certified Billing and Coding Specialist Exam (CBCS) by NHA

Licensed at: Cutler Bay and Miami Gardens Locations.

Currently the Program is being offered at the Cutler Bay and Miami Gardens Locations Only.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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## MEDICAL ASSISTING TECHNOLOGY

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**Total Semester Credit**: 72

**Graduation Requirements**: 72 Semester Credits

**General Education courses req**: 16 semester credits

### PROGRAM DESCRIPTION
The Medical Assisting Technology Professional is an integral member of the health care delivery team, a vital liaison between the doctor and the patient, and plays an important role in the health industry. They perform administrative and clinical duties. In the administrative area, our graduates will be able to schedule and monitor appointments, arrange hospital and outpatient admissions, manage medical records, assign specific codes using ICD-9, CPT and HCPCS-II, and process medical billing claims. In the clinical area, our graduates will be able to prepare patients for examinations, procedures, and treatments, assist with physical examinations, record medical histories, take vital signs, chart patient information, administer oral medications, perform electrocardiograms, assist with minor office surgeries, perform venipuncture, collect and prepare specimens, and perform basic laboratory tests. Training in basic radiologic procedures is another goal.

### Certification Goals:
- Certified Clinical Medical Assistant (CCMA) by National Health Career Association (NHA)
- Certified Phlebotomy Technician (CPT) by NHA
- Certified EKG Technician (CET) by NHA
- Certified Billing and Coding Specialist Exam (CBCS) by NHA

### Licensing Goal:
Florida Basic X-Ray Operator license

### Licensed at:
Cutler Bay and Miami Gardens Locations.

### Note:
CBT College is not offering this program.

Programs subject to change • General Education • Some courses have prerequisites • See course descriptions for details • Core Component

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Diploma Program

MEDICAL ASSISTANT

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Total Semester Credit 36

Graduation Requirements: 36 Semester Credits

PROGRAM DESCRIPTION: The Medical Assistant is an integral member of the health care delivery team, a vital liaison between the doctor and the patient, and plays an important role in the health industry. Medical Assistants perform administrative and clinical duties. In administrative area, our graduates will be able to schedule and monitor appointments, arrange hospital and outpatient admissions etc. In the clinical area, our graduates will be able to prepare patients for examinations, procedures and treatments, assist with physical examinations, take vital signs, chart patient information, perform electrocardiograms, assist with minor office surgeries, perform venipuncture, collect and prepare specimens, and perform basic laboratory tests. Upon completion of the program, students will be qualified to maintain many positions in the medical field such as Phlebotomist Technician, EKG Technician and Medical Assistant in medical offices, health clinics, hospitals, laboratories, medical houses and other health settings.

Certification Goals: Certified Clinical Medical Assistant (CCMA) by National Health Career Association-NHA, Certified Phlebotomy Technician (CPT) by NHA, Certified EKG Technician (CET) by NHA,

Licensed at: Cutler Bay and Miami Gardens Locations

Note: CBT College is not offering program.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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## Associate in Science Degree Program

### PHYSICAL THERAPY ASSISTANT*

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<td>Role of PTA with lab</td>
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**Total Semester Credits:** 60

**General Education courses req:** 16 Semester Credits

**Graduation Requirements:** 60 Semester Credits

### PTA PROGRAM DESCRIPTION:
The objectives of the Physical Therapy Assistant Program (PTA) at CBT College is to provide our graduates with the knowledge, skills and opportunity to become gainfully employed as physical therapy assistants, and to become responsible, ethical, productive members of the health care community and society at large. The program is dedicated to providing its students with superior training in contemporary patient care practices and providing the quality and diversity of clinical education experiences necessary to become competent, caring clinicians.

These objectives directly further the mission of CBT College. These objectives are consistent with the vision of the Florida College System to be “the nation’s leading advocate for postsecondary educational opportunity, access, and student success” by providing such associate degree programs.” These objectives also consistent with the American Physical Therapy Association’s Vision for Physical Therapy as follows: “Guided by integrity, life-long learning, and a commitment to comprehensive and accessible health programs for all people, physical therapists, and physical therapist assistants will render evidence-based services throughout the continuum of care and improve quality of life for society. They will provide culturally sensitive care distinguished by trust, respect, and an appreciation for individual differences.”

### PROGRAM OBJECTIVES:
Students successfully completing the Physical Therapy Assistant Associate of Science Degree will be able to:

- Implement the physical therapy plan of care as delegated by the physical therapist;
- Perform data-collection measurements as delegated by the supervising physical therapist;
- Progress, adjust, and/or withhold patient interventions within the plan of care based on observed patient status;
- Demonstrate safe, ethical and legal practice under the direction of a physical therapist;
- Function as an effective health care provider within the community and health care system;
- Instruct patients, family members and others as to physical therapy principles and procedures within the plan of care and/or in group education programs;
- Identify career development and life-long learning opportunities;
- Demonstrate an awareness of the principles of wellness and disease across the lifespan;
- Demonstrate problem solving skills in administering physical therapy care;
- Describe the scope and function of the physical therapy assistant;
- Document patient care in a manner which meets all state, federal and regulatory agency guidelines;
- Relate the anatomy and physiology of the musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems to the practice of physical therapy;
- Demonstrate an awareness of the principles of kinesiology/biomechanics and their relationship to the practice of physical therapy.

These program objectives directly support CBT’s mission as students will be prepared with the professional and
technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live.

**PROGRAM GOAL:** Professional License by the Florida Board of Physical Therapy.

**Program Disclaimer**

College of Business and Technology is seeking accreditation of a new physical therapy assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the program; therefore, no students may be enrolled in professional/technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Until the Physical Therapy Assistant (PTA) program receives accreditation status from the Commission on Accreditation in Physical Therapy Education (CAPTE), graduates are not eligible to sit for the National Physical Therapy Examination (NPTE) for PTAs or to work in the field of physical therapy in Florida. Graduation from a physical therapy(ist) assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

**Licensed at the Miami Gardens Location only**

**CBT College is not offering program.**

Programs subject to change • ^ General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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Diploma Program

PHLEBOTOMY TECHNICIAN

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</table>

**Total Semester Credit** 24

**Graduation Requirements:** 24 Semester Credits

**PROGRAM DESCRIPTION:** The correct diagnosis and treatment of patients many times relies on the results of laboratory testing of patient blood samples. The phlebotomist is the laboratory professional whose primary responsibility is to obtain the blood samples from the patient. The Phlebotomy Technician Program prepares students to draw blood from adult, pediatric and neonatal patients for the purposes of clinical laboratory analysis. Upon successful completion of the program, the student will proficiently perform the following: proper site preparation and collection of capillary and venous specimens utilizing a variety of collection techniques such as venipuncture and capillary skin puncture; proper labeling of patient specimens; preparation of specimens for transport to the laboratory to ensure stability of the sample; proper use of Standard Precautions, promoting good public relations with patients and hospital personnel; logging specimens into the laboratory and processing of laboratory specimens. Students will learn theory and principles relating to blood collection during the didactic part will practice blood collection skills in the student laboratory and will gain proficiency in the performance of these skills. In addition, students will receive training in order to perform basic laboratory procedures including some hematology, immunology and urine tests. Graduates will be able to work in hospital/commercial laboratories, clinics, medical offices, blood banks and other health care settings.

**Certification Goals:** Certification Examination for Phlebotomy is conducted by the National Center for Competency Testing and/or National Health Career Association.

**Licensed at:** Cutler Bay Location

**Currently Not Offered**

Certificate Program

NCLEX RN CERTIFICATION PREPARATION

<table>
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<td>Critical Thinking Skills C</td>
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<td>PRN1600</td>
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</table>

**Total Semester Credit** 22

**Graduation Requirements:** 22 Semester Credits

**PROGRAM DESCRIPTION:** The Registered Nurse, or R.N., is an integral part of the healthcare team. Our program helps students develop the knowledge and skills to be successful in any environment where nursing care is needed. This program will provide a comprehensive content review and computer practice tests simulations to assist RN candidates in achieving the goal of passing the NCLEX-RN exam. Special emphasis will be placed on test taking strategies and critical thinking. Topics to be covered include fundamentals, medical-surgical content, psychiatric, obstetric, and pediatric content with emphasis on pharmacology and dosage calculations skills.

**Licensed at:** Cutler Bay Location

**Currently Not Offered**

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component
SCHOOL OF TECHNOLOGY

Associate in Science, Networking Administration
Diploma, Computer Network Support Specialist
Associate in Science, Air Conditioning, Refrigeration and Heating Technology
Diploma, Air Conditioning and Refrigeration Technician
Associate in Science, Electrical Technology
Diploma, Electricity Technician
SCHOOL OF TECHNOLOGY

Associate in Science Degree Program

NETWORKING ADMINISTRATION

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<th>SEMESTER CREDIT HOUR</th>
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<td>CGS1060C</td>
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<tr>
<td>ENC1100</td>
<td>English Composition I</td>
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<tr>
<td>MAC1100</td>
<td>Principles of College Algebra</td>
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<tr>
<td>CET1173</td>
<td>Computer Maintenance and Troubleshooting</td>
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<td>Speech</td>
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<tr>
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<td>Technical Support Software</td>
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<td>CET1485</td>
<td>Network Essentials</td>
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<tr>
<td>ENC1106</td>
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<td>CET1179</td>
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<td>CET1588</td>
<td>Network+ Certification Preparation</td>
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<td>CET2526</td>
<td>(Linux+ 101) Fundamentals of Linux Operating Systems</td>
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<td>CET1811</td>
<td>Administering Windows Professional</td>
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<td>CET1722</td>
<td>Windows Server Network</td>
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<td>CET1660</td>
<td>(Security+) Systems Security</td>
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<td>CET1723</td>
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<td>CET1724</td>
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<td>CET1617</td>
<td>Interconnecting CISCO Network</td>
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PROGRAM DESCRIPTION: The Associates in Network Administration will take students from basic understanding of computer components through computer systems diagnostics and repair. It will teach students about complex networking theory and give them hands on experience creating networks utilizing Microsoft Windows and Linux operating systems. They will also learn in a “Hands On” lab environment with equipment and software that is indicative of what they can expect to see in the workforce when they graduate.

Program Objectives:

1. Sit for industry certification exams such as: Microsoft systems administration; CompTIA Security+, Linux+, A+, and Network+; and Cisco CCNA
2. Demonstrate an understanding of business software applications
3. Diagnose & repair Windows and Linux based computer systems
4. Diagnose & repair basic network infrastructure issues including basic Windows, Linux, and Cisco networking.
5. Plan, setup, and maintain a Windows based network
6. Apply industry standard practices in administering systems & networks
7. Demonstrate a working knowledge of Windows & Linux based operating systems
8. Demonstrate the soft skills necessary to operate in a complex business world

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefitting the students, their families and the communities in which they live. As we currently offer this degree, the redesigned curriculum proposed here is in line with our goal to provide "technical and educational facilities that support intensive sessions of study to give students the best hands on training.” While our current curriculum is solid, the revised curriculum is a result of industry changes and the consequent desire to provide our students with the best and most employable skills possible.

Certification Goals: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+ Microsoft MCTS, Microsoft MCITP:SA, and Cisco CCNA

Licensed at: Cutler Bay, Flagler, Hialeah and Miami Gardens Locations.

Currently the Program is being only offered at the Flagler, Cutler Bay and Miami Gardens Locations.
## Diploma Program

### COMPUTER NETWORK SUPPORT SPECIALIST

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>SEMESTER CREDIT HOURS</th>
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<td>MAC1100</td>
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<td>Computer Maintenance and Troubleshooting</td>
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<td>CET1178</td>
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<tr>
<td>CET2526</td>
<td>(Linux+ 101) Fundamentals of Linux Operating Systems C</td>
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</table>

**Total Semester Credits** 36

**Graduation Requirements:** 36 Semester Credits

### PROGRAM DESCRIPTION:
This program prepares students so they can understand computer systems and undertake tasks that are related to hardware maintenance & software troubleshooting. The practical and theoretical fundamentals of designing, implementing and troubleshooting computer systems are explored and discussed through a practical approach that leverages the instructor’s real world experience in a controlled environment and hands on labs.

### Certification Goals:
- CompTIA A+
- CompTIA Network+
- Microsoft MCTS

### Program Objectives:
Students that successfully complete the Computer Network Support Specialist Diploma Program will be able to:

1. Sit for industry certification exams such as: A+, and Network+;
2. Demonstrate an understanding of business software applications
3. Diagnose & repair Windows and Linux based computer systems
4. Diagnose & repair basic computer network issues including basic Windows and Linux networking.
5. Plan, setup, and maintain a basic Windows based network
6. Apply industry standard practices in administering desktop systems
7. Demonstrate a working knowledge of Windows & Linux based operating systems
8. Demonstrate the soft skills necessary to operate in a complex business world

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this degree, the redesigned curriculum proposed here is in line with our goal to provide “technical and educational facilities that support intensive sessions of study to give students the best hands on training.” While our current curriculum is solid, the revised curriculum is a result of industry changes and the consequent desire to provide our students with the best and most employable skills possible.

### Licensed at:
- Flagler, Hialeah and Miami Gardens Locations.

### Currently the program is being only offered at the Flagler, Hialeah, and Miami Gardens Locations

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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### Associate in Science Degree Program

**AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY**

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<tr>
<td>ACR1113</td>
<td>Principles &amp; Applications of Electricity C</td>
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<tr>
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<td>Electric Motors Applications C</td>
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<tr>
<td>SPC1013</td>
<td>Speech G</td>
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**Total Semester Credit** 60

*General Educational courses req: 16 Semester Credits*

**Graduation Requirements: 60 Semester Credits**

**PROGRAM DESCRIPTION:** The Air Conditioning, Refrigeration, and Heating Technology Associate Degree Program is designed to prepare students for a mid-level position in the air conditioning, refrigeration and heating industry. The program includes theoretical and hands-on courses in the installation, basic design, maintenance and repair of residential and commercial refrigeration, air conditioning, and heating equipment. There are also General education courses. This Program will prepare the students to take the Journeyman Certification, when they have the required years of experience. Consult with an air conditioning advisor prior to registration.

**Certification Goals:** EPA Certification, Journeyman Certification

**Licensed at:** Flagler and Hialeah Locations.

**Currently the Program is being offered at the Hialeah and Flagler Locations Only.**

**Note:** This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

### Diploma Program

**AIR CONDITIONING AND REFRIGERATION TECHNICIAN**

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</table>

**Total Semester Credit** 24

**Graduation Requirements: 24 Semester Credits**

**PROGRAM DESCRIPTION:** The Air Conditioning Repair Technician program is designed to train the students for an entry-level position in the air conditioning/ refrigeration industry. The program includes theoretical and hands-on courses in the installation, basic design, maintenance, and repair of residential and commercial refrigeration, air conditioning, and heating equipment.

**Certification Goals:** EPA Certification

**Licensed at:** Flagler and Hialeah Locations.

**Currently the Program is being offered at the Hialeah and Flagler Locations Only.**

**Note:** This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component
Associate in Science Degree Program

ELECTRICAL TECHNOLOGY

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<td>EET1033</td>
<td>Fundamentals of DC/AC Circuits</td>
<td>3</td>
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<tr>
<td>EET1051</td>
<td>Electrical Materials and Components</td>
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<td>EET1050</td>
<td>Blue Print Reading</td>
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<td>Residential Wiring</td>
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<td>Photovoltaic Systems</td>
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Total Semester Credit: 60

General Educational courses req: 16 Semester Credits

Graduation Requirements: 60 Semester Credits

PROGRAM DESCRIPTION: This program is designed to prepare electrical technicians with a high level of knowledge and competence, developing the necessary abilities for a successful performance in the electrical field. The courses offered, include the current use of the National Electrical Code; and the teaching methods used will allow future graduates to be able to undertake procedures of installation, to read blueprints, to understand and to interpret specifications, and participate in tasks of project change, remodeling and repair. The initial subjects such as Electrical DC Circuit, AC Circuits Blue Print and Electrical materials create a solid theoretical and practical foundation for upcoming subjects like Residential, Commercial and Industrial Wiring. A complete study of motors and its respective controls as well as the analysis of the most used PLCs in the industrial field, complement the content of this program. The Photovoltaic Systems course will train the graduates on the design, installation and evaluation of PV systems and will make them aware of the advantages/ disadvantages, site evaluations, installation requirements, etc.

Associate Program Graduates are eligible to take the County Certifications as Journeyman Electrician, Electrician Maintenance and Master Electrician if requirements are met.

PROGRAM OBJECTIVES: Students successfully completing the Associate of Science in Electrical Technology will be able to:

1. Accomplish specific and general OSHA regulations associated with the profession of electricians.
2. Select and manipulate power tools and hand tools properly.
3. Properly handle measuring instruments to troubleshoot electrical circuits, electrical equipment and electrical and electronic components.
5. Select and install electrical materials (fittings, boxes, conduits, panel boards, breakers, fuses) according to the regulations of the National Electrical Code (NEC).
6. Properly interpret electrical specifications for projects and be able to read blueprints.
7. Install service entrance, feeder and branch circuits in residential, commercial and industrial sites following NEC regulations.
8. Identify the main characteristics of different types of electric motors, select and install their control circuits and determine their technical state.
9. Install and program Programmable Logic Controllers (PLC), input sensors and output devices.
10. Understand the fundamental of Digital Electronic and use them in to program effectively and rationally the PLCs.
11. Design, install, maintain, and troubleshoot photovoltaic systems.

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this degree, the redesigned curriculum proposed here is in line with our goal to provide “technical and educational facilities that support intensive sessions of study to give students the best hands on training.”
Licensed at: Cutler Bay, Flagler, Hialeah and Miami Gardens Locations.

Currently the Program is being offered at the Hialeah, Flagler, Cutler Bay and Miami Gardens Locations Only.

Note: This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

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Diploma Program

ELECTRICITY TECHNICIAN

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Total Semester Credit: 24

Graduation Requirements: 24 Semester Credits

PROGRAM DESCRIPTION: The program is designed to instruct students with an entry level of proficiency and prepare them with basic skills for employment in the electrical industry. The curriculum focuses on the combination of theory and practical application necessary for employment and successful problem solving tasks using concepts from electrical technology. Training includes DC/AC circuits with an emphasis on residential wiring in accordance with the current National Electrical Code guidelines complemented with topics on blue print reading skills.

Diploma Program Graduates are eligible to take the County Certifications as Journeyman Electrician and Electrician Maintenance if requirements are met.

PROGRAM OBJECTIVES: Students successfully completing the Electricity Technician Diploma will be able to:

1. Accomplish specific and general OSHA regulations associated with the profession of electricians.
2. Select and manipulate power tools and hand tools properly.
3. Properly handle measuring instruments to troubleshoot electrical circuits, electrical equipment and electrical and electronic components.
5. Select and install electrical materials (fittings, boxes, conduits, panel boards, breakers, fuses) according to the regulations of the National Electrical Code (NEC).
6. Properly interpret electrical specifications for projects and be able to read blueprints.
7. Install service entrance, feeder and branch circuits in residential, commercial and industrial sites following NEC regulations.

These program objectives directly support CBT’s mission as students will be prepared with the professional and technical skills necessary to pursue economic self-sufficiency thereby benefiting the students, their families and the communities in which they live. As we currently offer this degree, the redesigned curriculum proposed here is in line with our goal to provide “technical and educational facilities that support intensive sessions of study to give students the best hands on training.”

Licensed at: Cutler Bay, Flagler, Hialeah and Miami Gardens Locations.

Currently the Program is being offered at the Hialeah, Flagler, Cutler Bay and Miami Gardens Locations Only.

Note: This program is also taught in Spanish. Students need to be aware that completing a course or program in a language other than English may reduce employability where English is required.

Programs subject to change • G General Education • Some courses have prerequisites • See course descriptions for details • C Core Component

Intentionally Blank
ACR 1001  Principles of Accounting I  (3 Semester Credit Hours)
This course provides the student with an introduction to accounting principles, practices and reporting. Pre-requisites: None

ACR 1011  Principles of Accounting II  (3 Semester Credit Hours)
This course is the second of a two part series as it continues to expose to the student to further accounting principles, practices and procedures. It also encompasses reporting of financial position and results of operations and transactions for corporations, and proprietorships. Pre-requisites: GEB1011 & ACC1011. Co-Requisites: None

ACR 2021  Financial Accounting  (4 Semester Credit Hours)
This course is an introduction to the accounting concepts, principles, and techniques used in recording transactions and preparing financial statements for business enterprises. It is a comprehensive introduction to accounting for students with no accounting background and is designed for both majors and non-majors in accounting. The course will introduce the basic accounting framework before proceeding with a more detailed examination of the recording of transactions and the preparation of financial statements. Prerequisites/Co-Requisites: None

ACR 2071  Managerial Accounting  (4 Semester Credit Hours)
An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control, and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations, and budgeting. Prerequisite: ACG2021. Co-requisite: None

ACR 1023  Applications of Refrigeration and Air Conditioning  (2 Semester Credit Hours)
This course, with a practical approach, will analyze technologies and procedures that are used in refrigeration and air conditioning systems. Students will analyze window/wall air conditioning units and refrigerators and freezers. Topics include: the electrical system, electrical schematics, cleaning methods, the air distribution system of a refrigerator, defrost methods and components, solution to common problems and cleaning methods. On the other hand the students will develop lab practices related with ductworks that are used in the air distribution systems. Topics include: the characteristics of insulation, tools used, building products and accessories, and the sealed and suspension assembly of the duct system. Special attention is paid to new technologies and advances in refrigeration systems and high efficiency air conditioning systems aimed at energy saving and environmental protection using green technologies. In addition, students will study the most significant mechanical and safety codes related to the subject. This course is also taught in the Spanish Language. Pre-requisite: None

ACR 1052  Fundamentals of Refrigeration  (3 Semester Credit Hours)
This course is an introduction to the basic concepts of heating, ventilation, air conditioning and refrigeration (HVACR). This course is focused in the concepts, principles, physical laws and techniques used to understand how heat and cool is produced. It covers topics like the principal components of a cycle by refrigerant vapor compression, the rule of the Environmental Protection Agency to manipulated refrigerants, how to diagnostic an equipment, and techniques to join tubing. In addition develop skill to work with safety and apply the principals mechanical codes related with the subject. This course is also taught in the Spanish Language. Pre-requisite: None

ACR1101  Fundamentals of Electricity  (4 Semester Credit Hours)
The course is an introduction to basic concepts of electricity and magnetism. It includes topics such as: atomic structure of matter, sources of electricity, simple circuits, Ohm's Law and its use in solving loads in series and parallel circuits. It also includes alternating and direct currents, determination of circuit problems, concepts of inductance, capacitance, resistance, impedance, power factor and electricity and the environment, as well as describing how to calculate the electrical power, electrical cable sizing and electrical protection and the use of the multimeter hooked. The course will be focused at saving energy and preserving the environment by using green technologies with special attention to new technologies applied to high efficiency HVACR systems, as well as studying the electrical and safety codes on the most significant topics related to the subject. This course is also taught in the Spanish Language. Pre-requisite: None

ACR1113  Principles & Applications of Electricity  (3 Semester Credit Hours)
This course is related to the study of electrical circuits in HVAC/R systems. Topics include: electrical symbols and types of electrical diagrams (ladder, schematic and pictorial) applied to electrical circuits. Identification of the compressor terminals, electrical troubleshooting and starter different systems. Typical electric components and devices of air handlers and condenser units (high and low voltage) and wiring electrical diagrams. Types of thermostats: Line voltage thermostats, electronic non-programmable thermostats and programmable and its electrical connections. Applications and electrical connections of electronic boards in air handlers and defrost of heat pump air-air, smoke detector, dampers. Using controls pressure, flow switch, condensate pump and time delay. In addition electrical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 & EET1033.

ACR1152  Electric Motors & Solid State Devices  (4 Semester Credit Hours)
This course is a study of the general principles of operation of electric motors. The course includes topics such as: types of engines, applications, starting methods, starting and running capacitors, electric motors for compressors and fans, variable speed motors, multi-speed motors. Other topics include electric motors diagrams, safety measures, connecting motors to the power source and testing the electrical measurements. In the workshop the students are faced with different problems and practice how to solve them. The course will be focused at saving energy and preserving the environment by using green technologies with special attention to new technologies applied to high
efficiency HVAC systems, as well as studying the mechanical and safety codes on the most significant topics related to the subject. This course is also taught in the Spanish Language. Pre-requisite: ACR1101

ACR1215 Refrigeration Systems (3 Semester Credit Hours)
This course covers the installation and operation of equipment of domestic and commercial refrigeration. Topics include: type of refrigerators and freezers, evaporators and defrost methods, condensers, compressors, ice machines, transport refrigeration, rapid freezing and cascade systems, type of expansion valves and flow regulators, auxiliary components using in the refrigeration systems, control and safety devices: thermostat, pressure controls, timers. New technologies and advances in refrigeration systems high-efficiency are addressed. Skills develop in services, installation and repair of different refrigeration systems. In addition mechanical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1052.

ACR1500 Air Conditioning Systems (3 Semester Credit Hours)
This course covers the installation and operation of different types of air conditioning systems. Topics include: mechanical components, standard and higher efficiency of the refrigeration cycle and indicators for the heating and cooling loads calculation, types of air conditioning systems: conditioner wall/window and mini-split system, split systems, package units and heat pumps. New technologies and advances in air conditioning systems designed high-efficiency are addressed. Skills develop in services, installation and repair of different air conditioning systems. In addition mechanical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1052, ACR1113 & EET1033.

ACR2031 Blue Prints and Design Code (3 Semester Credit Hours)
This course is an introduction to the blue print and reading. Topics include: interpretation of the drawings and specifications commonly used in construction. Plan views, elevations, sections and schedules are examined in depth. Other topics include: include concepts of geometric figures, formulas, conversion tables, common abbreviations, symbols, drawing, sketching, views, plans, and technical specifications. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 & ACR1500.

ACR2167 Air Conditioning Calculations (3 Semester Credit Hours)
This course provides the procedures for calculating heat load for air conditioning in residential and commercial buildings. Topics include: the exterior and interior design conditions, evaluation of external heat loads, heat gains by solar radiation structures, internal charges, occupants, lights, motors, equipment, technological processes, infiltration, ventilation, and breathing product. Other topics include psychometric analysis, representation on the psychrometric chart air change, the processes of air treatment and the selection of refrigeration equipment. This course is also taught in the Spanish Language. Pre-requisite: MAC1100 and ACR2031.

ACR2310 Advanced Automatic Controls (3 Semester Credit Hours)
This course covers different types of automatic controls used in air conditioning and refrigeration systems. Topics include: fundamentals of HVAC/R control systems, control loops, methods and modes, sensors and auxiliary devices, control logic and variable frequency drive (VFD) in electrical motor HVAC/R equipment, control valves and dampers, self- and system-powered controls, pneumatic, electric and electronic controls, programmable logic controllers (PLC), direct digital control (DDC), digital and analog interfaces and control diagrams and sequences. New technologies and advances in control systems designed are addressed. Skills develop in services and troubleshooting in different control systems HVAC/R. In addition mechanical, electrical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1050 & EET156.

ACR2420 Air Distributions and Balance (3 Semester Credit Hours)
This course is an introduction to the basic principles of air distribution, and balance. Topics include: duct system design, duct works, duct installation, duct insulation and develop skill to work with safety and apply the principals mechanical codes related with the subject. Other topics include: indoor air quantities, safety work, and ventilation criteria. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 & ACR1500.

ACR2611 Heating Systems (3 Semester Credit Hours)
This course is an introduction of the different systems using for heating air. Topics include: basic concepts, mechanical components, types of heating systems like heat pump, electric heating, gas heating, oil heating and hydronic heating. Other topics include psychometric analysis, representation on the psychrometric chart air change, the processes of air treatment and the selection of heating equipment, mechanical and safety codes related to the subject. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 & ACR1500.

ACR2760 Alternative Energy Applied to HVAC (3 Semester Credit Hours)
This course covers alternative energy applications in HVAC/R systems. Topics include: type of renewable energy, fundamentals concepts of engineering economic principles to introduce alternative energy applications, energy efficiency: using energy recover, variable refrigerant flow and variable frequency driver for electrical motors. The use of solar and geo-thermal energy production in heating and cooling in residential applications, heat pump and chilled water systems is emphasized. Skills develop in economic calculation for application new technologies in HVAC/R systems designed with high-efficiency and mechanical and safety codes. This course is also taught in the Spanish Language. Pre-requisite: ACR2310, ACR2611.

ACR2770 Chilled-Water Air Conditioning Systems (3 Semester Credit Hours)
This course covers the installation and operation of different types of chilled-water air conditioning systems: high pressure, low pressure and absorption and type of cooling towers. Topics include: mechanical components: type of compressors, evaporators, air and water cooled condensers, type of metering devices and equipment for absorption systems, type of cooling tower, start-up, commissioning and maintenance.
New technologies and advances in chilled-water air conditioning systems designed high-efficiency are addressed. Particular skills develop in service, installation and repair a mini chilled-water air conditioning system. In addition mechanical and safety codes will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: ACR1052 and ACR2310

AMH2022 US History (General Education Component) (4 Semester Credit Hours)
This course will examine significant events, movements, and patterns that have helped shape the modern world. While our emphasis will be on the 19th and 20th Centuries, we will delve deeper into history to connect modern forms of democracy, culture, and conflict to their historical roots. This course is also taught in the Spanish Language.

APA1142 Computerized Accounting - Peachtree (2 Semester Credit Hours)
The student will use a Computerized Accounting System, called “Peachtree” in order to create a business using a General Ledger, Accounts Payable, Accounts Receivable, Invoicing, Inventory, and Fixed Assets. Pre-requisites: CGS1060C, ACG2021, ACG2071, GEB 1011.

APA1146 Accounting Applications - QuickBooks (3 Semester Credit Hours)
The student will use a Computerized Accounting System, “QuickBooks Pro” in order to help manage a business using a General Ledger, Accounts Payable, Accounts Receivable, Invoicing, and Inventory. Pre-requisites: CGS1060C & ACG1001. Co-Requisites: None

ART1201 Principles of Design (4 Semester Credit Hours)
Students will learn key tools needed to draw inanimate objects as well as the human body. They will also learn to how to balance creative and practical considerations so you can choose the best format for a design. Line, type, shape and texture are the building blocks for any design. Students will be able to use the elements together to create great designs and understand design basics. Prerequisites/Co-Requisites: None

ART 1300 Fundamentals of Drawing (2 Semester Credit Hours)
This class is designed to help students learn and understand the key tools needed to draw inanimate objects as well as the human body. Since learning to draw involves learning to see, The Art of Drawing stresses the development of this essential visual skill. Observational and conceptual exercises explore the use of a broad vocabulary of materials, techniques, and treatments of the drawn image. More intensive work with the human figure will provide exposure to gesture and anatomy, while color materials such as pastels will expand technical possibilities. Issues of expression and interpretation will be introduced as students begin to develop a more sophisticated and personal approach to drawing images and style. Prerequisites/Co-Requisites: None

BCT1630 Residential Wiring (3 Semester Credit Hours)
This course will provide instruction in wiring methods for single family, two family, and multi-family residences. This course presents basic wiring techniques of electrical devices using schematics and wiring diagrams. In addition, future electricians will be trained to be familiar with electrical installation, operation, and maintenance of residential wiring. It will focus on general knowledge, safety, tools, blueprint reading, equipment, wiring, and the accepted wiring practices in accordance to the current edition of the National Electrical Code. This course is also taught in the Spanish Language. Pre-requisite: EET1033 and EET1050

BCT1635C Commercial and Industrial Wiring (3 Semester Credit Hours)
This course concerns the study of basic electrical principles, requirements and methods of effective and safe wiring in commercial and industrial facilities. The identification, interpretation and application of existing electrical code regulations, together with the study of electric planes prepare students to face in the future activities of installing, maintenance and repair of systems of lighting, protection, grounding and control in these buildings. This course is also taught in the Spanish Language. Pre-requisite: EET1033 and EET1050

BSC 1050 Man & His Environment (General Education Component) (4 Semester Credit Hours)
This course is an introduction to environmental science which examines current environmental concerns and their management. It integrates and correlates the features of the natural world with human activities. Topics include basic ecology, population growth and world hunger, energy resources, environmental regulations and water, air, and noise pollution. Emphasizes an understanding of solutions to environmental problems. This course may be counted as either a biological or physical science credit. Prerequisites/Co-Requisites: None

BSC1085 Anatomy and Physiology (3 Semester Credit Hours)
Students are introduced to the structure and function of the human organ systems as an integral part of the medical field. This course is designed to provide a comprehensive understanding of the human body structures and normal functioning of each structural system, as well as what takes place when the body’s homeostasis is unbalanced.

These goals are accomplished through a variety of methods such as lecture, visuals, handouts, labeling and visual exercises as well as open discussion in the form of questions and answers. Pre-requisite/Co-requisite: HSC1531.

BUL2132 Business Law (3Semester Credit Hours)
The course is the study of law as it affects business with coverage of agency, business organizations, and government regulations, property, and other special topics. Prerequisites/Co-Requires: None

BUL2514 Intellectual Property Law for the Graphic Designer (2 Semester Credit Hours)
This course is designed to introduce students to the legal concepts regarding graphic design and employment in the graphic design industry. Topics include copyrights, patents and trademark. Regulations, contract negotiations, and licensing agreements are covered as well. Prerequisites/Co-Requires: None
CET112  Digital Electronics & Microprocessors  (3 Semester Credits Hours)
This course explains the digital logic concepts which will develop the students’ ability to know and interpret different types of electronic circuits, number systems, logic gates. Boolean Algebra operations and expressions are also examined. In addition, this course introduces combinational logic and functions with an emphasis on functional logic devices. By using FLIP-FLOPS, Counters and Shift Registers students will obtain new design tools. An introduction to RAMs and ROMs memories concepts and data storage, as well as microprocessor characteristics, will be studied during the development of this course.

Practical and appropriate laboratory exercises will provide hands-on experience in constructing, analyzing, testing and troubleshooting many digital logic and storage circuits; this practice also covers microprocessors and micro-controller exercises. This course is also taught in the Spanish Language. Pre-requisite: EET1033.

CET1173  Computer Maintenance and Troubleshooting  (4 Semester Credit Hours)
The student will study the different circuitry and switches in the motherboard; additionally they will learn how to find damaged microchips, memory, CPUs and correct it, and analyze compatibility issues between hardware and software. Windows will be used to assure that devices are installed and functioning correct. Pre-requisite: CGS1060C.

CET1178  Technical Support Software  (4 Semester Credit Hours)
This course will help student to explore available troubleshooting software and use the software effectively. Student will have techniques and hands-on experience on how to diagnose common computer issues and resolve those issues professionally. Pre-requisite: CET1173 and CET1178.

CET1179  A+ Certification Preparation  (2 Semester Credit Hours)
This course will help students to explore available troubleshooting software and use the software effectively. Student will have exposure to techniques and hands-on experience on how to diagnose common computer issues and resolve these issues professionally. Pre-requisite: CET1173 and CET1178.

CET1485  Computer Network Essentials  (4 Semester Credit Hours)
In this course, we will take an in depth look at networking concepts and techniques. We will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques. Along with examining different network strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies. Pre-requisite: CET1173 and CET1178.

CET1588  Network+ Certification Preparation  (2 Semester Credit Hours)
This course will help student to explore available troubleshooting software and use the software effectively. Student will have exposure to techniques and hands-on experience on how to diagnose common computer issues and resolve these issues professionally. Pre-requisite: CET1485.

CET1617  Interconnecting CISCO Networking  (4 Semester Credit Hours)
In this course, we will take an in depth look at networking concepts and techniques. We will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques. Along with examining different network strategies, this course will explore the advancement of network implementation, as well as, timeless problem solving strategies. This course provides comprehensive coverage of Cisco networking concepts, and maps directly to the CCNA Certification Exam #640-802. This course presents the basics of networking, and covers the steps to configure Cisco routers for a variety of tasks. Over 50 hands-on labs are included with the text and all concepts are reinforced with challenging real-world review questions. Pre-requisite CET1485.

CET1660  (Security+) Systems Security  (4 Semester Credit Hours)
In this course, we will take an in depth look at security concepts and methods. We will examine theoretical concepts and apply those concepts to securing individual workstations, local area networks (LANs), wireless local area networks (WLANs), and wide area networks (WANs). Also, this course will adopt a practical approach to the examination of various security methods. Along with defining different security different security issues and strategies, this course will explore methods of identifying, mitigating and preventing threats and attacks. The course will follow the CompTIA Security+ Certification track which is designed to be a vendor-neutral exam that measures your knowledge of industry-standard technologies and methodologies in the area of system security. Pre-requisite CET1485.

CET1722  Windows Server Network  (4 Semester Credit Hours)
This course helps students explore the Windows Server Editions and the concepts and practices of networked systems. Management of hardware, user groups, computer accounts, file access and disk storage are thoroughly explored. Server administration is also covered, including important concepts such as Group Policy, performance monitoring, backups, disaster recovery, and Windows Server security features. The course also prepares students for an exam that is part of the Microsoft Certified Information Technology Professional: Server Administration (MCITP) certification. Pre-requisite: CET1485.

CET1723  Windows Server Administration  (4 Semester Credit Hours)
This course helps students explore the Windows Server Editions and the concepts and practices of networked systems. Management of hardware, user groups, computer accounts, file access and disk storage are thoroughly explored. Server administration is also covered, including important concepts such as Group Policy, performance monitoring, backups, disaster recovery, and Windows Server security features. The course also prepares students for an exam that is part of the Microsoft Certified Information Technology Professional: Server Administration (MCITP) certification. Pre-requisite: CET1722.
CET1724  Window Server Implementation  (4 Semester Credit Hours)
This course helps students explore the Windows Server Editions and the concepts and practices of networked systems. Management of hardware, user groups, computer accounts, file access and disk storage are thoroughly explored. Server administration is also covered, including important concepts such as Group Policy, performance monitoring, backups, disaster recovery, and Windows Server security features. The course also prepares students for an exam that is part of the Microsoft Certified Information Technology Professional: Server Administration (MCITP) certification. Pre-requisite: CET1723

CET1811  Administering Windows Professional  (4 Semester Credit Hours)
This course prepares individuals to install, configure, and administer Windows 7. The course provides hands-on instruction for students who want to prepare for the Microsoft certification exam and succeed as a Microsoft network and system administrator. Pre-requisite: CET1485.

CET2526  (Linux+101) Fundamentals of Linux Operating Systems  (4 Semester Credit Hours)
In this course, we will take you in to Linux concepts focus in, System architecture, Installation, GNU, Commands, Devices and File system. We will go through Installation, analysis of file system architecture, Configuration post-Installation, Package management and the most elemental commands to be successful with Linux System; Adopting a series of hands-on activities we will reinforce all necessary skills to be successful in Linux environments. Pre-requisite: CET1485.

CET2528  (Linux+102) Implementing the Linux Operating Systems  (4 Semester Credit Hours)
In this course, we will take you in to Linux concepts focus in, System architecture, Installation, GNU, Commands, Devices and File system. We will go through Installation, analysis of file system architecture, Configuration post-Installation, Package management and the most elemental commands to be successful with Linux System; Adopting a series of hands-on activities we will reinforce all necessary skills to be successful in Linux environments. Pre-requisite: CET2526.

CGS1060C  Microsoft Technology Applications  (3 Semester Credit Hours)
This course is a comprehensive introduction to Microsoft Office 2013. It will feature four distinct programs: MS Word, MS Excel, MS PowerPoint, and MS Outlook. In MS Word, the student will learn how to create and edit and format documents, and format text and paragraphs. In MS Excel, the student will learn to work with formulas and functions, format a worksheet, and to work with charts. In MS PowerPoint, the student will create/modify a presentation, insert objects into a presentation, and finish a presentation. In MS Outlook, the student will learn the basic of internet graphics along with optimization for practical website(s). In addition, students will be aware of website structures and hyperlinks. Prerequisites/Co-Requisites: None

CGS1801  Web Site Design I  (4 Semester Credit Hours)
This course provides an introduction to web site design using one of the most useful web editors. It is taught on IBM PC compatibles using Microsoft Internet Explorer as the default browser to review the design. Students will learn the basic of internet graphics along with optimization for practical website(s). In addition, students will be aware of website structures and hyperlinks. Prerequisites/Co-Requisites: None

CGS1881  Web Site Design II  (4 Semester Credit Hours)
Continuation of WEB 103, this course provides more details in web site design and development with web editors. Students will learn to be creative and productive on developing the website by applying practical HTML features such as Cascading Style Sheet (CSS) in depth, HTML Table for web layout, and more. Develop an understanding of the website update/management using File Transfer Protocol (FTP) and also learn to integrate interactive media/graphics in the website. Prerequisite: CGS1801

CGS1883  Web Design Fundamentals  (2Semester Credit Hours)
This course helps students to establish a solid background of web page creation and website basic components. Additionally, students will learn basic web design concepts such as color theory, typography, and introduction web languages such as HTML, XML, XHTML, CSS, Dynamic HTML, and JavaScript. Prerequisites/Co-Requisites: None

CLP1001  Psychology (General Education Component)  (4 Semester Credit Hours)
This course is designed for the healthcare provider in order to better understand and work with patients in different stages of illness, as well as understand self and human behavior in general, with the goal to provide higher quality of healthcare deliverance. The students will be exposed to basis of individual psychology and how life events impact how we perceive ourselves and others. In addition, students will learn about reactions to change, challenging events and loss, with emphasis on emotional states such as anxiety, depression, anger and grief. Finally, students will learn key issues in health promotion, including why patients seek or fail to seek help, and what influences compliance and non-compliance. Additional issues such as links between psychological factors and physical well-being will be presented.

CLP 1006  Social Psychology and Personal Effectiveness (General Education Component)  (4 Semester Credit Hours)
This course emphasizes the understanding of the principles of effective human behavior and their application to the areas of personal awareness, interpersonal relations, communication, and work/career development. Prerequisites/Co-Requisites: None

CTS1216  Presentation Aid for Windows  (2 Semester Credit Hours)
This course is an introduction to using Microsoft PowerPoint. In these eight units, you will learn basic through advanced skills, including creating, modifying, customizing, and enhancing presentations and charts. Additional skills coverage includes working with objects and hyperlinks, and using slide show features. Basic experience with Windows is assumed. The course also prepares students for the Microsoft Certified Application Specialist (MCAS) Certification exam in PowerPoint.
EET1000  National Electrical Code (NEC)  (3 Semester Credit Hours)
This course will help students to obtain a better understanding of the structure, regulations, principles and organization of the National Electrical Code (NEC). This course is also taught in the Spanish Language. Pre-requisite: EET1033

EET1002  Home Technology Applications  (3 Semester Credit Hours)
This course builds on home technology integration and home automation. Home Technology Integration explores how the latest high-tech systems converge to create integrated whole-home unified systems. Coverage includes LANs, Internet connectivity, video and audio systems, telephone systems, security systems, lighting control and more. The course covers all installations and set-up of home technology integration systems, also how to connect these components into a unified working system that accomplishes a specific function. This course is also taught in the Spanish Language. Pre-requisite:EET1033, EET1051 and EEV1230.

EET1011  DC Circuits  (4 Semester Credit Hours)
This course emphasizes Direct Current (DC) principles and methods as well as in the underlying theories and concepts needed for a strong foundation on electrical technology. The students are introduced 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 DC circuit tools that students will find invaluable in analyzing and understanding most of these complex circuits. Finally the students will know the different electric parameters and the instruments for measuring them. Theoretical topics will be verified using computer programs for circuit analysis and in the lab, connecting practical circuits.
This course is also taught in the Spanish Language. Pre-requisite: None
EET1021 AC Circuits (4 Semester Credit Hours)
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 studied. 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 and power factor are studied. Transformers, three-phase circuits and delta and wye connection characteristics are covered. Theoretical topics will be verified using computer programs and mounting real circuit in the lab. This course is also taught in the Spanish Language. Pre-requisite: None.

EET1033 Fundamentals of DC/AC Circuits (3 Semester Credit Hours)
This course offers a general introduction to the principles, concepts and laws applied to electric circuits. In-depth coverage of Ohm's Law and its relation to voltage, current, resistance, followed by theoretical and practical applications of electrical components connected in series, parallel and series-parallel circuits. Also, the course focus on understanding of AC theory, components such as inductors, capacitors, transformers, electronics and semiconductors components, and its applications as well as the principles of operation of different devices and its appropriate selection. This course is also taught in the Spanish Language. Pre-requisite: EET1011.

EET1050 Blue Print Reading (3 Semester Credit Hours)
This course offers the future electrician the skills for an adequate reading and interpretation of plans in the electrical area. Architectural considerations, scaling, types of constructions, site plans, floor plans and elevations, symbols, appendices and specifications are presented, reinforced with the use of real plans, guarantee the proper preparation to analyze plans in residential, commercial and industrial constructions. And understand the symbols associated with in different specialties in the jobsites. This course is also taught in the Spanish Language. Pre-requisites: EET1033 and EET1051.

EET1051 Electrical Materials and Components (3 Semester Credit Hours)
This course will provide the students with adequate knowledge in order to identify the most common materials used in today’s industry as well as the proper understanding of related terminology. Topics covered in this course will permit future electricians to be familiar with current materials and components utilized for electrical projects at residential, commercial and industrial areas. A description about the 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 focused on the service and distribution equipment, safety disconnection and fire protection, security, communication and digital control devices. This course is also taught in the Spanish Language. Pre-requisite: None.

EET1516 Electric Motor Applications (3 Semester Credit Hours)
This course is focused on the characteristics, operation, control, selection, installation and applications of different electric motors. Electric motors such as: single phase, three phases, hermetic compressors, multi-speed and variable and electronically commutated are studied. Activities in the labs are planned in order to connect, wiring starting methods, interpret connection diagrams and verify technical conditions of parts and troubleshooting. In addition electrical and safety codes also will be emphasized. This course is also taught in the Spanish Language. Pre-requisite: EET1033.

EET1517 Electrical Motors (3 Semester Credit Hours)
This course is designed for the students who already have an understanding of basic electrical theory, including DC and AC theory and AC electric motors. The student will learn how DC motors and generators operate and how to install them. The concepts taught will help the students to understand how controls are designed and installed for AC and DC motors to provide either simple or complex control schemes. This course explains many different systems and has been designed to reflect the current practices and guidelines of the National Electric Code. This course is also taught in the Spanish Language. Pre-requisite: EET1033.

EEV1230 Low Voltage Security Systems (3 Semester Credit Hours)
This course covers the study of devices such as sensors, notification, control panels, and programming used in intrusion detection security systems. Also, the course is focused in the installation and configuration of closed circuit TV systems for small, medium, and large facilities, introduces access control systems, including applications, door locking systems, readers biometrics, and controllers. The course is complemented with the installation practices as well as with building and electrical codes. This course is also taught in the Spanish Language. Pre-requisite: EET1033.

ENC1100 English Composition (General Education Component) (3 Semester Credit Hours)
This course is the first college level English course for students. This course emphasizes the skills necessary to prepare you for college level writing. In this course students will develop an understanding of good, college level writing with an emphasis on exposition and the research essay. Oral and written communications of impressions and judgments concerning assigned readings in the essay and allied genre are required. Stress on the building of an active vocabulary and on correct sentence and paragraph structure are also covered. Prerequisites/Co-Requisites: None.

ENC1106 English Composition II (General Education Component) (3 Semester Credit Hours)
This course is the second required English core course for students pursuing an Associate’s degree. It is a course in reading, writing and critical thinking which emphasizes composing essays, producing a documented paper based on research, and reading and writing. The class will be conducted partly through lecture/discussion, and through small work groups that allow the student maximum practice in developing critical thinking, reading and writing skills. Pre-requisite: ENC1100.

ENG2111 Literature into Film (General Education Component) (4 Semester Credit Hours)
This class explores the connections between literature and film through an in-depth study of film, writing, and film production from a literary perspective. Students will: study film history, read novels that inspire film, and analyze film thorough discussion and extensive film analysis papers. Students will become more knowledgeable and appreciative readers and more perceptive viewers of film through learning basic cinematic techniques that define different genres of film. Students should expect to produce written analysis and complete extensive outside reading. Prerequisites: ENC1100, ENC 1106. Co-requisites: None.
ENT 1000  Principles of Entrepreneurship  (4 Semester Credit Hours)
This is a foundation course in the modern treatment of entrepreneurship. Students will learn the elements of start-up/buy-out/franchising, business plans, marketing plans, human resources, financial planning, legal forms, products/services, selling, advertising, management policies, accounting systems, tax issues, capital management, computers, risk management and business ethics. Prerequisites/Co-Requisites: None

ENT1020  Managing the Small Business  (3 Semester Credit Hours)
This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporates material to help them explore small business issues in the amazing world of the Internet. Prerequisites/Co-Requisites: None

ENT3024  Managing the Small Business  (4 Semester Credit Hours)
This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues; numerous real-world examples to help students understand how to apply the business management concepts presented in the text, and incorporates material to help them explore small business issues in the amazing world of the Internet. Prerequisites/Co-Requisites: None

ENT3114  Business Plan Development  (4 Semester Credit Hours)
Students will evaluate a business concept and write a sound business plan. Students will assess the strengths and weaknesses of a business concept, collect, analyze and organize market research data into a marketing plan and prepare the financial projections for their business concept. Students will also be able to identify and evaluate various resources available for funding small businesses.

ESL 1  Basic English for Low Beginners  (6 Semester Credit Hours)
The student will understand the process of learning another language, the alphabet, how to build vocabulary and use a dictionary, principles for correct pronunciation, and vocalization. There will be an integrated (multi-media) approach to acquire proficiency in the basic skills of the language, listening/understanding, speaking, reading, writing, and cross-cultural awareness. The course will also emphasize practical vocabulary use, progressive grammatical explanations and accurate pronunciation. Pre-requisite: None

ESL 2  English for High Beginners  (6 Semester Credit Hours)
Course description: Students continue to develop the speaking and listening skills necessary to participate in classroom and group discussions. In order to build oral communication, there will be an emphasis on being functional in daily activities and emergency situations and highlights include interviews, pair and group work, and discussions. There is continued emphasis on practical vocabulary and pronunciation practice. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisite: None

ESL 3  Low Intermediate Listening, Reading, Writing & Speaking  (6 Semester Credit Hours)
Course description: Students continue to develop the reading, speaking and listening skills necessary to participate in classroom and group discussions. In order to build oral communication, there will be an emphasis on introductions, interviews, pair and group work, discussions, and individual presentations. The course continues emphasis on practical vocabulary and accurate pronunciation. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisite: None

ESL 4  High Intermediate Listening, Reading, Writing & Speaking  (6 Semester Credit Hours)
Course description: Students continue to practice the reading, speaking and listening skills necessary to participate in classroom, group, and individual discussions. In order to progress in oral communication, there will be an emphasis on preparing for job interviews, being functional in real life situations, and discussing current events through group discussions and individual presentations. Emphasis on practical vocabulary and accurate pronunciation will be reinforced. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisites: None

ESL 5  Advanced Listening, Reading, Writing & Speaking  (6 Semester Credit Hours)
Course description: Students continue to practice the reading, writing, speaking and listening skills necessary to participate in classroom, group, and individual discussions. In order to progress in oral communication, there will be an emphasis on preparing for job interviews, being functional in real life situations, and discussing current events through group discussions and individual presentations. Emphasis on practical vocabulary, accurate pronunciation and writing will be reinforced. Practice in understanding and using the spoken language; reading and writing with progressive grammatical explanations. Pre-requisites: None

ESL 6  Conversational English for Advanced students  (6 Semester Credit Hours)
Course description: This conversational English course furthers student knowledge of grammar and reading skills. The students will interact with each other under the instructor direction. The expressions and sounds will be revised in the 1st level of study.

EST1542  Programmable Logic Controllers  (3 Semester Credit Hours)
This course will provide students with the knowledge of the different types of Programmable Logic Controllers (PLC) from the basic controller concepts to solid state. Students will learn topics such as Input/Output configurations in both Fixed and Modular PLC in accordance to its processing capacity.

In addition, students will know many types of endings for programming, output & input modules and memories. Topics in this course include the study of Ladder Diagrams due to the broad diffusion in the industry linked to instructions associated with input/output functional blocks (timers, counters, drums, storing words) and the relationship between programming instructions and connections. Finally it will include concepts about how to detect and solve faults in the PLC. This course is also taught in the Spanish Language. Pre-requisite: EET1033 and CET1112
ETC1206  Construction Estimating  (3 Semester Credit Hours)
This course is an introduction to the arts of estimating. This course describes concepts, principles, and techniques used to estimate projects. It covers topics like the estimating process, types of estimates, the quantity take off, direct and indirect cost, bidding strategies, examples of estimating projects and a project estimating using Excel. A project of estimating will be complete and evaluated at the end of the course. This course is also taught in the Spanish Language. Prerequisite: None.

ETP2402C  Photovoltaic Systems  (3 Semester Credit Hours)
Photovoltaic (PV) Systems, along with other renewable energy technologies, is a rapidly growing sector of the energy market. This course is focused on design, installation, and evaluation of residential and commercial PV systems. The content includes systems advantages and disadvantages, site evaluation, component selection, system design and sizing, and installation requirements and recommended practices. This course is also taught in the Spanish Language. Prerequisite: EET1033, EET1050

F

FIN2001  Principles of Finance  (3 Semester Credit Hours)
This is an introductory course reviewing the basic concepts of finance. Risk/return, valuation, time value of money, bonds, liquidity vs. Profitability, portfolio effect, and financial leverage will be discussed. A special focus on the weighted average cost of capital, irr, payback, npv, and other cash flow evaluation techniques used for decision making will be introduced in this course. Calculations using a financial calculator and spreadsheet software will be required in this course. Prerequisites: GEB1011. Co-Requisites: None

FES115  Fire Alarm Systems  (3 Semester Credit Hours)
The main purpose of installing fire alarm systems is the safety of people’s lives, knowing the requirements of the code and using it to install and operate these systems is one of the main goals of this course. With the help of hand on activities students will gain skills in installation, commissioning and troubleshooting of fire alarm systems. This course is also taught in the Spanish Language. Prerequisite: EET1033, EET1050

FIN 2100  Personal Financial Management  (4 Semester Credit Hours)
This course provides a survey of the areas of personal economics and financial matters which all individuals face. Topics covered are budgeting, banking, credit markets, consumer credit, insurance, taxes, home finance and ownership, investments and retirement. Prerequisites: GEB1011. Co-Requisites: None

FIN 3400  Finance for Non-financial Managers  (4 Semester Credit Hours)
Students will apply their financial skills and decision-making abilities to decisions in a business environment while also learning how financial markets influence business and personal decisions. Students will get extensive practice using MS Excel to help solve financial problems. Prerequisites: CGS1060

G

GEB1011  Principles of Business  (3 Semester Credit Hours)
This course provides a broad overview of how businesses are organized and managed as well as the interrelationships between business and the external forces such as government, community, and the economy. Prerequisites/Co-Requisites: None

GEB1441  Business Ethics and Society  (3 Semester Credit Hours)
In this course the student will learn how personal values and ethics influence the decision-making capacity of the manager within an organization. The student will learn about ethical theories and the roles they play in the social and corporate behavior of an organization. Issues such as diversity in the workplace, intuition, technology, and the global environment of business will be included. The student will acquire an understanding of how an organization can institutionalize its ethical system. Prerequisite: MNA 2012. Co-Requisite: None

GEB2350  International Business  (4 Semester Credit Hours)
This course, Intro to International Business provides the foundation for further international business studies. In this course students will develop the appreciation, knowledge, skills and abilities needed to live and work in a global marketplace and are provided with a wealth of learning experiences that will prepare them for entry-level international business occupations. During this course we will examine common international business models review case studies of major international corporations to see how those corporations put the concepts reviewed into play. We will look at major world markets such as the U.S., Japan, Germany, England, Italy, France, and Spain as well as the emerging economies of Brazil, Russia India and China. Special attention will be given to e-Commerce (to allow students to understand the impact of technology in the global business environment); cross cultural communication (to become culturally sensitive in dealing with individuals from cultures different than the student’s own) as well as ethics as well as world trade among multinational organizations and the bodies that govern trade. Prerequisite(s): MNA2012, ECO2013, OR ECO2023 & GEB1011

GEB2930  Business Administration Capstone  (2 Semester Credit Hours)
The capstone course provides students the opportunity to demonstrate their knowledge of and application of the program's goals and competencies by completing a required project that will span the entire term. A presentation of this project is required at the close of the term. Prerequisite(s): CGS1060C, ACG1001, ACG1011, DEP2004, GEB1011, FIN2001, , APA1146, ENC1100, ENC1106, ECO2013, ECO20123, ENT3024, MAC1100, MNA1110, MNA2012, MAN3065, BUL2132, MKA2000, OST2335, SLS1105, SLS1509, SPC1013, STA2005.

GEB 3213  Business Communications  (4 Semester Credit Hours)
This course examines basic communication processes, both written and oral, within the business environment. Cross-cultural communications and ethical considerations in business communication are discussed. The course explores three areas: 1) planning, researching, organizing, writing, editing, and revising business-related documents; 2) planning, organizing, and delivering oral presentations in a business setting;
and 3) preparing for professional success in the business world, including networking, job searching, resumed preparation, and interviewing. Written assignments and oral presentations are required. **Prerequisites/Co-Requisites:** None

**GEB3218 Professional Speaking in Business (4 Semester Credit Hours)**
This course focuses on teaching students the communication skills that are integral to being successful in the business world. Skills include interviewing, formal and informal speaking and presentations, interpersonal conflict, and communicating with a diverse audience. In addition, students will have the opportunity to practice newly acquired skills through exercises and formal class presentations. By the end of the course, participants will have the oral competencies to communicate effectively at work. **Prerequisites/Co-Requisites:** None

**GEB4374 International Negotiations and Sales (4 Semester Credit Hours)**
Selling across cultures requires an understanding of not only the business and legal aspects, but the cultural aspects as well. This course focuses on providing an understanding of the concepts and skills required for international sales negotiations and transactions. **Prerequisites:** GEB2350, Junior Status (Co-requisites: None)

**GRA1852 Computer Graphic Illustration (4 Semester Credit Hours)**
As a student in this course, you will learn how to use Adobe Illustrator current version. You will first be introduced to Illustrator basics in order to gain knowledge on shapes, editing, selection, and masking. Learn to optimize, save images for web and print media and to do photo illustrations. Short studies will develop student proficiency in the design tools for imaging, design, interactivity and animation. Inquiry and experimentation are encouraged, leading towards the development of the skills and techniques needed to create thoughtful and critical art in electronic media. **Prerequisites/Co-Requisites:** None

**GRA2160 Graphic Symbolism (2 Semester Credit Hours)**
In this class students will learn to express a new brand or to revitalize an existing one using a universal five-phase process for creating and implementing effective brand identity. Course will cover from research and analysis through brand strategy, design development through application design, and identity standards through launch and governance for the entire process. **Prerequisites/Co-Requisites:** None

**GRA2858 Digital Publishing – InDesign (4 Semester Credit Hours)**
Students will master the unique design opportunities and challenges presented by brochures and other multipage publications. Students are expected to cultivate and demonstrate a high level of comprehension about the interrelationship between visual form and meaning. Students will lay out professional quality single and multipage documents that include text and graphics, and are designed for professional printing and publication. Students will create eye catching print documentations such as newsletters, brochures, postcards, menus, books, and much more. **Prerequisites/Co-Requisites:** None

**HIM1000 Introduction to Health Information Management (1.5 Semester Credit Hours)**
This course will provide a clear and comprehensive information about all aspects of the health information including the electronic health records, content of patient records (acute, outpatient and alternate care settings), records storage and circulation, numbering and filing systems, indexes, registers, health data collection, legal aspects, and coding and reimbursement. Special emphasis is placed on differences associated with record-keeping practices in hospitals, ambulatory care facilities, and physician’s offices. **Prerequisite:** None

**HIM1110 Health Care Record & Data Management (4 Semester Credit Hours)**
This course introduces the student to the Health Information Management (HIM) profession and to the foundations of the health record and data management. Special emphasis is placed on the purpose and content of the health record and how it used for purposes of data integrity, reimbursement, research, the foundation for standards, quality improvement, privacy and security, and in the delivery of safe healthcare to the patient. Of particular interest are an introduction to the electronic health record (EHR), health information exchange, and meaningful use which are also covered. Students will gain an understanding of prominent healthcare data sets and their purposes and uses, and to the characteristics of clinical vocabularies and classification systems and how they are used throughout the healthcare system. In addition the student is also introduced to the uses of coded data and healthcare payment systems and thus gains understanding of the process of reimbursement, billing procedures, use of chargemasters and auditing. This course covers a comprehensive review of the typical health information functions associated with managing paper-based, hybrid, and EHR systems. Finally topics also addressed are secondary data sources, such as registries and indexes, which are used in healthcare services evaluation. This course includes supervised lab instruction of simulation practice exercises (virtual lab). **Prerequisites:** None

**HIM1222 Medical Coding I (3 Semester Credit Hours)**
This course provides the student with a comprehensive training in the application of diagnostic codes from the ICD-10-CM Official Guidelines for Coding and Reporting. This course focuses on the history, format, conventions, guidelines and appropriate assignment of codes from the ICD-10-CM classification systems. Diagnostic clinical information is identified and abstracted from health records in various healthcare settings (outpatient and inpatient) and assigned the appropriate, accurate and specific ICD-10-CM codes. This course includes supervised lab instruction of simulation practice exercises. **Prerequisite:** HSC1531 and BSC1085.

**HIM1232 Medical Coding II (4 Semester Credit Hours)**
This course provides the student with a comprehensive view to the nomenclature and classification systems known as Current Procedure Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS). This course concentrates on the accurate use of CPT for procedural and operative coding. This course also concentrates on the accurate use of HCPCS for Medicare's Level II national coding used to bill for ambulance, medical and surgical supplies, durable medical equipment, etc. CPT and HCPCS procedural/operative clinical information, in addition to diagnostic clinical information, is identified and abstracted from health records and assigned the appropriate, accurate and specific procedural/operative and diagnostic codes for third party billing. This course includes supervised lab instruction of simulation practice exercises. **Prerequisites/Co-requisite:** HIM1222

College of Business and Technology
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HIM1273  Medical Insurance & Billing Procedure  (4 Semester Credit Hours)
This course introduces the major types of medical insurance, payers, and regulators, as well as the medical billing cycle including HIPAA/HITECH Privacy, Security, and Electronic Health Care Transactions, Code Sets, and Health Insurance Claim Form (CMS-1500 and CMS-1500-HCFA). Students are also introduced to current coding practices, including International Classification of Diseases (ICD-10-PCS and ICD-9-CM) and Healthcare Common Procedure Coding System (HCPCS). The course will provide students with the knowledge in correct coding procedures, using coding references, complying with proper linkage guidelines, general procedures for calculating reimbursement, how to bill compliantly, and preparing and transmitting claims.

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HIM2012  Intro to Medical Law and Ethics  (1.5 Semester Credit Hours)
This course provides students with the fundamentals of law surrounding the delivery of healthcare and the management and protection of patient information including the in-depth view of the various federal and state court systems and the legal processes that HIM professionals must have an understanding of. It also covers the federal and state laws and accreditation standards governing hospital and health information systems, privacy and security; the roles of HIM professionals in information systems, and the impact of future electronic technologies on health information systems. This course includes supervised classroom lab simulation practice exercises in an EHR environment. Prerequisite: None.

HIM2211  Information Technology System  (4 Semester Credit Hours)
This course provides an in-depth view of healthcare information systems and specifically the electronic health record (EHR). Topics addressed in this course include: the fundamentals of information systems such as software applications, data quality, data storage and retrieval, databases, healthcare information system selection and implementation steps (project planning, design, development, implementation, testing, conversion and evaluation); healthcare information systems specially focused on computerized systems used in HIM departments, healthcare information system applications (administrative and clinical information systems), the role and use of the EHR, and speech recognition; information security (privacy and security); the roles of HIM professionals in information systems, and the impact of future electronic technologies on health information systems. This course includes supervised classroom lab simulation practice exercises in an EHR environment (virtual lab). Prerequisites: CGS1060C; HIM1110.

HIM2234  Medical Coding III  (4 Semester Credit Hours)
This is an advance course in medical coding where the student applies the fundamentals of diagnostic coding, learned in Medical Coding I, procedural coding, learned in Medical Coding II and biomedical knowledge to a wide array of complex cases from across the major medical specialties in different healthcare settings. The student is presented with reports designed to give a realistic picture of the type and scope of reports he/she will be coding on the job. This course includes supervised lab instruction for simulation practice exercises (virtual lab). Prerequisite: HIM1455; HIM1456; CSC1088; MEA1200; HCS 2149.

HIM2500  Health Record Quality & Performance  (4 Semester Credit Hours)
This course provides a comprehensive introduction to the theoretical concepts, practical applications and strategic management of performance and quality improvement (PI) processes in healthcare organizations. Topics addressed in this course include those related to: understanding what is a performance improvement model; performing continuous monitoring and improvement of the functions of a healthcare facility. Additional topics presented are the management of Performance Improvement and Quality programs Special focus will be placed on QI tool box techniques and the application of analytical and graphic tools used in performance and quality improvement. This course includes supervised classroom lab simulation practice exercises. Prerequisite: HIM1110.

HIM2512  Principles of Management & Organizational Resources  (2 Semester Credits Hours)
This course provides a comprehensive view of the basic principles of management/supervision as practiced and applied by HIM professionals within a healthcare organization. Emphasis will be placed on the supervisory role of the HIM professional in the areas of human, operational and financial resources. Topics addressed in this course include: planning of resources (objective formulation and decision making), organizing resources (physical and human), measuring and controlling resources (performance and budgeting) and actuating/motivating (team building, training and leadership). Prerequisite: HIM1110.

HIM2810C  HIMT Practicum  (2 Semester Credits Hours)
HIMT Practicum or Professional Practice Experience (PPE) is a supervised learning experience designed to provide the student with an opportunity to obtain practical experience. This practicum or professional practice experience is composed of 90 hours obtained by completing a total of 50 hours in a virtual lab environment where the student develops "hard or technical skills" by completing classroom assignments (activities) and a special assignment (advanced level exercise), to be completed through one of the VLAB applications of his/her choice and for presentation, via power point, to the Virtual Lab Externship Instructor and by completing a total of 40 hours in a field-based environment (traditional or nontraditional practice site) where the student develops "soft skills" by focusing on relationship building, exposure to the practice environment, development of business skills, and by observation of HIM leaders in departmental meetings and project-based meetings. Professional practice experience is a credit class and it is intended to complement and supplement knowledge obtained from the HIMT courses. Since most of the professional practice experience assignments will be completed according to procedures used in a virtual lab environment and practice site environment, the student has an opportunity to apply the principles he/she has already studied in previous courses to specific situations. It is hoped that students find the experience both challenging and rewarding. Prerequisite: Successful completion
of all Health Information Management Technology classes (HIM Core, Gen Eds, Biomedical and Computer classes) and permission of the Lead Instructor.

**HSC1000 Introduction to Health Sciences & Health Services Organization** (2 Semester Credit Hours)
This course provides a comprehensive view of the history of the US healthcare delivery system, and the development, legal regulation and scientific technological advances of the modern U.S. healthcare system. Topics also addressed in this course include: the organization and delivery of healthcare services across a continuum of healthcare settings from hospitals to non-hospitals facilities (ambulatory care, long term care, hospice, etc.); recent developments impacting the delivery of healthcare: sub-acute care, quality care, managed care, ethical decision making, patient focused care, consumerism, etc.; the financing and reimbursement methodologies used to meet healthcare expenditures; health policy issues and the future of the US healthcare service delivery. **Prerequisite:** None

**HSC1531 Medical Terminology** (3 Semester Credit Hours)
This course introduces medical elements and their applications to body systems and medical specialties. The student will be introduced to medical terms, including suffixes, roots, prefixes and anatomical terms. The basic body components will also be introduced and associated with the proper terminology. These terms will be applied to common medical specialties. **Prerequisite:** None

**HSC2149 Pharmacology** (4 Semester Credit Hours)
This course provides students the principles of Pharmacology and general drug classifications, characteristics, indications, side effects and interactions. A special emphasis will be placed on generic names understanding and drugs used for the most common pathologies. Students will be introduced to the care and handling of many medications and receive and awareness of drug related problems. **Prerequisite:** MEA1203.

**HUN1007 Nutrition** (2 Semester Credit Hours)
This course provides descriptions of the nature and role of carbohydrates, lipids, proteins, water, vitamins, and minerals in the human body. Energy relations and various controversies in nutrition examined, as well as relationships among nutrition, health, and disease.

**ISM 4011 Introduction to Management Information Systems** (4 Semester Credit Hours)
This course will examine the use of computer systems and information technology and their applications to make more effective business decisions. The student will use information technology software to assist in making decisions of a business nature. The course will include the latest terminology, techniques and applications of information systems in a business organization. **Prerequisites:** Junior status, CGS 1060C. **Co-Requisites:** None

**MAC1100 Principles of College Algebra (General Education Component)** (3 Semester Credit Hours)
The students will be introduced to the concepts necessary to the operations of algebra, demonstrating an understanding of the real number system, polynomials, graphing of linear equations, equalities, and inequalities. This course is also taught in Spanish. **Prerequisites/Co-Requisites:** None

**MAN3046 Leadership and Team Development** (4 Semester Credit Hours)
Introductory course on the theory and practice of leading, managing, and functioning in teams and groups. The focus of the course will be on building high performance teams and recognizing and resolving conflicts among team members. **Prerequisites/Co-Requisites:** None

**MAN 3065 Business Ethics** (4 Semester Credit Hours)
In this course the student will learn how personal values and ethics influence the decision-making capacity of the manager within an organization. The student will learn about ethical theories and the roles they play in the social and corporate behavior of an organization. Issues such as diversity in the workplace, intuition, technology, and the global environment of business will be included. The student will acquire an understanding of how an organization can institutionalize its ethical system. **Prerequisite:** MNA 2012. **Co-Requisite:** None

**MAN 3301 Human Resource Management** (4 Semester Credit Hours)
The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization. **Prerequisites:** GEB1011. **Co-requisites:** None

**MAN4000 Management Capstone** (4 Semester Credit Hours)
The Capstone course provides an opportunity to develop an integrated understanding of overall program and management practices and techniques. As a major part of the Capstone course, students will be responsible for developing and completing a Capstone project.
Prerequisites/Co-Requisites: Senior Status and Permission of the Lead Instructor in addition to all Bachelor Degree program course work required for completion of the degree.

MAR1720 Introduction to E-Commerce (4 Semester Credit Hours)
This is a foundation course in E-Commerce. Students will learn the basic elements of effective E-Commerce solutions, E-Marketing, E-Accounting, E-Customer Service, and the development process. Prerequisites/Co-Requisites: None

MAR2141 Introduction to International Marketing (4 Semester Credit Hours)
This is a foundation course in international marketing that introduces students to marketing strategy and management within the context of global and international markets. It evaluates cultural differences and aims to enhance skills in developing and implementing marketing strategies and decision making in international contexts. Prerequisites/Co-Requisites: None

MAR3721 Marketing Online (4 Semester Credit Hours)
This course will help students understand the "why" behind the "how" of Web site development—to help them see sites from the marketer's point of view. It will teach students the reasons and rationales behind why sites get built, how they are used to build an audience, and most importantly, how companies use the Web to earn revenue and build recognition among their desired audience. Students will learn the strategies behind how to drive traffic to a site, the tools that are available to keep audiences coming back, and the role marketing plays in the building of a successful Web site. Prerequisites: MKA2000 or permission of Director of Education (Co-requisites: None)

MAR3730 Business of E-Commerce (4 Semester Credit Hours)
In this advanced e-commerce course students compare brick and mortar sales with electronic sales outlets in order to develop a clear understanding of the differences and similarities between the two. This course is based on intensive case studies as well as lecture. Prerequisites: MAR1720, Junior Status (Co-requisites: None)

MEA0204 Clinical Procedures (4 Semester Credit Hours)
This course introduces the Medical Assistant student to the general procedures performed in the medical office. Students will learn to take vital signs, medical histories prepare the patients for treatments and explain the treatment and assist physician during general physical examinations. Additional skills include but not limited to suture removal, medication administration and most common physical therapies procedures. Special emphasis will be applied on asepsis and sterilization techniques as well as specialized procedures such as gynecologic, pediatric, ophthalmologic, orthopedics, and audiology. Pre-requisite: HSC1531 and BSC1085.

MEA1203 Pathophysiology (4 Semester Credit Hours)
This course emphasizes the fundamentals of the human disease process introducing important pathologic concepts and terminology associated with emphasis in etiology, signs, symptoms, diagnostic procedures, clinical course, treatment and prognosis. This will include the study of the major diseases associated with each body system. Prerequisite: HSC1531, MEA1245 and BSC1085.

MEA1245 Phlebotomy (4 Semester Credit Hours)
The skill of Phlebotomy is taught through didactic, laboratory (manikins) and hands-on (clinical) experiences. The students are trained to perform a variety of blood collection methods using proper technique and precautions, including but not limited to: vacuum collection devices, syringe and needle, capillary skin puncture for Hematocrit determination, winged needles (butterfly) and other special diagnostic tests such as blood cultures specimen collection for all age categories, bleeding time determination and drug screening. Emphasis is placed on infection prevention, Universal Precautions, proper labeling of specimens and quality assurance. Students will be taught specimen handling and processing. Prerequisite: MEA0204.

MEA1256 Laboratory Procedures (4 Semester Credit Hours)
This Course introduces the Medical Assistant student to the most common Physician Office Laboratory Procedures (POL) including proper use of equipment, supplies, asepsis techniques, proper transportation as well preparation/examination of samples, recognizing normal and abnormal lab. Values. Laboratory areas of importance to be taught are: microbiology, hematology, Urinalysis, blood chemistry and Immunology. Special emphasis will be placed on quality control, assurance programs and safety on laboratory mandated by Occupational Safety Health Administration (OSHA) regulations and following proper steps in preventing accidents. Prerequisite: MEA0204.

MEA1290 Radiography (4 Semester Credit Hours)
This course will orient the student to the radiology department and the health care environment. Also, the student will learn various methods for reducing occupational and patient exposure to ionizing radiation. It provides the student with positioning instructions and routines for thoracic, abdominal cavity and upper extremity radiographs. The technical terminology to describe the various radiographic positions is introduced. The focus is on obtaining a consistently high quality radiograph with minimum exposure to the patient. Prerequisite: MEA0204.

MEA1542 EKG (4 Semester Credit Hours)
The electrocardiography is a non-invasive test on the heart using an electrical machine that measures the electrical impulses of the heart in tracings. This course teaches the variations in the electrical potential produced by the heart and is used to diagnose irregularities in heart function. This course provides recognition of emergencies in the EKG graph that will alert the physician to determine the need for possible further testing. Students will be trained in performing a correct 12 lead EKG, cardiac drugs affecting this test, rhythm recognition, cause of artifacts and correction, and patient preparation. The course also will cover Holter monitoring, Pulmonary Function Testing, Oximetry and their importance and application in any clinical setting. Pre-requisite: MEA 0204.

MEA1960 Certification Exam Review (1.5 Semester Credit Hours)
This course will prepare students to sit and take the National Certification Coding & Billing Exam conducted by a nationwide recognized certifying organization. The student will review the main concepts and practical applications on CPT, ICD-10-CM, HCPCS, regulatory compliance and Insurance/billing topics needed to challenge the Coding Certification Exam. Upon completion of this course students will have the opportunity to assess their skills through a final exam, know about exam structure, test taking strategies, critical thinking skills and the registration process. Completion of this review class alone does not guarantee a passing score on coding certification exam. Prerequisite: HIM1222, HIM1232, HIM1273
MKA2000  Principles of Marketing  (3 Semester Credit Hours)
This course is an introduction to Principles of Marketing. You will learn basic concepts of Marketing, customer relationships, creation of customer value, customer equity, understanding customer’s needs, designing customer-driven marketing strategies and programs, capturing value for the firm, major Marketing Trends and forces affecting customer’s perceptions. Prerequisites/Co-Requisites: None

MNA1110  Organizational Behavior  (3 Semester Credit Hours)
The theoretical and research contribution of the behavioral sciences to management and administration are examined and applied to selected organizational situations. Areas to be considered from the standpoint of both individual and organizational performance are communication, motivation, conflict, decision-making, goal setting, leadership, organizational design, climate, development and control. Utilizing a systems perspective, the course attempts to develop in each student an ability to analyze and solve organizational problems. Prerequisites: GEB1101. Co-Requisites: None

MNA2012  Principles of Management  (3 Semester Credit Hours)
Students will be introduced to fundamental management principles, concepts of behavioral sciences, management processes, resources and organizational structure. Prerequisites/Co-Requisites: None

MTB 1103  Business Math  (4 Semester Credit Hours)
This course reviews and reinforces basic concepts in mathematics, uses skills in fundamental calculations, and provides insight and experience with the types of problems encountered in the world of business. The primary objective of Business Mathematics is to familiarize the student with a wide range of business procedures for which mathematics is required. Prerequisites: None. Although CGS 1060 is not a prerequisite, students are assumed to have a basic understanding of the functioning of Microsoft Excel at the level taught in CGS 1060C. Co-Requisites: None

OST1461  Medical Office Procedures  (4 Semester Credit Hours)
This course will provide students with skills and knowledge needed to perform entry level administrative duties on Information Management such as use of medical office equipment, computer programs proficiency (medisoft, office hours, EMR software, and others), medical records management, and medical transcription. Students also will learn Front Office Management procedures focused in reception, telecommunication, and appointments skills along with Financial Management basic principles related to Billing, payroll, and banking/accounting procedures. Special emphasis is placed in Facilities and Operations Management which includes safety, office Arrangement and general management and supervision of medical practices. General introductions to Insurance Claims Management including coding systems are also addressed. Prerequisite: None

OST1711  Word Processing for Windows  (4 Semester Credit Hours)
This course is a comprehensive introduction to Microsoft Word. You will learn how to edit and format documents, work with tables, add graphics, create Web pages, merge documents, create charts and forms, and customize Word. The course also prepares students for the Microsoft Certified Application Specialist (MCAS) Certification exam in Word.

OST1794  Internet Concepts  (2 Semester Credit Hours)
This course is designed to take advantage of the Internet in office communication technology and have an important effect on how to create and use electronic messages, appointments, tasks, and other office technology items.

OST1852  Excel for Bookkeeping  (2 Semester Credit Hours)
This course is a comprehensive review of Microsoft Excel. Prerequisite(s): CGS1060, ACG2021, ACG2071, TAX1003

OST2335  Applied Business Communications  (3 Semester Credit Hours)
This course is designed to provide students with an overview of how to effectively write business letters, memorandums, direct and indirect response letters, application letters, resumes and short reports. Stress will be placed on clarity, conciseness and directness in a variety of written business documents. Prerequisites/Co-Requisites: None

PGY1890  Principles of Photoshop  (4 Semester Credit Hours)
As a student in this course, you will learn how to use Adobe Photoshop. You will first be introduced to Photoshop basics in order to gain knowledge on image processing, editing, selection, and masking. Learn to optimize and save images for web and print media. Short studies will develop student proficiency in the design tools for imaging, design, interactivity and animation. Inquiry and experimentation are encouraged, leading towards the development of the skills and techniques needed to create thoughtful and critical art in electronic media. Prerequisites/Co-Requisites: None

PHI2606  Ethics (General Education Component)  (4 Semester Credit Hours)
This course is an introduction to the major ethical theories and principles although it provides some guidelines about main issues of applied ethics as well. It describes also concepts of morality, codes of conduct, moral judgments and how religious ethics an affect one’s moral character. The course emphasizes a comprehensive understanding of the ethical challenges that healthcare professionals may face in their complex work environment and the need to understand and apply ethical decision making to them. Contemporary topics addressed include ethics committees, ethics of disaster planning and response, human genetic information and the future of ethics.
PHT1101  Role of PTA with lab  (2 Semester Credits Hours)
This course covers the relationship between the Physical Therapist (PT) and the PTA and key concepts of the Guide to Physical Therapist Practice. It includes understanding patient pathology and key topics from physical therapy. The course includes the topics of professionalism, professional roles, interpersonal communication, physical therapist's behavior and conduct, teaching and learning, and evidence based practice. Pre-Requisites: HSC 1531: Medical Terminology, ENC1100: English Composition I, and BSC 1085: Anatomy and Physiology I.

PHT1120  Pathology Impairments for PTA  (2 Semester Credits Hours)
This course covers the pathologic states and conditions that every physical therapist assistant must understand in order to effectively treat patients. Topics covered include pathophysiology of children, adults, and the elderly as well as various forms of trauma, accidents, and disorders that may result in disability. Pre-Requisites: HSC 1531: Medical Terminology, BSC 1085: Anatomy and Physiology I, and ENC1100: English Composition I.

PTH1122  Orthopedic Impairments for PTA  (2 Semester Credits Hours)
This course provides the physical therapist assistant student with a broad overview of orthopedics. The course combines orthopedic management and therapeutic exercise, tying them to the examination and pathology of each of the joints. Students will learn about the anatomy and biomechanics of each area of the spine, pelvis, and TMJ. Working from this foundation, detailed explanations on the evaluation and treatment of each of the various areas are given with an emphasis on evidence-based techniques. This course also covers pediatrics, geriatrics, manual therapy, and women's health. Pre-Requisites: HSC 1531, BSC 1085, ENC 1100.

PHT1140  Kinesiology for PTA with lab  (4 Semester Credits Hours)
This course provides an overview of the science of kinesiology and teaches students how to set-up, perform, and administer an array of physical performance field tests. The course is organized by the type of physical parameter to be tested so that students can quickly determine the preparation for each physical test, what equipment is needed, how many test assistants are required, how to set-up and administer the test, how to score the test, and how test performers commonly conduct the test incorrectly. Pre-Requisites: HSC 1531, ENC1100 and BSC 1085.

PHT1202  Applied Anatomy for PTA with lab  (2 Semester Credits Hours)
This course introduces physical therapy assistant students to essential screening and examination techniques that form the foundation of their practice, across all body systems. It then builds on the foundational knowledge and helps students develop clinical decision-making skills. Experienced clinicians make numerous and rapid decisions about what questions to ask during a patient interview, what systems need to be screened for problems that lie outside the scope of physical therapy, and what tests and measures must be performed during an initial patient examination. Physical therapy assistant students and some new graduates often struggle with this decision-making process and answering the "why" questions. This course provides the student with fundamental, step-by-step approach to the subjective and objective portions of the examination process for a broad spectrum of patients. Ample rationale is provided for why a test/measurement would or would not be selected based on the patient's diagnosis or presentation. Pre-Requisites: HSC1000: Introduction to Health Sciences and Health Services Organization, PHT 1120, PHT 1101, PHT 1122, PHT 1140.

PHT1208  Clinical Rotation I  (2 Semester Credits Hours)
This course covers the evaluative as well as interventional aspect of physical therapy in an observational experience. Students will perform 8 hours per week for 16 weeks of a clinical internship. The CPI will be used for grading on a pass/fail basis. It provides observational guidance concerning physical therapy data collection and interventions in various clinical settings including musculoskeletal, neurologic, cardiopulmonary, integumentary, geriatric, pediatric, and acute care. Acute care topics include musculoskeletal and neurologic acute care, as well as the significant factors in acute care to consider while applying physical therapy to patients with endocrine, gastrointestinal, genitourinary, and oncological disorders/diseases. Pre-Requisites: HSC1000: Introduction to Health Sciences and Health Services Organization, PHT 1120: Pathology Impairments for PTA, PHT 1101: Role of PTA with Lab, PHT 1122: Orthopedic Impairments for PTA, PHT 1140: Kinesiology for PTA with Lab.

PHT1216  Applied Modalities with lab  (2 Semester Credits Hours)
This course provides a detailed review of the theory, practice, and delivery of modalities. It studies the scientific basis for the use of modalities as an important part of physical therapy. The course also provides the student with the ability to choose the best modality, select the correct parameters, and appropriately apply these modalities. Pre-Requisites: HSC1000, PHT 1120, PHT 1101, PHT 1122, PHT 1140.

PHT1224  Therapeutic Exercises for PTA with lab  (2 Semester Credits Hours)
This course is based on NASM's proprietary Optimum Performance Training™ (OPT™) model. Students will learn a systematic approach to program design with exercise program guidelines and variables. This course provides protocols for building stabilization, strength, and power programs as well as information about nutrition, supplementation, and professional development. Pre-Requisites: HSC1000, PHT 1120, PHT 1101, PHT 1122, PHT 1140.

PHT2812  Differential Diagnosis/Wound Care Management for PTA with lab  (2 Semester Credits Hours)
This course is divided into two parts. Part one addresses the clinical judgment essential to effective patient care. It covers the types of decisions that must be made in physical therapy treatment and offers sound guidance on how to make them. Part two covers the essentials necessary to deliver the best wound care in a cost-effective manner. It includes wound assessment, the healing process, the basics of wound management, topical treatments, and management of the major wound types. Pre-Requisites: PHT 1208, PHT 1216, PHT 1202, PHT 1224, and CLP 1001.

PHT2824  Clinical Rotation II  (4 Semester Credits Hours)
This course attempts to provide the student with the essential observation experience in a specific physical therapy setting to understand, comprehend, and recognize the role of the physical therapy assistant in the clinical setting, while assisting the physical therapist to provide.
to greatest functional outcomes for each individual patient. A physical therapy assistant will be assigned to each student to complete the mandatory 180 hours of clinical observational internship. The PTA will use the CPI for assessing the student’s knowledge and understanding of the clinical experience. The CBT ACCE or the Director of the PTA program will meet with both the student and clinical instructor at the midterm and final, to assess compliance with completing the observational experience. The students will be graded on a pass/fail grade. Pre-Requisites: SPC 1013, PHT 2812, PHT 2935, Complete Clinical Rotation Check List, Including Immunizations and Proof of Insurance Coverage, and Background Check.

PTA2826 Neurehabilitation for PTA with Lab (2 Semester Credit Hours)
This course introduces physical therapy assistant students, under the direction and supervision of the physical therapist, to essential screening, examination techniques, and interventions used when treating patients with a neurological disorder. It then builds on the foundational knowledge and helps students develop clinical decision-making skills when treating patients with a neurological disorder, under the direction and supervision of the physical therapist. Several case study scenarios will be presented to enable the student to comprehend and demonstrate special adaptations that may need to be created when treating a neurological patient as compared to other patients, under the direction and supervision of the physical therapist. Prerequisites: PHT1122, PHT1140, PHT1208, PHT1216, and PHT1224.

PHT2900 Clinical Rotation III (4 Semester Credits Hours)
This course attempts to provide the student with the essential observation experience in a specific physical therapy setting to understand, comprehend, and recognize the role of the physical therapy assistant in the clinical setting, while assisting the physical therapist to provide to greatest functional outcomes for each individual patient. A physical therapy assistant will be assigned to each student to complete the mandatory 180 hours of clinical observational internship. The PTA will use the CPI for assessing the student’s knowledge and understanding of the clinical experience. The CBT ACCE or the Director of the PTA program will meet with both the student and clinical instructor at the midterm and final, to assess compliance with completing the observational experience. The students will be graded on a pass/fail grade. Pre-Requisites: SPC 1013, PHT 2812, and PHT 2935, Complete Clinical Rotation Check List, Including Immunizations and Proof of Insurance Coverage, and Background Check.

PHT2924 Clinical Rotation IV (4 Semester Credits Hours)
This course attempts to provide the student with the essential observation experience in a specific physical therapy setting to understand, comprehend, and recognize the role of the physical therapy assistant in the clinical setting, while assisting the physical therapist to provide to greatest functional outcomes for each individual patient. A physical therapy assistant will be assigned to each student to complete the mandatory 180 hours of clinical observational internship. The PTA will use the CPI for assessing the student’s knowledge and understanding of the clinical experience. The CBT ACCE or the Director of the PTA program will meet with both the student and clinical instructor at the midterm and final, to assess compliance with completing the observational experience. The students will be graded on a pass/fail grade. Pre-Requisites: SPC 1013, PHT 2812, PHT 2935, Complete Clinical Rotation Check List, Including Immunizations and Proof of Insurance Coverage, and Background Check.

PHT2935 Cultural Diversity in Healthcare with Lab (2 Semester Credits Hours)
This course is divided into two parts. Part one covers cultural diversity. This part includes important information and current statistics on health disparities within the United States. It identifies our most vulnerable populations and offers guidelines on how to avoid cultural incompetence and promote cultural proficiency.

Part two focuses on preparing students for the National Physical Therapy Exam (NPTE) for Physical Therapist Assistants (PTAs). This part covers thorough overviews of exam content consistent with the Guide to Physical Therapist Practice and the NPTE for PTAs. Students are provided with the opportunity to answer dynamic, web-based exam-style questions with instant feedback providing answers and explanations for review and study. Students can also complete a full final exam and browse their results, including a performance analysis summary that highlights which topics require further study. All exam results are saved for later viewing to track progress and improvement. Pre-Requisites: PHT 1208, PHT 1216, PHT 1202, PHT 1224, and CLP 1001.

PRN1600 NCLEX Review I (4 Semester Credit Hours)
The course is designed to prepare the student for the National Council Licensing Examination (NCLEX-RN). This course will include preparation for an integrated comprehensive review incorporating the five stages of the nursing process to the client needs: Safe, effective care environment; Health Promotion & Maintenance; Psychosocial Integrity; and Physiological Integrity. Emphasis will be placed to cognitive levels of the nursing knowledge.

PRN1601 NCLEX Review II (4 Semester Credit Hours)
The course is a continuation of NCLEX-Review I. This course will include preparation for an integrated comprehensive review incorporating the five stages of the nursing process such as: Assessment, Analysis, Planning, Implementation and Evaluation to the client needs. The course also includes testing strategies, exam preparation questions with answer rationales, tips, and practice exams for predicting success. Pre-requisite: PRN1600
and self-reflection skills necessary to be successful in college and life. Students will learn how they think, and pay special attention to how their habits, beliefs, attitudes, and expectations affect our decision making and thought processes. The student will learn skills to help them visualize success to set goals and achieve success. Prerequisites/Co-Requisites: None

SLS1509 Critical Thinking Skills (1.5 Semester Credit Hours)
This course explores the process of thinking critically and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career and personal lives. Substantive readings, structured writing assignments and ongoing discussions help student develop language skills while fostering sophisticated thinking abilities. Prerequisites/Co-Requisites: None

SLS2402 Career Research (2 Semester Credit Hours)
This course provides the student effective methods in order to apply for a job. Discovering your career focuses specifically on self-understanding, self-acceptance, career information, goal setting, networking, team building, education opportunities, and the job search process. Emphasis is placed upon identifying employer expectations, interviews techniques, applications forms, and job search data, methods of finding job leads, formats and preparation of the resume. A unique Career Portfolio CD, included with each text, contains a variety of career-planning tools.

SLS2540 Test Taking Skills (2 Semester Credit Hours)
This is a general information course to help students develop skills for study, research, and test preparation. (ATI Software)

SPC1013 Speech (General Education Component) (3 Semester Credit Hours)
The course includes theories and practices in oral communication and speech writing, and the process of oral communication in all types of organizations. Students will learn the fundamentals of effective oral communication, with an emphasis on delivering effective presentations. This course will cover skills and techniques for planning and delivering a presentation, overcoming anxiety, and working with various audiences. Students will also use Microsoft PowerPoint to create and present an automated slide show presentation. This course is also taught in the Spanish Language. Prerequisites/Co-Requisites: None

STA2005 Statistics (General Education Component) (3 Semester Credit Hours)
This course covers the essentials of statistics, including early coverage of regression, within a more limited time frame. Thorough yet abbreviated, the course helps students realize the real-world significance of statistics, and offers an accessible exposition and a complete technology package. The course also addresses the growing importance of developing students’ critical thinking and statistical literacy skills with critical thinking features. Prerequisites/Co-Requisites: None

T

TAX1003 Taxation (4 Semester Credit Hours)
This course is designed to introduce the student to the basic concepts of the federal tax system. The tax law changes almost daily as it is amended to address unique transactions, and to meet economic and social needs. The study of taxes blends together accounting, economics, law, and public finance concepts. The goal of this course is to assist you in building a strong foundation of basic tax principles and concepts. The goal is to provide a tax education, not tax training. The fundamental concepts and more common transactions will be emphasized. More importantly, it provides a better understanding and appreciation of the impact of tax laws on our daily activities and insight into how tax laws affect business and financial decisions. Pre-requisites: CGS1060C, GEB1011 ACG2021, ACG2071

TAX2942 Taxation Vita Internship (4 Semester Credit Hours)
Supervised work training in the IRS Volunteer Tax Assistance (VITA) program. Pre-requisites: CGS1060C, GEB1011 ACG2021, ACG2071

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# APPENDIX "A"

## TUITION & FEES

Effective July 1, 2013

<table>
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<tr>
<th>Fee</th>
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<tr>
<td>Application (Processing) Fee</td>
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<tr>
<td>Enrollment Fee</td>
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<tr>
<td>International Students Registration Fee</td>
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<tr>
<td>Student Services Fee (One Time Fee)</td>
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<td>Tuition per Semester Credit* (Effective July 1, 2013)</td>
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<tr>
<td>Tuition per Semester Credit – ESL (Effective 9/1/2017)</td>
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### Lab and Equipment Fee

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<tr>
<td>AS Degree Programs:</td>
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<tr>
<td>Air Conditioning, Refrigeration and Heating Systems</td>
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<tr>
<td>Business Administration</td>
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<td>Bookkeeping</td>
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<tr>
<td>Digital Graphic Design</td>
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<td>Electrical Technology</td>
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<td>Health Information Management</td>
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<td>Medical Assisting Technology</td>
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<td>Networking Administration</td>
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<tr>
<td>Diploma Programs:</td>
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<tr>
<td>Air Conditioning and Heating Technician</td>
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<td>Bookkeeping Assistant</td>
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<td>Certified Network Support Specialist</td>
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<td>Electricity Technician</td>
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<td>Medical Assistant</td>
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<td>Medical Coding and Billing</td>
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<td>Office Management</td>
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### Software Supply Fees

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<tbody>
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<td>CBT Diploma Re-Order Fee</td>
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<td>Transcript Fee (No Charge for First Three Copies)</td>
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<tr>
<td>Course Drop Fee</td>
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<tr>
<td>Institutional Withdrawal Fee (Non-Refundable Fee)</td>
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**International Student Drop** (after two weeks, first semester’s tuition is NOT refundable)

- Re-Entry Fee: $35.00
- Course Retake Fee: $40.00
- Schedule Change Fee: $20.00
- Program Change Fee: $25.00
- Library Fines: $5.00

**Remarks:**

Tuition, fees and other costs are subject to change without notification.

**Internet Access Fee** allows the students in the school to gain access to the Internet through a T1 connection. These costs can be changed for new students. The cost for the students already registered in the semester and in classes will not be changed, but an adjustment could be made next semester.

The cost of books are not included, but books can be purchased in the College or most other bookstores. The cost can be included in the Financial Aid Plan, if qualified.

**Description of Fees**

**Application (Processing) Fee:** A $25.00 application (processing) fee is required for all applicants, except for applicants from South Florida Workforce and Vocational Rehabilitation. The fee must be paid at the time of signing the admissions application. For students requesting re-entry a $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-Entries.

International Students require a $150 application (processing) fee, in order to receive admissions into CBT College.

**Enrollment Fee:** All new entrants to CBT are required to pay a ONE-TIME ENROLLMENT FEE of $150.00. This fee is required for all students, however if you have previously attended CBT, you have already paid this fee and will not have to pay it again.

**Student Services Fee:** Student service fees are assessed to cover the cost of student services that directly involve or benefit students, and which are complementary to but not part of the instructional program. The fee supports operating and capital expenses for services related to campus life, educational and career support services. No part is returned to the students who do not carry a full program.

**Tuition:** It is defined in Webster’s as “the price of, or payment for instruction.” Students pay tuition based on the number of credits received for a particular course. All CBT programs are undergraduate so there is only one rate per credit hour except for English as a Second Language. Tuition is does not vary by residency status.
Laboratory and Equipment Fees: Certain courses require laboratory or course fees depending on the course. Those courses which require lab fees are so designated in the College’s course catalog. Note that the fee varies by per program. This fee also includes access to the Internet, e-mail services, and network printing services.

Software Supply Fee: This fee covers licensing fees for the campus-standard software and specialized academic software, and to help support maintenance and upgrades to the campus network and to provide instructional technologies in the classroom.

Late Payment Monthly Fee: A $30.00 non-refundable fee is charged for payments submitted late on the tuition payment plans and all accounts not enrolled in a tuition payment plan.

Graduation Fee: A $100.00 non-refundable fee is charged to all graduating students. This fee covers all related expenses associated with the graduation. The fee is NOT contingent upon participation in the ceremony.

Credit by Examination: A fee of $200.00 per test/course will be charged. Fees must be paid prior to the examination and are non-refundable.

Diploma Re-Order Fee: Diplomas may be reordered if original diploma is lost, destroyed or revised. Occasionally, diploma formats are modified in size, style, etc., to improve the appearance and quality of the document. Any graduate wishing to exchange his or her diploma for a revised diploma may do so. Under no circumstances will a graduate be allowed to have more than one official diploma for each degree awarded.

Transcript Fee: Students will receive up to 3 Free official transcripts each year, a $15 fee will apply for each additional copy (3-5 Working Day Service) and $30 fee for each additional copy for Express next day printing service. Certified Mail Fee: $8. All transcripts including Express Services are sent by Certified Mail. A request cannot be processed until all existing financial obligations are satisfied.

Course Drop Fee: The student will pay a Non-Refundable $15 clerical fee for each withdrawn course.

Institutional Withdrawal Fee: A Non-Refundable fee of $50 will be charged for the processing of an official, unofficial, or administrative withdrawal from the College.

International Student Drop Fee: First Semester’s Tuition if official transfer is not complete in the third week

Re-entry Fee: A $35 non-refundable re-enrollment fee is required to initiate the request. The Application Fee will be waived for Re-Entries.

Course Retake Fee: Students enrolling in a course for the third time will be assessed a course retake fee of $40 for that course only.

Schedule Change Fee: A Late Schedule Change Fee of $20 will be assessed beginning in the second week of classes.

Program Change Fee: A Late Program Change Fee of $25 will be assessed will be assessed 30 Days after Start Date.

Library Fines Fee: Fines are charged to encourage the timely return and proper care of materials while they are checked out. Materials returned with missing pieces will be charged overdue fines until the item is complete and can be circulated again.

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APPENDIX "B"

BOARD OF GOVERNORS: 8700 W. Flagler St, #420, Miami FL 33174

- Gladys Llerena, Chair
- Sam Tannenbaum, Director
- Maria Alejandra Celis, Director
- Monica Llerena, Director
- Vivian Casels Munoz, Director

BOARD of MANAGEMENT

- Monica Llerena, President
- Maricel Spezzacatena, CFO
- Yazmin Palma, Director of Financial Aid
- Hector Duenas, Director of Academic Operations/Campus Director, Miami
- Carolyn Schmidt, Associate Director, Academic Support
- Stephen Brewster, Director of Operations
- Hamlet Arias, Director of Marketing and Development
- Ken Kistner, Compliance Manager
- Odalys Dipp, HR Manager
- Alexandra Ramirez, Campus Director, Hialeah
- Mayra Nunez, Campus Director, Flagler (Main)
- Peter Bastiony, Campus Director, Cutler Bay
- Luis Llerena, Campus Director, Miami Gardens
- Wilson Blanco, Networking Program Lead Instructor
- Danilo Clerch, Lead Instructor (HVAC)
- Miguel Padilla, Lead Instructor, Electrical
- David Lugo, HIMT Lead Instructor
- Regis Llerena, Medical Programs, Lead Instructor

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### CBT College Campus Administrative Staff

<table>
<thead>
<tr>
<th>Campus</th>
<th>Administrative Staff</th>
<th>Title</th>
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<tbody>
<tr>
<td>Flagler</td>
<td>Mayra Nunez</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Hialeah</td>
<td>Alexandra Ramirez</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Cutler Bay</td>
<td>Peter Bastiony</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Miami Gardens</td>
<td>Luis Llerena</td>
<td>Campus Director</td>
</tr>
<tr>
<td>Miami</td>
<td>Hector Duenas</td>
<td>Campus Director</td>
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### CBT Faculty

#### Full-Time Faculty

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<th>Faculty</th>
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<td></td>
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<td>Flagler Hialeah Cutler Bay Miami Gardens Miami</td>
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<tr>
<td>Juan Jaime</td>
<td>Electrical</td>
<td>Master Electrician Certified Electrical Contractor Electrical Engineer</td>
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<td>Luis E. Muniz</td>
<td>Electrical</td>
<td>BS in Electrical Engineering &quot;Jose Antonio Echeverría&quot; Higher Polytechnic Institute; Cuba; Josef Silny &amp; Associates, Evaluation of Educational Credentials Master Electrician Contractor Electrical Contractor</td>
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<td>Jose Luis Medina</td>
<td>Electrical and HVAC</td>
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<tr>
<td>Danilo Clerch</td>
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<tr>
<td>Lazaro Roque</td>
<td>Business</td>
<td>Master of Science in Economics, University of Havana, Cuba; Ashland Educational Services (AES) Evaluation of Educational Credentials Bachelor Degree in Arts of Economics, University of Havana, Cuba; Josef Silny and Associates Evaluation of Educational Credentials</td>
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<tr>
<td>Alain Leon</td>
<td>ESL</td>
<td>Bachelor of Science, Teaching English as a Second Language Instituto Superior Pedagogico &quot;Enrique Jose Varona&quot;, Cuba Josef Silny &amp; Associates Evaluation of Educational Credentials</td>
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<tr>
<td>Jose A. Lopez</td>
<td>ESL, ESP</td>
<td>PhD in Philosophy, AES Evaluation of Educational Credentials MS in English Education, Instituto Superior Pedagogic Felix Varela, Cuba AES Evaluation of Educational Credentials</td>
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## Adjunct Faculty

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<tbody>
<tr>
<td><strong>Josue Barrial</strong></td>
<td>Electrical and Microsoft Technology Applications</td>
<td>Master of Business Administration Florida International University, Miami FL Bachelor of Science, Electrical Engineering, &quot;Jose Antonio Echeverria&quot; Higher Polytechnic Institute, Cuba Josef Silny &amp; Associates Evaluation of Educational Credentials Occupational Associate Degree, Computer Network Engineer Florida Computer &amp; Business School Miami, FL Certifications: Microsoft Certified Professional CISCO Certified Network Associate AXIS Certified Professional</td>
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<tr>
<td><strong>Raul Caballea</strong></td>
<td>Electrical</td>
<td>Master of Science in Electrical Engineering Marta Abreu&quot; Central University of Las Villas, Cuba Josef Silny &amp; Associates, Evaluation of Educational Credentials Bachelor of Science in Electrical Engineering Central University of Las Villas, Cuba Josef Silny &amp; Associates, Evaluation of Educational Credentials</td>
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<tr>
<td><strong>Jose Cayon</strong></td>
<td>Electrical</td>
<td>BS in Electrical Engineering Central University of Las Villas, Cuba; Josef Silny &amp; Associates Evaluation of Educational Credentials AS in Electrical Technology College of Business and Technology, Miami, FL</td>
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<tr>
<td><strong>Hugo Conejero</strong></td>
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<tr>
<td><strong>Rene De La Parte</strong></td>
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<tr>
<td><strong>Jorge Delgado</strong></td>
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<tr>
<td><strong>Daniel Escudero</strong></td>
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<td>Conrado Garcia</td>
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<td>Ivan Gonzalez</td>
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<td>AS in Electrical Technology College of Business and Technology, Miami FL Diploma Air Conditioning &amp; Refrigeration Technician College of Business and Technology, Miami FL Esco Institute Certified R410 Certification</td>
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<tr>
<td>Fatoumata Kouyate</td>
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<tr>
<td>Alcides Mas</td>
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<td>Clinton Mayrant</td>
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<td>Certified Master Trainer - NCCER Certified Electronic System Technician Instructor - NCCER</td>
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College of Business and Technology
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<td>Jorge Luis</td>
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<tr>
<td>Wayne Wilson</td>
<td>Electrical</td>
<td>State of Florida Certified Electrical Contractor, License #EC13003162 Expires 08/31/2018</td>
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</tr>
<tr>
<td>Anibal Borroto</td>
<td>HVAC</td>
<td>Doctor of Philosophy in Engineering National Technical University of Ukraine; Josef Silny &amp; Associates Evaluation of Educational Credentials BS in Mechanical Engineering “Marta Abreu”, Central University of Las Villas, Cuba Josef Silny &amp; Associates Evaluation of Educational Credentials</td>
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<tr>
<td>Noelia Diaz</td>
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<tr>
<td>Ana Maria Gutierrez</td>
<td>HVAC Gen Ed: Economics</td>
<td>Master of Business Administration in Human Resource Management “Jose Antonio Echeverria” Higher Polytechnic Institute, Cuba; Josef Silny &amp; Associates Evaluation of Educational Credentials Bachelor of Science in Industrial Engineering &quot;Jose Antonio Echeverria” Higher Polytechnic Institute, Cuba Josef Silny &amp; Associates Evaluation of Educational Credentials</td>
<td>Flagler X Miami Gardens X</td>
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<tr>
<td>Alejandro Jewett</td>
<td>HVAC</td>
<td>AS in Air Conditioning, Refrigeration and Heating Technology College of Business and Technology, Miami FL</td>
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College of Business and Technology
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<td>Ramon Reinaldo</td>
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<td>Jose Roque</td>
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<tr>
<td>Fernando Soldevilla</td>
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<td>Adrian Soroa</td>
<td>HVAC</td>
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<tr>
<td>Beverly Falconer</td>
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<td>Master of Education, Education Leadership, Florida Atlantic University, Boca Raton FL. Bachelor's in Electrical Engineering, University of Miami, Miami, FL</td>
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<tr>
<td>Kenneth Picado</td>
<td>IT</td>
<td>AS, Computer Network Engineer Florida Career College, Pembroke Pine, FL</td>
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<td>Kay Alonzo</td>
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<td>Kibrah Asefaw</td>
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<td>Santarvis Brown</td>
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<td>Luis Laria</td>
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<tr>
<td>Tatiana Ramos-Parker</td>
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<td>Karen Redding</td>
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<td>Lizbeth Ramon</td>
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<td>Kelly Skinner</td>
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<tr>
<td>John Kimbert</td>
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<td>Juan Marcos Suarez</td>
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</table>
| Adis Rodriguez      | Gen Ed: MAC1100 | Master of Science in Mathematics Education  
Florida International University, Miami, FL.  
Bachelor of Science in Mathematics Education  
Florida International University, Miami, FL.  
State of Florida Department of Education,  
Professional Educator Certificate          | X                   |
| Fernando Hernandez  | Gen Ed: Speech | Master of Science, Management  
St. Thomas University, Miami, FL.  
Bachelor of Arts, Communication Arts  
St. Thomas University, Miami, FL.          | X                   |

**INTENTIONALLY BLANK**
APPENDIX "C"

Revised for: 01-01-2017 through 12-31-2018

Note: For classes that Start on a Holiday, i.e. 7/4 or the holiday falls within the cycle, those hours have to be made up on a Friday

### ACADEMIC CALENDAR FOR 2017-2018

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<th>LAST DAY TO CANCEL</th>
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<td>06-02-17</td>
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### HOLIDAYS FOR YEAR 2017

- **New Year’s Day (Observed)**: College is Closed. January 2, 2017
- **Martin Luther King**: No Classes – College is open. January 16, 2017. 9 am – 6 pm
- **Spring Break**: No Classes – College is open. April 10-14, 2017. 9 am – 6 pm
- **Good Friday**: College is closed. April 14, 2017
- **Memorial Day**: College is closed. May 29, 2017
- **Summer Break**: No classes – College is open. July 3 – 7, 2017. 9 am – 6 pm
- **Independence Day (observed)**: College Closed. July 4, 2017
- **Labor Day**: College Closed. September 4, 2017
- **Thanksgiving Break**: College Closed. November 23-24, 2017
- **Winter Break**: College is Open. January 1 - 5, 2018. 9 am – 6 pm
- **Christmas Day**: College Closed. December 25, 2017

The College is usually open from Monday to Friday from 8 a.m. through 10 p.m. When there is “No Classes-College is open”; College will be open from 9 a.m. through 6 p.m.
YEAR 2018

<table>
<thead>
<tr>
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<tr>
<td>WINTER 1B 2018</td>
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<tr>
<td>WINTER 2A 2018</td>
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<tr>
<td>WINTER 2B 2018</td>
<td>04-09-18</td>
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<td>05-04-18</td>
<td>06-01-18</td>
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<tr>
<td>Spring Break 2018: 03-26-2018 thru 03-30-2018</td>
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<tr>
<td>SPRING 1A 2018</td>
<td>05-07-18</td>
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<td>06-01-18</td>
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<tr>
<td>SPRING 1B 2018</td>
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<td>06-29-17</td>
<td>08-03-18</td>
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<td>Summer Break 2018: 07-02-2018 thru 07-06-2018</td>
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<tr>
<td>SUMMER 1A 2018</td>
<td>07-09-18</td>
<td>07-11-18</td>
<td>08-03-18</td>
<td>08-31-18</td>
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<tr>
<td>SUMMER 1B 2018</td>
<td>08-06-18</td>
<td>08-08-18</td>
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<td>09-28-18</td>
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<tr>
<td>FALL 1A 2018</td>
<td>09-03-18</td>
<td>09-06-18</td>
<td>09-28-18</td>
<td>10-26-18</td>
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<tr>
<td>FALL 1B 2018</td>
<td>10-01-18</td>
<td>10-03-18</td>
<td>11-02-18</td>
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<td>FALL 2A 2018</td>
<td>10-29-18</td>
<td>10-31-18</td>
<td>11-23-18</td>
<td>12-21-18</td>
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<tr>
<td>FALL 2B 2018</td>
<td>11-26-18</td>
<td>11-28-18</td>
<td>12-21-18</td>
<td>02-01-19</td>
</tr>
</tbody>
</table>

HOLIDAYS FOR YEAR 2018

- **New Year’s Day (Observed)**: College Closed January 1, 2018
- **Martin Luther King** No Classes – College is open January 15, 2018 9 am – 6 pm
- **Spring Break** No Classes - College is open March 26-30, 2018 9 am – 6 pm
- **Good Friday** College is closed March 30, 2018
- **Memorial Day** College is closed May 28, 2018
- **Summer Break** No classes – College is open July 2-6, 2018 9 am – 6 pm
- **Independence Day (observed)** College Closed July 4, 2018
- **Labor Day** College Closed September 3, 2018
- **Thanksgiving Break** College Closed November 22-23, 2018
- **Winter Break** College is Open December 24, 2018- Jan 4, 2019 9 am – 6 pm
- **Christmas Day** College Closed December 25, 2018

The College is usually open from Monday to Friday from 8 a.m. through 10 p.m.
When there is "No Classes - College is open"; College will be open from 9 a.m. through 6 p.m.
MEMORANDUM

TO: State University Presidents
Community College Presidents

FROM: John L. Winn

SUBJECT: Nonpublic Institution Participation in the Statewide Course Numbering System (SCNS)

July 20, 2005

The Florida State Board of Education is committed to improving student opportunities for higher learning by coordinating the efforts of all education sectors to facilitate progress toward a degree. Nonpublic colleges and universities play an important role in achieving this goal. Many Florida students at non-regionally accredited institutions, however, continue to encounter difficulties when transferring credit.

Section 1007.24(6), Florida Statutes (F.S.), states that "Nonpublic colleges and schools that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education...may participate in the statewide course numbering system." Furthermore, Section 1007.24(7), F.S., guarantees the transfer of credit between all participating institutions:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and anticipating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution.

We ask that you make your staff aware that students who transfer from nonpublic institutions that participate in the SCNS enjoy the same rights to guaranteed course transfer as students from Florida public institutions. Courses with the same prefix and last three digits—those that have been deemed equivalent by an SCNS faculty discipline committee—are guaranteed transfer to another institution offering that course (subject to standard system-wide exemptions). This credit will satisfy institutional requirements as though the student took that course at the receiving institution. No additional supporting documentation is required to validate the
transfer of equivalent courses; in the process of assigning course numbers, the Department of Education has already ensured that the teaching faculty possess credentials comparable to those at regionally accredited institutions. Moreover, the Department continues its efforts to ensure improvements in all facets of the faculty credential evaluation process. Again, receiving institutions must award this transfer credit for equivalent courses regardless of whether the accreditation of the participating institution is regional or national.

The State Board of Education and I take very seriously our responsibility to ensure and enforce appropriate policy implementation. To test and improve quality assurance in the implementation of this policy, the Department of Education, in conjunction with the Articulation Coordinating Committee, will be reviewing transfer policies and sampling student records across institutions. Results of sampling will be publicly reported along with specifically reported and confirmed incidents of violation. I encourage your attention to your institution’s policies and practices to facilitate student success in this policy area.

For your convenience, attached is a list of nonpublic institution courses on the SCNS. You may also download updated copies of this report in the “Latest News” section of the Statewide Course Numbering System website at http://scns.fldoe.org. Should you have any questions about the transfer of credit from nonpublic institutions, please contact the Office of Articulation at (850) 245-0427. Thank you for your consideration regarding this matter.

JW/mb

c: Chancellor Debra Austin
   Chancellor David Armstrong
   State University Registrars and Admission Directors
   Community College Registrars and Admissions Officers
   State University Council of Academic Vice Presidents
   Community College Council on Instructional Affairs
   Independent Colleges and Universities of Florida Presidents
   Florida Association of Private Schools and Colleges Presidents