



2021-2022

*Corporate Officers:*

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

*Corporate Office:*

19151 South Dixie Highway, Suite 205  
Cutler Bay, FL 33157

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**

1350 Eye Street, NW, Suite 560  
Washington, DC 20005  
Tel: (202) 336-6780  
Fax: (202) 789-1747  
[www.acics.org](http://www.acics.org)

**Campus Locations**

**MAIN**

**8230 W Flagler Street  
Miami, FL 33144  
786-693-8802**

**BRANCH**

**935 West 49 Street, Suite  
100-108 Hialeah, FL 33012  
786-693-8803**

**BRANCH**

**19151 S. Dixie Hwy #205  
Cutler Bay, FL 33157  
786-693-8844**

**CBT Technology Institute**

**CATALOG  
VOLUME 28  
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Note: This catalog, dated 08/01/2021, 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 an innovative and technical school focused on essential careers with strong student learning outcomes and verified industry related employment after graduation. We will demonstrate success by fostering credibility with the workforce community through high employer satisfaction.

# HISTORY

CBT Technology Institute 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 College of Business and Technology began offering associate degree programs and changed accreditation to ACICS (Accrediting Council for Independent Colleges and Schools) in order to pursue higher education degrees. College of Business and Technology, 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, College of Business and Technology was accredited to offer a Bachelor's program. The Miami Gardens location was added in 2013. At the present time CBT offers seven Associate Degree programs and six Diploma programs, but is not offering any Bachelor Degree Program. In 2021 College of Business and Technology decided to change names to CBT Technology Institute to better reflect our vision. Currently CBT Technology Institute has three locations, one main campus (Flagler), and two branches: Hialeah and Cutler Bay. In 2021, the institution changed its name to CBT Technology Institute.

# THINGS OUR STUDENTS LIKE ABOUT US

- Students create a portfolio for themselves based on the classes they take. Students may take this portfolio with them to their job interviews.
- One computer per 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 preparation, and career workshops.
- We are an Authorized Testing Center for Pearson VUE.
- Friendly staff, great environment, and flexible schedules.
- Safe and supportive environment.

# PHYSICAL FACILITIES

- CBT Technology Institute 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 financial services, career assistance services and other services. The computer network is wireless. A security system provides supervision in all classrooms and corridors.
- CBT Technology Institute operates three locations. The main campus is located in Miami (Flagler area), Florida with two branch locations that are located in Hialeah, Florida; and Cutler Bay, Florida. All locations are conveniently located near expressways, transits routes and restaurants.
- The Main (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 Hialeah location is located at 935 W 49 Street, Suite 100-108 , 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.

# STATEMENT OF LEGAL CONTROL

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- 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; Monica Llerena, Secretary; Luis Llerena, Treasurer.
- The Board of Governors is comprised of the following individuals; Gladys Llerena—Chair, Sam Tannenbaum - Director, Carlos Garrido – Director, Armando Garcia, Director and Monica Llerena, Director.
- The following are some key responsibilities of the Board of Governors:
  - The Board of Governors should be an active policy making body for the school, and should insure that the mission of the institution is continuously implemented.
  - The Board of Governors should insure that the financial resources of the Institution are used to provide a sound educational program.
  - 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 school.

# STATEMENT OF ACCREDITATION, LICENSES, APPROVALS

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- CBT Technology Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associate degrees and diplomas. *The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.*
- CBT Technology Institute 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](http://www.fldoe.org/cie)  
Additional information regarding CBT Technology Institute 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](http://www.fldoe.org/cie)
- In accordance with appropriate regulations, CBT Technology Institute is approved for Veterans Training by the State of Florida, Department of Veteran Affairs, St. Petersburg Florida 33731, (727) 319-7402. [www.floridavets.org](http://www.floridavets.org).
- CBT Technology Institute, Cutler Bay location, is accredited for the Health Information Management Program by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

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# Consumer Information

## 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 data reported to ACICS by CBT Technology Institute 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 Technology Institute has established policies regarding campus security. CBT Technology Institute 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>.

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**STATISTICAL INFORMATION** CBT Technology Institute 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 website: <http://www.cbt.edu/privacy-policy>, or <http://www.cbt.edu/privacy-policy/#campusawareness>, or by clicking on the links below:

Cutler Bay

<https://www.cbt.edu/wp-content/uploads/2018/10/Cutler-Bay-Campus-Crime-Awareness-Report-2018.pdf>

Flagler

<https://www.cbt.edu/wp-content/uploads/2018/10/Flagler-Campus-Crime-Awareness-Report-2018.pdf>

Hialeah

<https://www.cbt.edu/wp-content/uploads/2018/10/Hialeah-Campus-Crime-Awareness-Report-2018.pdf>

**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 Technology Institute 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 Technology Institute 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

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## 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
- Medical Coding and Billing, Computer Network Support Specialist and Associates in Network Administration require an entrance exam

Note: If the applicant is a former CBT Technology Institute graduate, the applicant's requirement will only include:

- Be a high school graduate or equivalent\*
- Complete an interview with an Admissions Representative

\*\*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.

**NOTE:** The same admission requirements apply to students applying for hybrid or online programs.

**ABILITY TO BENEFIT EXAM:** Under the provisions of Public Law 112-14, CBT Technology Institute 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 Technology Institute 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 Institute, an appointment is made for the student to visit the Institute. They will be interviewed and be provided with a complete and thorough overview of the Institute including a tour of the facility to include classrooms and laboratories. The prospective student completes and signs an admissions application and provides 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 10 and 20 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 Technology Institute 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 must 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 offered the option to take the course at another CBT Technology Institute location.

**Note:** All applicants need to be aware that if they enroll into a CBT Technology Institute program that is taught in a language other than English it may reduce employability where English is required.



## **ADMISSION OF INDIVIDUALS WITH DISABILITIES**

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

## **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

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

If an applicant or current student has a disability that might require an accommodation, notice must be given to CBT Technology Institute so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While CBT Technology Institute 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 for them to participate in the programs offered by CBT Technology Institute. Some accommodations may take time to implement, and thus, applicants must give CBT Technology Institute notice of their disability sufficiently in advance of their selected start date to enable CBT Technology Institute to provide an accommodation timely. If CBT Technology Institute 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 Technology Institute. Some accommodations take time to implement, and thus, students must give CBT Technology Institute notice sufficiently in advance of the date when an accommodation needs to be made to enable CBT Technology Institute to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

## **Avocational Student Admission**

Applicants who are taking a course but without enrolling into a program, are classified as avocational seeking students. Avocational seeking students should understand 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**

### **Step1**

- 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 Technology Institute 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>
- Official Transcripts (Credits Transfer Evaluation)

**Step 2** – Once we are in receipt of the enrollment documents (Step 1), CBT Technology Institute 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 Technology Institute, 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 \$350.00 to the U.S. Immigration and Customs Enforcement (ICE). For more information about SEVIS fees, visit: <http://www.ice.gov/sevis/i901/>

Regulation requires all prospective F, M and J students to pay the I-901 SEVIS Fee before the Department of State issues a visa. Students and exchange visitors who pay the I-901 SEVIS Fee prior to the fee implementation date, but before they obtain a visa or enter the United States, will not need to pay the difference between the new fee and the old fee. Students will continue to pay the I-901 SEVIS Fee on FMJfee.com

**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/>

- 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 United States college, we do **NOT** require 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

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The Financial Aid Office at the CBT Technology Institute is committed in assisting individuals in finding ways to finance their education at our Institute. 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 to determine eligibility. 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

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

### 2. FSEOG 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 may receive between \$100 and \$360 a year depending on 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 —**

	Subsidized Loan Base Amount		Additional Unsubsidized Loan Amount	
	For All Undergraduates	For Graduate Students*	For Dependent Undergraduates**	For Independent Undergraduates***
<b>First Year</b>	\$3,500	N/A	\$2,000 (\$5,500 total)	\$6,000 (\$9,500 total)
<b>Second Year</b>	\$4,500	N/A	\$2,000 (\$6,500 total)	\$6,000 (\$10,500 total)
<b>Third Year and Beyond</b>	\$5,500	N/A	\$2,000 (\$7,500 total)	\$7,000 (\$12,500 total)
	Subsidized Loan Debt Limit		Total Loan Debt Limit (Subsidized* + Unsubsidized)	
	\$23,000	\$65,500; limit includes Direct Loans received as an undergraduate	\$31,000 (only \$23,000 can be subsidized)	\$57,500 (only \$23,000 can be Subsidized Loan)

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

For the Federal Direct Subsidized Student Loan, the federal government pays 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 or graduate.

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?**

The chart below shows the interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after July 1, 2021 and before July 1, 2022.

Interest Rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans First disbursed on or after July 1, 2021 and before July 1, 2022			
Loan Type	10-Year Treasury Note High Yield	Add-On	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students	2.995%	2.05%	3.73%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and for Graduate or Professional Students	2.995%	4.60%	6.28%

### Origination Fee

The table below reflects the origination fee percentages based on the first disbursement date for Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan awards

For any loan disbursement for a loan where the first disbursement is/will be...	The origination fee percentage for Direct Subsidized Loans and Direct Unsubsidized Loans is...	The origination fee percentage for Direct PLUS Loans is...
On or after October 1, 2020 and before October 1, 2021	1.069	4.276
On or after October 1, 2021 and before October 1, 2022	1.062	4.248

### 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 Technology Institute Institutional Loans

Institutional loans are provided by educational institutions as a way to bridge the gap left between state and federal funds, as these funds sometimes are short of covering the entire cost of a college education. Funds are awarded to eligible AS/BS program 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.**

- 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 \$10,000.00 for the entire program.
- Interest Rate:** There's No interest rate applied on a loan when the payments are made while the student is in school. If the payments are extended until after Graduation, then a 5% interest rate will apply for the remaining balance on the principal.
- 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 for the remainder balance. Monthly payment amount depends on the amount borrowed.
- Minimum Payments:** The minimum payment for a loan will be \$120 per month based on the amount of the loan.
- Maximum Time Length:** The maximum length of time for repayment of all loans is 2 years and 6 months.
- 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 or online exit counseling before the students ceases enrollment. If a student withdraws or fails to attend the exit interview, within 30 days we will 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 Technology Institute Institutional Scholarships**

**Note:** All CBT Technology Institute Institutional Scholarships are on a "First-Come/First-Serve" basis and when, CBT Technology Institute during each fiscal year exhausts its annual budgeted institutional scholarship amount, these scholarships will not be available.

##### **"Gladys Llerena" Achievement Scholarship**

All students enrolled in the Institute's Associate of Science Air Conditioning, Refrigeration and Heating Technology (HVAC), Electrical Technology or Health Information Management Degree Programs are eligible for this **CBT Technology Institute** scholarship. Students that transfer or graduate from the Air Conditioning, Refrigeration and Heating Technician (HVAC), Electrical Technician or Medical Coding and Billing programs and enroll into the corresponding Institute's Associate of Science Air Conditioning, Refrigeration and Heating Technology (HVAC), Electrical Technology Degree Programs or Health Information Management are also eligible for this scholarship.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute 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, Electrical Diploma or Medical Coding and Billing programs 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, Electricity Diploma or Medical Coding and Billing) or the first 24 Semester Credits of the AS in the HVAC, Electrical technology or health Information Management.
- 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.

##### **"Fernando Llerena" Scholarship**

All **CBT Technology Institute ESL Alumni** are eligible for this Institute of Technology scholarship. This scholarship is time sensitive. **It is only available for the Fall 1, Fall 2 and Winter 1 Start Dates.**

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director/Director of Education.
- Scholarship awarded for up to \$2,000 for CBT Technology Institute ESL Alumni that enroll into an Associate Degree Program and up to \$1,000 for CBT Technology Institute Alumni that enroll into a Diploma Program.
- Students must meet the following criteria for award of the scholarship:
  - Be an ESL graduate
  - The scholarship will be awarded in the last semester of the program. The scholarship is not refundable which means that it will cover the balance of the ledger card as of the last semester of the program, but will not generate a refund to the student.
  - The decision of the Campus Director/Director of Education will be final.

##### **Workforce / Vocational Rehabilitation 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 **CBT Technology Institute** scholarship up to a \$1,500 maximum award amount, in combination with other CBT Technology Institute scholarships.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director/Director of Education. Scholarship granted to help cover final balance in the student ledger per **ACADEMIC YEAR** after receiving funds from Workforce, or Vocational Rehabilitation 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 Technology Institute 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/Vocational Rehabilitation scholarship recipients must attend all Career Services Employability Workshops offered at their campus, or any other required Career Services activities.

- All Workforce/Vocational Rehabilitation 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 Technology Institute 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 Technology Institute for the full amount of the assistance from the scholarship if they:

1. Fail to comply with the requirement to attend all CBT Technology Institute Career Services Employability Workshops or other required CBT Technology Institute 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:

1. 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.
2. Accept employment referrals from the Campus CSR.
3. Identify, pursue and apply for employment in the field trained in.
4. Maintain a Job History Log that documents efforts to identify and pursue opportunities in the field trained in.

### **Workforce / Vocational Rehabilitation 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 **CBT Technology Institute** scholarship up to a \$5,000 maximum award amount, in combination with other scholarships.

Award Conditions:

- Scholarship awarded by the CBT Technology Institute Campus Director/Director of Education.
- Scholarship granted to help cover final balance in the student ledger per **ACADEMIC YEAR** after receiving funds from Workforce or Vocational Rehabilitation 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 Technology Institute 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/Vocational Rehabilitation scholarship recipients must attend all Career Services Employability Workshops offered at their campus.
  - All Workforce/Vocational Rehabilitation 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 30<sup>th</sup> could receive more than one disbursement during the academic year. This might occur since CBT Technology Institute 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 Technology Institute for the full amount of the assistance from the scholarship if they:

- A. Fail to comply with the requirement to attend all CBT Technology Institute Career Services Employability Workshops or other required CBT Technology Institute Career Services Activities, and/or
- B. 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:

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

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

5. 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.

6. Accept employment referrals from the Campus CSR.
7. Identify, pursue and apply for employment in the field trained in.
8. 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 Institute's Programs are eligible for this CBT Technology Institute scholarship. This scholarship **does not** apply for the non-credit short programs.

Award Conditions:

1. Will be awarded by CBT Technology Institute Campus Director.
2. CBT Technology Institute will match up to \$500 of the payments made by the student per Academic Year.
3. 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.
4. The decision of the Campus Director 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 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 Degrees)**

- a. The following CBT Technology Institute 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.

**The Next Step Scholarships:** These scholarships are designed to encourage Electricity and/or HVAC diploma students to continue into the associated AS Degree Program. The Scholarships will only be offered for the following Start Dates: August 2021 and October 2021.

1. **The Next Step Scholarships – Electrical:** This scholarship is designed to encourage graduates who have completed version DEL108 of the Diploma in Electricity Technician to continue their education by enrolling into the Associate in Electrical Technology. The scholarship will be offered during August SD 2021 and October SD 2021.

**Criteria:** The following students are eligible to apply:

- a. Graduates of the Diploma in Electricity Technician Version DEL108 Prior 11-2016. The new version of the Diploma in Electricity Technician Version DEL0117 (Effective 11-2016) has three new courses (9 Credits) and the scholarship will be used to cover part of the cost of the tuition.
- b. AWARD Condition:
  - 1) Scholarship awarded for up to \$2,500.00
  - 2) Have a Cumulative GPA of 3.0 or higher for the Diploma in Electricity Technician.
  - 3) The scholarship will be awarded in the **last semester** of the award year for the AS Program.

**The recipients of this scholarship *may be* eligible to receive other programmatic scholarships. Please see your FA Advisor for More Details.**



c. The decision of the Campus Director will be final.

2. **The Next Step Scholarships – Air Conditioning and Refrigeration:** This scholarship is designed to encourage graduates who have completed the Diploma in Air Conditioning and Refrigeration Technician Version DAC057 Prior 11-2016. The new version of the Diploma in Air Conditioning and Refrigeration Technician Version DAC 0117 (Effective 11-2016). The scholarship will be offered during August SD 2021 and October SD 2021.

**Criteria:** The following students are eligible to apply:

- a. Graduates of the Diploma in Air Conditioning and Refrigeration Technician Version DAC057 Prior 11-2016. The new version of the Diploma in Air Conditioning and Refrigeration Technician Version DAC 0117 (Effective 11-2016) has two new courses (6 Credits) and the scholarship will be used to cover part of the cost of the tuition.
- b. AWARD Condition:
  - 1) Scholarship awarded for up to \$1,500.00
  - 2) Have a Cumulative GPA of 3.0 or higher for the Diploma in Electricity Technician.
  - 3) The scholarship will be awarded in the **last semester** of the award year for the AS Program.

**The recipients of this scholarship *may be* eligible to receive other programmatic scholarships. Please see your FA Advisor for More Details.**

c. The decision of the Campus Director will be final.

**The "SoleMia Scholarship":** This scholarship is designed to encourage SoleMia students to continue/start their education in the following CBT Technology Institute Programs

AS Degree Programs

Electrical Technology  
Air Conditioning, Refrigeration & Heating Technology

Diploma Program

Electricity Technician  
Air Conditioning & Refrigeration Technician

**Criteria: The following students are eligible to apply:**

- a. The first group of students who enrolled and completed the SoleMia BCT Program at CBT Technology Institute.
- b. AWARD Condition:
  - 1) Scholarship awarded for up to \$1,000.
  - 2) Students Need to Write a 3-paragraph essay on how obtaining the scholarship will help in the pursuit of their educational goals
  - 3) Have a Cumulative GPA of 3.0 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.

**Repayment Obligation/Condition:** Scholarship recipients will be required to reimburse CBT Technology Institute for the full amount of the assistance from the scholarship if they do not have a Cumulative GPA of 2.0 or higher at the end of the last semester of the award year.

**The recipients of the SoleMia Scholarship are eligible to receive other programmatic scholarships. Please see your FA Advisor for more details.**

c. The decision of the Campus Director will be final.

**The United Property Management "UPM" Scholarship:** This scholarship is designed to be used for active employees of United Property Management (UPM) located at their Main Office (8730 NW 36 Avenue) who enroll in the following programs at CBT Technology Institute:

**AS Degree Programs**

Electrical Technology  
Air Conditioning, Refrigeration & Heating Technology  
Business Administration  
Networking Administration

**Diploma Program**

Electricity Technician  
Air Conditioning & Refrigeration Technician

**Criteria: The following students are eligible to apply:**

- a. Active Employees of United Property Management at the identified location. **A Letter of Sponsorships/Documentation from UPM needs to be presented at the Enrollment Interview**

**AWARD Condition:**

- 1) CBT Technology Institute will match up to \$2000.00 of the payments made by UPM on behalf of the student for the entire program

- 2) Have a Cumulative GPA of 2.5 or higher at the end of the last semester of the award year.
- 3) The scholarship will be awarded in the **last semester** of the last award year for the program.

**Repayment Obligation/Condition:** Scholarship recipients will be required to reimburse CBT Technology Institute for the full amount of the assistance from the scholarship if they do not satisfy Award Condition 2.

**The recipients of the UPM Scholarship are eligible to receive other programmatic scholarships. Please see your FA Advisor for more details.**

**#We Love Technology Scholarship:** This scholarship is designed to support the continued growth and development of students who desire to pursue a career in technology. CBT Technology Institute will award up to \$2,000.00 to outstanding high school seniors, about to graduate or graduates who are interested in pursuing careers in technology and who enrolled into the following AS Degree programs: (1) Networking Administration, (2) Electrical Technology. This scholarship is for students starting the designated AS programs in **August and October 2021**.

To be considered for this Scholarship, you must:

- Be a high-school senior about to graduate, or graduate.
- Enroll into our AS Networking Administration or AS Electrical Technology Programs
- Demonstrate a passion for technology.
- Demonstrate leadership at school or in the community.
- Have a cumulative GPA of 2.5 or higher.
- Require financial assistance to attend institute.

To apply for this Scholarship, print and fill out the **application**. Enclose it in an envelope with the following items:

- **Two letters of recommendation.** At least one letter must be from a faculty or staff member at your high school. Letters of recommendation should be original and should not be duplicates of institute recommendation letters. (Letters must be on letterhead.)
- **Résumé.** Your résumé should include the following information:
  - Extracurricular activities (school and community related)
  - Honors and awards that you have received (if possible, include awards that are technology related)
  - Work experience
- **Transcript.** Include an official "sealed" copy of your academic transcript. (Unofficial copies will not be accepted.)
- **Two essays.**
  1. In no more than 500 words, describe how you plan to engage in the technology industry in your future career. (If you have done exemplary work using technology during high school, please describe that also.)
  2. In no more than 250 words, demonstrate your financial need for this scholarship.

Mail your completed application to the following address:

CBT Technology Institute  
Admissions Department  
8230 West Flagler Street,  
Miami FL 33144

Candidate will be able to combine this scholarship with other programmatic scholarships.

**The Palmetto Scholarship:** This scholarship is designed to help those students who show exceptional financial need and who face a hardship starting their education. Students are eligible for the scholarship who meet the following eligibility criteria:

- Enrolled into and start a CBT Technology Institute AS programs in **August and October 2021;**
- Live more than 10 miles but less than 50 miles from the CBT Technology Institute campus they will be or are attending.

Eligibility will be based on proximity to the campus (Based on Student's Address) and financial need as determined by the Estimated Family Contribution (EFC) calculated by the US Dept. of Education as a result of a student completing their Free Application for Federal Student Aid (FAFSA). Students who have an EFC of 0 and who have a proximity to the campus of more than 10 miles but less than 50 miles will be eligible for the grant.

**AWARD** Criteria:

- CBT Technology Institute will give award **3 Scholarships per Start Date per Campus** (First Come First Serves). This scholarship will support eligible students during the first semester of their program by providing assistance for commuting expenses to school (up to a maximum of \$300—to be awarded in increments of \$150—the first to be provided at orientation and the second on the first day of the second course).

Candidate will be able to combine this scholarship with other programmatic scholarships.

**Haitian Heritage Scholarship:** Students pursuing this scholarship are either Haitian born or residents of the United States with Haitian parent(s). To qualify, ethnic Haitians are required to demonstrate familiarity with Haitian culture and retain strong commitments to their Haitian heritage.

Academic requirements include a GPA of 3.0 and graduation from high school or equivalent. GED applicants are encouraged to apply. Scholarship up to \$1,000.00 per award year (up to 3 Consecutive award years for AS Programs and 2 Consecutive award years for Diploma Programs). This scholarship is for students starting any AS or Diploma program at CBT Technology Institute.

To apply for this Scholarship, print and fill out the **application**. Enclose it in an envelope with the following items:

- **One Essay:**

In no more than 500 words, describe how you retain strong commitments to your Haitian heritage.

Mail your completed application to the following address:

CBT Technology Institute  
Admissions Department  
8230 West Flagler Street  
Miami FL 33144

Candidate will be able to combine this scholarship with other programmatic scholarships.

**Veteran Scholarships** - *Education Assistance for Military Veterans*

1. **Veterans Troop Scholarship:** We are grateful to those who have honorably served our country. To express that gratitude, CBT Technology Institute Veterans Scholarship offers a qualified student with a **\$1,000.00** scholarship for undergraduate studies. Eligible students may also qualify for the **Toolkit Grant**.

**SCHOLARSHIP ELIGIBILITY:** Veterans of any of the United States Armed Services may be eligible for the scholarship. Additionally, you must:

- Have earned a high school diploma or its equivalent
- Provide a copy of DD Form 214.

2. **The Dependent Veterans Assistance Scholarship:** Provides financial aid to the spouses, widowed spouses and children of service-members who are active duty; or were killed and/or disabled in the line of duty. The program offers up to \$2,500 of education benefits to be used while pursuing a degree at CBT Technology Institute.

**SCHOLARSHIP ELIGIBILITY:** A Spouse, widowed spouse or a child of an United States Armed Services member who is on active duty; or was killed or disabled in the line of duty, may be eligible for the scholarship. Additionally, you must:

For Spouses:

- a. Have earned a high school diploma or its equivalent
- b. Provide a copy of DD Form 214 of the spouse who served
- c. Provide proof that the spouse was killed or has a service connected disability, and
- d. Provide a copy of the marriage license

For a Child:

- a. Have earned a high school diploma or its equivalent
- b. Provide a copy of DD Form 214 of the parent who served
- c. Provide proof that the parent was killed or has a service connected disability, and
- d. Provide a birth certificate or adoption papers for proof.

CBT Technology Institute adopts the following provisions for any VA payment that may be pending: We will NOT

- Prevent the student to enroll
- Assess a late fee

- Require the student to secure alternative/additional funding
- Deny student access to any school resources (library, access to classes, etc.)

Student should provide Certificate of Eligibility to FA Office.

### **First Responders Scholarship**

In honor of all the Fire Fighters' and Police Officers' that service the Miami-Dade County community and cities that are within the Miami-County area, CBT Technology Institute offers \$2,500.00 scholarships to select children of these active firefighters and police officers. To be considered for the scholarship, candidates must qualify for admission to the CBT Technology Institute and be a child (or legally adopted child) of sworn Fire Fighters and Police Officers who will remain active for the duration of their children's college careers. Students whose parents lost their life in the line of duty are also eligible for the scholarship. Each candidate will be awarded \$2,500.00 per award year (up to 3 Consecutive award years for AS Programs and 2 Consecutive academic years for Diploma Programs) provided he or she makes satisfactory academic progress.

### **International Scholarships**

- **Automatic Consideration (New International Students- Exclude Transfer Students – ONLY AS DEGREE PROGRAMS)**
  - **CBT Technology Institute BEGIN Scholarship: \$1,000 per award year\***  
Awarded to incoming freshmen with a 3.50 GPA or higher on a 4.00 scale plus Essay
  - **CBT Technology Institute BELONG Scholarship: \$1,500 per award year\***  
Awarded to incoming freshmen with a 3.70 GPA or higher on a 4.00 scale plus Essay
  - **CBT Technology Institute BE MORE Scholarship: \$2,000 per award year\***  
Awarded to incoming freshmen with a 3.90 GPA or higher on a 4.00 scale plus Essay

\* Up to 3 Consecutive award years for AS Programs.

- **#You Are Welcome Here Scholarship**

This scholarship is designed for Transfer Students (F-1 VISA) with non-U.S. residency status applying from another college/university within the United States. It is based on academic performance. Scholarship is awarded for up to \$1,000 per semester for a 6 semester maximum. This scholarship is not available to U.S. citizens, or permanent residents.

### **ELIGIBILITY REQUIREMENTS**

1. The recipient must enroll into a CBT Technology Institute Associate Degree program and start Classes in 2019 (January, March, or May Start Dates)
2. This award is limited to two years of enrollment as an undergraduate.
3. CBT Technology Institute reserves the right to alter this award in the presence of other CBT scholarship offers.
4. This award is contingent upon the student maintaining international residency for tuition purposes.
5. The recipient must enroll for and complete a minimum of 12 credit hours each semester. If circumstances prevent a student from enrolling and completing the minimum credit load or it is necessary to drop credits below the minimum credit load, prior approval must be received from the Campus Director.
6. The recipient is expected to maintain a minimum 2.8 cumulative GPA on a 4.0 scale. The academic record will be reviewed at the end of the first two semesters of enrollment and thereafter each semester. A scholar who does not meet the minimum criterion will be placed on scholarship probation for two semesters. Failure to meet minimum GPA requirements upon the completion of the terms of scholarship probation will result in cancellation of the award until the cumulative 2.8 GPA is reestablished.
7. Semesters for which the recipient is not eligible to receive this award are included in two-year limit.
8. The recipient must notify the Campus Director in writing if enrollment at CBT Technology Institute is disrupted (excluding summer semester) and request an official leave of absence from the institute.

- **International Cultural Service Program**

This scholarship ranges from \$1000.00 - \$2000.00 per Program. The Scholarship applies to tuition only and is based on financial need, academic merit, and the ability to make presentations to diverse groups of people. The scholarship has a cultural service component that requires students to provide presentations about their home country to children, community organizations, and CBT Technology Institute students, faculty, and staff.

The following criteria are used to select the successful candidate:

- Demonstrated financial need

- Experience participating in cultural activities
- Demonstrated performance and presentation skills
- Strong academic records
- Strong communication skills

#### **Eligibility**

- Applicants must be admissible or fully admitted to the CBT Technology Institute.
- Applicants cannot be U.S. citizens, U.S. permanent residents, or eligible to receive U.S. federal financial assistance.
- Applicants must demonstrate financial need and meet a minimum 3.0 cumulative GPA requirement.
- Applicants must enroll into a CBT Technology Institute Associate Degree Program.

- **Emergency Tuition Award**

The Emergency Tuition Award program is administered by CBT Technology Institute to provide emergency tuition assistance, **up to 50% of the cost of the semester**, to a limited number of international students in their last award year.

#### **Qualifications**

- Must be a CBT Technology Institute student in good academic standing
- Must demonstrate dire financial need as a result of unforeseen circumstances
- Must maintain F1 immigration status
- If enrolled less than full-time, then you must have an approved Reduced Course Load form on file with CBT Technology Institute
- Must be within final two semesters of graduation

Application must include:

- Application form
- A copy of your current account balance from Student Portal
- Bank statements for the past three months that show detailed financial transactions (i.e., savings, checking, certificate of deposits, etc.)
- A personal statement explaining clearly the circumstances, which have led to your financial need
- Proof of monthly housing payment (either rent or mortgage payment)
- Proof of any other monthly debt such as a car payment or credit card balance
- Recent pay stubs from campus or other authorized employment if applicable
- A completed Advisor Recommendation Form (attached)

#### **Application deadlines:**

- Fall Semester: August 30 - Open
- Fall B Semester: October 25 – Open

### **The Cutler Bay Back to School Scholarship**

This scholarship will be offered to eligible participants interested in enrolling in our HVAC program at Cutler Bay campus of CBT Technology Institute. This scholarship award is up to \$8,500.

#### **Criteria:**

- i. Alumni of My Life My Power Program or Gang Alternative Inc. Participants.

Offered for the August 2<sup>nd</sup> 2021 Start date with a maximum of 4 recipients

The decision of the Director is final.

### **The Jump Start to HVAC Scholarship**

This scholarship will be offered to graduates from Cutler Bay campus that would like to continue their education and enroll into the Diploma of Air Conditioning and Refrigeration program. The scholarship award is up to \$8,500.

#### **Criteria:**

- ii. Cutler Bay Campus Alumni
- iii. Cumulative GPA of 2.75 or higher in a program completed.

Offered for the August 2<sup>nd</sup> 2021 Start date with a maximum of 4 recipients.

The decision of the Director is final.

### **The Second Trade Scholarship**

CBT Technology Institute announces **"The Second Trade Scholarship"**. This scholarship is designed to encourage CBT Technology Institute graduates who completed a diploma program in HVAC or in Electricity, and are looking to pursue their education by obtaining a second diploma program in the school of construction.

#### **Criteria:**

The following students are eligible to apply:

- d. Graduates of the Diploma in Electricity Technician and Air Conditioning and Refrigeration Technician programs
- e. AWARD Condition:
  - 5) The scholarship consists of the tool kit used during the program lab activities

**The recipients of this scholarship *may be* eligible to receive other programmatic scholarships. Please see your FA Advisor for More Details.**

The decision of the Campus Director will be final.

### **A. CBT Technology Institute Institutional Grant**

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

#### **Make a Change (MAC) Grant**

This grant is intended to motivate our students to sit for certification examinations in an effort to increase their chances in employability after graduation.

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

##### A.S. Degree Programs

Health Information Management Technology  
Networking Administration

##### Diploma Programs

Medical Coding & Billing  
Computer Network Support Specialist

Award Conditions:

- Grant awarded by the CBT Technology Institute Campus Director/Director of Education.
- Grant awarded for up to \$500 depending on successfully completing the identified professional 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 or higher when they finish the second semester on their degree program
- The grant will be applied as follows:
  - 1) If there are no professional 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 professional 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 professional certifications, I must pass at least 50% of the professional 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 professional certification.

### **B. Other Grants and Scholarships**

#### **Yellow Ribbon Scholarship**

The requirements for the scholarship are as follows:

- Tuition cost exceeding \$26,042.81 for the award year (August 2021 through July 2022)

- 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 \$26,042.81 for the 2021/2022 fiscal year.
- Maximum award granted for 21/22 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 1<sup>st</sup> accepted for admission into CBT Technology Institute 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.

### **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 Technology Institute.

### **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**

CBT Technology Institute 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 school to another. To continue receiving aid at the new school, the student must check with a Financial Aid officer at the new school 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 school's Financial Aid Officer.

## **CANCELLATIONS AND REFUND POLICIES**

- Cancellation of the application by the student must be made by certified mail or in person or by electronic email.

- If the applicant is not accepted, all fees paid may be refunded.
- If the student cancels their enrollment to the school within three business days after signing the Enrollment Agreement, all tuition and fees will be refunded. This policy applies whether or not the student has begun attending class.
- If the student cancels their enrollment to the school after three business days after signing the Enrollment Agreement but before first day of class, all tuition and fees will be refunded with the exception of processing (application) fee.
- If the student cancels their enrollment to the school after the first day of class but before the second week of class, all tuition and fees will be refunded with the exception of Enrollment Fee and Processing (application) Fee.

### **WITHDRAWAL AND TERMINATION REFUND POLICY**

The following refund policy applies to students who are terminated by the school, or who withdraw from enrollment after the first week of class:

- 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 days completed to the total days.
- 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 days completed to the total days 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 (LDA) if the withdrawal is official or unofficial.
- Refunds will be made within 30 days of the date of determination (DOD).
- 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 Institute.

### **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 over-payment 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.

Refunds will be made within 45 days of the date of determination (DOD).

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](http://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 CBT Technology Institute 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](mailto: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.

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 Institute does not accept the enrollment, all monies paid by the student to the Institute shall be refunded with the exception of the processing fee and shipping fee, and the student and Institute 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.

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# GENERAL INFORMATION

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## SCHOOL HOURS

Our classes are scheduled four hours a day, five 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 (3 weeks)	Thanksgiving Day	Labor Day*
Dr. Martin Luther King Jr. Birthday	Good Friday	Independence Day*
Memorial Day*		

\***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, CBT Technology Institute will sponsor a formal graduation ceremony. All students are encouraged to participate. Graduation fees are included in all programs and are non-refundable.

## SCHOOL RULES AND REGULATIONS

### CONDUCT

All students are expected to uphold high standards of integrity and behavior, outside and within the Institute. The Institute reserves the right to suspend or dismiss any student whose conduct does not conform to the standards set. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions.

1. All students are expected to behave politely in and outside the class. Impolite or disruptive behavior with instructors or classmates is unacceptable. Aggressive or disrupted conduct will end in a possible suspension or expulsion from the school.
2. Students must maintain appropriate dress in class.
3. Students are not allowed to bring children, unauthorized friends or relatives to the class.
4. Acts of dishonesty will not be tolerated.
5. Abusive behavior: any action or situation which produces mental and/or physical discomfort for any member of the school community, or which places the individual or group in danger of physical or mental injury, including a student's ability to participate in or benefit from the institute's program(s).
6. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the Institute premises or at functions sponsored by, or participated in by, the institute or members of the academic community.
7. The usage (including but not limited to consumption, injection, smoking/inhalation, etc.) manufacture, possession or distribution of illegal drugs is in violation of Federal, Florida law and/or Institute policy.
8. Possession, manufacturing, consumption, distribution of alcoholic beverages and/or being under the influence of alcohol in violation of Federal, and/or Florida law and/or Institute policy.

9. Possession or use of firearms (or replicas), explosives (including fireworks), dangerous chemicals or other dangerous weapons, or the brandishing of any weapon or any other object in the menacing or threatening manner on institutionally-owned or controlled property
10. Attempted or actual theft of and/or damage to property of the school and/or property of a member of the school community and/or other personal or public property.
11. Disregarding the legitimate request of a school official, to include failure to follow directions or obstructing assigned responsibilities of appropriate officials. Theft or other abuse of computer facilities and resources
12. Violation of other published Institute policies, rules and/or regulations.
13. Any violation of Federal, state, or local law(s).

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

**ALCOHOL AND SUBSTANCE ABUSE STATEMENT:** CBT Technology Institute 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 Technology Institute. 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 Technology Institute students are expected to uphold high standards of integrity and behavior, inside and outside of the institute. Any member of the Institute 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 school 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 2<sup>nd</sup> 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 14 days after the submission.
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.
  9. Students can also contact Florida State Authorization Reciprocity Agreement (SARA) at [FLSARAIinfo@fldoe.org](mailto:FLSARAIinfo@fldoe.org)

## **PRIVACY ACT**

CBT Technology Institute complies with the Family Educational Rights and Privacy Act of 1974. The students' educational informational records are confidential.

CBT Technology Institute 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 Technology Institute 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 Technology Institute 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 Technology Institute 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 Technology Institute 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 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

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

### 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 the 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 Technology Institute 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**

CBT Technology Institute 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 Institute. 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 chart below provides the maximum capacity of each CBT Technology Institute location per shift:

CBT Technology Institute Location	Max Capacity per Shift	Max Classroom Capacity Not to Exceed
Flagler	322	18
Hialeah	282	15
Cutler Bay	168	15

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 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 Technology Institute does not offer a Leave of Absence (LOA) policy/procedure to any enrolled student, except for International students. Due to CBT Technology Institute'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: 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.

When a course is taught four (4) days a week: Students who miss seven (7) consecutive days of non-attendance of 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.

When a course is taught two (2) days a week: Students who miss three (3) consecutive days of non-attendance of 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.

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 CBT Technology Institute 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 Technology Institute 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 school. The student will be terminated from their VA Benefits for unsatisfactory progress.

## STUDENT APPEAL POLICY

Students are expected to abide by all school 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 Technology Institute, 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 institute'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 Institute, 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 Technology Institute 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 School. The School Grade Scale is as follows:

<b>RATING</b>	<b>PASSING MARK</b>	<b>GRADE</b>	<b>POINT VALUE</b>
Excellent	90% to 100%	A	4.0
Good	80% to 89%	B	3.0
Satisfactory	70% to 79%	C	2.0
Passing	60% to 69%	D	1.0
Failure	below 60%	F	0.0
Drop Out from Program		DR	0.0
Incomplete		I	0.0
Class Withdrawn		W	0.0
Retaken		R	
Credit Examination / Experience		E	
Transfer credits		T	

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 school academic coordinator.

## **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 CBT Technology Institute 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/decision 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 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 Institute 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 Institute 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.**

## CREDIT FOR EXPERIENCE

- HIMT students who are working in the field may substitute applicable, validated work experience for HIM2810C – HIMT Practicum. Credits earned through work experience will appear on the student record as "E" (Credit for Experience).
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## 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 CBT Technology Institute. 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 Technology Institute 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 be 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 Technology Institute Affidavit of Support Form (if you use a sponsor and the form has to be notarized and stamped by a public notary)
- The CBT Technology Institute 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 institution 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 approved by the referring agency, i.e. Workforce Career Source), approval must be granted in writing, and received by the Admissions Department.

- **TO ANOTHER INSTITUTION**

Students entering the CBT Technology Institute and intending to continue their studies at another accredited upper level college or university shall note that the accepting institution 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 Technology Institute 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 institute 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 Institute 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 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 CBT Technology Institute. 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 Technology Institute 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 Technology Institute will grant credit toward an 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 Institute 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 CBT Technology Institute. 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 Technology Institute 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)**

Credit Hours	Required CumGPA
0-12	1.75
13-24	2.0
25 or More	2.0

### **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 ( $24 \times 67\% = 16$ ).

**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**

<b>Normal Completion Time of Program (Credits and Length)</b>	<b>Maximum Credits a Student May Attempt</b>
24 Semester Credits / 2 Semesters	36 Semester Credits / 3 Semesters
36 Semester Credits / 3 Semesters	54 Semester Credits / 4.5 Semesters

### **ASSOCIATE IN SCIENCES PROGRAMS**

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

### **ENGLISH AS A SECOND LANGUAGE PROGRAM**

<b>Normal Completion Time of Program (Credits and Length)</b>	<b>Maximum Credits a Student May Attempt</b>
36 Semester Credits / 3 Semesters	54 Semester Credits / 4.5 Semesters

### **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 and Associate 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. 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 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 Retake Authorization 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 Technology Institute permanent record, but only the second grade will be used in computing the 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 Technology Institute. 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 Technology Institute 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 Technology Institute 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 Technology Institute 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 CBT Technology Institute. 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 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 Technology Institute'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 Technology Institute'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

CBT Technology Institute 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 institute does not guarantee placement, we will make every effort to help graduates find positions in the Miami-Dade and Broward Counties area. CBT Technology Institute 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 we offer our 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 institute; however, students are not required to buy their books at the CBT Technology Institute. Book fees are not included as part of the student's tuition expense.

## **CERTIFICATIONS**

The Institute 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 Technology Institute 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 institute 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 Technology Institute 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 School 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/](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

CBT Technology Institute offers the following academic programs:

- Associate Degrees
  - Air Conditioning, Refrigeration and Heating Technology
  - Business Administration
  - Electrical Technology
  - Health Information Management Technology
  - Medical Assisting Technology
  - Networking Administration
- Diploma Programs
  - Air Conditioning and Refrigeration Technician
  - Computer Network Support Specialist
  - Electricity Technician
  - English as a Second Language\*\*
  - Medical Coding & Billing
  - Medical Assistant
  - Office Management

## GENERAL EDUCATION COURSES

### Associate Degrees – (Three (3) credit Programs)

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

<u>ENGLISH</u>	(6 Credit Hours)
ENC1100	English Composition I
ENC1106	English Composition II
<u>MATHEMATICS</u>	(3 Credit Hours)
MAC1100	Principles of College Algebra
STA2005	Statistics
<u>COMMUNICATIONS</u>	(3 Credit Hours)
SPC1013	Speech
<u>SOCIAL SCIENCES</u>	(3 Credit Hours)
DEP2004	Developmental Psychology
ECO2013	Macroeconomics
ECO2023	Microeconomics

### Associate Degrees – (Four (4) credit Programs)

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

<u>ENGLISH</u>	(8 Credit Hours)
ENC1100	English Composition I
ENC1106	English Composition II
<u>MATHEMATICS</u>	(4 Credit Hours)
MAC1100	Principles of College Algebra
STA2005	Statistics
<u>COMMUNICATIONS</u>	(4 Credit Hours)
SPC1013	Speech
<u>SOCIAL SCIENCES</u>	(8 Credit Hours)
DEP2004	Psychology
ECO2013	Macroeconomics
ECO2023	Microeconomics
PHI2606	Ethics



**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, CBT Technology Institute highly recommends students become certified. Students seeking certification may need additional resources, books, practice tests and study time.

- 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.

**Program Length in Months**

Program Name	Length		Program Name	Length
AS Degree Programs			Diploma Program	
Air Conditioning, Refrigeration and Heating Technology	20 Months		Air Conditioning and Refrigeration Technician	8 Months
Business Administration	24 Months		Computer Network Support Specialist	12 Months
Electrical Technology	20 Months		Electricity Technician	8 Months
Health Information Management Technology	24 Months		English as a Second Language	12 Months
Networking Administration	24 Months		Medical Coding and Billing	8 Months
			Office Management	8 Months

**Please Note:** Prerequisites determine the sequence of the courses.

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# **SCHOOL OF BUSINESS**

**Associate in Science, Business Administration**

**Diploma, Office Management**

## Associate in Science Degree Program

### BUSINESS ADMINISTRATION

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
SLS1509	Critical Thinking	1.5
SLS1105	Student Success Skills	1.5
GEB1011	Principles of Business <sup>C</sup>	3
FIN2001	Principles of Finance <sup>C</sup>	3
OST2335	Applied Business Communications <sup>C</sup>	3
ACG1001	Principles of Accounting I <sup>C</sup>	3
ACG1011	Principles of Accounting II <sup>C</sup>	3
STA2005	Basic Business Statistics <sup>C</sup>	3
APA1146	Accounting Application (QuickBooks) <sup>C</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
GEB2930	Business Administration Capstone <sup>C</sup>	2
ECO2013	Macroeconomics <sup>G</sup>	3
ECO2023	Microeconomics <sup>G</sup>	3
MAC1100	Principles of College Algebra <sup>G</sup>	3
ENC1106	English Composition II <sup>G</sup>	3
MNA2012	Principles of Management <sup>C</sup>	3
MNA1110	Organizational Behavior <sup>C</sup>	3
BUL2132	Business Law <sup>C</sup>	3
MKA2000	Principles of Marketing <sup>C</sup>	3
GEB1441	Business Ethics and Society <sup>C</sup>	3
ENT1020	Small Business Management <sup>C</sup>	3
SPC1013	Speech <sup>G</sup>	3
DEP2004	Developmental Pyschology <sup>G</sup>	3
<b>Total Semester Credits</b>		<b>68</b>

**General Education courses Req: 15 Semester Credits**

**Graduation Requirements: 68 Semester Credits**

**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 an entry level position. 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.

**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. 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.

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
43-1011.00	First-Line Supervisor of Office and Administrative Support Workers	<a href="https://www.onetonline.org/link/summary/43-1011.00">https://www.onetonline.org/link/summary/43-1011.00</a>
43-3051.00	Payroll and Timekeeping Clerks	<a href="https://www.onetonline.org/link/summary/43-3051.00">https://www.onetonline.org/link/summary/43-3051.00</a>
43-4051.00	Customer Service Representatives	<a href="https://www.onetonline.org/link/summary/43-4051.00">https://www.onetonline.org/link/summary/43-4051.00</a>
43-4021.00	Correspondence Clerk	<a href="https://www.onetonline.org/link/summary/43-4021.00">https://www.onetonline.org/link/summary/43-4021.00</a>

43-4141.00	New Account Clerk	<a href="https://www.onetonline.org/link/summary/43-4141.00">https://www.onetonline.org/link/summary/43-4141.00</a>
43-3061.00	Procurement Clerk	<a href="https://www.onetonline.org/link/summary/43-3061.00">https://www.onetonline.org/link/summary/43-3061.00</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Cutler Bay, Flagler locations.

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

\*Distance Learning- Currently Not Offered

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

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# Diploma Program

## OFFICE MANAGEMENT

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
SLS1509	Critical Thinking Skills	1.5
SLS1105	Student Success Skills	1.5
FIN2001	Principles of Finance <sup>C</sup>	3
GEB1011	Principles of Business <sup>C</sup>	3
MKA2000	Principles of Marketing <sup>C</sup>	3
MNA2012	Principles of Management <sup>C</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
OST2335	Applied Business Communication <sup>SC</sup>	3
<b>Total Semester Credits</b>		<b>24</b>

**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 our 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 curriculum 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."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
43-4171.00	Receptionists and Information Clerks	<a href="http://www.onetonline.org/link/summary/43-4171.00">http://www.onetonline.org/link/summary/43-4171.00</a>
43-9061.00	Office Clerks, General	<a href="http://www.onetonline.org/link/summary/43-9061.00">http://www.onetonline.org/link/summary/43-9061.00</a>
43-4151.00	Order Clerks	<a href="https://www.onetonline.org/link/summary/43-4151.00">https://www.onetonline.org/link/summary/43-4151.00</a>
43-5081.02	Marking Clerks	<a href="https://www.onetonline.org/link/summary/43-5081.02">https://www.onetonline.org/link/summary/43-5081.02</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Cutler Bay, and Flagler

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

\*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 • <sup>G</sup> General Education • Some courses have prerequisites • See course descriptions for details • <sup>C</sup> 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

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
ESL 1	Basic English for Low Beginners	6
ESL 2	English for High Beginners	6
ESL 3	Low Intermediate Listening, Reading, Writing and Speaking	6
ESL 4	High Intermediate Listening, Reading and Speaking	6
ESL 5	Advanced Listening, Reading, Writing and Speaking	6
ESL 6	Conversational English for Advanced Students	6
<b>Total</b>		<b>36</b>

#### 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 participate in 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. To communicate in English with English speakers
2. Be able to use English language in the workplace

**Offered at:** Flagler and Hialeah Campus

**Licensed at:** the Flagler, and locations.

Accredited at: the Flagler, Hialeah locations

**Note 1:** The ESL Program is a Stand Alone Program. Credits are non-transferable.

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

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# **SCHOOL OF ALLIED HEALTH & SCIENCES**

**Associate in Science, Health Information Management Technology**

**Diploma, Medical Coding & Billing**

# SCHOOL OF ALLIED HEALTH & SCIENCES

## Associate in Science Degree Program

### HEALTH INFORMATION MANAGEMENT TECHNOLOGY\*

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
HSC1531	Medical Terminology <sup>C</sup>	3
BSC1085	Anatomy & Physiology <sup>C</sup>	3
HIM1110	Health Care Record & Data Mgmt <sup>C</sup>	3
HIM1222	Medical Coding I <sup>C</sup>	3
HIM1232	Medical Coding II <sup>C</sup>	3
HIM1273	Medical Insurance & Billing Procedures <sup>C</sup>	3
MEA1203	Pathophysiology <sup>C</sup>	3
HSC2149	Pharmacology <sup>C</sup>	3
HIM2234	Medical Coding III <sup>C</sup>	3
HIM2211	Information Technology System <sup>C</sup>	3
HIM2012	Legal Aspects of Health Care Records <sup>C</sup>	3
HIM2512	Principles of Management & Organizational Resources <sup>C</sup>	2
HIM2500	Health Record Quality & Performance <sup>C</sup>	3
STA2005	Statistics <sup>G</sup>	3
ENC1100	English Composition <sup>G</sup>	3
PHI2606	Ethics <sup>G</sup>	3
SPC1013	Speech <sup>G</sup>	3
HSC1000	Intro to Health Sciences & Health Services Organization <sup>C</sup>	3
ENC1106	English Composition II	3
HIM2723	Medical Coding IV	3
SLS1509	Critical thinking	1.5
SLS1105	Student Success	1.5
HIM1000	Intro to HIM	1.5
HIM1960	Coding Exam Review	1.5
HIM2960	RHIT Exam Review	2
HIM2810C	HIMT Practicum	2

**Total Semester Credit** 72

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

**Graduation Requirements: 72 Semester Credits**

**Note: The program is also available in the hybrid distance education modality, and 100% online.**

**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. Graduates 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.

#### **STUDENT LEARNING OUTCOMES:**

1.-Student will be able to demonstrate knowledge and skills to identify the legal issues related to the maintenance, retention, use and disclosure of Health Information

MEASURE: Successful completion of assigned case studies related to Breach Notification, privacy protection and legal protection of health information

2.- Student will be able to demonstrate knowledge and skills to use appropriately Health Record content and documentation in the health information field

MEASURE : Successful completion of assigned case studies focused in operative report review, Data Collection for long term care and Healthcare Effectiveness data

3.- Student will be able to apply advanced Coding scenarios from any clinical setting

MEASURE: Successful completion of assigned coding studies on Encoder selection, medical necessity and improving coding quality.

4.- Student will be able to demonstrate knowledge of the Quality Performance Improvement processes for Health Care  
MEASURE: Successful completion of assigned case studies related to MPI and Duplicate Medical records, Chart Checkout screen design and Data Quality

5.-Student will be able to utilize and take advantage of the technological methodologies related to Informatics, Analytics and Electronic Data Use

MEASURE : Successful completion of assigned case studies for system conversion and integration, Database design and System Life Cycle.

6.- Student will be able to apply theoretical knowledge and use properly practical skills in a Health Information setting

MEASURE : Successful completion of the Professional Practice Experience or Externship

7.-Student will be able to apply principles and integrate knowledge learned throughout the HIM program

MEASURE Successful passing of the RHIT exam conducted by AHIMA

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

**Certification Goals:** CBT Technology Institute, 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

Registered Health Information Technologist (RHIT) by AHIMA

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
29-2071.00	Medical Records and Health Information Technicians	<a href="http://www.onetonline.org/link/summary/29-2071.00">http://www.onetonline.org/link/summary/29-2071.00</a>
31-9092.00	Medical Assistants	<a href="http://www.onetonline.org/link/summary/31-9092.00">http://www.onetonline.org/link/summary/31-9092.00</a>

Students may be able to enter these occupations at an entry-level.

**Licensed at: the** Cutler Bay Location.

Accredited at: the Cutler Bay location only.

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

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

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# Diploma Program

## MEDICAL CODING & BILLING

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>SEMESTER CREDIT HOURS</b>
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
SLS1509	Critical Thinking Skills	1.5
SLS1105	Student Success Skills	1.5
HSC1531	Medical Terminology <sup>C</sup>	3
HIM1000	Intro to Health Information Management <sup>C</sup>	1.5
BSC1085	Anatomy & Physiology <sup>C</sup>	3
HIM1222	Medical Coding I <sup>C</sup>	3
HIM1232	Medical Coding II <sup>C</sup>	3
HIM1273	Medical Insurance & Billing Procedures <sup>C</sup>	3
HIM1960	Certification Exam Review <sup>C</sup>	1.5
<b>Total Semester Credit</b>		<b>24</b>

**Graduation Requirements: 24 Semester Credits**

**Note: The program is also available in the hybrid distance education modality.**

### 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.

### STUDENT LEARNING OUTCOMES:

- 1.-Student will be able to demonstrate knowledge and skills for Diagnostic ICD-10 CM coding.  
MEASURE: Successful completion of diagnostic coding case studies
- 2.- Student will be able to demonstrate knowledge and skills for Procedural coding using the CPT/HCPCS Manual.  
MEASURE: Successful completion of procedural coding case studies
- 3.- Student will be able to apply adequately reimbursement methodology principals.  
MEASURE: Successful completion of the CMS-1500 claim form
- 4.- Student will be able to apply principles and integrate knowledge learned throughout the MCB course  
MEASURE: Passing Rate of the CBCS exam

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

The following occupations have been linked to this program:

<b>SOC Code</b>	<b>Occupational Title</b>	<b>O*Net Link</b>
29-2071.00	Medical Records and Health Information Technicians	<a href="http://www.onetonline.org/link/summary/29-2071.00">http://www.onetonline.org/link/summary/29-2071.00</a>
31-9092.00	Medical Assistants	<a href="http://www.onetonline.org/link/summary/31-9092.00">http://www.onetonline.org/link/summary/31-9092.00</a>

Students may be able to enter these occupations at an entry-level.

**Licensed at:** the Cutler Bay Location.

**Accredited at:** the Cutler Bay location only.

**Currently the Program is being offered at the Cutler Bay Location only.**

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

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## **SCHOOL OF TECHNOLOGY**

**Associate in Science, Networking Administration**

**Diploma, Computer Network Support Specialist**

# SCHOOL OF TECHNOLOGY

## Associate in Science Degree Program

### NETWORKING ADMINISTRATION

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
MAC1100	Principles of College Algebra <sup>G</sup>	3
CET1173	Computer Maintenance and Troubleshooting	3
SPC1013	Speech <sup>G</sup>	3
CET1178	Technical Support Software <sup>C</sup>	3
CET1485	Network Essentials <sup>C</sup>	3
ENC1106	English Composition II <sup>G</sup>	3
CET1179	A+ Certification Preparation <sup>C</sup>	3
CET1588	Network+ Certification Preparation <sup>C</sup>	3
CTS2321C	Fundamentals of Linux Operating Systems <sup>C</sup>	3
CET1811	Administering Windows Professional <sup>C</sup>	3
CET1722	Windows Server Network <sup>C</sup>	3
CET1660	Cyber Security	3
CET1723	Windows Server Administration <sup>C</sup>	3
CET1724	Windows Server Implementation <sup>C</sup>	3
CET1617	Interconnecting CISCO Network	3
CET1661	Intro to CISCO	3
CIS1081	Cloud Computing	3
COP1704	Intro to SQL	3
CET1856	Implementing CISCO	3
CTS1380	CISCO Networks	2
AMH2022	US History	3

**Total Semester Credits      68**

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

**Graduation Requirements: 68 Semester Credits**

**Note: The program is also available in the hybrid distance education modality.**

**PROGRAM DESCRIPTION:** The Associates in Network Administration provides the student a curriculum that begins with basic understanding of computer components through computer systems diagnostics and repair. It will teach students about complex networking theory and provide them with hands on practice creating networks utilizing Microsoft Windows and Linux operating systems. They will also apply what they have learned in a "Hands On" lab environment with equipment and software that is indicative of what they may encounter in the world of work.

**Student Learning Outcomes:**

Students that successfully complete the AS in Networking Administration will be able to:

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



These program objectives directly support CBT Technology Institute’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 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.”

**Certification Goals:** CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA Linux+ MCSA and Cisco CCNA

The following occupations have been linked to this program:

<b>SOC Code</b>	<b>Occupational Title</b>	<b>O*Net Link</b>
15-1142.00	Network and Computer Systems Administrators	<a href="https://www.onetonline.org/link/summary/15-1142.00">https://www.onetonline.org/link/summary/15-1142.00</a>
15-1152.00	Computer Network Support Specialists	<a href="https://www.onetonline.org/link/summary/15-1152.00">https://www.onetonline.org/link/summary/15-1152.00</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Cutler Bay and Flagler locations only.

**Currently the Program is being only offered at the Flagler, and Cutler Bay Locations.**

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# Diploma Program

## COMPUTER NETWORK SUPPORT SPECIALIST

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOUR
CGS1060C	Microsoft Technology Applications <sup>C</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
CIS1081	Cloud Computing	3
CET1173	Computer Maintenance and Troubleshooting	3
CET1178	Technical Support Software <sup>C</sup>	3
CET1811	Administering Windows Professional <sup>C</sup>	3
CET1179	A+ Certification Preparation <sup>C</sup>	3
CET1485	Network Essentials <sup>C</sup>	3
CET1588	Network+ Certification Preparation <sup>C</sup>	3
CTS2321C	Fundamentals of Linux Operating Systems <sup>C</sup>	3
COP1704	Intro to SQL	3
CET1811	Cyber Security	3

**Total Semester Credits 36**

**Graduation Requirements: 36 Semester Credits Certifications**

**Note: The program is also available in the hybrid and 100% distance education modality.**

**PROGRAM DESCRIPTION:** This program prepares students in computer systems to 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+, and CompTIA Network

### Student Learning Outcomes:

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

These program objectives directly support CBT Technology Institute'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 curriculum 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."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
15-1151.00	Computer User Support Specialists	<a href="http://www.onetonline.org/link/summary/15-1151.00">http://www.onetonline.org/link/summary/15-1151.00</a>
15-1152.00	Computer Network Support Specialists	<a href="https://www.onetonline.org/link/summary/15-1152.00">https://www.onetonline.org/link/summary/15-1152.00</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Flagler and Hialeah locations only.

**Currently the program is being only offered at the Flagler Location**

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

# **SCHOOL OF CONSTRUCTION**

**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 CONSTRUCTION

## Associate in Science Degree Program

### AIR CONDITIONING, REFRIGERATION AND HEATING TECHNOLOGY

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
ACR1052	Fundamentals of Refrigeration and Air Conditioning <sup>C</sup>	3
EET1033	Fundamentals Electricity	3
ACR1113	Refrigeration and Air Conditioning Electrical Systems	3
ACR1500	Air Conditioning Systems. Service and Troubleshooting <sup>C</sup>	3
ACR2420	Air Distribution System and Duct Work <sup>C</sup>	3
CET1516	Electric Motors Applications, Control and Troubleshooting <sup>C</sup>	3
ACR1215	Commercial Refrigeration Systems. Service and Troubleshooting <sup>C</sup>	3
ACR2032	Blue Prints and Design Codes <sup>C</sup>	3
ACR2310	Automatic Controls Applied to HVAC <sup>C</sup>	3
ACR2611	Heating Systems <sup>C</sup>	3
ACR2770	Chillers and Commercial AC Systems <sup>C</sup>	3
ETC1207	HVAC/R Projects Estimating	3
ACR1202	Specialized Commercial Refrigeration Systems	3
MAC1100	Principles of College Algebra <sup>G</sup>	3
ACR2167	HVAC Systems Design <sup>C</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
AMH2022	US History	3
PHY1022	Fundamentals of Physics	3
SPC1013	Speech <sup>G</sup>	3
BCN1872	Energy Efficiency in Buildings and Construction Codes	3
<b>Total Semester Credit</b>		<b>60</b>

**General Educational courses req: 15Semester Credits**

**Graduation Requirements: 60 Semester Credits**

**Note: The program is also available in the hybrid distance education modality.**

**Certification Goals:** EPA Certification

**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. 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.

Associate Program Graduates are eligible to take the County Certifications as Journeyman if requirements are met.

**STUDENT LEARNING OUTCOMES:** Students successfully completing the Associate of Science in Air Conditioning, Refrigeration and Heating Technology will be able to:

1. Accomplish specific and general OSHA regulations and apply the procedures established by the EPA associated with the trade.
2. Execute the general technical service procedures to install, evaluate, maintain, troubleshoot and repair air-conditioning and commercial refrigeration systems properly using the HVACR instruments and tools
3. Read and interpret wiring diagrams for powering and control HVACR systems and use them for system installation and troubleshooting.
4. Size, install, test, balance and troubleshoot air distribution systems and construct fiberglass board duct and fittings.
5. Select and install the HVACR piping, tubing and fittings, using copper tubing brazing and other joining techniques.
6. Read and interpret construction drawings and specifications and use them for installing and completing takeoff of HVACR systems.

7. Apply industry-accepted procedures for HVACR system design, accomplishing construction codes requirements.
8. Operate and test different types of commercial refrigeration and air conditioning systems, including their automatic control systems.
9. Apply principles and techniques used to estimate HVACR projects.
10. Perform energy audits in buildings and implement good practices of installation, operation and maintenance of HVACR systems for energy efficiency improvement.

These program objectives directly support CBT Technology Institute’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 curriculum 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.”

The following occupations have been linked to this program:

<b>SOC Code</b>	<b>Occupational Title</b>	<b>O*Net Link</b>
49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.00">https://www.onetonline.org/link/summary/49-9021.00</a>
49-9021.01	Heating and Air Conditioning Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.01">https://www.onetonline.org/link/summary/49-9021.01</a>
49-9021.02	Refrigeration Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.02">https://www.onetonline.org/link/summary/49-9021.02</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Flagler and Hialeah locations only

**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.

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# Diploma Program

## AIR CONDITIONING AND REFRIGERATION TECHNICIAN

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>SEMESTER CREDIT HOURS</b>
ACR1052	Fundamentals of Refrigeration and Air Conditioning <sup>C</sup>	3
EET1033	Fundamentals Electricity	3
ACR1113	Refrigeration and Air Conditioning Electrical Systems	3
ACR1500	Air Conditioning Systems. Service and Troubleshooting <sup>C</sup>	3
ACR2420	Air Distribution System and Duct Work <sup>C</sup>	3
CET1516	Electric Motors Applications, Control and Troubleshooting <sup>C</sup>	3
ACR1215	Commercial Refrigeration Systems. Service and Troubleshooting <sup>C</sup>	3
ACR2032	Blue Prints and Design Codes <sup>C</sup>	3
<b>Total Semester Credit</b>		<b>24</b>

**Graduation Requirements: 24 Semester Credits**

**Note: The program is also available in the hybrid distance education modality.**

**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

### STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations and apply the procedures established by the EPA associated with the trade.
2. Execute the general technical service procedures to install, evaluate, maintain, troubleshoot and repair air-conditioning and commercial refrigeration systems properly using the HVACR instruments and tools
3. Read and interpret wiring diagrams for powering and control HVACR systems and use them for system installation and troubleshooting.
4. Size, install, test, balance and troubleshoot air distribution systems and construct fiberglass board duct and fittings.
5. Select and install the HVACR piping, tubing and fittings, using copper tubing brazing and other joining techniques.
6. Read and interpret construction drawings and specifications and use them for installing and completing takeoff of HVACR systems.

These program objectives directly support CBT Technology Institute'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. The redesigned curriculum 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."

The following occupations have been linked to this program:

<b>SOC Code</b>	<b>Occupational Title</b>	<b>O*Net Link</b>
49-9021.00	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.00">https://www.onetonline.org/link/summary/49-9021.00</a>
49-9021.01	Heating and Air Conditioning Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.01">https://www.onetonline.org/link/summary/49-9021.01</a>
49-9021.02	Refrigeration Mechanics and Installers	<a href="https://www.onetonline.org/link/summary/49-9021.02">https://www.onetonline.org/link/summary/49-9021.02</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Flagler and Hialeah locations only

**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 • <sup>G</sup> General Education • Some courses have prerequisites • See course descriptions for details • <sup>C</sup> Core Component

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# Associate in Science Degree Program

## ELECTRICAL TECHNOLOGY

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
EET1000	National Electrical Code (NEC) <sup>C</sup>	3
EET1033	Fundamentals of Electricity	3
EET1051	Electrical Materials and Components <sup>C</sup>	3
EET1050	Blue Print Reading <sup>C</sup>	3
BCT1630	Residential Wiring <sup>C</sup>	3
CET1112	Digital Electronics & Microprocessors <sup>C</sup>	3
CET1516	Electric Motors Applications, Control and Troubleshooting <sup>C</sup>	3
EER1442	Electric Motor Controls <sup>C</sup>	3
EST1542	Programmable Logic Controllers <sup>C</sup>	3
BCT1635 <sup>C</sup>	Commercial and Industrial Wiring <sup>C</sup>	3
ETP2402 <sup>C</sup>	Photovoltaic Systems <sup>C</sup>	3
FES1155	Fire Alarm Systems <sup>C</sup>	3
EEV1230	Low Voltage Security Systems <sup>C</sup>	3
EET1002	Home Technology Intregation <sup>C</sup>	3
ETC1205	Electrical Estimating <sup>C</sup>	3
MAC1100	Principles of College Algebra <sup>G</sup>	3
ENC1100	English Composition I <sup>G</sup>	3
AMH2022	US History <sup>G</sup>	3
PHY1022	Fundamentals of Physics <sup>G</sup>	3
SPC1013	Speech <sup>G</sup>	3
<b>Total Semester Credit</b>		<b>60</b>

**General Educational courses req: 15 Semester Credits**

**Graduation Requirements: 60 Semester Credits**

**Note: The program is also available in the hybrid distance education modality.**

**PROGRAM DESCRIPTION:** Graduates of this program will be prepared to become electrical technicians. 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.

### STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations associated with the trade
2. Interpret blueprints, specifications and technical diagrams
3. Install residential, commercial and industrial wiring following regulations based on the National Electrical Code
4. Inspect and install electrical components, such as transformers, motors and electrical equipment and devices
5. Identify electrical problems using a variety of testing devices in low voltage security systems .
6. Select and manipulate power tools and hand tools .
7. Install and test control circuits using technology of relay and PLC. Properly interpret electrical specifications for projects and be able to read blueprints.



8. Design and install, photovoltaic systems .
9. Estimate electrical projects .
10. Install and operate smart home technology .

These program objectives directly support CBT Technology Institute’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. The curriculum 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.”

The following occupations have been linked to this program:

<b>SOC Code</b>	<b>Occupational Title</b>	<b>O*Net Link</b>
47-2111.00	Electrician	<a href="https://www.onetonline.org/link/summary/47-2111.00">https://www.onetonline.org/link/summary/47-2111.00</a>
47-3013.00	Helper, Electrician	<a href="https://www.onetonline.org/link/summary/47-3013.00">https://www.onetonline.org/link/summary/47-3013.00</a>
47-2231.00	Solar Photovoltaic Installers	<a href="https://www.onetonline.org/link/summary/47-2231.00">https://www.onetonline.org/link/summary/47-2231.00</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Flagler and Hialeah locations only

**Currently the Program is being offered at the Hialeah, 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 • <sup>G</sup> General Education • Some courses have prerequisites • See course descriptions for details • <sup>C</sup> Core Component

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# Diploma Program

## ELECTRICITY TECHNICIAN

COURSE CODE	COURSE TITLE	SEMESTER CREDIT HOURS
EET1000	National Electrical Code (NEC) <sup>C</sup>	3
EET1033	Fundamentals of Electricity	3
EET1051	Electrical Materials and Components <sup>C</sup>	3
CET1516	Electric Motors Applications, Control and Troubleshooting <sup>C</sup>	3
EET1050	Blue Print Reading <sup>C</sup>	3
BCT1630	Residential Wiring <sup>C</sup>	3
FES1155	Fire Alarm Systems <sup>C</sup>	3
EEV1230	Low Voltage Security Systems <sup>C</sup>	3
<b>Total Semester Credit</b>		<b>24</b>

### Graduation Requirements: 24 Semester Credits

**Note: The program is also available in the hybrid distance education modality.**

### PROGRAM DESCRIPTION:

The program is designed to prepare students for an entry level position in the electrical industry. The curriculum uses a combination of theory and hands on work where students may apply what they have learned. Training also includes the fundamentals of electricity with an emphasis on residential wiring in accordance with the current National Electrical Code guidelines complemented with topics on blue print reading skills. Technology of low voltage are covered in the Course of Fire Alarm Systems and Low Voltage Systems.

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

### STUDENT LEARNING OUTCOMES:

1. Accomplish specific and general OSHA regulations associated with the trade
2. Interpret blueprints, specifications and technical diagrams
3. Install residential, commercial and industrial wiring following regulations based on the National Electrical Code
4. Inspect and install electrical components, such as transformers, motors and electrical equipment and devices
5. Identify electrical problems using a variety of testing devices in low voltage security systems
6. Select and manipulate power tools and hand tools

These program objectives directly support CBT Technology Institute'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. The curriculum 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."

The following occupations have been linked to this program:

SOC Code	Occupational Title	O*Net Link
47-2111.00	Electrician	<a href="https://www.onetonline.org/link/summary/47-2111.00">https://www.onetonline.org/link/summary/47-2111.00</a>
47-3013.00	Helper, Electrician	<a href="https://www.onetonline.org/link/summary/47-3013.00">https://www.onetonline.org/link/summary/47-3013.00</a>

Students may be able to enter these occupations at an entry-level.

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

Accredited at: the Flagler; Cutler Bay and Hialeah locations.

**Currently the Program is being offered at the Hialeah, Flagler and Cutler Bay Locations.**

**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 • <sup>G</sup> General Education • Some courses have prerequisites • See course descriptions for details • <sup>C</sup> Core Component

# COURSE DESCRIPTION

## A

### **ACG 1001 Principles of Accounting I (3 Semester Credit Hours)**

This course provides the student with an introduction to accounting principles, practices and reporting. Prerequisites: GEB1011. Co-Requisites: None

### **ACG 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. Prerequisites: GEB1011 & ACC1011. Co-Requisites: None

### **ACG 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

### **ACG 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 1052 Fundamentals of Refrigeration and Air Conditioning (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

### **ACR1113 Refrigeration and Air Conditioning Electrical Systems (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.

### **ACR1202 Specialized Commercial**

#### **Refrigeration Systems**

**(3 Semester Credits Hours)**

This course presents standards of product temperatures for preservation and health. Topics addressed include retrofitting, recovery, evacuation, start-up, charging, troubleshooting of commercial refrigeration systems. Supermarket refrigeration, parallel rack systems, multi-compressor lubrication, secondary refrigerant systems, walk-in refrigerators and freezers, refrigeration load calculation, proper piping practices. Ice machine, types and applications, installation, service and troubleshooting. Transport refrigeration, rapid freezing and cascade systems. New refrigerants used in commercial refrigeration systems.

### **ACR1215 Commercial Refrigeration Systems. Service and Troubleshooting (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 designed 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. Service and Troubleshooting (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 heat 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, & EET1033.

### **ACR2032 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 psychometric 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: ACR1500 and ACR2032

**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: ACR1052 & CET1516.

**ACR2420 Air Distributions Systems and Duct Work (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 psychometric 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.

**ACR2764 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.

**ACR2762 Introduction to Sustainable HVAC Practices (3 Semester Credit Hours)**

This course describes the different energy efficiency systems HVACR professionals may use for different applications. The course will illustrate how HVACR systems contribute to the overall efficiency of the building, the importance of operation, maintenance and installation relate with the energy saving and the environmental impact. It will show how different climates play vital role in determining with system can be the most beneficial. Other topics include building construction codes, energy audit, green constructions materials and laboratories practices to check equipment efficiency. This course is also taught in the Spanish Language. Pre-requisite: None.

**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 ACR1500.

**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

**APA1146 Accounting Applications - QuickBooks (4 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: ACG2021.

## B

**BCT1630 Residential Wiring (3 Semester Credits 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 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 maybe 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.

**BCN1872 Energy Efficiency in Buildings and Construction Codes (3 Semester Credit Hours)**

This course presents standards of product temperatures for preservation and health. Topics addressed include retrofitting, recovery, evacuation, start-up, charging, troubleshooting of commercial refrigeration systems. Supermarket refrigeration, parallel rack systems, multi-compressor lubrication, secondary refrigerant systems, walk-in refrigerators and freezers, refrigeration load calculation, proper piping practices. Ice machine, types and applications, installation, service and troubleshooting. Transport refrigeration, rapid freezing and cascade systems. New refrigerants used in commercial refrigeration systems.

**BUL2132 Business Law (3 Semester 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-Requisites: None

**BUL2132 Business Law (4 Semester 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-Requisites: None

## C

**CET1112 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 the Flip-Flops, Counters and Shift Registers students will obtain new design tools for programming PLCs. The activities in the labs are supported by the use of basic PLC and its corresponding software simulator. This course is also taught in the Spanish Language. Pre-requisite: EET1033

**CET1173 Computer Maintenance and Troubleshooting (3 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: None.

**CET1178 Technical Support Software (3 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.

**CET1179 A+ Certification Preparation (3 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 Network Essentials (3 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.

**CET1516 Electric Motors Applications, Control and Troubleshooting (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.

**CET1588 Network+ Certification Preparation (3 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 (3 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 None

**CET1660 Cyber Security (3 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 None

**CET1722 Windows Server Network (3 Semester Credit Hours)**  
This **70-410 Installing and Configuring Windows Server 2012** textbook prepares your certification students for the first of a series of three exams which validate the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This Microsoft Official Academic Course is mapped to the 70-410 Installing and Configuring Windows Server 2012 exam objectives. This textbook focuses on real skills for real jobs and prepares students to prove mastery of core services such as Active Directory and networking services. In addition, the course also prepares students for an exam that is part of the Microsoft Solution Associate (MCSA) certification. Pre-requisite: None

**CET1723 Windows Server Administration (3 Semester Credit Hours)**  
Windows Server 2012 is a powerful and complex operating system. Over the next few weeks you will learn a great deal about Windows Server 2012, including deployment methods, management of user and service accounts, maintenance of Active Directory, configuration and troubleshooting of the DNS, Remote Access and Network Policy Server roles, working with file services and file system security, and implementing update management. The course also prepares students for an exam that is part of the Microsoft Solution Associate (MCSA) certification. Pre-requisite: CET1722

**CET1724 Window Server Implementation (3 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 (MCSA) certification. Pre-requisite: CET1723

**CET1811 Administering Windows Professional (3 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: None.

**CGS1060C Microsoft Technology Applications (3 Semester Credit Hours)**  
This course is a comprehensive introduction to Microsoft Office . 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 be trained in the usage of e-mail and the management of information the application. There are some activities that integrate some of these applications which are very beneficial for students who will use these applications in the real working environment. Prerequisites/Co-Requisites: None

**CIS1081 Cloud Computing (3 Semester Credit Hours)**  
This course teaches it professionals how to manage their azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution.

**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.

**CTS1380 CISCO Networks (2 Semester Credit Hours)**

Describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches. Virtual Private Networks (VPN), Quality of Services (QoS), Internet protocol Version 6 (IPv6), Wireless Technology, Virtualization and SDN Controllers.

**CTS1661 Intro to CISCO (3 Semester credit Hours)**

The course includes theories and practices, we will take a 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 #100-105. 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

**CTS1856 Implementing CISCO (3 Semester Credit Hours)**

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure VLAN and Inter-VLAN routing, Enhanced switch technologies, access-list (ACL), Network address translation, IP services, and First Hop redundancy Protocol (HRSP).

**CTS2650 Interconnecting CISCO Network Device (3 Semester Credit Hours)**

This course is the introduction to cisco connectivity devices. It prepares the student to pass the certification for ccna or both exams: cisco icnd 1 and 2. This is the entry level for cisco certified network technician. The student will learn how to successfully install, operate, and troubleshoot a small office network. Also, students will acquire the skills to inter-networking, connecting to a wan, basic security and wireless, routing and switching, tcp/ip and the osi model, ip addressing, wan technologies, operating and configuring the ios, configuring r1pr2 static and default routing, implementing nat and dhcp.

**CTS2321C Fundamentals of Linux Operating Systems (3 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: None.

**CTS2321 Implementing the Linux Operating Systems (3 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: CET2321C.

**COP1704 Intro to SQL (3 Semester Credit Hours)**

This course provides a comprehensive introduction to the language of relational databases: structured query language (sql). Topics covered include: entity-relationship modeling, the relational model, the sql language: data retrieval statements, data manipulation and data definition statements. All interactive reading problems involve the use of "live" sql. Homework will be done using databases running in mysql which students install on their machines. Students develop a real-world database project using mysql during the course

## D

**DEP2004 Developmental Psychology (General Education Component) (3 Semester Credit Hours)**

A study of the various aspects of normal human development, equally emphasizing tasks, changes and adjustments that occur in each stage of the life span. This course also helps develop the general education skills of critical/creative thinking; communications; cultural literacy; and information and technical literacy. Prerequisites/Co-Requisites: None

## E

**ECO2000 Principles of Economics (General Education Component) (4 Semester Credit Hours)**

This course is an introduction to the basic principles of economics. This course will cover the basics of economics, production, supply and demand, distribution and price determination. Also covered are inflation, unemployment, growth and how governments can intervene in the market to regulation the economy. This course is also taught in the Spanish Language. Prerequisites/Co-Requisites: None

**ECO2013 Macroeconomics (General Education Component) (3 Semester Credit Hours)**

Principles of Macroeconomics is a foundations course that introduces students to the aggregate national economies and international exchange. This course addresses major economic indicators and the business cycle along with the effects of monetary policy on business activity. It focuses primarily on the national, aggregated economy and includes the relationship of the national economy to international market environments. Prerequisites/Co-Requisites: None

**ECO2023 Microeconomics (General Education Component) (3 Semester Credit Hours)**

This course is a basic introduction to micro-economic theory. Microeconomics is concerned with the operation of markets in the allocation of our scarce resources. Topics include supply and demand, the underlying theories of cost and revenue analysis, the nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and the application of basic tools of economic analysis. Prerequisites/Co-Requisites: None

**EER1442 Electric Motor Controls**

This course is designed for students who already have knowledge of basic electrical theory. The course focuses on the installation of control and starting circuits of electric motors, as well as on the interpretation of the related symbols and the most used control diagrams. The use of a program in the computers and the actual assembly of the circuits in the laboratory complement the preparation of the student, allowing them to obtain skills in installation, wiring and troubleshooting.

**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.

**EET1002 Home Technology Integration (3 Semester Credit Hours)**

This course builds on home technology integration and home automation. Home automation includes centralized control of lighting, HVAC (heating, ventilation and air conditioning), entertainment systems, security and access control systems and home technology Integration explores how the latest high-tech systems converge to create integrated whole-home unified systems. This course is also taught in the Spanish Language. Pre-requisite:EET1033, EET1051 and EEV1230.

**EET1033 Fundamentals of Electricity (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.

**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:

**EET1051 Electrical Materials and Components (3 Semester Credit Hours)**

This course will provide the students with adequate knowledge 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 tools, materials utilized for electrical projects at residential, commercial and industrial areas. A description about the diverse types of cables, electric boxes, raceways, breakers, switches and receptacles and the regulations of the National Electrical Code in the selection and procedures of their installation are covered in the course. This course is also taught in the Spanish Language.

**EET1517 Electrical Motors Controls (3 Semester Credit Hours)**

This course is designed for students who already have knowledge of basic electrical theory. The course focuses on the installation of control and starting circuits of electric motors, as well as on the interpretation of the related symbols and the most used control diagrams. The use of a program in the computers and the actual assembly of the circuits in the laboratory complement the preparation of the student, allowing them to obtain skills in installation, wiring and troubleshooting. 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: None

**ENC1100 English Composition I (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

**ENC1100 English Composition I (General Education Component) (4 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

**ENC1106 English Composition II (General Education Component) (4 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

**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

**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-requisites: 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 inter relate 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, logic gates, and storing data) 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

**ETC1205 Electrical Estimating (3 Semester Credit Hours)**

This course covers the concepts, principles, and techniques used to estimate electrical projects. It focuses on the estimating process, bid processing and bid analysis, determining break-even-cost, etc. A computerized electrical estimating project will be completed and evaluated at the end of the course.

**ETC1207 Construction Estimating (3 Semester Credit Hours)**

This course describes concepts, principles, and techniques used to estimate projects. It covers topics like the estimating process, types of estimates, the quantity takeoff, direct and indirect cost, bidding strategies, examples of estimating projects. A project of estimating will be complete and evaluated at the end of the course. This course is also taught in the Spanish Language. Pre-requisite: 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 operation, system design and sizing, and installation requirements and recommended practices. This course is also taught in the Spanish Language. Prerequisite: EET1033, EET1050

## F

**FES1155 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.

**FIN2001 Principles of Finance (3 Semester Credit Hours)**

This course 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

**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 problem. Prerequisites: CGS 1060

## 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, resumé 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)

## H

**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 (3 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). Prerequisite: 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 (3 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. Pre-or Co-requisite: HIM1222

**HIM1273 Medical Insurance & Billing Procedure (3 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 Breach Notification Rules. The class 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.

Student will learn major third-party private and government-sponsored payers' procedures and regulations along with specific filing guidelines. Also they will learn how to handle payments from payers, follow up and appeal claims, and correctly bill and collect from patients. In addition, students will reinforce knowledge by completing primary/secondary claims, processing payments from payers, and handling patients' accounts. Additional topics covered in this class are hospital billing (including the PPS systems for the different kinds of healthcare settings: inpatient (DRGs, MS-DRGs, IPPS, etc.), outpatient (OPPS, APCs, APGs), and other Medicare and private payer PPS systems (skilled nursing facilities, home health, inpatient rehabilitation, and private payers). Special emphasis is placed on the E.H.R. -based workflow presented in the medical documentation and billing cycle used in the PM/E.H.R. and other new regulations, guidelines and legal aspects. This course also includes supervised lab billing instruction via use of medical practice management systems (MediSoft-17) and CMS-1500 electronic form. This course also includes supervised lab billing instruction via use of medical practice management systems (MediSoft-17) and CMS-1500 electronic form. Pre-or Co-requisite: HIM1232.

**HIMT1960 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

**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 health information including an 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 who is entitled to have access to health information and under what circumstances. A comprehensive review in the Health Insurance Portability and Accountability Act (HIPAA) and the legal processes important to HIM professionals, such as civil procedure, the medical record as evidence, and legal precedents are discussed in detail. A guidance regarding responding to requests for uses and disclosures of health information and the protection of patient information are presented. Finally, other legal areas are also addressed: labor law, medical staff organization, risk management, quality improvement, and compliance. Prerequisite: None

**HIM2211 Information Technology System (3 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 (3 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; BSC1085; MEA1203; HSC 2149.

**HIM2500 Health Record Quality & Performance (3 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. Pre requisite: 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 (3 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. Pre-requisite: 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.

## I

**ISM 4011 Introduction to Management Information Systems (3 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

## J

## K

## L

## M

**MAC1100 Principles of College Algebra (General Education Component) (3 Semester Credit Hours)**

The students will be introduced to the concepts necessary to the for 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

**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)

**MEA1203 Pathophysiology (4Semester 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.

**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 Credits 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

## N O

**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

## P

**PHI2606 ETHICS (3 Semester Credits)**

This course prepares students to appreciate the concepts and principles of ethics and its application in the medical practice. Moral principles of conduct related to problems and reasoning is stressed and a special emphasis is placed on developing the students ability to engage in ethically sound decision making. Moral theories, issues across the health professions, and related issues are discussed as well. In addition course activities will provide students with the necessary foundation to apply these principles in the job setting as well as prepare the student for advanced study in health care ethics.

**PHY1022 Fundamentals of Physics (3 Semester Credits)**

This is an introductory course focused on electromagnetics topics and thermodynamics. It covers a study of electric charges, forces, and field, coulomb's law, electric potential, and electric potential energy, and an introduction to magnetism. The course also includes thermal physics, transfer of energy in thermal processes, and the laws of thermodynamics.

**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

## Q R S

**SLS1105 Student Success Skills (1.5 Semester Credit Hours)**

Student Success Skills is a course designed to help students succeed in college by providing them with a foundation for gaining the knowledge 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

**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

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**APPENDIX "A"**

**TUITION & FEES**

**Effective July 1, 2013**

<b>Application (Processing) Fee</b>	<b>\$25.00</b>
<b>Enrollment Fee</b>	<b>\$150.00</b>
<b>International Students Registration Fee</b>	<b>\$150.00</b>
<b>Student Services Fee (One Time Fee)</b>	<b>\$120.00</b>
<b>Tuition per Semester Credit* (Effective July 1, 2013)</b>	<b>\$498.00</b>
<b>Tuition per Semester Credit – ESL (Effective 2/14/2019)</b>	<b>\$166.67</b>
<b>Lab and Equipment Fee</b>	<b>Varies Per Program</b>
<b>AS Degree Programs:</b>	
Air Conditioning, Refrigeration and Heating Systems	\$2,017.00
Business Administration	\$915.00

Electrical Technology	\$2,005.00
Health Information Management	\$2,355.00
Medical Assisting Technology	\$2,685.00
Networking Administration	\$2,265.00
<b>Diploma Programs:</b>	
Air Conditioning and Heating Technician	\$925.00
Computer Network Support Specialist	\$1,134.00
Electricity Technician	\$955.00
Medical Assistant	\$1,765.00
Medical Coding and Billing	\$1,095.00
Office Management	\$505.00
<b>Software Supply Fees</b>	<b>Varies Per Program</b>
<b>AS Degree Programs:</b>	
Business Administration	\$890.00
Digital Graphic Design	\$1,160.00
Health Information Management	\$930.00
Medical Assisting Technology	\$930.00
Networking Administration	\$894.00
<b>Diploma Programs:</b>	
Computer Network Support Specialist	\$447.00
Medical Assistant	\$465.00
Medical Coding and Billing	\$310.00
Office Management	\$310.00
<b>Other Costs</b>	
<b>Tool Kits</b>	
<b>AS Degree Programs:</b>	
Air Conditioning, Refrigeration and Heating Systems	\$815.00
Electrical Technology	\$610.00
Networking Administration	\$464.73
<b>Diploma Programs:</b>	
Air Conditioning and Heating Technician	\$765.00
Computer Network Support Specialist	\$400.00
Electricity Technician	\$610.00
<b>Certification Fees</b>	
<b>AS Degree Programs:</b>	
Networking Administration	\$943.00
<b>Diploma Programs:</b>	
Electricity Technician	\$343.00
<b>Graduation Fee</b>	<b>\$100.00</b>
<b>Credit by Examination</b>	<b>\$200.00</b>
<b>Student ID Fee</b>	<b>\$5.00</b>
<b>Diploma Re-Order Fee</b>	<b>\$30.00</b>
<b>Transcript Fee (No Charge for First Three Copies)</b>	<b>\$15.00</b>
<b>Express Service (Next Day)</b>	<b>\$30.00</b>
<b>Course Drop Fee</b>	<b>\$15.00</b>
<b>Institutional Withdrawal Fee (Non-Refundable Fee)</b>	<b>\$50.00</b>



**International Student Drop (students who withdraw at the beginning of the 4<sup>th</sup> full calendar week of the academic semester will not be entitled to a refund or any portion of the tuition and fees)**

<b>Re-Entry Fee</b>	<b>\$35.00</b>
<b>Course Retake Fee (Students enrolling in a course for the third time)</b>	<b>\$40.00</b>
<b>Schedule Change Fee (Will be assessed beginning the second week of classes)</b>	<b>\$20.00</b>
<b>Program Change Fee (Will be assessed 30 Days After Start Date)</b>	<b>\$25.00</b>
<b>Library Fines</b>	<b>\$5.00</b>

**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 Institute 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 Technology Institute

**Enrollment Fee:** All new entrants to CBT Technology Institute 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, 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 Technology Institute 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 Institute'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 Institute.

**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: 19151 South Dixie Highway, Suite 205, Cutler Bay, FL 33157**

- Gladys Llerena, Chair
- Sam Tannenbaum, Director
- Carlos Garrido, Director
- Monica Llerena, Director
- Armando Garcia, Director

### **BOARD of MANAGEMENT**

- Luis Llerena, President / CEO
- Monica Llerena, Corporate Communications Officer
- Maricel Spezzacatena, Chief Operation Officer & Director of Finance
- Yazmin Palma, Director of Financial Aid
- Hector Duenas, Director of Academic Operations
- Jorge Cubillo, Information System Manager
- Alexandra Ramirez, Campus Director, Hialeah
- Peter Bastiony, Campus Director, Flagler

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## CBT Technology Institute Campus Administrative Staff

Campus	Administrative Staff	Title
Flagler	Peter Bastiony	Campus Director
Hialeah	Alexandra Ramirez	Campus Director
Cutler Bay	Luis Llerena	Interim Campus Director

### CBT Technology Institute Faculty

Faculty	Program	Qualification	Campus of Instruction		
			Flagler	Hialeah	Cutler Bay
Juan Jaime	Electrical	Master Electrician Certified Electrical Contractor Electrical Engineer	X	X	
Luis E. Munoz	Electrical	BS in Electrical Engineering "Jose Antonio Echeverria" Higher Polytechnic Institute; Cuba; Josef Silny & Associates, Evaluation of Educational Credentials Master Electrician Contractor Electrical Contractor	X		
Danilo Clerch	HVAC	Master of Science in Thermal Energy Instituto Superior Politécnico "José Antonio Echeverría", Cuba Josef Silly and Associates Evaluation of Educational Credentials Bachelor of Science, Mechanical Engineer Instituto Superior Politécnico "José Antonio Echeverría", Cuba Josef Silly and Associates Evaluation of Educational Credentials	X	X	X
Felipe Llanes	HVAC	Bachelor in Chemical Engineering-University of Havana, Havana Cuba, Josef Silly and Associates Evaluation of Educational Credentials	X	X	X

## Adjunct Faculty

Faculty Member	Program	Qualification	Instructs at Campus			
			Flagler	Hialeah	Cutler Bay	
Luis Fernandez	Electrical	Master of Science in Education "Carlos Rafael Rodriguez" University of Cienfuegos, Cuba Josef Silny & Associates, Evaluation of Educational Credentials Bachelor of Science in Electrical Engineering Central University of Las Villas, Cuba Josef Silny & Associates, Evaluation of Educational Credentials	X	X	X	
Jose Cayon	Electrical	BS in Electrical Engineering Central University of Las Villas, Cuba; Josef Silny & Associates Evaluation of Educational Credentials AS in Electrical Technology College of Business and Technology, Miami, FL	X	X	X	
Ivan Gonzalez	Electrical	AS in Electrical Technology College of Business and Technology, Miami FL Diploma Air Conditioning & Refrigeration Technician College of Business and Technology, Miami FL Esco Institute Certified R410 Certification	X	X	X	
Hugo Conejero	Electrical	Bachelor of Science in Electrical Engineering University of Camaguey, Cuba Josef Silny & Associates Evaluation of Educational Credentials	X	X	X	
Rene De La Parte	Electrical	Bachelor of Science in Electrical Engineering Central University of Las Villas, Cuba Josef Silny & Associates Evaluation of Educational Credentials	X	X		
Jorge Delgado	Electrical	Certified Electrical Contractor, State of Florida License State of Florida Certificate of Competency/Master Electrician	X	X		
Daniel Escudero	Electrical	Bachelor of Science in Electrical Engineering Azerbaijan State Oil Academy, Azerbaijan Josef Silny & Associates, Evaluation of Educational Credentials			X	
Tomas Gonzalez	Electrical	Bachelor of Science in Technical Education (Electrical Energy) Higher Pedagogic Institute of Professional Technical Education, Cuba; Josef Silny & Associates Evaluation of Educational Credentials	X	X	X	

Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Fatuomata Kouyate	Electrical	Doctor of Philosophy, Electrical Engineering, University of Kansas, Lawrence, KS Master of Science in Electrical Engineering, University of Kansas, Lawrence, KS			X
Rafael Leon	Electrical	Diploma, Electricity Technician College of Business & Technology Miami, FL	X		
Irma Matos	Electrical	Bachelor of Science in Technical Education (Electrical Technology) "Hector Alfredo Pineda Zaldivar" Higher Pedagogic Institute of Professional Technical Education, Cuba; Josef Silny & Associates Evaluation of Educational Credentials	X	X	X
Alberto Montes	Electrical	Doctor of Philosophy Engineering National Commission on Scientific Degrees, Cuba Bachelor of Science in Electrical Engineering "Jose Antonio Echeverria" Polytechnic Institute, Cuba Josef Silny & Associates, Evaluation of Educational Credentials	X	X	X

Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Christopher Obioha	Electrical	Master of Education in Mass Communications Southern University & A&M College, Baton Rouge LA BS, Electronics Engineering Technology Southern University & A&M College, Baton Rouge LA BA, Liberal Studies (Broadcasting) Southern University & A&M College, Baton Rouge LA	X	X	X
William Faxas	Electrical	Electronics Engineering in Automatic Controls-Instituto Politecnico Jose A. Echeverria, Havana Cuba	X	X	
Jose Luis Medina-Adjunct	Electrical and HVAC	Bachelor of Science, Electrical Engineer "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba Josef Silly and Associates Evaluation of Educational Credentials	X	X	
Miguel Padilla	Electrical	BS in Electrical Engineering Higher Polytechnic Institute "Jose Antonio Echeverria", Cuba Josef Silny and Associates Evaluation of Educational Credentials		X	

Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Anibal Borroto	HVAC	Doctor of Philosophy in Engineering National Technical University of Ukraine; Josef Silny & Associates Evaluation of Educational Credentials BS in Mechanical Engineering "Marta Abreu", Central University of Las Villas, Cuba Josef Silny & Associates Evaluation of Educational Credentials	X		
Ana Maria Gutierrez	HVAC Gen Ed: Economics	Master of Business Administration in Human Resource Management "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba; Josef Silny & Associates Evaluation of Educational Credentials Bachelor of Science in Industrial Engineering "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba Josef Silny & Associates Evaluation of Educational Credentials	X	X	
Alejandro Jewett	HVAC	AS in Air Conditioning, Refrigeration and Heating Technology College of Business and Technology, Miami FL	X	X	X
Mercedes Menendez Gonzalez	HVAC	Doctor of Philosophy Engineering "Jose Antonio Echeverria" Polytechnic Institute, Cuba Josef Silny & Associates, Evaluation of Educational Credentials Master of Science in Thermal Energy "Jose Antonio Echeverria" Polytechnic Institute, Cuba Josef Silny & Associates, Evaluation of Educational Credentials Bachelor of Science in Mechanical Engineering "Jose Antonio Echeverria" Polytechnic Institute, Cuba Josef Silny & Associates, Evaluation of Educational Credentials		X	



Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Javier Nager	HVAC	Bachelor of Science in Mechanical Engineering-"Instituto Jose Antonio Echeverria" Spantran, Evaluation of Educational Credentials, Specialization in Climate Control and Refrigeration	X	X	
Ramon Reinaldo	HVAC	Bachelor of Science in Technical Education, Specialist, Machinery Construction Higher Pedagogic Institute for Technical and Professional Education, Cuba; Josef Silny and Associates Evaluation of Educational Credentials Bachelor of Science in Mechanical Engineering Central University of Las Villas, Cuba; Josef Silny and Associates Evaluation of Educational Credentials		X	
Jose Roque	HVAC	Bachelor of Science, Mechanical Engineering, "Jose Antonio Echeverria" Higher Polytechnic Institute, Cuba; Josef Silny & Associates Evaluation of Educational Credentials EPA Certification, ESCO Institute R-140 Safety Certification	X	X	X
Greco Benitez	HVAC	Construction Industry Board License, EPA Certification		X	
Rodolfo Consuegra	HVAC	HVAC/R Technician-Politecnico de Miami, HVAC/R Technician. EPA 608 UNIVERSAL Y R 410A.	X	X	X
Fernando Soldevilla	HVAC	Bachelor of Science in Nuclear Engineering University of Havana, Cuba Josef Silny and Associates Evaluation of Educational Credentials	X	X	
Ernesto Vidal	HVAC	Diploma of Intermediate Level in Refrigeration, "Hermanos Gomez" Polytechnic Institute of Energy, Cuba; Josef Silny & Associates Evaluation of Educational Credentials EPA Certification R410 Certification PM Certification	X	X	X
Jaime Merced	IT	BS in Computer Information System Security, associate in Computer Networking, ITT Tech-Miami, M.S. in Education, C.A. University-Miami, A+, N+, MCSE (2012), MCSA (2016) CCNAS (2016) & Security +, MCITP, MCSA (2012),	X		
Kenneth Picado	IT	AS, Computer Network Engineer Florida Career College, Pembroke Pine, FL	X		
Leo Florin	IT/Business	Master's Degree in Business Management-Florida State Univeristy, Bachelor's Degree in Business Management-Florida State University, Certificate in eGovernment Consulting and Advising-Florida International University, Microsoft Certified Systems Engineer+Internet		X	

Kay Alonzo	Business and Gen Ed	Master of Science in Management Information Systems University of Miami, Miami, FL Bachelor of Science in Computer Science University of Miami, Miami, FL Six Sigma Certificate – Villanova University, Philadelphia, PA Managing Projects Certification The George Washington University, Washington, D.C	X	X	X
Lazaro Roque	Business	Bachelor Degree in Arts of Economics, University of Havana, Cuba; Josef Silny and Associates Evaluation of Educational Credentials	X	X	X
Tatiana Ramos-Parker	Business and Gen Ed: English and Speech	PhD, Communications Universidad de La Laguna, Spain SPANTRAN (NACES) Bachelor Degree, Communications Universidad Catolica Andres Bello, Caracas Venezuela Josef Silny & Associates Evaluation of Educational Credentials	X	X	X

Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Noel Chavez	ESL, ESP SLS	Master of Science in Teaching English as a Second Language University Cienfuegos, Cuba Josef Silly and Associates Evaluation of Educational Credentials Bachelors of Science in Teaching English as a Second Language University Cienfuegos, Cuba Josef Silly and Associates Evaluation of Educational Credentials	X	X	X
Lizbeth Ramon	Business and Gen Ed	Master of Business Administration Florida International University, Miami, FL Bachelor of Business Administration Florida International University, Miami, FL Associate of Arts, Pre – Bachelor of Arts	X	X	X
Mark Frye	Medical-HIMT	Bachelor of Science, Health Education, Exercise and Sports Science Florida International University, Miami FL Diploma, Medical Coding & Billing FastTrain, Miami, FL NHA Certified Billing & Coding Specialist (CBCS)			X
Regis Llerena	Medical	Doctor in Medicine, La Universidad Nacional de San Agustin de Arequipa, Peru Master of Art in Health Management La Universidad Nacional de San Agustin de Arequipa, Peru Educational Assessment Inc., Academic Evaluation Report			X
Milagros Puerto-Vera	Medical	Bachelor Degree in Healthcare Services Administration-Barry University, CPC Certification-Excelsior School, Certificate in Medical Billing and Collection-National School of Technology			X
Armando Martinez	Medical	MBA, Healthcare Admin & Policy, University of Miami, Miami FL M.S. Occupational Medicine University of London, UK MD, University of Trujillo			X
Faculty Member	Program	Qualification	Flagler	Hialeah	Cutler Bay
Jose Reyes	Medical	Universidad Iberoamericana (UNIBE) Santo Domingo, Dominican Republic Diploma, Emergency Medical Technician (EMT) Florida Medical Training Institute, Miami, FL Diploma, Paramedic Florida Medical Training Institute, Miami, FL			X
David Lugo	Medical	Bachelor of Arts-Hunter College (Major in Biology/Minor in Chemistry), Bachelor of Science in Health Information Management-F.I.U., Master's in General			

		Management-International Institute of the Americas, San Juan. P.R, Registered Health Information Administrator, American Health Information Management Association affiliation			
Luis Roqueta	Medical	Certified Professional Coder-Excelsior Technical Institute, Doctor in Medicine- ISCMVC, Santa Clara, Cuba, Josef Silny & Associates, Evaluation of Educational Credentials			X
Danays Carbonell	SPN	Master of Science in Teaching Spanish "Enrique Jose Varona" Higher Pedagogic Institute, Cuba, Josef Silny & Associates, Evaluation of Educational Credentials Bachelor of Science in Teaching Spanish "Enrique Jose Varona" Higher Pedagogic Institute, Cuba, Josef Silny & Associates, Evaluation of Educational Credentials	X	X	

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# APPENDIX "C"

**Revised for: 01-01-2019 through 12-31-2020**

**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 2020-2021

### YEAR 2020

<b>TERMS</b>	<b>START DATE</b>	<b>MID TERM</b>	<b>TERM ENDING</b>
WINTER 1 2020	01-13-20	02-07-20	03-06-20
WINTER 2 2020	03-09-20	04-10-20	05-08-20
<b>Spring Break 2020: 03-23-20 thru 03-27-2020</b>			
SPRING 1 2020	05-11-20	06-05-20	07-03-20
SPRING 2020	06-08-20	06-19-20	07-03-20
SUMMER 1 2020	07-06-20	07-31-20	08-28-20
FALL 1 2020	08-31-20	09-26-20	10-23-20
FALL 2 2020	10-26-20	11-20-20	12-18-20

### **HOLIDAYS FOR YEAR 2020**

New Year's Day (Observed)	School is Closed	January 1, 2020	-----
Martin Luther King	No Classes –School is open	January 20, 2020	9 am – 6 pm
Spring Break	No Classes- School is open	March 23 – 27, 2020	9 am – 6 pm
Good Friday	School is closed	April 10, 2020	-----
Memorial Day	School is closed	May 25, 2020	-----
Independence Day (observed)	School Closed	July 3, 2020	-----
Labor Day	School Closed	September 7, 2020	-----
Thanksgiving Break	School Closed	November 24-25, 2020	-----
Winter Break	School is Open	December 21, 2020 - Jan 8, 2021	9 am – 6 pm
Holiday Break	School Closed	December 21 - 25, 2020	-----

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

### YEAR 2021

<b>TERMS</b>	<b>START DATE</b>	<b>MID TERM</b>	<b>TERM ENDING</b>
WINTER 1 2021	01-11-21	02-05-21	03-05-21
WINTER 2 2021	03-08-21	04-12-21	05-07-21
<b>Spring Break 2020: 03-29-21 thru 04-02-2021</b>			
SPRING 1 2021	05-10-21	06-11-21	07-02-21
SUMMER 1 2021	07-05-21	08-09-21	08-27-21
FALL 1 2021	08-30-21	10-01-21	10-22-21
FALL 2 2021	10-25-21	11-25-21	12-17-21

## HOLIDAYS FOR YEAR 2021

New Year's Day (Observed)	School is Closed	January 1, 2021	-----
Martin Luther King	No Classes –School is open	January 18, 2021	9 am – 6 pm
Spring Break	No Classes- School is open	March 29 to April 02, 2021	9 am – 6 pm
Good Friday	School is closed	April 02, 2021	-----
Memorial Day	School is closed	May 31, 2021	-----
Independence Day (observed)	School Closed	July 5, 2021	-----
Labor Day	School Closed	September 6, 2021	-----
Thanksgiving Break	School Closed	November 25-26, 2021	-----
Winter Break	School is Open	December 20, 2021 - Jan 10, 2022	9 am – 6 pm
Holiday Break	School Closed	December 20 - 24, 2021	-----

The School is usually open from Monday to Friday from 8 a.m. through 10 p.m.

When there is "No Classes-School is open"; School will be open from 9 a.m. through 6 p.m.

**INTENTIONALLY BLANK**

# APPENDIX "D"



## FLORIDA DEPARTMENT OF EDUCATION

### STATE BOARD OF EDUCATION

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John L. Winn

Commissioner of Education

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July 20, 2005

### MEMORANDUM

**TO:** State University Presidents  
Community College Presidents

**FROM:** John L. Winn

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

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

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325 W. GAINES STREET • SUITE 1514 • TALLAHASSEE, FL 32399-0400 • (850) 245-0505 • www.fldoe.org  
State University Presidents  
Community College Presidents  
July 20, 2005  
Page Two

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



# APPENDIX "E"

## DISTANCE EDUCATION

### Rationale for DE:

CBT Technology Institute has been approved by ACICS to offer DE since 2012, when the first application for the Associate Degree of Science in Business Administration was submitted.

It has always been an intention of our institution to spread our online presence and in March of 2020, CBT Technology Institute decided to transition all the active programs to the online environment due to COVID-19. During the months of April until December of 2020, CBT Technology Institute secured approvals from ACICS and CIE to offer hybrid and online programs.

Gaining a strong presence online will allow our institution not only to grow but also to serve a larger community of students. The mentality of educational institution has changed and has also altered the negative stigma of taking classes online. The advancements of LMS and the dynamic approach to teach online has greatly improved. We are able to incorporate new advanced simulators, more dynamic learning environment, collaborative project management, and improving the overall student learning experience. In addition, the new generation has become almost unison with technology, and the added values of distance education like taking classes from the comfort of your home added to our determination.

### Admissions requirements:

Students enrolling in hybrid and/or online programs CBT Technology Institute are expected to meet same Admission requirements as students enrolling in a regular (residential) program. See admissions requirements in this Catalog for more information)

### New Student orientation for hybrid/online students:

Student Orientation is held online using the LMS, which is the same platform used for the online classes. CBT Technology Institute hold its orientation meeting on the Thursdays before the start date.

Students receive their student account upon enrollment, and before classes start, they have a call with Campus Support Specialist who help the students enable their CBT Technology Institute email account. In addition, they review the students technology resources, software requirements, and connectivity. The campus support specialist sets the communication between the student and the orientation classroom. At this point, students are given a short review of the online format and how to connect to virtual meetings.

During the first two days of classes of each new start, there is a session by program led by the lead faculty, who does a presentation of the online platform and its capabilities and walks the students through a mock class so they can have a thorough understanding of how to use the LMS.

## DEFINITIONS

### Online/hybrid Programs

**Hybrid Programs:** a hybrid program is defined as one in which students take some courses online and some in person. In the case of the trade programs, CBT Technology Institute has designed the courses in a way that students can do the hands-on activities in person and the lectures online.

The Hybrid programs that we are approved and licensed to offer are:

- Diploma in Air Conditioning and Refrigeration
- Diploma in Electricity
- Diploma in Computer Network Support Specialist

- Diploma in Medical Coding and Billing
- Associate Degree in Air Conditioning, Refrigeration, and Heating Tehnology
- Associate in Electrical Technology
- Associate in Network Administration
- Associate in Health Information Management Technology

**Online Programs:** an online program is one in which students take all the curriculum of the program via distance education.

The online programs that we are licensed to offer are:

- Associate in Health Information Management Technology
- Diploma in Medical Coding and Billing

The applications pending final approval are:

- Associate in Network Administration
- Diploma in Computer Network Support Specialist

### **Program Objectives, Course Content, Student Learning Outcomes:**

Program objectives, course content, and expected student learning outcomes are the same for hybrid and/or online programs as for regular (residential) programs. (please refer to programmatic information in this catalog)

CBT Technology Institute will not assess the student any additional charges associated with the verification of student's identity.

### **Student Privacy and Identity Protection**

To protect the student's privacy, CBT Technology Institute uses the authentication of each account by using a multifactor authentication process. If a student logs in from a new location or using a different IP address, the system will automatically prompt a verification process though which they will have to follow verification steps to access their account

To verify the student's identity, CBT Technology Institute uses and Add-on to the LMS that allows for the college to perform the verification process. We are referring to HonorLock.