

**Florida Career College-Jacksonville**  
Catalog Addendum  
Last Modified: 2/22/2010  
Amendment to 2009-2010 School Catalog  
Volume XXX – July 2009

**(Amendment to the Inside Cover)**  
**Table of Contents**

The Health Insurance Billing and Coding program listed on [Page 12](#) of the table of contents is no longer offered. The [Cosmetology](#) program details are listed on [Page 12](#).

**(Additions to Page 6)**

**LICENSURE**

[Boynton Beach, Florida: License Number 2682](#)

**FACILITIES**

Florida Career College owns and operates [nine](#) campuses in Florida. The main campuses are located in Miami, Pembroke Pines, and West Palm Beach, with [five](#) branches located in Hialeah, Lauderdale Lakes, Brandon, Jacksonville and [Boynton Beach](#). Additionally, Florida Career College owns and operates an affiliated campus in Clearwater, Florida. All campuses are conveniently located near expressways, shopping malls, and restaurants.

The [Boynton Beach](#) campus is located at 1749 N. Congress Avenue, Boynton Beach, Florida. The 27,637 square-foot facility is conveniently located off I-95 with ample parking.

**HISTORY**

The [Boynton Beach](#) campus was opened in 2010.

**SCHOOL OF COSMETOLOGY**

**(Amendment to Page 5)**

**COSMETOLOGY**  
**Diploma Program**  
**12 Months**  
**60 Credits**

**(Amendment to Page 12)**

**COSMETOLOGY**  
**12 Months – 1200 CLOCK HOURS – 60 CREDITS**

Program specific policies and guidelines for Cosmetology are listed in the Cosmetology Handbook. The information in the Cosmetology Handbook supersedes information in this catalog with respect to this program in the event there is a difference or discrepancy in the policies or guidelines stated herein.

## SCHOOL OF INFORMATION TECHNOLOGY

(Amendment to Page 14)

### COMPUTER REPAIR TECHNICIAN Diploma Program

Students will have exposure to analyzing system requirements, maintaining and troubleshooting network systems. This program includes the servicing of computer and peripheral equipment. Students will practice techniques to assemble computers, analyze and repair malfunctions, and gain “hands-on” experience with modern equipment.

#### **Program Objectives**

To prepare graduates for entry-level employment as service technicians able to assemble, repair, and maintain computer systems. This program includes course work in both the hardware and software environments. Students will use modern equipment and lab facilities to gain “hands-on” knowledge necessary for today’s competitive job market.

**Computer Repair Technician  
Diploma Program**  
9 Months - 36 Credits

## SCHOOL OF BUSINESS

(Amendment to Page 18)

**Professional Sales and Customer Service  
Associate of Science Degree**  
20 Months - 90 Credits

The correct course code and number for PSY1001 General Psychology is [PSY101](#) General Psychology.

## GENERAL EDUCATION COURSES

(Amendment to Page 20)

Addition of general education course code and number for [ENG203](#) English Composition II.

The correct course code and number for PSY1001 (4) General Psychology is [PSY101](#) (4) General Psychology.



Professional Sales & Customer Service	DP	✓	✓	✓	✓	✓	✓	□	✓
Professional Sales & Customer Service	AS	✓	✓	✓	✓	✓	✓	□	✓
Business Administration	AS	✓	✓	✓	✓	✓	✓		
Business Administration	BS	✓	✓	✓	✓	✓			

- Programs in Clearwater may have different course names and descriptions. PLEASE CHECK THE FCC CLEARWATER COLLEGE CATALOG.
- ◆ Program start date not announced at time of printing.

**UPPER LEVEL GENERAL EDUCATION COURSES**

(Addition to Page 21)

Lower Level General Education Courses				
ENG203	5			

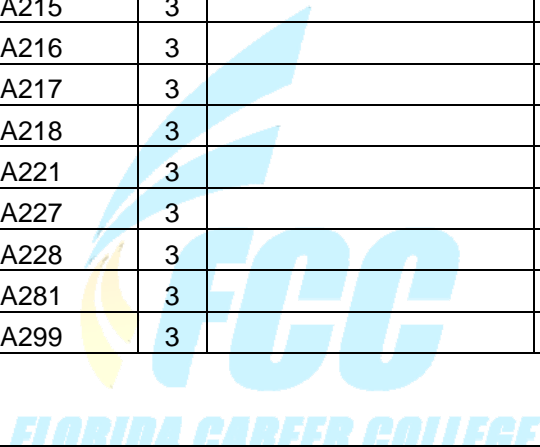
Upper Level Electives				
ACC301	4		MAN320	4
ACC302	4		MAN415	4
ACC412	4		MAN430	4
ACC427	4		MKT302	4
ACC452	4		MIS310	4
BUS310	4		MIS327	4
BUS311	4		MIS343	4
BUS317	4		MIS435	4
BUS365	4		MIS440	4
BUS435	4		MIS455	4
BUS475	5			

**LOWER LEVEL GENERAL EDUCATION COURSES**

(Addition to Page 21)

Lower Level Electives				
ACC105	3		CET101	3
ACC200	3		CET103	3
BUS100	3		CET201	3
BUS110	4		CET207	3
BUS201	4		CET212	3
BUS230	4		CIS101	6

BUS270	4		CIS102	3
BUS275	3		CIS104	3
BUS295	4		CIS112	3
CAP101	3		CIS120	3
CAP201	3		CIS202	3
CAP212	3		CIS204	3
CAP214	3		CIS205	3
CAP220	3		CIS207	3
CAP230	3		CIS209	3
CAP240	3		CP1100	3
CAP250	3		MAN204	4
CDA200	3		MKT200	4
CDA203	3		PHI250	4
CDA205	3		SLS100	4
CDA210	3		SLS120	4
CDA212	3		SLS130	3
CDA215	3		SLS140	3
CDA216	3		SLS160	3
CDA217	3		SLS175	4
CDA218	3		SLS180	4
CDA221	3		SLS200	4
CDA227	3		SLS225	3
CDA228	3		SLS250	3
CDA281	3		SLS270	3
CDA299	3		SLS285	4



**COURSE DESCRIPTIONS**

**(Amendments to Pages 25 and 29)**

The Cosmetology Diploma Program does not require any prerequisite courses. The following courses do not require prerequisites:

- COS100 Professionalism
- COS101 Shampooing, Rinsing & Conditioning
- COS102 Sanitation and Sterilization
- COS103 Hair Coloring
- COS104 Hairstyling: Arranging Basics
- COS105 Chemical Restructuring
- COS106 Hair Shaping
- COS107 Chemistry
- COS108 Skin Care
- COS109 Nail Care
- COS110 Career Placement
- COS111 Anatomy
- COS112 Hairstyling: Advanced
- COS113 State Board Review

### **MC1155 • Coding Certification Review**

The purpose of this course is to help prepare the student for the recommended credentialing examinations for professional coders. A review of all course work is included. Practice examinations will be provided. 3 credits. Prerequisites: Successful completion of all courses MC1105 through MC1150, MS1110, MT1000, MT1100, and CP1100 with the exception of MC1115.

### **PCT100 • Health Core Science with HIV/AIDS**

An introductory course that covers the field of Patient Care Technician. Included in this course is communication skills, ethical and legal responsibilities, wellness and illness concepts, safety and security procedures, emergency response, infection control procedures, basic math and science and blood borne disease precautions including HIV/AIDS. 4 credits. Corerequisite: PCT120. Lab Fee: \$75.

### **PCT120 • Articulated Nursing Assistant**

This course prepares students to assist patients in the following: perform physical comfort and safety functions, provide personal patient care, patient care procedures, principles of infection control, special needs patients and biological and psychological support. 3 credits. Corerequisite: PCT100. Lab Fee \$75.

### **PCT130 • Advanced Home Health Aide with CPR Training**

This course prepares the student to use written and verbal communication specific to the home health aide, perform physical comfort and safety functions specific to home health aides, understand the principles of infection control specific to the home health aide and CPR Training. 3 credits. Prerequisite: PCT100 and PCT120. Lab Fee \$75.

### **PCT140 • Patient Care Assistant**

This course will prepare students to assist patients with many tasks that they cannot do for themselves while they are in hospitals, rehabilitation clinics, assisted living facilities, nursing homes or long-term care facilities. 3 credits. Prerequisite: PCT 100. Lab Fee \$75.

### **PCT150 • Phlebotomy and Hematology**

This course is part of the Allied Health Assistant component of the program. Students will learn to perform the proper techniques used in drawing blood. 3 credits. Prerequisite: PCT 100. Lab Fee \$75.

### **PCT160 • Respiratory Therapy Aide**

This course is part of the Allied Health Assistant component of the program. Students in this course will learn to perform respiratory aide skills, adjust, and operate equipment such as, aerosol inhalers, resuscitators, mechanical ventilators, and oxygen tanks with their accompanying hoses and gauges, in the health care setting. 3 credits. Prerequisite: PCT 100. Lab Fee \$75.

### **PCT170 • Radiology Aide**

This course is part of the Advanced Allied Health Assistant component of the program. Students in this course will learn a variety of duties to aide in patient care and the performance of radiologic examinations, which includes, transporting film, supplies and patients and assisting Radiology Techs with placing patients on the table during the performance of examinations to provide for accurate imaging. 3 credits. Prerequisite: PCT 100. Lab Fee \$75.

### **PCT180 • Geriatric Skills**

This course is part of the Advanced Allied Health Assistant portion of the program. Students in this course will learn to perform geriatric skills in the health care setting. 3 credits. Prerequisite: PCT 100. Lab Fee \$75.

### **PCT200 • Occupational Therapy Aide**

This course is part of the Advanced Allied Health Assistant component of the program. Students in this course will learn to perform occupational aide skills, prepare materials and equipment used including during treatment, assist patients with activities and exercises specified in a treatment

plan developed by an Occupational Therapist. Course content also includes medical terminology and employability skills. 4 credits. Prerequisite: PCT 100. Lab Fee \$75.

**PCT250 • Patient Care Technician/Externship**

In this course, students will participate in a 60 hour of unpaid, supervised work in a facility appropriate to the application of skills learned in the curriculum, gaining practical experience in the skills acquired. 2 credits. Prerequisites: PCT 100, 120, 130, 140, 150, 160, 170, 180, and 200.

**PSY101 • General Psychology**

This course introduces students to the field of psychology and provides them with a general understanding of the principles and theories underlying modern psychology. 4 credits. Prerequisite: none. General Education Component.

**(Deletion to Pages 24 and 30)**

The following courses were discontinued and were deleted from the course descriptions:

**CLC104 • Clinic IV Skin Care Techniques**

Students will continue application of skin care techniques, focusing on customizing special treatments for clients. Student will also be applying microdermabrasion and chemical peels, and practice SOAP notes using medical terminology and abbreviations. 3 credits. Prerequisite: SPA120. Lab Fee \$75.

**SPA160 • Advanced Skin Care**

Students perform chemical treatments with the use of both natural and laboratory designed chemicals to loosen dead skin cells from the skin surface. This course include analysis of sun damaged skin, advanced mature treatments, hyperpigmentation, ethnic skin, acne morphology and treatment, exfoliation, and alpha hydroxyl. 3 credits. Prerequisite: SPA120.

**FINANCIAL AID INFORMATION**

**(Amendment to Page 35)**

**VA CHAPTER 33 YELLOW RIBBON SCHOLARSHIP**

Florida Career College will award up to a \$1,000 scholarship per academic year for students who qualify at the 100% funding level in the Chapter 33 VA benefit program. Each scholarship award is determined based on the portion of the award year tuition and fees that were not covered by the students' Chapter 33 eligibility amount. In addition to the institutions contribution, the VA will match the college's contribution up to \$1,000 per academic year. Please contact the campus Registrar or Financial Aid Director for program details.

**FLORIDA CAREER COLLEGE  
JOSEPH NAGENGAST SCHOLARSHIP**

The Joseph Nagengast Scholarship is a merit scholarship based on academic achievement. The scholarship is awarded to eligible applicants in any program meeting the following criteria:

1. Complete at least three quarter terms of the academic program, or one full Stafford/Direct loan year
2. Achieve and maintain a GPA of 2.67 or higher
3. Are current on all financial obligations at the time the scholarship is awarded and disbursed
4. Must submit a signed application form prior to the expiration of the academic year

A student may be awarded up to \$1,600.00 per eligible academic year. The Scholarship is disbursed in equal payments at the beginning of each quarter during the award period. Students meeting the scholarship requirements may apply for the award each academic year through completion of the program. The scholarship amounts vary by individual student depending on their GPA and academic credits remaining for the academic year award period. Award amounts may also be affected by the total amount available for this scholarship and the number of qualified students who apply in a given academic year.

If you have graduated from one FCC program and enrolled in another FCC program, you may apply for this scholarship based on previous academic performance and completion. Leaves of Absence (LOA) do not count as completed quarter terms.

## GENERAL INFORMATION

### (Amendments and Additions to Page 37)

#### **DRUG ABUSE AND AWARENESS POLICY**

##### **Introduction**

The federal government has enacted two phases of legislation aimed at preventing substance abuse. The first phase, called The Drug-Free Workplace Act of 1988, requires Florida Career College to establish a policy on drug use by employees, including student employees, and to take additional steps toward maintaining a drug-free workplace. The second phase of legislation, called The Drug Free Schools and Communities Act Amendments of 1989, requires the College to implement a program aimed at preventing the use of illicit drugs and the abuse of alcohol. We have adopted policies and related programs, which comply with the legislation.

##### **Policy**

Florida Career College prohibits the manufacture, unlawful possession, sale, purchase, delivery, use, manufacture or distribution of illicit drugs, controlled substances and alcohol by students and employees on its property and at any College activity. Furthermore, students and employees shall not unlawfully possess, sell, purchase, deliver, use, manufacture or distribute illegal drugs or controlled substances while present at any Florida Career College campus, while attending any College program-related externship or off-campus activity, while in attendance at any College sponsored event, or while conducting authorized College business. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Any student receiving financial aid shall notify the College within five (5) days of any criminal drug statute conviction. In addition, employees shall notify the College within five (5) days of any criminal drug statute conviction.

In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. In addition, any student or employee who would like to receive counseling or help with substance or alcohol abuse should contact the Campus Executive Director. Because the College does not currently have professional rehabilitation services, in-house referrals will generally be to outside agencies. The student or employee will be responsible for the cost of the programs if not covered by medical insurance.

## Legal Penalties

State law prohibits the possession of alcoholic beverages by persons under age 21. Violation of this offense is punishable by imprisonment up to 60 days and/or a \$500 fine; a subsequent offense is punishable by imprisonment up to one year and a fine of \$1,000. Possession of alcoholic beverages by a person under age 21 may also result in curtailment of driving privileges. No person may sell, give, serve or permit to be served alcoholic beverages to a person under 21, and it is unlawful for a person under 21 to misrepresent his/her age in order to obtain alcohol. Violation of either of these offenses is also punishable by imprisonment up to 60 days and a fine of \$500. Misrepresentation of age may also lead to curtailment of driving privileges.

According to state law, it is a crime for any person to possess or distribute controlled substances/drugs described in Florida Statutes Section 893.03, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (imprisonment up to one year and up to a \$1,000 fine) to first-degree felonies (imprisonment up to 30 years and up to a \$10,000 fine). Specifically, possession of up to 20 grams of marijuana is punishable with imprisonment of up to one year and a fine of up to \$1,000; possession of more than 20 grams of marijuana is a third-degree felony with imprisonment of up to five years and a fine of up to \$5,000. Trafficking (distributing specified large quantities of various controlled substances) is punishable by up to life imprisonment and a fine of \$25,000 to \$500,000, depending on the particular illicit drug and the quantity involved. For instance, possession of fewer than 28 grams of cocaine is a third-degree felony, while possession of 28 grams or more of cocaine, which is considered trafficking, is a first-degree felony, punishable by a fine of up to \$250,000 and imprisonment up to life without eligibility for early release. The death penalty may be imposed if a person has brought large quantities of the substances into the state knowing the result would be the death of any person. Furthermore, individuals who have been convicted of a felony involving the sale of or trafficking in or conspiracy to sell or traffic in, a controlled substance under certain circumstances may be disqualified from applying for state employment.

Federal penalties also include lengthy imprisonment and significant fines. Additional possible penalties include, but are not limited to, forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance; forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance; denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses; and ineligibility to receive or purchase a firearm.

## Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol consumption causes a number of distinct behavioral changes. Even low doses of alcohol can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. The use of small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol can also lead to an increase in aggressive behavior.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide and also may be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Even occasional heavy drinking may be associated with the harmful effects described above. Binge drinking, which occurs over an extended period of time, involves repeated use of alcohol to the point of intoxication. A person may give up usual activities and responsibilities during this time in order to use the alcohol, and serious impairment in all areas of functioning may occur.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system — all of which may lead to early death. Repeated use of alcohol can lead to dependence, and at least 15 to 20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden

cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life threatening.

The use of illegal drugs and the misuse of prescription and other drugs also pose a serious threat to health. The use of marijuana (cannabis) may cause impairment of short-term memory, comprehension and ability to perform tasks requiring concentration. Marijuana use may also cause lung damage, paranoia, and possible psychosis.

Drugs called hallucinogens, which include lysergic acid (LSD), mescaline, and psilocybin, cause illusions and hallucinations. Hallucinogen users may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP), another hallucinogen, affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. In addition, hallucinogens may cause nervous system disorders and possible death as the result of an overdose.

The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Cocaine use may also cause a perforated nasal septum. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death. Both cocaine and crack can cause other extremely serious health impairments.

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse and death. Heavy users are prone to irrational acts.

Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

## **WEAPONS AND FIREARMS**

Florida Career College does not authorize the possession or use of weapons and firearms on the College's campuses or on any property owned or controlled by the College. This also includes ammunition for weapons, guns, beebee (BB) guns, stun guns, chemicals, bombs, hazardous materials, explosive devices, knives, incendiary devices and any item capable of inflicting serious injury.

No one (personnel, students or visitors) except law enforcement officers of either the State of Florida or of a Federal Law Enforcement Agency shall be authorized to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while upon campus or other properties owned or controlled by the College, without the prior knowledge and consent of the Campus Executive Director.

Any individual who fails to abide by this policy may be subject to disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense, or prosecution under appropriate city, state or federal laws. Individuals should immediately report any knowledge he or she may have regarding the possession, use or display of weapons and firearms to the Campus Executive Director.

## **FRATERNIZATION POLICY**

It is contrary to the best interests of the College for any College employee or faculty member to engage in any Prohibited Activities with any active student of the College. For purposes of this Policy, the term "Prohibited Activities" shall include, but not be limited to, the following: purposes, socializing at parties, giving/receiving transportation, etc.); pursuing or having romantic or sexual relationships; and other improper fraternization.

College employees and faculty members must not engage in Prohibited Activities with active College students. College employees and faculty members should remain professional in all interactions with students. The relationship between student and teacher/administrator requires

trust and boundaries. Engaging in Prohibited Activities with students violates the professional boundaries of the relationship, and can put all parties and the College at risk.

It is the responsibility of College employees and faculty members to refrain from engaging in Prohibited Activities with active students. If a student shows interest in engaging in a Prohibited Activity with a College employee or faculty member, the College employee or faculty member should manage the situation professionally and promptly. If a student persists after the College employee or faculty member has declined participation in Prohibited Activities, the affected employee or faculty member should report the situation to the Campus Executive Director. Failure to comply with this Policy may result in disciplinary action up to and including termination.

There are, however, exceptional circumstances in which the spouse or partner of a College employee or faculty member is a student at the College. This Fraternalization Policy does not apply in such circumstances. The Campus Executive Director is the administrative officer who determines whether an exceptional circumstance applies.

## **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

Florida Career College is committed to the principle of equal opportunity and nondiscrimination in education and employment for all its students, faculty and staff, and applicants for admission or employment. Florida Career College will not discriminate against any student or employee, present or potential, on the basis of race, color, sex, sexual orientation, religion, age, veteran status, marital status, disability or ethnic background. Florida Career College abides by these policies in the administration of its student admissions, financial aid and scholarships, and career placement programs, as well as in all other student-related services and educational programs and opportunities.

At Florida Career College, the Campus Executive Director and the Campus Director of Education are the officers in charge of seeing that all administrative offices and academic programs are in compliance with Florida Career College's non-discrimination and equal opportunity policies. Students with complaints regarding any academic or administrative violation of these policies should contact the Registrar's Office to make a written complaint. The Registrar's Office will forward the complaint to the Campus Executive Director and the Campus Director of Education, who, within two weeks, will notify the student in writing about the action taken.

Florida Career College's nondiscrimination and equal opportunity policies are in accordance, as applicable, with Executive Order 11246, as amended by Executive Order 11375 and 12088; the Federal Civil Rights Act of 1964; the Federal Civil Rights Act of 1991; Title IX of the Educational Amendment Act of 1972; the Equal Pay Act of 1963, as amended by the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1967, as amended; the 1978 Ban against Pregnancy Discrimination; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; the Rehabilitation Act of 1973 (Section 504); the Americans with Disabilities Act of 1990; the Florida Civil Rights Act of 1992; the Florida Hate Crime Reporting Act of 1989; and all other applicable federal laws and laws of the State of Florida.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE/DUE PROCESS**

Should a student have a concern, complaint or grievance, he or she should follow the procedures below:

1. If the concern, complaint or grievance pertains to an individual faculty member, the student should first discuss the concern, complaint or grievance with that particular faculty member.
2. If the concern, complaint or grievance is not resolved after meeting with the faculty member, or if the issue is program-related, the student should discuss such issue with the Program Team Leader or Program Director.
3. If the concern, complaint or grievance does not pertain to the student's program, the student should obtain a Grievance Form from the Director of Education.

4. The Grievance Form should be completed and submitted to the Director of Education.
5. The Director of Education will review the Grievance Form and decide what action, if any, should be taken.
6. The Director of Education may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
7. The student will be notified in writing of the Director of Education's decision regarding the grievance within five (5) business days of receipt of the grievance.
8. If the student feels the issue remains unresolved, he or she may submit the grievance to the Campus Executive Director.
9. The Campus Executive Director may elect to receive the grievance in writing or in person. The Campus Executive Director will review the grievance and all previous actions/decisions made in regard to the grievance. The Campus Executive Director may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
10. The student will be notified in writing of the Campus Executive Director's decision regarding the grievance within five (5) business days of receipt of the grievance.
11. If the student continues to feel that the issue remains unresolved after being notified of the Campus Executive Director's decision, the student may submit his/her concern in writing to the Corporate Vice President of Education at the Corporate Office.
12. The Corporate Vice President of Education will review the submitted material and may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone.
13. The Corporate Vice President of Education will make a recommendation to the Campus Executive Director in response to the grievance.
14. The student will be informed of any decision in writing within in five (5) business days of receipt of the grievance.
15. If the student continues to feel that the issue remains unresolved, the student may contact the Accrediting Council of Independent Colleges and Schools (ACICS) or the Council on Occupational Education (COE), as applicable.

Schools accredited by ACICS or COE must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting ACICS or COE, as applicable. All complaints considered by ACICS or COE must be in written form, with permission from the complainant(s) for ACICS or COE, as applicable, to forward a copy of the complaint to the College for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACICS or COE, as applicable. Please direct all inquiries to:

**Accrediting Council for Independent Colleges and Schools**

750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
TEL: (202) 336-6780

**Council on Occupational Education**

41 Perimeter Center East, NE, Suite 640  
Atlanta, GA 30346  
Telephone (Toll-Free): 800-917-2081

A copy of the Grievance Complaint Form is available at the campus and may be obtained by contacting the Director of Education.

**(Amendments to Page 38)**

**PRIVACY AND CONFIDENTIALITY**

Federal statutes protect the privacy and confidentiality rights of individuals associated with any educational institution. These statutes regulate the gathering, disclosure and circulation of records of any person associated with the educational institution. As such, these individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance and employment records.

Florida Career College complies with its legal and ethical obligation of preserving the right to privacy and confidentiality concerning all past and present students of the College. The College protects the maintenance and release of student information according to federal and state laws and regulations, which (1) outline the ways in which data can be collected from students, (2) restrict information disclosure, and (3) safeguard the quality of information that is circulated. The College strives to ensure the effective protection of student records from inappropriate and illegal disclosure.

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Agreement, specifically protects the confidentiality and privacy of student education records. The FERPA guidelines are available for student review at the Registrar's Office.

The Campus Registrar's Office at Florida Career College maintains student education records. Students wishing to review records in their files may request to do so by submitting to the Registrar a written request that identifies the records he/she wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. However, students may not be permitted to inspect the following information: financial information submitted by their parents, certain confidential statements of recommendation to which the students have waived their rights of inspection and review, portions of certain education records containing information on more than one student, and other records that may be restricted by FERPA.

A student may ask the College to amend an education record that he/she believes is inaccurate or misleading. The student should write the Registrar and the College official responsible for the record, clearly identifying the part of the record that he/she wants changed and specifying how it is inaccurate or misleading. If the College decides not to amend the education record as requested by the student, the College will notify the student of the decision and advise the student of his/herright to a hearing as well as the hearing procedures.

Each student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception is disclosure to other College officials who have been determined to have a legitimate educational interest in the information. A College official is a person employed by the College in an administrative, supervisory, academic, research or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his/her duties. A College official has a legitimate educational interest if the official needs to review an education record in order to perform his/her official duties. Upon request, the College may also disclose education records without the student's consent to officials of another school in which a student seeks or intends to enroll. In addition, directory information may be disclosed without a student's consent unless the student has advised the Registrar in writing that he/she wishes to restrict access to this information within five days after the first day of class each quarter. "Directory Information" includes the student's name, address, telephone number(s), email

address(es), date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, enrollment status, degrees and awards received and the most recent previous educational agency or institution attended by the student.

At Florida Career College, the Campus Executive Director is the officer in charge of ensuring and overseeing that all administrative offices and academic programs are in compliance with Florida Career College's privacy and confidentiality policies. Students with complaints regarding any academic or administrative violation of these policies should contact the Registrar's Office to make a written complaint. The Registrar's Office will forward the complaint to the Campus Executive Director who, within two weeks, will notify the student in writing about the action taken.

Students have the right to file complaints with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

### MAKE-UP DAYS

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

## ACADEMIC INFORMATION

(Amendment to Page 41)

### CAMPUS SECURITY REPORT

In compliance with state and federal disclosure requirements, upon enrollment students are provided with school policies on crime awareness, prevention, and the reporting of crime that might be observed. The College tabulates crime statistics annually and reports the past three years statistics. An annual report is published and available to students, college staff, and faculty on the school's STARS system in the policy section. The College security policies and sexual assault prevention program are supported by the design of the physical plant. All areas are continuously monitored by the College staff and faculty.

### TUITION AND FEES

Program Name	Quarter Credit Hours	Tuition Effective 2/26/10 *3/2/10	Books and Supplies (Estimated)	**Registration Fee	Total Cost
Computer Network Technician	61	\$24,095.00	\$2780.00	\$100.00	\$26,975.00
Computer Repair Technician	36	\$14,220.00	\$1659.00	\$100.00	\$15,979.00
***Cosmetology	60	\$18,000.00	\$850.00	\$100.00	*\$18,950.00
Medical Assistant Technician	42	\$16,590.00	\$2,127.00	\$100.00	\$18,817.00

Medical Coding and Billing Specialist	42	\$16,590.00	\$2,262.00	\$100.00	\$18,952.00
Medical Office Administrator	97	\$38,315.00	\$3,984.00	\$100.00	\$42,399.00
Patient Care Technician	31	\$12,245.00	\$1,660.00	\$100.00	\$14,005.00
Professional Sales & Customer Service-Diploma	41	\$15,580.00	\$1,430.00	\$100.00	\$17,110.00
Professional Sales & Customer Service-AS	90	\$34,200.00	\$2,500.00	\$100.00	\$36,800.00

\*\*Graduates of FCC enrolling in a new program are exempt from the registration fee.

\*\*\* **The Cosmetology Diploma Program is offered at the Hialeah, Lauderdale Lakes, Jacksonville, and Boynton Beach campuses.**

**NOTE:** See catalog. Not all programs are offered at all campuses.



## BOOKS AND SUPPLIES

If students are 60 days or more past due on their payment plans, then students will not be permitted to charge books for the following term.

(Amendment to Page 42)

## REFUND POLICY

Refunds shall be made within 30 days of the date of withdrawal. The College will charge a registration fee. The registration fee is not applicable toward tuition and will not be refunded unless the applicant cancels the agreement within three (3) business days. An administrative fee of \$100 or 5% of the charges for the term, whichever is less, may be imposed to any student that withdraws from his/her program of study.

## ACADEMIC CALENDAR

(Amendment to Back Cover)

### HOLIDAYS AND BREAKS

#### 2009

HOLIDAY (Thanksgiving Weekend) School closed **November 26, 2009** to November 28, 2009

\*WINTER BREAK No Classes-School Open December 21, 2009 to **January 2, 2010**

#### 2010

HOLIDAY (Martin Luther King, Jr. Day) No Classes-School Closed **January 18, 2010**

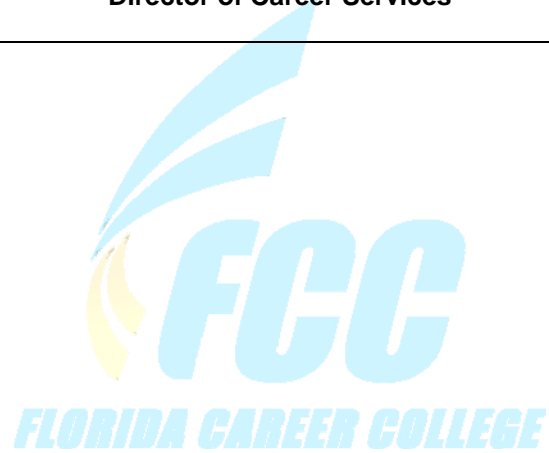
HOLIDAY (Thanksgiving Weekend) School closed November 25, 2010 to **November 27, 2010**

\*WINTER BREAK No Classes-School Open December 24, 2010 to **January 7, 2011**

HOLIDAY (Christmas) School closed December 24, 2010

**\*PLEASE NOTE:** Scheduled breaks are different for the Cosmetology Diploma program. Cosmetology students should refer to the academic calendar in the Florida Career College School of Cosmetology Handbook, for a list of scheduled breaks.

<b>ADMINISTRATION</b> Jacksonville Campus
<b>BRIAN QUIRK</b> Executive Director
<b>JONATHAN MARTIN</b> Director of Admissions
<b>DAFINA BUZUKJA</b> Director of Financial Aid
<b>JUDIANNE STEIBLY</b> Director of Education
<b>CONNIE ELLIS</b> Director of Career Services



**Jacksonville Campus  
Adjunct Faculty**

<b>SCHOOL OF HEALTH SCIENCES</b>		
Paul Boehnke	B.S. in Nursing A.S. in Nursing A.A.	University of Phoenix Florida State College at Jacksonville Florida State College at Jacksonville
Jennifer Callahan	Diploma in Medical Assisting	North Florida Institute
Randy Danielson	B.S. in Nursing A.A. in General Studies A.S. in Nursing A.S. in Emergency Paramedic	University of Florida Florida Community College at Jacksonville Florida Community College at Jacksonville Florida Community College at Jacksonville
Clifford Davis	B.S. in Nursing A.S. in Nursing	Norfolk State University Norfolk State University
Elaine DeGuino	M.S. in Health Services Admin. B.S. in Nursing	University of St. Francis University of Florida
Therese Gamble	M.B.A. Masters in Education B.S. in Business Administration A.A.	Colorado Technical University American Intercontinental University Edward Waters College Florida State College at Jacksonville
Wilson Jativa	B.S. in Nursing	Jacksonville University
Angela LaRosa	Diploma in Medical Assisting	Keiser University
Jacqueline McManus	M.S. in Professional Studies B.S. in Nursing A.A.S. in Nursing	New York Institute of Technology Long Island University Suffolk County Community College
Christopher Russell	B.S. in Nursing	Jacksonville University
Jennifer Schaefer	A.S. in Medical Assisting	North Florida Institute
Brandye Wrencher	B.S. in Health Administration A.S. in Business Administration Diploma in Medical Assistant	University of Phoenix Everest University Concorde Career Institute
<b>SCHOOL OF WELLNESS</b>		
Daphne Sampson-Brown	B.S. in Criminal Justice Cosmetology License	Florida Metropolitan University State of Florida CL 1176134
Shirley Crawford-Eady	Cosmetology License	State of Florida CL 0203111
Walter Foreman	Cosmetology License Barbers License	State of Florida CL 1207542 State of Florida BB 51467
Nikia James	Cosmetology License	State of Florida CL 0229443

<b>SCHOOL OF INFORMATION TECHNOLOGY</b>		
Lawrence Baumgardner	M.S. in Information Technology B.A. in Information Technology A.A.S. in Computer Technology	Florida Institute of Technology (in progress) Marshall University Marshall University
Shawn Griffin	M.B.A. in Admin/Technology Mgt. B.S. in Information Technology A.S. in Computer Network Technology	University of Phoenix Remington College Remington College
Debra Hazelwood	B.S. in Computer & Info Science A.A. A.S. Information Systems	University of North Florida Florida Community College Jacksonville Florida Community College Jacksonville
William Sims	M.A. in Computer Resources/ Information Management B.S. in Sociology  A.A. in Technology Instruction A.A. in Electronics Technology	Webster University  The University of the State of NY (Formerly Excelsior) University of Phoenix University of Phoenix

