

# **CATALOG**

## **NEW PROFESSIONS TECHNICAL INSTITUTE, INC.**

4000 W. Flagler Street  
Miami, Florida 33134  
Telephone: (305) 461-2223  
Fax: (305) 461-3029

New Professions Technical Institute, Inc. is:

Licensed by Commission for Independent Education  
Florida Department of Education, License #1556

Additional information regarding this institution  
may be obtained by contacting the Commission at:  
325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399  
Telephone: 1-888-224-6684 / 850-245-3200

Accredited by Accrediting Council for Continuing Education and Training (ACCET)  
1722 N. Street, N.W., Washington, D.C. 20036  
Telephone: (202) 955-1113

This School is authorized under Federal Law to enroll nonimmigrant alien students.

Is a member of:

The Florida Association of Postsecondary Schools and Colleges (FAPSC)

The Association of Private Colleges and Schools (APCS)

The Florida Association of Financial Aid Administrators

Is approved by:

The National Healthcareer Association (NHA) for National Certification for the  
Medical Administration program. Testing site.

The American Registry of Medical Assistants (ARMA) for certification for the Medical  
Administration and the Medical Assistant programs

The American Medical Technologist (AMT) for certification of the Medical Assistant and  
Medical Administration programs

The National Center for Competency Testing (NCCT) as a testing site

ETS (TOEFL) Certified Test Administration site

The above documents are available for inspection in the School Administration Office during  
regular school hours.

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**Volume XXXV**

Consumer information / Disclosure available at: [www.npit.edu](http://www.npit.edu)

**“EDUCATION IS THE KEY TO A NATION’S  
GREATNESS AND HAPPINESS”**

***SIMON BOLIVAR***

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# ***GENERAL INFORMATION***

## **HISTORY**

New Professions Technical Institute, Inc. was founded in 1992 to offer educational opportunities to support the rapidly growing South Florida economy. Because Miami is a multicultural setting with a great Industrial potential in the Import and Export as well as the Business fields, we chose this city as the site for our Campus, which started its first class on October 1993.

## **MISSION**

New Professions Technical Institute recognizes education as the key to success. To this effect, our commitment is to offer comprehensive educational programs that reflect corresponding current professional trends, governed by changing educational needs of the community. We encourage and support innovation and creativity, utilizing technology where appropriate. We foster an appropriate environment conducive to teaching and educating students with the academic and hands-on practical training needed for immediate employment into career fields, and to prepare graduates to become assets to their chosen profession and our community.

## **PHILOSOPHY**

The philosophy of New Professions Technical Institute, Inc. (NPTI) is one shared by all and referred to as the "Triangle of Commitment". This triangle consists of three corners representing the Institution, the Student Body, and our Community. This Institution referred to as NPTI is a place to gather and under the guiding hand of our administrators and educators, train all those who enter seeking knowledge in a chosen field. The Student Body is comprise of a multitude of experiences and cultures with the sole purpose of learning a new career or enhancing a particular skill. The Community, which we are a part of, which we all serve and which we all benefit from, grows as a direct result of the quality of life enjoyed by all. This "Triangle of Commitment" shines like a beacon of hope for all to see.

## **DESCRIPTION OF FACILITIES AND EQUIPMENT**

New Professions Technical Institute, Inc. is conveniently located near major highways and public transportation. The school is located 2 miles south of Miami International Airport and 6 miles west of downtown Miami. We are just one block east, of the LeJune Road and West Flagler Street intersection. NPTI is housed in a 5-story building that offers approximately 30,000 square feet for classrooms, computer labs, a student library, a lounge and administrative offices. Student parking is available in the area immediate adjunct to the facility and directly behind the building.

The equipment available for students consists of stand-alone computers all with internet access, televisions, overhead projectors, and VCR recorders/players. These audio-visual aids are located throughout the school providing students the needed resource for learning.

## **STATEMENT OF LEGAL CONTROL**

New Professions Technical Institute, Inc. is owned by L.P. Investments & Enterprises, Inc., a corporation organized under the laws of the State of Florida. Mr. German L. Prieto is the President of L.P. Investments & Enterprises, Inc., and Mr. Jose Vazquez is the Vice-President. The Governing body of the Institute meets at the Institute's address.

# ***STUDENT SERVICES***

## **HOUSING SERVICES**

The Institute does not have housing facilities for students; however, upon request students will receive a list of places where they can get accommodations.

## **JOB PLACEMENT ASSISTANCE SERVICES**

New Professions Technical Institute, Inc. operates a job placement assistance office created to assist its students and graduates during their job seeking process. This office and the school faculty members join efforts to help students reach their employment goals. This is achieved by assisting students with the preparation of job-related documents and maintaining information about job offers. The job placement assistance services are always available for the Institute's graduates. Full cooperation from graduates and prospective graduates is essential; therefore, it is required to improve the chances of finding jobs.

Although the Institute does not guarantee employment upon graduation, the success of this effort is highly important for the Institution. Job placement assistance services are offered at no charge.

## **ADVISING SERVICES**

Upon request, advising services for academic or personal purposes are available to students through the Director of the Institute.

## **DRUG PREVENTION PROGRAM**

The Institute is committed to maintain and advertise a Drug Free Prevention Program, and to promote an environment free of drugs inside its premises. Consequently, the Institute provides information about the laws applicable in the event of possession or distribution of illegal drugs, the consequences of abusing alcohol and the appropriate rehabilitation programs in the Miami Dade County area. Additional information available at: [www.npti.edu](http://www.npti.edu)

## **GRIEVANCE POLICY**

In compliance with Federal and State laws, New Professions Technical Institute, Inc. has a grievance policy for students who feel that they are victims of discriminatory practices or sexual harassment. The grievance policy is also intended for students who are dissatisfied with any other academic or administrative aspect of the school activities. To lodge a complaint, student must complete and submit to the Director of the School a "STUDENT GRIEVANCE FORM." Immediately after the claim has been received, the Director of the School will initiate the appropriate investigation. The student(s) that has (have) lodged the claim will be informed about the progress of the investigation within seven (7) days from the day the claim has been received. Once the investigation has been completed, the complainant(s) will be notified about the final determination. If the complainer(s) is (are) not satisfied with the final decision, the complaint may be submitted to the Commission for Independent Education, Florida Department of Education at the following address:

Commission for Independent Education  
Florida Department of Education  
325 W. Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: 1-888-224-6684 / 850-245-3200

Or

Accrediting Council for Continuing Education & Training (ACCET)  
1722 N. Street, N.W.  
Washington, D.C. 20036  
Telephone: (202) 955-1113

# ***ADMISSIONS POLICY***

New Professions Technical Institute, Inc. requires a high school diploma, domestic or international, or the equivalent General Education Diploma (GED) for admissions. Applicants without a High School Diploma or its equivalent are able to take the Ability to Benefit Test (ATB) administered by a third party agency. Once we have an official passing grade notification, the prospective student can be admitted. Passing grades for the ATB Wonderlic Basic Skills Tests are as follows: Quantitative Skills 200, Math Skills 210.

All applicants must be 17 years old or older.

The English as a Second Language program is a vocational program and students wishing to enroll in it must possess a previous knowledge, training and/or skills. Applicants who are accepted into the ESL program will be subject to an initial standardized placement test.

Qualified applicants are accepted regardless of their race, color, sex, religious beliefs, physical handicap or national origin. The Institute offers special assistance to qualified handicapped applicants whenever possible or practical.

To apply for admissions, the prospective applicant must make an appointment to meet with an Institute's representative who will provide all the necessary information related to the Institute and the program of study under consideration.

Applicants who wish to enroll must follow the admissions procedures described below.

Complete and submit the Enrollment Agreement (signed by parent or legal guardian if applicant is under 18 years of age) to the Admissions Office within the registration period specified in the Institute's calendar.

Applicants are informed of their acceptance within three (3) business days after all required information is received and qualifications evaluated.

## **TRANSFER AND/OR QUALIFIED STUDENTS**

Applicants who have been accepted at the Institution and who have taken courses at other accredited Institutions and/or who have special qualifications or developed skills may apply for a transfer or credit hour(s) and/or evaluation of skills. Credit(s) may be accepted and/or granted toward the student's academic program. A maximum of 25% of the courses required for the program will be accepted as transferred credits. For more information see "Credit for Previous Training and/or Experience".

## **TRANSFERABILITY OF NPTI CREDITS**

Students enrolling at NPTI who intend to continue their education at other institution after graduating or withdrawing from NPTI should be aware that other institutions have full discretion as to which credits will be accepted for transfer. It is up to the receiving institution to accept credits earned at our institute. NPTI will provide all necessary official documents including transcripts, syllabi and detailed course outline. The school director is available to offer guidance to students transferring out.

## **NON-CREDIT SEEKING APPLICANTS**

Applicants who wish to take selected courses at New Professions Technical Institute, Inc. to upgrade employment skills or for personal interests, without the intent of completing any academic program, do not need to follow the regular admissions procedures but are required to complete an enrollment agreement for Self Improvement Courses. Should Non-Credit seeking applicants be accepted, they will be evaluated as regular credit seeking candidate students. Grades are given for each course at the end of every term and will become part of the student's permanent academic record. If, at a later time, a Non-Credit seeking student wishes to register in any academic program, he/she must follow the regular

admissions procedures. Should the student be accepted, internal transfer procedures will apply (for more information see "Internal Transfer Policy").

## ***REFUND POLICY***

### **CANCELLATION AND REFUND POLICIES**

If a student decides to withdraw completely and officially from the Institute, he/she is expected to notify the Registrar's Office prior to or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the Institute's Refund Policy.

The institution could cancel the Enrollment Agreement prior to the student's completion on the program based on the following:

- 1) Failure to keep the minimum academic standards, and/or comply with the attendance policy according to the Institute's Catalog.
- 2) Failure to make payments in two consecutive monthly installments.
- 3) Failure to comply with conduct rules as stated in the Institute's Catalog.

Tuition and books and Supplies are charged on a quarter bases (also referred to as period of enrollment). The student is liable for only the current and prior quarter charges.

Should a student be terminated or cancels for any reason, all refunds will be made according to the following refund policy:

If school does not accept the applicant or if the applicant cancels before the end of the Add/Drop day, or does not begin training, the student will be refunded all tuition and fees. (Add/Drop day is one week after the class start date).

Thereafter and through sixty percent (60%) of the period of enrollment and financial obligation, tuition charges retained will be calculated on a pro rata basis for the period of enrollment completed.

After sixty percent (60%) of the period of enrollment is completed, the institution will retain the full tuition for the period.

Termination Date: The termination date for refund computation purposes is the last day of actual attendance by the student unless earlier written notice is received.

Refund will be made within forty five (45) days following determination of termination or receipt of Cancellation Notice. The Institution will determine the date of withdrawal within fourteen days from the last date of attendance. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a financial aid program in which the Institute participates. All refunds will be made without requiring a request from the student.

### **Return of Title IV Funds Policy (R2T4)**

When a withdrawn student has been awarded Financial Aid, the Financial Aid funds are subject to federal regulations and the Return of Funds guidelines by the US Department of Education.

The return of funds calculation is done on a pro rata basis up to sixty percent (60%) of the period of enrollment. For example, if the student completes forty percent (40%) of the term, he/she earns 40% of the financial aid awarded for the term, the other 60% is returned and the student is responsible for the unpaid portion of the tuition. After 60% of the term is completed the student earns all of the awarded aid.

After calculations are made, students will be billed for the unpaid balance.

The percentage of completion is based on the length (in time) of the period of enrollment and financial obligation and computed from date of beginning to last date of actual attendance.

The Institute will assist the student in obtaining employment, but the Institute does not guarantee that the student will find employment in any area related to the program he/she has graduated in.

A student may repeat a course failed or a course in which he/she wished to improve his/her final grade upon approval of the Director of the Institute. Only the highest grade obtained is used to compute the student's Grade Point Average. For repeated courses, the student is charged the same tuition price as other courses in his/her program.

In the event of failure to a satisfactory level within the prescribed time frame, the student will be dismissed. (see "Satisfactory Academic Standards of Progress").

The unearned portion of funds received by New Professions Technical Institute, Inc. will be returned to the appropriate agency or agencies, and/or the student according to the following order:

1. Unsubsidized Federal Loans
2. Subsidized Federal Loans
3. Federal PLUS Loans
4. FSEOG
5. Other SFA Programs
6. Other Federal, State, or private sources of aid
7. The Student

Sample refund calculations are available from the Financial Aid Office upon request.

All prices for programs are as printed herein. There are no carrying charges, interest charges, or service charges connected or charge with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price for the goods and services.

# ***FINANCIAL AID SERVICES***

## **GENERAL INFORMATION**

The objective of the student Financial Aid Program at New Professions Technical Institute, Inc. is to provide direct financial assistance to qualified students who otherwise would be unable to attend the Institution due to insufficient funds to meet tuition, fees, books, supplies, and other allowable educational expenses. The availability of Financial Aid funds is generally determined by the availability of such funds from the federal, state, institutional and private sources. The amount of financial aid that could be granted to a student is based upon the financial need of the applicant as determined by the federal system of needs analysis. Financial need is understood in the Federal Financial Aid Program and the difference between the cost of attending an educational institution and the amount the student and/or parent can be expected to contribute to cover such educational expenses. To determine the financial need of a student, New Professions Technical Institute, Inc. uses the Federal Application for Federal Financial Aid (FAFSA) and the information provided by the applicant and/or student's parents.

## **FINANCIAL PROGRAMS**

New Professions Technical Institute, Inc. is authorized by the U.S. Department of Education to assist its qualified students in obtaining financial aid funds from Institutional and Federal Financial Aid Programs.

## **FEDERAL PELL GRANTS**

Grants are Financial Aid Programs of "gift" aide, which are awarded to students based upon financial need. Due to the nature of these Aid Programs, Grants do not require to be repaid. Students may apply for the Federal Pell Grant.

The Federal Pell Grant is usually considered the first source of student assistance. The Pell Grant amount that can be awarded to a qualified student is based on the student's Expected Family Contribution (EFC), the Cost of Attendance (COA), and the student's enrollment status. The Federal Pell Grant is not available for students who have earned a Bachelor's Degree.

## **FEDERAL SEOG**

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial needs, which means students with the lowest Expected Family Contributions (EFCs), and gives priority to students who receive Federal Pell Grants. The amount of funds that a student can receive depends on when they apply, their level of need, and the funding level of the school. An FSEOG does not have to be repaid.

## **FEDERAL WORK STUDY PROGRAM**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need by allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Employment is part-time only. An application can be made through the School's Financial Aid Department. Eligibility is based on financial need and the availability of funds.

## **STUDENT LOANS**

There are different student loans available to students at low interest. These loans are made directly to students by participating lenders to help students pay for their education. The student loans must be repaid. Please consult with the Financial Aid Officer of the school and/or refer to The Student Guide from the US Department of Education. For additional information you [www.studentloans.gov](http://www.studentloans.gov)

## GENERAL ELIGIBILITY REQUIREMENTS

To qualify for financial assistance from any Federal or State, Student Financial Assistance Program (SFA), the student must:

- 1) Be either a US Citizen (or US national) or an eligible noncitizen.  
The term “national” includes citizens of American Samoa and Swain’s Island.

Eligible noncitizen include:

- a) US permanent residents who have an Alien Registration Receipt Card (I-551).
  - b) Conditional permanent residents who have a Conditional Alien Registration Receipt Card (I-551C).
  - c) Other eligible noncitizens who have an Arrival Departure Record (I-94) from the US Immigration and Naturalization Service showing any of the following designations: refugee, asylum granted, indefinite paroles, humanitarian paroles, and Cuban-Haitian entrants.
- 2) Be qualified to study at the postsecondary level. For Student Federal Aid (SFA) purposes, a student with a high school diploma, or a General Education Development (GED) certificate, or any other recognized equivalent is considered qualified.
  - 3) Demonstrate to have legitimate financial need. This determination is made based on the definition of “Financial Need” as described in the Student Financial Assistance Programs (SFA). To this effect, both the students’ Cost of Attendance (COA) and the Expected Family Contribution (EFC) must be calculated. A positive value in the calculation of COA – EFC identifies a “Financial Need”.
  - 4) Maintain satisfactory academic progress toward the completion of the student’s academic program of study. Student must maintain a minimum cumulative Grade Point Average (GPA) of 2.00 or higher. See “Satisfactory Academic Standards of Progress” under “Academic Regulations” for more details.
  - 5) Be at least a ½ time student who is enrolled (or is accepted by the Institution for enrollment) in an eligible program for the purpose of obtaining, upon satisfactory completion of all the requirements for graduation, a diploma or other recognized credential. Some of the educational program offered at New Professions Technical Institute, Inc. may require a full-time enrollment.
  - 6) Not owe a refund on a Federal Pell Grant and/or Federal Supplemental Educational Opportunity Grant (FSEOG) programs that may have been awarded in excess.
  - 7) Not be in default on a Federal Perkins Loan (or National Direct Loan), and/or Federal Stafford Loan (or GSL), and/or Federal Plus Loan.
  - 8) Agreed to abide by the terms of the “Drug-Free School and Communities Act” as a condition of enrollment.

## FINANCIAL AID APPLICATION PROCEDURE

In order to apply for any SFA Program, the prospective students who seek for financial aid must:

- a) Complete a “Free Application for Federal Student Aid (FAFSA)” on the web at: <http://www.fafsa.ed.gov/>  
It is the applicant and/or his/her parent’s responsibility to ensure that the information provided in the FAFSA form is accurate. The information that you supply can be verified by New Professions Technical Institute, Inc. and/or by the US Department of Education. For this

purpose, the applicant must provide the appropriate US income tax returns, including the one produced by the student, spouse, and/or parents, whichever applies, and any other relevant information. It should be noted that if any financial aid awarded to you based on incorrect information, must be repaid including applicable fines and fees. If you purposely give false or misleading information on your application, you may be fined, sent to prison, or both.

- b) Make an appointment with the Financial Aid Service Department. During the interview, the financial aid officer will evaluate the COA and the EFC for the applicant in order to determine the corresponding “Financial Need” and the amount of financial aid the student can expect to receive.

Within five to ten (5-10) days after filling the FAFSA application form, the applicant should receive a “Student Aid Report” (SAR) by mail. If verification is required, the applicant is responsible for providing proof of any and all information that may be required.

## **PROFESSIONAL JUDGEMENT**

Professional Judgment may be available to assist students that have extenuating circumstances which warrant reevaluation of their eligibility for financial aid. The professional judgment process will be conducted on an individual basis and must be accompanied by the required documentation and approved by the Director of Financial Aid.

## **FINANCIAL AID REAPPLICATION PROCEDURE**

Students must be aware that Financial Aid is not automatically renewed each year. It is the sole responsibility of the student to reapply for SFA for the next award year.

New Professions Technical Institute, Inc. reserves the right to request any additional information from parent(s), legal guardian(s), spouse, and/or student information in order to assess the current COE and EFC of the student which may change due to possible changes in the student’s financial situation.

## **TITLE IV - FINANCIAL AID VERIFICATION PROCESS**

From time to time, the United States Department of Education will select a financial aid applicant for verification. What does this mean? Only that the Department wants to verify that the school is collecting correct information and that the applicant is giving correct information. This is a routine process and does not mean that you have been selected for any other reason. Do not be afraid of this process. It is not an audit or investigation, but simply a routine check on data.

### **VERIFICATION INFORMATION SHEET**

March 14, 1986 the Department of Education published the Student Assistance General Provisions and the Pell Grant Program Verification of Applicant Information as final regulations in the **FEDERAL REGISTER**. These regulations are in effect for all Title IV Federal Financial Aid Programs for the award year. New Professions Technical Institute, Inc. (NPTI) is providing you with the information you will need to understand and comply with the Verification Process. If you should have any additional questions beyond what is listed below please ask your Financial Aid Counselor to explain the process and its requirements.

### **WHAT IS VERIFICATION?**

Verification is the process the Department of Education uses to check the accuracy and validity of the information that a student provides when applying for Federal Financial Aid.

## WHAT PROGRAMS DOES VERIFICATION COVERS?

Verification covers the following Title IV Federal Aid Programs:

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Federal Work-Study (FWS)
- 4 - Federal Perkins Loan Program
- 5 - Federal Family Educational Loan Programs Stafford/Plus/Direct

## HOW ARE APPLICANTS SELECTED FOR VERIFICATION?

The selection of an application for verification review does not indicate that the Institution (NPTI) believes that the information you have provided is incorrect. The selection process is completed by the Processing Center for the Department of Education. Your application is subjected to a multiple audit screening process, and listed below are some of the common scenarios:

- 1 - Random Sample based on the review of information.
- 2 - Data checked for consistency and logic based upon the common edits for each Item on the FAFSA
- 3 - Verification from the Social Security Administration
- 4 - Verification from the Selective Service Administration
- 5 - Verification from the Immigration and Naturalization Service
- 6 - Verification from the Veterans Affairs Administration
- 7 - Prior FAFSA submissions to the Department of Education

**The verification process is required by Federal Regulations. New Professions Technical Institute, Inc. must adhere to these regulations and procedures to offer and disburse Federal Title IV Financial Assistance to our students.**

**\*\*\*Until verification is completed on any student the Federal Financial Aid funds may not be disbursed. Any student that fails to complete Verification will lose their Aid award\*\*\***

## WHAT MUST I DO IF I AM SELECTED FOR VERIFICATION?

If the Department of Education selects your file for the completion of verification, you must complete the following forms and provide (NPTI) with the following information:

- 1 - U.S. Department of Education Verification Worksheet for the award year.
- 2 - Your complete Federal Statement of Earnings.
- 3 - A statement of Non-Tax Filer Income, which indicates your earnings, that was not reported to the Internal Revenue Service.
- 4 - Income earned from any business that you operated or own.
- 5 - Any Social Security Benefits that you received.
- 6 - Unemployment compensation received.
- 7 - The number of family members that reside in and that are supported by your income.

IF YOU ARE:

- 1 - Not Married.
- 2 - Have no dependents that you support.
- 3 - Are not 24 years of age as of today.
- 4 - Are not a veteran of the U.S. Armed Forces.

You will need to have your parent(s) submit the above information to qualify for Financial Assistance to attend your program.

## **HOW LONG DO I HAVE TO COMPLETE THE PROCESS?**

Students that are selected to have their information verified are required to submit the requested information within 30 days from the date that the student is notified. If the information is delayed in being submitted to the Financial Aid office the **AWARD** that was given may not be available to the student, NPTI recognizes that it may be necessary to contact outside sources to collect the necessary documents and asks that the student keep the Financial Aid Office aware of any expected delays.

## **WHAT HAPPENS IF I FAIL TO PRODUCE THE REQUIRED DOCUMENTATION?**

If you, the student fail to submit the required documentation for your file when requested, your financial aid award will be removed and you will not be eligible to receive assistance from the Federal Title IV Aid Programs.

## **WHAT HAPPENS IF THE INFORMATION PROVIDED IS DIFFERENT?**

If the information you provide for verification is not the same as the information that you originally reported to the Financial Aid Officer and on the application for Federal Aid, a correction will be required. This correction application will produce a "NEW" award that may be higher or lower than the original award. Any reduction in your aid will be your responsibility to pay.

## **POLICIES AND PROCEDURES FOR SECONDARY CONFIRMATION**

New Professions Technical Institute, Inc. has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible noncitizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process. All students who indicate an eligible status but whose eligible status is not confirmed by the tape match as evidence by the Central Processing System output document will be given a copy of these procedures.

- 1 - Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible noncitizen status.
- 2 - Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the students as eligible for any Title IV funds.
- 3 - The Institution will not make the decision regarding "eligible noncitizen" status without the student having the opportunity to submit documentation supporting claim of eligibility.
- 4 - Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the Immigration and Naturalization Service (INS). In order to initiate the required process, students must submit INS documents which are eligible and which demonstrate the latest status with INS.
- 5 - The Institution will initiate secondary confirmation within 10 business days of receiving both the output documents and the student's immigration status documents.

## **NOTE OF CAUTION**

The Student's Financial Aid is solely the responsibility of the student. If the Institution does not receive the Financial Aid funds while the student is in the school, the student is absolutely responsible for paying all tuition and fees related to attending New Professions Technical Institute, Inc.

# ***ADMINISTRATIVE POLICIES***

## **CREDIT FOR PREVIOUS TRAINING AND/OR EXPERIENCE**

Credits earned from previous education at an accredited Institution may be transferred to the permanent record of students registered at New Professions Technical Institute, Inc. A student must request that Institution to forward an official transcript to the Registrar's Office which will be evaluated by the Director of Education or designee. Approval will be given for the number of credit hours already completed, based on the equivalency with the course associated with the student's academic program. A non-refundable processing fee of twenty dollars (\$20.00) per credit will be charged for the evaluation of any single course. In the event of special qualifications or developed skills, credit(s) may be granted upon evaluation of job credentials or any other proof of experience and the results of appropriate tests administered by the Institute. A non-refundable fee of twenty dollars (\$20.00) per credit will be charged for each examination administered by the Institute. To evaluate credit course transferability and/or credit hours granted due to experience, the student must first submit a written request and the supporting documents above mentioned. This request should be submitted to the Registrar at any time during the week prior to or within the first week of class of the academic term. The student is expected to take the academic course under evaluation. The student will receive a written notice for the credit(s) allowed and the adjusted tuition and program length within five (5) days. The maximum number of credits that may be accepted and/or granted will be no greater than 25% of the total number of credits hours corresponding to the student's academic program.

The Institute neither guarantees nor implies that other Institutions will accept the credits earned at New Professions Technical Institute, Inc. Each Institution has its own policies, which rule the acceptance of credits from other Institutions.

## **TRANSFERRING CREDITS FROM OTHER INSTITUTIONS**

No credits will be granted for academic courses that have received a grade lower than a "C."

In the event that credits are not accepted, the student has the right to appeal in writing to the Director of the School within one week of denial, he/she will review the transcript and make a final determination within five (5) days.

Financial Aid award might be affected by the amount of credits granted. Students who receive credits for previous courses must review their financial aid package with a financial aid officer.

## **INTERNAL TRANSFER**

A student wishing to transfer from the original program to another must notify the Registrar's Office of his/her intention. An evaluation of the student performance record is made and all the credit hours already completed that are common to the new academic program are accepted. The student tuition and program length will be adjusted accordingly. The student will receive written notice of the credit(s) allowed, and the adjusted tuition and program length. The student will have to sign a new Enrollment Agreement reflecting the changes.

## **WITHDRAWAL FROM COURSES**

A student desiring to withdraw from a course may do so without penalty during the add/drop period (see "School Calendar" for an exact information on the add/drop schedule). Should a student withdraw after the add/drop period has ended, but before the beginning of the last month of classes, a grade of "W" will be given in that course.

A student who does not comply with the withdrawal procedure will be considered as having failed that course. Consequently, a grade of "F" will be given.

## **ADMINISTRATIVE WITHDRAWAL FROM COURSES**

New Professions Technical Institute, Inc. reserves the right to withdraw courses if registration falls below the required number (4), or if unexpected circumstances so dictate. If students are withdrawn from courses as a result of the administration adjustment, a full refund will be automatically granted.

## **WITHDRAWAL FROM THE INSTITUTE**

If a student decides to withdraw completely and officially from the Institute, he/she is expected to notify the Registrar's Office prior to or upon the date of withdrawal from classes. Failure to follow this procedure may cause the student to fail courses unnecessarily. Tuition will be refunded in accordance with the Institute's Refund Policy (for more information see "Refund Policy").

## **SUSPENSION OR DISMISSAL FROM THE INSTITUTE**

New Professions Technical Institute, Inc. reserves the right to suspend or dismiss from the Institute any student at any time for misconduct or any other behavior not considered to be in the best interest of the student body or the Institute. Students may also be suspended or dismissed from the Institute for excessive absences (more than 10% of the total program hours), unsatisfactory academic progress or non-payment during two (2) consecutive installments.

A student who has been suspended for any of the above reasons may apply in writing for re-admission to the Institute. Regardless of the reason for this disciplinary action, the suspended student may be re-admitted only at the discretion of the Director of the School.

The student will be required to pay a reinstatement fee of twenty dollars (\$20.00) and may re-enter only at the beginning of the next academic period.

## **ATTENDANCE IN CLASS**

Students registered at New Professions Technical Institute, Inc. are expected to attend all class sessions for which they are scheduled unless conditions over which they have no control prevent them to be present. Excessive unexcused absences (more than ten percent (10%) at the end of an academic period may cause the student to be administratively withdrawn from the course(s) in which the absence occur. Students with ten percent (10%) or more unexcused absences at the end of an academic period will be placed on probation. The student will have one (1) academic period in which to improve their cumulative attendance to not less than ninety percent (90%). Failure to do so may result in termination. Excused absences will be granted only for unforeseen circumstances, which must be substantiated in the student's file. It is the responsibility of the student to arrange with the Instructor to make-up work missed because of class absences.

## **TARDINESS**

Students are expected to attend class sessions on time, as they will be in any other professional environment. A student who arrives fifteen (15) minutes after the class session has begun is considered late and will be counted as a full hour of absence. A student who is late for more than one hour must get the School Director's written approval to enter class. In any case the student's tardiness will be documented in the attendance records.

## **EARLY DEPARTURES**

Students are expected to stay in each class session until the Instructor dismisses it. A student who departs fifteen (15) minutes or more before the class session ends will be considered absent for the entire

class period unless the School Director has previously approved the student's departure in writing. In any case the student's early departure will be documented in the attendance records.

### **MAKE UP HOURS**

A student who misses class time will be able to make up the work missed. The hours missed will always remain in their attendance records. Make up hours are not available.

### **MAKE UP WORK**

It is the responsibility of the student to make the necessary arrangements with the Instructor(s) to make-up work missed because of class absences. The make-up work, for each course the student has missed, must be completed within two (2) weeks after the student has returned to class. Failure to comply with this matter will affect the grade(s) of the student. Make up work will be accepted by instructors.

### **LEAVE OF ABSENCE**

A Leave of Absence allows a student to interrupt temporarily his/her academic program. A student may be granted a leave of absence in medical or personal emergencies for a period of time not to exceed ninety (90) days per calendar year.

To obtain a leave of absence, the student must submit a request in writing to the Director of the Institute. The request must specify the reason for the absence, the effective date and date on which the student expects to return to the Institute. A Leave of Absence will become valid when approved by the Director of the Institute.

If a student has requested a Leave of Absence for a period of time not exceeding two (2) weeks, the he/she must return to classes on or before the date specified in the request. In this case, the student is allowed to continue his/her academic program immediately. It is the responsibility of the student to make the necessary arrangement with the Instructor(s) to make-up work missed because of the absence. If the student does not return to classes on or before the date specified in the request and has not notified the Institute, the student's academic load will be withdrawn as of the last date of attendance. If the withdrawal occurs after the last add/drop day (see "School Calendar" for add/drop schedule), a grade of "F" will be given to all the courses he/she registered for during the term in which the leave of absence was granted. Should this situation occur, reinstatement into his/her academic program would be at the beginning of the next term in which the courses that he/she requires are offered. In addition, the student's tuition will be increased accordingly.

If a student has been granted a leave of absence for a period of time exceeding two (2) weeks, then the student's academic load is automatically withdrawn with no effect on his/her academic record (a grade of "W" will be given to each course). Should this situation occur, the student would be required to take the course again at the beginning of the term in which those courses are offered. In this case, the student's tuition will not be modified. If a student leaves the Institute without obtaining the approval of the Director, or does not return to the Institute of the appropriate registration period, the student will be dismissed from the Institute as of the last date of attendance and the refund policy will be applied accordingly (see "Refund Policy" for more information).

### **STUDENT CONDUCT**

All students are expected to comply with the legal and ethical standards of New Professions Technical Institute, Inc. They must behave in a manner consistent with the best interest of the Institute and the other students. Academic dishonesty and/or misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, use and/or possession and/or distribution of illegal drugs or alcoholic beverages, cheating, plagiarism, knowingly furnishing false information to the Institute, forging or altering Institute's documents and/or academic credentials, intentional destruction or damaging of the Institute's property and theft of property from the Institute or other students. The Institute reserves the right to dismiss any student at any time for misconduct as described above. In this event, the refund

policy will be applied as to the day the dismissal became effective. Other instances that also will result in disciplinary action include, but are not limited to, unsatisfactory work, lack of punctuality, excessive absences, foul language and lack of respect for the Instructor and other Institute's personnel. The Institute also reserves the right to impose probation or suspension on a student for unsatisfactory conduct as described above.

No smoking, food or beverages are permitted in the classrooms or any other part of the Institute but those places designated for that purpose.

## **FREEDOM OF INFORMATION ACT**

In accordance with Public Law 93-380, Section 438 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, and Florida Statute s.229.782, students at New Professions Technical Institute, Inc. have the right to inspect their educational records, correct such records if warranted, and students are protected from release of information without written consent. All students' records are open for inspection and review by the student unless he or she waives the right. New Professions Technical Institute, Inc. can have a student sign an all inclusive release form for records and other information, such as for prospective employers, or can have a student sign an individual release form for each request of information. This information will be released from the Director's office of designee only, after the requestor has demonstrated a legitimate need to have such information.

## **RECORD RETENTION**

A hard copy of students academic and financial aid records will be kept for a period of five years. Records are maintained in fire proof cabinets.

Electronic student information is kept indefinitely in our data base system.

## **COPYRIGHT**

Copyright is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works

It is against policy for any student, faculty, staff member, consultant, contractor or other worker at the institution to copy, reproduce, share, or distribute any software, music, games, or movies on institution computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under federal law.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information technology resources at the institution. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

Anyone found to have infringed a copyrighted work may be liable for statutory damages for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed

at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information on United States copyright law, please consult the U.S. Copyright Office's website at <http://www.copyright.gov>.

## READMISSION

A student that has been dismissed from the Institute may apply in writing for readmission. The Director of the Institute will consider the readmission request and depending on the reason(s) for the dismissal, the student may be reinstated only at the beginning of the next term. The student will be required to pay a non-refundable readmission fee of twenty dollars (\$20.00).

## TUITION

The tuition cost for the Academic Programs offered at New Professions Technical Institute, Inc. is as follows:

Tuition is charged on a quarter bases. The student is liable for only the current and prior quarter charges.

Accounting Technology	\$12,420.00
Business Office Specialist	\$10,824.00
Hospitality and Tourism	\$13,920.00
Import/Export Specialist	\$10,824.00
Medical Assistant Diploma	\$13,920.00
Medical Office Specialist	\$12,420.00
English as a Second Language	\$5,370.00

All courses (except English as a Second Language courses) can be taken individually as self-improvement courses at a cost of \$300.00 per credit plus \$50.00 registration fee. Books must be purchased separately.

Minimum enrollment time for English as a Second Language is 1 Quarter (10 weeks) at a cost of \$1,790 plus \$50.00 registration fee.

The Institute reserves the right to modify its tuition and fees without previous notification. However, any change in the tuition cost will only affect new students and any student that has been readmitted to the Institute after such changes occur.

## BOOKS

The books and supplies cost for the Academic Programs offered at New Professions Technical Institute, Inc., is \$230.00 per quarter.

Books and Supplies are charged on a quarter bases. The student is liable for only the current and prior quarter charges.

The books and supplies cost for the English as a Second Language program is \$50 per quarter.

### **OTHER FEES**

The following fees are in effect:

One time Registration Fee	\$50.00
One time Registration Fee for courses taken individually.	\$50.00
Readmission Fee	\$20.00
Processing Fee for evaluation of transcript to establish credit course transferability.	\$20.00 per credit
Processing Fee for each examination given to establish credit for previous experience	\$20.00 per credit

### **METHODS OF PAYMENT**

Full tuition payment is due upon admissions. The student who qualifies for financial assistance must meet with the Financial Aid department and go over their individual payment options.

Monthly payments of the balance (full tuition minus down payment and/or financial aid expected) will be distributed through the length of the academic program.

The institution accepts students' payments in the form of cash, checks, money orders, and debit or credit cards.

All students' payments are due during the first ten days of the month. If payment is not made within the ten days, a late fee of 5% will be applied to the monthly payment.

Failing to meet any month payment might result in administrative termination.

A student who is delinquent in his/her financial obligations to the school will not be issued an academic transcript, diploma or certificate.

Any other payment arrangement will be analyzed and approved by the school administration.

To collect delinquent accounts the administration will contact the student in writing requesting prompt cancellation of all monies owed to the Institution, reminding him/her that according to the school's policies he/she may be suspended or even dismissed from the Institution due to this matter.

If the student refuses to fulfill his/her obligations with the school, the Institution reserves the right to use collecting agencies and any other legal action that may be appropriate.

# **ACADEMIC REGULATIONS**

## **REGISTRATION FOR COURSES**

Registration for courses is held at the beginning of each term according to the scheduled dates indicated in the School Calendar.

## **CLASS SCHEDULES**

New Professions Technical Institute, Inc. is in session throughout the year except for holidays and vacations as shown in the academic calendar (see "School Calendar" for more information). The Institute offers four (4) terms per academic year. Each term consist of ten (10) weeks. Classes are scheduled Monday through Friday between 9:00 a.m. and 2:00 p.m. for the daytime classes and between 6:00 p.m. to 11:00 p.m. for the evening classes.

The Institute observes the following Holidays:

	<b><u>2012</u></b>
Martin Luther King's Day	January 16
President's Day	February 20
Good Friday	April 6
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Veteran's Day	November 11
Thanksgiving Day	November 22-23
Christmas' Recess	December 24 – Jan 6

## **CLOCK TO CREDIT HOUR CONVERSION FORMULA**

The Institute awards credit on a Quarter system. A class hour is equivalent to fifty (50) minutes of instruction in a sixty (60) minute period.

For academic purposes one (1) credit hour is equivalent to ten (10) class hours of lecture, or twenty (20) of laboratory, or thirty (30) hours of externship.

For Financial Aid purposes one (1) credit hour is equivalent to twenty (20) hours of contact (lecture, lab, externship).

## **CLASS LOAD**

Class load refers to the number of credit hours per term that a student is allowed to take. A full-time student carries an academic load equal to the total number of credit hours in that particular term as indicated in the curriculum corresponding to the student's program. The minimum academic load for a part-time student cannot be less than half of the academic load for a full-time student.

## **COURSE NUMBERING SYSTEM**

New Professions Technical Institute, Inc. uses a six digit alpha numeric course numbering system. The first three digits are letters that identify the type of course and the last three digits are numbers that represent the sequence in which they are taught.

## GRADING SYSTEM

Students will be provided with a progress/grade report at the end of each quarter. A copy of the report will be placed in the student's permanent file maintained by the Institute.

Students are graded according to the following Grade Point Average (GPA) system:

GRADE	POINT VALUE	DESCRIPTION	NO. VALUE
A	4.0	EXCELLENT	90 -100
B	3.0	GOOD	80 -89
C	2.0	AVERAGE	70 -79
D	1.0	PASSING	60 -69
F	0.0	FAILURE	0 -59

Grades not used in GPA computation:

W	Withdrew
CR	Transferred/Tested
S	Satisfactory
U	Unsatisfactory
FR	Failed/Retaken

## GRADE POINT AVERAGE (GPA)

Each letter grade has a point value as described above (see "Grading System" for more information). The grade points for each course is determined by multiplying the number of credit hours in that course times the point value equivalent to the grade received in that course. For instance, an "A" in a 3 credit course is equivalent to 12(4X3) grade points. A grade of "B" in the same course is equivalent to 9(3X3) grade points.

The Grade Point Average of a student is computed by adding the total grade point values for all the courses and dividing by the total number of credit hours assigned to all courses attempted. For instance, consider a student who has earned an "A" in one 3 credit hour course (12 grade points), a "B" in a second 3 credit hour course (9 grade points) and a "C" in a third 3 credit hour course (6 grade points). The 27 grade points earned in the 9 credit hours attempted by that student, would result in a GPA of  $(27/9) = 3.0$ .

## SATISFACTORY/UNSATISFACTORY (S/U) GRADE

Used to evaluate the performance of students participating in the remedial courses. Satisfactory and Unsatisfactory grades are not used in GPA calculations.

## REPEATING COURSES

A student, who has received a grade of "F" in a course, must repeat that course to comply with the requirements for graduation. The first attempt will also be shown, but the cumulative GPA will be recalculated to count the last attempt only.

English as a Second Language students can repeat a level one time and a maximum of two levels for the program in order to graduate within the 1 ½ time frame allowed.

Career students can repeat a course one time and a maximum of four courses for the program to graduate within the 1 ½ time frame allowed.

## **INCOMPLETES**

The school does not use incomplete grades. Students unable to finish a course for extenuating circumstances must discuss the problem with the instructor and the Director of Education and special arrangements can be made. Once the student has satisfied what was established, the instructor will fill out a Change of Grade form and turn it in to the administration for recording.

## **INSTRUCTOR/STUDENT RATIO**

The Institution's Instructor/Student ratio for classroom will not exceed 1 to 25. In the School's Labs, the Student/Equipment ratio is 1 to 1 and the Instructor/Student ratio will not exceed 1 to 25.

## **SATISFACTORY ACADEMIC STANDARDS OF PROGRESS**

To remain in good academic standing at New Professions Technical Institute, Inc., a student must maintain satisfactory academic progress toward the completion of his/her academic program of study.

The academic progress of each student is evaluated at the end of each academic period (10 weeks- 1 quarter) by the administration to identify students who experience academic difficulties.

Qualitative progress: A student will be considered in good academic standing if he/she has earned a minimum GPA of 2.0 or higher for the academic period and maintained a minimum cumulative GPA of 2.0.

Quantitative progress: A student will be considered in good academic standing if he/she as has achieved 70% of the credit hours attempted for the academic period.

Grades of "F" are counted as credits attempted but not achieved and have a value of 0 towards the GPA.

Any student who fails for the first time to maintain a good academic standing as described above, will be placed on academic probation during the next academic period (10 weeks-1 quarter). The student will remain eligible for Federal Aid while on Probation. A student who fails to reach the minimum academic progress for the probation period will be dismissed from the Institution. Should a student be dismissed for unsatisfactory academic progress, he/she may submit a written appeal to the Director of Education. The appeal must be submitted at least seven (7) working days before the beginning of the following term. The Director will review the request and send a written notice to the student stating the final decision regarding the academic dismissal. This written notification will be sent to the student within seven (7) working days counted from the day the written appeal would have been submitted for consideration. It should be notice, however, that any unforeseen complication may delay the completion of the appeal process. A student who successfully appeals will be reinstated for an additional term and will remain on academic probation and subject to the same requirements as any other student on academic probation.

## **PROGRAM TIME FRAME**

To maintain satisfactory progress toward the completion of a "Program of Study", any academic training must be completed within one hundred and fifty percent (150%) of the minimum number of grading terms will be based on the credit hours per term attempted by the student (see "Programs of Study" for more information on the length of each academic program). A student, who fails to successfully complete his /her academic program within the time frame as described above, will not be eligible for graduation.

Any period of time during which a student has been granted a Leave of Absence will not be used in calculating the duration of the student's enrollment for purposes related to the determination of a student's compliance with the Institute's standards of progress.

## **REINSTATEMENT**

A student who has been suspended due to unsatisfactory academic progress may be reinstated at the beginning of the term following the one in which the student was on academic suspension. In this event, the student will be placed on academic probation during the term and must attain at least the required minimum academic progress. Failure to do so will result in student being dismissed from the Institute.

## **REQUIREMENT FOR GRADUATION**

To be eligible for graduation, a student seeking graduation from any academic program, must have completed his/her full academic program as listed in the catalog (see "Programs of Study") within the corresponding time frame (see "Program Time Frame"). In addition, the student must have earned a minimum cumulative grade point average of 2.0 (equivalent to a "C" grade average). Graduates must fulfill all financial obligations to the Institute, including tuition charges and other expenses, before the end of the final term. Diploma and Transcript will not be issued to any Graduate unless he/she has complied with his/her financial obligations.

## **GRADUATION WITH HONORS**

Students who graduate from any of the academic programs and have earned a cumulative Grade Point Average of 3.50 and above are entitled to the appropriate honor designations. Graduates with a cumulative GPA between 3.50 and 3.69 are honor with the distinction of "Cum Laude". Those with a cumulative GPA between 3.70 and 3.89 are honor with the distinction of "Magna Cum Laude" and those who have earned a cumulative GPA of 3.90 and higher are honor with the highest distinction of "Summa Cum Laude".

Honors graduates will receive special recognition during graduation ceremonies.

## **GRADUATION**

Graduation ceremonies for Academic Programs are held every other month during the year. A graduate must fulfill all financial obligations, including tuition charges and other expenses, before his/her credential is issued.

## **RESERVATION AS TO PROGRAMS AND CHANGES**

New Professions Technical Institute, Inc. reserves the right to modify its tuition and fees, withdraw courses and programs if registration falls below the required number (at least five (5) students) or due to unforeseen circumstances. Course additions, deletions and changes are made to the academic programs periodically to keep them up-to-date. Consequently, specific course requirements may be changed according to the best interest of the students.

If the school cancels a class/course, the student will be refunded all tuition and fees for that class/course.

## **CENTER OF PROFESSIONAL DEVELOPMENT**

The Center of Professional Development of New Professions Technical Institute, Inc. is responsible for developing and coordinating a broad range of self-improvement courses. These non-credit courses and other services are offered to the general public in our community on a regular basis. In addition, custom-designed self-improvement courses, seminars and workshops can be developed to meet the needs of organizations requiring specialized job-oriented training for their employees. These services can be provided at the worksite or on the Institute's Premises; whichever is more appropriate, at times convenient to the program participants.

# ***PROGRAMS OF STUDY***

## **GENERAL INFORMATION**

New Professions Technical Institute, Inc. offers a variety of academic programs designed to provide the education necessary to meet the demand for qualified supporting personnel in the Business and Industry areas.

To complete an academic program, students must demonstrate that they have mastered the specific job-related requirements including any communication and computation competencies.

New Professions Technical Institute, Inc. offers a variety of academic opportunities including the following programs:

ACCOUNTING TECHNOLOGY  
BUSINESS OFFICE SPECIALIST  
HOSPITALITY AND TOURISM  
IMPORT / EXPORT SPECIALIST  
MEDICAL OFFICE SPECIALIST  
MEDICAL ASSISTANT

Additionally, New Professions Technical Institute, Inc. also offers a six level Vocational English as a second language program.

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

New Professions Technical Institute, Inc. will award a Diploma to students who complete all the academic requirements as stated in the School Catalog.

The courses required to complete each of these academic programs are listed in the following pages.

## ACCOUNTING TECHNOLOGY

This program is designed to prepare students for entry level positions in the accounting field providing them with a variety of basic accounting skills. The curriculum provides the student the career-oriented skills they will need to succeed in an entry-level position within a related field of accounting including bookkeeping, tax preparation, accounts receivable, accounts payable, payroll and risk management.

Total Number of Quarter Credit Hours: 45.5  
 Total Number of Clock Hours: 780  
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7  
 Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 001 Introduction to Business	40	3
ACC 002 Principles of Accounting I	40	3
ACC 003 Principles of Accounting II	40	3
ACC 004 Income Tax Preparation	50	3
ACC 005 Managerial Accounting	50	3.5
CPT 032 Word Processing	60	3.5
CPT 033 Electronic Spreadsheets	50	3
CPT 038 Electronic Presentation Design	50	3
CPT 039 Computerized Accounting I	50	3.5
CPT 044 Computerized Accounting II	50	3
DEV 001 Professional Development	50	4
MAT 001 Business Math	40	3
ACCEXT Externship	210	7

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$13,160 (includes enrollment fee, tuition and books)

2010 GRADUATES (program's first class - August 2011)

MEDIAN LOAN DEBT:	N/A
ON TIME COMPLETION RATE:	N/A
JOB PLACEMENT RATE:	N/A

ONET: <http://www.onetonline.org/find/quick?s=accounting+technology>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics: <http://www.bls.gov/oco/>

## BUSINESS OFFICE SPECIALIST

This program is designed to provide graduates with the basic foundation for entry level positions in the field of business computer operations. The program provides the graduate with a hands-on approach to the most widely used business computer applications in the industry. Microsoft Office software programs are presented in a clear and concise format which enhances learning and accelerates training. The student is introduced to Keyboarding to develop speed and accuracy. It is followed by Word Processing, Electronic Spreadsheets, Electronic Presentation Design and Professional Desktop Publishing. The Principles of Accounting and Computerized Accounting courses provide an added skill for entry level positions in the business field.

Total Number of Quarter Credit Hours: 41

Total Number of Clock Hours: 610

Total Number of Quarters / Weeks / Months: 3 / 30 / 7

Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 001 Introduction to Business	40	3
ACC 002 Principles of Accounting I	40	3
ACC 003 Principles of Accounting II	40	3
DEV 001 Professional Development	50	4
GEC 002 Business English	40	3
MAT 001 Business Math	40	3
CPT 007 Professional Desktop Publishing	50	3
CPT 032 Word Processing	60	3.5
CPT 033 Electronic Spreadsheets	50	3
CPT 038 Electronic Presentation Design	50	3
CPT 040 Advance Word & Electronic Spreadsheets	50	3
CPT 039 Computerized Accounting I	50	3.5
CPT 044 Computerized Accounting II	50	3

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$11,564 (includes enrollment fee, tuition and books)

2010 GRADUATES

MEDIAN LOAN DEBT: \$4,848

ON TIME COMPLETION RATE: 73%

JOB PLACEMENT RATE: 78%

ONET: <http://www.onetonline.org/find/quick?s=Business+Computer+Specialist>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics: <http://www.bls.gov/oco/>

## HOSPITALITY AND TOURISM

This program teaches the students the basics for an entry level position in restaurants, hotels, and travel industry. Students will learn the dynamics of the two fastest growing industries .The program will provide students with hands-on practice projects that will help them develop business skills and workplace competencies. An externship of 180 hours will enable students to apply their classroom knowledge to actual work experiences at an approved externship site

Total Number of Quarter Credit Hours: 54  
 Total Number of Clock Hours: 880  
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7  
 Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 002 Principles of Accounting I	40	3
CPT 032 Word Processing	60	3.5
CPT 033 Electronic Spreadsheets	50	3
DEV 001 Professional Development	50	4
ICO 005 Introduction to International Commerce	40	3
HMT101 Introduction to Hospitality and Tourism	50	4
HMT102 Food and Beverage Management	50	3.5
HMT103 Housekeeping and Maintenance	50	3.5
HMT105 Corporate Travel, Gaming and Resorts	50	3.5
HMT107 Guest Services	50	3.5
HMT108 Reservations and Transportation	50	3.5
HMT109 Computer Applications in the Travel Industry	50	3
GEC 002 Business English	40	3
MAT 001 Business Math	40	3
HMT EXT Externship	210	7

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$14,660 (includes enrollment fee, tuition and books)

2010 GRADUATES (program's first class - June 2011)

MEDIAN LOAN DEBT:	N/A
ON TIME COMPLETION RATE:	N/A
JOB PLACEMENT RATE:	N/A

ONET: <http://www.onetonline.org/find/quick?s=hospitality+and+tourism>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics: <http://www.bls.gov/oco/>

# IMPORT / EXPORT SPECIALIST

This program provides the graduate with a solid foundation of procedures in the Import/Export industry. Upon graduation the Import/Export Specialist is familiar with the documents needed to move merchandise via Air, Maritime, and Inland to its destination. Courses like Management of Air and Maritime Operations & Cargo focus on Export and Import documentation and procedures from and into the United States (US). Supporting courses like Economic Geography, Introduction to International Commerce, Management of Hazardous Material and International Trade Operations, Procedures, Regulations and Documentation allow an overview into the daily activities of Import/Export. This entry level training prepares the graduate to employment in organizations like Freight Forwarders, Cargo Air lines, Ocean Container lines, Logistical Support facilities and Import/Export companies.

Total Number of Quarter Credit Hours: 45.5

Total Number of Clock Hours: 610

Total Number of Quarters / Weeks / Months: 3 / 30 / 7

Credential awarded: Diploma

	Clock Hours	Credit Hours
ACC 001 Introduction to Business	40	3
CPT 032 Word Processing	60	3.5
CPT 033 Electronic Spreadsheets	50	3
CPT 038 Electronic Presentation Design	50	3
DEV 001 Professional Development	50	4
MAT 001 Business Math	40	3
ICO 002 Export Air & Maritime Cargo	50	4
ICO 004 Import Air & Maritime Cargo	40	3
ICO 005 Introduction to International Commerce	40	3
ICO 006 Export Documentation and Procedures	40	3
ICO 007 Import Documentation and Procedures	40	3
ICO 008 Introduction to International Marketing	30	3
ICO 015 Freight Forwarder Operations	50	4
ICO 031 Basic Management of Hazardous Material	30	3

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$11,564 (includes enrollment fee, tuition and books)

## 2010 GRADUATES

MEDIAN LOAN DEBT:	\$4,850
ON TIME COMPLETION RATE:	71%
JOB PLACEMENT RATE:	85%

ONET: <http://www.onetonline.org/find/quick?s=import+and+export>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics: <http://www.bls.gov/oco/>

## MEDICAL ASSISTANT

This program teaches the students the basics for entry-level position in the medical field as a medical assistant. Upon completion of this program, the graduates will have a working knowledge of medical terminology, anatomy, physiology and medical procedures. Student will learn both front and back office procedures including but not limited to: checking patient in vital signs, clinical history taking, electrocardiogram and basic medical lab/x-ray techniques.

Total Number of Quarter Credit Hours: 50.6

Total Number of Clock Hours: 840

Total Number of Quarters / Weeks / Months: 3 / 30 / 7

Credential awarded: Diploma

	Clock Hours	Credit Hours
CPT 032 Word Processing	60	3.5
DEV 001 Professional Development	50	4
MED 001 Medical Terminology	30	3
MED 006 Anatomy and Physiology	30	3
MED 010 Medical Office Management	40	3
MED 011 Medical Procedures I	90	5.5
MED 012 Medical Procedures II	100	7
MED 014 Electrocardiogram	40	2.5
MED 015 Emergency Medical Care	50	3
MED 016 The Medical Assistant Professional	90	5.5
MED 017 Phlebotomy and Hematology	60	4
MAD EXT Externship	200	6.6

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$14,660 (includes enrollment fee, tuition and books)

### 2010 GRADUATES

MEDIAN LOAN DEBT:	\$6,031
ON TIME COMPLETION RATE:	94%
JOB PLACEMENT RATE:	68%

ONET:

<http://www.onetonline.org/find/quick?s=medical+assistant>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics:

<http://www.bls.gov/oco/>

## MEDICAL OFFICE SPECIALIST

This program teaches the students the basics for entry-level positions in the medical field with emphasis on coding and billing. Introductory subjects like Medical Office Procedures, Law & Ethics, and Medical Terminology lay the ground work in this exciting career. While courses in Coding, Medical Insurance, Medical Billing and Reimbursement are the backbone of the program. This program prepares the graduate to face the many challenges observed on a daily basis in a medical office environment.

Total Number of Quarter Credit Hours: 47.5  
 Total Number of Clock Hours: 780  
 Total Number of Quarters / Weeks / Months: 3 / 30 / 7  
 Credential awarded: Diploma

	Clock Hours	Credit Hours
CPT 032 Word Processing	60	3.5
CPT 033 Electronic Spreadsheets	40	3
DEV 001 Professional Development	50	4
MAT 001 Business Math	40	3
MED 001 Medical Terminology	30	3
MED 002 Medical Coding I	30	2
MED 003 Medical Coding II	40	2.5
MED 004 Medical Insurance I	50	3
MED 005 Medical Insurance II	50	3
MED 006 Anatomy and Physiology	30	3
MED 009 Medical Billing Software	50	3
MED 010 Medical Office Management	40	3
MED 020 Medical Billing and Reimbursement	40	3
MED 023 Medical Coding III	40	2.5
MOS EXT Medical Office Externship	180	6

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

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Externship hours = 1 credit

Program Cost: \$13,160 (includes enrollment fee, tuition and books)

### 2010 GRADUATES

MEDIAN LOAN DEBT:	\$4,850
ON TIME COMPLETION RATE:	86%
JOB PLACEMENT RATE:	70%

ONET: <http://www.onetonline.org/find/quick?s=medical+administration+specialist>

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

Bureau of Labor Statistics: <http://www.bls.gov/oco/>

## ENGLISH AS A SECOND LANGUAGE

This program is designed for non-native speakers of the English Language and for those students who may have limited English skills. The objective of this academic program is to provide a practical training of the English Language to individuals who already possess a knowledge, training and/or skill and need the language to obtain gainful employment. The students will develop the skills necessary to achieve an appropriate competence in speaking and listening, reading, writing, and grammar. Upon completion, the student should have a basic understanding of the language and be proficient to engage in communication activities that may arise in everyday situations, and in academic and professional settings.

Total Number of Quarter Credit Hours: 48

Total Number of Clock Hours: 720

Total Number of Quarters / Weeks / Months: 3 / 30 / 7

Credential awarded: Diploma

	Clock Hours	Credit Hours
ESL 01 Beginning I	120	8
ESL 02 Beginning II	120	8
ESL 03 Intermediate I	120	8
ESL 04 Intermediate II	120	8
ESL 05 Advanced	120	8
ESL 06 Conversation and Employability Skills	120	8

Quarter Credit hour conversion

10 Lecture hours = 1 credit / 20 Lab hours = 1 credit

Program Cost: \$5,570 (includes enrollment fee, tuition and books)

National Center for Education Statistics:

<http://nces.ed.gov/collegenavigator/?q=new+professions+technical+institute&s=all&id=434469>

# COURSE DESCRIPTIONS

## **ACC 001 INTRODUCTION TO BUSINESS**

**Credits 3**

This course is an introduction to the field of Business Management. Students will learn how to design the formal structure of an organization, to communicate effectively in the workplace, and to apply technology in the process of managing information. From legal business structures to market analysis, from office documentation and procedures to time management the students are exposed to the many aspects of business management.

## **ACC 002 PRINCIPLES OF ACCOUNTING I**

**Credits 3**

This course is an introduction to the field of Accounting. Students will learn to analyze and summarize a company's financial transactions, to translate accounting information into meaningful terms used by a company's management for business decisions, and to understand the systems identified as accounting. Emphasis is made on basic accounting procedures such as recording transactions, creating T-accounts, trial balances and financial statements.

## **ACC 003 PRINCIPLES OF ACCOUNTING II**

**Credits 3**

This course is a continuation of Principles of Accounting I. Students will learn how to record, classify, and summarize in terms of money the transactions and events of financial character and subsequently to interpret the results thereof. Further emphasis is placed on adjustment entries and closing entries to complete the accounting cycle.

## **ACC 005 MANAGERIAL ACCOUNTING**

**Credits 3.5**

This course is an introduction to the concepts of management accounting for production activities and techniques useful in evaluation, planning, organization and control of a business enterprise. Emphasis is placed on three areas of internal responsibility: cost determination, planning and control, and long-term decision making.

## **ACC 004 INCOME TAX PREPARATIONS**

**Credits 3**

This course is an introduction to the fundamental principles of federal income taxation, particularly as applied to individuals, including the concepts of gross income, identification of the proper taxpayer, deductions, income tax accounting, capital gains and losses, deferred payment sales and non-recognition transactions. Consideration will be given to issues of tax policy and tax planning techniques.

## **ACC EXT ACCOUNTING TECHNOLOGY EXTERNSHIP**

**Credits 7**

Students will participate in an externship program in order to gain work experience. Each student will be placed in a real work environment under the supervision of an accounting specialist who will evaluate and report his/her performance.

## **CPT 007 PROFESSIONAL DESKTOP PUBLISHING**

**Credits 3**

This course is an introduction to the basic concepts, features and commands of the most popular commercial Desktop Publishing Software. Students will learn to use a personal computer to produce typeset quality text and clean graphic images, merge text and graphics, and print documents producing camera-ready pages for offset printing or photocopier reproduction. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

## **CPT 032 WORD PROCESSING**

**Credits 3.5**

This course is an introduction to the concepts, features and commands of the most popular commercial Word Processing software. Students will learn how to create, format, edit, merge and print documents using basic capabilities of Word Processing software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

## **CPT 033 ELECTRONIC SPREADSHEETS**

**Credits 3**

This course is an introduction to the concepts, features and commands of the most popular commercial Electronic Spreadsheets software. Students will learn to create, format, edit, link and print spreadsheets using basic capabilities of Electronic Spreadsheets software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

## **CPT 038 ELECTRONIC PRESENTATION DESIGN**

**Credits 3**

This course is an introduction to one of the most popular Electronic Presentation software. Students will acquire the necessary skills to create professional presentations to convey ideas to others. Topics include, but are not limited to, establish the design of a presentation, display desired information on slides, display slides by means of an electronic

slide show as well as editing the slides. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**CPT 039 COMPUTERIZED ACCOUNTING I**

**Credits 3.5**

This course is an introduction to the field of Computerized Accounting. Students will learn to work with electronic applications in order to perform similar transactions to those covered in "Principles of Accounting", using the latest commercial accounting software. The knowledge acquired to operate this software helps a company's management provide financial information that guides the effective business decisions. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**CPT 040 ADVANCED WORD AND EXCELL**

**Credits 3**

This course is a continuation of CPT 032 and CPT 033. Student will be introduced to more advanced concepts of both software programs. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. Laboratory is required.

**CPT 044 COMPUTERIZED ACCOUNTING II**

**Credits 3**

This course is a continuation of Computerized Accounting I. Students will learn to work with an expanded version of the electronic applications learned in Computerized Accounting I. The course adds substance to the basics by training students with tasks that are crucial to keeping an accounting system up to date and ready to present reliable financial information to management. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**DEV 001 PROFESSIONAL DEVELOPMENT**

**Credits 4**

This course is designed to help the student develop the necessary skills and knowledge needed to enter the current job market. This preparation will be accomplished by helping students improve their communication skills in a business environment, their resume writing skills as well as their job searching and job interviewing techniques.

**GEC 002 BUSINESS ENGLISH**

**Credits 3**

This course is an introduction to the field of Business English. Students will learn the basic grammar structures to be able to convey information and ideas in clear, comprehensive language, as well as interpret and utilize the information communicated by others. In addition, this course will provide students with practice in business correspondence, including letters, memos and e-mails.

**HMT 101 INTRODUCTION TO HOSPITALITY AND TOURISM**

**Credits 4**

This course is designed to introduce students to the fundamental characteristics of the hospitality industry, including hotels, restaurants, and travel, as well as the history, structure, and standing operating procedures encountered in the hospitality industry.

**HMT 102 FOOD AND BEVERAGE MANAGEMENT**

**Credits 3.5**

This course is designed to give the students an overview of the food service industry. Students will learn about different types of restaurants, their organization and management as well as the different production standard procedures and related operations.

**HMT 103 HOUSEKEEPING AND MAINTENANCE**

**Credits 3.5**

This course introduces students to the techniques for effective management of inventory, laundry, linen selection, as well as to the cleaning and safety procedures and standards, environmental issues, and human resource management.

**HMT 105 CORPORATE TRAVEL, GAMING AND RESORTS**

**Credits 3.5**

This course is designed to give the students an overview of the standard techniques used in the travel industry especially as it relates to corporate executives travelling primarily for business purposes. In addition this course helps students achieve a clear understanding of the entertainment aspects of the hospitality industry by making students understand how resorts, casinos and hotels properties are conceived as tourist destinations.

**HMT 107 GUEST SERVICES**

**Credits 3.5**

This course is designed to introduce the students to the study of guest service management within the hospitality industry. Emphasis is placed on the development of service standards and the problem solving process.

**HMT 108 RESERVATIONS AND TRANSPORTATION**

**Credits 3.5**

This course is designed to introduce students to the reservation procedures unique to the Hospitality industry. It also

prepares the students in the many challenges offered in the transportation aspect both internal and external to a given location in the Hospitality and Tourism industry.

**HMT 109 COMPUTER APPLICATIONS IN THE TRAVEL INDUSTRY**

**Credits 3**

This course is designed to allow students gain basic knowledge in the use of the current technology available to the Travel and Tourism industry.

**HMT EXT HOSPITALITY AND TOURISM EXTERNSHIP**

**Credits 7**

Students will participate in an externship program in order to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance.

**ICO 002 EXPORT AIR AND MARITIME CARGO**

**Credits 4**

This course is an introduction to the field of Export Operations. Students will learn how to prepare the documents needed to export goods from the United States to countries around the world. Students will use Incoterms, Customs Regulations and official documents to correspond from the initial contact between Exporter/Shipper and Importer/Consignee in order to move merchandise using either an air and/or maritime carrier to its final destination.

**ICO 004 IMPORT AIR AND MARITIME CARGO**

**Credits 3**

This course is an introduction to the field of Import Operations. Students will learn how to prepare documentation needed to import goods to the United States via air and/or maritime carrier. This course demonstrates how the importer interacts with, and supervises, a variety of key personnel to successfully receive its shipment.

**ICO 005 INTRODUCTION TO INTERNATIONAL COMMERCE**

**Credits 3**

This course is designed to present students with the basic principles of international commerce. Students will learn how to calculate the volumetric weight, space and tariff; the use of government regulations for Export (Schedule B) and import (Harmonized Tariff Schedule) as well as the definition of Incoterms used in International Trade Operations.

**ICO 006 EXPORT DOCUMENTATION AND PROCEDURES**

**Credits 3**

This course is designed to help students develop the knowledge and the technical skills needed in order to manage the integral functions of international trade operations. Students will review all the functional operations of an import/export business. They will use US government manuals governing the proper way to fill-out documents utilized in the export industry.

**ICO 007 IMPORT DOCUMENTATION AND PROCEDURES**

**Credits 3**

This course is designed to train students to manage the integral functions of international trade operations using the latest industry software. Using real-life scenarios, students will generate the computerized documents needed to import merchandise from any country into the U.S. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**ICO 008 INTRODUCTION TO INTERNATIONAL MARKETING**

**Credits 3**

This course is designed to train students in how to handle the marketing of the products overseas, including some knowledge of economic geography, economic facts, Freight Forwarding and international logistics, as well as to learn about costing and pricing in the international market, to finally learn how to administrate the marketing variables.

**ICO 015 FREIGHT FORWARDER OPERATIONS**

**Credits 4**

This course is designed introduces the student to two (2) leading Logistical software used in the Import Export industry. Students enter data to a variety of documents used to move order into and out of the United States. The student is given "real time movement" they will enter the information, track the movement from the Exporter, through designated shipping company, pass the government Custom agency and finally to the Consignee's warehouse.

**ICO 031 BASIC MANAGEMENT OF HAZARDOUS MATERIAL**

**Credits 3**

This course is an introduction to the principles and regulations that govern the transportation of hazardous material. The Hazardous Materials Regulations (HMR) is issued by the U.S. Department of Transportation (USDOT) and governs the transportation of hazardous materials in interstate, intrastate, and foreign commerce. Students will acquire a basic understanding of the HMR in order to be able to classify hazards, packing groups and general packing requirements such as labeling and marking, as well as storage and loading instructions. Knowledge of these procedures enables students to comply with the regulations and the law.

**MAT 001 BUSINESS MATH**

**Credits 3**

This course is designed to review basic math principles and its application in business. Students will use simple mathematical operations such as addition, subtraction, multiplication, division, calculation of percents, ratios

proportions and other operations in order to be able to conduct business transactions.

**MED 001 MEDICAL TERMINOLOGY**

**Credits 3**

This course is an introduction to medical terminology. Students will learn the current medical nomenclature as well as the Latin prefixes, roots, and suffixes that translate their medical meaning. In addition, students will learn to use the medical references and resources for research and practice.

**MED 002 MEDICAL CODING I**

**Credits 2**

This course is an introduction to Medical Coding. Students will learn the complex coding principles applied in today's medical insurance industry using the CPT and ICD9 coding manuals so as to correctly bill the responsible party.

**MED 003 MEDICAL CODING II**

**Credits 2.5**

This course is a continuation of Medical Coding I. The students will learn to apply the more advanced concepts of code diagnostics for the purpose of billing and insurance verification. To achieve this objective students will learn how to use the latest Coding Software in the industry. No previous computer training or experience is required. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**MED 023 MEDICAL CODING III**

**Credits 2.5**

This course is a continuation of Medical Coding II. Students will learn to apply the more advanced concepts of code diagnostics to real life scenarios. Using the coding manuals and the industry's Coding Software, students will prepare billing and insurance statements. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**MED 004 MEDICAL INSURANCE I**

**Credits 3**

This course is designed to help students become familiar with the insurance claim forms for the different providers, such as AETNA , Prudential, HMO's, Medicaid, Medicare, and Workman's Compensation.

**MED 005 MEDICAL INSURANCE II**

**Credits 3**

This course is a continuation of Medical Insurance I. Students will continue to work with insurance claim forms. This course provides a hands-on training on handling the various claim forms used by different providers such as insurance companies and government programs.

**MED 006 ANATOMY AND PHYSIOLOGY**

**Credits 3**

This course is designed to introduce students to the basic anatomy of the human body as well as the individual functions of the organs. Classes are structured starting from the elemental atom, and progressing in complexity until the organism is fully integrated as a functional unit.

**MED 009 MEDICAL BILLING SOFTWARE**

**Credits 3**

This course is designed to train students in using the widely accepted medical billing software. This software prepares students in billing procedures, invoice disbursement and follow-up procedures. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student. No previous computer training or experience is required. Laboratory is required.

**MED 020 MEDICAL BILLING AND REIMBURSEMENT**

**Credits 3**

This course is designed to enable students to understand the way the insurance companies process payment of the claims. Students will learn to determine if the medical services were paid correctly or, if it is necessary, to appeal and request the processing of the proper payment.

**MED 010 MEDICAL OFFICE MANAGEMENT**

**Credits 3**

This course is an introduction to basic medical office procedures. Topics covered include, legal and ethical issues, commonly used office equipment, the handling of patient records, filing, telephone skills, and scheduling appointments. Electronic medical records software will be used for hands on training.

**MED 011 MEDICAL PROCEDURES I**

**Credits 5.5**

This Course is designed to teach the student the different clinical concepts and competencies necessary to meet certification standards in the field of Medical Assistance. This course will cover such areas as Asepsis, Common infections, Interview and Examination, History and Vitals, and Assisting in Specialized Examinations.

**MED 012 MEDICAL PROCEDURES II**

**Credits 7**

This Course is designed to teach the student the different clinical concepts and competencies necessary to meet

certification standards in the field of Medical Assistance. This course will cover such areas as Assisting in Hot and Cold therapy, Lab procedure, Collecting specimens, Microbiology, Nutrition, Pharmacology and Drug administration.

**MED 014 ELECTROCARDIOGRAM**

**Credits 2.5**

This course is an introduction to the field of Electrocardiogram techniques (EKG). Students will learn how to prepare the EKG instruments for examinations, to apply the electrodes on a patient, and to read the diagnostic printout.

**MED 015 EMERGENCY MEDICAL CARE**

**Credits 3**

This course is designed to provide students with a basic knowledge in emergency medicine. Students will learn to provide treatment of several medical emergencies such as wounds, hemorrhages, shock, heat exhaustion, poisoning, lacerations, dislocations, fractures, electrical burns and others. This training is given in lectures and hands-on demonstrations.

**MED 016 THE MEDICAL ASSISTANT PROFESSIONAL**

**Credits 5.5**

This course is designed to support and enhance the Medical Assistant externship practice. In a class that simulates a real life work environment, students will reinforce the practice of the essential tasks that define the scope of the Medical Assistant Program such as preparing patients for procedures and treatment, taking vitals, performing capillary and venipunctures, and assisting physicians with patient care. Students must be on their final quarter and be in satisfactory progress to take this class.

**MED 017 PHLEBOTOMY AND HEMATOLOGY**

**Credits 4**

This course is an introduction to the field of Phlebotomy and Hematology. Students will learn how to draw and process blood, prepare blood donors, and do routine blood tests used in today's laboratories. Other competencies include the study of blood cells, sedimentation rate, blood smears, bleeding time and urinalysis.

**MAD EXT MEDICAL ASSISTANT EXTERNSHIP**

**Credits 6.6**

Students will participate in an externship program in order to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance. Prerequisites: to participate in the "Medical Assistant" externship program, students must have earned passing grades during the first two quarters.

**MOS EXT MEDICAL OFFICE SPECIALIST EXTERNSHIP**

**Credits 6**

Students will participate in an externship program in order to gain work experience. Each student will be placed in a real work environment under the supervision of a specialist who will evaluate and report his/her performance. Prerequisite: to participate in the "Medical Office Specialist" externship program, students must have earned passing grades during the first two quarters.

## ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

### **ESL 01 BASIC LISTENING, SPEAKING, READING, WRITING AND GRAMMAR I**

**Credits 8**

This is an introductory course designed to assist non-native speakers of the English Language in developing both the comprehension and the oral skills to express themselves correctly in simple everyday and job related situations. Students will develop the basic vocabulary as well as the key grammar points needed to achieve this objective.

### **ESL 02 BASIC LISTENING, SPEAKING, READING, WRITING AND GRAMMAR II**

**Credits 8**

This course is a continuation of ESL 001. Further emphasis is made on developing the ability to understand and manipulate verbal expressions in order to correctly establish communication in more complex everyday and professional settings. Students will develop the appropriate vocabulary and grammar to achieve this goal. Prerequisite: ESL 01

### **ESL 03 INTERMEDIATE, LISTENING, SPEAKING, READING, WRITING AND GRAMMAR I**

**Credits 8**

This course is designed to assist intermediate level speakers of the English language in developing the ability to handle a variety of verbal and written communication tasks that may arise in social and work related situations. Students will also develop the ability to read and write more effectively in order to better understand the dynamics of the language. Prerequisite: ESL 02

### **ESL 04 INTERMEDIATE, LISTENING, SPEAKING, READING, WRITING AND GRAMMAR II**

**Credits 8**

This course is a continuation of ESL 03. This course is designed to assist students to further develop the ability to handle with confidence a variety of verbal and written communication tasks in a social as well as a professional setting. Students will learn to use more complex grammatical structures in order to construct narrative and descriptive paragraphs. Prerequisite: ESL 003

### **ESL 05 ADVANCED, LISTENING, SPEAKING, READING, WRITING AND GRAMMAR I**

**Credits 8**

This course is designed to assist students in developing the ability to discuss coherently topics of particular interest. Verbal communication skills are practiced to support the exposition of opinions and explanations of the specific subject matter being discussed. This is also a vocabulary-building course where students analyze the meaning of new words within the context of the reading material. Prerequisite: ESL 004

### **ESL 06 CONVERSATION AND EMPLOYABILITY SKILLS**

**Credits 8**

This course is a continuation of ESL 005. In addition to assisting students in further developing their communication skills, emphasis is placed in resume preparation, job searching techniques and job interviews. Students will present their resumes and will conduct mock job interviews in order to be better prepared to join the work force. Prerequisite: ESL 005

## ***CONSUMER INFORMATION***

Federal Regulations required schools to provide consumer information to its students on an annual basis. This information will help students to make informed decisions and be aware of their choices, their rights and their responsibilities.

Please review this catalog to find information that will be valuable in assessing your expectations regarding your career decision both in terms of the potential benefits and of your financial responsibilities.

Each program information page provides the median loan debt, the on-time completion rate and the job placement rate. You can research the web sites sited to obtain additional information.

The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

<http://nces.ed.gov/collegenavigator>

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. Information from this database forms the heart of O\*NET Online, an interactive application for exploring and searching occupations. The database also provides the basis for our Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration** (USDOL/ETA) through a grant to the North Carolina Employment Security Commission.

<http://www.onetonline.org>

Bureau of Labor Statistics: <http://www.bls.gov/oco>

Visit our web site [www.npti.edu](http://www.npti.edu) for additional information.

# INSTITUTE ORGANIZATION

## ADMINISTRATIVE PERSONNEL

<i>German Ladislao Prieto</i>	<i>President</i>
<i>Jose Vazquez</i>	<i>Vice-President</i> <i>Financial Aid Director</i>
<i>Teresa De Leon</i>	<i>School Director</i>
<i>Angie Valls</i>	<i>Admissions Director</i>
<i>Erika Mendelsohn</i>	<i>Director of Education</i>
<i>Elizabeth Gadea</i>	<i>Career Services Director</i>
<i>Arthur Reyes</i>	<i>Student Services Director</i>
<i>Maria Faughaner</i>	<i>Career Advising Manager</i>
<i>Mariela Vega</i>	<i>Career Advising Assistant</i>
<i>Emma Perez</i>	<i>Admissions Representative</i>
<i>Meisy Rugama</i>	<i>Admissions Representative</i>
<i>Viviana Martinez</i>	<i>Admissions Representative</i>
<i>Elena Panteva</i>	<i>Director's Assistant/Registrar</i>
<i>Edenis Gonzalez</i>	<i>Administrative Assistant</i>
<i>Gilda Castillo</i>	<i>Financial Aid Officer</i>
<i>Annaliett Beaton</i>	<i>Financial Aid Officer</i>
<i>Jessica Leon</i>	<i>Financial Aid Officer</i>
<i>Fatima Guillen</i>	<i>Placement Advisor</i>
<i>Doralice Pupo</i>	<i>Placement Advisor</i>
<i>Mayuli Vargas</i>	<i>Placement Advisor</i>
<i>Cristiana Uriarte</i>	<i>Receptionist</i>
<i>Cristina Rivera</i>	<i>Receptionist</i>

## FACULTY

*Agüero, Mario*, B.A., Trinity College, Hartford, Connecticut, USA  
*Almeida, Luis*, B.S., Enrique J. Varona Instituto Pedagógico, La Habana, Cuba  
*Aijaz, Lubna*, M.B.B.S., Dow Medical University, Karachi, Pakistan  
*Canetti, Ana*, B.A., Instituto Pedagógico of Foreign Language, La Habana, Cuba  
*Cuba, Carmen*, M.D., Instituto Superior de Ciencias Medicas, La Habana, Cuba  
*Diaz de Villega, Lili*, M.D., Moscow Medical Institute, Moscow, Russia  
*Eyssallene, Ileana*, B.A., Jose A. Echevarria, Instituto Superior Politecnico, La Habana, Cuba  
*Fontrudona, Jorge*, B.S., Instituto Pedagógico de Matanzas, Cuba  
*Niebla, Manuel*, B.A., Jose Marti College of Education, Camaguey, Cuba  
*Nolan, John*, B.A., Universidad Industrial de Santander, Colombia  
*Pereira, Guillermo*, B.A., M.B.A., M.I.B.A., Barry University / Nova University, FL  
*Quesada, Ramon*, B.A., Universidad Politecnica de La Habana, Cuba  
*Ramirez, Edilberto*, B.S., Universidad de Matanzas, Cuba  
*Reyes, Arthur*, B.S., M.B.A., Regis University / Saint Thomas University, Miami, FL  
*Rodriguez, Arturo*, B.S., Instituto Pedagógico of Foreign Language, La Havana, Cuba  
*Serrano, Maria*, M.S., Florida International University, Miami, FL  
*Suarez, Reinaldo*, B.S., University of Havana, Cuba  
*Tellez, Guillermo*, B.A., Los Andes University, Colombia  
*Torres, Marcelo*, M.D., Catholic University of Guayaquil, Ecuador  
*Vargas, Mayuli*, A.S., Technical Career Institute, Miami, FL  
*Veiga, Gladys*, B.A., University of Habana, Cuba  
*Villoch, Edward*, B.A., Univesity of Havana, Cuba  
*Zych, Stanley*, B..A., University of Puerto Rico, Puerto Rico

## **ADVISORY BOARD**

### **School Members**

*Jose Vazquez, Vice-President*  
*Teresa De Leon, Director*  
*Erika Mendelsohn, Director of Education*  
*Elizabeth Gadea, Director of Career Services*  
*Arthur Reyes, Student Services Director*  
*Angie Valls, Admissions Director*  
*Stanley Zych, Instructor*  
*Marcelo Torres, Instructor*  
*Carmen Cuba, Instructor*  
*Guillermo Tellez, Instructor*  
*Victor Wotzkow, Instructor*

### **Industry Members**

*Claudia Alvarez / Suncoast Research*  
*William Arenas / New World Trading*  
*Arturo Abreu, MD / ALAV Services Agency*  
*Mitch Bermudez, Fairfield Inn – Marriot Hotel*  
*Pedro Castillo, Dominican American Chamber of Commerce*  
*Ariel Gil / Curriculum Specialist*  
*Bernard Kremen / Intermark Industries*  
*Zunilda Mederos / Hospital Management Consultant*  
*Gerardo Serrano / Translator - Interpreter*  
*Carlos Sieveking / Sky World Net*  
*Robin Thompson / Medigo*  
*Maria Tovar, Ocean Bank*  
*Raul Vergara, Florida Detroit Diesel*

## **SCHOOL CALENDAR**

BEGINNING OF TERM.....	January 23, 2012
LAST ADD/DROP DAY.....	February 6, 2012
LAST DAY OF TERM.....	March 30, 2012
BEGINNING OF TERM.....	April 2, 2012
LAST ADD/DROP DAY.....	April 9, 2012
LAST DAY OF TERM.....	June 8, 2012
BEGINNING OF TERM.....	June 11, 2012
LAST ADD/DROP DAY.....	June 18, 2012
LAST DAY OF TERM.....	August 17, 2012
BEGINNING OF TERM.....	August 20, 2012
LAST ADD/DROP DAY.....	August 27, 2012
LAST DAY OF TERM.....	October 26, 2012
BEGINNING OF TERM.....	October 29, 2012
LAST ADD/DROP DAY.....	November 5, 2012
LAST DAY OF TERM.....	January 18, 2013

## **ESL - SCHOOL CALENDAR**

BEGINNING OF TERM.....	January 23, 2012
LAST ADD/DROP DAY.....	February 6, 2012
LAST DAY OF TERM.....	March 30, 2012
BEGINNING OF TERM.....	February 27, 2012
LAST ADD/DROP DAY.....	March 5, 2012
LAST DAY OF TERM.....	May 4, 2012
BEGINNING OF TERM.....	April 2, 2012
LAST ADD/DROP DAY.....	April 9, 2012
LAST DAY OF TERM.....	June 8, 2012
BEGINNING OF TERM.....	May 7, 2012
LAST ADD/DROP DAY.....	May 14, 2012
LAST DAY OF TERM.....	July 13, 2012
BEGINNING OF TERM.....	June 11, 2012
LAST ADD/DROP DAY.....	June 18, 2012
LAST DAY OF TERM.....	August 17, 2012
BEGINNING OF TERM.....	July 16, 2012
LAST ADD/DROP DAY.....	July 23, 2012
LAST DAY OF TERM.....	September 21, 2012

BEGINNING OF TERM..... August 20, 2012  
LAST ADD/DROP DAY..... August 27, 2012  
LAST DAY OF TERM..... October 26, 2012

BEGINNING OF TERM..... September 24, 2012  
LAST ADD/DROP DAY..... October 1, 2012  
LAST DAY OF TERM..... November 30, 2012

BEGINNING OF TERM..... October 29, 2012  
LAST ADD/DROP DAY..... November 5, 2012  
LAST DAY OF TERM..... January 18, 2013

BEGINNING OF TERM..... December 5, 2011  
LAST ADD/DROP DAY..... December 12, 2011  
LAST DAY OF TERM..... February 24, 2012