2022 CATALOG

Catalog for Florida School License # 6403

Volume 6

August 22, 2022

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GENERAL INFORMATION

MISSION STATEMENT

McDougle Technical Institute is a private post-secondary institution of higher education dedicated to providing career, trade and technical training and resources necessary to support the learning process that will lead to entry level gainful employment in various fields.

INSTITUTIONAL PRIORITY

At McDougle Technical Institute our goal is to train individuals to successfully enter the workforce as confident skilled professionals that can make a positive impact in their community.

INSTITUTIONAL PURPOSE

McDougle Technical Institute's purpose is to provide students with diversified career, trade and technical training that will lead to entry level gainful employment in a variety of specialized fields.

LEGAL CONTROL

Beauty Explosion, Inc. is a private corporation operating under the laws of the State of Florida and doing business as McDougle Technical Institute. The officer of the corporation is Octavia McDougle. McDougle Technical Institute is owned and operated by Octavia McDougle.

SCHOOL'S GOVERNING BODY

McDougle Technical Institute was founded and is managed by Mrs. Octavia McDougle. Mrs. McDougle has over 15 years' experience in Post-Secondary Education.

LICENSURE

McDougle Technical Institute is licensed by the Commission for Independent Education, Florida Department of Education. Florida Education License #6403. Additional information regarding this institution may be obtained by contacting the Commission at

> 325 West Gaines Street, Suite 1414
> Tallahassee, FL 32399-0400
> Toll-free telephone number (888) 224-6684.

FACILITIES

McDougle Technical Institute is located at 1955 N. Federal Highway #207, Pompano Beach, Florida. We are housed at Pompano Citi Centre in a convenient location that provides ample space for teaching and learning. We are easily accessible by public and private transportation. There is plenty of parking available for students, faculty, and staff, including reserved handicapped parking spaces. The facility of 9,856 square feet includes a reception area, a student lounge study area, classrooms, an area for student's lab work, administrative offices, and restrooms. The facility is centrally air conditioned and well lighted, follows state and county regulatory agencies, as well as provides a safe and inviting environment that fosters learning.

SCHOOL HOURS

Days	Hours
Monday - Friday	9:00 AM to 10:00 PM
Saturday and Sunday	Closed

CLASS SCHEDULE

The classes will take place in different shifts (on demand), as this is a practical way to accommodate students and faculty needs.

TERM CALENDAR 2022

Note: Each term begins on a Sunday at 12:01 a.m. and ends on a Saturday at 11:59 p.m.

SPRING SEMESTER

Term	Length	Last Day of Add/Drop
Spring Term A	January 9 to February 5	January 15
Spring Term B	February 6 to March 5	February 12
Spring Term C	March 6 to April 2	March 12
Spring Term D	April 3 to April 30	April 9

Spring Holidays	Date
Martin Luther King Jr. Day	Spring Term A — January 17
President's Day	Spring Term B – February 21

SUMMER SESSIONS

Session	Length	Last Day of Add/Drop
Session A	May 1 to May 28	May 7
Session B	May 29 to June 25	June 4
Session C	June 26 to July 23	July 2
Session D	July 24 to August 20	July 30

Summer Holiday	Date
Independence Day	Summer Session C - July 4

FALL SEMESTER

Term	Length	Last Day of Add/Drop
Fall Term A	August 21 to September 17	August 27
Fall Term B	September 18 to October 15	September 24
Fall Term C	October 16 to November 12	October 22
Fall Term D	November 13 to December 17	November 19

Fall Holidays	Date
Labor Day	Fall Term B – September 5
Veteran's Day	Fall Term D – November 11
Thanksgiving Day	Fall Term D – November 24

ADMISSIONS

Prospective students must comply with the following requirements to enroll:

1. Present a government issues valid picture ID
2. Present a High School diploma, GED, or proof of higher education.
3. In order to qualify for enrollment, a one-on-one appointment with one of the school admissions' representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the program for enrollment.
4. Documentation from another country must be accompanied by the corresponding translation and evaluation by an approved agency or individual. For a listing of approved translators and evaluators visit the American Translators Association www.atanet.org or the National Association of Credential Evaluation Services www.naces.org
5. Applicants must pass the online Wonderlic Scholastic Level Entrance Exam (SLE) administered at the school. Minimum passing score is 12. The Wonderlic SLE examination is paid by the student. Cost of each examination is $35. Students are allowed to retake after a week, for a maximum of 3 times in a year.
6. Applicants who are at least 16 but younger than 18 years of age may enroll under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.

TRANSFER OF CREDITS

Students seeking to transfer credits earned at another postsecondary institution to McDougle Technical Institute or from McDougle Technical Institute to another institution should note that the transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm if another institution of the student's choice will accept credits.

POLICY FOR PRIOR LEARNING CREDIT

Students seeking a degree program who have earned credit hours from a previous school must provide McDougle Technical Institute with a transcript from a state licensed school. Programs for which credit hours are granted shall parallel in content and intensity to the program offered by our school. Transfer hours will be accepted on a case-by-case basis with the approval of the Director and will only be evaluated prior to enrollment. (Subject to a $100 transcript evaluation fee).

McDougle Technical Institute adopts the policy to accept up to 75% transfer to the program if the courses match the content of the program offered at McDougle Technical Institute.

At least 25% of the program coursework must be completed at McDougle Technical Institute. For evaluation purposes, students must fill a transfer of credit request form and provide a copy of the transcript for the course to be evaluated. Evaluations are overseen on a case-by-case basis.

Students who request an evaluation to transfer credits from universities or Colleges must pay a fee of $100 for the evaluation of the course, before any evaluation of transfer credits can take place.

Decisions regarding transferability of credits are not necessarily made prior to enrollment.

Students are encouraged to submit official transcripts as soon as possible.

A student may receive transfer credits from any licensed institution only upon evaluation and approval from the office of the Director of Education.

A grade of "C" or higher is required to receive transfer credit. However, grades for classes that were transferred from another institute are shown as "T" on the transcript and will not be used in computing the student's grade point average.

PROGRAM FEES

All tuition, fees, and other related costs are due prior to the scheduled start-date of a student's course(s), unless the student has arranged to make monthly payments. The balance must be paid by graduation.

Final Total Charges: The final cost of a degree program will depend on transfer credits accepted, the cost of textbooks, supplies, and other miscellaneous costs.

Diploma Programs	Total Clock Hours	Cost $	
Diploma In Construction Operations	300	Tuition ($10.00 per clock hour)	3,000.00
		Registration Fee	150.00
		Total	3,150.00
Diploma In Internet Marketing	900	Tuition ($10.00 per clock hour)	9,000.00
		Registration Fee	150.00
		Total	9,150.00
Diploma In Multimedia Technology	900	Tuition ($10.00 per clock hour)	9,000.00
		Registration Fee	150.00
		Total	9,150.00
Diploma In Sports and Fitness Management	900	Tuition ($10.00 per clock hour)	9,000.00
		Registration Fee	150.00
		Total	9,150.00
Degree Programs	Total Credit Hours	Cost $	
Associate of Science in Criminal Justice	60	Tuition ($250.00 per credit-hour)	15,000.00
		Enrollment Fee (non-refundable)	150.00
		Total	15,150.00
Associate of Science in Medical Assistant	60	Tuition ($250.00 per credit-hour)	15,000.00
		Enrollment Fee (non-refundable)	150.00
		Total	15,150.00
Associate of Science in Sports Management	60	Tuition ($250.00 per credit-hour)	15,000.00
		Enrollment Fee (non-refundable)	150.00
		Total	15,150.00
Associate of Science in Physical Therapy Assistant	64	Tuition ($250.00 per credit-hour)	16,000.00
		Enrollment Fee (non-refundable)	150.00
		Total	16,150.00
Associate of Science in Entrepreneurship and Small Business Management	60	Tuition ($250.00 per credit-hour)	15,000.00
		Enrollment Fee (non-refundable)	150.00
		Total	15,150.00

TEXTBOOK COSTS

The cost of textbooks is not covered in the cost of tuition. Students are responsible for purchasing their own textbooks and any other instructional materials for each course. McDougle Technical Institute does not have a bookstore for purchasing books, and students must purchase their textbooks.

LANGUAGE

All programs and courses are taught in English unless otherwise noted. Notice to Students and Prospective Students

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

ACADEMIC PROGRAMS

Diploma Programs	Total Clock Hours
Construction Operations	300
Internet Marketing	900
Multimedia Technology	900
Sports And Fitness Management	900
Degree Programs	**Total Credit Hours**
Associate of Science in Criminal Justice	60
Associate of Science in Medical Assistant	60
Associate of Science in Sport Management	60
Associate of Science in Physical Therapy Assistant	64
Associate of Science in Entrepreneurship and Small Business Management	60

Planned learning experiences equivalent to the learning and preparation described in paragraph 6E-1.003(44)(a), F.A.C., above, as determined by duly qualified instructors responsible for evaluating learning outcomes for the award of credits.

DISCIPLINES AND PREFIXES

IDENTIFIER	GENERAL EDUCATION
SPCM	Public Speaking & Communication
ENCO	English Composition
MATH	Fundamental of Mathematics
PSYC	General Psychology
TECH	Introduction to Computers
IDENTIFIER	PROGRAM
CONS	CONSTRUCTION OPERATIONS
INTM	INTERNET MARKETING
MMTE	MULTIMEDIA TECHNOLOGY
SFMT	SPORTS AND FITNESS MANAGEMENT
ASCJ	CRIMINAL JUSTICE
ASMA	MEDICAL ASSISTANT
ASSM	SPORTS MANAGEMENT
ASPT	PHYSICAL THERAPY ASSISTANT
ASEB	ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

DIPLOMA IN CONSTRUCTION OPERATIONS

Objective

The objective of the Construction Operations course will provide a breadth of construction-oriented entry level hard-skills in brick masonry, tiling carpentry, electrical, plumbing, painting, landscaping, and building maintenance. The content of this course provides students with a thorough understanding of construction concepts and tools, safety and schematics, and construction fundamentals. By using industry specific curriculum, we will prepare students for employment in high-demand areas. Instruction includes theory, firsthand practice, and intensive assessments. Upon completion of these programs, students will be eligible for employment placement assistance throughout the county.

Program Description

Students enrolled in the Construction Operations training will undergo a rigorous program to examine a breadth of construction oriented hard skills in brick masonry, carpentry, electrical, plumbing, painting and construction, landscaping and building maintenance. By using industry specific curriculum, we will prepare students for employment in high-demand areas. Instruction includes theory, firsthand practice, and intensive assessments. Practical experience will be gained in the proper use and maintenance of construction related tools and equipment. A unique and positive aspect of the training is that it is employer linked. Each graduating student from the program will be eligible for employment through our employment services team.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Program Completion Time: Full time students studying 20 Clock Hours per week complete the program in 15 weeks.

Breakdown of the Construction Operations Program – 300 Hybrid Clock-Hours

Course Number	Course Title	Clock Hours	Credit Hours	Online Theory Hours
CONS1101	Construction Concepts and Tools	75	N/A	50
CONS1102	Safety and Schematics	75	N/A	50
CONS1103	Construction Fundamentals	125	N/A	100
CONS1104	Practical Lab	25	N/A	0
	Total Program Hours	300	N/A	200

DIPLOMA IN INTERNET MARKETING

Objective

The objective is to train individuals to successfully enter the workforce as confident skilled professionals that can make a positive impact in their community, by learning the most up-to-date techniques, with firsthand training in multimedia technology to keep up with the fast-changing technology world.

Program Description

This diploma program introduces the learner to the foundation of traditional marketing tactics and how to apply them to a digital marketing strategy. The learner explores the traditional marketing fundamentals of product, pricing,

promotion, and placement, along with an introduction to emerging strategies in social media marketing, creating an Internet marketing plan, development of an email campaign and writing effective campaign taglines for both traditional and digital marketing.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 90 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students studying 20 Clock Hours per week complete the program in 45 weeks

Breakdown of the Internet Marketing Program – 900 Online Clock-Hours

Course Number	Course Title	Clock Hours	Credit Hours	Online Theory Hours
INTM01	Market Research Analyze	90	N/A	30
INTM02	Internet Marketing Management	90	N/A	30
INTM03	Advertising Sales Agent	90	N/A	30
INTM04	Digital Public Relations	90	N/A	30
INTM05	Social Media Platforms	90	N/A	30
INTM06	Web Development	90	N/A	30
INTM07	Internet Analytics	90	N/A	30
INTM08	eCommerce	90	N/A	30
INTM09	Digital Advertising	90	N/A	30
INTM10	Externship	90	N/A	0
	Total Program Hours	900	N/A	270

DIPLOMA IN MULTIMEDIA TECHNOLOGY

Objective

The objective is to train individuals to successfully enter the workforce as confident skilled professionals that can make a positive impact in their community, by learning the most up-to-date techniques, with firsthand training in multimedia technology to keep up with the fast-changing technology world.

Program Description

This diploma program introduces the learner to the foundation of traditional marketing tactics and how to apply them to a digital marketing strategy. The learner explores the traditional marketing fundamentals of product, pricing, promotion, and placement, along with an introduction to emerging strategies in social media marketing, creating an Internet marketing plan, development of an email campaign and writing effective campaign taglines for both traditional and digital marketing.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities

include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 90 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students studying 20 Clock Hours per week complete the program in 45 weeks.

Breakdown of the Multimedia Technology Program – 900 Online Clock-Hours

Course Number	Course Title	Clock Hours	Credit Hours	Online Theory Hours
MMTE01	Digital Photography	90	N/A	30
MMTE02	Typography	90	N/A	30
MMTE03	Graphic Design	90	N/A	30
MMTE04	Audio and Video Equipment Techniques	90	N/A	30
MMTE05	Script Writing	90	N/A	30
MMTE06	Cinematography Techniques	90	N/A	30
MMTE07	Video Production	90	N/A	30
MMTE08	Video Editing	90	N/A	30
MMTE09	Web Essentials	90	N/A	30
MMTE10	Externship	90	N/A	0
		900	N/A	270

DIPLOMA IN SPORTS AND FITNESS MANAGEMENT

Objective

The objective is to train individuals to successfully enter the workforce as confident skilled professionals that can make a positive impact in their community, by learning the most up-to-date techniques, with firsthand training in multimedia technology to keep up with the fast-changing technology world.

Program Description

This diploma program prepares individuals to apply business, coaching and physical education principles to the organization, administration and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and related services.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 90 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students studying 20 Clock Hours per week complete the program in 45 weeks.

Externship: The program includes an externship of 45 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students complete the program in 20 months.

Breakdown of the Sports and Fitness Management Program – 900 Clock-Hours

Course Number	Course Title	Clock Hours	Credit Hours	Online Theory Hours
SFMT01	Sport Business and Personnel Management	90	N/A	30
SFMT02	Sport Nutrition	90	N/A	30
SFMT03	Sport Marketing	90	N/A	30
SFMT04	Sport Facilities and Event Management	90	N/A	30
SFMT05	Sport Public Relations	90	N/A	30
SFMT06	Contract Law	90	N/A	30
SFMT07	Sport Fitness	90	N/A	30
SFMT08	Sport Agency	90	N/A	30
SFMT09	Sport Coaching	90	N/A	30
SFMT10	Externship	90	N/A	0
		900	N/A	270

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

Objective

The purpose of this program is to prepare students for employment and careers or advanced education in the criminal justice fields.

Program Description

The program provides 60 credit-hours of training to students in all of the relevant areas of education and practice required for a medical assistant professional. the curriculum includes education in fundamentals of medical assistant, medical law & ethics, medical terminology, administrative office The Associate in Science in Criminal Justice prepares students for various positions in law enforcement and corrections agencies at the local, state, and federal levels and for related jobs in private industry. The program includes a combination of theoretical, practical, and supportive courses.

The program provides 60 credit-hours of training to students in all of the relevant areas of education and practice required for a criminal justice professional. the curriculum includes education introduction to criminal justice, theory and practices of law enforcement, theory and practice of corrections, criminology, judicial process, criminal law, juvenile delinquency, probation and parole, introduction to court security, criminal investigation, criminal evidence and legal issues, constitutional law for criminal justice, terrorism response operations, and foundations of corrections.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Breakdown of the Criminal Justice Program – 60 Credit Hours

Course Number	Course Title	Credit Hours
SPCM01	Public Speaking & Communication	3
ENCO01	English Composition	3
MATH01	Fundamental of mathematics	3
PSYC01	General Psychology	3
TECH01	Introduction to Computers	3
ASCJ01	Introduction to Criminal Justice	3
ASCJ02	Theory and Practices of Law Enforcement	3
ASCJ03	Theory and Practice of Corrections	3
ASCJ04	Criminology	3
ASCJ05	Judicial Process	3
ASCJ06	Criminal Law	3
ASCJ07	Juvenile Delinquency	3
ASCJ08	Probation and Parole	3
ASCJ09	Introduction to Court Security	3
ASCJ10	Criminal Investigation	3
ASCJ11	Criminal Evidence and Legal Issues	3
ASCJ12	Constitutional Law for Criminal Justice	3
ASCJ13	Terrorism Response Operations	3
ASCJ14	Foundations of Corrections	3
ASCJ15	Externship	3
	TOTAL:	60

ASSOCIATE OF SCIENCE IN ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Objective

The Associate of Science in Entrepreneurship and Small Business Management program includes basic business skills as well as specific courses in starting and managing a business.

Program Description

The Associate of Science in Entrepreneurship and Small Business Management program will help students identify career options in small business, expand their knowledge of entrepreneurship, and develop venture management skills and techniques.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as

submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 45 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students complete the program in 20 months.

Breakdown of the Entrepreneurship and Small Business Management Program – 60 Credit Hours

Course Number	Course Title	Credit Hours
SPCM01	Public Speaking & Communication	3
ENCO01	English Composition	3
MATH01	Fundamental of mathematics	3
PSYC01	General Psychology	3
TECH01	Introduction to Computers	3
ASEB01	Introduction to Business	3
ASEB02	Principles of Management	3
ASEB03	Applied Marketing	3
ASEB04	Sales and Services Practices	3
ASEB05	Managerial Accounting	3
ASEB06	Essentials of Human Resources Management	3
ASEB07	Introduction to Business Law	3
ASEB08	Information Systems for Business	3
ASEB09	International Business	3
ASEB10	Introduction to Computer Applications	3
ASEB11	Startup and Freelance Fundamentals	3
ASEB12	Business Communications	3
ASEB13	Elementary Probability and Statistics	3
ASEB14	Introduction to Money and Banking	3
ASEB15	Externship	3
	TOTAL	60

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTANT

Objective

The purpose of this program is to prepare Medical Assistant (MA) students to perform clinical and administrative tasks in a physician's office, hospital, and other healthcare facilities. MAs interact with patients to take medical histories and vital signs, prepare them for procedures, and explain different experiences during their visit.

Program Description

The program provides 60 credit-hours of training to students in all of the relevant areas of education and practice required for a medical assistant professional. the curriculum includes education in fundamentals of medical assistant, medical law & ethics, medical terminology, administrative office procedures, comprehensive keyboarding, anatomy and physiology, fundamentals of Microsoft Office, writing & inquiry, exam room procedures, professional research & reporting, laboratory procedures, medical coding & billing, drug therapy, and patient intake & infection control.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 45 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students complete the program in 20 months.

Breakdown of the Medical Assistant Program – 60 Credit Hours

Course Number	Course Title	Credit Hours
SPCM01	Public Speaking & Communication	3
ENCO01	English Composition	3
MATH01	Fundamental of mathematics	3
PSYC01	General Psychology	3
TECH01	Introduction to Computers	3
ASMA01	Fundamentals of Medical Assistant	3
ASMA02	Medical Law & Ethics	3
ASMA03	Medical Terminology	3
ASMA04	Administrative Office Procedures	3
ASMA05	Anatomy and Physiology	3
ASMA06	Exam Room Procedures	3
ASMA07	Laboratory Procedures	3
ASMA08	Medical Billing and Coding I	3
ASMA09	Medical Billing and Coding II	3
ASMA10	Patient Intake and Infection Control I	3
ASMA11	Patient Intake and Infection Control II	3
ASMA12	Professional Research and Reporting	3
ASMA13	Drug Therapy	3
ASMA14	Externship	6
	TOTAL:	60

ASSOCIATE OF SCIENCE IN PHYSICAL THERAPY ASSISTANT

Objective

The objective of the Physical Therapy Assistant program is to prepare students to thrive in the field of Physical Therapy by providing with the skills, tools, and training necessary for a promising career.

Program Description

The program includes exploration of physical therapy assistant basics, anatomy, physiology, kinesiology, therapeutic exercise, and other courses providing therapist the skills and ability to thrive in this exciting career. Learning will take place in a classroom format so that students experience both online learning to enhance their technology skills, as well as to interact among peers in a team-based learning environment. This course is intended to prepare students for entry-level positions.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes clinical experiences where students can work under supervision in real world situations.

Program Completion Time: Full time students complete the program in 20 months.

Breakdown of the Physical Therapy Assistant Program – 64 Credit Hours

Course Number	Course Title	Credit Hours
SPCM01	Public Speaking & Communication	3
ENCO01	English Composition	3
MATH01	Fundamental of mathematics	3
PSYC01	General Psychology	3
TECH01	Introduction to Computers	3
ANAT01	Introduction to Anatomy and Physiology	3
ASPT01	Introduction to Physical Therapist	3
ASPT02	Kinesiology	4
ASPT03	Functional Modalities	4
ASPT04	Therapeutic Exercise I	4
ASPT05	Therapeutic Exercise II	4
ASPT06	Patient Care Procedures	4
ASPT07	Documentation, Tests and Measurements	4
ASPT08	Medical Diseases	4
ASPT09	Rehabilitation	4
ASPT10	Clinical Experience I	5
ASPT11	Clinical Experience II	5
	TOTAL:	64

Disclosure

This Physical Therapy Assistant program currently is not accredited by CAPTE: enrolling in this Physical Therapy Assistant program does not make graduates eligible to take required professional examinations in the field or to practice regulated professions in the field in Florida.

ASSOCIATE OF SCIENCE IN SPORTS MANAGEMENT

Objective

The purpose of this program is to prepare students for employment and careers or advanced education in the sport management industry.

Program Description

This program is designed to teach aspiring sports managers the skills that professional teams and clubs, collegiate properties and other sports businesses seek, to apply business management concepts to the key issues currently facing sport managers, to prepare students to develop, manage, and lead initiatives and to develop and set policies in athletic administration, sport promotion and marketing, arena and stadium management and service management.

This program is offered in a hybrid modality. Students complete online work weekly and attend classes on-campus two days a week. Online weekly work consists of assigned theory instruction and activities for the week to be completed through the learning platform. On-campus weekly activities include theory review and laboratory hands—on practice depending on the courses taught each week. The online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner as long as submitted by the weekly submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule.

Externship: The program includes an externship of 45 hours where students can work under supervision in real world situations.

Program Completion Time: Full time students complete the program in 20 months.

Breakdown of the Sports Management Program – 60 Credit Hours

Course Number	Course Title	Credit Hours
SPCM01	Public Speaking & Communication	3
ENCO01	English Composition	3
MATH01	Fundamental of mathematics	3
PSYC01	General Psychology	3
TECH01	Introduction to Computers	3
ASSM01	Introduction to Sport Management	3
ASSM02	Sport Personnel Management	3
ASSM03	Sport Administration	3
ASSM04	Sport Marketing	3
ASSM05	Sport Facilities and Event Management	3
ASSM06	Sport Fundraising	3
ASSM07	Sport Public Relations	3
ASSM08	Sociology of Sport	3
ASSM09	Sport Operations Management	3
ASSM10	Contract Law	3
ASSM11	Fitness Management	3
ASSM12	Sport Agency	3
ASSM13	Global Sport Business	3
ASSM14	Sport, Society, and Ethics	3
ASSM15	Externship	3
	TOTAL:	60

COURSE DESCRIPTIONS

Diploma in Construction Operations Courses

CONS1101 **Construction Concepts and Tools**

In this course students will learn the theory, methods and quantitative tools used to effectively plan, organize, and control construction projects; efficient management methods revealed through practice and research; firsthand, practical project management knowledge from on-site situations and field trips.

Duration: 75 hours (50 theory, 25 laboratory)

CONS1102 **Safety and Schematics**

In this course students will learn the techniques used in troubleshooting several types of equipment to include systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures.

Duration: 75 hours (50 theory, 25 laboratory)

CONS1103 **Construction Fundamentals**

In this course students will prepare for a career in the skilled trades. Through actual planning and building, this class will design and construct a small structure. Topics covered include job site safety, drafting, construction codes and fundamentals.

Duration: 125 hours (100 theory, 25 laboratory).

CONS1104 **Practical Lab**

In this course students will prepare a firsthand project.

Duration: 25 hours (laboratory)

Diploma in Internet Marketing Courses

INTM01 **Market Research Analyze**

In this course students will be introduced to marketing research, and discusses key concepts, processes, and techniques, as well as their applications. Students gain an appreciation for the breadth and depth of the subject and its significance for a business enterprise, whether a start-up or an established company.

Duration: 90 hours (30 theory, 60 laboratory).

INTM02 **Internet Marketing Management**

In this course students will be introduced to business' marketing mix: marketing on the Internet. Students will use the Internet as a source for market research, a communication medium and as a distribution channel.

Duration: 90 hours (30 theory, 60 laboratory).

INTM03 **Advertising Sales Agent**

In this course students will be introduced to applications of marketing, advertising, and sales promotion techniques for managers, owners, and marketing personnel of small-to-medium-size businesses.

Duration: 90 hours (30 theory, 60 laboratory).

INTM04 **Digital Public Relations**

In this course students will be introduced to digital communication principles, persuasion theory and constructs, and advanced analytic inquiry to guide specific strategic planning and digital engagement initiatives connecting theory to practice.

Duration: 90 hours (30 theory, 60 laboratory).

INTM05 **Social Media Platforms**

In this course students will be introduced to social media platforms such as Facebook, Twitter, Pinterest, Google+, and more. Students also discover other types of social media that may not have been aware of and how to use them for their benefit—personally, academically, and eventually professionally as well.

Duration: 90 hours (30 theory, 60 laboratory).

INTM06 **Web Development**

In this course students will be introduced to developing basic websites to web standards. This course will be suitable for beginners who wish to learn how to make static websites with (x)HTML and CSS. This course will also be suitable for developers who have previously used WYSIWYG editors such as Dreamweaver and who wish to learn how to a make a website by hand.

Duration: 90 hours (30 theory, 60 laboratory).

INTM07 **Internet Analytics**

In this course students will be introduced to developing basic websites to web standards. This course will be suitable for beginners who wish to learn how to make static websites with (x)HTML and CSS.

Duration: 90 hours (30 theory, 60 laboratory).

INTM08 **eCommerce**

In this course students will be introduced to principles of e-commerce from a business perspective, providing an overview of business and technology topics, business models, virtual value chains and social innovation and marketing strategies. In addition, some of the key issues associated with e-commerce—security, privacy, intellectual property rights, authentication, encryption, acceptable use policies, and legal liabilities—will be explored.

Duration: 90 hours (30 theory, 60 laboratory).

INTM09 **Digital Advertising**

In this course students will be introduced to consumer-targeted digital advertising campaigns across the ever-changing digital media landscape. Explore how to plan, create, track, and optimize all types of digital advertising campaigns, with a focus on developing highly strategic campaigns that leverage the unique strengths of each digital media type, including emerging platforms.

Duration: 90 hours (30 theory, 60 laboratory).

INTM10 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career.

Duration: 90 hours (externship).

Diploma in Multimedia Technology Courses

MMTE01 **Digital Photography**

In this course students will be introduced to small format digital techniques. Students will utilize and become familiar with several technical methods in the production of Photographic imagery as well as wrestle with aesthetic issues and their meanings. Students will demonstrate their learning through the production of a photographic portfolio, self-assessment, and reflective thinking.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE02 **Typography**

In this course students will be introduced to letterforms and typographic concepts as elements of graphic communication. Emphasis on developing a current, practical typographic knowledge based on industry standards.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE03 **Graphic Design**

In this course students will be introduced to fundamentals of various software applications (such as Illustrator and Photoshop), web design, image editing, drawing and graphic advertising and marketing projects coordinate technical skills with organization, management, communication, ethics, and challenging work.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE04 **Audio and Video Equipment Techniques**

In this course students will be introduced to instructional lessons designed to provide students with the technical skills and knowledge to work in the business of film making.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE05 **Script Writing**

In this course students will be introduced to the wide range of possibilities scriptwriting offers and to engage students imaginative and analytical faculties. This course is intended for writers with a willingness to read, write, and experiment with language and story.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE06 **Cinematography Techniques**

In this course students will be introduced to the basic technical information on camera, lighting, editing, sound, production management, acting, and directing that student must have to create their projects.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE07 **Video Production**

In this course students will be introduced to the theory and practice of film/video production. Students will be expected to understand camera operation, audio control, basic directing, lighting, and editing. Students will also be expected to learn the terminology of video production/post-production and use this terminology competently.

Duration: 90 hours (30 theory, 60 laboratory)..

MMTE08 **Video Editing**

In this course students will be introduced to basic video/film/audio production. The goal of the course is for the student to develop the ability to capture splendid video images and audio, and to be able to edit those two elements together to tell a story.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE09 **Web Essentials**

In this course students will be introduced to essential concepts used to employ critical thinking and basic programming skills to create standards compliant web sites. Students also learn the importance of usability, accessibility, and web standards when creating projects.

Duration: 90 hours (30 theory, 60 laboratory).

MMTE10 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career.

Duration: 90 hours (externship site).

Diploma in Sports and Fitness Management Courses

SFMT01 **Sport Business and Personnel Management**

In this course students will be introduced to the responsibilities involved in the management of the business of sport. This course will examine the fundamental components of human resources management.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT02 **Sport Nutrition**

In this course students will be introduced to current knowledge of practices, theories, and trends in the field of Sports Nutrition.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT03 **Sport Marketing**

In this course students will be introduced to basic components of sports marketing: the use of sports as a marketing tool for other products; the marketing of sports products; and the emerging considerations relevant for both marketing through and the marketing of sports.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT04 **Sport Facilities and Event Management**

In this course students will be introduced to the role of managing sports events and facilities. Topics include the career paths to become a successful sports event and/or facility manager.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT05 **Sport Public Relations**

In this course students will be introduced to the overview of public relations opportunities within the sports industry. The course will take a detailed look at all elements of sports public relations including newspaper, radio, television, agency, the internet, colleges, second tier sports and major professional teams.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT06 **Contract Law**

In this course students will be introduced to a broad-based mixture of contract laws that apply to athletes and the sports they play.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT07 **Sport Fitness**

In this course students will be introduced to fitness concepts related to the development of motor skills and health-related fitness.

Duration: 90 hours (30 theory, 60 laboratory)..

SFMT08 **Sport Agency**

In this course students will be introduced to the sports industry and the business of sports, including professional sports and college sports. In professional sports, students will learn about the structure and operation of teams, leagues, and ownership, as well as stadiums and arenas and methods by which they are financed.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT09 **Sport Coaching**

In this course students will be introduced to the scientific bases for coaching sports and the process of coaching athletes. It includes the development of an individual coaching philosophy and the application of scientific training in the psychological, physiological, pedagogical, and managerial bases of sport coaching.

Duration: 90 hours (30 theory, 60 laboratory).

SFMT10 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career.

Duration: 90 hours (externship).

Associate in Science in Criminal Justice Courses

SPCM01 **Public Speaking & Communication**

Public Speaking & Communication course will take the learner through all the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their

knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. (3 semester credits).

ENCO01 English Composition

This course is designed to build core skills in English Composition and teach students how to apply those skills to become effective writers. Students will gain proficiency in usage of basic grammar, punctuation, and mechanics, as well as learn how to construct effective sentences, paragraphs, and essays. Additionally, students will navigate the writing process to construct original narrative, comparison/contrast, informative, and argumentative compositions. (3 semester credits).

MATH01 Fundamental of Mathematics

College Algebra course builds proficiency around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. Students will demonstrate the application of these concepts to the real-life scenarios. (3 semester credits).

PSYC01 General Psychology

Students in the Introduction to Psychology course get familiarized with the basic principles of psychology and the scientific method. Students study a variety of topics, including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. (3 semester credits).

TECH01 Introduction to Computers

Introduction to Information Technology course provides students with an overview of information systems including hardware and software components, networking, database management, and issues related to privacy, security, and ethics. Students will learn how computers represent, store, and process information and how businesses and organizations use technology and information systems to make decisions. (3 semester credits).

ASCJ01 Introduction to Criminal Justice

In this course students will be introduced to law enforcement, courts, and corrections from historical, ethical, philosophical, and practical perspectives. (3 semester credits).

ASCJ02 Theory and Practices of Law Enforcement

In this course students will be introduced to the American Police, including the philosophy and historical evolution behind the police force. Emphasis is on policing procedures; crime prevention and control; functions of law enforcement; problems and needs facing the police; and contemporary issues. (3 semester credits).

ASCJ03 Theory and Practice of Corrections

In this course students will be introduced to the historical development of corrections, including concepts of punishment and rehabilitation, with emphasis on institutional corrections from conviction to release. (3 semester credits).

ASCJ04 Criminology

In this course students will be introduced to the field and practice of criminology, i.e., the study of crime, and gives the student an introduction to the criminal justice system in the US. We will examine the major aspects of the study of crime, the definitions of criminal behavior, the measurement of crime and the operation of the criminal justice system. (3 semester credits).

ASCJ05 Judicial Process

In this course students will be introduced to the stages of the judicial processes that precede and follow decision making litigation, the substance of judicial policies and the responses to those policies. (3 semester credits).

ASCJ06 Criminal Law

In this course students will be introduced to criminal law from a variety of perspectives. We will study the reasons for punishing convicted criminals, as

well as the elements of crimes and the defenses that the accused might raise (3 semester credits)..

ASCJ07 Juvenile Delinquency

In this course students will be introduced to juvenile delinquency from various perspectives including psychological, physiological, and sociological. Particular attention will be paid to the role of family, the school, and the peer group in promoting delinquency. (3 semester credits).

ASCJ08 Probation and Parole

In this course students will be introduced to the supervision of offenders in the community, including history, philosophy, legal foundations, strategies, professional roles and contemporary models, programs, and services. (3 semester credits).

ASCJ09 Introduction to Court Security

In this course students will be introduced to the courthouse operating rules set up for peace officers, practice basic officer safety tactics within courthouse security protocols. (3 semester credits).

ASCJ10 Criminal Investigation

In this course students will be introduced to investigative theory; collection and preservation of evidence; sources of information; interview and interrogation; uses of forensic sciences; case and trial preparation. (3 semester credits).

ASCJ11 Criminal Evidence and Legal Issues

In this course students will be introduced to criminal trial procedures, evidence, constitutional rights, presumption, relevance, expert testimony, testimonial privileges, hearsay, confessions, and impeachment. (3 semester credits).

ASCJ12 Constitutional Law for Criminal Justice

In this course students will be introduced to the Bill of Rights which pertain to criminal justice. Topics include characteristics and powers of the three branches of government; principles governing the operation of the U.S. Constitution; the Bill of Rights and the Fourteenth Amendment. (3 semester credits).

ASCJ13 Terrorism Response Operations

In this course students will be introduced to the terrorism emergency response process, to include knowledge of response tasks, toxicology, mass casualty triage, decontamination, and other operational issues. (3 semester credits).

ASCJ14 Foundations of Corrections

In this course students will be introduced to a continuum of sanctions ranging from probation to institutional confinement. This class in an analysis of issues that arise in these settings, including theory/goals of corrections, risk assessment, prison crowding/violence, and correctional intervention /treatment. (3 semester credits).

ASCJ15 Externship

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career. (3 semester credits).

Associate in Science in Medical Assistant Courses

SPCM01 Public Speaking & Communication

Public Speaking & Communication course will take the learner through all the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their

knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. (3 semester credits).

ENCO01   **English Composition**

This course is designed to build core skills in English Composition and teach students how to apply those skills to become effective writers. Students will gain proficiency in usage of basic grammar, punctuation, and mechanics, as well as learn how to construct effective sentences, paragraphs, and essays. Additionally, students will navigate the writing process to construct original narrative, comparison/contrast, informative, and argumentative compositions. (3 semester credits).

MATH01   **Fundamental of Mathematics**

College Algebra course builds proficiency around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. Students will demonstrate the application of these concepts to the real-life scenarios. (3 semester credits).

PSYC01 **General Psychology**

Students in the Introduction to Psychology course get familiarized with the basic principles of psychology and the scientific method. Students study a variety of topics, including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. (3 semester credits).

TECH01 **Introduction to Computers**

Introduction to Information Technology course provides students with an overview of information systems including hardware and software components, networking, database management, and issues related to privacy, security, and ethics. Students will learn how computers represent, store, and process information and how businesses and organizations use technology and information systems to make decisions. (3 semester credits).

ASMA01   **Fundamentals of Medical Assistant**

In this course students will be introduced to basic concepts of professional practice, law and ethics in health care, medical officer records and procedures, medical terminology, and medical office finances. Students will be introduced to working with the healthcare team and patients in a healthcare setting, while participating in the administrative functions of the medical office.

ASMA02 **Medical Law & Ethics**

In this course students will be introduced to the major ethical principles and legal issues and regulations that guide health information management decision making and to emphasize to students the importance of maintaining confidentiality of health information. (3 semester credits).

ASMA03   **Medical Terminology**

In this course students will be introduced to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms. In addition to medical terms, common abbreviations applicable to each system will be interpreted. (3 semester credits).

ASMA04   **Administrative Office Procedures**

In this course students will be introduced to develop time management techniques, demonstrate communication skills, and identify the basic skills of an administrative professional. (3 semester credits).

ASMA05   **Anatomy and Physiology**

In this course students will be introduced to the concepts of anatomy and physiology that relate to the medical assistant profession. (3 semester credits).

ASMA06   **Exam Room Procedures**

In this course students will be introduced to the examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. (3 semester credits).

ASMA07   **Laboratory Procedures**

In this course students will be introduced to the study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics, including hematology and procedures related to body fluids. (3 semester credits).

ASMA08   **Medical Coding & Billing I**

In this course students will be introduced to coding and reimbursement; managed care plans; prospective payment systems; Medicare-Medicaid reimbursement; the Resource-Based Relative Value Scale; case mix management; and revenue cycle management. (3 semester credits).

ASMA09   **Medical Coding & Billing II**

In this course students will be introduced to coding and reimbursement; managed care plans; prospective payment systems; Medicare-Medicaid reimbursement; the Resource-Based Relative Value Scale; case mix management; and revenue cycle management. (3 semester credits).

ASMA10   **Patient Intake & Infection Control I**

In this course students will be introduced to clinical skills and procedures. It is centered on patient intake procedures including infection control utilizing practical skills, demonstrations, firsthand learning, and proper medical documentation. (3 semester credits).

ASMA11 **Patient Intake & Infection Control II**

In this course students will be introduced to clinical skills and procedures. It is centered on patient intake procedures including infection control utilizing practical skills, demonstrations, firsthand learning, and proper medical documentation. (3 semester credits).

ASMA12 **Professional Research & Reporting**

This course is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. (3 semester credits).

ASMA13   **Drug Therapy**

An introduction to the study of disease processes, pharmaceutical drugs, abbreviations, classifications, common uses, dosages, actions in the body, and routes of administration. (3 semester credits).

ASMA14 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career. (6 semester credits).

Associate in Science in Sports Management Courses

SPCM01   **Public Speaking & Communication**

Public Speaking & Communication course will take the learner through all the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. (3 semester credits).

ENCO01   **English Composition**

This course is designed to build core skills in English Composition and teach students how to apply those skills to become effective writers. Students will gain proficiency in usage of basic grammar, punctuation, and mechanics, as

well as learn how to construct effective sentences, paragraphs, and essays. Additionally, students will navigate the writing process to construct original narrative, comparison/contrast, informative, and argumentative compositions. (3 semester credits).

MATH01 **Fundamental of Mathematics**

College Algebra course builds proficiency around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. Students will demonstrate the application of these concepts to the real-life scenarios. (3 semester credits).

PSYC01 **General Psychology**

Students in the Introduction to Psychology course get familiarized with the basic principles of psychology and the scientific method. Students study a variety of topics, including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. (3 semester credits).

TECH01 **Introduction to Computers**

Introduction to Information Technology course provides students with an overview of information systems including hardware and software components, networking, database management, and issues related to privacy, security, and ethics. Students will learn how computers represent, store, and process information and how businesses and organizations use technology and information systems to make decisions. (3 semester credits).

ASSM01 **Introduction to Sport Management**

In this course students will be introduced to sport industry, including professional sport entertainment, amateur sport entertainment, for-profit sport participation, nonprofit sport participation, sporting goods, and sport services. (3 semester credits).

ASSM02 **Sport Personnel Management**

In this course students will be introduced to operation and management of human resources in sport. (3 semester credits).

ASSM03 **Sport Administration**

In this course students will be introduced to theory and practical application to provide an overview of all facets of sports management and administration. Included in the course will be modules on the foundations of sports administration, the amateur sports industry, the professional sport industry, the lifestyle sports industry, secondary and tertiary support functions of athletic departments, and strategies for career success. (3 semester credits).

ASSM04 **Sport Marketing**

In this course students will be introduced to three basic components of sports marketing: the use of sports as a marketing tool for other products; the marketing of sports products; and the emerging considerations relevant for both marketing through and the marketing of sports. (3 semester credits).

ASSM05 **Sport Facilities and Event Management**

In this course students will be introduced to the role of managing sports events and facilities in society is stressed. Topics include building a facility, feasibility studies, financing a facility, types of facilities, producing events, day-to-day operations, concessions, maintenance, franchise interaction, and the career paths to become a successful sports event and/or facility manager. (3 semester credits).

ASSM06 **Sport Fundraising**

In this course students will be introduced to the theory and practice of fundraising in sport-related fields and provides specific, helpful ideas for conducting fundraising activities in sports business. Combines fundraising theory and practical advice so learners can organize and develop fundraising plans. (3 semester credits).

ASSM07 **Sport Public Relations**

In this course students will be introduced to a complete overview of public relations opportunities within the sports industry. The course will take a detailed look at all elements of sports public relations including newspaper, radio, television, agency, the internet, Colleges, second tier sports and major professional teams. components of the class. (3 semester credits).

ASSM08 **Sociology of Sport**

In this course students will be introduced to is today one of America's and the world's most influential social institutions: organized sport. This course applies basic sociological theories and concepts to explore, analyze, and explain the role sport plays in society and in people's everyday lives. (3 semester credits).

ASSM09 **Sport Operations Management**

In this course students will be introduced to planning, development, and maintenance of sport and leisure facilities, including latest trends in international sports facilities and operations, and respective managerial aspects. (3 semester credits).

ASSM10 **Contract Law**

In this course students will be introduced to a broad-based mixture of contract laws that apply to athletes and the sports they play. (3 semester credits).

ASSM11 **Fitness Management**

In this course students will be introduced to basic principles of exercise science, exercise prescription and risk management for the fitness professional. (3 semester credits).

ASSM12 **Sport Agency**

In this course students will be introduced to the sports industry and the business of sports, including professional sports and College sports. Athlete compensation and labor issues will be examined, including unions, collective bargaining, salary caps and luxury taxes. (3 semester credits).

ASSM13 **Global Sport Business**

In this course students will be introduced to the international sports industry and to develop an expertise of the sector, to support both professional aspirations and industry requirements. (3 semester credits).

ASSM14 **Sport, Society, and Ethics** (3 semester credits).

In this course students will be introduced to the conceptual framework for ethical decision-making using sports as a prism to examine normative perspectives. Varied ethical perspectives are analyzed through the conflicts presented in sports-related questions. (3 semester credits).

ASSM15 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career. (3 semester credits).

Associate in Science in Physical Therapy Assistant Courses

SPCM01 **Public Speaking & Communication**

Public Speaking & Communication course will take the learner through all the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. (3 semester credits).

ENCO01 **English Composition**

This course is designed to build core skills in English Composition and teach students how to apply those skills to become effective writers. Students will gain proficiency in usage of basic grammar, punctuation, and mechanics, as well as learn how to construct effective sentences, paragraphs, and essays. Additionally, students will navigate the writing process to construct original narrative, comparison/contrast, informative, and argumentative compositions. (3 semester credits).

MATH01   **Fundamental of Mathematics**

College Algebra course builds proficiency around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. Students will demonstrate the application of these concepts to the real-life scenarios. (3 semester credits).

PSYC01 **General Psychology**

Students in the Introduction to Psychology course get familiarized with the basic principles of psychology and the scientific method. Students study a variety of topics, including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. (3 semester credits).

TECH01 **Introduction to Computers**

Introduction to Information Technology course provides students with an overview of information systems including hardware and software components, networking, database management, and issues related to privacy, security, and ethics. Students will learn how computers represent, store, and process information and how businesses and organizations use technology and information systems to make decisions. (3 semester credits).

ANAT01   **Introduction to Anatomy and Physiology**

This course is an introduction to human anatomy and physiology from an integrative perspective. Students learn the structure and function of the tissues, the skeletal system, the nervous system, the endocrine system, and muscle function from the level of the cell to the level of the organism. (4 semester credits).

ASPT01   **Introduction to Physical Therapist**

In this course students will be introduced to physical therapy as a discipline within the health care system, including the history and development, philosophy, purposes, and legal and ethical aspects of physical therapy. The role of the physical therapist assistant is defined, and the relationship of physical therapy to other health services is explored. (4 semester credits).

ASPT02   **Kinesiology**

In this course students will be introduced to a survey course in human movement that includes the historical development of movement and sport from ancient through contemporary cultures. Physiological, sociological, and psychological principles affecting human movement and sport are also included. (4 semester credits).

ASPT03   **Functional Modalities**

In this course students will be introduced to physical therapy thermal modalities including physiological principles, indications, precautions, and contraindications. (4 semester credits).

ASPT04   **Therapeutic Exercise I**

In this course students will be introduced to basic theories and therapeutic application of exercise. Emphasis is given to the principles of therapeutic exercise and in the appropriate use of related equipment. (4 semester credits).

ASPT05   **Therapeutic Exercise II**

In this course students will be introduced to basic theories and therapeutic application of exercise. Emphasis is given to the principles of therapeutic

exercise and in the appropriate use of related equipment. (4 semester credits).

ASPT06   **Patient Care Procedures**

In this course students will be introduced to the procedures and techniques used in the general care of the patient. (4 semester credits).

ASPT07   **Documentation, Tests and Measurements**

In this course students will be introduced to the theory and principles of psychological measurement, test construction, use, evaluation, and implementation; problems in assessment and prediction are discussed. (4 semester credits).

ASPT08   **Medical Diseases**

In this course students will be introduced to a solid foundation in the diagnosis and management of infectious diseases, including complications and long-term management for chronic infections. (4 semester credits).

ASPT09   **Rehabilitation**

In this course students will be introduced to the field of rehabilitation, with an emphasis on rehabilitation counseling practice. (4 semester credits).

ASPT10   **Clinical Experience I**

In this course students will be introduced to a supervised clinical experience with emphasis on developing increased clinical independence and clinical reasoning skills. (5 semester credits).

ASPT11   **Clinical Experience II**

In this course students will be introduced to a supervised clinical experience with emphasis on developing increased clinical independence and clinical reasoning skills. (5 semester credits).

Associate in Science in Entrepreneurship and Small Business Management Courses

SPCM01   **Public Speaking & Communication**

Public Speaking & Communication course will take the learner through all the stages of developing a speech, from preparation to rehearsal to presentation. Along the way, they will learn how to become better listeners, manage their anxiety, and incorporate feedback effectively. Students will apply their knowledge to analyzing their audience, conducting research, presenting a speech, and revising a speech based on feedback. (3 semester credits).

ENCO01   **English Composition**

This course is designed to build core skills in English Composition and teach students how to apply those skills to become effective writers. Students will gain proficiency in usage of basic grammar, punctuation, and mechanics, as well as learn how to construct effective sentences, paragraphs, and essays. Additionally, students will navigate the writing process to construct original narrative, comparison/contrast, informative, and argumentative compositions. (3 semester credits).

MATH01   **Fundamental of Mathematics**

College Algebra course builds proficiency around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. Students will demonstrate the application of these concepts to the real-life scenarios. (3 semester credits).

PSYC01 **General Psychology**

Students in the Introduction to Psychology course get familiarized with the basic principles of psychology and the scientific method. Students study a variety of topics, including the brain, learning and memory, personality, social

influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. (3 semester credits).

TECH01 **Introduction to Computers**

Introduction to Information Technology course provides students with an overview of information systems including hardware and software components, networking, database management, and issues related to privacy, security, and ethics. Students will learn how computers represent, store, and process information and how businesses and organizations use technology and information systems to make decisions. (3 semester credits).

ASEB01 **Introduction to Business**

In this course students will be introduced to the many facets of the private enterprise system and of the businesses that operate within its framework.

ASEB02 **Principles of Management**

In this course students will be introduced to the theory, techniques, and applications of management systems. Planning, organizing, leading, and controlling are issues addressed. (3 semester credits).

ASEB03 **Applied Marketing**

In this course students will be introduced to the principles used in construction, application, and analysis of market research necessary to exercise good judgment and develop action plans for key decision makers. (3 semester credits).

ASEB04 **Sales and Services Practices**

In this course students will be introduced to sales presentation scripting techniques, public speaking, and professionalism in sales, as well as developing a polished sales approach for wholesale, specialty, and service selling. (3 semester credits).

ASEB05 **Managerial Accounting**

In this course students will be introduced to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. (3 semester credits).

ASEB06 **Essentials of Human Resources Management**

In this course students will be introduced to the effective performance of these functions requires understanding and skill in employment law, planning, job analysis, recruitment, selection, orientation, training, employee development, performance appraisal, compensation, benefits, safety, and labor relations. (3 semester credits).

ASEB07 **Introduction to Business Law**

In this course students will be introduced to the fundamental principles of law as they apply in the business world by examining legal rights and remedies, business torts and crimes, contracts, agency, employment, intellectual property, business structure and negotiable instruments. (3 semester credits).

ASEB08 **Information Systems for Business**

In this course students will be introduced to the issues managers face in the selection, use, and management of information technology (IT). Increasingly, IT is being used as a tool to implement business strategies and gain competitive advantage, not merely to support business operations. (3 semester credits).

ASEB09 **International Business**

In this course students will be introduced to the concept of international business as a system and the theories which underlie it; institutions which are visual evidence of it; production, marketing, financial, legal, and other subsystems which comprise the total system. It also examines national governmental and international institutional controls and constraints, which

impact the environment in which the system operates. (3 semester credits).

ASEB10 **Introduction to Computer Applications**

In this course students will be introduced to the refinement of touch skills for entering alphabetic, numeric, and symbol information. As a basic communications course, students learn to key the touch system and format documents with Word. Students apply their keyboarding skills to the production of letters, memos, tables, and reports. (3 semester credits).

ASEB11 **Startup and Freelance Fundamentals**

In this course students will be introduced to the business concepts like marketing, sales, and finance that are relevant to startup formation. Students will also learn legal concepts relevant to startup formation. (3 semester credits).

ASEB12 **Business Communications**

In this course students will be introduced to the principles, elements, and practices underlying effective business communication. The course focuses on approaches for planning, creating, and transmitting business information within a variety of business situations found in the global marketplace. (3 semester credits).

ASEB13 **Elementary Probability and Statistics**

In this course students will be introduced to organization and analysis of data, probability, permutations and combinations, probability distributions, hypothesis testing of large and small samples, chi-square, analysis of variance, correlation, regression, and non-parametric statistics. (3 semester credits).

ASEB14 **Introduction to Money and Banking**

This course provides an overview of financial institutions in the U.S. economy, including the history and functions of money, financial institutions and markets, central banking, and the conduct of monetary policy. (3 semester credits).

ASEB15 **Externship**

McDougle Technical Institute provides an experiential learning opportunity that allows students to practice the skills they have learned in a professional environment. Externships give students the chance to develop their individual potential and confidence thus easing the transition from classroom to career. (3 semester credits).

STUDENT FINANCIAL ASSISTANCE

FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

FEDERAL FINANCIAL AID

McDougle Technical Institute License # 6403 does not offer Federal Financial Aid.

PAYMENT POLICY

Unless a payment arrangement has been approved by the school, Tuition and fees are due at the start of the scheduled semester. The institute reserves the right to remove any student from class that has not satisfied his or her financial obligations.

METHODS OF PAYMENT

- Full payment at time of signing the Enrollment Agreement.

- Registration fee paid at time of signing agreement with balance paid prior to start date.

- Registration fee paid at time of signing agreement with balance paid through an approved payment plan as stated herein.

PAYMENT PLANS

Students who are unable to pay the tuition and fees in full, may arrange a payment plan to be paid monthly or weekly to the School. To set up a payment plan the School will charge a non refundable $50 payment plan fee. Students are expected to pay all tuition and fees by the published due date. Payments will be posted to the oldest debt first.

All payments that are not paid by the due date will be considered past due and a late payment fee will be added to the amount due. The late payment fee is equal to 10% of the payment amount due. Failure to make a payment within 5 days of when due will result in a lock on the students account and the student not being allowed to attend the class unless prior arrangements in writing have been made with the Director. Late payment fees will not be waived.

Students must continually monitor their email and student account information to ensure tuition and fees and other charges are paid in a timely manner. Lack of written notification of the tuition and fee debt does not negate th
e student's responsibility to pay by the due date. Failure to adhere to the payment plan may result in the payment plan being terminated and the unpaid balance due in full.

Any check or e-payment returned by the bank as unpaid will be assessed a $50.00 returned check charge.

COLLECTIONS/COURT COSTS

The School shall exert every effort to collect all delinquent accounts and may employ the services of a collection agency. This includes, but is not limited to, contact by manual calling methods, prerecorded or artificial voice messages, emails, automated telephone dialing systems, and letters. Any address or phone number associated with an account, currently or in the future, including wireless telephone numbers, regardless of whether it incurs charges or not, can be used in this collection effort.

Students are required to meet with the administration to address all financial responsibilities prior to exiting the institution for any reason. Students whose accounts are sent to collections will be charged the maximum collection fee allowable by law and all applicable attorney costs.
Students whose accounts are taken to court will be responsible for all court costs and attorney fees.

PERIOD OF OBLIGATION

The length of the program shall determine the period of financial obligation for all courses. A predetermined initial payment is due on the first day of class in all programs.

A student must pay his/her tuition payment according to an agreed upon financial schedule.

A student that does not meet his/her financial schedule obligation may be withheld from attending class until all financial payments are current.

McDougle Technical Institute reserves the right to change tuition and fees with notice.

Students who are actively attending class will not be affected by any tuition changes.

McDougle Technical Institute will withhold a student's degree or diploma and official transcript until all academic and financial obligations are met.

A student that fails or withdraws from his/her class, if reinstated, will be charged tuition and fees as stated in the current catalog.

A student that drops from his/her class or is terminated from the school is obligated to pay for tuition and fees according to the refund policy.

CONTRACT COSTS AND PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below.

The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied.

The school will charge a $10.00 transcript fee for transcript requests and $100 for a transcript evaluation from another school.

The school will charge a non-refundable enrollment fee for students enrolling or transferring to the school of $150.00.

The school will charge an enrollment fee for students re-entering the school of $150.00. The tuition rates current at the time of reentry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

CANCELLATION AND REFUND POLICY

REFUND POLICY FOR ENROLLMENTS TO NON-DEGREE PROGRAMS

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

1. Cancellation must be made in person, by certified mail or by email, or by termination of the institution.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the enrollment fee of $150.
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

REFUND POLICY FOR ENROLLMENTS TO DEGREE PROGRAMS

Enrollments to the degree programs are on a term basis.

1. Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund policy:
2. Cancellation must be made in person, by certified mail, email, or by termination of the institution.
3. Cancellation during the add/drop period will result in 100% refund of all monies paid. The add/drop period constitutes the first six (6) days of each academic term.
4. Cancellation after the add/drop period will result in no refund.
5. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
6. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
7. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
8. Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

ACADEMIC POLICIES AND PROCEDURES

DEFINITIONS

The credit system utilized at our institution is the semester credit for degree granting programs, and clock hours for diploma granting programs.

CREDIT DEFINITION

The institution uses semester credits for degree granting programs. A semester credit hour is equivalent to 15 hours of lecture; 30 hours of lab; or 45 hours of clinical or externship work.

SEMESTER DEFINITION

Spring and Fall semesters are 16 weeks long. Summer semester is 12 weeks long. Students may opt out from of enrolling to the Summer courses.

CLOCK HOUR DEFINITION

The contact/clock hour is defined as period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

ACADEMIC YEAR DEFINITION

An academic year is defined as three semesters (Spring, Summer, and Fall).

PERIOD OF ENROLLMENT DEFINITION

The period of enrollment for all programs is the entire program.

ACADEMIC DISMISSAL

Any student who has been academically dismissed must reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

GRADING SCALE

McDougle Technical Institute's grading scale and academic standards are based on the following grade-point equivalents:

Letter Grade	Numerical Value	GPA
A	90-100%	4
B	80-89%	3
C	70-79%	2
F	Less than 70%	0
I	Incomplete	
T	Transfer Credit	
W	Withdrawal	

MAKE-UP WORK POLICY

Students who are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor's approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated period from the end of the course. Failure to make arrangements, without administrative approval, will result in a failing grade.

REPEATED COURSES

McDougle Technical Institute allows a student to repeat a failed course. A failed course is a course in which a student received an "D" or lower grade. The policy does not remove the previous grade and does not eliminate the effect of that grade on the cumulative GPA computation. Both the grade earned, and the credits taken for the repeated course will be included in the SAP calculations.

INCOMPLETES (GRADES OF I)

At the discretion of the professor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within one week from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TRANSFER GRADES (GRADES OF T)

A grade of "T" is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor the credits are included in the CGPA, or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion.

WITHDRAWAL FROM A COURSE (GRADES OF W)

Students may withdraw from a course during the drop/add period (the first week of class) without punitive grades or financial obligations.

If the student withdraws a course during the first week of class, the last day of physical attendance determines if grades are recorded for the semester.

If the last day of attendance is within the first half of the semester, a grade of "W" is given.

If the last day of attendance is within the second half of the semester, the student will receive a final letter grade.

The grade of "W" has no effect on the student's cumulative GPA. However, the grade of "W" is added to credits attempted within the specified maximum period.

POLICY ON PLAGIARISM

Plagiarism is the dishonest presentation of the work of others as if it were one's own. Because plagiarism violates the expectations of trust and honesty necessary for academic work in an ethical community, it is a serious offense. In addition, plagiarism undercuts the basic purposes of higher education by short-circuiting the processes of inquiry, reflection and communication that lead to learning.

Plagiarism can take several forms, including but not limited to:

- Using the exact words of another writer in part of a paper without both citation and quotation marks (or block indentation in the case of longer quotations).
- Cutting and pasting material from Internet or other electronic resources without proper citation of sources.
- Including the paraphrased or summarized idea of another writer without acknowledging its source.
- Accepting excessive assistance from another person in authoring a paper without informing readers of the nature and extent of that collaboration.
- Submitting for credit a complete paper or portion of a paper written by another person, no matter whether the paper was purchased, shared freely, stolen, found, or acquired by other means.
- Accepting credit for a project, multimedia presentation, poster or other assignment that draws dishonestly on the work of others.

Duplicate submission is also a violation of academic integrity, because every assignment presumes that new inquiry and effort will produce new learning, and submitting a paper already written for another occasion subverts this learning. Submitting the same original paper for credit in more than one class in the same semester, without the expressed permission of both instructors involved, is not acceptable. Using the same paper or closely similar material from one semester to fulfill a requirement in another semester is normally not allowed without specific permission from the instructor. If students receive the same or similar assignments in different courses, they should consult with the professor about alternate assignments.

Recognizing that students may sometimes commit plagiarism unintentionally because they do not know the conventions of quotation, citation and acknowledgement, professors may deal with cases of plagiarism in diverse ways.

When in the professor's judgment the student intends to do honest work but does not yet understand the conventions of academic quotation and acknowledgment, the professor may require the student to rewrite the paper, may lower the grade on the paper or may fail the paper.

However, when a case of plagiarism results not from ignorance of conventions but from actions by which the writer deceives the professor about sources of words or ideas, or by which the writer tries to fulfill an assignment without doing all the necessary work, the ordinary sanction will be failure in the course.

Cases of plagiarism that result in a failing grade for an assignment or for a course must be reported to the Director of Education to prevent any individual from plagiarizing repeatedly and each time professing ignorance. If a student plagiarizes repeatedly, the Director of Education may apply additional penalties, including dismissal from the McDougle Technical Institute.

McDougle Technical Institute instructors use Unicheck, to verify for plagiarism.

CALCULATION OF THE OVERALL CUMULATIVE GRADE POINT AVERAGE (GPA)

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grades earned on each course in which the student was enrolled in the program at McDougle Technical Institute.
- The grades earned on each course which the student was enrolled in a different program at McDougle Technical Institute.

If the course or the content matter of any course taken in another program of study is the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

RESTRICTED COURSE LOAD

A student who, during the semester of probation, still does not earn a "C" or higher grade in every course or a 2.0 or higher cumulative GPA is required to meet with the Director of Education to determine whether a reduced course load may be appropriate for the student.

If the Academic Department determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of credit or clock hours normally taken by a full-time student.

If, during that semester, the student still does not earn a "C" or better for those courses, he or she will be terminated from the program of study and suspended from McDougle Technical Institute for unsatisfactory academic performance.

Suspended students are eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/or restricted course load status.

READMISSION AFTER SUSPENSION FOR UNSATISFACTORY ACADEMIC PROGRESS

If the student was not making satisfactory academic progress in his or her program of study as of the last semester enrolled, the student will not be readmitted into the same or a different program unless the student makes an appeal in writing concerning the school's determination to the Director of Education grants the student's appeal.

The Director of Education will consider mitigating circumstances in addressing the appeal. If the Director grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Director's discretion, as appropriate) during the student's next semester of attendance in any program of study at McDougle Technical Institute.

If the student is given permission for readmission, the student must agree in writing to the terms for readmission. The faculty member responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. A student who deems it appropriate to challenge a grade will proceed as follows:

If the grade challenged is in a course, the student will first discuss the matter with the faculty member teaching the course to resolve the grievance informally.

If the grievance is not settled, the student may then file a Grade Appeal Form with the Director of Education

The form must be filed no later than thirty (30) calendar days after the date on which the grade was due in the Registrar's Office.

The Director of Education will make a formal investigation, hearing both the student and the faculty member, and attempt a reconciliation. The Director will render a decision within thirty (30) calendar days and inform the student and faculty member in writing.

CHANGE OF PROGRAM

Students who contemplate a change from one program to another should discuss this possibility with the Director of Education to determine the effect such a change would make on the student's satisfactory academic progress.

McDougle Technical Institute define satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program.

All credits attempted count toward the total program length of 1.5 times the number of semesters required for completion of the major program. If a student changes his/her program only those credits that are common to both programs will be accepted toward the new degree program.

ADDITIONAL PROGRAM

Students who wish to earn another degree or diploma must re-apply for admission to McDougle Technical Institute. Upon acceptance to McDougle Technical Institute, courses that count toward the new diploma or degree program completion requirements will be transferred.

A student may only transfer courses with a final grade of "C" or higher. Credits attempted and grades earned in the student's new program of study will count towards determining satisfactory academic progress.

ATTENDANCE POLICY

Students are expected to attend classes as scheduled. Early departures, class cutting, tardiness, etc., for any portion of an hour will be counted as one clock-hour of absence. Excused absences will be granted for extenuating circumstances only. If a student is forced to be absent for any reason, it is recommended that the student consults with the instructor, in advance, if possible, to establish how and when to make up missed coursework. There are no charges to make up work. If absences exceed 20% in a calendar month, the student is dismissed from the class.

Regardless, all excused absences must be made up within the course period. Students with absences will be given a final grade of "I" (Incomplete) and granted up to one week after the end of a course to make up hours missed for the course. If the student has not met this requirement within the specified period, the faculty in conjunction with the Registrar's office will rescind the "I" and award a final grade of "F" for the course.

Excused absences will be granted for extenuating circumstances only. In case of special hardship, a student may petition the Director of Education for suspension of the requirement or permission to withdraw without penalty.

Attendance is taken daily. Enrolled students are permitted no more than one "allowed" absence in one semester. Students missing two classes over the course of the semester will receive a one-letter grade deduction from their final course grade; missing more than 3 classes will result in failure of the course regardless of grade average. Every class professor shall provide to students a course syllabus during the first week of class that specifies expected attendance policies and dates and times for classes, exams, and all other required activities. Classes are to meet at the time and at the location listed in the student's schedule. Professors may take account of unexcused absences in determining course grades.

It is the student's responsibility to arrange to make up work missed because of an absence. Disciplinary steps up to dismissal may be taken for those students who have continuously failed to maintain the prescribed attendance minimums as defined in the Standards of Academic Progress.

Students may be justifiably absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, conflicts with institute-sanctioned activities documented by an appropriate institute administrator, public emergencies, and documented personal or family emergencies. The student is responsible for notifying the professor in writing with as much notice as possible. Professors may determine a reasonable amount of coursework that should be completed to make up the student's absence. Students are responsible for the prompt completion of any alternative assignments.

Students may not be penalized for excused absences but are required to make up all work missed because of the excused absence by the end of the semester. If the student cannot complete the work by the end of the semester, he/she may receive an Incomplete grade only at the instructor's discretion.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

STUDENT TARDINESS POLICY

A student is considered tardy/late if he/she comes to class 15 minutes late. With three tardy events, the student accumulates one full absence. If the student miss's half of the class period, it is a full absence.

When a student has more than five tardiness, the professor will contact the McDougle Technical Institute Coordinator of Student Services and Academic Department to request an intervention session with the student. The goal of the intervention session is to develop and implement a program to help the student learn practices to save and better manage time.

GRADUATION REQUIREMENTS

In order to graduate from a program, students successfully complete all courses of the program of enrollment (including general education courses for degrees) and comply with the school's satisfactory academic progress policy. In addition to this, the student must fulfill all financial obligations as stated in the Enrollment Agreement. After satisfying all these requirements, the student will be awarded a diploma or degree depending on the program completed.

EXTERNSHIP DISCLOSURE

Satisfactory completion of externship/clinical courses is a requirement for graduation. A student may secure an externship placement in two ways: (1) the student may apply to and secure a position with a pre-approved externship site or (2) the student may secure his/her own externship site. McDougle Technical Institute will evaluate the location and make a determination if the placement will be approved for course credit. Please note that there is no guarantee that a student will receive an offer from a pre-approved externship placement or that a student's self-secured externship will be approved for externship site placement; however, the goal is to provide students with as many opportunities as possible that are related to their area of study. McDougle Technical Institute will make all reasonable efforts to assist students secure an externship site. Students unable to secure an externship site will be offered a Leave of Absence. The Leave of Absence will include the maximum days allowable as per the Leave of Absence Policy included in this catalog. Students that have not started the externship course by the end date established in the approved Leave of Absence will become a withdraw.

RESERVED RIGHTS

McDougle Technical Institute reserves the right to make changes in the policies, procedures, schedules, kit contents, textbooks, dress code, curriculum format, teaching materials, educational methods, and other provisions in this catalog to enhance the educational quality and effectiveness of the Institute, at its discretion. Students will always be given notification of any policy change. Tuition and fees are subject to change with notice.

TERMINATION

McDougle Technical Institute may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which would be detrimental to McDougle Technical Institute, cause or could cause bodily harm to a client, a student, or employee of McDougle Technical Institute; willful destruction of school property; and theft or any illegal act.

COURSE DROP/ADD

The add drop period constitutes the first six (6) days of each academic term. The add/drop dates for each academic term are listed in this catalog's

Academic Calendar. Students who withdraw before the end of the drop/add period as described in this catalog, will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution.

Students should use the Drop/Add form to request a change of courses after the registration period has closed by submitting the form to the Academic Department. Students should first notify the professor of the course to assure that the date of the request is recorded.

Requests to drop a course after this period are considered course withdrawals and require additional approval of the Director of Education.

COURSE SUBSTITUTIONS

Course substitutions and program changes must be requested through the Academic Department. Students should fill a Change of Course (course substitution) or Program form and submit it to the Academic Department for approval.

COURSE CANCELLATION

McDougle Technical Institute reserves the right to cancel a course if the enrollment is insufficient. Usually, such cancellations occur two weeks before a class starts. Students will be notified of course cancellations and offered enrolment in other program appropriate courses. Students will incur no expenses related to the cancellation of courses. On occasion, a student may need to cancel his or her course enrollment for personal reasons.

Students may cancel their course work at any time by email or by in person (preferred) informing the Director of Education. Refunds shall be made within 30 days of the date that McDougle Technical Institute determines that the student has withdrawn within the add/drop period. All funds are refunded if the student cancels within three days of signing the Enrollment Agreement.

POLICY ON SCHOOL CLOSURE

If McDougle Technical Institute closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun McDougle Technical Institute will make arrangements for students to receive a pro-rata refund of tuition made within 45 days.

LIBRARY RESOURCES

McDougle Technical Institute has established an account with Library Information Resource Network (LIRN), and the student will receive access so they can utilize the sources available at any time. McDougle Technical Institute's library has both desktop and laptop computers with Internet access and appropriate application/software technology available to the students from Monday to Friday from 9:00 am to 10:00 pm.

SCHOOL RULES

Students must comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements.

Students must adhere to the Attendance Policy.

Student must provide a notebook, pen, and required supplies.

Students must attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

Any equipment left in McDougle Technical Institute becomes property of McDougle Technical Institute if not picked up within 30 days of last day of attendance.

Students are not permitted visitors during class hours.

A cell phone must remain on silent only while in class. Phone calls can only be returned on breaks determined by the instructor, outside of the building.

Students are not permitted to sell any products, crafts, or any items on McDougle Technical Institute premises.

Students may take photographs in school with permission from the administration, instructors and all persons being photographed.

Students may not fraternize at another student's place of employment, as a client or visitor, or with MTI employees.

Any tuition that is not paid per contracted arrangements may be grounds for termination.

All enrolled students must have a phone number or a contact person with a phone number for a reference.

McDougle Technical Institute will not be responsible for cash, credit cards or valuable items.

No student shall express discriminatory displays, actions or words towards any other student, staff, faculty member, or client based on race, color, sex, sexual orientation, religion, ethnic origin, age, or handicap.

No student shall verbalize disparaging or disrespectful remarks to any student, staff, faculty member, or client.

Each student shall respectfully request acknowledgement by the instructor should they have a question or concern and refrain from otherwise interrupting the progress of the lecture. This promotes the concentrated atmosphere necessary for student comprehension of the material.

All facilities are designated as non-smoking.

No student shall engage in malicious destruction of School property.

No student shall use any illegal drugs, alcohol, or tobacco products while on School property or attend School under the influence of such substances.

No student shall cheat on an examination or provide false information.

No student shall engage in any behavior that is legally defined by the government as sexual harassment.

Weapons of any type are forbidden.

GENERAL TERMS OF AGREEMENT

McDougle Technical Institute

Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.

May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.

Will grant a diploma or degree award and an Official Transcript for the applicable program when the student has successfully completed all phases of study, required tests, practical assignments; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed the school as approved by the school.

Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is *not guaranteed.*

May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which would be detrimental to the school, cause or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student

Agrees to pay applicable school, state fees, and provide all required registration paperwork in a timely manner.

Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.

Agrees not to refuse to perform client services or other program requirements.

Agrees to always comply with the school's dress code and project a well-groomed professional image representative of the industry.

Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.

Agrees to attend theory class as scheduled for the duration of the program of study regardless of whether all required tests have been taken and passed.

Will grant permission for McDougle Technical Institute to publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words, whether taken by staff, students, or other. And further agree that McDougle Technical Institute can use these photographs, films, and words for any exhibitions, displays, web pages and publications, without reservation or compensation. Students are allowed to opt-out in written request, an email sent to the Campus Director is acceptable.

WEATHER RELATED SCHOOL CLOSURE POLICY

On rare occasions, classes may need to be canceled and McDougle Technical Institute may need to be closed due to adverse weather conditions or for other emergency reasons. When McDougle Technical Institute is closed, student absences will be excused. Although it is at the discretion of McDougle Technical Institute Campus Director to cancel classes due to adverse weather conditions or for other emergency reasons, McDougle Technical Institute will usually follow The Broward County Public School weather closing schedule.

Weather may make it difficult or even impossible for some to come to class even though McDougle Technical Institute is operating as usual. In no circumstances should employees or students put themselves in danger or peril to get to campus. If they feel conditions are too hazardous for travel, they should not make the attempt. In this case, as soon as possible, the student should call and notify his or her supervisor of an absence or late arrival.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement. Diploma students are evaluated at mid-point of program and end of program. Degree students are evaluated at the end of each semester.

SAP - QUANTITATIVE CRITERIA

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in an SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours (450 x 67% = 302).

SAP - QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

SAP – EVALUATION AND ACADEMIC PROBATION

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

SAP - EVALUATION AND TIMEFRAME TO COMPLETE (MTF) POLICY

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program.

A student that riches the maximum time-frame hours without having completed successfully the program will be dismissed from the institution.

SAP - APPEALS

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make a final decision regarding about the student's appeal within 5 days. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

PROCESS OF CORRECTIVE ACTION

WARNING

In the event of non-compliance with School rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 days.

READMISSION TO A PROGRAM

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of $50.00.

SUSPENSION

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the school.

MAXIMUM TIMEFRAME ELIGIBILITY

Students who have attempted more than 150% of the credits required for their degree or diploma program are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.

Students seeking second degrees and students with double majors are monitored like any other students under this policy. If or when the student exceeds the maximum period allowed for their respective programs, students may appeal if they have mitigating circumstances. All transfer hours accepted by McDougle Technical Institute will be included when determining maximum timeframe eligibility.

Students are limited to one timeframe appeal and will be required to successfully complete 100% of all future coursework if approved. A degree audit will be required for all timeframe appeals.

STUDENT RESPONSIBILITIES

Students are expected to conduct themselves professionally while attending classes or engaging in any activities sponsored by McDougle Technical Institute Violations of student rules or conduct policy can constitute grounds for dismissal.

LOCKERS AND PERSONAL BELONGINGS

Personal belongings are the student's responsibility. Locker space may be available, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property.

For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time.

Personal effects left in lockers after a student has dropped below half time attendance may be removed and held for 30 days. During this 30-day time, we will attempt to notify the student to make other storage arrangements.

After 30 days, McDougle Technical Institute assumes no responsibility for these items, and they may be disposed of in any way convenient. All equipment necessary to the programs is part of the student kits or is provided by McDougle Technical Institute.

It is the student's responsibility to replace any equipment as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need, to complete any assignment, available always.

STUDENT RIGHTS

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the Director of Education's office prior to the beginning of the proposed requested leave. A leave of absence request must be approved by the Director of Education and may not exceed 90 days or the start of the next available class at the current location, whichever event shall first occur. Only one leave of absence per academic year is permitted.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

A LOA shall be granted in a 12-month period. Students are permitted to request a LOA at the end of the semester/payment period/course. McDougle Technical Institute may grant a student multiple leaves of absence if the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the Director of Education for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

A student who misses three scheduled days of class, consecutively, without a LOA will be terminated for non- attendance. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be terminated.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the Student.

In the event of an emergency, McDougle Technical Institute may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

EQUALITY OF OPPORTUNITIES - DISCRIMINATION AND HARASSMENT POLICY

McDougle Technical Institute prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT RIGHTS TO KNOW

McDougle Technical Institute students have access to records as provided under federal and state law. McDougle Technical Institute follows the Student Right to Know Act (PL 101-542).

INFORMATION DISCLOSURE

To disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

STUDENT PRIVACY RECORDS (ACT OF 1974)

The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained in the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents relating to the student's academic progress and status.

STUDENT RECORDS DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcript are maintained and

available to students and regulatory agencies indefinitely. Financial records are held for seven (7) year.

GRIEVANCE POLICY

The administration, faculty and staff of McDougle Technical Institute maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of McDougle Technical Institute.

McDougle Technical Institute   grievance procedure is as follows:

- The student attempts to manage the grievance with the instructor in a calm and professional manner.

- If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.

- If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The school President will evaluate the grievance and gather information. The student will be kept informed by the school President as to the status of the grievance, as well as the resolution of the problem.

In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education that regulates the institution:

> The Commission for Independent Education (CIE)
> 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
> Phone: (850) 245-3200, Toll free: (888) 224-6684
> www.fldoe.org/cie

STUDENT SERVICES

McDougle Technical Institute will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed. McDougle Technical Institute does not guarantee employment and makes no statements to the fact that after graduation a job is guaranteed.

CAREER SERVICES

It is the policy of McDougle Technical Institute   to assist students in finding employment upon graduation. Our institution will make the best efforts in helping students start their new career, however employment is not guaranteed. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field.

COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

LEARNING RESOURCES

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours.

TRANSCRIPT REQUESTS

Student transcripts are permanently maintained at the institution and are available from the Student Services Department. One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee.

Provided a hold does not exist for non-financial compliance, a student may request a transcript from the Student Services Department by completing and delivering a transcript request form. Transcript requests may be made in person or by mail. There is a charge of $10 for official transcripts, and $5 for non-official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

RELEASE OF INFORMATION

McDougle Technical Institute follows policies that:

- Requires written consent from the student, or parent or guardian of a dependent minor for release of records in response to each third-party request unless otherwise required by law.

- Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items.

NON-DISCRIMINATION AND AMERICANS WITH DISABILITIES ACT POLICY

McDougle Technical Institute is an equal opportunity educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic.

Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test, and/or their program of study, should contact the ADA coordinator at the campus.

The ADA coordinator will collaborate with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes.

ANTI-HAZING POLICY

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and expulsion from the college.

DISTANCE EDUCATION POLICIES

McDougle Technical Institute offers its programs in a full online or hybrid modality, where students complete the theory portion of the program online and attend all laboratory activities onsite. Next are included the policies that apply for students enrolled in our hybrid programs.

DISTANCE EDUCATION MODALITY

Students enrolled in hybrid programs at McDougle Technical Institute will complete their studies as follows:

- Theory – completed online (asynchronous)

- Laboratory – completed onsite (residential)
- Externship – completed at the worksite.

Note: Given the nature of the *Internet Marketing Program* and *Multimedia Technology Program*, there could be a scenario when the assigned externship site coordinator may request the student to complete remotely. For these specific case scenarios, the student will meet via Zoom or other video conferencing tools on a continuous and scheduled basis with the externship coordinator for instructors, reviews, and reporting progress on assigned work. Students are expected to complete the assigned marketing or multimedia projects as per the assigned due date.

DISTANCE EDUCATION ORIENTATION

Students wishing to take courses via distance education are required to complete an orientation course where they learn study skills. All distance education students are expected to be computer-literate and familiar with the internet prior to orientation. Our school uses Populi as the platform for the delivery of the institution's online programs. The platform also provides learners with tutorials that guide them on the diverse ways they can interact online. Users will be shown a wide variety of activities they could complete once the course starts. At the beginning of the program, all distance learning participants participate in an introductory lecture on how our distance-learning platform works to help learners answer any questions they may have about strategies or approaches professors will use.

STUDENT PORTAL ACCESS

Students are provided access to McDougle Technical Institute learning platform through a unique login and password.

The link to the learning platform is available at the school's public website. Courses assigned to each student will be available through this portal. Each course will list its syllabus, resources, activities to be completed on a weekly basis, instructor office hours, and information on how to access technical support and student services.

ASYNCHRONOUS ONLINE LEARNING

McDougle Technical Institute online learning is provided on an asynchronous modality, which means students have the flexibility to complete the online assignments in a self-paced manner if they are submitted by the submission deadline. With this modality, students complete their work and connect with instructors and peers on their own schedule. Asynchronous learning gives an opportunity to working students to study without while attending to their employment responsibilities.

COMPLETING WORK ON THE LEARNING PLATFORM

Students are assigned a set of courses to be completed to graduate from their program of enrollment. Each course will open on the course start date, and close by the scheduled course end date. Assignments to be completed for each course will be posted on a weekly basis and will need to be completed on schedule for review and interactive feedback by the instructor as required in the course syllabus Assignments will include participating in weekly discussion boards, watching videos, reading the textbook, research, completing assessments, quizzes, and computerized simulations. Faculty evaluate student activities based on the rubrics provided in the course syllabus. The successful completion of the weekly activities is required for the course academic completion as well as for the computation of attendance.

STUDY GROUPS

Participation in the weekly Discussion Boards is an integral part of the student's learning experience and grade. These classes study asynchronously, but the peer-to-peer model provides the learning week with "real time" attributes, such as Discussion Boards. In these Discussion Boards, students will discuss the course material with their classmates and instructor. Specific discussion question topics will be assigned each week. The Discussion Board is exclusively for use by students and instructor for the course.

ATTENDANCE AND PARTICIPATION POLICY

In addition to the weekly attendance on campus, online attendance is recorded based in student participation in the required online assignments on a weekly basis. Students that do not submit course work as established in the course syllabus for a period of 14 days will the automatically withdrawn.

STUDENT RECORDS AND TRANSCRIPTS REQUEST

The Student Services Office manages student records from the point of the first enrollment through graduation. Students may request their records directly with the registrar with an email from the student portal or contacting the department within regular office hours of 9am through 5pm, Monday through Friday, in person, via phone or email.

TECHNICAL SUPPORT

The primary form of official communication is through the email available in the institution's education platform. Students with technical issues should contact Technical Support via email for assistance if any login problems occur. Students wishing to update any of their contact information should contact support@mti.edu and include their student's full name (first and last name) and Student ID.

Technical Support Response Time: 4 hours for inquires received Monday through Friday from 8 am to 8 pm, and a maximum of 12 hours for weekends, holidays, and after hours.

TECHNICAL REQUIREMENTS

We recommend students to connect to the learning platform with a computer no more than five years old.

Minimum requirements are:

- 4 GB of RAM
- GHz processor
- A reliable internet connection: 512 kbps minimum, but a high-speed connection is recommended.
- 256 GB Hard drive
- Adobe Reader/Acrobat or another PDF reader application
- Word Processor: Microsoft Word 2003 or newer recommended
- Sound card and speakers
- Camera/microphone and headphones

STUDENT SERVICES

Student Services by Administrative Staff

We are committed to offer its students effective administrative, advising, and instructional support. The institution's administrative staff is available Monday through Friday from 9am to 5pm in person, via email, or phone.

Academic Advising

Instructors are assigned the responsibility of the academic advising to the students enrolled in their class. Students and their assigned faculty advisor engage monthly to encourage successful completion of their program. Faculty advisors also are available through email for guidance related to academic issues.

Academic Support

Academic support is provided to students as follows:

- Forums: All courses have an inquiry discussion to address students' questions about academic topics.
- Populi Chats and Messages: Chatting with faculty and peers provides synchronous interaction. In addition, here students can ask individual questions to faculty and/or tutors regarding some academic or non-academic issues that could be affecting their performance.
- Tutoring or advising sessions on campus or via the phone.

Instructor Office Hours

Students may schedule a one-on-one appointment with their instructor during the faculty member office hours. These appointments may be conducted in person or via a video conference. Instructor office hours are posted by faculty members in the course portal page.

Career Services

Our school does not guarantee employment to any student upon graduation. We provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and advice concerning job search and job interview techniques.

LIBRARY RESOURCES AND SERVICES

Our school's Electronic Library Resource Center is available to enrolled students and faculty through their Student and Faculty Portal. In support of our students and their academic pursuits, we have joined the Library and Information Resource Network (LIRN). LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Faculty and active students can use these resources free of charge. Students are also provided recommended open sources including textbooks and course materials.

POLICY ON LEARNING MANAGEMENT SYSTEM (LMS)

McDougle Technical Institute offers students the opportunity to access their academic coursework and financial information through Populi LMS. Designed for higher education, Populi is web based McDougle Technical Institute management. It covers academics, admissions, online learning, student billing, financial aid, donations, contacts, library, bookstore, and more (https://populi.co/about/).

ADMINISTRATION

- Octavia McDougle - Campus Director
- Stockar McDougle - Director of Sports, Security Coordinator
- John Peterson, PhD – Director of Education and Registrar
- Taquesta Holt - Director of Financial Aid
- Annette Pelletier - Bursar
- Reina Gagne - Director of Admissions
- Norm Richards – Athletic Coach and Admission Representative

FACULTY

Altagrace Choute

Master of Science in Criminal Justice - Nova Southeastern University
Bachelor of Arts in Political Science - University of South Florida

Alexis Forbes-Moorehead
Bachelor's in Industrial and Organizational Psychology - Florida International University - Miami, Fl

Associates in Arts Degree in Business Administration and Psychology - Broward College

Tyree Whitehead
Master of Health Service Administration in Health Service Administration - Florida National University

Master of Business Administration Degree in Finance - Wilmington University
Bachelor of Science Degree in Business Administration - Ramapo College Of New Jersey

Jonathan Chernes
MA in Media Studies - New School University, New York, NY
BA In Communications - Central CT State University, New Britain, CT

Ramonia Rochester

Ph.D. Curriculum and Instruction - Florida Atlantic University
M.S. English Education - Nova Southeastern University
M.S. Mass Communication - Florida International University
B.S. Computer Information Science - Northern Caribbean University

Christos Sirmas

Master of Science in Nutrition & Health Professions - Long Island University
Bachelor of Arts in Dietetics & Exercise - Cuny Queens College

Elizabeth Gutierrez

Master's in Business Education Higher Ed. And English as A Second Language - New York University - New York, NY
Bachelor's in business, Organizational Behavior & Communications - New York University - New York, NY
Associate in Business and Paralegal Studies - New York University - New York, NY

Guilherme Falabella

MBA In Finance – Valuation & Portfolio Management - Lynn University, Boca Raton, Florida,
Bachelor's In Business Management – IBMEC

Andrea Pryce

Doctorate in Naturopathic Medicine - Southwest College of Naturopathic Medicine, Tempe, Az
BS Psychology/Exercise Physiology - University of Alaska, Alaska