

Christ Center International (C.C.I.), Inc.
School of Counseling
& Technology
Catalog

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www.christcenterinternational.com www.counselingschool.org



School of Counseling
&
Technology

Addictions, Counseling, Pastoral Counseling, Prevention, Education,
and Construction & Building Technology Ministries

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Certified Provider # SS-13 by The Florida Certification Board, Inc.
1715 S. Gadsden St., Tallahassee, FL 32301. Tel. (850) 222-6314.

www.flcertificationboard.org

The Florida Certification Board provides certification for substance abuse counselors, prevention specialists, criminal justice professionals, mental health professionals, and behavioral health technicians in Florida.

CE Provider #50-2003

Florida Board of Clinical Social
Work, Marriage and Family
Therapy and Mental Health
Counseling. Expires 3/31/2011

Table of Contents

| | |
|---------------------------------------|---------|
| Welcome | Page 3 |
| About the President | Page 4 |
| History of C.C.I. | Page 6 |
| Philosophy of C.C.I. | Page 6 |
| Ownership of C.C.I. | Page 6 |
| Governing Body | Page 7 |
| Faculty | Page 8 |
| Advisory Committees | Page 9 |
| Description of School Facility | Page 10 |
| Policy Statement | Page 10 |
| Goal | Page 10 |
| Objective Statement | Page 10 |
| Programs | Page 12 |
| Tuition | Page 13 |
| Course Offerings & Descriptions | Page 15 |
| Program Descriptions | Page 30 |
| Admission Requirements | Page 40 |
| Transfer of Credits | Page 41 |
| Payment Options | Page 41 |
| Accreditation/Licensure/Certification | Page 42 |
| Hours of Operations | Page 42 |
| Holidays | Page 43 |
| Graduation Requirements | Page 43 |
| Grading Schedule | Page 43 |
| Student Services | Page 44 |
| Student Grievances | Page 44 |
| Rules and Regulations | Page 44 |
| Satisfactory Academic Progress Policy | Page 46 |
| Refund Policy | Page 48 |

Appendix:

- A. Florida Certification Board Requirements / Note: Christ Center International, Inc. (CCI) does not provide certification, only the necessary education for the state certification exam. For state certification internship and examination requirements go to www.floridacertificationboard.org.**
- B. Class Calendar.**

WELCOME TO Christ Center International, Inc. (CCI) SCHOOL OF COUNSELING & TECHNOLOGY!

Our mission is to meet your educational and professional needs as an adult learner and a professional. To this end, we have developed an educational model that builds on your existing learning and professional experience, which features collaborative, competency-based learning and assessment, and provides flexible scheduling to accommodate the many demands placed upon your time as a working professional.

We offer high quality education programs that are rigorous and demanding. Our outstanding faculty will challenge you in many ways as they help prepare you for the life of the scholar-practitioner. As a CCI learner you will become part of a community of scholars dispersed throughout the country and around the world. This community is committed to transforming education and research to advance individuals, organizations and society.

CCI learners and graduates are self-directed, academically talented men and women who combine their practical experience with scholarly pursuits and make contributions in highly meaningful ways. We invite you to become part of the exciting CCI community.

Join with us to make this scholarly journey a transforming experience in your life.

Mario Garcia, Ph.D, J.D., L.M.H.C.
President

ABOUT THE PRESIDENT

At age seventeen Dr. Garcia enlisted in the United States Army as a private and nearly two decades later he retired as a Captain. During his tenure he served as aviator, acquisition manager and professor of military science and leadership at the University of Puerto Rico. His accomplishments in military, civilian and ministry service earned him one of the most prestigious awards our society bestows upon young men and women. In 1990, the Junior Chamber of Commerce honored Dr. Garcia as one of the Ten Outstanding Young Americans (Humanitarian Service) and subsequently he was honored as The 1990 Outstanding Young Person of the World for Moral Leadership. Additionally, Dr. Garcia was elected into the 1992 Who's Among Hispanic Americans, and in 1999 Who's Among Law Students. In 1995 Dr. Garcia served as Chairman, European Business Conference, Strasbourg, France and supervised the European Continent as Executive Vice President Junior Chamber International.

Dr. Garcia was appointed by JCI Presidents in 1992 and 1993 as Chairman of the JCI Commission for Training and Education. In this capacity Dr. Garcia chaired meeting in Hong Kong and Miami, Florida which gathered educators and professional trainers from more than 50 countries to conduct research and training on adult learning issues.

As an attorney Dr. Garcia is admitted practice law in the District of Columbia and the State of Florida as well as U.S. District Court, Northern, and Southern Districts of Florida and U.S. Court of Appeals, Eleventh Circuit; 2003, Supreme Court of the United States; U.S. Court of Appeals for the Armed Forces; U.S. Court of Federal Claims; U.S. Court of Appeals for the Federal Circuit.

Dr. Garcia is a graduate of the University of Miami, School of Law J.D., 1999. Additionally he holds: Capella University, Ph.D. in Psychology; Golden Gate University, MBA in Management, 1987, Regents College, B.S., 1985 and has post graduate work in Neuropsychology under the supervision of Dr. Allan Mirsky, chief of the Section on Clinical and Experimental Neuropsychology at the National Institute of Mental Health, Bethesda, Maryland.

Dr. Garcia's license/certifications include: Licensed Mental Health Counselor #MH8740; Nationally Certified Psychologist (NCP) #2176, Professional Psychologist Certification Board; Florida Department of Health; Certified Addictions Prevention Counselor (CAPP) #202G, Florida Certification Board; Licensed Clinical Pastoral Counselor-Advanced, National Christian Counselor Association; and International Training Fellow #004, Junior Chamber International.

Dr. Garcia's teaching and coaching experience cover over two decades and more than 40 countries in both English and Spanish languages. His additional experience includes:

- Adjunct Professor, University of Miami School of Continuing Studies, Mediation and Negotiation Skills, and Foreign Attorneys Certification Program.

- Adjunct Professor, University of St. Francis, Master of Health Administration Program, Legal Aspects of Health Care, Medical Sociology, and Ethics.
- Adjunct Professor, Trinity International University, EXCEL Program, Leading & Managing, Business Ethics, Economics, and Research Methods.
- Professor, CCI, all counseling, addictions and ministry course curriculums

Dr. Garcia is married to the former Wanda Rodriguez and has three children and two grandchildren. He currently resides in Miami, Florida.

HISTORY OF C.C.I.

The School was established in 1985 to provide training and employable skills to people interested in working in the ministries of Counseling, Pastoral Counseling, Early Childhood Education, and/or Addiction Prevention. In 2007, the school expanded its vision to provide training for people interest in working in the field of Construction and Building Technology Ministries. C.C.I. is a religious 501(c) (3) non-profit organization devoted to providing services to a vast array of populations in the United States and abroad. C.C.I. School of Counseling & Technology is a legal not for profit corporation registered in the State of Florida.

PHILOSOPHY OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

C.C.I. School of Counseling & Technology has based its educational approach on the Bible, as we believe that to be the Word of God. The faculty of C.C.I. School of Counseling & Technology has integrated the latest pedagogy and andragogy with spiritual truths of the Bible into a sound educational curriculum that meets all State/IRS requirements. Furthermore, the School of Counseling & Technology is open to all interested students. C.C.I. School of Counseling & Technology does not discriminate on the basis of race, color, creed, gender or religious preferences.

OWNERSHIP OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

Christ Center International, Inc. owns C.C.I. School of Counseling & Technology; a non-profit corporation formed under the laws of the State of Florida.

Christ Center International, Inc. (CCI) School of Counseling & Technology is exempt from licensure by the Commission for Independent Education, Florida Department of Education.

Florida Department of Education
Commission for Independent Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400

www.fldoe.org,

Phone: (850) 245-3200

Toll Free: (888) 224-6684

Fax: (850) 245-3233 or (850) 245-3234

GOVERNING BODY

| C.C.I. Board of Directors | |
|----------------------------------|--|
| President | Mario Garcia, Ph.D., J.D. / 12002 SW 128 th Court, Suite 103, Miami, FL 33186 |
| Vice-President | Wanda I. Garcia, R.N. / 12002 SW 128 th Court, Suite 103, Miami, FL 33186 |
| Secretary | Noelia Suarez / 12002 SW 128 th Court, Suite 103, Miami, FL 33186 |
| Treasurer | Erica M. Rodríguez / 12002 SW 128 th Court, Suite 103, Miami, FL 33186 |
| Director | Jo Clifford / 12002 SW 128 th Court, Suite 103, Miami, FL 33186 |

| Board of Trustees | Board of Advisors |
|----------------------------------|----------------------------------|
| Mario García, Ph.D., J.D. | Mario García, Ph.D., J.D. |
| Wanda I. Garcia, M.H.A., R.N. | Allan Mirsky, Ph.D., ABPP- CN |
| Maria Pomales | Luís A. Díaz-Pabón, Ph.D. |
| Erica M. Rodriguez | Rodney Smith, J.D. |
| Jo Clifford, Ph.D. | Nancy L. Skaer, Ph.D., LMHC |

FACULTY OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

| Faculty Member | Position | Credentials | Received From | Courses Taught |
|------------------------|-----------------|--|--|---|
| Mario Garcia | President/Dean | Ph.D., J.D., NCP, LMHC, CAPP, Licensed GC | Capella University; University of Miami School of Law | All Counseling/ Addiction and Prevention Curriculum/Construction & Bldg. Technology |
| Wanda I Garcia | Vice President | MHA, R.N., L.C.P.C. | University of St. Francis, Southern Illinois University at Edwardsville | All Counseling Curriculum |
| Rafael N. Vicioso | Adjunct Faculty | MD, CMHC | Cetec University, Dominican Republic | All Counseling and Addiction Courses |
| Madelyn Cintron | Adjunct Faculty | M.Ed. | University of Puerto Rico | All Early Childhood Education Courses |
| Luis A. Diaz Pabón | Professor | Ph.D. | Cornerstone University | All Counseling and Theology Courses |
| Sandra Inchaustegui | Adjunct Faculty | B.A. | Calvary Theological Seminary | All Counseling Curriculum |

CCI SCHOOL OF COUNSELING & TECHNOLOGY

Advisory Committees

Occupational Associate Degree Early Childhood Education

| | | |
|---------------------|--|---|
| Wanda I. Garcia | M.H.A., Supervisor Children Ministries | University of St. Francis, IL |
| Sandra Inchaustegui | B.A, Christian Education | Calvary Theological Seminary, TX |
| Erica M. Rodriguez | M.S. Psychology B.A. Psychology | Capella University University of Central Florida, FL |
| Gustavo. A. Diaz | Youth Pastor, B.A. | Florida International University, FL. |
| Madelyn Cintron | Teacher, Children Ministries | Kings Chapel, FL. |

Occupational Associate Degree Counseling Proficiency

| | | |
|-----------------|-----------------------------|---|
| Wanda I. Garcia | M.H.A., R.N. | University of St. Francis |
| Nancy L Skaer | Ph.D. Psychology, LMHC | Capella University |
| Jo Clifford | Ph.D., L.C.P.C.-Advanced | Cornerstone University |
| Maria Pomales | Th. B, Chaplain Certificate | Universidad Nuestro Nuevo Pacto Internacional. |

DESCRIPTION OF SCHOOL FACILITIES

Convenient public transportation and ample parking facilities are available adjacent to the Schools. Our campus is approximately 13,870 square feet. Every campus has classrooms available for instruction, student center library, reception area, counseling room, and restrooms.

Instructors employ lecture, audio/visual presentations, small and large group discussion, role-playing, student presentations and guest lecturers as teaching methods.

POLICY STATEMENT

The School does not discriminate on the basis of race, color, gender, creed and/or religion. The training offered by the School is also recommended to handicapped individuals who are unable to undertake strenuous vocations or lack the mobility required by other occupations. Every effort will be made to accommodate all persons interested in working in the counseling, ministry and addiction prevention field.

GOAL OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

Our goal is restoration of the whole person. In an effort to achieve this goal C.C.I. endeavors to reach out to our community, providing services and education. Our desire is to offer true and liberating avenues for spiritual, vocational, physical and economic reparation. In addition, we strive for excellence in every service we render; C.C.I. has attracted the skills, talents, and commitment of professionals in a wealth of disciplines in the social services and construction & building field. Psychologists, State Certified Addiction Counselors, Social Workers, Educators, Ordained Ministers and Contractors have all coalesced their locus of resolve to attain this grand but attainable goal.

OBJECTIVE OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

The School offers students training in the technical skills involved in early childhood education, addiction recovery, prevention, ministry, counseling, and construction & building technology. The students are also offered programs designed to sharpen their

understanding of the issues involved in their particular discipline. However, cognitive theorems are only part of the holistic approach applied to the training of our students. The spiritual aspects of the behaviors manifested by individuals caught up in the destructive cycle of dependency — chemical, sexual, familial or otherwise — are addressed assertively to counseling, prevention, and addiction recovery students. The ministry student is led into the deeper things of God that give rise to the unconditional love and compassion that must be resident in a man or woman of God.

PROGRAMS OF C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY

- **Occupational Associate Degree in Counseling and Addiction Ministries**

Total Program Hours: 1281 clock hours.

Required for Completion: 72 Weeks

- **Occupational Associate in Early Childhood Education Ministries**

Total Program Hours: 1281 clock hours.

Required for Completion: 72 Weeks

- **Occupational Associate in Construction & Building Technology Ministries**

Total Program Hours: 1281 clock hours.

Required for Completion: 72 Weeks

- **Diploma in Counseling and Addition Studies Ministries**

Total Program Hours: 448

Note: See certification requirements, internship and examination requirements for Florida Certification Board at www.floridacertificationboard.org.

- **Diploma Construction & Building Technology Proficiency Ministries**

Total Program Hours: 448

Certification/Licensure Education Programs in Counseling/Pastoral Counseling
Ministries

• **CERTIFIED TRANSFORMATIONAL LEADER**

Awarded upon successful completion of 5 courses in the leadership track.

- Principles of Leadership
- Transformational Leadership
- Team Building
- Church/Ministry Administration
- Conflict Resolution

CERTIFIED PASTORAL COUNSELOR

Awarded upon successful completion of 7 courses. (Certificado otorgado al completar 7 cursos)

Level I Courses: (NIVEL I)

- Strategic Brief Pastoral Counseling; (Consejería Pastoral)
- Pillars of Discipleship & Mentoring; (Discipulado en la Consejería Cristiana/Supervision)
- Understanding Addiction/Understanding Grace; (Adicciones)
- Ethics for Christian Professionals;(Etica Cristiana/Profesional)
- Pre-Marital and Marital Counseling; (Consejería Pre-matrimonial y para Parejas)
- Dynamic Evangelism; (Evangelismo y Restauración)
- HIV/AIDS 4 hour seminar; (SIDA)

• **LICENSED PASTORAL COUNSELOR (Licencia Consejería Pastoral)**

Awarded upon successful completion of 7 courses. (Otorgado al completar 7 cursos)

Level II Courses: (NIVEL II)

- Family Intervention; (Consejería para la Familia)
- Pharmacology; (Farmacología)
- Basic Group Counseling; (Consejería Grupal)
- Theories of Counseling; (Teorías de Consejería)
- Human Growth & Development (Desarrollo Humano)
- Co-dependency (Codependencia)
- Domestic Violence Seminar 4-6 hours (Seminario Violencia Domestica 4-6 horas)

• **CERTIFICATE(S) IN EACH MINISTERIAL AREA**

Upon successful completion of all courses in each area of ministry, a certificate will be issued to attest mastery of the achieved area i.e., Ordained Minister, Licensed Minister, Certified Minister, Commissioned Counseling Minister, Christian education, missions, etc.

**Certifications and Licenses in Counseling Ministries and Pastoral Counseling are commissions awarded as Church credentials and as such are not to be utilized as secular

credentials which are governed by the laws of each State. For more information on the particular legal requirements to operate as a counselor or psychologist in your state, contact your local board or seek legal counsel.

Definition of a Program and Clock Hours

- A **Program** means a prescribed group of courses, taken in the proper sequence to attain mastery of a body of knowledge or set of skills, and leading to a certificate, diploma, or degree.
- A **Clock hour** means: 50 minutes of instruction and a 10 minute break.

C.C.I. SCHOOL OF COUNSELING & TECHNOLOGY TUITION

Fee schedule

| | |
|----------------|----------------------|
| \$ 150.00..... | Registration Fee |
| \$ 20.00..... | Transcript / Diploma |
| \$100.00..... | Graduation Fee |

Courses

Addiction Ministry Courses

| | |
|----------------|------------------------------------|
| \$ 300.00..... | Overview of Addictions |
| \$ 300.00..... | Pharmacology |
| \$ 450.00..... | Ethics for Professionals |
| \$ 75.00..... | HIV/AIDS Seminar |
| \$ 300.00..... | Sexuality, Intimacy & Addictions |
| \$ 600.00..... | Assessment and Tx. Planning I - II |
| \$ 300.00..... | Family Systems |
| \$ 300.00..... | Dual Diagnosis |

Counseling Ministry Courses

| | |
|----------------|-------------------------------|
| \$ 300.00..... | Basic Individual Counseling |
| \$ 300.00..... | Basic Group Counseling |
| \$ 300.00..... | Intermediate Group Counseling |
| \$ 300.00..... | Theories of Counseling |
| \$ 300.00..... | Temperament Profile |
| \$ 300.00..... | Pastoral Counseling |

Prevention Courses/ Early Childhood Education Ministries

| | |
|---------------|--|
| \$300.00..... | Human Growth & Development |
| \$300.00..... | Family Intervention |
| \$300.00..... | Introduction to Prevention |
| \$300.00..... | Introduction to Education |
| \$300.00..... | Early Childhood Curriculum |
| \$300.00..... | Facilitating Resiliency |
| \$300.00..... | Philosophical and Historical Foundations of Education |
| \$300.00..... | Cultural and Social Foundations of Education |
| \$300.00..... | Educational Psychology |
| \$300.00..... | Early Social and Emotional Development |
| \$300.00..... | Issues in Early Childhood Education |
| \$300.00..... | Family Literacy and the Young Child |
| \$300.00..... | Assessment, Evaluation, and Diagnosis of the Young Child |
| \$300.00..... | Classroom Management |

| | |
|---------------|---|
| \$300.00..... | Reading Instruction for Early Childhood |
| \$300.00..... | Phonics and Reading Improvement for Early Childhood |
| \$300.00..... | Teaching Science in Early Childhood |
| \$300.00..... | Mathematics in Early Childhood |
| \$300.00..... | Language Arts and Children's Literature |

Ministry Courses

| | |
|----------------|--|
| \$ 300.00..... | Hermeneutics |
| \$ 300.00..... | Pastoral Counseling |
| \$ 300.00..... | Systematic Theology |
| \$ 300.00..... | Individual in Transformation |
| \$ 300.00..... | Overview of the Gospels |
| \$ 300.00..... | Creation Science |
| \$ 300.00..... | Christian Psychology & Counseling |
| \$ 300.00..... | Intentional Interviewing & Counseling |
| \$ 300.00..... | Codependency |
| \$ 300.00..... | Counseling in Times of Crisis |
| \$ 300.00..... | The Role of Women in Ministry |
| \$ 300.00..... | Interpersonal Communications & Conflict Management |
| \$ 300.00..... | Church Leadership & Administration |
| \$ 300.00..... | The Doctrine of Salvation |
| \$ 300.00..... | The Doctrine of Sin and Man |

Construction & Building Technology Ministries Courses

| | |
|----------------|---|
| \$ 300.00..... | Communication Skills for Technology |
| \$ 300.00..... | Architectural Print Reading/Sketching |
| \$ 300.00..... | Construction Fundamentals |
| \$ 300.00..... | Construction Materials |
| \$ 300.00..... | Building Construction Codes |
| \$ 300.00..... | Building Design Applications |
| \$ 300.00..... | Construction Estimating |
| \$ 300.00..... | Engineering Drawing and CAD I |
| \$ 300.00..... | CAD for Construction & Building |
| \$ 300.00..... | Residential Electrical Wiring |
| \$ 300.00..... | Construction & Building Internship |
| \$ 300.00..... | Supervisory Responsibility / BRG201 |
| \$ 300.00..... | Small Business Management |
| \$ 300.00..... | Business Sales |
| \$ 300.00..... | Principles of Marketing |
| \$ 300.00..... | Technical Mathematics I |
| \$ 300.00..... | Framing I |
| \$ 300.00..... | Framing II |
| \$ 300.00..... | Residential Siding Systems |
| \$ 300.00..... | Roofing Systems |
| \$ 300.00..... | Train the Trainer |
| \$ 80.00..... | Construction & Building Internship Seminar I |
| \$ 160.00..... | Construction & Building Internship Seminar II |

General Education Courses

| | |
|----------------|-------------------------------|
| \$ 300.00..... | Introduction to Psychology I |
| \$ 300.00..... | Introduction to Psychology II |
| \$ 300.00..... | English Composition I |
| \$ 300.00..... | English Composition II |
| \$ 300.00..... | Comparative World Religion |

COURSE OFFERINGS & DESCRIPTIONS:

Programs

Diploma in Counseling and Addiction Ministries (Required Courses)

Introduction to Psychology I / PSY100

(45 hours)

Students learn the basic concepts and terminology of the evolving field of psychology and gain insight into the dynamics of human thinking, behavior, and emotions.

Basic Individual Counseling / CBI100

(30 hours)

In this class you will receive all the tools necessary for counseling, guiding and mentoring. You will develop problem solving skills, confrontation skills; identify defense mechanism and how to create strategies to overcome them.

Basic Group Counseling / CBG101

(30 hours)

Establishing effective leadership abilities to provide greater results through the practice and techniques of group counseling. The student will learn a variety of therapeutic methods and techniques and their application according to the need of the group they are counseling.

Intermediate Counseling / CIC102

(30 hours)

Practical experience and skill building in individual counseling and group settings. You will receive the tools necessary to manage crisis situation, domestic violence and abuse.

Theories of Counseling / CTC103

(30 hours)

An examination of the general discipline of psychology. Major elements of the field including: counseling, behaviorism, cognitive, psychoanalytic are surveyed. Scientific procedures and personality concepts.

Temperament Profile / CTP104

(45 hours)

The theory of the five temperaments explains the differences among individual's likes, creative capacities, personal strongholds and weakness. This allows us to understand why some individuals fall into conflict with one another and others attract one another.

Overview of Addictions / OAS200

(30 hours)

Examining both the addiction disease and its cycle, identification of the different types of addiction (substance abuse, sex, food, gambling, etc...). It is an evaluation of factors and concepts that increase the risk of falling into an addiction.

HIV/AIDS Seminar / AAI201

(4-6 hours)

Explains and teaches what HIV/AIDS is, its characteristics and who are at risk. You will also be identifying methods of prevention and learn the legalities of confidentiality, testing and treatment concerning the client with HIV infection.

Family Systems / AFS202

(30 hours)

Identifying addictive behaviors within the nucleus of the family and how these behaviors affect each member. You will become familiar with co-dependency and the breaking of addiction related issues for coming generations and its effects on the family unit.

Sexuality, Intimacy and the Addictions / ASI203

(30 hours)

Studying the relationship between addiction and sexuality. The process of sexual addiction and the road to recovering a healthy sexual relationship. Understanding sexual dysfunctions, sexual myths and sexual abuse.

Pharmacology / APH204

(30 hours)

The study of the different types of addictive substances/drugs: Nicotine, Heroin, Marijuana, Cocaine, etc. and the administration and effects of each.
Drugs: Used and abused.

Assessment and Treatment Planning I-II / ATP205

(30/30 Total 60 hours)

Procedures and plans to develop comprehensive methods of detection, treatment goals and follow-up on the addiction process and the clients' road to recovery.

Dual Diagnosis / ADD206

(30 hours)

Refers to coexisting disorders a client that has a chemical dependency and at the same time has a mental illness. The student will be provided with an understanding and Differentiating between mental health issues from addictions as well as treatment approaches of the (Systematic Diagnostic Manual) DSM IV.

Ethics for Professionals / AET207

(45 hours)

Professional responsibilities and competencies of a counselor/client confidentiality and privileged information, rights, consent to treat, and issues of racism and sexism. The student will learn the counseling codes of ethics to there corresponding state.

Counseling Internship Seminar / CIS201

(17 hours)

Explains and teaches the role of the student and the supervisor in the clinical counseling setting, and the duties and responsibilities of the student counselor. The student will also learn how to prepare the counseling client intake forms and applicable ethical considerations.

Diploma in Construction & Building Technology Proficiency Ministries (Required Courses)

Communication Skills for Technology / BRG 100

(30 Hours)

Course Requirements: Prerequisite: ENC110 or equivalent Placement Test recommendation.
Basic knowledge of computers is recommended

A lecture and laboratory course that is focused on developing communication skills for technical applications. The learners will conduct, plan, and develop project review and technical demonstrations in front of peer groups. In addition, the learners will develop the ability to use the Internet to produce product information and related files. The course also includes the use of email to send and receive correspondence and data files as attachments.

Architectural Print Reading/Sketching / BRG 101

(45 Hours)

Reading and interpreting architectural blueprints and sketching techniques used in field information gathering and communication. Students develop skills in blueprint reading through interpretation of drawings and sketching.

Construction Fundamentals / BRG 102

(30 Hours)

A course designed to introduce the student to building construction. Topics will include an overview of the building construction industry, construction agreements, technical specifications, site preparation, construction scheduling and basic framing, plumbing and electrical wiring. The course will include classroom and hands on laboratory activities.

Construction Materials / BRG 103

(30 Hours)

This course teaches an understanding of the materials used in building construction and the advantages and disadvantages of their use in various applications. Topics include construction materials used for building foundations, framing, coverings and technical specification.

Building Construction Codes / BRG 104

(30 Hours)

Codes that govern the building construction industry in Florida. Provides an overview of the use and interpretation of zoning ordinances and building, energy, electrical, plumbing and mechanical codes. Emphasis on the affect of critical components of ordinances and codes on building design and construction.

Building Design Applications / BRG 105

(45 Hours)

Course Prerequisites: BRG 108

A lecture and laboratory course which explores the residential and light commercial design process from conceptual design through working drawings. The course will address how a builder or design professional develops a concept into working drawings. The course will address practical design issues found in the residential and light commercial construction industry. The students will develop design proposals for various building construction scenarios. The emphasis will be on the creation of architectural layout and detail drawings using a CAD system, and the creation of the related documentation for the building project proposal.

Construction Estimating / BRG 106

(30 Hours)

Course Prerequisites: BRG101

A lecture-lab course offering the student a practical insight into the construction bidding process. In studying the basics of estimating materials, time and labor, the emphasis will be placed on light commercial and residential construction. The course will cover types of agreements, the contract system, quantity take offs, manpower and labor rates, cost adjustments and general contract and sub contract work.

Residential Electrical Wiring / BRG 109

(30 Hours)

This course covers basic electrical theory, print reading, use of tools, safety, and related topics applied to residential wiring. The student will learn to apply the National Electric Code to basic wiring situations. Laboratory work includes actual wiring and testing of common residential circuits. (Course Fees include electronics kit and supplies)

Building and Construction Internship / BRG 200

(30 Hours)

The building and construction internship is designed as a special work assignment for all students in the building and construction program. The purpose of the internship is to assist the student in developing a specialized skill in a chosen specialty, and at the same time allow them to gain valuable work experience that will lead to full time employment. (Instructor Authorization required for registration)

Supervisory Responsibility / BRG 201

(30 Hours)

A study of philosophy, principles, and concepts of the field of management, including the planning organizing, evaluating and controlling functions.

Technical Mathematics I / BRG 205

(30 Hours)

This course is a review of elementary algebra, functions and graphs, numerical trigonometry of right triangles, use of calculators, applied problem-solving emphasizing geometric principles, systems of linear equations, and quadratic equations

Framing I / BRG 206

(30 Hours)

This course is designed to give the student knowledge of construction of the single story Tri-Steel Homes' Quick Silver and Lifetime Framing systems. The introduction of the terms and techniques of all other forms of residential home framing.

Framing II / BRG 207

(30 Hours)

This course is designed to give the student knowledge of construction of the two story Tri-Steel Homes' Quick Silver and Lifetime Framing systems. This is an advanced course pertaining to multiple story homes, staircase installation, railings, and flooring systems.

Residential Siding Systems / BRG 208

(30 Hours)

This course is designed to give the student knowledge of application of siding systems on residential housing. The introduction of terms and techniques of all other forms of siding.

Roofing Systems / BRG 209

(30 Hours)

This course is designed to give the student knowledge of application of roofing systems on residential housing. The introduction of terms and techniques of all other forms of roofing.

Construction & Building Internship Seminar I / BRG211

(8 Hours)

Explains and teaches the role of the intern and the construction supervisor in the construction & building site setting, and the duties and responsibilities of the intern to include safety concerns.

COURSE OFFERINGS & DESCRIPTIONS:

Occupational Associate in Counseling and Addiction Ministries (Required Courses)

Basic Individual Counseling / CBI100

(65 hours)

In this class you will receive all the tools necessary for counseling, guiding and mentoring. You will develop problem solving skills, confrontation skills; identify defense mechanism and how to create strategies to over come them.

Basic Group Counseling / CBG101

(65 hours)

Establishing effective leadership abilities to provide greater results through the practice and techniques of group counseling. The student will learn a variety of therapeutic methods and techniques and there application according to the need of the group they are counseling.

Intermediate Counseling / CIC102

(65 hours)

Practical experence and skill building in individual counseling and group settings. You will receive the tools necessary to manage crisis situation, domestic violence and abuse.

Theories of Counseling / CTC103

(65 hours)

An examination of the general discipline of psychology. Major elements of the field including: counseling, behaviorism, cognitive, psychoanalytic are surveyed. Scientific procedures and personality concepts.

Overview of Addictions / OAS200

(65 hours)

Examining both the addiction disease and its cycle, identification of the different types of addiction (substance abuse, sex, food, gambling, etc...). It is an evaluation of factors and concepts that increase the risk of falling into an addiction.

HIV/AIDS Seminar / AAI201

(16 hours)

Explains and teaches what HIV/AIDS is, its characteristics and who are at risk. You will also be identifying methods of prevention and learn the legalities of confidentiality, testing and treatment concerning the client with HIV infection.

Family Systems / AFS202

(65 hours)

Identifying addictive behaviors within the nucleus of the family and how these behaviors affect each member. You will become familiar with co-dependency and the breaking of addiction related issues for coming generations and its effects on the family unit.

Sexuality, Intimacy and the Addictions / ASI203

(65 hours)

Studying the relationship between addiction and sexuality. The process of sexual addiction and the road to recovering a healthy sexual relationship. Understanding sexual dysfunctions, sexual myths and sexual abuse.

Pharmacology / APH204

(65 hours)

The study of the different types of addictive substances/drugs: Nicotine, Heroin, Marijuana, Cocaine, etc. and the administration and effects of each.

Drugs: Used and abused.

Assessment and Treatment Planning I-II / ATP205

(65 hours)

Procedures and plans to develop comprehensive methods of detection, treatment goals and follow-up on the addiction process and the clients' road to recovery.

Dual Diagnosis / ADD206

(65 hours)

Refers to coexisting disorders a client that has a chemical dependency and at the same time has a mental illness. The student will be provided with an understanding and Differentiating between mental health issues from addictions as well as treatment approaches of the (Systematic Diagnostic Manual) DSM IV.

Ethics for Professionals / AET207

(65 hours)

Professional responsibilities and competencies of a counselor/client confidentiality and privileged information, rights, consent to treat, and issues of racism and sexism. The student will learn the counseling codes of ethics to there corresponding state.

Individual in Transformation / MIT102

(65 hours)

A study in self-assessment. Student will examine responsibility to God, larger society, family, and self. The affects of culture, environment and life cycle will be explored.

Introduction to Prevention / PIP100

(65 hours)

Course provides foundation for the student to develop an understanding of the dynamics of programs and strategies that prevent addictive and violent behavior in "at risk" populations

Family Intervention / PFI101

(65 hours Prevention Tract only)

Learn to identify characteristics of "at risk" families. Including: Neglectful families, shaming families, abusive families and addictive families Development of strategies, skills, and intervention ability.

Human Growth and Development / PHD103

(65 hours Prevention Tract only)

A study of the developmental aspects of the human lifespan. All major theoretical models of development including: psychosexual, psychosocial, behavioral, and moral.

General Education Courses

(Required Courses for OAD in Counseling and Addiction Studies)

Introduction to Psychology I / PSY100

(45 hours)

Students learn the basic concepts and terminology of the evolving field of psychology and gain insight into the dynamics of human thinking, behavior, and emotions.

English Composition I / ENC110

(45 hours)

English Composition I, is designed to help students achieve language proficiency and write essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.

English Composition II / ENC111

(45 hours)

English Composition II is the second of two required composition courses. A continuance of ENGL 101 Composition I, this course emphasizes research, bibliographic, and writing skills. Students write one or more documented essays.

Introduction to Psychology II / PSY200

(45 hours)

The child's development from prenatal growth through adolescence is studied, emphasizing the physical, cognitive, and social areas.

Comparative World Religions / HUM201

(45 hours)

Six dimensions of religion - experiential, mythic, ritual, doctrinal, ethical, and social - are examined in this team-taught course. Focus is on the interrelatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucian-ism, Judaism, Christianity, and Islam

COURSE OFFERINGS & DESCRIPTIONS:

Occupational Associate in Early Childhood Education Ministries (Required Courses)

Introduction to Education / PIE102

(65 hours)

Introductory overview of the major theories and practices of learning.

Philosophical and Historical Foundations of Education / EDF200

(65 hours)

Philosophy and historical of the education. Initial experience in professional and pedagogical studies for persons preparing for PK-12 classrooms as well as other school personnel. Special attention will be given to the exploration of, and the implications for, educational praxis. (lab-Field experience)

Cultural and Social Foundations of Education / EDF 201

(65 hours)

Examines the cultural and social development of education and realities of teaching and learning in the U.S. Questions of class, race, ethnicity, gender and language are discussed in relation to effective school, teacher, and student performance.

(Pre-requirement EDF 200)

Educational Psychology / EDF 202

(61 hours)

Application of principles for understanding individual differences, learning, adjustment, classroom environments, and assessment to instructional and educational issues. Challenges of diversity and teacher effectiveness are addressed.

(Field experience required)

Early Social and Emotional Development / EDF 203

(65 hours)

Examination of child growth and development from conception to age of 8. Personality, social and emotional development in early childhood.

(Pre-requirement EDF 202)

Issue in Early Childhood Education / EDF204

(65 hours)

Introduces issues related to schooling of children age three through grade 3.

Family Literacy and the Young Child / EDF206

(65 hours)

This course will provide an understanding of family literacy within the context of language and culture and introduce students to school and home based literacy methods.

Assessment, Evaluation and Diagnosis of the Young Child/EDP200
(65 hours)

Intellectual, emotional and personality assessment of young children.

Classroom Management / EDP 201
(65 hours)

Provides teachers understanding, skills, and dispositions for successful classroom management. Facing classroom teachers including HOTS, multiple intelligences, learning styles, technology, theory, and models of instruction.

Field experience required. (F,S,SS)
(Laboratory experience-videos) (***Pre-requirement EDF 202***)

Language Arts and Children's Literature / EDS /200
(65 hours)

Explores reading-writing connection in literacy development for children, ages 3 to 8. Includes developmental aspects of oral and written language, selecting and using quality literature with young children, and various methods of fostering progress in literacy growth through literature.

Reading Instruction for Early Childhood / EDS201
(65 hours)

Basic course in teaching reading, including appropriate methods, materials and formal and informal assessment measures; cultural and linguistic diversity; family literacy partnerships; literacy technology; and organization of a learning environment to support literacy development in children ages 3 to 8 or preschool to third grade. Emphasis on strategies to improve reading comprehension and vocabulary. Laboratory and field experiences are an integral part of the course.

Phonics and Reading Improvement for Early Childhood / EDS 202
(65 hours)

Presents historical and research perspectives, word analysis concepts/ terminology, and instructional methods of phonics and word recognition for early childhood, ages 3-8. Examines diagnostic and instructional procedures related to special needs of very low to high achieving readers.

(***Pre-requirement EDS 201***)

Teaching Science in Early Childhood / EDS 203
(65 hours)

Basic principles, methods, curriculum trends, and materials for teaching science to children, ages 3- 8. Laboratory and field experiences with children are integral to meeting course objectives.

Mathematics in Early Childhood EDS 204
(65 hours)

Study of theory and principles regarding techniques and materials for facilitating the mathematics learning of children in early childhood.

Early Childhood Curriculum/ PEC105

(65 hours)

A study of early childhood classrooms and educational applications from 0-5 years.

Individual in Transformation / MIT102

(45 hours)

A study in self-assessment. Student will examine responsibility to God, larger society, family, and self. The affects of culture, environment and life cycle will be explored.

Temperament Profile / CTP104

(65 hours)

The theory of the five temperaments explains the differences among individual's likes, creative capacities, personal strongholds and weakness. This allows us to understand why some individuals fall into conflict with one another and others attract one another.

Facilitating Resiliency / PFR104

(65 hours)

Educational applications of the learned behaviors in the "Risk and Protective Factor" model of prevention. The Student will develop strategies involved in teaching resilient behaviors.

General Education Courses

English Composition I / ENC110

(45 hours)

English Composition I, is designed to help students achieve language proficiency and write essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.

English Composition II / ENC111

(45 hours)

English Composition II is the second of two required composition courses. A continuance of ENGL 101 Composition I, this course emphasizes research, bibliographic, and writing skills. Students write one or more documented essays.

Introduction to Psychology II / PSY200

(45 hours)

The child's development from prenatal growth through adolescence is studied, emphasizing the physical, cognitive, and social areas.

COURSE DESCRIPTIONS

Occupational Associate Degree in Counseling and Addiction Studies & Early Childhood Education Ministries

16 lab/research hours required

. Note: A Contact Hour means: the physical presence of one or more students and one or more instructors at the same physical location. Direct contact instruction includes instruction and learning that takes place in a seminar, workshop, lecture, colloquium, laboratory, or tutorial, in a setting consistent with the stated mission, purposes, and objectives of the institution and the specific program or course. A learning agreement or learning contract should be a central feature of direct contact instruction.

Ministry Tract

| | |
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| <p>Hermeneutics / MHE100 (45 contact hours)</p> <p>A course centered on skill development of how to study the bible. There will be reviews of old and new testament passages.</p> | <p>Pastoral Counseling / MPC104 (65 contact hours)</p> <p>Strategies and skill development to strengthen the weak, heal the afflicted, and swathe the damaged heart.</p> |
| <p>Systematic Theology / MST103 (45 contact hours)</p> <p>An introduction to theological formulations concerning the doctrines revelation and inspiration, God and creation, man and sin, Christ and salvation, and church and last things.</p> | <p>Individual in Transformation / MIT102 (45 contact hours)</p> <p>A study in self-assessment. Student will examine responsibility to God, larger society, family, and self. The affects of culture, environment and life cycle will be explored.</p> |
| <p>Overview of the Gospels / MOG101 (45 contact hours)</p> <p>A historical, literary, and comparative study of the gospels as they describe the person and work of Jesus Christ. A particular emphasis will be given to the miracles, parables, and sayings of the Master.</p> | <p>Creation Science / MCS105 (45 contact hours)</p> <p>Comparative study of the Creationist and Darwinian models of the existence of the physical world</p> |

Each occupational course has a 20-hour Field Experience component.

Addiction Tract

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|---|---|
| <p style="text-align: center;">Overview of Addictions / OAS200 (65 contact hours)</p> <p>Examining both the addiction disease and its cycle, identification of the different types of addiction (substance abuse, sex, food, gambling, etc...). It is an evaluation of factors and concepts that increase the risk of falling into an addiction.</p> | <p style="text-align: center;">Family Systems / AFS202 (65 contact hours)</p> <p>Identifying addictive behaviors within the nucleus of the family and how these behaviors affect each member. You will become familiar with co-dependency and the breaking of addiction related issues for coming generations and its effects on the family unit.</p> |
| <p style="text-align: center;">Pharmacology / APH204 (65 contact hours)</p> <p>The study of the different types of addictive substances/drugs: Nicotine, Heroin, Marijuana, Cocaine, etc. and the administration and effects of each.</p> | <p style="text-align: center;">Dual Diagnosis / ADD206 (65 contact hours)</p> <p>Refers to coexisting disorders a client that has a chemical dependency and at the same time has a mental illness. The student will be provided with an understanding and Differentiating between mental health issues from addictions as well as treatment approaches of the (Systematic Diagnostic Manual) DSM IV.</p> |
| <p style="text-align: center;">Sexuality, Intimacy and the Addictions / ASI203 (65 contact hours)</p> <p>Studying the relationship between addiction and sexuality. The process of sexual addiction and the road to recovering a healthy sexual relationship. Understanding sexual dysfunctions, sexual myths and sexual abuse.</p> | <p style="text-align: center;">HIV/AIDS Seminar / AAI201 (16 contact hours)</p> <p>Explains and teaches what HIV/AIDS is, its characteristics and who are at risk. You will also be identifying methods of prevention and learn the legalities of confidentiality, testing and treatment concerning the client with HIV infection.</p> |

Counseling Tract

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| <p style="text-align: center;">Basic Individual Counseling / CBI100 (65 contact hours)</p> <p>Establishing effective leadership abilities to provide greater results through the practice and techniques of group counseling. The student will learn a variety of therapeutic methods and techniques and there application according to the need of the group they are counseling.</p> | <p style="text-align: center;">Basic Group Counseling / CBG101 (65 contact hours)</p> <p>Establishing effective leadership abilities to provide greater results through the practice and techniques of group counseling. The student will learn a variety of therapeutic methods and techniques and there application according to the need of the group they are counseling.</p> |
| <p style="text-align: center;">Intermediate Counseling / CIC102 (65 contact hours)</p> <p>Practical experience and skill building in individual counseling and group settings. You will receive the tools necessary to manage crisis situation, domestic violence and abuse.</p> | <p style="text-align: center;">Theories of Counseling / CTC103 (65 contact hours)</p> <p>An examination of the general discipline of psychology. Major elements of the field including: counseling, behaviorism, cognitive, psychoanalytic are surveyed. Scientific procedures and personality concepts.</p> |
| <p style="text-align: center;">Temperament Profile / CTP104 (65 contact hours)</p> <p>The theory of the five temperaments explains the differences among individual's likes, creative capacities, personal strongholds and weakness. This allows us to understand why some individuals fall into conflict with one another and others attract one another.</p> | |

Prevention Tract

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| <p align="center">Introduction to Prevention / PIP100 (65 contact hours)</p> <p>Course provides a foundation for the student to develop an understanding of the dynamics of programs & strategies that prevent addictive and violent behavior in “at risk” populations.</p> | <p align="center">Family Intervention / PFI101 (65 contact hours)</p> <p>Learn to identify characteristics of “at risk” families. Including: neglectful families, shaming families, abusive families and addictive families. Development of strategies, skills, and intervention ability.</p> |
| <p align="center">Human Growth & Development / PHD103 (65 contact hours)</p> <p>A study of the developmental aspects of the human lifespan. All major theoretical models of development including: psychosexual, psychosocial, behavioral, and moral.</p> | <p align="center">Facilitating Resiliency / PFR104 (65 contact hours)</p> <p>Educational applications of the learned behaviors in the “Risk and Protective Factor” model of prevention. The Student will develop strategies involved in teaching resilient behaviors.</p> |
| <p align="center">Introduction to Education /PIE102 (65 contact hours)</p> <p>A study of the theories, practices and processes of individuals at learning.</p> | <p align="center">Early Childhood Curriculum / PEC105 (65 contact hours)</p> <p>A study of early childhood classrooms and educational applications from 0-5 years.</p> |

Early Childhood Education Tract

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| <p align="center">Philosophical and Historical Foundations of Education / EDF200 (65 hours)</p> <p>Philosophy and historical of the education. Initial experience in professional and pedagogical studies for persons preparing for PK-12 classrooms as well as other school personnel. Special attention will be given to the exploration of, and the implications for, educational praxis. (lab-Field experience)</p> | <p align="center">Educational Psychology / EDF 202 (61 hours)</p> <p>Application of principles for understanding individual differences, learning, adjustment, classroom environments, and assessment to instructional and educational issues. Challenges of diversity and teacher effectiveness are addressed. (Field experience required)</p> |
| <p align="center">Cultural and Social Foundations of Education / EDF 201 (65 hours)</p> <p>Examines the cultural and social development of education and realities of teaching and learning in the U.S. Questions of class, race, ethnicity, gender and language are discussed in relation to effective school, teacher, and student performance.</p> <p align="center"><i>(Pre-requirement EDF 200)</i></p> | <p align="center">Issue in Early Childhood Education / EDF204 (65 hours)</p> <p>Introduces issues related to schooling of children age three through grade 3.</p> |
| <p align="center">Early Social and Emotional Development / EDF 203 (65 hours)</p> <p>Examination of child growth and development from conception to age of 8. Personality, social and emotional development in early childhood.</p> <p align="center"><i>(Pre-requirement EDF 202)</i></p> | <p align="center">Assessment, Evaluation and Diagnosis of the Young Child/EDP200 (65 hours)</p> <p>Intellectual, emotional and personality assessment of young children.</p> |

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| <p align="center">Family Literacy and the Young Child / EDF206 (65 hours)</p> <p>This course will provide an understanding of family literacy within the context of language and culture and introduce students to school and home based literacy methods.</p> | <p align="center">Language Arts and Children's Literature / EDS /200 (65 hours)</p> <p>Explores reading-writing connection in literacy development for children, ages 3 to 8. Includes developmental aspects of oral and written language, selecting and using quality literature with young children, and various methods of fostering progress in literacy growth through literature.</p> |
| <p align="center">Classroom Management / EDP 201 (65 hours)</p> <p>Provides teachers understanding, skills, and dispositions for successful classroom management. Facing classroom teachers including HOTS, multiple intelligences, learning styles, technology, theory, and models of instruction.</p> <p align="center"><i>Field experience required.</i> (F,S,SS) (Laboratory experience-videos) (<i>Pre-requirement EDF 202</i>)</p> | <p align="center">Phonics and Reading Improvement for Early Childhood / EDS 202 (65 hours)</p> <p>Presents historical and research perspectives, word analysis concepts/terminology, and instructional methods of phonics and word recognition for early childhood, ages 3-8. Examines diagnostic and instructional procedures related to special needs of very low to high achieving readers.</p> <p align="center"><i>(Pre-requirement EDS 201)</i></p> |
| <p align="center">Reading Instruction for Early Childhood / EDS201 (65 hours)</p> <p>Basic course in teaching reading, including appropriate methods, materials and formal and informal assessment measures; cultural and linguistic diversity; family literacy partnerships; literacy technology; and organization of a learning environment to support literacy development in children ages 3 to 8 or preschool to third grade. Emphasis on strategies to improve reading comprehension and vocabulary. Laboratory and field experiences are an integral part of the course.</p> | <p align="center">Teaching Science in Early Childhood / EDS 203 (65 hours)</p> <p>Basic principles, methods, curriculum trends, and materials for teaching science to children, ages 3- 8. Laboratory and field experiences with children are integral to meeting course objectives.</p> |
| <p align="center">Mathematics in Early Childhood EDS 204 (65 hours)</p> <p>Study of theory and principles regarding techniques and materials for facilitating the mathematics learning of children in early childhood.</p> | |

General Education Requirements

Note: A General education course is: designed to place emphasis on principles and theory rather than on practical applications associated with a vocational, occupational, or professional objective. General education courses may include, but are not limited to, English, history, philosophy, literature, religion, art, music, sociology, foreign languages, humanities, mathematics, chemistry, biology, and psychology.

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|---|--|
| <p>*Introduction to Psychology I / PSY100 (45 contact hours)</p> <p>Students learn the basic concepts and terminology of the evolving field of psychology and gain insight into the dynamics of human thinking, behavior, and emotions.</p> | <p>*English Composition I / ENC110 (45 contact hours)</p> <p>English Composition I, is designed to help students achieve language proficiency and write essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.</p> |
| <p>*English Composition II / ENC111 (45 contact hours)</p> <p>English Composition II is the second of two required composition courses. A continuance of ENGL 101 Composition I, this course emphasizes research, bibliographic, and writing skills. Students write one or more documented essays.</p> | <p>* Introduction to Psychology II / PSY200 (45 contact hours)</p> <p>The child's development from prenatal growth through adolescence is studied, emphasizing the physical, cognitive, and social areas.</p> |
| <p>*Comparative World Religions / HUM201 (45 contact hours)</p> <p>Six dimensions of religion - experiential, mythic, ritual, doctrinal, ethical, and social - are examined in this team-taught course. Focus is on the interrelatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucian-ism, Judaism, Christianity, and Islam.</p> | <p>Onsite Internship (130 clock hours)</p> |

Student is required to take a minimum four General Education Courses or 140 clock hours.

PROGRAM DESCRIPTIONS FOR OCCUPATIONAL ASSOCIATE DEGREES IN: ADDICTION COUNSELING MINISTRIES

These programs are designed for students who seek employment in the addictions and education field. As an alternative to the conventional counseling program, the occupational associate degree synthesizes traditional counseling curriculum with current, relative, and imperative prevention, treatment, and intervention courses. Counseling and Addiction Studies degree seeking and Certification students will intern at local or international addiction recovery centers. Addiction Counseling students take Basic Individual Counseling, Basic Group Counseling, Intermediate Counseling and Pastoral Counseling classes.

Note: *The credit hour is the basis for accreditation of academic work, typically represents one fifty-minute recitation or its equivalent per week for one semester. One recitation period presumes that the student must spend at least two additional hours in preparation, laboratory work, or both.*

Please See Florida Certification Board Requirements (Appendix B)

Please note the following:

*(3) courses may be taken 1st or 2nd year of program; **(3) courses must be taken 1st year of program

Note: *Courses with an (*) astride are general education courses for OAD degrees.*

| Year 1 | | Year 2 | |
|---------------------------------------|-----------|---------------------------------------|---------------------|
| Course Title | Credits | Course Title | Credits |
| Basic Individual Counseling / CBI00 | 3 | Ethics for Professionals / AET207 | 3 |
| Individual in Transformation / MIT102 | ** (3) | Individual in Transformation / MIT102 | ** (3) |
| Overview of Addictions / OAS200 | 3 | Intermediate Counseling / CIC102 | 3 |
| *English Composition I / ENC110 | ** (3) | *English Composition II / ENC111 | ** (3) |
| Introduction to Education / PIE102 | 3 | Introduction to Education / PIE102 | 3 |
| Total: | 12 | Total: | 6 (+ / -) *6 |

| Course Title | Credits | Course Title | Credits |
|-------------------------------------|-----------|--|---------------------|
| Family Systems / AFS202 | 3 | Pharmacology / APH204 | 3 |
| Creation Science / MCS105 | * (3) | Creation Science / MCS105 | * (3) |
| Dual Diagnosis / ADD206 | 3 | Sexuality, Intimacy, & Addictions / ASI203 | 3 |
| Human Growth & Development / PHD103 | 3 | | |
| Overview of the Gospels / MOG101 | * (3) | Overview of the Gospels / MOG101 | * (3) |
| Early Childhood Curriculum / PEC105 | 3 | Early Childhood Curriculum / PEC105 | 3 |
| Temperament Profile / CTP104 | 3 | Internship Hours | 3 |
| Total: | 16 | Total: | 9 (+ / -) *6 |

| Course Title | Credits | Course Title | Credits |
|---|-----------|--|----------------------|
| Assessment & Tx. Planning I - II / ATP205 | 6 | Pastoral Counseling / MPC104 | 3 |
| Systematic Theology / MST103 | * (3) | Human Growth & Development / PHD103 | * (3) |
| Theories of Counseling / CTC103 | 3 | Family Intervention / PFI101 | 3 |
| HIV/AIDS Seminar / AAI201 | * (1) | Introduction to Prevention / PIP100 | 3 |
| Basic Group Counseling / CBG101 | 3 | Facilitating Resiliency / PFR104 | 3 |
| Facilitating Resiliency / PFR104 | 3 | Internship Hours | 3 |
| *Introduction to Psychology I / PSY100 | 3 | * Introduction to Psychology II / PSY200 | 3 |
| *Comparative world Religions / HUM201 | 3 | *English Composition II / ENC111 | 3 |
| *English Composition I / ENC110 | 3 | | |
| Total: | 19 | Total: | 16 (+ / -) *3 |

PROGRAM DESCRIPTIONS FOR OCCUPATIONAL ASSOCIATE DEGREES: **EARLY CHILDHOOD EDUCATION MINISTRIES**

Occupational Associate in Early Childhood Education Ministries

Total Program Hours: 1281 clock hours.

Required for Completion: 72 Weeks

The Early Childhood Education program provides training for students who desire to enter the field of early childhood education. It Combines classroom instruction and field work experience with an emphasis on developmentally appropriate programming for young Children. This option is designed for those students who intend to seek immediate employment in the field.

Early Childhood Education students will intern at day care centers. Early Childhood Education students take Introduction to Education, Early Childhood Curriculum, and Facilitating Resiliency in place of the first three counseling courses.

General Education Courses: 14 Quarter Credit Hours required

Please note the following:

**(3) courses may be taken 1st or 2nd year of program; *(3) courses must be taken 1st year of program*

Note: Courses with an () astride are general education courses for OAD degrees.*

| Year 1 | | Year 2 | |
|---|-----------|--|---------------------|
| Course Title | Credits | Course Title | Credits |
| Philosophical and Historical Foundations of Education / EDF200 | 3 | Educational Psychology/ EDF202 | 3 |
| Individual in Transformation / MIT102 | **(3) | Individual in Transformation / MIT102 | **(3) |
| Cultural and Social Foundation of Education / EDF201 | 3 | Issues in Early Childhood Education/ EDF203 | 3 |
| *English Composition I / ENC110 | **(3) | *English Composition II / ENC111 | **(3) |
| Introduction to Education / PIE102 | 3 | Introduction to Education / PIE102 | 3 |
| Total: | 12 | Total: | 6 (+ / -) *6 |

Please note the following:

(3) courses may be taken 1st or 2nd year of program; *(3) courses must be taken 1st year of program*

Note: Courses with an () astride are general education courses for OAD degrees.*

| Course Title | | Credits | Course Title | | Credits |
|--|--|-----------|--|--|-------------------|
| Family Literacy and the Young Child / EDF204 | | 3 | Teaching Science in Early Childhood / EDS203 | | 3 |
| Classroom Management / EDP201 | | 3 | Classroom Management / EDP201 | | (3) |
| Language Arts and Children's Literature / EDS200 | | 3 | Early Social and Emotional Development / EDF203 | | 3 |
| *Reading Instruction for Early Childhood / EDS201 | | 3 | | | |
| Phonics and Reading Improvement for Early Childhood / EDS202 | | (3) | Phonics and Reading Improvement for Early Childhood / EDS202 | | (3) |
| Early Childhood Curriculum / PEC105 | | 3 | Early Childhood Curriculum / PEC105 | | 3 |
| Temperament Profile / CTP104 | | 3 | Internship Hours | | 3 |
| Total: | | 16 | Total: | | 9 (+/-) *6 |

| Course Title | | Credits | Course Title | | Credits |
|---|--|----------|--|--|-----------|
| Assessment, Evaluation and Diagnosis of the young Child/ EDP200 | | 3 | Facilitating Resiliency / PFR104 | | 3 |
| Facilitating Resiliency / PFR104 | | 3 | Internship Hours | | 3 |
| *Introduction to Psychology I / PSY100 | | 3 | * Introduction to Psychology II / PSY200 | | 3 |
| *English Composition I / E-NC110 | | 3 | *English Composition II / E-NC111 | | 3 |
| Total: | | 9 | Total: | | 12 |

COURSE OFFERINGS & DESCRIPTIONS:

Occupational Associate in Construction & Building Technology

Ministries

(Required Courses)

Internship Required

Construction & Building Technology Courses

Communication Skills for Technology / BRG 100

(45 Hours)

Course Requirements: Prerequisite: ENC110 or equivalent Placement Test recommendation.
Basic knowledge of computers is recommended

A lecture and laboratory course that is focused on developing communication skills for technical applications. The learners will conduct, plan, and develop project review and technical demonstrations in front of peer groups. In addition, the learners will develop the ability to use the Internet to produce product information and related files. The course also includes the use of email to send and receive correspondence and data files as attachments.

Architectural Print Reading/Sketching / BRG 101

(45 Hours)

Reading and interpreting architectural blueprints and sketching techniques used in field information gathering and communication. Students develop skills in blueprint reading through interpretation of drawings and sketching.

Construction Fundamentals / BRG 102

(45 Hours)

A course designed to introduce the student to building construction. Topics will include an overview of the building construction industry, construction agreements, technical specifications, site preparation, construction scheduling and basic framing, plumbing and electrical wiring. The course will include classroom and hands on laboratory activities.

Construction Materials / BRG 103

(45 Hours)

This course teaches an understanding of the materials used in building construction and the advantages and disadvantages of their use in various applications. Topics include construction materials used for building foundations, framing, coverings and technical specification.

Building Construction Codes / BRG 104

(45 Hours)

Codes that govern the building construction industry in Florida. Provides an overview of the use and interpretation of zoning ordinances and building, energy, electrical, plumbing and mechanical codes. Emphasis on the affect of critical components of ordinances and codes on building design and construction.

Building Design Applications / BRG 105

(65 Hours)

Course Prerequisites: BRG 108

A lecture and laboratory course which explores the residential and light commercial design process from conceptual design through working drawings. The course will address how a builder or design professional develops a concept into working drawings. The course will address practical design issues found in the residential and light commercial construction industry. The students will develop design proposals for various building construction scenarios. The emphasis will be on the creation of architectural layout and detail drawings using a CAD system, and the creation of the related documentation for the building project proposal.

Construction Estimating / BRG 106

(60 Hours)

Course Prerequisites: BRG101

A lecture-lab course offering the student a practical insight into the construction bidding process. In studying the basics of estimating materials, time and labor, the emphasis will be placed on light commercial and residential construction. The course will cover types of agreements, the contract system, quantity take offs, manpower and labor rates, cost adjustments and general contract and sub contract work.

Engineering Drawing and CAD I / BRG 107

(45 Hours) - Elective

Course Prerequisites: One year of High School Drafting/CADD

A lecture/laboratory course which includes an in-depth study of fundamental drafting and design topics. The course is designed to develop sound fundamentals in drafting and design topics for students entering a CAD based design environment. The course is delivered in both CAD and manual drafting environments.

CAD for Building & Construction / BRG 108

(45 Hours)

Course Prerequisites: BRG 101 and BRG 107

An introduction to the use of computers in the development of architectural detail drawings and schedules. The emphasis of this course is to develop the CADD skills that an entry level technician needs to prepare drawings or extract information from drawings for applications such as a residential remodeling project, the layout of a site plan, the layout and scheduling of mechanical and electrical systems plans.

Residential Electrical Wiring / BRG 109

(45 Hours)

This course covers basic electrical theory, print reading, use of tools, safety, and related topics applied to residential wiring. The student will learn to apply the National Electric Code to basic wiring situations. Laboratory work includes actual wiring and testing of common residential circuits. (Course Fees include electronics kit and supplies)

Construction & Building Internship / BRG 200

(60 Hours)

The building and construction internship is designed as a special work assignment for all students in the building and construction program. The purpose of the internship is to assist the student in developing a specialized skill in a chosen specialty, and at the same time allow them to gain valuable work experience that will lead to full time employment. (Instructor Authorization required for registration)

Supervisory Responsibility / BRG 201

(60 Hours)

A study of philosophy, principles, and concepts of the field of management, including the planning organizing, evaluating and controlling functions.

Small Business Management / BRG 202

(60 Hours)

This course is intended for students interested in establishing and/or operating their own small business. The course will spend time in entrepreneurship and what is needed to be successful in today's world and is designed to look at the service, retail, and manufacturing types of business.

Business Sales / BRG 203

(60 Hours)

The study of the fundamentals of sales supported by actual problems in sales presentations and based on sales training material used by leading corporations in their educational programs for salespersons. Analysis of the field of personal selling as a visual element of the promotional efforts of a firm.

Principles of Marketing / BRG 204

(60 Hours)

This course is designed as an introduction to the marketing environment and the role marketing plays in that environment. The course is intended to cover the marketing mix, entrepreneurship, consumer behavior and ethics in the business world of today and tomorrow

Technical Mathematics I / BRG 205

(45 Hours)

This course is a review of elementary algebra, functions and graphs, numerical trigonometry of right triangles, use of calculators, applied problem-solving emphasizing geometric principles, systems of linear equations, and quadratic equations

Framing I / BRG 206

(45 Hours)

This course is designed to give the student knowledge of construction of the single story Tri-Steel Homes' Quick Silver and Lifetime Framing systems. The introduction of the terms and techniques of all other forms of residential home framing.

Framing II / BRG 207

(45 Hours) - Elective

This course is designed to give the student knowledge of construction of the two story Tri-Steel Homes' Quick Silver and Lifetime Framing systems. This is an advanced course pertaining to multiple story homes, staircase installation, railings, and flooring systems.

Residential Siding Systems / BRG 208

(60 Hours)

This course is designed to give the student knowledge of application of siding systems on residential housing. The introduction of terms and techniques of all other forms of siding.

Roofing Systems / BRG 209

(60 Hours)

This course is designed to give the student knowledge of application of roofing systems on residential housing. The introduction of terms and techniques of all other forms of roofing.

Train the Trainer / BRG 210

(45 Hours)

This course is designed for experienced contractors who wish to become instructors. Participants will learn how to prepare and present adult learning programs. They will also get a chance to enhance their presentation skills in the classroom with instructor feedback and coaching.

Construction & Building Internship Seminar II / BRG211

(16 Hours)

Explains and teaches the role of the advanced intern and the construction supervisor in the construction & building site setting, and the duties and responsibilities of the intern to include safety concerns.

General Education Courses

Introduction to Psychology I / PSY100

(45 hours) - Elective

Students learn the basic concepts and terminology of the evolving field of psychology and gain insight into the dynamics of human thinking, behavior, and emotions.

English Composition I / ENC110

(45 hours)

English Composition I, is designed to help students achieve language proficiency and write essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.

English Composition II / ENC111

(45 hours)

English Composition II is the second of two required composition courses. A continuance of ENGL 101 Composition I, this course emphasizes research, bibliographic, and writing skills. Students write one or more documented essays.

Comparative World Religions / HUM201

(45 hours)

Six dimensions of religion - experiential, mythic, ritual, doctrinal, ethical, and social - are examined in this team-taught course. Focus is on the interrelatedness among the six dimensions and how people live their lives in a religiously pluralistic society. The major world religions studied are Hinduism, Buddhism, Taoism, Confucian-ism, Judaism, Christianity, and Islam.

PROGRAM DESCRIPTIONS FOR OCCUPATIONAL ASSOCIATE DEGREES: **OCCUPATIONAL ASSOCIATE IN CONSTRUCTION & BUILDING TECHNOLOGY MINISTRIES**

Occupational Associate in Construction & Building Technology Ministries

Total Program Hours: 1281 clock hours.

Required for Completion: 72 Weeks

This program prepares graduates for entry level positions in various segments of the construction industry, including commercial or residential construction. Skill development includes building layout, preparation of material quotations, material ordering, estimating and tracking costs, and management of construction projects. Building and construction technicians find employment with builders, architectural firms, contractors, municipalities, and suppliers of construction materials.

Construction & Building Technology students will intern at local and other area construction sites.

General Education Courses: 14 Quarter Credit Hours required

Please note the following:

*(3) courses may be taken 1st or 2nd year of program; *(3) courses must be taken 1st year of program

Note: Courses with an () astride are general education courses for OAD degrees.*

| Year 1 | | Year 2 | |
|---|-----------|---|---------------------|
| Course Title | Credits | Course Title | Credits |
| Communication Skills for Technology / BRG100 | 3 | Engineering Drawing and CADI / BRG107 | 3 |
| Architectural Print Reading-Sketching / BRG101 | **(3) | CAD for Building and Construction / BRG108 | **(3) |
| Construction Fundamentals / BRG 102 | 3 | Residential Electrical Wiring / BRG109 | 3 |
| *English Composition I / ENC110 | **(3) | *English Composition II / ENC111 | **(3) |
| Construction Materials / BRG103 | 3 | Principles of Marketing / BRG204 | 3 |
| Total: | 12 | Total: | 6 (+ / -) *6 |

Please note the following:

**(3) courses may be taken 1st or 2nd year of program; *(3) courses must be taken 1st year of program
 Note: Courses with an (*) astride are general education courses for OAD degrees.*

| Course Title | Credits | Course Title | Credits |
|---|-----------|--|-------------------|
| Building Construction Codes / BRG104 | 3 | Framing I / BRG206 | 3 |
| Building Design Applications / BRG105 | (3) | Framing II / BRG207 | (3) |
| Construction Estimating BRG106 | 3 | Residential Siding Systems / BRG208 | 3 |
| *Supervisory Responsibility / BRG201 | 3 | | |
| Technical Mathematics / BRG205 | ** (3) | Roofing Systems / BRG209 | (3) |
| Small Business Management / BRG202 | 3 | Train the Trainer / BRG210 | 3 |
| Business Sales / BRG203 | 3 | Internship Seminar II / BRG211 | 3 |
| *Introduction to Psychology I / PSY100 | 3 | Introduction to Psychology II / PSY 200 | 3 |
| *Comparative world Religions / HUM201 | 3 | | |
| Total: | 16 | Total: | 9 (+/-) *6 |

ADMISSION REQUIREMENTS

Admissions

Applicants to all CCI programs are evaluated on the basis of previous academic performance, personal and professional goals, character, commitment, and High school diploma or equivalent

Nondiscrimination Policy

CCI School of Counseling & Technology encourages and accepts applications from qualified applicants without regard to sex, physical handicap, cultural, racial, religious, or ethnic background or association.

Application to the School

The application process at CCI is a personal one. Each applicant is assigned an admission counselor to work with throughout the application and enrollment process. Our admission process is selective. We seek students who have the potential to succeed academically and who want to grow spiritually.

Application Process

Students interested in applying can do so via the following methods:

Application Online

Students with internet access can apply online by visiting CCI's website at www.ccischool.org for application and instructions.

Paper Application

CCI uses a common institutional application form for all programs. This application can be downloaded from www.ccischool.org or may be obtained from CCI's Office of Admissions. All credentials and documents submitted to the Office of Admissions become the property of CCI. Originals will not be returned to the applicant or forwarded to another institution.

New Applicants

In addition to the application, the following credentials are requested: **(If Applicable)**

1) Official secondary school transcripts and appropriate test scores: Scholastic Aptitude Test (SAT) or the American College Test (ACT). All official transcripts test scores, and any other credentials should be received directly from the issuing agencies, and forwarded to 14625 SW 42nd St. Miami, Florida 33175. It is the applicant's responsibility to initiate the request for credentials to the issuing agencies and to assure their receipt by the Office of Admissions. **2)** Proof of graduation from a secondary school.

Applicants who do not meet the above criteria will be reviewed by the Dean.

***Note:** Diploma students seeking Florida Certification Board CAAP-I certification do not require a high school diploma or GED. Please see (Appendix A)*

TRANSFER OF CREDIT

The school may transfer credit from other institutions and grant advanced standing to transfer students at its discretion. The student must have an official transcript sent to the Admission Office or Registrar's Office. For credits to be accepted for transfer, a course must be assigned a grade of C or better, must be transferred from an institution that is accredited either by a regional accrediting association or by a nationally recognized accrediting agency or association. Decisions about transfer credits are based on official transcripts only, and it is the student's responsibility to request that official transcripts be sent to CCI School of Counseling & Technology. The school will accept credits, but not grades, in transfer; thus, transfer grades will not be figured into the student's CCI grade point average. Credit from unaccredited institutions will be accepted only when the Deans' Council has developed and approved a transfer agreement with such an institution, and in no case will more than 15 credits be transferred from these institutions. Students transferring credit are advised that 24 of the last 36 hours of all programs must be completed at CCI, in either residence or at an institution with which the school has a cooperative agreement.

International students may transfer credit from international institutions by validating their course work through a credential evaluation service. Additional information is available from the Administration Office.

Veterans must submit a certified original of their DD-214, an ARTS transcript, or other documentation of their experience to receive credit.

PAYMENT OPTIONS

\$150.00 Registration Fee is due at the time of signing. The programs for occupational associate are \$125.00 per credit. Each three (3) credit course is 375.00, for a total of \$8250.00 for an Occupational Associate Degree.

The student has the option of paying the tuition cost: 1) in full prior to attending the first class; or 2) pay for each class individually before the start of that class; or 3) pay for each class in three (3) installments during the period of time the class runs. If the Student chooses option three (3) then in addition to the registration fee and the down payment, a Student's payment schedule will be as follows:

- a. one payment that equals 1/3 of the cost of the class on or before the first class, and
- b. a second payment equaling 1/3 of the cost of the class on or before the third class, and
- c. a third payment equaling 1/3 of the cost of the class on or before the fifth class.

ACCREDITATION/LICENSURE/CERTIFICATION

CCI School of Counseling & Technology is not accredited at this time. CCI School of Counseling & Technology is Approved by The Florida Department of Health, Division of Medical Quality Assurance, Board of Clinical Social Work, Marriage and Family Therapy and Mental Health Counseling Provider Number 50-2003 Expires 3/31/2011; and Florida Certification Board #SS-13 Exp. 12/31/2010.

Financial Assistance

The Board of CCI School of Counseling & Technology believes that God will provide the necessary financial resources for those He has led to attend the School. This provision may come in many forms, as described below. We encourage students to seriously consider raising all or part of their financial needs (in the form of "faith support") in order to participate more fully in ministry while attending classes. The following information will help you decide if you may use this option.

These financial supplements come in a variety of forms from a number of different sources. The first place to check is with the leadership of your church or denomination. Many churches and denominations have money available to assist students with ministry training. Second, ask your local bank about any educational trust and scholarship programs they may offer. Check with other banks should your own offer nothing. This source of aid isn't normally dependent on where you have your account. Third, check with your employer who might have a program which helps with further education expenses.

One of the best sources of information is the local library. Specifically, check a volume called Foundation Grants to Individuals, which lists foundations which give grants to students. A local career guidance office might yield specific help in finding sources of financial aid. Loans are a last resort because high debt repayment can have a direct effect on future ministry opportunities. The school stands ready to help you seek the provision which God desires for meeting your needs.

The Institute grants awards to currently enrolled students annually based on demonstrated leadership.

HOURS OF OPERATION

The business office is open whether or not classes are in session. Business office hours are: **Monday through Friday - 10 a.m. to 2:30 p.m.**

- Classes are offered in the evening **Monday through Friday 6:00p.m. to 9:00 p.m.**

- With Saturday classes usually between **9:00 a.m. to 5:00 p.m.**

Note: *Class hours and days are open to change.*

Open Start Dates for Class Registration

- **January** 18-22
- **March** 22-26
- **May** 24-28
- **August** 9-13
- **October** 11-15

HOLIDAYS

Classes and business office hours will be canceled on the following holidays. Additional holidays may be declared at the discretion of the Dean and will be posted in advance.

New Year's Day
Independence Day

Good Friday
Labor Day
Christmas Day

Memorial Day
Thanksgiving Day

GRADUATION REQUIREMENTS

Occupational Associate Degree and Certificate seeking students who have completed all required academic, lab/research, and internship obligations with a 2.0 GPA or higher (on a 4.0 scale) are eligible for graduation. Students are graded during each course of study by the instructor's evaluation of class participation, tests and quizzes, and student presentations or papers. The School maintains a level of flexibility in its testing and evaluation of individual students because of the commingling of academic levels.

Grading Schedule is as follows:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
F = 69% or below

Generally, students are not terminated for failure to acquire a skill but are encouraged to attend additional classes. In so doing the student is expected to master the particular course requirement.

STUDENT SERVICES

A. **Housing**

The School does not maintain housing for students. A list of reliable Realtors and rental properties in close proximity to the School will be provided to the Student that requests housing assistance at the time of enrollment.

B. **Student Records**

Student records are permanently retained by the School and are available to the Students upon individual request. Student records will be provided to potential employers only after the Student has made a written request.

C. **Student Placement**

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to School from potential employers will be posted on the bulletin board. The School will assist the Student with employment to the best of its ability, but cannot guarantee.

D. **Student Grievances**

Student can address there concerns by speaking to instructor, if the issue is not resolved, then the student may take it to the next level of administration and if the issues is still not resolved the student may contact the Dean and President of Christ Center International, Inc. 12002 SW 128th Court, Suite 103, Miami, FL 33186.

Each student is encouraged to resolve concerns through a dispute resolution process or directly with the individual(s) involved. The Dean's Office offers materials on dispute resolution and alternative methods for resolving issues as well as communication techniques. Students may obtain a Student Grievance Form from the Deans office.

RULES AND REGULATIONS

A. **Attendance Class Cuts**

After three unexcused absences, the Student is counseled by the Dean and placed on probation. Should the Student have another unexcused absence while on probation, the Student is counseled again by the Dean and at his/her discretion, may be terminated. Class cuts without prior approval from the instructor or Dean are not permitted and are considered an absence for the entire class period.

B. **Tardiness**

A Student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate.

C. Conduct

Students are expected to conduct themselves in a professional manner at all times. Foul language, possession of an unprescribed drug or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. A Student who conducts him or herself in a manner detrimental to the school, staff or other Students will be terminated. Theft of property from the Institute or other students is grounds for immediate dismissal.

D. Make-up Work

Students who have been absent for any reasons are required to make up any missed class work before proceeding to the next course.

E. Probation

A Student who does not adhere to the attendance policy will be placed on probation for 30 days. Should the Student be absent while is on probation, s/he will be counseled by the Dean which may result in termination. Probation periods are not applicable for academic progress.

F. Leaves of Absence

A Student may be granted a leave of absence for a reasonable amount of time (21days) as determined by the Dean. A request for a leave of absence must be in writing and the date of expected return must be specified.

If the Student does not re-enter within the specified time and has not notified the Institute, the Student's contract will be terminated and s/he is granted a refund according the Refund Policy.

A student who is unable to complete his/her course work due to a serious injury, illness, or a member of U.S. Armed Services called to active military duty may request a leave of absence.

G. Re-entry

A Student who has canceled or has been terminated and desires to re-enter the program of study must notify the School and follow the required admission procedures. A Student who was terminated for any reason must have an interview with the Dean and show cause why s/he should be re-instated. The decision of the Dean is final.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

To comply with current state and federal regulations, the Office of the Dean at CCI School of Counseling & Technology will monitor the progress of students toward diploma and/or degree completion requirements. In order to receive and continue to maintain satisfactory academic progress, students must comply with the following three components of satisfactory progress:

- Minimum grade point average,
- Minimum credits completed, and
- Maximum time frame (credit attempts)

Students who fail to complete their degree requirements within the prescribed length of time, fail to maintain the required cumulative grade point average, and/or do not pass the minimum number of credits will not be eligible for certificate/diploma or graduation completion.

The progress or lack of progress of our students will be monitored at the end of each spring semester and summer term (if the student attends summer). Academic Dismissal and Maximum Time Frame Standards (488 clock hours for diploma students and 1281 clock hours for occupational associate degree students) will be monitored at the end of each semester. All credits will count in the evaluation regardless of where or when they were earned.

Standard for Grade Point Average

All diploma students are required to have a cumulative 2.0 grade point average by the end of their third semester. All undergraduate students (including transfer students) are required to have a cumulative 2.0 grade point average by the end of their first academic year and/or be in good standing in their program.

Standard for Minimum Credits Completed

All occupational associate degree students must successfully complete 67% of attempted credit hours per year. For example, if a student was enrolled for 12 credits fall semester, 15 credits spring semester, and 6 credits during the summer, the student would need to successfully complete 22 credits. Failing a class or receiving an incomplete in a class is not considered successfully completing the class.

The successful completion of a credit attempted is credit for which a grade of A, B, C, D, or S is received. A grade of F, W, U, I, NC, or N represents unsatisfactory completion of a course. A grade of D for a graduate student is not considered as successful completion of the credit(s) attempted. Determination of a student's enrolled (attempted) credits will be made on the 10th day of each semester.

Standard for Maximum Time Frame

The total maximum time frame for occupational associate degree students cannot exceed 150% of the published length of the program. For example, a program requiring 1281 clock hours for graduation would allow 1921 clock hour attempts ($1281 \times 150\% = 1921$). The maximum time frame for diploma students is 732 clock hours.

Probation

Any student who has been placed on academic probation will be placed on SAP probation as well. Any student who does not meet the standard for minimum credits completed at the end of the spring semester (or summer) will be placed on SAP probation. Students attending the summer term will be re-evaluated at the end of summer. The student will be notified prior to the beginning of the next fall semester of his/her status.

Any student on SAP probation will have six months to improve his/her deficiency. The student will need to successfully complete 67% of all attempted credits for that period and meet the minimum cumulative GPA standards while on probation in order to return to good standing status.

Appeal Procedure

If a student believes that his/her satisfactory progress as determined by the Dean's Office is incorrect, it is the student's responsibility to contact the Dean's Office and provide documentation of changes in information to the transcript (i.e., grade changes, completion of incomplete classes, etc.).

Students may appeal their ineligibility due to circumstances beyond their control, i.e., death of a family member, student illness/hospitalization.

A written letter of appeal may be submitted to the Dean's Office for review. Appeals should explain in detail the reason(s) for not meeting the standards for academic progress. Appeals must be submitted and approved prior to the end of the semester for which the student is appealing to receive financial aid. A sub-committee of the Academic Standards Committee will hear SAP appeals. Members of the Appeals Committee for Satisfactory Academic Progress include a representative from the Dean's Office, a faculty member, and the Director of Administration or her designee.

The committee may approve a plan designed by the Director of Education staff to return the student to good standing status that differs from the above prescribed terms and conditions.

Withdrawals: Withdrawals, either from a course or from the School, will have the credits counted as attempted credits if the student was enrolled on the 10th day of the term.

Repeated Courses: Repeated courses will count in the calculation of credits attempted. The initial enrollment of the course will count once and any repeat will count once.

Incomplete Courses: Incomplete course work will not be considered as being successfully completed. An incomplete grade will count as a course attempted and course not earned until the Administration Office records a passing grade. A student who wants his/her completed grade considered sooner than the next review is required to notify the Director of Administration of the new grade.

REFUND POLICY

Cancellation and Refund Policy:

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

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
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 enrollment agreement and making initial payment.
3. Cancellation after the third (3) business day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 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 40% of the program will result in no refund.
6. Termination Date. In 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 is received.
7. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.
8. A student's enrollment can be terminated at the discretion of the governing board of the school for insufficient academic progress, non-payment of academic costs, or failure to comply with rules.

Appendix A

Florida Certification Board Requirements

Certification is a form of credentialing, a voluntary regulation of a specialty within a profession. It is the process by which a non-government organization grants recognition to persons who have met certain standards defined by that organization. Certification does have limitations: it does not guarantee quality and integrity by itself. It does, however, unite and set direction for professional growth.

Purpose of Certification

The purpose of certification for addiction professionals is to:

1. Assure the public a minimum level of competency for quality service by addiction professionals.
2. Give professional recognition to qualified addiction professionals through a process which examines demonstrated work competencies.
3. Assure an opportunity for ongoing professional development by addiction professionals.
4. Enable addiction professionals to meet eligibility requirements for reimbursement for professional health care.

Definition of Addiction Professional

An addiction professional is a person who possesses and utilizes a unique knowledge and skill base to assist substance abusers (persons affected by problems related to addictions) and the public for whom the prevention of addiction is a primary concern. This knowledge and skill base may be acquired through a combination of specialized education and supervised work experience.

The role of the addiction professional is to:

1. Assist clients in assessing their use of substances.
2. Assist clients in becoming involved in the counseling process so that they may resolve problems related to the use of substances.
3. Provide experienced, professional counseling; assist and support clients in developing and/or maintaining a responsible and functional lifestyle.
4. Recognize problems beyond the counselor's training, skill or competence, and be willing and able to utilize other appropriate professional services.
5. Provide experienced, professional counseling services as needed to the substance abuser's family or significant others.

FCB sets the standards for several levels of certification for addiction professionals in Florida. There are several levels of classification within each category of certification. The three certifications are: [mental health](#), [addiction](#), [criminal justice](#), [prevention/early intervention](#), [behavioral health](#), [child welfare case manager](#); and others.

For more information regarding certification requirements for certification with the Florida Certification Board you may visit online at:
<http://www.flcertificationboard.org> or contact the FCB at 1715 S. Gadsden St., Tallahassee, FL 32301 Tel. (850) 222-6314.

Appendix B

Calendar 2009-2010

Open Start Dates for Class Registration

2010

- **January** **18-22**
- **March** **22-26**
- **May** **24-28**
- **August** **9-13**
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HOLIDAYS

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Labor Day
Christmas Day

Memorial Day
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