



KEY COLLEGE

"Your key to a bright future"



Catalog 2022-2023

2810 East Oakland Park Blvd, #305 FLORIDA 33306

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Admission to, employment by, and promotion in Key College shall be based on merit, and there shall be no discrimination based on race, color, creed, religion, sex, national origin or disability. Information, programs, and the requirements are subject to change without notice (at the discretion of the administration). Key College reserves the right to change the terms and conditions of this catalog at will.

This catalog supersedes all previous editions to **No. 154 Revision Date 05/03/2022**



**2810 East Oakland Park Boulevard, #305
Fort Lauderdale, FL 33306
www.keycollege.edu**

**Ownership
and Control**

Key College is owned and operated by Independent Education Corporation, a Florida Corporation. The officers are Mr. Ronald H. Dooley, President/CEO, Marella Dooley, Executive Vice President. Mr. Dooley is the controlling owner and Miami Education is a minority stockholder. The address for the Corporation is 2810 Oakland Park Blvd., #305, Fort Lauderdale, Florida 33306. The telephone number is (754) 312-2898. Mr. & Mrs. Dooley reside in Ft. Lauderdale, Florida.

Accreditation

Key College is accredited by the Accrediting Commission for Career Colleges and Schools (ACCSC) 2101 Wilson Boulevard, Suite 302, Arlington, Virginia. Phone: 703-247-4212, www.accsc.org

Licensed By

The Florida Department of Education/The Commission for Independent Education. Addendum: Additional information may be obtained by contacting the Commission at 325 West Gaines Street, Suite #1414, Tallahassee, Florida 32399-0400. The telephone number is (850) 245-3200 or (888)-224-6684. License # is 1839.

Memberships and Approvals

- Florida Association Student Financial Aid Administrators (FASFAA)
- Dania Beach Chamber of Commerce
- National Vocational Technical Honor Society (NVTHS)
- National Court Reporting Association (NCRA)
- American Association of Electronic Reporters & Transcribers (AAERT)
- Alpha Beta Kappa Honor Society
- American Library Association (ALA)

History

Hammel College expanded from Akron, Ohio to south Florida in 1982, and purchased a small court reporting school in Ft. Lauderdale that had begun operations in 1974. The College operated as a subsidiary of Southern Business College, Inc. until 1985 when it became a freestanding institution. In 1987, the College was sold, and the name was changed to Legal Career Institute. Operating in Plantation, FL as a legal training institute until 1994. Expansion into the medical field in 1994 brought about a name change to Atlantic Coast Institute.

Ronald H. Dooley purchased the Institute in 1995. He formed Independent Education Corporation dba Atlantic Coast Institute. Mr. Dooley has extensive background within the private school industry.

To provide for further expansion, the name was changed to Key College in 2003 to be able to offer Academic Associate Degree Programs of study.

In March 2010, Mr. Dooley was joined by Mr. Greg Seward, CPA as a minority stockholder in Key College. In 2012 the Corporation was converted to a “C” Corporation. Mr. Dooley and Mr. Seward sold 18% to Miami Education which is owned by the Prado family. Mr. Dooley has since, purchased the stock of Mr. Seward and remains the President and controlling stockholder. Mr. Dooley owns 62% of the Corporation and Miami Education owns 38%.

Mission Statement

The mission of Key College is to provide high quality “practitioner-oriented” undergraduate programs of study, driven by the most current needs of industry and business. The institution offers programs to meet the needs of a diverse student population both domestically and internationally.

Goals

In harmony with our mission, Key College has established the following goals:

Offer quality applications-oriented curricula.

Curricula are designed to produce competent graduates who can understand new developments in their field, adapt to change, and grow throughout their careers. Consistent with this primary goal, Key College seeks to enroll qualified students who can benefit from its programs.

- **Enroll students that have a committed interest.**

To this end, faculty and staff assist students in completing their chosen programs Providing complete information as to the requirements of the program and to assist students in making the correct decision. Commitment is needed to assure success. Key is committed to a policy of nondiscrimination in admission, financial aid, and graduate placement with respect to sex, race, age, marital status, religion, and national origin. Key will not refuse service to handicapped persons.

- **Assist graduates of all programs to achieve the highest possible level of success in career-entry employment.**

To assist graduates in their search for positions compatible with their backgrounds and interests. Although we cannot guarantee employment or salary levels, we continue to offer placement assistance, following graduation.

Programs of Study

- **Court Reporting-Associate in Science Degree**
- **Digital Court Reporting-Certificate (New)**

Facilities

Key College occupies 2,175 square feet for offices, library and computer labs and has classrooms reserved an additional 1325 square feet for classrooms. Our resident classes will restart in the fall of 2022. All classes are currently taught online. The facility is located in the business district of Fort Lauderdale and will provide air-conditioned classrooms, computer labs, and court reporting labs, administrative offices, a reference library with internet access, conference room and a student lounge.

Online Distance Education Programs

Key College offers the AS./Court Reporting and the Digital Court Reporting/Certificate which are offered online and on campus. The online program is designed to mirror the residential programs.

Instruction in the online program involves a combination of synchronous and asynchronous learning activities conducted over the internet. All online courses are delivered and conducted in a suitable online platform. Students interested in online education should have a high degree of self-discipline, be committed to a significant amount of weekly coursework, and possess a compatible computer, Keyboarding and writing skills. The online program has prerequisites which are listed in the requirement section below.

Online Program Requirements

To be considered for enrollment in the online or residential programs, Court Reporting (AS), Digital Court Reporting (Certificate) students must certify that they possess the following minimum technology requirements:

1. Personal computer or laptop with an Intel or AMD processor
2. Minimum of 4 GB of RAM or higher
3. Minimum of 500 GB hard drive or greater
4. Two available USB ports, 1 High Speed USB port
5. Operating System (Windows 7, 8, or 10)
6. Sound card speakers, a camera, and microphone or Headset
7. CD ROM drive(s) or DVD/RW Drive
8. Video graphics accelerator card
9. Java, Flash, and cookies-enabled Internet browser such as Microsoft Internet Explorer 6.0 or higher (AOL and WebTV browsers are not supported and cannot be used to access courses) or Firefox or Google Chrome browser
10. Cable, DSL, or other high-speed Internet connection (AOL and WebTV browsers are not supported and cannot be used to access courses)
11. Unique personal email address, i.e.: Gmail, Yahoo, Hotmail, MSN, etc.
12. Software: Microsoft Office 2000 or higher and Adobe Acrobat Reader
13. Court Reporting: Steno Machine – Stenotype Wave or higher: The student may qualify for assistance from Key College for the acquisition of the hardware.
14. Court Reporting: Eclipse Student Software: The student may qualify for assistance from Key College for the acquisition of the software.

Attention Mac Users: Eclipse Software is not compatible with Mac. The student must purchase the following additional software, and have it professionally installed to have Eclipse software function properly on your Mac Machine:

- Boot Camp for Mac
- Parallels for Mac
- VMWare for Mac
- Operating System Windows 7, 8, or 10

****Please be advised that installing this additional software may develop additional technical issues with your Mac machine. ****

Equipment

Equipment for each program offered is equal to or surpasses that used in the industry. Each program has specific equipment needs to support methods of teaching. Equipment is chosen to meet specific program needs.

- The **Court Reporting Programs** use a remote tape system to enhance a student's ability to practice speed development. Computers are in each classroom to allow for "real-time" training in their classes. Computer labs are available for transcription, real-time practice as well as Eclipse software for Real-time training. The college subscribes to internet-based software entitled "Realtime Coach" which is a tutorial that allows students access twenty-four hours a day for accuracy and speed development. The Digital Court Reporting program uses voice recording equipment as well as the software for recordings.
- Online courses are supported by software known as "Realtime Coach" that provides tutorial assistance to students during their lab sessions. The software spell-checks their work during practicing and alerts the student when making an error in writing on the court reporting machine. The software also provides a copy of the student's practicing that is sent to the teacher for review and assistance.

Library/Learning Resource Center

- Key College provides a campus Learning Resource Center, or Library, as well as a password accessible elibrary, or online library, available to all students on a 24/7 basis.



ACADEMIC CALENDAR 2022/2023
 (Including Breaks and Holidays)
ON CAMPUS AND ONLINE CLASSES QUARTER SCHEDULE

(12-week - terms) (Classes may begin quarterly or mid-term)

WINTER TERM 2022 Mid Term	January 3, 2022 - March 24, 2022 February 14, 2022 - May 12, 2022 (Spring Break March 25, 2022 - April 03, 2022)
SPRING TERM 2022 Mid Term	April 04, 2022 - June 23, 2022 May 16, 2022 - August 11, 2022
SUMMER 2022 Mid Term	June 26, 2022 – September 22, 2022 (Summer Break July 1, 2022 - Jul 10, 2022) August 15, 2022-November 3, 2022
FALL TERM 2022 Mid Term	September 26, 2022 – December 15, 2022 November 7, 2022 – February 9, 2023 (Holiday Break December 16, 2022 – January 2, 2023)
WINTER TERM 2023 Mid Term	January 3, 2023 – March 23, 2023 February 13, 2023 – May 11, 2023 (Spring Break March 24, 2023 – April 02, 2023)
SPRING TERM 2023 Mid Term	April 3, 2023 – June 22, 2023 May 15, 2023 - August 10, 2023
SUMMER TERM 2023	June 26, 2023 – September 21, 2023 (Summer Break June 30, 2023 – July 9, 2023)

* The college also offers quarterly starts every six weeks in most programs. See below for details.

HOLIDAYS 2022/2023

New Year’s Day	01/01/2022	Thanksgiving Day	11/24/2022
Martin Luther King	01/17/2022	Christmas Day	12/25/2022
Presidents Day	02/21/2022	New Year’s Day	01/01/2023
Memorial Day	05/30/2022	Martin Luther King	01/16/2023
Independence Day	07/04/2022	Presidents Day	02/20/2023
Labor Day	09/05/2022	Memorial Day	05/29/2023
Columbus Day	10/10/2022	Independence Day	07/04/2023
Veteran’s Day	11/11/2022		

In addition to regular program starts, Key College offers mid- term starts in programs where it is feasible to begin classes during a term. Mid Term starts cannot be guaranteed, since certain programs have specific entry requirements. Program starts and availability can be accessed through our admission’s department. **Students starting during a term may experience a completion date that differs from the original scheduled date. Any changes made at the institution will be made available to the students immediately.**

ADMISSION POLICIES & PROCEDURES

All students must be at least 17 years of age on or before the first day of classes. The basic admission requirement for all programs is a verified high-school diploma or possession of an approved General Education Development (GED) certificate or acceptable DD214 document for military veterans. Proof of high school graduation or equivalency must be provided before class starts. A high school student at least 17 years of age, may apply to participate in taking college level courses while they are in high school, if allowed by the high school and the parents. An affidavit is required stating approval and signed by the high school official and the parent. The student must have achieved a grade point average acceptable to the high school for this program. If the student has not provided all the documents listed above, the student will not be accepted. The high school transcript must verify the satisfactory completion and graduation. If the transcript does not verify these requirements, the student will be denied admissions. **Students and the academic coordinator will be given an opportunity to evaluate the students interest and capability during the first two weeks. If it is agreed that the program is not right for the student, the student will be withdrawn without tuition charges.**

A school visitation by the applicant and his/her family is strongly recommended. During this interview, a prospective student's interest, and level of commitment toward a specific field of study will be evaluated by the recruiter as well as the academic admissions coordinator.

Prospective students must complete an application with an admissions recruiter. Programs offered at Key College require a solid commitment for successful completion. Therefore, the admissions recruiter provides full information about the requirements, the courses, and class starting dates, part-time work, and employment opportunities for graduates. An assessment of the student's interests, background and commitment will occur during the admissions staff interview.

All Court Reporting applicants must be evaluated for the academic capability, and must meet with the appropriate academic advisor, to evaluate the prospective student's ability, and commitment. This is critical to pursuing a challenging program that requires diligence toward completion.

All students will also be required to pass the College Preparation Assessment Examination (Cpat) or submit an SAT score of 1200 or an ACT composite score of 19. A student failing the entrance exam will be denied admission and must meet with the Academic Director or Program Coordinator to determine if a retest is applicable. If the Academic Director or Program Coordinator considers the student to be allowed a retest, the student must wait for a period of twenty -four hours. Results of the retest will be final. A student failing the retest will be denied admission.

Applicants for the Court Reporting Programs must pass a criminal background check. Applicants with criminal records having been convicted as a felon will not be accepted.

Minimum scores for admission are:

Associate of Science Program

144 Composite Score or a scaled score of Reading 54 and Language 55

- Typing Score of twenty-five (25) wpm with less than five (5) errors
- Essay on program interest
- Computer Literacy Exam
-

Certificate Program

144 Composite Score or a scaled score of Reading 54 and Language 55

- Typing Score of twenty-five (25) wpm with less than five (5) errors.
- Essay on program interest
- Computer Literacy exam

International Students

The U.S. Citizenship and Immigration Services, requires certain financial and academic documentation prior to issuing Immigration Form I-20 for admission and a SEVIS fee 1-901 fee.

International applicants must provide the school with the following items before an applicant can be accepted for admission:

1. A certified copy of the high school transcript or equivalent. The student's signature on the application is an affidavit attesting to their completion of the high school requirements for receiving a diploma. Any foreign transcripts must be translated to English, and verified by a certified translator, at the student's expense. Students not being able to provide the acceptable documents for proof of high graduation will not be accepted.
2. A notarized statement of financial support or certified government sponsor letter explaining the tuition will be paid in advance of each term and that a sponsor will provide all necessary living expenses for the international applicant. (Form I-134 may be used).
3. Key College can neither provide nor guarantee job availability or jobs leads in the country of an F-1 student's foreign residence. Applicants from countries where English is not the first language, and applicants for whom English is not their native language, must demonstrate proof of English-language proficiency through the Cpat exam or successful TOEFL exam score.

High School Transcript

It is mandatory that the college have on-file, an official copy of each applicant's high school transcript, DD214, or documentation of completion of a GED prior to enrollment. If the proof of high school graduation or GED certificate is not available, the student will not be allowed to begin processing for enrollment.

Educational Rights and Privacy

Educational records of students enrolled at Key are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 and the Family Educational Rights and Privacy Law 93-380, as amended. Students may inspect their educational records at any time. Student consent is required for the release of these papers to outside parties, as covered by the act, (i.e., university officials, federal educational and auditing officials, employers, and requests related to the application for or receipt of financial assistance.) Parents may obtain the student's records if the student is considered a minor.

ADMINISTRATIVE POLICIES

Attendance

Key College does have a formal attendance policy requirement and believes regular attendance is a critical element in academic and skill progress. Each student is expected to attend all regularly scheduled classes and to be absent only when necessary. A student not attending classes may have difficulty maintaining academic progress, which leads to poor grades, in turn, which could impact financial aid concerns. Absences that lead to unsatisfactory progress could result in course failure, academic probation, and possible dismissal from school. The class instructor will take daily attendance for each scheduled class.

Students that do not have excessive absences may make up work, quizzes, and exams when the student returns to school. Make up work will be coordinated through the instructor of each class missed. A student absent from class for any reason could affect their status. A student will be allowed five (5) absences within a term, a total which cannot be exceeded.

If the student fails to maintain our attendance mandate, the student will be placed on academic and notified that the next absence during the term will result in dismissal for the balance of the term. Students with excessive absences will not be allowed to make up their work and may have to pay additional charges to repeat the course. Based upon the number of absences, a student may be required to "show-cause" as to why he/she should be allowed to continue. The student must submit a petition to the academic director. The final decision will be made by the academic committee based upon criteria, number of absences, student's skill level, attitude, and student's commitment toward his/her education. Students must notify the institution immediately if they plan to withdraw from the institution, or one of the classes. Students failing to attend for final exams or

regularly missing academic events will be considered having withdrawn from the program.

The registrar will be notified, and the student will be suspended from the institution or the class.

Veterans and International Students Attendance Requirement

The college will monitor attendance for all students participating in the Veterans Benefits Program as well as international students. Students exceeding 4.0 days of unexcused absences in a quarter will be terminated from Veterans Benefits, for unsatisfactory pursuit. All attendance records will be made available to the Veterans Administration as required. All international students on a Visa that exceeds the 4.0 days of unexcused absence will be reported to the Immigration Services.

Orientation

Orientation day is set aside to officially welcome new students. On this day, students can visit and tour the facilities, meet with the faculty, and staff, and learn of class and administrative requirements. Schedules are issued at this time. Students attending orientation online will be provided with analogous information regarding foundational information relating to Key College and methods that can be employed to be successful while attending classes. Also, students will be provided with a more in-depth information regarding accessing online courses and using the software. Online students will also participate in a formal orientation and instructions on access, IT assistance, schedules, faculty introductions, help and assistance available, program objectives and a welcoming to online instruction. Time management is presented and student progress expectations.

Class Hours

Resident Day classes are scheduled from 8:00AM to 2:00PM, Monday through Thursday. Each student's schedule varies, and the actual hours of attendance will vary according to classes offered and the program requirements. The online classes are Monday, Tuesday & Thursday and the hours are scheduled for live classes, lab, and practice sessions. Homework hours vary by program.

Class Size

Class size at Key College is limited to enhance personal attention. Classes are highly individualized, some with a minimum of lecture while others are taught by lecture. Lecture and laboratory classroom size varies but usually averages 10-12 students.

Students Personal Conduct

Students are expected to conduct themselves in a professional business manner. Professionalism is expected from the students, faculty, and staff. To preserve this atmosphere, misconduct will be met with disciplinary action. The distribution, dispensing, possession, or use of a controlled substance is prohibited in or on the school property. Weapons are also banned from the

premises. Failure to adhere to this policy will result in immediate dismissal. Based on the situation, the School Director will determine the level of discipline is required. The Institution reserves the right to suspend temporarily or to dismiss permanently from the school any student who fails to make judicious use of the opportunities offered, or whose conduct, either in the school or out of school, is not in keeping with the best interests of the school. All students are expected to conduct themselves appropriately according to college policies.

The institution reserves the right to place a student on probation or dismiss him/her from class or school for any of the following reasons:

1. Excessive absences from the college without an acceptable excuse.
2. Conduct which is found by the administration to be detrimental to the individual, other students, the community and/or the College.
3. Dressing in an inappropriate manner. This means in a manner which is not considered acceptable in the professional work environment in the specialty area the student is studying.
4. Poor academic performance.

A student dismissed for any of these reasons will be given an opportunity to re-enter class upon approval of the School Director. Any further infractions will result in permanent dismissal.

Disciplinary Action

Students who commit a breach of school rules or standards of good conduct will be referred to the School Director. An investigation of the facts surrounding the situation will be conducted and the results will determine the necessary action.

Students will be advised of the facts disclosed by the investigation and will be given an opportunity to present witnesses and evidence on their own behalf.

The School Director or a designated representative may take the following actions:

1. Dismiss the case.
2. Give the student an official warning.
3. Request restitution.
4. Process a formal probation.
5. Initiate suspension.
6. Permanent expulsion.

All records of disciplinary actions and proceedings are highly confidential and are maintained only in the student's file. A student who is dismissed from the school may appeal the dismissal. Students must submit in writing, to the School Director, reasons why they should be reinstated. The written appeal must be

submitted within forty-eight (48) hours of the dismissal. At that time, the School Director will appoint a board to review the dismissal.

Grievances or Concerns

Any student experiencing a problem that cannot be resolved by his/her instructor should:

1. Contact the Academic Program Coordinator for an appointment to discuss the situation.
2. If a resolution cannot be agreed upon at step one, the student should contact the Academic director or School director.

Online Students can Check the Link on the Website and the Catalog

If a student wishes to file a complaint, the student may contact the Commission for Independent Department of Education, 325 West Gaines Street, Suite#1414, Tallahassee, FL 32399-0400, (850) 245-3200 and toll-free telephone number is (888) 224-6684. Key Colleges' school number is 1839.

Drug Free Awareness

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Key College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students), and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement agencies-law enforcement agencies will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

Phone Messages

Students should not arrange for phone messages to be delivered to them during school hours. Such activity is disruptive to class operation. If an emergency does arise and a student must be contacted at school, the Administrative Assistant will bring the message directly to the student. Cell phones are not allowed to be on in the classrooms or the laboratories.

Student Lounge

Eating food and drinking beverages (except water) are permitted ONLY in the student lounge. **SMOKING IS NOT PERMITTED.** We ask your help in maintaining the facilities in a manner that will be pleasant and presentable for all concerned. Students failing to adhere to the school's policy may be placed under disciplinary action, resulting in probation, suspension, or dismissal.

Visitors

The Institution invites parents, friends, guidance counselors and teachers to visit the campus. High school classes and groups are requested to contact Key College to schedule a tour of the facility. Unauthorized visitors are not permitted in the classrooms, labs, or offices without the prior permission of the School Director. Students may not bring family members to their classes or labs without the prior permission from the college president, as it may interrupt other students. Therefore, to prevent class disruptions, only enrolled, active students are allowed beyond the front lobby. Guests and future or past students must remain in the lobby area until being greeted by their party.

Resource Center (Library)

Key College has an Information Resource Center (Library) providing selected books, subscriptions, and professional journals/periodicals. Books may be checked out through the Librarian. The college has internet access for resource materials as well as computer software on specific applications. Key College offers internet research capabilities through Realtime Coach and Lexis/Nexis and our eLibrary. The college also provides access to an internet library service called EBSCO. Each student is assigned a password for access to our eLibrary for 24/7 access. Hours for the Information Resource Center are 10:00 am – 2:00 pm Monday, Tuesday & Thursday.

Proficiency Exams

A student may elect to take a proficiency exam for a course in which they have experience or previous education. The student must receive a (B) grade on a proficiency exam. If a student receives a passing level on the exam, he/she will not be given a grade for the course. The exam grade is not calculated in the student’s overall grade point average. The exam will be comprehensive. The student will be required to pay a proficiency test fee of \$100 for any proficiency test successfully completed and will not be required to attend the class. If a student fails the exam, he/she will be charged a \$50 exam fee and will be required to complete the course. The student’s transcript will indicate that the proficiency exam was passed with a PE (passed exam) code.

VA Students: Federal regulations do not allow VA students to be charged for the prevailing tuition for courses for which a successful proficiency exam was passed.

Units of Credit Definition defined by the U.S. Department of Education

Definition of a clock hour:

A clock hour is defined as a period consisting of

- a 50-to 60 –minute class, lecture, or recitation in a 60-minute period.
- a 50-to 60 –minute class faculty-supervised laboratory, shop training, or internship in a 60-minute period; or
- sixty minutes of preparation in a correspondence course

A credit hour is an amount of work that reasonably approximates not less than

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or at least the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internship, practicum, studio work, and other academic work leading to the award of credit hours.

Clock-credit hour conversions in determining program eligibility

Clock-credit hour conversions in determining program eligibility program is at least two academic years in length and provides an associate degree, a bachelor's degree, a professional degree, or an equivalent degree as determined by the Department; or each course within the program is acceptable for full credit toward that institution's associate degree, bachelor's degree, professional degree, or equivalent degree as determined by the Department, provided that 1) the school's degree requires at least two academic years of study; and 2) the school demonstrates that student enroll in, and graduate from, the degree program.

AWARDS

Academic Honors

The College recognizes scholastic academic achievement and posts them to student transcripts. Students will be honored at graduation ceremonies.

Honor Societies

Students are eligible to be recognized by two Honor Societies

1. **The National Vocational-Technical Honor Society Groups**
2. **Alpha Beta Kappa**

These **honor societies** of the arts, sciences, trades, business, technical and general studies, encourage and recognize superior academic work, personal integrity, stewardship, and attendance. A committee from the school consisting of the president and faculty members shall elect students from the school. Awards will be presented at time of graduation.

Director's List

Any student maintaining a grade point average of 3.7 to 4.0 will be named to the Key College Director's list.

ACADEMIC POLICIES

Academic Integrity

Grades are calculated on classroom participation, completed assignments, written examinations and homework. Students are required to do their own work on all tests and assignments. Any form of cheating may result in the student being withdrawn from a course, as well as possible dismissal from the College.

Grading System

Students are graded on a 4.0 scale. All final grades are given in letters. Grades are assigned by the faculty member responsible for the class. Students will be provided with a report card within 10 days of completion of a term.

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 or less
IP In Progress

4.0 EXCELLENT
3.0 GOOD
2.0 AVERAGE
1.0 BELOW AVERAGE
0.0 FAILURE
IP In Progress

Grading Scale as follows:

Court Reporting Testing Grading Scale

100 – 97.6 A
97.5 – 96.6 B
96.5 – 95 C
94.9 – 90 D
89 or below F
IP In Progress

Court Reporting Transcription Grading Scale

12 + A
11 – 9 B
8 – 6 C
5 – 3 D
IP In Progress

**Required
Grade Point
Average**

Students must maintain at least a 2.0 grade point average (GPA) for each term as well as a 2.0 Cumulative Grade Point Average. Court Reporting students must also pass speed level requirements to be making satisfactory academic progress.

All work must be completed within the term. An incomplete (I) will be given only at the discretion of the instructor. All incomplete work must be made up within two (2) weeks of completion of the course. Work that has not been completed will result in an (F) and that will be calculated in a student's GPA. An IP may be given only to Court Reporting speed students failing to pass their speed exams. A student failing speed classes are restricted to two terms attempting and failure will result in probation status.

If a student withdraws from a course within the first 25% of the course, (he) will receive a "W" (withdrawal) which will have no effect on the cumulative grade average. This will, however, be considered in determining the completion rate. Arrangements must be made to make up or repeat the course. A grade cannot be issued until completion of the course.

If a student withdraws from a course after 25% of the course, the student will receive an "F" for that course unless approved by the faculty.

**Program
Changes &
Cancellations**

The sequence of Key College courses may vary, and the school reserves the right to revise or delete courses. The school may substitute individual classes for those outlined in program listing. If it becomes necessary for any reason to interrupt its regular class schedules or starting dates, the school may, upon reasonable notice, suspend or cancel instruction.

The school reserves the right to cancel a starting class (a class beginning the first term of an academic program) if the number of students enrolling is deemed insufficient. In cases of cancellation, a full refund will be made of fees or tuition prepaid by the student for that term. Should the student elect to transfer to another program, all tuition will be applied to the other program. If the length of programs must be changed, then tuition for any additional course work will be charged at the rate prevailing at the time course work is taken. If a student cannot start class on the original class starting date, the Director of Admissions must be notified. If a student starts classes within 2 (two) terms after the original start date, a second application fee is not required; however, the student must sign a new enrollment agreement/contract.

Students changing from one program to another program at the College will be held responsible for the maximum amount of time limits to complete the course. Grades attained during the program for transfer courses will be used to calculate the students overall Cumulative Grade Point Average (CGPA) in the new program.

**Transferring
Programs /
Additional
Credential**

Students requesting to transfer from one program to another may transfer qualified credits into the new program but may be required to take additional subjects due to the program requirements. Students having unsatisfactory progress will not be allowed to transfer if it appears that they cannot complete the program within the 150%-time limit allowed. An

**Anti-Hazing
Policy**

evaluation of a student's academic status will determine eligibility by the Academic Dean. The evaluation will include the student's current GPA, CGPA and credits attempted verses credits completed ratio. A student must be prepared to prove their commitment to the new program, as well.

The institution does not condone or allow any hazing to be a part of student activities. We have never experienced any hazing issues on our campus and will not tolerate such activities.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress Definition

A student must maintain satisfactory academic progress, towards completing his or her program of study. To be attain satisfactory academic progress, a student must satisfy the criteria set forth over the next few pages in this Satisfactory Academic Progress section. Any student failing to make satisfactory academic progress in his or her program of study at any evaluation point specified in this section will be placed on academic probation, placed on extended enrollment status, or terminated from the program of study.

To determine a student's academic progress, the academic director will assess each of the student's academic progress at the end of each term and at the evaluation points listed in the chart in this section. At the end of each term, a student must have a grade point average of at least 2.0. Failure to obtain a 2.0 GPA will result in the student being placed on academic probation. A student placed on academic probation will have one quarter to improve their academic GPA to 2.0.

The student must improve their GPA to a 2.0 level by the end of the following quarter in which the student was placed on probation. Failure to attain required academic progress will result in the student being suspended from the program for academic failure, for one term. All financial aid or Veteran's payments will be discontinued, and the proper agencies will be notified. A student must also maintain a Cumulative Grade Point Average and will be evaluated according to the chart below. A student could improve one quarter but still be below the requirement for satisfactory academic progress if their Cumulative Grade Point Average is below the required 2.0 CGPA.

Students attending Key College full time programs must complete the program within 150% of scheduled credits to receive the diploma/ degree awarded. Failure to complete within the time frame could result in dismissal. The chart below reflects credits that must be earned at each point from 33% to 100% of the time frame and the required Cumulative Grade Point average.

Evaluation Points The time limit is calculated on credit hours attempted verses credit hours completed. The maximum time to complete a program is 1.5 times the number of credit hours of the program. (Veteran's eligible students are restricted to 100% of the length of the program).

Time extensions must be approved by the school director. A student who shows progress may be granted additional time. Instructors are available by appointment for extra help and lesson review. The program coordinator is available, by appointment, for each student.

Non-regular students attending on less than full time status is subject to the criteria for full time students. While individual requirements may differ, satisfactory progress will be measured by the same criteria.

SAP continued next page

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

(This chart refers to the normal minimum and maximum time frame for all programs offered)

**CGPA &
Credits
Completed
Requirements**

Program Credit Hours	33% Completed	66% Completed	100% Completed	Length of the Program for the Min & Max
	(GPA 1.50)	(GPA 1.75)	(GPA 2.0)	
Court Reporting / AS	48 Credits	95 Credits	143 Credits	27 Months 40 Months
Court Reporting Certificate	39 Credits	78 Credits	119 Credits	21 Months 32 Months
Bachelor Programs	59 credits	120 Credits	181 Credits	48 Months 72 Months

Requirements For Satisfactory CGPA

*(33%) If a student is not making satisfactory academic progress in his or her program of study at this evaluation point, the student will be placed on academic probation during the next quarter that the student attends courses in that program of study.

** (66%) If a student is not making satisfactory academic progress in his or her program of study at this evaluation point, the student will, at the school's discretion, either be:

1. Terminated from the program.
2. Placed on extended enrollment status during the next quarter of attendance in that program of study at the institution.

(100%) If a student is not making satisfactory academic progress at this evaluation point, they will be terminated from the program at the institution.

Maximum Time Frame for Completion

The maximum time frame for completion (MTFC) for one's program of study is 150% of the credit hours designated in the Program Course Outline for each program of study (as such credit hours may be revised or modified from time to time by the institution in its discretion) less any transfer credits from another institution.

A student will not be making satisfactory academic progress and will be terminated from the program of study if, at any time, the institution determines that the student is unable to graduate from his or her program of study without exceeding the student's MTFC for that program of study.

Academic Year

An academic year is three academic quarters in length. There are twelve weeks in an academic quarter.

The credit completion percentage is calculated by dividing the total number of credit hours that the student has successfully completed in his or her program by the total number of credit hours the student has attempted in his or her program of study.

Student Status

A student who, in any quarter, takes courses in his or her program of study that represent:

- (a) 12 or more credits are a full-time student.
- (b) 9 to 11 credits are a three-quarter-time student
- (c) 6 to 8 credits are a half-time student.
- (d) less than six credits are a less than half-time student

Academic Warning

A student will be placed on academic warning at the end of a term if he/she has earned less than the required credits completed and maintained a grade point average of 2.0. Students receiving an academic warning should see the academic advisor prior to registering for the next term.

Academic Probation

If a student is placed on academic probation, he or she must meet with the academic coordinator or academic director, who will determine if the student has the desire and academic ability to successfully make academic progress. During the quarter, the student is on academic probation, the director may require the student to repeat some or all the courses he or she failed to make academic progress before taking additional courses in the program. At the end of the quarter, the student's CGPA will be recalculated to determine if the student meets the requirements for satisfactory academic progress. If the student still does not meet the requirement for satisfactory academic progress, he or she will be terminated from the program.

Extended Enrollment Status

A student will not be allowed more than three quarters of academic probation for any program offered at the institution.

If a student is placed on extended enrollment status for failing to make satisfactory academic progress, he or she must meet with the academic director or the coordinator. An evaluation will be made to assess the student's motivation, desire, and academic ability to progress and to graduate from his or her program of study. A student may only stay on extended enrollment status for one quarter. A student may be required to repeat some or all the courses that he or she received a grade below 2.0. At the end of the extended enrollment status, a recalculation of a student's cumulative grade point average will occur.

If after calculation, a student fails to satisfy the requirements of satisfactory academic progress, he or she will be ineligible for financial aid or Veterans Payments during the extended enrollment status. The purpose of the extended enrollment status is to determine the commitment of the student and to provide counseling as to the plans on how to achieve progress academically in their program pursuit. A student will not be allowed to be placed on extended enrollment status more than once with respect to any program of study in which the student enrolls at the institution.

Re-instatement

A student failing to make satisfactory academic progress may be reinstated if he/she meets the following criteria:

1. At least one term has elapsed since the student was dismissed.
2. An interview was conducted with the Academic Program Coordinator to evaluate the student's commitment.
3. A written appeal was presented to the Academic Dean regarding the student's intention in resuming as a regular student.
4. Student has not reached 150% of credits attempted (100% for Veteran eligible students)
5. If accepted, the student will be placed on academic probation for a period of one term. Failure to meet academic requirements during that period will result in final termination.

End of SAP Section

**Leave of
Absence
(Not allowed
for V.A.
Students)**

Key College permits, with approval, a leave of absence during a student's enrollment. Absences may be approved for emergencies such as Military Duty, Jury Duty, illness, death in the family, or maternity. The student must submit in writing the circumstances for the leave with supporting documentation. Only one leave of absence can be approved per academic year. The leave of absence cannot exceed 90 days. A leave of absence must be approved by the Director of Academic Affairs and the student must be making satisfactory academic progress. During the leave of absence, the student's financial aid is placed on hold until their scheduled return date. If the student does not return on the scheduled date, the student will be dismissed, and all financial aid returned.

Appeals

Based upon extenuating circumstances, a student may appeal to the School Director if he/she disagrees with the academic determination. The determination of unsatisfactory progress and termination of financial aid will be reviewed. In such cases, the School Director will review the student's records and the academic procedures used to determine the termination. Unless there was an error made the decision will stand.

Repeating Classes and Incomplete Grade.

Key College will work closely with students to avoid repetition of classes. Many students may make up excused classes or attend tutorial sessions to make up work or to better understand materials given to them for successful completion. However, students who complete a class with a failing grade, students who are dropped from a class because of excessive absences, or students who drop out of school during a regular term may find it necessary to repeat courses. If the student fails a class, a failing grade will be issued. If they do not complete the class, they will be given an incomplete. All incomplete work must be made up within two (2) weeks of completion of the course. Court Reporting students receiving a failing grade in speed classes will have to repeat the class and will be placed on probation for one term. If the student fails to pass the requirements for the class at the end of the probationary term, they will be withdrawn from the speed class. They will be given an option of taking academic classes during the term of suspension or be suspended from the program for one term. To be reinstated, see reinstatement procedure on page 21.

Students who find it necessary to repeat courses will be scheduled into those classes on a space-available basis. Tuition for students who find it necessary to repeat less than a term's work, will be charged on a prorated basis, based on the current tuition rate. Tuition for students repeating or extending a term will be charged at the current tuition rate.

Students (other than Court Reporting speed classes) that receive an (I) for a class will be required to repeat the class if their grade is below 2.0 GPA for that class. Grades will be assigned to each class based upon the students' performance. Grades are calculated by the faculty and the final grade is determined by criteria including effort, attitude, and performance. When a student repeats a class or receives, an incomplete for a class, his/her GPA will be affected. Graduation dates will be extended.

Transfer of Credit

Key College will accept transfer credit hours from accredited institutions for students who have successfully completed studies appropriate to the program of study and have received a letter grade of "B" or better. A time limit of 20 years for qualifying transfer credits. Transfer credit/grades from other institutions are not used in calculating a student's grade point average (GPA). The college will evaluate all prior training and accept that which is deemed appropriate. Degree credit hours must be from an accredited institution approved to award at least an Associate Degree. Transfer credits will be credited at the completion of all required courses, other than the transferring credits. At least 25% of the credits earned must be from Key College. While Key College participates in the State of Florida articulation agreement or college transfer credits, the college cannot guarantee transfer of credit to another institution. The receiving institution will make the final determination unless enforced by the State of Florida law. The college president will make the final decision regarding acceptable credits to be transferred into Key College. It is the student's responsibility to provide a certified transcript to Key College for review. No credits will be considered without documentation. There will be no financial credit given for transfer credits, but the student will not have to take the course transferred or must pay for the course.

VA Students Only: Students receiving VA educational benefits must report prior education and/or training to the school, and submit documentation, i.e., transcripts, of such training or education. This is mandatory prior to school processing VA paperwork. The school will evaluate all prior training and will accept that which is deemed appropriate. The student's program will be shortened accordingly. The tuition reduced proportionately. The student and the U.S.D.V.A. will be notified immediately.

Dropping or Adding Classes

Students may add a class to their schedule within the first 15% of the scheduled class time. Students should contact the Academic Director for permission to add a class. Classes may be dropped during the add/drop period which is the first week of class. Notification in writing must be given to the Academic Program Coordinator before a student stop attending class. Permission must be received from the Academic Program Coordinator and all faculty members concerned before a student will be permitted to drop, change, or enroll in new classes. A course dropped without permission will result in a failure in that course and will have to pay for the class charges.

Florida Statewide Course Numbering System

Key College participates in the statewide course numbering system. Courses that are approved have been identified by prefixes and numbers that have been assigned by Florida's Statewide Course Numbering System. The common course numbering system is used by all public postsecondary institutions in Florida and many participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Key College courses approved for credit transfer within the State of Florida are designated in the course description section of this catalog.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to

serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

Prefix	Level Code (First digit)	Century Digit (Second digit)	Decade Digit (Third digit)	Unit Digit (Fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place. Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101.

A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the 900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Practicum, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, practicum, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-Regionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fldoe.org>) a report entitled “Courses at Non-Regionally Accredited Institutions” that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Mr. Guy Etienne in the Office of the Registrar or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fldoe.org>.

Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of the faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to the type of institution and discipline field or specialization.

Specific details can be found by consulting the SCNS website at <http://scns.fldoe.org>

Exceptions to the General Rule for Equivalency

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable. Questions about the Statewide Course Numbering System and appeals regarding course transfer credit decisions should be directed to the Florida Department of Education, Office of Postsecondary Education, 401 Turlington Building, Tallahassee, Florida 32399-0400

Course Numbering

All courses of study are assigned a course code. The prefix identifies the area of study, and the course number identifies the difficulty level of the course. The first number of the four-digit course number indicates the level at which the students normally take the course. A #1 as the first digit indicates a course that is normally taken during the first year of study. A #2 as the first digit indicates a course that is normally taken during the second year of study. It also may have a prerequisite course. Laboratory courses are noted by an "L" after the course code, and combined courses of lecture and laboratory are noted with a "C" after the course code.

Intensive Front-Loaded Curriculum

In many colleges and universities, students enrolled in Associate Degree Programs do not begin coursework in their major, or area of concentration, until the completion of the first year of study. Key College offers what is referred to as the Intensive front-loaded curriculum. This permits a student to mix required basic courses with courses in his/her "major" as early as the first term of the student's first academic year. **(Note: Certain Courses require prerequisites.)**

Records

The business office maintains all permanent student records including grades, attendance records, financial records, and financial aid applications. Students have the right to examine their records at any time. Student records are recorded on the school's administrative computer system. They are duplicated and stored, for security purposes, off the premises. Hard copies of files are kept in fireproof file cabinets.

Graduation

Students who complete the full course of study and maintain at least a 2.0 average are eligible to graduate. All financial obligations to the college must be satisfied before a Diploma or Associate Degree will be awarded.

Commencement exercises are held once or twice a year. All students completing their course work are included in the graduating class. All students upon whom degrees are to be conferred or to whom diplomas are to be awarded are encouraged to participate in the commencement exercises. Graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree or diploma is granted. Diplomas may be awarded in absentia only after commencement exercises are held.

Transcripts

Each student may receive an unofficial transcript of grades at no cost. However, official transcripts will be issued at the rate of \$6.00 each. Key College will forward an official transcript of the student's record to another school or employer upon written request. For transcript records to be released, all financial obligations to the college must be satisfied. Acceptance of credit for training received at this school is at the option of the institution to which the student is transferring. While credits are accepted for transfer at other institutions, credit transfer cannot be guaranteed. Many educational institutions do not offer the programs that the school offers; subsequently, they cannot transfer credits for courses they do not offer. Students interested in transferring credits should arrange to discuss their options with the academic director or the school director.

STUDENT SERVICES

Scheduling

The Registrar and the Director are responsible for scheduling classes for all full and part time students. The schedule is made according to the classes a student must have completed to enter advanced classes. If a student has a problem with the schedule, (s) he is advised to contact the Director for a possible revision. A few students may have afternoon classes, depending upon their class requirements.

Graduation Placement Assistance

Key College provides graduate placement assistance, which is always available to all our graduates, **PROVIDING THEY HAVE SATISFIED ALL FINANCIAL AND ACADEMIC REQUIREMENTS OF THE SCHOOL.** Key College provides placement services but does not guarantee placement. No reputable institution can or will guarantee a full-time position, yet it is vitally important to both the student and the institution that each of our students are placed in their field. There are many factors, such as appearance, personality, and one's ability to get along with others, which are just as important in obtaining a position as are vocational or technical skills. Although the institution makes every effort in providing this assistance, the student must assume responsibility in securing his/her employment.

Part-time Jobs

The Graduate Placement Office will assist students in locating part-time jobs while they are attending the college. This can usually begin on the first day of classes. However, since employment is dependent upon local business conditions, part-time jobs cannot be guaranteed. Part time jobs usually are not related to the student's field of study.

Housing

The college provides housing assistance for students. Interested students should notify the student services director. Housing assistance is arranged for the student only and not for the student's family. The college can refer students to apartments, rooms, and complexes available in the Ft. Lauderdale area.

Counseling & Advising

Students are provided academic, graduate placement, financial and personal counseling services from orientation and throughout their program of study. Individual tutorials are made available through their academic coordinator. Students are encouraged to request a time for personal attention to details of study, schedules, grades, transfer credits, etc.

through the academic coordinator. Advising is available through each administrative department for placement, financial aid, or student accounts.

FINANCIAL INFORMATION

Federal Student Aid (For those who qualify)

The Financial Assistance staff is available to assist students in the processing of financial aid, as well as to educate students in the overview of financial aid programs. This office provides service to applicants through financial aid workshops, financial aid presentations, and processing of paperwork. Each student is encouraged to participate in these functions. Students must be making satisfactory progress in accordance with the college policies to be eligible for financial assistance.

Entrance & Exit Interview Loan Counseling

The Department of Education requires that all students receiving a Federal Perkins Loan, Subsidized/Unsubsidized Federal Stafford Loan (FFEL or Direct Loan), be notified concerning their loans. The college counsels each student regarding loan indebtedness. Each student has an entrance and exit interview regarding their loan obligations, to ensure they understand the amount borrowed and their rights and responsibilities regarding repayment.

Federal Student Loans

Key College does not allow excessive borrowing of student loans other than tuition, books, fees, and educationally related costs. Monies needed for other items such as transportation, equipment, or childcare, must be approved by the President. All other items are non-essential and will not be approved.

Students must report to the student financial aid office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received, refunds that have been made and to provide the student with an estimated payment schedule. If the student is unable to meet with the student financial aid office, an exit interview notice will be mailed. The college also offers loan repayment counseling from an outside agency. There is no charge for this service to the student and the agency provides up-to-date information or counseling regarding the student loan repayments and the services available.

INSTITUTIONAL SCHOLARSHIPS

Key College provides tuition scholarships to qualifying high school seniors. The scholarship is awarded based upon the following: The number of scholarships is eight per academic year. The scholarships are limited to two per program per year. A limit of three awardees from any high school is imposed.

□ The scholarships are for graduating high school students only and they are only valid for high school graduate beginning classes the year after graduating from high school. Any high school senior is eligible to apply for the scholarship. The applications are provided to the high schools for distribution to interested seniors. Students interested in applying should:

Visit their high school senior counselor for an application.

- Call or write to Key College for an application.
- Visit the Key College website at www.keycollege.edu for an application.
- The deadline for an application is June 1 of a student's senior year.
- The scholarships are awarded based upon the following criteria:
- Satisfactory completion of high school.
- Strong interest in one of the programs offered at Key College
- Provide a five-hundred-word essay on the reasons the applicant should receive a scholarship.
- Recommendation from a counselor, teacher, or community professional person.
- For a student to maintain the scholarship, he/she must maintain a GPA of at least 3.0 per term.
- The student must also adhere to all school rules and policies.

KEY COLLEGE COMMITMENT SCHOLARSHIP

Key College offers students who have demonstrated a sincere desire and commitment toward their field of study. The scholarships awarded will be between \$2,000-\$3,000

Selection Process:

- Students considered for scholarships are recommended by the academic department.
- The scholarship committee will review files to determine candidates
- Each student accepted into a program at Key College will be evaluated for a scholarship
- Students will be asked to write an essay as to their commitment and goals.
- Each essay will be considered along with their entrance exam scores or SAT/ACT scores.
- Students considered will be interviewed by the academic coordinator to assure awareness of the requirements of the program.
- The finalists will be considered during the second term in attendance, and all awards will be made by the end of the second term.
- All scholarships will be disbursed in amounts of \$225-\$335 per term based upon a student's ability to maintain at least a 3.0-3.5 GPA
- Students receiving a scholarship must maintain the attendance required and successfully complete the term awarded.
- Student must complete the term awarded to earn the scholarship payment.

**Florida
Tuition
Waiver
program**

Key College is approved to participate within the Florida Tuition Waiver Program for eligible students that are employed by the State of Florida. The program allows for students to be eligible for up to six credits per semester. Key College, being a private school only provides waivers of **two credits per term**. To be eligible, the student must satisfactorily meet the academic requirements of Satisfactory Academic progress within our catalog. Eligible students must also meet the attendance requirements by program. Students that are verified employees of the State of Florida must have their waiver form authorized by their employer verifying eligibility.

**Application
Fee**

A \$50.00 Non-Refundable application fee is required of all students.

**Tuition
Payments**

Tuition costs are itemized by Program on page 35. Those costs which are not covered by financial aid may be paid in the following ways:

Each student is expected to pay a minimum monthly payment to the institution toward their educational costs outside of any Financial Aid Program they may be participating in while attending the school. Payments are due on the first of each month. Payments paid after the tenth of each month will be assessed a twenty dollar (\$20) late fee.

**Student
Services
Fees**

Students are required to have a parking sticker for student parking. This sticker must be displayed conspicuously on the rear of their automobile. The parking lot is designated for student parking and must be adhered to always. Failure to park in designated areas could result in the student's car being towed at the owner's expense. The parking sticker is fifteen dollars (\$15) per sticker. A student attending the school must have a student ID card. This card is provided during the first week of classes. The cost is ten dollars (\$10) per ID card. Replacement cards are ten dollars (\$10).

**Other
Charges**

Key College charges for tuition, books, lab fees, equipment rentals, and fees are charged by the term. All charges are due and payable on the first day of classes of each term. Key College does not currently charge interest on unpaid charges. A late fee will be imposed on any monthly payment agreed by the **student** that is late. The amount of the late fee is twenty dollars (\$20). Changing schedules or dropping classes may result in a twenty-five (\$25) administrative fee.

BUYERS RIGHT TO CANCEL

YOU, THE BUYER MAY CANCEL THIS TRANSACTION AT ANYTIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. If within the five-day period of signing this enrollment agreement, the buyer decides to cancel this agreement; notify the school and forward your request to the administrative offices of Key College at 2018 Oakland Park Blvd., #305, Fort Lauderdale, Florida 33306, or e-mail it to admissions@keycollege.edu, or fax it to 954-900-3446. If the buyer cancels this transaction, all monies will be refunded within 30 days.

Refund Policy

Students who do not start class after the cancellation period.

The application fee is non-refundable. All tuition paid is refundable and will be paid within thirty days.

Students who withdraw after starting school

Students dropping during the first week (add-drop period), will be refunded 100% of all pre-paid tuition. Students dropping after the first week will be refunded according to the chart below. Students after the first week, will be charged an administrative fee of \$100 if they withdraw after the first week.

*Withdrawal after the first week (add/drop), through the first 10% of the enrollment period
75% refund of tuition

*Withdrawal after the first week (add/drop), through the first 20% of the enrollment period
40% refund of tuition

* Withdrawal after the first week (add/drop), through the first 33% of the enrollment period
20% refund of tuition

* Withdrawal after the first week (add/drop) and after 33% of the enrollment period
No Refund

***In calculating a refund, the school does not consider books and supplies as institutional charges since a student may purchase them at outside bookstores. In calculating a refund, the school uses the date of student notification, or the last date of attendance, if no notification. Refunds shall be made within 30 days of the date the institution determines the student has withdrawn.**

The refund policies and calculations apply to all students whether they have received financial aid funds. Refunds and charges are processed on a term basis. Refunds and charges are calculated after the school determines that the student has dropped or completed their program. A student should attempt to notify the school regarding their status as soon as possible if they are discontinuing their studies.

Students are restricted from borrowing excess funds other than the budgeted amount developed in the financial plan with the Financial Services department. Obtaining funds for non-related educational costs are prohibited. A budget is developed through the Financial Aid office for the entire academic year. The budget is used to determine the amount of costs for tuition, books, fees, and equipment. The costs are approximated by term, depending on vendor and publisher's prices.

**Return of
Title IV
Funds**

Students that withdraw on or before the sixty (60%) percent point of their term and have received Federal Financial Aid Funds, a statutory return of unused funds will be calculated and returned to the Federal Department of Education and/or the appropriate lender within thirty days of the date the school determined the student has withdrawn. These funds will be debited from the student's account and any remaining balance owed will be the student's responsibility to the school, the Federal government and/or the appropriate lender. No return of Federal Funds is required if a student has completed sixty (60%) per cent or more of his/her term.

The statutory return of unused Federal Funds requires Key College to return to the Federal Department of Education any unused grants and/or loans the student applied for and was scheduled to receive. The school is obligated by law to refund any unused Federal Aid within thirty (30) days of the notification to the school that the student has withdrawn. Students that are considered non-Title IV recipients will receive any refund within thirty (30) days. If a student owes a balance on their PELL or SEOG grants, the balance must be paid for by the student to participate in any future Title IV aid.

**Withdrawal
Policy**

The institute recognizes conditions arise which can cause a change of plans for students; Under such circumstances, provisions for cancellation should be made... If cancellation is affected (under this clause), the student reserves the right to apply for reinstatement within one year of the date of enrollment. A \$100 administrative fee will be assessed for all students that withdraw. Refunds shall be made within thirty days from the date of withdrawal. If a student is obtaining federal financial assistance the refund would be made according to the federal regulations refund policy.

Students leaving the college and having an outstanding balance will be required to pay the amount in full within thirty days. Delinquent accounts can and will be turned over to a collection agency. Any costs related to the collection of the amount owed will be charged to the student's account. All transcripts will be held until all charges have been paid.

Students that disagree with the refunds, or has not receive their refund within thirty days, the student may file a complaint with the institution, as well as the U.S. Department of Education at fsa.gov.

FINANCIAL COSTS FOR THE 2022/2023 ACADEMIC YEAR

Program	(Day) Length Months	(\$) Cost Per Term	Cost Per Academic Year	(\$) Cost Per Program	Number of Terms	Book Costs (approx)	Quarter Credit Hours
Stenographic Court Reporting/AS)	27	\$2,995*	\$8,985	\$26,995	9	\$1,000* *	143
Digital Court Reporting/Certificate**	12	\$2,495	\$5,985	\$9,980	4	\$600**	51

* The tuition is paid by the quarter.

Books, software, and equipment may be purchased through the bookstore at the institution or may be purchased through other vendors.

Book costs vary depending on the program. The AS Degree Programs total costs are higher due to the additional general education requirements. Books may be purchased outside of the school or through the bookstore.

*Stenotype machines required for AS Court Reporting program and may be rented or purchased through several vendors. Reconditioned machines are available at a lower cost. The institution will provide a list of vendors that rent or sell these machines.

*Eclipse Software for “real-time” applications, is required for the AS Court Reporting Program.

**A digital recorder is required for the Digital Court Reporting Program. They can be purchased through several vendors or through the school.

Each student is charged a lab fee of \$150 per term. Online students pay a \$150 technology fee.

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

The Associate of Science is career education and transfer degrees. It is a 90+ credit hour degree intended to prepare students for immediate employment in a specific occupational area and/or for transfer into another higher education institution. The AS Degree requires the completion of at least 24 credit hours of general education courses that meet the Florida State Common Course Numbering System Criteria. The general education courses may or may not transfer to other higher education institutions within the State of Florida. Some core program courses credits may also transfer, if the follow-on institution participates in the Florida Common Course Numbering System. The transfer of credits is the student's responsibility to confirm with the receiving institution as to acceptance.

Graduates in our Associate under-graduate programs should be able to:

- Communicate with others by writing, by speaking and listening, and by demonstrating skills in reading comprehension.
- Describe the computational skills appropriate to their chosen occupation.
- Demonstrate basic computer skills.
- Demonstrate knowledge of the principles of science and technology and can explain their effects upon society and the environment.
- Demonstrate the ability to think logically, critically, and creatively to solve problems and make decisions.
- Summarize the knowledge, competencies, and professional behaviors essential to entering a specific career field or advancing within their field.
- Apply for and pass the certification and/or licensure examinations, as appropriate.

GENERAL INFORMATION

The Associate of Science Degree offers programs for students who are interested in preparing for a career that requires study beyond the high school level but does not require a four-year degree.

The Associate of Science Degree programs include at least 24 credits in General Education courses. These courses are designed to help students develop as well-rounded individuals, capable of thinking and acting as mature, educated, and enlightened graduates. It is believed that courses in General Education broadens knowledge and will enhance overall employment potential. Graduates will have developed problem-solving skills that are essential within the industry, as well as one's personal life.

Final responsibility for meeting the requirements for graduation for an Associate of Science degree, **rests with the student**. Students must complete all the courses as specified in the program for the degree and appropriate general education requirements.

PHILOSOPHY OF GENERAL EDUCATION

General Education at Key College is a combination of college-level courses that provide students with the social, technical, and academic competencies they will need to participate effectively in a democratic society and in a global community. Furthermore, this foundation provides students an opportunity to gain an understanding of the role an individual plays in a complex and rapidly changing world, an understanding of the physical universe, and the communication and analytical skills necessary to function effectively.

These courses are also a foundation for the specific academic and technical programs at Key College and for further education toward a baccalaureate degree.

GENERAL EDUCATION REQUIREMENTS

Associate of Science Degree & General Education:

General Education Requirements for the Associate in Science degree, as specified in individual programs, must total minimum of 24 credit hours that include from the following: **Essential Skills, Social/Behavioral Sciences, Mathematics, Natural Sciences and Humanities.**

A minimum of 24 quarter credit hours of general studies are required for the Associate of Science Degree Programs.

Area 1. Essential Skills		Credit Hours	
	ENC 1100*	English Composition 1	4
	ENC1106	English Composition II	4
Area 2. Social/Behavioral Sciences			
	POS 1049*	American Government	4
	PSY 1012*	Introduction to Psychology	4
Area 3. Mathematics			
	MAC1105*	College Algebra	4
Area 4. Natural Sciences			
	BSC 1005*	General Biology	4
	BSC 1005L*	General Biology Lab	1
Area 5. Humanities			
	SPC 1606*	Public Speaking	3

COURT REPORTING PROGRAMS-GRADUATION REQUIREMENTS

The programs offered at Key College are designed to prepare students for entry level positions with very strong skills in their respective fields. The programs do not always require certification, but Key College strongly encourages students to attempt certification during the first year after graduation. Key College's Stenographic AS/Court Reporting Program is approved by the National Court Reporters Association as a judicial program for resident and online delivery method.



COURT REPORTING Associate In Science Degree & Digital Certificate Program

Resident and Online Programs

This course is designed to bring the student proficiency level needed to pass the required examinations. The required speed levels are to reach a level of 225 wpm QA Testimony, 200 wpm Jury Charge, and 180 wpm Literary Dictation. The program includes courses which will enable beginning court reporters to enter the field with a broad understanding of the profession. Two speed tests with 95% accuracy in each category/level are required in Literary, Jury and QA to advance to the next speed level and to graduate. Three speed tests with 95% accuracy are required in the following courses to graduate: 225 QA, 180 Literary and 200 Jury. When students reach 140 wpm, they are required to pass a one-minute read back proficiency test in each category prior to moving to the next speed level. The program of Court Reporting is arduous and requires dedication and commitment to complete the requirements. Regular daily practice is required for successful completion.

The program is nine terms (27 months) for resident classes. Online individual progress will vary according to ability and practice habits. Key College cannot guarantee that an enrolled student will complete the program within the stated terms. A minimum of 18 documented weekly hours of machine time for full-time student (9 for part-time students) is required. A student can extend classes up to 150% of credit hours attempted. Students failing to meet the speed requirements, but who have completed all other requirements, will be considered completing the courses (as a completer). The requirements for graduation are as follows:

Speed and accuracy requirements for the Associate Degree Court Reporting Programs:

- ✓ Two 5-minute keyboarding tests with 50 wpm or better
- ✓ Three 5-minute tests at 225 testimony (2-voice) with 95% accuracy
- ✓ Three 5-minute tests at 200 jury charge with 95% accuracy
- ✓ Three 5-minute tests at 180 literary with 95% accuracy
- ✓ Satisfactory completion of read back proficiency at speeds of 140 and above
- ✓ Satisfactory completion of all academic courses
- ✓ Sixty verified hours of externship including forty hours actual writing time
- ✓ Produce a 40-page saleable transcript during externship
- ✓ Produce a 2-page narrative report on the externship experience
- ✓

Diploma, pass cards and transcripts shall be held until graduation requirements are met.

The core courses in Court Reporting /AS and the Digital Certificate Program are identical. The only difference is the Associate Degree which requires more general education courses. All general education courses are identified with an asterisk within the course outlines and in the course description section of this catalog.

Digital Court Reporting (Program Description)

The digital court reporting program uses a digital method of recording the spoken word. Unlike the steno machine method that requires a student to learn the language of machine shorthand, the student is taught to capture the spoken word with digital recording equipment. This method is much quicker to learn but the student is still required to learn the transcription of the recording. The certificate program does not require the stenographic related courses but is required to complete all the courses related to the creation of an official transcript. Students will have to meet the same requirements for admission as in the AS Degree Court Reporting.

PROGRAM OBJECTIVE

This program is designed to develop the student's ability to provide accurate and professional transcripts of recorded materials that meet the standards of the legal industry. The program will prepare students, utilizing software that works with microphones and recording equipment to capture the spoken word involved in trials, hearings, depositions, arbitrations, and other legal proceedings. Students will also be able to provide an official transcript of court proceedings.

Software allows this program to be effectively taught via the internet. The software available now allows the student to participate in a live classroom or to be tutored individually, as needed. The interaction between the student and faculty mirrors the same pattern as the on- campus classroom. The digital program has begun to be so well accepted within the courts; the industry has established a separate approval agency for certifications. This agency approves the curricula for digital court reporting and provides certification testing for graduates. The agency is entitled the American Association of Electronic Reporters and Transcribers (AAERT).



A Partial View of a Key College Computer Lab for Court Reporting-Twelve stations

**Digital Court Reporting
Quarter Credit Hours-51
Clock/Contact Hours-882
Externship-60**

**Certificate Program
General Education Credits: 04**

This program is designed to develop the student's ability to provide accurate and professional transcripts of recorded materials that meet the standards of the legal industry. The program will prepare students, utilizing software that works with microphones and recording equipment to capture the spoken word involved in trials, hearings, depositions, arbitrations, and other legal proceedings. Students will also be able to provide an official transcript of court proceedings.

1st Term		Credit Hours	Lecture	Lab	Extern
OST0011	Digital Technology I	2	12	24	
OST1611	Digital Aided Transcription I	2	12	24	
OST1305	Proofreading	2	12	24	
ENC1100	English Composition I	4	48	12	
OST1142	Keyboarding I	2	12	24	
2nd Term					
OST0012	Digital Technology II	2	12	24	
OST1612	Digital Aided Transcription II	2	12	24	
OST1143	Keyboarding II	2	12	24	
CTS1208	Computer Applications I	3	18	36	
OST1472	Courtroom Procedures	4	48	12	
3rd Term					
OST0013	Digital Technology III	2	12	24	
OST1613	Digital Aided Transcription III	2	12	24	
OST2252	Legal Terminology	4	48	12	
OST2231	Computer Aided Transcription I	3	24	24	
HSC1532	Medical Terminology	4	48	12	
4th Term					
OST0014	Digital Technology IV	2	12	24	
OST1614	Digital Aided Transcription IV	2	12	24	
OST2232	Computer Aided Transcription II	3	24		
OST1944	C.R. Practicum	2	0	0	60
SLS1301	Professional Development	2	24	12	
Totals:		51	414	408	60

Court Reporting

Associate in Science Degree

143 Quarter Credit Hours

24 General Education Credits

This program is designed to develop the student proficiency level needed to pass the required standard state examinations. The goal of each student is to be able to achieve a speed level of 225 wpm in Q/A Testimony, 200 wpm in Jury Charge and 180 wpm in Literary Dictation. The program includes courses that will enable beginning court reporters to enter the field with a broad understanding of the profession. Courses are not necessarily taught in the sequence listed.

General Education courses are indicated by an asterisk. Several courses may require prerequisites. Check the course descriptions to determine required prerequisites.

Year 1

<u>1st Term</u>	<u>Credit Hrs.</u>
OST1201 Machine Shorthand Theory I	10
OST1611 C.R. Transcription I	2
OST1305 Proofreading	2
OST1142 Keyboarding I	<u>2</u>
Total	16

<u>3rdTerm</u>	<u>Credit Hrs.</u>
OST1261C 60/80 Jury Charge	4
OST1241C 60/80 QA Testimony	4
OST1204C 80/100 Literary	4
OST1613 C.R. Transcription III	2
HSC1530 2-4 Voice w/Medical I	2
OST1620 English for Ct. Reporters	4
Total	20

Year 2

<u>1st Term</u>	<u>Credit Hrs.</u>
OST1265C 140/160 Jury Charge	4
OST1245C 140/160 QA Testimony	4
OST1208C 160/180 Literary	4
OST1615 C.R. Transcription V	<u>2</u>
Total	14

<u>2nd Term</u>	<u>Credit Hrs.</u>
OST1202 Adv. Machine Theory II	10
OST1612 C. R. Transcription II	2
OST1143 Keyboarding II	2
CTS1208 Computer Applications I	<u>3</u>
Total	17

<u>4th Term</u>	<u>Credit Hrs.</u>
OST1263C 100/120 Jury Charge	4
OST1243C 100/120 QA Testimony	4
OST1206C 120/140 Literary	4
OST1614 C.R. Transcription IV	2
HSC1530 2-4 Voice w/Medical II	<u>2</u>
Total	16

<u>2nd Term</u>	<u>Credit Hrs.</u>
OST1267C 180/200 Jury Charge	4
OST1247C 180/200 QA Testimony	4
OST1616 C.R. Transcription VI	2
OST2231 Comp-Aided Transcription I	3
HSC1532 Medical Terminology	<u>4</u>
Total	17

<u>3rd Term</u>	<u>Credit Hrs.</u>
ENC1100*English Composition I	4
SPC1606* Public Speaking	3
PSY1012* Intro.to Psychology	4
OST1249C 225 Q/A Testimony	2
OST1617 C.R. Transcription VII	<u>2</u>
Total	15

<u>4th Term</u>	<u>Credit Hrs.</u>
OST2232 Comp-Aided Transcription II	3
OST2252 Legal Terminology	4
BSC1005* General Biology	4
BSC1005L* General Biology Lab	<u>1</u>
Total	12

Year 3

<u>1st Term</u>	<u>Credit Hrs.</u>
OST1944 Court Reporter Practicum	2
OST1472 Courtroom Procedures	4
SLS1301 Professional Development	2
POS1049 American Government	4
MAC1105 College Algebra	<u>4</u>
Total	16

COURSE DESCRIPTIONS

The following course prefixes are a part of the State of Florida Department of Education's Common Course Numbering System, in which Key College is a participant. This enables easier transfer of credits to member institutions. Each course is listed in the following *section* of course descriptions and is identified by one of the following prefixes. General Education Courses are identified with asterisks by the course number. Prerequisites are listed at each heading of the course description.

BSC	BIOLOGICAL SCIENCES
CAP	COMPUTER APPLICATION DEVELOPMENT
CGS	COMPUTER GENERAL STUDIES
COM	COMMUNICATION
CTS	COMPUTER TECHNOLOGY AND SKILLS
ENC	ENGLISH COMPOSITION
MAC	MATHEMATICS – ALGEBRA, CALCULUS, AND PRECALCULUS
MAT	MATHEMATICS –TECHNICAL AND BUSINESS
OST	OFFICE SYSTEMS TECHNOLOGY
PSY	PSYCHOLOGY
SPC	PUBLIC SPEAKING

All courses are identified by the appropriate prefix and course numbers. Each course number is used in the course outline, course description and the syllabus. Courses requiring a prerequisite will not be offered to a student without having completed the prerequisite course. Prerequisites may have been taken at another institution and if the transfer meets the criteria for transfer credit, the student would be eligible to enroll in the higher course.

Pre-requisites and Co-requisites:

Pre-requisite and Co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed prior to enrolling in a higher course. Co-requisites are courses that must be completed together. An example is a science course and the associated laboratory. You cannot take one without the other. Check the course description to determine if a Co-requisite is required.

BSC1005* BIOLOGY**(4 Quarter Credit Hours)****Prerequisites: None**

This course will provide the student with an understanding of the basic biological principles. The course will focus on the nature and activities of living organisms and provide the student with an understanding of the basic characteristics of life as well as an understanding of the nature of science. Students will be introduced to the following: Cells and their structure and function, genetics, atoms, bonding, compounds, chemicals, energetic, limitations of science; other topics as required will be assigned at the discretion of the instructor.

BSC1005L* BIOLOGY LAB**(1 Quarter Credit Hour)****Co-requisite: BSC1005*
(Academic Transfer)**

In this course the student will be introduced to the following: How to dissect an animal, safety rules as it applies to a laboratory, the use of a microscope, learn the various tests for studying the characteristics of both organic and inorganic compounds found in cells, the characteristics of enzymes, factors that affect enzyme activity, living and non-living membranes, learn how to work using aseptic conditions, learn about prokaryotic and eukaryote cells, identify various cellular organelles, learn about mitosis, learn about cytokines is, the student will have a review of Mendel's laws as it applies to ratios and various individual traits, become acquainted with Genetic Analysis, become familiar with fertilization and development in echinoderms, learn the various external and internal anatomies of various animals and their organ functions, the structure of plants and their parts, learn the differences between acquired, social, instinctive, and non-social behavior as it might relate to animals, the student will learn the scientific method for gathering data and will learn.

CTS1208 COMPUTER APPLICATIONS I**(3 Quarter Credit Hours)****Prerequisites: OST1142****A.S./Occupational Transfer**

The course is designed to introduce the student to Basic Computer Concepts, the Windows Operating system; Microsoft Office Application Software, Microsoft Word, the Internet, and email, to allow the student to be able to produce computer generated documents which will provide the student with hands on experience and expertise required to be successful in today's technological fast changing environment.

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- CTS1209** **COMPUTER APPLICATIONS II** **(3 Quarter Credit Hours)**
Prerequisites: CTS1208
A.S./Occupational Transfer
The course is a continuation of CTS 1208 and is designed to expand on the introduction of the student to Microsoft Office with an emphasis on Excel, and Microsoft PowerPoint. Students will be exposed to making computer generated reports using the Microsoft package and apply the concepts learned to other software applications.
- ENC1100*** **ENGLISH COMPOSITION I** **(4 Quarter Credit Hours)**
Prerequisites: None
A.S./Occupational Transfer
The course teaches the fundamental skills of vocabulary, spelling, grammar, punctuation, and Basic English usage. Students will use the writing process to control a pattern of development in an essay. Develop skills in applying rules of punctuation and grammar and building vocabulary. Emphasis will also be placed on spelling and the correct usage in written form.
- OST1620** **ENGLISH FOR COURT REPORTERS** **(4 Quarter Credit Hours)**
Prerequisites: None

This course exposes the students to dealing with the problems associated with verbatim reporting. Students will learn the spelling of non-grammatical English, foreign words and phrases, punctuation of interrupted sentences, multi voice testimony, and handling of the multitude of other problems that are involved in being able to present a saleable transcript. The student will learn and become familiar with the proper techniques that will allow them to punctuate verbatim transcription.
- HSC1530** **2-4 VOICE w/MEDICAL VOCABULARY I** **(2 Quarter Credit Hours)**
Prerequisites: OST1243
The student will undertake multiple voice testimony at speeds of 120-200 WPM, incorporating medical vocabulary. The student will become accurate and instantaneous at identifying and writing multiple speakers, as well as become more familiar with writing and transcribing medical terminology. Transcription of three pages of multiple voice testimony is required weekly.
- HSC1531** **2-4 VOICE w/MEDICAL VOCABULARY II** **(2 Quarter Credit Hours)**
Prerequisites: HSC1530
This is a continuation course of HSC1530 students will be able to do multiple voice testimony at speeds of 120-200 WPM, incorporating medical vocabulary. The student will become accurate and instantaneous at identifying and writing multiple speakers, as well as become familiar with writing and transcribing medical terminology. Transcription of at least three pages of multiple voice testimony is required each week

HSC1532 ANATOMY & MEDICAL TERMINOLOGY (4 Quarter Credit Hours)

Prerequisites: None
(Academic Transfer)

The language of medicine is a specialized vocabulary utilized by health care practitioners. This course acquaints the student with the specific jargon that allows the student to know the vocabulary of medicine through the study of prefixes, suffixes, and roots. The course also acquaints the student with the history and origin of early medical practices dating back to the 1st century BC. The student is exposed to the latest technical terms. The student learns the proper pronunciation, spelling and understanding of the meaning of the various medical terms, and examines the skeletal structure of the human body. Emphasis will also be placed on the psychological and physical diseases, treatments, and pharmacology for each system.

MAC1105* COLLEGE ALGEBRA (4 Quarter Credit Hours)

Prerequisites: None
(Academic Transfer)

The student will be introduced to standard topics of algebra, and will study linear and quadratic equations, graphing, functions and functional notation, quadratics, rational, logarithmic, and exponential functions, systems of equations, and matrix algebra

OST1142 KEYBOARDING I (2 Quarter Credit Hours)

Prerequisites: None
A.S./Occupational Transfer

The course is designed to offer the students the opportunity to learn keyboarding skills (keying without looking at their hands), at a productive rate of speed and accuracy. The student will be introduced to the alpha numeric keyboard characters in conjunction with correct punctuation and spacing techniques which are acquired through constant practice of initial championship key stroking techniques.

OST1143 KEYBOARDING II (2 Quarter Credit Hours)

Prerequisites: OST1142
Occupational Transfer

This is a continuation of OST1142 with the course designed to emphasize speed building and accuracy (Keying without looking at their hands), at productive rates of speed and accuracy. The student will receive continual practice until they are able to attain a speed goal of fifty (50) CWPM accurately.

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- OST1201 MACHINE SHORTHAND THEORY (10 Quarter Credit Hours)**
Prerequisites: None
This course introduces the student to computer compatible machine shorthand theory, incorporating compatible briefs, prefixes, suffixes, and phrases, as well as real-time writing. Lessons 1-28 will be completed as the first part of Machine Shorthand Theory. The remaining lessons 29-40 will be completed in Advanced Theory in the following term.
- OST1202 ADV. MACHINE SHORTHAND THEORY (10 Quarter Credit Hours)**
Prerequisites: OST1201
This course is a continuation of OST 1201 addressing Theory Lessons 29-40 for the first three weeks (for day classes) or four weeks (for evening classes). During the remaining weeks, the student will begin to learn advanced briefs and phrasing techniques, emphasis on names and numbers, accuracy, read back, colloquy, page setup and speaker identification on the shorthand machine as well as speed testing.
- OST1204C Realtime Speed & Accuracy Literary 80/100 (4 Quarter Credit Hours)**
Prerequisites: OST1202
Dictation is given at 80 to 100 words per minute of assorted literary material, including current events, congressional record, vital speeches, names, and numbers. The student is tested weekly at the increment speed level of 80 to 100 words per minute on unfamiliar and technical material and must pass two speed tests at 95% accuracy or greater to progress into the next speed level. As well as demonstrate competency in read-back for this speed level.
- OST1206C Realtime Speed & Accuracy Literary 120/140 (4 Quarter Credit Hours)**
Prerequisites: OST1204C
Dictation is given at 120 to 140 words per minute of assorted literary material, including current events, congressional record, vital speeches, names, and numbers. The student is tested weekly at the increment speed level of 120-140 words per minute on unfamiliar and technical material and must pass two speed tests at 95% accuracy or greater to progress into the next speed level. As well as demonstrate competency in read-back for this speed level.
- OST1208C Realtime Speed & Accuracy Literary 160/180 (4 Quarter Credit Hours)**
Prerequisites: OST 1206C
Dictation is given at 160 to 180 words per minute of assorted literary material, including current events, congressional record, vital speeches, names, and numbers. The student is tested weekly at the increment speed level of 160 to 180 words per minute on unfamiliar and technical material and must pass two speed tests at 95% accuracy or greater to progress into the next speed level. As well as demonstrate competency in read-back for this speed level.

OST1241C Realtime Speed & Accuracy Q/A Testimony 60/80 (4 Quarter Credit Hours)

Prerequisites: OST1202

Question and answer dictation is given at 60 to 80 words per minute. The student is tested each week at the increment speed of 60 to 80 words per minute on unfamiliar material and must pass two speed tests at 95% accuracy or greater to progress to the next speed level and must also demonstrate competency in read-back for this speed level.

OST1243C Realtime Speed & Accuracy Q/A Testimony 100/120 (4 Quarter Credit Hours)

Prerequisites: OST1241C

Question and answer dictation is given at 100 to 120 words per minute. The student is tested each week at the increment speed of 100 to 120 words per minute on unfamiliar material and must pass two speed tests at 95% accuracy or greater to progress to the next speed level and must also demonstrate competency in read-back for this speed level.

OST1245C Realtime Speed & Accuracy Q/A Testimony 140/160 (4 Quarter Credit Hours)

Prerequisites: OST1243C

Question and answer dictation is given at 140 to 160 words per minute. The student is tested each week at the increment speed of 140 to 160 words per minute on unfamiliar material and must pass two speed tests at 95% accuracy or greater to progress to the next speed level and must also demonstrate competency in read-back for this speed level.

OST1247C Realtime Speed & Accuracy Q/A Testimony 180/200 (4 Quarter Credit Hours)

Prerequisites: OST1245C

Question and answer dictation is given at 180 to 200 words per minute. The student is tested each week at the increment speed of 180 to 200 words per minute on unfamiliar material and must pass two speed tests at 95% accuracy or greater to progress to the next speed level and must also demonstrate competency in read-back for this speed level.

OST1249C Realtime Speed & Accuracy Q/A Testimony 225 (2 Quarter Credit Hours)

Prerequisites: OST1247C

Question and answer dictation is given at 225 to 240 words per minute. The student is tested each week at the increment speed of 225 to 240 words per minute on unfamiliar material and must pass two speed tests at 95% accuracy or greater to progress to the next speed level and must also demonstrate competency in read-back for this speed level.

OST1261C Realtime Speed & Accuracy Jury Charge 60/80 (4 Quarter Credit Hours)

Prerequisites: OST1202

Dictation is given at 60 to 80 words per minute of court's charge to the jury, as well as opening statements and closing arguments of the attorneys in trial. The student is tested each week at the increment speed level of 60 to 80 words per minute on unfamiliar and technical material and pass two speed tests at 95% accuracy or better to move onto the next speed level and they must also demonstrate competency in reading back for this speed level.

OST1263C Realtime Speed & Accuracy Jury Charge 100/120 (4 Quarter Credit Hours)

Prerequisites: OST1261C

Dictation is given at 100 and 120 words per minute of court's charge to the jury, as well as opening statements and closing arguments of the attorneys in trial. The student is tested each week at the increment speed level of 100 to 120 words per minute on unfamiliar and technical material and pass two speed tests at 95% accuracy or better to move onto the next speed level and they must also demonstrate competency in reading back for this speed level.

OST1265C Realtime Speed & Accuracy Jury Charge 140/160 (4 Quarter Credit Hours)

Prerequisites: OST1263C

Dictation is given at 140 to 160 words per minute of court's charge to the jury, as well as opening statements and closing arguments of the attorneys in trial. The student is tested each week at the increment speed level of 140 to 160 words per minute on unfamiliar and technical material and pass two speed tests at 95% accuracy or better to move onto the next speed level and they must also demonstrate competency in reading back for this speed level.

OST1267C Realtime Speed & Accuracy Jury Charge 180/200 (4 Quarter Credit Hours)

Prerequisites: OST1265C

Dictation is given at 180 and 200 words per minute of court's charge to the Jury, as well as opening statements and closing arguments of the attorneys in trial. The student is tested each week at the increment speed level of 180 to 200 words per minute on unfamiliar and technical material and pass two speed tests at 95% accuracy or better to move onto the next speed level and they must also demonstrate competency in reading back for this speed level.

OST1305 PROOFREADING (2 Quarter Credit hours)

**Prerequisites: None
(Academic Transfer)**

The course emphasizes proper proofreading and editing as applied to business documents. Topics include applying proofreading techniques with business documents; proper content, clarity, and conciseness in business documents; and business document formatting.

OST1472 COURT ROOM PROCEDURES (4 Quarter Credit Hours)**Prerequisites: OST1247, OST1142 and OST1620**

This course will consist of instruction in the role the court reporter plays in trials, depositions, and administrative hearings. The student will learn how to make and handle exhibits, storing of notes, interruptions of speakers, multi-speaker identification, swearing of witnesses, preparing a transcript, use of reference manuals, voir-dire testimony and much more. In addition, the student will produce a 10-page saleable transcript in two hours or less.

OST1611 COURT REPORTING TRANSCRIPTION I (2 Quarter Credit Hours)**Prerequisites: OST1201**

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes

OST1612 COURT REPORTING TRANSCRIPTION II (2 Quarter Credit Hours)**Prerequisites: OST1611**

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1613 COURT REPORTING TRANSCRIPTION III (2 Quarter Credit Hours)**Prerequisites: OST1612**

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1614 COURT REPORTING TRANSCRIPTION IV (2 Quarter Credit Hours)**Prerequisites: OST1613**

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed

by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1615 COURT REPORTING TRANSCRIPTION V (2 Quarter Credit Hours)

Prerequisites: OST1614

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1616 COURT REPORTING TRANSCRIPTION VI (2 Quarter Credit Hours)

Prerequisites: OST1615

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1617 COURT REPORTING TRANSCRIPTION VII (2 Quarter Credit Hours)

Prerequisites: OST1616

Court Reporting Transcription is designated transcribing time for speed tests given on a weekly basis in each class, as well as transcription of multi-voice dictation material. Students are required to transcribe shorthand notes while under institutional supervision. Tests must be transcribed on site, monitored, and timed by an institutional supervisor. Maximum time allowed for any one test in one hour and ten minutes.

OST1944 COURT REPORTING PRACTICUM (3 Quarter Credit Hours)

Prerequisites: OST1248

Upon entrance into 200 QA TESTIMONY, the student is to set an appointment with our Placement Director, for arrangements to be made for Practicum hours. The student shall spend a minimum of 120 hours in Practicum, under the supervision of a practicing court reporter, verified by the reporter(s) under whom the Externship is being completed. Of the 120 total hours, a minimum of 80 hours must be spent using machine shorthand technology, to include a variety of the following: courtroom trials, depositions, and administrative hearings. The remaining 40 hours shall include producing a 40-page saleable transcript, to be turned in for evaluation by the Academic Program Coordinator, as well as hours spent in an office setting observing office procedures and transcription techniques.

- OST2231 COMPUTER AIDED TRANSCRIPTION I (3 Quarter Credit Hours)**
Prerequisites: OST1142, CTS1208
This course is designed to give the student knowledge in the first steps in preparing a transcript using computer-aided transcription software. The student will learn to transfer notes from the writer to the computer, scope notes, build and edit their dictionary, resolve conflicts, archive and unachieved, and translate from steno to English as well as utilize the various software programs available, using support lines and maintenance of equipment.
- OST2232 COMPUTER AIDED TRANSCRIPTION II (3 Quarter Credit Hours)**
Prerequisites: OST2231
This course is a continuation of OST2231. The student will now learn to prepare a saleable transcript. This includes editing the transcript, popping in title pages, parenthetical, index pages and certificate pages, indexing, billing, maintenance of job dictionaries, punctuation, identifying speakers, use of reference books, and much more. The student will prepare many complete saleable transcripts, from which their grade will be based.
- OST2252 LEGAL TERMINOLOGY (4 Quarter Credit Hours)**
Prerequisites: None
(Academic Transfer)
This is a comprehensive study of legal terminology. The course will broadly cover general law terms as well as specialized legal terminology. Ethical considerations in representing clients will also be a topic of discussion.
- POS1049* AMERICAN GOVERNMENT (4 Quarter Credit Hours)**
Prerequisites: None
(Academic Transfer)
This course introduces the student to the constitutional basis, institutions, processes, and politics of the United States Government.
- PSY1012* INTRODUCTION TO PSYCHOLOGY (4 Quarter Credit Hours)**
Prerequisites: None
(Academic Transfer)
This course provides the student with an introduction to the concepts of modern psychology. The course is a study of the scientific basis of human behavior and the factors that control human development and function.

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- SLS1301 PROFESSIONAL DEVELOPMENT (2 Quarter Credit Hours)**
Prerequisites: None
(Academic Transfer)
This course is designed to develop and prepare the entry level student to gain employment. In this course, the student will be introduced and learn how to make a personal assessment of their strengths and weaknesses. The student will be exposed and learn to seek career opportunities through the job search process which includes a variety of resources that are available such as newspapers, internet, employment services and networking. The student will be able to set personal goals for themselves. The student will also be instructed in how to determine what the best type of career opportunity is for them, based upon their personal assessment.
- SPC1606* PUBLIC SPEAKING (3 Quarter Credit Hours)**
Prerequisites: None
A.S./Occupational Transfer
The course is an entry level course that is designed to introduce the student with training and practical application (experience) for speaking in public, business, and other situations. The various areas the student will learn about will be Speech anxiety, preparing and delivery of the speech, analysis of the audience, listening critically, verbal, and non-verbal communicating; formal and informal group communicating.
- OST0011 DIGITAL TECHNOLOGY I**
Prerequisite: None
Certificate/Occupational
The course is to introduce the student to the concept of what role the recorder participates within the recording of the spoken word. The operation of the machine is introduced and how the recording is achieved through understanding of microphones, software, and equipment. The emphasis is how the procedures of the courtroom require a strong understanding on how to maintain integrity of the proceedings.
- OST0012 DIGITAL TECHNOLOGY II**
Prerequisite: Digital technology I
Certificate/Occupational
This course is a continuation of the fundamentals of digital recording along with the advanced understanding of the application of the digital format. The student will begin to be introduced to the troubleshooting aspects. Understanding of how to establish a format of how to diagnose the reasons something does not work the options available for correcting the problem.

OST0013 Digital Technology III
Prerequisite: Digital Technology III
Certificate/Occupational

This course expands on the content of digital technology and how to use the digital format outside the courtroom. Many court reporters are required to be set-up and be able to operate the equipment in hearings, depositions, investigations, or business meetings. Proficiency comes with practice and simulations through training. Simulations are established and mock trials allow students to be able to experience the operations in the lab before performing live recordings outside of classrooms.

OST0014 DIGITAL TECHNOLOGY IV
Prerequisite: Digital Technology III
Certificate/Occupational

This is the final course on digital technology. It is where we prepare designed problems that occur during testimony, depositions, hearings, and business settings. The student is given the opportunity to experience real-world problems that have occurred during these events. They are experiencing the problems with microphones not working, testimonial that are not clear, problems with the recorder and how to be able to stop a proceeding if necessary. Students are provided training on how to be respectful when dealing with the court, attorneys, and businesses. The student watches demonstration on how to professionally deal with malfunctions that interrupt proceedings. Always remain calm and ask for consideration in dealing with the issues. Always provide a back-up for emergencies.



ADMINISTRATION, FACULTY & STAFF

Ronald H. Dooley, B.B.A
President/ School Director
B.B.A., Florida Southern College

Jean Guy Etienne
Registrar/Student Accounts
M.S., Mgt. Information Systems
University of Phoenix

Marella Dooley, CRI
**Court Reporting Coordinator/
Compliance Officer/Student Services**
Roberts & Walsh Institute/New York
Certified Court Reporter Instructor (NCRA)

Dr. Caseylyn M. Allen
Financial Aid Services
PhD. Psychology
M.B.A., Leadership
B.A., Business
Keiser University-Pembroke Pines, FL

Barbara Hijek
Librarian/Student Services
MLIS Library Science
BA, English-University of Pittsburgh

Ronald H. Dooley
Director of Admissions (Acting)
B.B.A., Florida southern College



FACULTY

Marella Dooley- CRI

Court Reporting Instructor

Roberts & Walsh School of Court Reporting
Certified Reporting Instructor, (CRI)

Leonard Swadlow, P.A.

Legal Studies

J.D., Antioch School of Law
B.A. University of Miami

Noel Broman-Adjunct

Computer Sciences

PhD., Capella University
M.S., Nova Southeastern University
B.S. University of Phoenix

Cynthia Trotta/RPR/CSR

Court Reporting Instructor

Registered Professional Reporter
Computer Shorthand Instructor

Dr. Joan Cartwright, PHD.

General Education Instructor English

B.A., Music & Communications
D.B.A., Business Administration
Northcentral University
Master's in communications,
Florida Atlantic University

Dr. Catherine Valentino

General Education/Medical Terminology

M.A., Leadership
Masters of Occupational Therapy
University of Florida
B.S., Kinesiology
University of Minnesota

Erin Goss-RN-Adjunct

Medical Terminology Instructor

Master of Science-Nursing
Walden University-Minneapolis, MN
Bachelor of Science – Nursing
University of Arkansas – Fort Smith, AR

Jennifer Metesh Adjunct

Court Reporting Instructor

Professional Court Reporting Institute
Elsa Cooper School of Court
Reporting/Attended

Jacqueline Hagen -Adjunct-Adjunct

Court Reporting Instructor

B.A., Binghamton University
A.S., Alfred State College/Court Reporting

Michelle Savoy/CMR-Adjunct

Court Reporting Instructor

Certified Merit Reporter
South Coast College of Court Reporting

Bettye C. Rogers

General Education/English Composition

M.S. Educational Leadership/Nova S.E.
B.A. Education/English-St. Thomas U.

Dr. Caseylyn M. Allen

General Education/Psychology

PhD., Psychology
MBA, Leadership
B.A., Business
Keiser University, Pembroke Pines, FL

